

Purchase Order

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नेशनल फर्टिलाइजर्स लिमिटेड

(भारत सरकार का उपक्रम)

National Fertilizers Limited

(A Govt. of India Undertaking)

गोहाना रोड, पानीपत-132 106 (हरियाणा)

Gohana Road, Panipat- 132 106 (Haryana) India

An ISO-9001, 14001 & OHSAS-18001 Unit



ईमेल: nflpanipat@nfl.co.in

वेबसाइट: www.nationalfertilizers.com

फैक्स : (91)180-2652515

फोन : (91)180-2652481,83,85

Ref. No. NFL/PT/P&A/JEA/2015

Dated: 20.03.2015

M/s OMR India Outsources Pvt. Ltd.
Level 15, Eros Corporate Towers,
Nehru Place,
NEW DELHI-110 019

Sub: Work Order for conducting Written Test of candidates for the post of Jr. Engg. Asstt. Gr.II (Prod) at NFL Panipat Unit.

- Ref: (i) Our NIT No. NFL/PT/P&A/JEA/2015 dated 21/02/2015.
(ii) Your Offer/Bid dated 09/03/2015 opened on 09/03/2015.
(iii) Your Financial Bid dated 09/03/2015 opened on 16/03/2015

Dear Sir,

With reference to our NIT and your Offer/Bid as mentioned above, we are pleased to award you the job for conducting Written Test of candidates for the post of Jr. Engineering Asstt. Gr.II (Production) at NFL Panipat Unit on a lumpsum quoted amount of Rs.1,30,000/-(Rupees One Lakh Thirty Thousand only) plus Service Tax as applicable on the following terms & conditions :-

- 1.0 Written Test shall be conducted by you on **12.04.2015 (Sunday)** at NFL Panipat Unit. The total number of candidates who are eligible for appearing in the test is 1459.
- 2.0 In the Written Test, there will be a total of 90 questions of multiple choices, which will have to be answered by the candidates in 90 minutes, in the following pattern: -
 - (a) Related to Production/Chemical discipline : 60 questions
 - (b) General awareness : 20 questions
 - (c) Reasoning : 10 questions
- 3.0 The syllabus of the test will be of graduation i.e. B.Sc. (with Physics, Chemistry and Mathematics) or Diploma in Chemical Engineering. The test is to be conducted in the School premises situated in NFL Township, Panipat (Haryana). Arrangements of venue and infrastructure for conducting the test shall be made by NFL.
- 4.0 The Question Paper for the said Test will be bilingual (both in English and Hindi). Question papers should not have been used for the last one year in any of the test conducted by you.
- 5.0 **SCOPE OF WORK:** The Scope of work shall include but not limited to the following:-
 - a. Designing, developing and printing of bilingual objective type test papers both in Hindi & English having questions in Production discipline, General Awareness and Reasoning as detailed above along with OMR answer sheets.

- b. Issue of call letters/admit cards for Written Test along with sample question papers to the candidates will be your responsibility. You will be provided all necessary details of the candidates for the purpose.
- c. Admit card of the candidates will be prepared and despatched by you to the candidates by Registered Post at their addresses which will be provided by NFL.
- d. Arrangement of Test Administrators at the place of Written Test shall be made by you. However, Invigilators and other staff at the venue shall be provided by NFL.
- e. Dispatch of test materials along with guidelines for test administrators.
- f. Receipt/Collection of Answer Sheets from test centre.
- g. Evaluation of Answer Sheets. There shall be no negative marking for wrong answers.
- h. Preparation of Results in order of merit of all the candidates (category-wise i.e. UR, SC, ST & OBC etc.). Result is to be sent to NFL Office at Panipat Unit within ten days from the date of written test positively. You will provide result in hard and soft copy containing roll number, name & marks of candidates etc.
- i. All the expenses connected with above scope of work including postage charges, stationery for all purposes and cost of printing etc. will be borne by you.
- j. Attendance of the candidates duly signed by the invigilator and candidates to be sent to NFL immediately after the test is conducted.
- k. Evaluated answer sheets are required to be preserved by the Agency for a period of at least one year from the date of test.
- l. Any other related activities.

6.0 **COMPLETION SCHEDULE:** The test shall be conducted by you on **12.04.2015 (Sunday)**. The test shall be started at 09.00 AM and the duration of test shall be 90 minutes. Admit Cards must be despatched to the candidates latest by **25.03.2015**. Result of test must be communicated to us as soon as possible but not later than **22.04.2015**. Time is the essence of the contract and it is essential that the job is completed within the stipulated time.

7.0 **EMD:** Your EMD of Rs.2000/- shall be refunded/returned after a period of three months from the date of completion of work. EMD shall not bear any interest. EMD shall also be forfeited in case you do not commence the work within time or withdrew the tender after communication of acceptance.

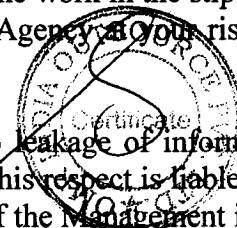
8.0 The rates shall be inclusive of all taxes for such works/services (but excluding Service Tax) and shall be firm during contract period. Service Tax under this contract if applicable shall be paid extra on the prevailing rate on submission of Government Notification regarding levying of Service Tax and proof of deposit of the same by you. Any penalty/interest etc. shall be to your account.

9.0 All taxes and duties etc. now or hereafter imposed, increased modified from time to time in respect of subject work shall be included in the quoted rate/prices.

10.0 **PENALTY**

10.1 You are required to complete the work as per the agreed schedule and strictly in accordance with the terms and conditions of the tender. A penalty @ 1% of total value of the contract per day of delay subject to a maximum of 10% of contract value shall be imposed except due to any reasons beyond your control (Force Majeure). In the event of failure to complete the work in the stipulated period, the NFL reserves the right to get the work done from any other Agency at your risk and cost.

10.2 The total work will be strictly concluded in confidential manner and no leakage of information regarding question paper/result etc. shall be made by you. Any breach in this respect is liable to be penalized subject to maximum of 10% of contract value and the decision of the Management in this regard shall be final and binding.



11.0 **TERMS OF PAYMENT**

- 11.1 100% Lumpsum charges shall be released against submission of Invoice within 15 days after submission of results.
- 12.0 Income Tax shall be deducted from the bills as per provisions of Income Tax Act, 1961.
- 13.0 You will be solely responsible to ensure compliance all the applicable laws of Centre/State Government.

14.0 **TERMINATION:**

NFL may terminate the contract after giving seven days' notice if in its opinion; the work under the contract is not being done to its satisfaction. NFL shall also have the right to get the job done by the third party at your risk and cost.

15.0 **CONCILIATION & ARBITRATION:**

"Except where otherwise provided in the contract all matters, question or differences whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract or out of matter relating to the contract or the breach thereof or the respective rights or liabilities of the parties during or after completion of the works or whether before or after termination, shall after written notice by either party to the contract be referred to the arbitration of the Unit Head, National Fertilizers Ltd. or his/her nominee.

The Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under shall govern the Arbitration proceedings.

You hereby agree that you shall have no objection if the arbitrator so appointed is an employee of NFL and he had to deal with the matter to which contract relates and that in the course of his duties as such he has expressed his views on all or any of the matter in dispute of differences.

If the arbitrator to whom matter is referred, vacates his/her office by any reason whatsoever then the next arbitrator so appointed by the authority referred above may start the proceedings from where his predecessor left or at any such stage he may deem fit.

It is agreed by and between the parties that in case a reference is made to the Arbitrator or the Arbitral Tribunal for the purpose of resolving the disputes/differences arising out of contract by and between the parties hereto, the Arbitrator or the Arbitral Tribunal shall not award interest on the awarded amount more than the rate of SBI PLR/ Base rate as applicable to NFL on date of award of contract."

- 16.0 **JURISDICTION:** For any dispute regarding this contract, the exclusive jurisdiction shall lie in the Courts situated at Panipat (Haryana), generally where the contract is being executed.

17.0 **FORCE MAJEURE:**

The terms and conditions agreed upon under the contract shall be subject to Force Majeure. Neither the agency nor NFL shall be considered in default in the performance of their obligation contained therein, if such performance is prevented or delayed or restricted or interfered with by reason of War, Hostilities, Revolutions, Civil Commotion, Strike, Epidemics, Accidents, Fires Flood, Earthquake, regulation or ordinance or requirement of any Government or any sub-division thereof, or authority or representative of any such Govt. and/or due to technical snag/reasons or any other Act whatsoever, whether similar or dissimilar to those enumerated beyond the reasonable control of the parties hereto or because of any act of GOD. The party so affected, upon giving prompt notice

to the other party shall be excused from such performance to the extent of such prevention, delay, restriction or interference for the period it persists provided that the party so affected shall use its best efforts to avoid or remove such causes of non-performance, if possible and shall continue performance hereunder with the utmost dispatch whenever such causes are removed. Should one or both parties be prevented from fulfilling their contractual obligations by a state of Force Majeure lasting continuously for a period of one week, the two parties to the contract shall meet and decide about the future course of action.

- 18.0 **SECREC****Y**: You shall maintain full secrecy and confidentiality regarding all documents/information pertaining to this contract.
- 19.0 **AGREEMENT**: You will be required to enter into an Agreement with National Fertilizers Limited on non-judicial stamp paper of Rs.100/- cost of which is to be borne by you. Till such time formal agreement is entered into between you and NFL, the communication from NFL conveying acceptance of the Tender by you shall be treated as the Agreement for the purpose of operation of contract.
- 20.0 NFL may be represented by their representatives at the Test Centre. Only authorized representatives should be allowed to enter the examination centre and interact with supervising and organizing staff appointed by you. No other person including NFL employees (other than the candidates) should be allowed to enter the examination hall.
- 21.0 Name, Address and Telephone Number of your representative may be intimated to us so that he can be a link and liaison between us and your side for smooth execution of the job.
- 22.0 The Contract shall be governed by and construed in accordance with the Laws of India.
- 23.0 Other terms & conditions of NIT No. NFL/PT/P&A/JEA/2015 dated 21.02.2015 shall also be applicable and will form part of the contract.

We are sending two copies of the Work Order, a copy of which may be returned to us duly signed by you in token of having accepted the terms & conditions of the contract.

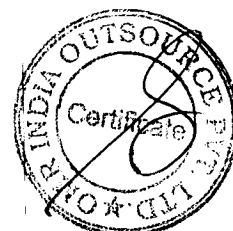
Thanking you,

Yours faithfully,
For National Fertilizers Limited.

(Mahabir Singh)
Chief Manager(P&A)

CC:

DGM(F&A), NFL, Panipat.



