



**Dr. Babasaheb Ambedkar Marathwada
University, Aurangabad-431004
Maharashtra (India)**

Invitation of QUOTATION

The University invites the quotation from reputed and experienced institutions/press in the field of Scanning of Slips (ICR/OMR) Slip-3 and Slip-2, result processing, submission of result data Access and Excel form. The quotation should be sent to the Director, Board of Examinations & Evaluation Dr. Babasaheb Ambedkar Marathwada University, Aurangabad-431004 (Maharashtra) from 04.05.2018 to 10.05.2018. The all relevant documents download from the university website www.bamu.ac.in.

Date : 03.05.2018

Registrar

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY
Aurangabad

**PROFORMA FOR CALLING QUOTATION FOR RESULT PROCESSING,
SCANNING OF ICR/OMR SLIPS**

NAME OF THE FIRM & It's OWNER / DIRECTOR : _____

(Photocopies of Registration of Press/firm its authentic documents of ownership / partnership of the Press and other documents related to the Press should be sent alongwith the quotation)

Sr. No.	Particulars	Rate per Answer book (Inclusive all taxes)
1	Scanning of slips (ICR/OMR) Slip-3 and Slip-2. result processing, submission of result data in Access and Excel format.	
(Note : Rate quote per answer book inclusive all processing i.e. scanning, reading of slips)		

Name & signature of the owner /
producer of the
Firm /Press (with stamp)

Director,
Board of Examinations &
Evaluation

Hon'ble Vice-Chancellor

TERMS AND CONDITIONS

PART-A

1. The printer will process the results as per guideline to be given by the Director, Board of Examinations & Evaluation or any other officer designated by the Director, Board of Examinations & Evaluation for the purpose with 100% accuracy and deliver in the reasonable scheduled time given by the University.
2. The printer shall be entirely responsible to print OMR/Answer sheet, process and deliver the results in Data form from the slips/OMR sheets and master database (CAP Data) provided by the University.
3. The printer shall maintain absolute confidentiality with regards to the result processing and shall ensure that in no circumstances and at no stage will tamper the secrecy.
4. The ICR/OMR slips for the Result processing will be collected by the printer from the Director, Board of Examinations & Evaluation or any other officer designated by the Director, Board of Examinations & Evaluation for the purpose .
5. The work of scanning of ICR/OMR slips, result processing and any other activity related in this regard carry out in the Examination building. The work will be carry out in-house by deputing manpower and essential infrastructure and it will be binding upon the firm.
6. The University reserves the right to accept or reject any or all quotations without assigning any reasons.
7. This contract is valid for the academic year 2018-19, 2019-20 and, if needed, shall be extended on the part of the University.

PART-B

1. The firm should have experience (presence) of more than 10 years in field of IT.
2. The firm should have experience of more than 10 Educational Institutions such as Education Boards / Universities or Examination conducting Government organizations of data processing.
3. The firm should currently have one live (running) contract of similar Barcode slip scanning & Data preparation for any university/ state board.
4. Firm should have experience of handling minimum 03 lakhs slips in one session.
5. Firm should have adequate technical manpower and infrastructure do the required scanning and result processing is shortest time.
6. Firm should be capable of delivering all the required service onsite. No subcontracting will be allowed.
7. ISO 9001:2008 and ISO 27001:2013 Certification required.

8. Following certificates are mandatory :
 - (i) Company Registration
 - (ii) Shop and Establishment
 - (iii) VAT/CST Registration and clearance
 - (iv) Service Tax Registration with latest paid challans.
 - (v) Provident Fund Registration
 - (vi) Professional Tax Registration and clearance.
9. Solvency certificate of worth Rs. 1 Crore (Rs. One Crore only) from nationalized Bank required to be submitted.
10. The turnover of the firm should be more than Rs. 5.00 Cr. For last three financial years in the similar business. Audit report from CA should be attached.
11. Tax return of last three financial years are to be submitted.
12. Company shall be profit making with minimum profit of Rs. 25.00 lakhs for last 03 financial years.
13. The firm/agency shall have clean legal records and there should be no open legal case / petition in any of the Courts / Hon'ble High Courts.
14. All the above claims by the vendor should be supported by authentic documents and verifiable certificates.
15. Selection of firm will be made purely on merit, past experience and reputation. As the work to be entrusted is of very sensitive and important nature, merely quoting lower rates will not make the tendered eligible for selection.

SCOPE OF WORK :

For Marksfoils

- Scanning of Markfoils (1/3 of A4 page)
- Capturing Barcode (alphanumeric)
- Reading text data
- Verification / Validation of data
- Export in desired format.

Implementation

- There will be 02 separate slips to be scanned in span of 15 days.
 - Data of 02 slips to be link through Barcode
 - Both slips date should match 100%
16. The university officials hand over the Slip-3 in first lot containing students information i.e. Seat Number, Examination, Class, Centre Name, Paper No. Subject code, Subject Name, Invigilators Signature, Date etc. for further processing.
 17. After completion of assessment by the Examiner / Moderator and scrutinizer the Slip-2 will be handed over for result processing.
 18. Students information of Slip-3 and Slip-2 should match 100%.
 19. The specimen copy of ICR/OMR SLIP available on the website www.bamu.ac.in. for ready reference.

LIST OF DOCUMENTS REQUIRED WITH QUOTATION

Sr. No.	Particulars of documents	Attached enclosed at Sr. No. /Page No.
1	Experience (Educational institute) (in number)	
2	Experience (in years)	
3	Documents regarding infrastructure (Yes/No)	
4	ISO 9001:2008, ISO27001:2013 certification (Yes/No)	
5	Company Registration Certificate (Yes/No)	
6	Updated Shop and Establishment Certification (Yes/No)	
7	GST Registration (Yes/No)	
8	Service Tax Registration with latest paid challans (Yes/No)	
9	Provident Fund Registration	
10	Solvency certificate of worth Rs. 1.00 Crore (Nationalized Bank) (Yes/No)	
11	Turnover of Firm	
12	Income Tax return document (Yes/No)	
13	Documents regarding Company/Firms profit (Yes/No)	
14	Documents regarding clean legal records (Yes/No)	
15	SELF DECLARATION BY FIRM FOR NOT BEING BLACKLISTED	

Signature :

Name :

Name of the Firm with stamp :