Corporate Office :
A-11, Sector-24, NOIDA - 201 301
Distt. Gautam Budh Nagar (U.P.)
Phone : 0120-2412294, 2412445, 3292201-08
Fax : 0120-2412397
Website : <http://www.nationalfertilizers.com>



कारपोरेट कार्यालय :
ए-11, सेक्टर-24, नोएडा - 201 301
जिला गौतम बुद्ध नगर (उ०प्र०)
दूरभाष : 0120-2412294, 2412445, 3292201-08
फैक्स : 0120-2412397

नेशनल फर्टिलाइजर्स लिमिटेड
(भारत सरकार का उपक्रम)
NATIONAL FERTILIZERS LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)

Ref. No. NFL/CO/Pers/1(257)/E-0/2014/ 766

10th December, 2014

OMR India Outsources Pvt. Ltd.,
Level - 15, Eros Corporate Towers, Nehru Place
New Delhi - 110 019

Sub: Work Order for conducting proficiency test for Departmental Candidates in various Technical & Non-Technical Disciplines for promotion from highest category of workers to lowest category of Officers at E-0 level

Ref.: (i) Our NIT No. NFL/CO/Pers./1(257)/E-0/2014/232 dated 27.11.2014.
(ii) Your Financial Bid dated 06.12.2014 opened on 08.12.2014.

Dear Sir,

With reference to above, Proficiency Test in respect of departmental candidates both in Technical & Non-Technical disciplines viz. Chemical (Production), Mechanical, Electrical, Instrumentation, Civil, Materials/Transportation, P&A/Sectt., F&A, Marketing, We are pleased to award you the job for conducting the Proficiency Test on a lump-sum amount of ₹ 89,888/- (Eighty nine thousand eight hundred eighty eight only) inclusive of Service Tax (80,000/- + 9888 Service Tax (@12.36%). The date of Conducting the test is 20.12.2014. In the Proficiency test, there will be a total of 90 questions of multiple choices, which will have to be answered by the candidates in 90 minutes, in the following pattern :

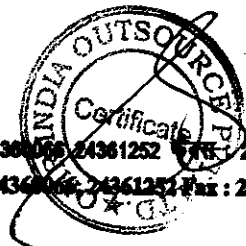
- | | |
|--|----------------|
| a) Related to the discipline | - 40 questions |
| b) Relating to the working of NFL/ about NFL | - 30 questions |
| c) General awareness | - 15 questions |
| d) Reasoning | - 05 questions |

The terms and conditions of the contract are as under :-

1. Scope of Work :

- a) You will develop bilingual objective type test papers both in Hindi & English of good standard which match the eligibility and qualifications of the candidates. The papers printed in both the languages shall be kept in secrecy with confidentiality till the examinations are over. It is also instructed that the Question Papers should not have been used for the last one year in any of the tests conducted by the Party.

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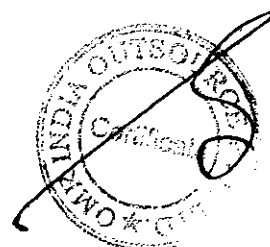


- b) The objective type tests will consist of Questions relating to (i) Related discipline (ii) about NFL (iii) General Awareness & (iv) Reasoning Ability .
- c) The number of candidates disciplines-wise and Unit-wise are as under :

S.N.	Discipline	UNIT/OFFICE						Total
		Nangal	Bathinda	Panipat	Vijaipur	Mktg	CO	
1	Production		14	10	18			42
2	Mechanical	24	12	7	15		1	59
3	Electrical		5	2	8			15
4	Instrumentation		5	4	2			11
5	Civil	1						1
6	Materials	1	1					2
7	Transportation			1	2			3
8	P&A		1	2	1	5	1	10
9	Secretarial Staff		1					1
10	F&A					4		4
11	Marketing					1		1
	Total	26	39	26	46	10	2	149

- d) Conducting of test in fair and impartial manner at the Test Venues. The test will be held on the fixed date and time sharp at all the Centers.
- e) Arrangement of Test Administrators at the places of written test shall be made by you. However, Invigilators and other staff at the venues shall be provided by NFL.
- f) You shall make proper arrangements for dispatch of material required along with guidelines for Test Administrator in advance to the Centers so that the problem of non-availability of material does not arise.
- g) Arrangement for collection and receipt of answer sheets from test Centers is to be made by you.
- h) Report from test administrators.
- i) Evaluation of answer sheets.
- j) Combined as well as Unit-wise results of all the candidates discipline-wise & category-wise i.e. UR, SC & ST must be submitted to NFL within ten days from the date of written test.
- k) The results copy must bear Roll Number, Employees' Code Numbers and Name of candidates.
- l) All expenses connected with above scope of work including stationary for all purposes and cost of printing will be borne by you.

Ambar



- m) Time is the essence of the contract and it is essential that the job is completed within time.
- n) Evaluated answer sheets are required to be preserved by you for at least one year.

2. **Payment Terms**

- a) The lump-sum charges will be 89,888/- (Eighty nine thousand eight hundred eighty eight only) inclusive of Service Tax to be paid in two equal installments i.e. 50% as advance against bank guarantee to be issued by Nationalised / Scheduled Bank (Proforma attached) at the time of handing over Work Order and balance 50% within 10 days after submission of the results.
- b) Income Tax shall be deducted at source from your bills as per provisions of the Income Tax Act, 1961.

3. **Penalty**

- a) NFL shall be within its right to levy penalty of 10% of total fee for delay / non-satisfactory performance of jobs,
- b) The total work will be strictly conducted in confidential manner and no leakage of information regarding question paper/result etc. shall be made. Any breach in this respect is liable to be penalized as per penalty clause referred above and the decision of the Management will be final and binding on you.

4. **Test Centres**

The addresses of the Centres are as under:

National Fertilizers Limited Nangal Unit Naya Nangal Distt. Ropar (Roop Nagar) PUNJAB-140 126	National Fertilizers Limited Panipat Unit Gohana Road PANIPAT - 132 106
National Fertilizers Limited Bathinda Unit Sibian Road Bathinda PUNJAB- 151 003	National Fertilizers Limited Vijaipur Unit Vijaipur, Distt. Guna MADHYA PRADESH PIN - 473 111

5. **General Instructions**

- a) Attendance of the candidates duly signed by the invigilator and the candidates, may be sent to this office immediately after the test is conducted.
- b) NFL may be represented by their representatives at the Test Centres. Only authorized representative should be allowed to enter the examination centre and interact with supervising and organizing staff appointed by you. No other person including NFL employees (other than the candidates) should be allowed to enter the hall.

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- c) Name, Address and Telephone Numbers of your representative in Delhi may be intimated to us so that he can be a link and liaison between us and your side for smooth execution of the job.

All the terms & conditions as contained in NIT shall make part of this work order and should be strictly followed and adhered to.

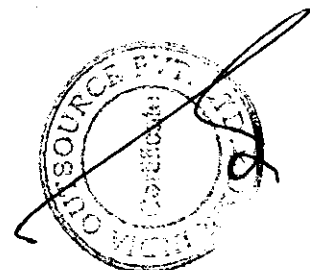
Please return one copy of this letter to our office duly signed in token of acceptance and also depute your representative to meet the undersigned for conducting the whole job smoothly.

Thanking you

Yours faithfully
for National Fertilizers Ltd.


(R L Meena)
Manager (Pers.)

Encl.: As above





नेशनल फर्टिलाइजर्स लिमिटेड

(भारत सरकार का उपक्रम)

National Fertilizers Limited

(A Government of India Undertaking)



सिबियां रोड, बठिण्डा, पंजाब - 151003

(ISO-9001, ISO-14001 एवं OHSAS-18001 प्रमाणित इकाई)

☎ : 0164-2270261, 2760262, फैक्स: 2760270

सी.आई.एन. : L74899DL1974GO1007417

ई-मेल: dsod@nfl.co.in

यू.आर.एल.: www.nationalfertilizers.com

Sibian Road, Bathinda, Punjab-151003

(An ISO-9001, ISO-14001 & OHSAS-18001 Certified Unit)

☎ : 0164-2270261, 2760262, FAX: 2760270

CIN: L74899DL1974GO1007417

E-mail: dsod@nfl.co.in

URL: www.nationalfertilizers.com

संदर्भ संख्या: एन एफ बी/पर्स-31/135

दिनांक : 04/06/2015

पंजीकृत डाक

मैसर्स ओ एम आर इंडिया आउटसोर्सिज प्रा. लिमिटेड,
सी-115, ई पी आई पी, इंडस्ट्रीयल एरिया,
यू पी एस आई डी सी, शास्त्रीपुरम,
सिकन्दरा, आगरा (यू. पी.)

M/s OMR India Outsources Pvt Ltd.
C-115, EPIP, Industrial Area, UPSIDC,
Shastripuram, Sikandara,
Agra (U.P.)

Sub: Work Order for conducting Written Test of candidates for the post of Jr. Engg. Asstt. Gr.II (Elect) at NFL, Bathinda Unit
[(i) NIT Ref. No. NFB/Pers/31/135/168 dated 11.04.2015
(ii) Quotation No. Nil dated 12.05.2015]

Dear Sir(s),

Please refer to your quotation dated 12.05.2015 in response to our Notice Inviting Tender No. NFL/Pers-31/135/168 dated 11.04.2015 for conducting written test of candidates for the post of Jr. Engg. Asstt. Gr. II (Elect.) at NFL, Bathinda Unit. We are pleased to award the subject work to you on the following terms and conditions for ₹ 1,58,920/- inclusive of all taxes: -

1.0 The total work will be conducted in strictly confidential manner. Any breach is liable to be penalized and the decision of the Management will be final and binding on you.

2.0 **AWARD VALUE** ₹ 1,58,920/- inclusive of all taxes.

3.0 SCOPE OF WORK

3.1 To conduct a Written Test for screening of **997 candidates** for the post of Jr.Engg. Asstt. Gr. II (Elect.) at NFL, Bathinda.

3.2 The test shall be of objective type (multiple choice) comprising 90 questions altogether as per the following break-up: -

(a)	Related to Electrical Engineering(Diploma)	:	60 questions
(b)	General awareness	:	20 questions
(c)	Reasoning	:	10 questions

3.3 The duration of the test shall be 90 minutes. Each question shall be of 1 (one) mark. There shall be no negative marking.

3.4 The standard of the written test will be that of 3-year Diploma in Electrical Engineering. The general awareness and reasoning questions shall be of reasonable level as expected from a graduate student.

3.5 The test is to be conducted in a suitable School at Bathinda City to be arranged by you. All arrangements with regard to proper conduct of written test shall done by you.

3.6 The Question Paper for the Test will be bilingual (English and Hindi).

3.7 The Scope of work shall also include but not limited to the following: -

3.7.1 Designing, developing and printing of bilingual (English & Hindi) objective type, multiple choice test papers. Both English and Hindi version shall be provided to each candidate.

[Signature]

- 3.7.2 OMR answer sheets shall be provided by you.
- 3.7.3 To arrange the school premises for conducting the written test including arrangement of invigilators, test Administrator/Superintendent etc. as may be required for smooth conduct of the test.
- 3.7.4 To provide adequate guidelines to the candidates, invigilators and test administrators. You shall be responsible for making available all types of material including test papers and OMR sheets in sufficient quantities at the venue of the test
- 3.7.5 Receipt/Collection of Answer Sheets from test centre. The question papers shall also be collected from the candidates after completion of the test.
- 3.7.6 Evaluation of Answer Sheets.
- 3.7.7 Preparation of Results in order of merit of all the candidates and also category-wise i.e. General, SC & OBC.
- 3.7.8 Result is to be sent to Dy. General Manager(HR), NFL, Bathinda Unit **within ten days from the date of written test positively**. You will provide result in hard and soft copy containing roll number, name, father's name, category & marks obtained by the candidates.
- 3.7.9 Attendance of the candidates duly signed by the invigilator and candidates to be handed over to NFL immediately after the test is conducted.
- 3.7.10 Evaluated answer sheets are required to be preserved by you for a period of at least one year from the date of written test.
- 3.7.11 Any other related activities for conducting the test smoothly and providing result thereof.

4.0 COMPLETION SCHEDULE

The Written Test shall be conducted by you within 30 days from the date of issue of Work Order. The exact date and time for conducting the test shall be decided in consultation with NFL and shall be intimated to you subsequently. Time is the essence of the contract and it is essential that the job is completed within stipulated time. The result of the written test shall be provided by you within 10 days of completion of the written test.

5.0 PAYMENT TERMS

- 5.1 100% payment will be released against submission of Invoice within 30 days after submission of results. No advance payment or part payment shall be released.
- 5.2 **EMD amount** of ₹ 2000/- submitted alongwith the price bid shall be refunded/returned after a period of three months from the date of successful completion of work. EMD Amount will not bear any interest.
- 5.3 Income Tax shall be deducted from the bills as per provisions of Income Tax Act, 1961.
- 5.4 You shall be solely responsible to ensure compliance all the applicable laws of Centre/State Government.

6.0 GENERAL

- 6.1 You shall maintain complete secrecy and confidentiality regarding all documents/ information pertaining to this contract.
- 6.2 Time is the essence of the job and it is essential that the job is completed well within time.
- 6.3 NFL reserves the right to terminate the contract after giving seven days' notice if in its opinion, the work under the contract is not being done to its satisfaction. NFL shall also have the right to get the job done by any other party at the risk and cost to be borne by you.
- 6.4 NFL shall be within its right to levy penalty of 10% of total fee for delay/non-satisfactory performance of jobs as detailed in NIT document.
- 6.5 You will enter into an agreement with NFL on non-judicial stamp paper of the value of ₹ 100/-, cost of which shall be borne by you within 10 days of issue of Work Order.
- 6.6 Name, address and Telephone Numbers of your representative(s) deputed as Test Administrator(s) may be intimated to us so that there can be a link and liaison between us and from your side for smooth execution of the job.
- 6.7 Only authorised representatives of NFL should be allowed to enter the examination center and interact with supervising and organizing staff appointed by you. No other person (other than registered candidates) should be allowed to enter the hall.



7.0 CONCILIATION & ARBITRATION

Except where otherwise provided in the contract all matters, question or differences whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract or out of matter relating to the contract or the breach thereof or the respective rights or liabilities of the parties during or after completion of the works or whether before or after termination, shall after written notice by either party to the contract be referred to the arbitration of the Unit Head NFL, Bathinda.

The Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under shall govern the Arbitration proceedings.

The contractor hereby agrees that he shall have no objection if the arbitrator so appointed is an employee of NFL and he had to deal with the matter to which contract relates and that in the course of his duties as such he has expressed his views on all or any of the matter in dispute of differences.

If the arbitrator to whom matter is referred, vacates his/her office by any reason whatsoever then the next arbitrator so appointed by the authority referred above may start the proceedings from where his predecessor left or at any such stage he may deem fit.

It is agreed by and between the parties that in case a reference is made to the Arbitrator or the Arbitral Tribunal for the purpose of resolving the disputes/differences arising out of contract by and between the parties hereto, the Arbitrator or the Arbitral Tribunal shall not award interest on the awarded amount more than the rate of SBI PLR/ Base rate as applicable to NFL on date of award of contract."

8.0 JURISDICTION

For any dispute regarding this contract, the exclusive jurisdiction shall lie in the Courts situated at Bathinda (Punjab), to the exclusion of all other Courts of Law.

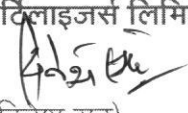
9.0 FORCE MAJEURE

The terms and conditions agreed upon under the contract shall be subject to Force Majeure. Neither the agency nor NFL shall be considered in default in the performance of their obligation contained therein, if such performance is prevented or delayed or restricted or interfered with by reason of War, Hostilities, Revolutions, Civil Commotion, Strike, Epidemics, Accidents, Fires Flood, Earthquake, regulation or ordinance or requirement of any Government or any sub-division thereof, or authority or representative of any such Govt. and/or due to technical snag/reasons or any other Act whatsoever, whether similar or dissimilar to those enumerated beyond the reasonable control of the parties hereto or because of any act of GOD. The party so affected, upon giving prompt notice to the other party shall be excused from such performance to the extent of such prevention, delay, restriction or interference for the period it persists provided that the party so affected shall use its best efforts to avoid or remove such causes of non-performance if possible and shall continue performance hereunder with the utmost dispatch whenever such causes are removed. Should one or both parties be prevented from fulfilling their contractual obligations by a state of Force Majeure lasting continuously for a period of one week, the two parties to the contract shall meet and decide about the future course of action.

10.0 All other terms and conditions of NIT shall form part of Work Order.

Please return one copy of this letter to our office duly signed in token of your acceptance immediately on receipt by you and also depute your representative to meet the undersigned for conducting the whole job smoothly.

धन्यवाद सहित।

आपका भवदीय
कृते: नेशनल फर्टिलाइजर्स लिमिटेड

(दिनेश सूद)
उप महा प्रबंधक (मानव संसाधन)

Encl: format of agreement to be entered into with NFL.

प्रतिलिपि:

1. मुख्य प्रबंधक (वित्त एवं लेखा)
2. प्रबंधक (सतर्कता)
3. डी सी (सी आई एस एफ)

GOVT. OF BIHAR
BIHAR COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD
IAS Association Building, Near Patna Airport, Patna-14.

Tel. : 0612 - 2225387

Fax : 0612 - 2224346

Email : bceceboardbihar@gmail.com

Ref. No.-551/2018

Dated : 18.04.2018

From : Anil Kumar Sinha,
Officer on Special Duty.

To,

M/s OMR India Out Sources Pvt. Ltd.,
Delhi : #503, 5th Floor DLF Prime Tower,
Okhla Phase-1,
New Delhi-110020.

Sub. : Work Order for Designing, Printing and Reading of OMR Answer Sheets
with Bar Code.

Dear Sir,

We have already approved the design of OMR Sheet for the examination for DCECE(PE/PPE/PM/PMD)-2018 and was sent to you for printing.

The details of works, rates and quantity, conditions are as under ;

Sl. No.	Particulars of the Work	Technical Details	Rate in (Rs.P) Per Sheet.	Quantity of Answer Sheets
1.	Designing & Printing of OMR Answer Sheet (with facility of a single Bar Code printed on both sections A & B of the Answer Sheet with perforation in between section A and B) according to the specification of OMR machine to be used in item No.2 below. Section-A Should contain the following static data : Examination Code, Centre Code, Booklet No., Roll No. and common Bar Code both in section A & section B alongwith other detail including matter printed on the back side as per approved sample. Section-B Should contain following facility to answer multiple choice questions having four choices only. (eg. A, B, C, D).	(i) 100 GSM Maplitho Paper (ii) Size : 26.5 cm x 19.5 cm (ii) OMR Sheets must be pretested before supply as per our specification of printing and packing according to the Series.	1.00+1.65=2.65 1.00+1.65=2.65 1.65+1.80=3.45	PE/PPE - 147480 PM - 55384 PMD - 33392

Sl. No.	Course Group	Total Question
i.	PE / PPE	90
ii.	PM	90
iii.	PMD	90


P.T.O.

Sl. No.	Particulars of the Work	Technical Details	Rate in (Rs.P) Per Sheet.	Quantity of Answer Sheets
2.	Reading/ Scanning of OMR Answer Sheets by the specified M/C, mention in your Tender at our site, single scan of A and double scan of B section of Answer Sheets, separately along with Bar Code and preparation of database.	The reading has to be 100% accurate and validation of any error has to be supported by suitable reasons.	-	Actual Nos.

Terms & Condition :

1. 100% payment after supply and scanning of OMR sheets & completion of the job to our satisfaction.
2. (i) Delivery within 2-3 days after approval of OMR sheet design.
(ii) For item No.2 completion of work within one week after the Examination. Post Examination work i.e. scanning/ data base/ result preparation work will start from 15.05.2018. Scanning personnels with requisite machine must reach the BCECEB office by 10.00 A.M. on 14.05.2018 afternoon.
3. Income Tax & other taxes will be deducted from the bills as per the prevailing Government orders.
4. Appropriate penalty may be imposed if the work is not completed in time and to the satisfaction of BCECE Board.
5. Final printing of the OMR Answer Sheets is to be undertaken after approval of the proof.
6. You have to send your acceptance in writing for the above conditions within 3 days of the issue of this order.

Enclosure : As above.


(Anil Kumar Sinha)
Officer on Special Duty

GOVT. OF BIHAR
BIHAR COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD

IAS Association Building, Near Patna Airport, Patna-14.

Tel. : 0612 - 2225387

Fax : 0612 - 2224346

Email : bceceboardbihar@gmail.com

Dated : 30.04.2018

Ref. No. – 657/2018

**From : Anil Kumar Sinha,
Officer on Special Duty.**

To,

**M/s OMR India Out Sources Pvt. Ltd.,
Delhi : #503, 5th Floor DLF Prime Tower,
Okhla Phase-1,
New Delhi-110020.**

**Sub. : Work Order for Designing, Printing and Reading of OMR Answer Sheets
with Bar Code.**

Dear Sir,

We have already approved the design of OMR Sheet and the same was sent to you for printing.


The details of works, rates and quantity, conditions are as under ;

Sl. No.	Particulars of the Work	Technical Details	Rate in (Rs.) Per Sheet.	Quantity of Answer Sheets
1.	Designing & Printing of OMR Answer Sheet as per approved sample (with facility of a single Bar Code printed on both sections A & B of the Answer Sheet with perforation in between section A and section B) according to the specification of OMR machine to be used in item No.2 below. Section A - Should contain the following main static data : Roll No., Booklet No., Centre Code, Examination Code and common Bar Code both in section A & section B alongwith other details including matter printed on the back side as per approved sample. Section B - Should contain facility to answer up to 150 multiple choice questions having four choices only. (eg. A, B, C, D) alongwith other details including matter printed on the back side as per approved sample.	(i) 100 GSM Maplitho Paper (ii) Size : 26.5 cm x 19.5 cm (ii) OMR Sheets must be pretested before supply as per our specification of printing and packing according to the Series.	2.65	150000
2.	Reading/ Scanning of OMR Answer Sheets by the specified M/C, mentioned in your quotation at our site, single scan of A and double scan of B section of Answer Sheets, separately along with Bar Code and preparation of database.	The reading has to be 100% accurate and validation of any error has to be supported by suitable reasons.	-	Actual Nos.

Terms & Condition :

1. 100% payment after supply and scanning of OMR sheets & completion of the job to our satisfaction.
2. (i) Delivery within 2-3 days after approval of OMR sheet design.
(ii) For item No.2 completion of work within one week after the Examination. Post Examination work i.e. scanning/ data base/ result preparation work will start from 30.04.2018 Scanning personnels with requisite machine must reach the BCECEB office by 29.04.2018 afternoon.
3. Income Tax & other taxes will be deducted from the bills as per the prevailing Government orders.
4. Appropriate penalty may be imposed if the work is not completed in time and to the satisfaction of BCECE Board.
5. Final printing of the OMR Answer Sheets is to be undertaken after approval of the proof.
6. You have to send your acceptance in writing for the above conditions within 3 days of the issue of this order.

Enclosure : As above.


(Anil Kumar Sinha)
Officer on Special Duty
30.4.2018

GOVT. OF BIHAR
BIHAR COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD

IAS Association Building, Near Patna Airport, Patna-14.

Tel. : 0612 - 2225387

Fax : 0612 - 2224346

Email : bceceboardbihar@gmail.com

Dated : 12.04.2018

Ref. No.— 496/2018

From : Anil Kumar Sinha,
Officer on Special Duty.

To,

M/s OMR India Out Sources Pvt. Ltd.,
Delhi : #503, 5th Floor DLF Prime Tower,
Okhla Phase-1,
New Delhi-110020.

Sub. : Revised Work Order for Designing, Printing and Reading of OMR Answer Sheets with Bar Code.

Ref. : This office letter no. 704/2018dt. 04.04.2018.

Dear Sir,

In continuation of above referred letter revised work order is given below.

The details of works (revised), rates and quantity, conditions are as under ;


Sl. No.	Particulars of the Work	Technical Details	Rate in (Rs.) Per Sheet.	Quantity of Answer Sheets
1.	Designing & Printing of OMR Answer Sheet (with facility of a single Bar Code printed on both sections A & B of the Answer Sheet with perforation in between section A and Section B) according to the specification of OMR machine to be used in item No.2 below. Section-A Should contain the following static data : Examination Code, Centre Code, Booklet No., Roll No. and common Bar Code both in section A & section B. along with other detail including matter printed on the back side as per approved sample. Section-B Should contain facility to answer up to 100 multiple choice questions having four choices only. (eg. A, B, C, D) along with other detail including matter printed on the back side as per approved sample.	(i) 105 GSM Maplitho Paper (ii) Size : 26.5 cm x 19.5 cm (iii) OMR Sheets must be pretested before supply as per our specification of printing and packing according to the Series.	1.65 + 1.80 = 3.45	1. Phy. : 49000 2. Chem : 49000 3. Math : 29000 4. Bio. : 20000 5. Agri. : 1000
2.	Reading/ Scanning of OMR Answer Sheets by the specified M/C, mention in your Tender at our site, single scan of A and double scan of B section of Answer Sheets, separately along with Bar Code and preparation of database.	The reading has to be 100% accurate and validation of any error has to be supported by suitable reasons.		Actual Nos.

P.T.O.

Terms & Condition :

1. 100% payment after supply and scanning of OMR sheets & completion of the job to our satisfaction.
2. (i) Delivery within 2-3 days after approval of OMR sheet design.
(ii) For item No.2 completion of work within one week after the Examination. Post Examination work i.e. scanning/ data base/ result preparation work will start from 02.05.2018 Scanning personnels with requisite machine must reach the BCECEB office by 10.00 A.M. on 01.05.2018 afternoon.
3. Income Tax & other taxes will be deducted from the bills as per the prevailing Government orders.
4. Appropriate penalty may be imposed if the work is not completed in time and to the satisfaction of BCECE Board.
5. Final printing of the OMR Answer Sheets is to be undertaken after approval of the proof.
6. You have to send your acceptance in writing for the above conditions within 3 days of the issue of this order.

Enclosure : As above.


(Anil Kumar Sinha)
Officer on Special Duty

CONFIDENTIAL

Contents of this contract are not to be disclosed to any person not concerned with this contract. All communication should be addressed by title not by name to:

Government of India
Office of the Inspector General/WS
Central Industrial Security Force
Ministry of Home Affairs
Phone No.022-27762012, Fax No.022-27762015
e-mail igws@cisf.gov.in

CISF Complex. Sector-35
Khargar, Navi Mumbai-410210

E-32023/WS/Adm.I/Rectt/ASI/Exe(LDCE)-17/2018-

Dated : /02/2018

Schedule to acceptance of proposal dated 03/01/2018.

- 1 a) Name and address of the Firm M/s OMR India Outsources Pvt. Ltd.
503, 5th floor, DLF Prime tower, Okhla Phase-1,
New Delhi, India-110020
- b) Telephone No. Phone No.-011-49058916
Fax No. Mobile- 09313761122, 09319123429
Fax No.-+91-11-47619865
www.omrsolutions.com
- 2 Name of the purchaser The President of India
- 3 Contractor's Offer No. Letter No. Nil dated 03.01.2018
- 4 Name of the Indentor Central Industrial Security Force
- 5 Indenter's indent number and date E-32023/WS/Adm.I/Rectt/ASI/Exe(LDCE)-17/2018-
Dated : /02/2018
- 6 Cost debitable to Head
 - i) Demand No.48 (Police) Revenue Section
 - ii) Major Head 2055 Police,
Sub-Major Head/Minor Head-00.107.ISF,
Object Head 01.03.13 'Recruitment (OE)'
- 7 Conditions Governing the contract This document including Detailed Terms & Condition along with all Annexures enclosed.
- 8 Performance Security Deposit Bank guarantee by M/s OMR India Outsources Pvt. Ltd.,
New Delhi.
- 10% of job order, i.e. Rs.12,104/-
 - i) Bank Guarantee should be submitted within 07 (seven) days of issue of Job Order.
 - ii) In case of failure to submit the Bank Guarantee within 07 (seven) days from issue of Job Order, CISF reserves the right to cancel the job order.
- 9 Date of delivery As per confidential schedule.
- 10 Place & Terms of delivery
 - i) As per Examination schedule and date of collection of examination material (**Annexure-IV**)
 - ii) Scanning as per schedule.
- 11 Dispatch instructions -do-
- 12 Consignees Confidential
- 13 Packing As per internal dimensions for packing the examination material (**Annexure-V**)

Confidential

Contents of this contract are not to be disclosed to any person not concerned with this Contract. All communications should be Addressed by Designation NOT by name to:-

The Inspector General (HQrs)
Indo- Tibetan Border Police Force,
Government of India.MHA
(Recruitment Cell),
Block No. 2, CGO Complex
Lodhi Road, New Delhi- 110003

1265-67
ACCEPTANCE OF PROPOSAL No. I-14014/63/2017/~~28~~/09/2017/Rectt. Cell- Dated 28/9/17

To

M/s OMR India Outsources Pvt. Ltd.,
#503, DLF Prime Tower, Okhla Phase-I,
New Delhi-110020.

Sub: Outsourcing of written test related activities of HC/CM-2017 recruitment in ITBP during the year 2017-18.

With reference to your offer against our Request for Proposal and all subsequent correspondence (if any) till date, for the outsourcing of written test related activities of HC/CM-2015 recruitment as specified in the document issued on 01/09/2017, this is to intimate that your proposal for executing subject work has been accepted. We are pleased to award the subject work to your Firm.

2. Please acknowledge receipt of this Acceptance of Proposal as per the attached slip 'Form 98'.
3. Please quote on all letters and invoices the number and the date of this Acceptance of Proposal.
4. **Name of work:** Outsourcing of written test related activities of HC/CM-2015 recruitment as specified in document dated 01/09/2017.
5. **Scope of work:** As mentioned in Annexure-'A' of document dated 01/09/2017.
6. **Security deposit:** Performance Security @ 5 % of the basic price value of the contract for ₹ 3,62,991/- (Rupees three lakh sixty two thousand nine hundred ninety one only) (refer Para-X of Annexure-'A' of document dated 01/09/2017) is required to be deposited within 30 days for the due performance of contract which should be valid upto 01 month after successful completion of the work.
7. **Penalty:** The firm shall be required to complete the written test successfully, strictly adhering to the time plan. In case the firm does not complete the work within the prescribed period or fails to perform as per the requirements of the contract, penalty as mentioned in the Para II of Annexure-'A' of document dated 01/09/2017 will be imposed and action will be taken against the firm to debar it and also for forfeiture of its security deposit.

Contd.....2/-

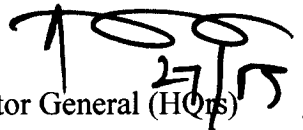
Confidential

- 2 -

8. **Contract Term:** - As per the conditions given in the document dated 01/09/2017, the contract shall be valid till one year from the date of issuance of this letter or till completion of the work whichever is later.


9. Payment will be made by the officer mentioned in enclosed schedule.

- Encl: i) Schedule to acceptance to Proposal
ii) Acknowledgement – 02 copies


Inspector General (HQrs)

Copies to:-

1. The DIG (Estt. & Recruitment), Dte. Genl., ITB Police, New Delhi-03.
2. The Accounts Officer, Pay & Accounts Officer, ITB Police, Block No.2, CGO Complex, Lodi Road, New Delhi-03.


Inspector General (HQrs)

Confidential

Registered /A.D

Office of issue:

Directorate General,
Indo-Tibetan Border Police
(RECRUITMENT CELL)
Government of India/ MHA
Block No. 2, CGO Complex
Lodhi Road, New Delhi – 110003

Schedule to Acceptance of Proposal No. I-14014/63/2017/RC¹²⁶⁵⁻⁶⁷ Dated: 28/09/2017

1.	a) Name and address of the firm.	M/s OMR India Outsources Pvt. Ltd., #503, DLF Prime Tower, Okhla Phase-I, New Delhi-110020.
	b)Telegraphic address	Phone- 011-49058916 Fax- 011-47619865
2.	Name of purchaser.	DG, ITBPF on behalf of the President of India
3.	Contractor's Proposal No. and date	Your Proposal dated 07/09/2017 submitted against this office document No. I-14014/63/2017/RC-1147-60 dated 01/09/2017 opened on 08/09/2017.
4.	Cost debatable to head	053 - Police 2055 - ITB Police 03.03.13 - OE (Rectt.)
5.	Conditions of contract governing this contract	Contract will be governed as per the conditions of document, DGS&D mannual & GFR 2017.
6.	Security Deposit	Performance Security @ 5 % of the basic price value of the contract for ₹ 3,62,991/- (Rupees three lakh sixty two thousand nine hundred ninety one only), as per Para-X of Annexure-'A' of document dated 01/09/2017 is required to be deposited within 30 days of issue of contract for the due performance of contract which should be valid upto 01 month after successful completion of the work.
7.	Date of delivery	As specified in the document dated 01/09/2017.
8.	Terms of Delivery	Free delivery to consignee
9.	Consignee	Not applicable
10.	Inspection a)Inspection Authority b)Inspecting Officer c)The place at which the stores to be Proposed for inspection	D.G. ITB Police. CGO Complex, Lodi Road, New Delhi. A board of officers/as detailed by DG, ITBP. At firm's premises i.e. M/s OMR India Outsources Pvt. Ltd., #503, DLF Prime Tower, Okhla Phase-I, New Delhi-110020.

Confidential


--2--

11.	Payment :- a) By the b) During the year c) Payment Terms	Pay & Accounts Officer, ITBP, Block No. 2 CGO Complex, Lodhi Road, New Delhi- 03 2017-18 As mentioned in RFP.
12.	Special Instructions: a) GST b) Excise Duty c) CESS d) Price e) Freight charges f) Contract Term g) Other terms	<p>} As per term & condition of document dated 01/09/2017.</p> <p>Prices are firm and final Freight charges will be paid by the firm The contract shall be valid till one year from the date of execution/acceptance of the proposal or till completion of the work whichever is later. As given in document dated 01/09/2017.</p>

13. Description of Works/activities Offered:

SL. No.	Name of Activity	Unit Rate	Estimated number of candidates	Estimated cost
1	Setting & Printing of question papers for written tests, delivery at test centres duly packed as per instructions and collection from the respective centres immediately after completion of written tests.	22.00	41,249	9,07,478.00
2	Printing of perforated OMR answer sheets as per approved sample, delivery at centres duly packed as per instructions and proper collection of material immediately after exam from the respective centres to one ITBP location in Delhi/NCR for scanning.	15.45		6,37,297.05
3	Conduct of the written test	135.00		55,68,615.00
4	Scanning of the used OMR answer sheets, printing and affixing of barcode stickers on used OMR sheets, after linking the database of part 'A' and part 'B' of used OMR sheets and generation of scores/marks	3.55		1,46,433.95*
Total (Inclusive of taxes)				72,59,824.00

(* Estimated amount, the firm to raise bill as per actual number of candidates appeared in the written test)



Inspector General (HQrs.)
For & on behalf of the President of India
Contd.Page -3/.....

Confidential

-3-

Copy to:-

1.	Indentor	IG (HQrs), Dte.Genl, ITB Police.
2.	Consignee	Not applicable
3.	Paying Authority	Pay & Accounts Officer, ITB Police, Block No. 2 CGO Complex Lodhi Road, New Delhi – 110003 (alongwith authentication letter).
4.	Inspection Authority	Director General, ITB Police. CGO Complex, Lodhi Road, New Delhi-03
5.	Inspecting Officer	A board of officers
6.		Sales Tax Commissioner, New Delhi
7.		Income Tax Commissioner, New Delhi
8.		Controller of Custom & Central Excise, New Delhi
9.		Main File


Inspector General (HQrs)
For & on behalf of the President of India

Confidential

Form-98

Acknowledgement

This slip should be signed and returned to the Dte. Gen. ITB Police, Recruitment Cell, Block No.2, CGO Complex, Lodi Road, New Delhi-110003 immediately on its receipt.

Ref: Document dated 01/09/2017 for outsourcing of written test related activities of HC/CM-2015 recruitment during the year 2017-18.

Received Acceptance of Proposal No. No.I-14014/63/2017/RC-
1265-67 dated: 28/09/2017 in respect of the above Proposal.

Station :

Date of Receipt:

Signature of Contractor
Stamp

Form-98

Acknowledgement

This slip should be signed and returned to the Dte. Gen. ITB Police, Recruitment Cell, Block No.2, CGO Complex, Lodi Road, New Delhi-110003 immediately on its receipt.

Ref: Document dated 01/09/2017 for outsourcing of written test related activities of HC/CM-2015 recruitment during the year 2017-18.

Received Acceptance of Proposal No. No.I-14014/63/2017/RC-
1265-67 dated: 28/09/2017 in respect of the above Proposal.

Station :

Date of Receipt:

Signature of Contractor
Stamp

14 Particulars governing the supply :-

- | | |
|--|--|
| a) Makers name & brand | M/s OMR India Outsources Pvt. Ltd.
503, 5 th floor, DLF Prime tower, Okhla Phase-I,
New Delhi, India-110020 |
| b) Method of purchase | Multiple Tender enquiries as per Ministry of Home
Affairs' direction vide No.27012/3/2009-PF.III
dated 29-10-2009. |
| c) Whether product of SSI/Cottage industry | Not applicable |
| d) Country of origin | India |

15 Tolerance clause

This is without detriment and prejudice to the purchaser's right to place contract(s) for additional quantity aggregating not more than 10% of the total quantity ordered as per clause 20.

- 16
- | | |
|-------------------------|---|
| a) Inspection authority | IG, CISF WS HQ Navi Mumbai |
| b) Inspecting Officer | IG, CISF WS HQ Navi Mumbai
Or his authorized representative. |

17 Payment :

- | | |
|---------------------|---|
| a) By the | Senior Accounts Officer,
RPAO, CISF (MHA), Sector-35, Khargar,
Navi Mumbai-410210 |
| b) During the year | 2018-19 and subsequent financial year |
| c) Terms of Payment | <u>Release of Payment</u> |

- | | |
|---|---|
| a) After completion of following activities: - 30% | <ul style="list-style-type: none"> i) Setting, Translation and printing of question paper and project management. ii) Designing and printing of OMR Answer sheet. iii) Centre wise packing and logistics. iv) Collection by CISF. |
| b) Total completion of OMR based written examination and on successful handing over of the copies of results and merit list at the end of scanning process - 70% | |

NOTE :

- i) Payment will be made only after submission of indemnity bond.
- ii) Payment will be made on the basis of actual quantum of job executed for items with variable costs).

18 Special Instructions

- | | |
|----------------|------------------------------|
| a) Sales Tax | NIL |
| b) Service Tax | As per Govt. of India norms. |
| c) Prices | Prices are firm and final |
| d) Others | NIL |

19 Other terms and conditions are as follows:-

- a) **The written examination will be conducted in 04 places in all Sectors.** M/s OMR India Outsources Pvt. Ltd., New Delhi **will set 02 sets of question paper in bilingual (both in Hindi & English) as per above schedule. One additional set of question paper to be kept with the firm on requirement basis, if required.**
- b) The examination schedule and schedule of collection of examination material-**Annexure-IV**
- c) List of Centers and Numbers of candidates appearing for each centre for examination will be intimated separately.
- d) Internal dimensions for packing the examination material -- **Annexure-V.**
- e) The task should be carried out in the time bound fashion with utmost care at all levels to maintain secrecy and confidentiality.
- f) M/s OMR India Outsources Pvt. Ltd., New Delhi to get in touch with the coordinating Officer, CISF to resolve any issues. The names and contact number are given in **Annexure-VI.** The names of coordinating officer from M/s OMR India Outsources Pvt. Ltd., New Delhi to be communicated to us within 07 days.
- g) The standard of question papers will be of the appropriate level for the post of Assistant Sub Inspector/Exe keeping in view of educational qualification required for the said post.
- h) If any leakage happens before commencement of the examination, the printing cost of 2nd set (back up set) will be held up till the outcome of the enquiry.

20

S No	HEADS OF EXPENDITURE	Unit	Qty.	Unit rate	Amount	Nature of Cost															
1	Setting up of Question paper, Printing of Question Papers and OMR Sheets including packing and labeling. <u>Specification for Question Paper: A-4</u> <u>Specification of OMR Sheet : A-4</u>																				
a)	Setting of 02 sets of question paper bilingual (both in Hindi & English) as per above schedule, consisting of 200 questions to be answered in 210 minutes (i.e. 3½ hours). One additional set of question paper to be kept with the firm on requirement basis, if required.	Set	2	Lumpsum	10000	Fixed															
b)	Printing of 3500 Multiple Question Booklets containing 200 questions of the Graduation level standard on following subjects <table border="1"><tr><td>S/N</td><td>Subject</td><td>Marks</td></tr><tr><td>1</td><td>General Intelligence & reasoning</td><td>50</td></tr><tr><td>2</td><td>General Awareness & Professional knowledge</td><td>50</td></tr><tr><td>3</td><td>Numerical Ability</td><td>50</td></tr><tr><td>4</td><td>Comprehension & Communication skill</td><td>50</td></tr></table>	S/N	Subject	Marks	1	General Intelligence & reasoning	50	2	General Awareness & Professional knowledge	50	3	Numerical Ability	50	4	Comprehension & Communication skill	50	Nos	3500	18.50	64750	Fixed
S/N	Subject	Marks																			
1	General Intelligence & reasoning	50																			
2	General Awareness & Professional knowledge	50																			
3	Numerical Ability	50																			
4	Comprehension & Communication skill	50																			
c)	Designing & printing of 3500 duplicate carbonless OMR Answer sheets indicating 05 digits Roll numbers, Name, Father's name, Gender, Category, Date of written examination, Question Paper Booklet Number, Question Booklet Code etc.	Nos	3500	4.40	15400	Fixed															
d)	Centre wise packing of question papers/booklets & OMR sheets	bundles	25 booklets/sheets per bundle (140 bundle)	6.15 per bundle	861	Fixed															
e)	Delivery / transportation charge	Nos	3500	Lumpsum	5000	Fixed															
2	SCANNING OF OMR ANSWER SHEETS & PREPARATION OF RESULTS																				
a)	Scanning and Result preparation	Nos	3500	7.15	25025	Variable															
	Total				121036																
3	GST (As per Govt. norms)	Above rates are inclusive of GST																			
	Grand Total				121036																

(Rupees One lakh twenty one thousand thirty six only)

NOTE: For Item at 20 (2) (a) payment will be made for actual.

Contd...P/4

DETAILED TERMS & CONDITIONS

1. INTRODUCTION

- 1.1 The written examination will be held on **18.03.2018**
- 1.2 The main components of which are as under:
 - (a) The Test which will consist of only OMR based objective type multiple choice questions to be answered using a black ball point pen.
 - (b) The question paper will be of 200 marks and it will comprise of 200 questions which have to be answered in 210 minutes (i.e. 3½ hours).
 - (c) While all the question papers in an examination date will contain the same set of questions, the question papers will be in different series, which will have the questions in different order.
 - (d) Difficulty level of the question should be of Graduation level.
 - (e) The questions need to be banked from a panel of experienced experts.
 - (f) The questions need to be moderated by one or more experienced experts of senior level who are well versed with such examinations.
- 1.3 The question paper shall be set to assess the following parameters:
 - (a) General Intelligence & reasoning – 50 questions
 - (b) General awareness & Professional knowledge - 50 questions
 - (c) Numerical ability - 50 questions
 - (d) Comprehension and communication skill - 50 questions
- 1.4 The questions will be set both in Hindi and English. The papers can be answered either in Hindi or in English.
- 1.5 The question papers should be set centrally. Candidates will be required to answer in OMR sheet, which should be signed both by the candidate and invigilator
- 1.6 The candidates will be allowed to take duplicate copy of the answer sheet.
- 1.7 Answer key to the question paper to be posted on the CISF website and displayed on the notice board after the written examination is completed
- 1.8 M/s OMR India Outsources Pvt. Ltd., New Delhi have been nominated for undertaking limited jobs pertaining to the written examination work viz.:-
 - (a) Setting of Question papers.(02 sets) in bilingual
 - (b) (a) Printing of Question Booklet in 4 series with instructions paper & OMR Answer Sheets.
 - (c) Printing of carbonless OMR Answer sheets with instructions
 - (d) Evaluation of OMR Answer Sheets
 - (e) Preparation of Merit list/Evaluation reports at NAPS Narora.

2. SCOPE OF SERVICES

The scope of services as per requirements of CISF would broadly be as under:

- 2.1 Setting up, moderation, translation & printing (bilingual) of Question Papers.
- 2.2 Each set will have 4 series labeled as A, B, C & D.
- 2.3 The question paper will be a booklet A4, 60 GSM size, suitably bound, with Instructions on the covering page. Font size of question booklets should of 12 in English and 14 in Hindi. Question booklets will be printed on both sides having serially numbered pages. The format of the booklet will be decided in mutual consultation with CISF.
- 2.4 Designing and printing of OMR Answer Sheets shall be on A4 size. The OMR Answer Sheets will be in duplicate on carbonless OMR sheet so that one copy of the same will be retained for evaluation purposes and another carbon copy will be taken away by the candidate after completion of the written examination. The format of the OMR Answer Sheet as well as the paper quality will be decided in mutual consultation with CISF.
- 2.5 Organize centre wise packing of question papers and OMR answer sheets.
- 2.6 Handing over of sealed cartons containing examination material to CISF's Officials in sealed Steel Boxes at CISF Unit NAPS Narora as per Time Schedule.
- 2.7 Evaluation (Scanning) of OMR Answer Sheets.
- 2.8 The Scanning activity shall be carried out by agency at the place to be mutually decided in consultation between CISF & agency.
- 2.9 The schedule of scanning will be decided in mutual consultation with CISF. The agency shall depute adequate officials/staff/programmer.
- 2.10 Preparation & submission of results of written examination to CISF.
- 2.11 Submission of final merit list (combined merit list and category wise list) and evaluation reports to CISF.
- 2.12 Providing soft copies of the data generated in CD/DVDs in three copies for each State to CISF.
- 2.13 All logistic support (computers, printers, scanners, stationery, power back up, vehicle etc) will be arranged by the firm/agency.

3. OBLIGATIONS OF CISF

The CISF will fulfill the following obligations:

- 3.1 CISF will issue a letter of award to the agency mentioning therein the total project cost along with terms & conditions of award.
- 3.2 CISF will nominate a dedicated Project Coordinating Officers (PCO) for the purpose of coordinating all activities with agency. The Project Coordinating Officer will also promptly provide requisite information or clarifications or approvals as may be desired by agency's Project Implementation Team at various stages of the project.
- 3.3 CISF will intimate the total quantity of Question Papers/OMR Answer Sheets within 15 days of issue of job order.

- 3.4 CISF will also subsequently intimate the centre wise requirement of Question Papers/OMR Answer Sheets
- 3.5 M/s OMR India Outsources Pvt. Ltd., New Delhi shall provide a copy of brief instructions to be sent to the candidates along with the admit cards to CISF, so that any variations between it and the guidelines printed on the question paper booklets / OMR answer sheets are avoided.
- 3.6 CISF will decide the basis and manner (criteria) for preparing the merit-cum-result sheets and communicate the same to the agency so that the result sheets can be prepared accordingly
- 3.7 CISF shall also communicate the desired format for preparation of results to the agency at least 07 days before the date of written examination
- 3.8 CISF will make suitable arrangements to receive the examination material from the agency at CISF Unit NAPS Narora. Receipt certificate will be issued by the Board of Officers of CISF at the time of taking delivery of examination material.
- 3.9 CISF will depute suitable Board of Officers who will supervise the opening of sealed bundles of the Answer Sheets and witness its counting at CISF Unit NAPS Narora. The actual number of copies found in the sealed bundles will be tallied with the certificates given by each of the examination centers by the agency in the presence of the nominated CISF officials. However, in case of shortfall, the CISF Officers will certify that lesser number of copies has been received in a particular bundle
- 3.10 CISF will release the payments as per 'Terms of Payment'

4. **CONFIDENTIALITY AND SECRECY**

- 4.1 M/s OMR India Outsources Pvt. Ltd., New Delhi shall maintain full confidentiality and secrecy at every stage of the process.
 - (a) To ensure the confidentiality and secrecy, the agency will not reveal the details of the personnel/organizations entrusted with the task of preparation of Question papers, Moderation, Translation and printing to any other person or organization both within and outside the agency who is not directly related with the task without the express written approval of CISF
 - (b) Destroy/erase permanently all material, dies, data etc. which has been used for the task immediately after the task is over with proper records being maintained for the same.
 - (c) Bind all personnel/organizations to which some parts of the work is outsourced with suitable secrecy and confidentiality agreements.
 - (d) Handover or communicate any material or information to only those personnel of CISF who have been authorized by IG/WS or AIG/WS in writing to receive the material or information.
 - (e) Bring to the knowledge of CISF any unusual incident which may have a bearing on the secrecy and confidentiality of the examination process.
 - (f) Pack all material in rugged and tamper proof packing with seals in appropriate locations so that tampering of the material is immediately noticeable.
 - (g) Design and put a new set of seals for the task.
- 4.2 A separate document entitled **"STEPS TO MAINTAIN CONFIDENTIALITY AND SECRECY" (Annexure-II)** shall be submitted by the agency along with the acceptance of job order.
- 4.3 All material to be counted for and handed over with due receipts at every stage. Extra material not required should be destroyed.
- 4.4 All scanning data to be burned into CDs which will be suitably labeled and sealed. Three copies of CDs to be made.
- 4.5 All data in various computers in various stages to be erased completely.
- 4.6 The agency shall ensure that no one whose relative or acquaintance is taking part in the recruitment is associated in any of the processes connected with the recruitment. It shall take a certificate to this effect from all concerned.
- 4.7 In case of any lapse on this account on part of the agency they would be liable to suitable damages including recovery of cost at effected locations.

5. PERFORMANCE GUARANTEE AND LIQUIDITY DAMAGES

5.1 PERFORMANCE GUARANTEE

- (a) The agency shall furnish a performance security to the AC/DDO, CISF WS HQ Navi Mumbai for an amount of 10% of the accepted value of the contract within 07 days from the date of issue of job order
- (b) The proceeds of the performance security shall be payable to the CISF as compensation for any loss resulting from the agency's failure to complete its obligations under the contract
- (c) The performance security bond shall be in the form of an account payee demand draft/fixed deposit receipt from a Commercial Bank/Bank Guarantee issued by a Commercial Bank and in the form provided in **Annexure-III** of this document. This shall be valid up to 31.3.2019.
- (d) The performance security bond will be discharged by the CISF after completion of the agency's performance obligations


5.2 LIQUIDITY DAMAGES

- (a) In case of default by the agency to accomplish the task within the stipulated time, penalty by way of liquidated damages for defaults on the part of the agency would be recovered at the rate of 2% of the contract value for each month or part thereof to the extent of undelivered services only not exceeding 10% of the overall value of the contract
- (b) Damages will also be recovered, if the agency supplies question paper, OMR Sheets or results which have errors / mistakes
- (c) For each error in question paper damages will be recovered @ Rs.10000/- per error. For error in OMR Answer sheets damages will be recovered as decided by the CISF HQrs.
- (d) For each error in the results damages will be recovered @ Rs.100/- per error. Alternatively, CISF reserves right to request the agency to prepare the result again without error.

6. ARBITRATION

- 6.1 In the event of any question, dispute or difference arising under these conditions or any special conditions contract or in connection with this contract, the same shall be referred to the sole arbitration of an Officer appointed by the Director General, CISF.

21. Each page of this Job Order (including all Annexures) shall be signed by M/s OMR India Outsources Pvt. Ltd., New Delhi with the office seal (**sign on the document will be treated as token of seen and agreed to the terms and conditions thereof**) and submitted to this office along with Performance Guarantee. All information shall be filled in English language.


ASSISTANT COMMANDANT/WS
For & on behalf of the President of India
O/o IG (WS), CISF Navi Mumbai
CISF Complex, Sector-35
Khargar, Navi Mumbai

Copy to :

- 1. AD/Accounts CISF HQ, New Delhi
- 2. AC/DDO CISF WS HQ Navi Mumbai.
- 3. Paying authority: RPAO/CISF (MHA), Navi Mumbai.

CONFIDENTIAL**ANNEXURE-I****TIME SCHEDULE****A. FINALISATION OF FORMAT ETC**

SNO	ITEMS	AGENCY RESPONSIBLE	TIME SCHEDULE
1.	Format of OMR sheets	M/s OMR India Outsources Pvt. Ltd. 503, 5 th floor, DLF Prime tower, Okhla Phase-1, New Delhi, India-110020	Within 07 days of issue of job order.
2.	Question paper booklet	M/s OMR India Outsources Pvt. Ltd. 503, 5 th floor, DLF Prime tower, Okhla Phase-1, New Delhi, India-110020	Within 07 days of issue of job order.
3.	Format of Results/ Reports	CISF	Upto 07 days prior to date of receipt of Examination material by CISF

B. SUPPLY OF QUESTION PAPERS AND OMR ANSWER SHEETS

(i)	The agency shall supply Question Papers and Answer Sheets to the CISF as per a mutually decided schedule. The schedule of collection being a confidential document will be handed over to the agency at the time decided by CISF.
(ii)	The date of supply shall in no case be less than 7 days from the date of examination. If that day is a Sunday or a closed Holiday either for the agency or for CISF, the supply shall be made one working day before that date.

C. SCANNING SCHEDULE

SNO	LOCATION	DATE OF SCANNING
1.	CISF Unit NAPS Narora	Immediately within one week after the date of written examination. The date (s) of scanning to be mutually decided in consultation between CISF & Agency.

NOTE: The scanning will be carried out on all days including Sundays and Holidays which may fall in between.

CONFIDENTIAL

ANNEXURE-II

STEPS TO MAINTAIN SECRECY AND CONFIDENTIALITY

(Mention the steps taken by the agency to maintain secrecy and confidentiality)

CONFIDENTIAL

ANNEXURE-III

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To

The President of India

WHEREAS

..... (name and address of the supplier) (herein after called "the supplier") has undertaken, in pursuance of contract No..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in figures and words), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of20...

(Signature of the authorized officer of the Bank)
Name and designation of the officer

.....
.....
.....

Seal, Name & Address of the Bank and Address of the Branch

ANNEXURE - "IV"

WRITTEN EXAMINATION: SCHEDULE FOR WRITTEN EXAMINATION

Date of Examination	Date of Delivery/Collection of Examination material at CISF Unit NAPS Narora
18.03.2018	10.03.2018

ANNEXURE - "V"

**INTERNAL DIMENSION FOR PACKING THE EXAMINATION MATERIAL
(STEEL BOX)**

Length	25 Inch
Breadth	13 Inch
Height	11 Inch

ANNEXURE - "VI"

COORDINATING OFFICERS OF CISF

SNO	NAME & DESIGNATION	TELEPHONE NUMBER	
		LAND LINE	MOBILE NUMBER
1	Shri Himanshu Pandey, AIG/WS	022-27762016	-
2	Shri S.D.Kadlag, AC/WS	--	9869323200



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ
I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA

ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ
OFFICE OF REGISTRAR

Ref. No. IKGPTU/REG/ 4401

Dated 23/02/2018

M/S OMR India Outsources (Pvt.) Ltd.
#503, 5th Floor DLF Prime Tower, Okhla Phase-I
New Delhi-110020.

Sub: Work order for scanning of OMR sheet of answer books for November-2017 examinations of IKGPTU

With reference to your bid dated 22-1-2018 submitted in response to our tender, the rates quoted by you were found to be minimum and have been accepted by the university. We are pleased to place the work order as per following details:

Description of Work	Rate	Approximate Quantity	Approximate Value	Remarks
Scanning of OMR sheet of answer books	Rs. 1.10/- per answer book (Exclusive of all taxes. The taxes will be paid extra as applicable)	7.5 Lac answer books of November-2017 Examinations	Rs.8,25,000/- (Applicable taxes extra)	Payment will be made as per actual number of answer books scanned as verified by the university.

Specification of work:

1. The approximate volume of work is scanning the OMR sheet of 7.5 Lac answer books. However actual quantity may vary.
2. The answer book will consist of 32 pages containing one OMR sheet as the title page duly stitched together with landscape orientation.
3. Paper of OMR sheets will be 105 GSM (Grade A) SS Maplitho paper 70-80% brightness and size of OMR sheet is 8.5 x 10.5 inches.
4. The OMR scanning work of answer books must be started within 5 days from the date of issuance of work order (as per the schedule provided by user department). Place of scanning work will be IKGPTU Campus, Jalandhar-Kapurthala Highway, Kapurthala.
5. The OMR sheet will contain two sections (A & B) for scanning work. A unique bar code (encrypting 8-digit number) is printed on each of these two sections. Both these sections are scannable by NCS OPSCAN-8/FUJITSU FI 4750 or equivalent scanners.
6. One flap (of Section-A, to be referred as Flap-A) will be torn from OMR sheet at stage1 and packed in separate packets with a unique number assigned to each packet. You have to scan these Flap-A and generate the corresponding data. The packets of Flap-A will be received on

"Propelling Punjab to a Prosperous Knowledge Society"

I. K. Gujral Punjab Technical University

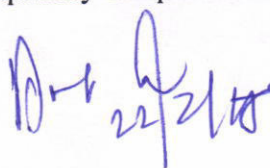
Jalandhar Kapurthala Highway, Kapurthala-144 603 Ph.: 01822-662521, 662525
Fax : 01822-662526, 662506 Website : www.ptu.ac.in Email : registrar@ptu.ac.in

day to day basis as answer books arrive from examination centers during the conduct of exams as per notified schedule.

7. Another flap (of Section-B, to be referred as Flap-B) will be torn from OMR sheet at stage2 and packed in separate packets with a unique number assigned to each packet. You have to scan these Flap-B and generate the corresponding data.
8. The tearing work of OMR flaps will be pre-executed by university itself and you will be given teared flaps in duly numbered packets. After scanning, you have to return back these OMR flaps duly packed in respective packet numbers as they were received.
9. After scanning both Flap-A & Flap-B, the you must merge their corresponding databases and provide the final data of awards/marks per answer book in the format as specified by examination department. The data has to be provided in MS-Excel and MS-Access files.
10. In addition to required database, you have to provide scanned image of both Flap-A & Flap-B for all the estimated 7.5 Lac answer sheets. The format of individual image should be pdf/jpeg and file name should be its bar code. The images have to be provided in two separate folders one for Flap-A and other for Flap-B images.
11. You must maintain a minimum rate of scanning 25,000 OMR answer books per day to ensure timely declaration of results.
12. The work output (Data & Images) will be provided by the firm in a non-editable CD/DVD which should be duly signed by authorized person of the firm with permanent marker.
13. University will cross check and verify the final data of awards/marks as provided by you on alternative basis. You must ensure total accuracy of awards/marks provided to university as these will become the result of lacs of students. You will be responsible for settling any mismatch/discrepancy found in the scanning data.

Terms & Conditions:

1. You have to deposit 10% of the value of tender allotted as performance security in the form of fixed deposit for at least six months duration duly pledged in favour of Registrar, I K Gujral Punjab Technical University. **Performance security must be deposited before commencement of work failing which earnest money received with the tender will be forfeited and work will be entrusted to any other firm without any notice.** The performance security shall be released after successful completion of the work. No interest will be paid by IKGPTU on the amount of performance security. The performance security will be forfeited if the supplier fails to successfully complete the OMR scanning work of answer books within the time frame fixed by University or found violating the terms and conditions mentioned in the tender document.
2. The OMR scanning work of answer books must be started within 5 days from the date of issuance of work order (as per the schedule provided by user department).
3. OMR scanning work will have to be undertaken at IKGPTU campus, Jalandhar-Kapurthala Highway, Kapurthala in the examination department of IKGPTU.
4. IKGPTU Jalandhar reserves the right to change the order quantity or specification of OMR scanning work without assigning any reason(s), whatsoever.


22/2/18

5. You must maintain a minimum rate of scanning 25,000 OMR answer books per day to ensure timely declaration of results.
6. Sample OMR Sheet of Answer Book can be checked in the office of Controller of Examinations IKGPTU on any working day during the office hours for making required preparation of scanning work.
7. The EMD amount shall be forfeited, if you fail to commence the work after receiving work order or fail to complete the OMR scanning work of answer books within the time fixed by IKGPTU or found violating the terms and conditions mentioned in the tender document. You shall be bound by all the terms & conditions of tender document.
8. For successful execution of OMR scanning work at IKGPTU campus, you must make adequate arrangements like installing the scanning machines/scanners, requisite software, technical manpower and support systems at the scanning work location to the satisfaction of University.
9. You will provide written list of the manpower to be engaged in scanning work at IKGPTU premises along with copy of their photo ID proofs.
10. IKGPTU will not bear any cost related to installing requisite scanning infrastructure/software/hardware for scanning work to be executed at its premises. University will provide a secure place and essential amenities like furniture, power connection etc only. The cost of manpower deployment and any associated expenditure shall be borne by the firm only.
11. The Officer/s designated by the University will supervise the work of scanning the OMR sheet of answer books being carried out at university premises to monitor the process of the work and to ascertain its accuracy, safety and confidentiality. If any lapse is found, the authorities of the University shall take such action as deemed fit.
12. In case the university feels that you have intentionally delayed the OMR scanning work of answer books as per schedule to complete the job, special penalty @1% per day, as deemed fit by the University can be imposed. In addition to the special penalty, your firm may also be black-listed. However, in exceptional circumstances the period of execution of work may be extended by IKGPTU and delay in execution of the work may be conveyed to IKGPTU. The University reserves the right to impose penalty in such cases.
13. The EMD and performance security amount will be refunded after the satisfactory work completion and clearance of all formalities regarding the payment.
14. You cannot further sublet this work of scanning to any other agency in part or in full in any form.
15. You must ensure proper compliance of all statutory obligations like EPF/ESIC and all other applicable obligations as per law.
16. No request for revision of rates will be entertained after issuance of the work order.

- 17.If you fail to complete the job and University has to get it done from some other agency, the EMD & performance security shall stand forfeited. In addition, the University may take such other action as it may deem fit.
- 18.In case of willful tempering/manipulation of awards/marks is found on the part of scanning firm, all security and due payments shall stand forfeited and matter will be dealt as per due course of law. Also, your firm and its owners will stand blacklisted for any type of future working with IKGPTU.
- 19.The Answer Books/ OMR Sheets are the confidential document of the university. The scanning data of awards & scan images are of utmost confidentiality and sensitivity. Your firm shall maintain complete secrecy of this data/images and exercise highest care to ensure confidentiality. You shall remain committed to non-disclosure of this data/information to anybody/agency except as authorized by IKGPTU, even after completion of the work.
- 20.You will raise bill only after getting departmental verification/satisfactory work completion report from the examination department. The bill (duly accompanied by satisfactory work completion report) will be processed and payment released to your firm accordingly. Registrar IKGPTU shall be at liberty to withhold/deduct any of the payments in full or in part subject to recovery of penalties.
- 21.In case of any dispute arising under this work order, the Vice-Chancellor, I.K.Gujral Punjab Technical University Jalandhar would act as an Arbitrator and his decision shall be final and binding on both the parties.
- 22.In case of any dispute arising between the parties and not settled by Arbitration as per above mentioned clause, the jurisdiction of Courts of Law shall be the H.Q. of IKGPTU.


(Dr. Amanpreet Singh)
Registrar

CC:

1. Finance Officer
2. Controller of Examinations
3. File copy

No. HO: 9(E)/1084/Conductor/Recruitment/2016-
Himachal Road Transport Corporation,
Shimla-171003

From: Managing Director,
Himachal Road Transport Corporation,
Shimla-171003.

To,

M/S OMR India Outsource Pvt. Ltd.
Level 15th, Eros Corporate Tower,
Nehru Palace, New Delhi-110019.

Dated: Shimla-171003, the 04.08.2017

Subject: Award of work relating to process, computerization of examination
works of the Himachal Road Transport Corporation.

Sir,

The work order @ 19.30 paise per candidate is hereby issued to carry out the pre and post examination work relating to the process computerization of examination work of the category of Transport Multi Purpose Assistant on the same terms and conditions as discussed with your representative. The copy of advertisement and other important instructions for filling up of online application form are also enclosed herewith for uploading them on website.

Encls. As Above.

Yours faithfully,



Executive Director,
Himachal Road Transport Corporation,
Shimla-171003

BIHAR COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD

IAS Association Building, Near Patna Airport, Patna-800014.

Tel. : 0612 - 2225387

Fax : 0612 - 2225387

Ref. No.- 999/2017

Dated : 11.07.2017

**From : Anil Kumar Sinha
Officer on Special Duty.**

To,

**M/s OMR India Out Sources Pvt. Ltd.,
Delhi : #503, 5th Floor DLF Prime Tower,
Okhla Phase-1,
New Delhi-110020.**

Sub. : Work Order for Designing, Printing and Reading of OMR Answer Sheets with Bar Code.

Ref. : This office letter no. 704/2017dt. 28.05.2017.

Dear Sir,

We have already approved the design of OMR Sheet and the same was sent to you for printing.

The details of works, rates and quantity, conditions are as under ;


Sl. No.	Particulars of the Work	Technical Details	Rate in (Rs.P) Per Sheet.	Quantity of Answer Sheets
1.	Designing & Printing of OMR Answer Sheet (with facility of Bar Code printed on both sections A & B of the Answer Sheet) according to the specification of OMR machine to be used in item No.2 below. Section-A Should contain the following static data : Roll No., Booklet No., Centre Code, Examination Code and common Bar Code both in section A & section B, printed through a Laser Printer. Section-B Should contain facility to answer up to 150 multiple choice questions having four choices only. (eg. A, B, C, D).	(i) 105 GSM Maplitho Paper size 19½cm x 26½cm (ii) OMR Sheets must be pretested before supply as per our specification of Printing and packing according to the series.	1.65 + 1.80 = 3.45	DLE : 1600
2.	Reading/ Scanning of OMR Answer Sheets by the specified M/C, mention in your quotation at our site, single scan of A and double scan of B section of Answer Sheets, separately along with Bar Code, preparation of database & Result.	The reading has to be 100% accurate and validation of any error has to be supported by suitable reasons.	-	Actual Nos.

P.T.O.

Terms & Condition :

1. 100% payment after supply and scanning of OMR sheets & completion of the job to our satisfaction.
2. (i) Delivery within 2-3 days after approval of OMR sheet design.
(ii) For item No.2 completion of work within one week after the Examination. Post Examination work i.e. scanning/ data base/ result preparation work will start from 01.08.2017 Scanning personnels with requisite machine must reach the BCECEB office by 30.07.2017 afternoon.
3. Income Tax & other taxes will be deducted from the bills as per the prevailing Government orders.
4. Appropriate penalty may be imposed if the work is not completed in time and to the satisfaction of BCECE Board.
5. Final printing of the OMR Answer Sheets is to be undertaken after approval of the proof.
6. You have to send your acceptance in writing for the above conditions within 3 days of the issue of this order.

Enclosure : As above.


(Anil Kumar Sinha)
Officer on Special Duty

BIHAR COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD

IAS Association Building, Near Patna Airport, Patna-800014.

Tel. : 0612 - 2225387

Fax : 0612 - 2225387

Ref. No.- 998/2017

Dated : 11.07.2017

From : Anil Kumar Sinha
Officer on Special Duty.

To,

M/s OMR India Out Sources Pvt. Ltd.,
Delhi : #503, 5th Floor DLF Prime Tower,
Okhla Phase-1,
New Delhi-110020.

Sub. : Work Order for Designing, Printing and Reading of OMR Answer Sheets
with Bar Code.

Ref. : This office letter no. 704/2017dt. 28.05.2017.

Dear Sir,

We have already approved the design of OMR Sheet and the same was sent to you for printing.

The details of works, rates and quantity, conditions are as under ;

Sl. No.	Particulars of the Work	Technical Details	Rate in (Rs.P) Per Sheet.	Quantity of Answer Sheets
1.	Designing & Printing of OMR Answer Sheet (with facility of Bar Code printed on both sections A & B of the Answer Sheet) according to the specification of OMR machine to be used in item No.2 below. Section-A Should contain the following static data : Roll No., Booklet No., Centre Code, Examination Code and common Bar Code both in section A & section B. Section-B Should contain following facility to answer multiple choice questions having four choices only. (eg. A, B, C, D).	(i) 105 GSM Maplitho Paper (ii) Size : 26.5 cm x 19.5 cm (ii) OMR Sheets must be pretested before supply as per our specification of printing and packing according to the Series.	1.65 + 1.80 = 3.45	1. LE-E: 1500 2. LE-M: 160 3. LE-P: 40


Sl. No.	Course Group	Total Question
i.	LE-E --	150
ii.	LE-M --	150
iii.	LE-P --	150

Sl. No.	Particulars of the Work	Technical Details	Rate in (Rs.P) Per Sheet.	Quantity of Answer Sheets
2.	Reading/ Scanning of OMR Answer Sheets by the specified M/C, mention in your quotation at our site, single scan of A and double scan of B section of Answer Sheets, separately along with Bar Code, preparation of database & Result.	The reading has to be 100% accurate and validation of any error has to be supported by suitable reasons.	-	Actual Nos.

Terms & Condition :

1. 100% payment after supply and scanning of OMR sheets & completion of the job to our satisfaction.
2. (i) Delivery within 2-3 days after approval of OMR sheet design.
(ii) For item No.2 completion of work within one week after the Examination. Post Examination work i.e. scanning/ data base/ result preparation work will start from 01.08.2017 Scanning personnels with requisite machine must reach the BCECEB office by 30.07.2017 afternoon.
3. Income Tax & other taxes will be deducted from the bills as per the prevailing Government orders.
4. Appropriate penalty may be imposed if the work is not completed in time and to the satisfaction of BCECE Board.
5. Final printing of the OMR Answer Sheets is to be undertaken after approval of the proof.
6. You have to send your acceptance in writing for the above conditions within 3 days of the issue of this order.

Enclosure : As above.


(Anil Kumar Sinha)
Officer on Special Duty

Contents of this contract are not to be disclosed to any person not concerned with this contract. All communication should be addressed by title not by name to:

Government of India
Office of the Inspector General
Central Industrial Security Force
Ministry of Home Affairs
Phone No. 044-25395150/25395149 Fax No. 25395161

No.E-32017/SS/Rectt/Adm.V/ASI(Steno)/2017 - 7550

दिनांक: 03/ 07 /2017

Schedule to acceptance of proposal No. (6407) dated 01-06-2017.

- 1 a) Name and address of the Firm **M/S OMR India Outsources Private Limited, Agra, 10-A, Old Vijay Nagar Colony, Agra (UP) 282004**
- b) Telephone No. 09319123429/09368237780/011-49058916/0562-4004315
Fax No. 011-47619865
- 2 Name of the purchaser The President of India
- 3 Contractor's Offer No. Copy of offer letter is enclosed.
- 4 Name of the Indenter IG CISF SS HQrs Chennai, Chennai Port Trust Complex, Tamil Nadu 600 009
- 5 Indenter's indent number and date E-32017/SS/Rectt/ASI(Steno)-2017/6407 dt. 01/06/2017
- 6 Cost debitable to Head
 - i) Demand No.48 (Police) Revenue Section
 - ii) Major Head 2055 Police,
Sub-Major Head/Minor Head-00.107.ISF,
Object Head 01.03.13 'Recruitment (OE)'
- 7 Conditions Governing the contract This document including Detailed Terms & Condition along with all Annexures enclosed.
- 8 Performance Security Deposit Bank guarantee by M/S OMR India Outsources Private Limited, Agra, 10-A, Old Vijay Nagar Colony, Agra (UP) 282004 10% of job order. i.e. Rs. 41,528/-
 - i) Bank Guarantee should be submitted within 07 (seven) days of issue of Job Order.
 - ii) In case of failure to submit the Bank Guarantee within 07 (seven) days from issue of Job Order, CISF reserves the right to cancel the job order.
- 9 Date of delivery As per confidential schedule.
- 10 Place & Terms of delivery
 - i) As per Examination schedule and date of collection of examination material (**Annexure-IV**)
 - ii) Scanning as per schedule.
- 11 Dispatch instructions -do-
- 12 Consignees Confidential
- 13 Packing As per internal dimensions for packing the examination material (**Annexure-V**)

Contd.....P/2



14 Particulars governing the supply :-

- | | |
|---|--|
| a) Makers name & brand | M/S OMR India Outsources Private Limited,
Agra,10-A, Old Vijay Nagar Colony, Agra (UP)
282004 |
| b) Method of purchase | Multiple Tender enquiries as per Ministry of
Home Affairs direction vide No.27012/3/2009-
PF.III dated 29-10-2009. |
| c) Whether product of SSI/Cottage
industry | Not applicable |
| d) Country of origin | India |

15 Tolerance clause

This is without detriment and prejudice to the purchaser's right to place contract(s) for additional quantity aggregating not more than 10% of the total quantity ordered as per clause 20.

- 16
- | | |
|-------------------------|--|
| a) Inspection authority | IG CISF South Sector HQrs. Chennai |
| b) Inspecting Officer | Board of Officers detailed by IG/SS or his
authorised representative. |

17 Payment :

- | | |
|---------------------|--|
| a) By the | Pay and Accounts Officer/CISF (MHA)
Rajaji Bhawan,Besant Nagar, Chennai |
| b) During the year | 2017-18 |
| c) Terms of Payment | <u>Release of Payment</u> |

- | |
|---|
| a) After completion of following activities: 30% |
| i) Setting, Translation and printing of
question paper and project
management. |
| ii) Designing and printing of OMR
Answer sheet. |
| iii) Centre wise packing and logistics. |
| iv) Collection by CISF. |
| b) Total completion of OMR based written
examination and on successful handing
over of the copies of results and merit list at
the end of the scanning process- 70% |

NOTE :

- | |
|---|
| i) Payment will be made only after submission
of indemnity bond. |
| ii) Payment will be made on the basis of actual
quantum of job executed for items with
variable cost. |

18 Special Instructions

- | | |
|----------------|--|
| a) Sales Tax | NIL |
| b) Service Tax | NIL |
| c) Prices | Prices are firm and final. |
| d) Others | GST as per Govt of India norms shall be chargeable from
CISF on the total project cost. |

Contd...P/3

↓

19 Other terms and conditions are as follows:-

- a) The written examination will be conducted in 26 places in all the Sectors. M/S OMR India Outsources Private Limited, Agra, 10-A, Old Vijay Nagar Colony, Agra (UP) 282004 will set 02 sets of question paper in bilingual (both in Hindi & English) as per above schedule. (One additional set of question paper to be kept with the firm on requirement basis if required.
- b) The examination schedule and date of collection of examination material – **Annexure-IV**
- c) List of centers and Number of candidates appearing for each center for examination is enclosed as per **Appendix "A"**
- d) Internal dimensions for packing the examination material – **Annexure-V**.
- e) The task should be carried out in the time bound fashion with utmost care at all levels to maintain secrecy and confidentiality.
- f) OMR India Outsources Private Limited, Agra, to get in touch with the coordinating Officer, CISF to resolve any issues. The names and contact number are given in **Annexure-VI**. The name of coordinating officer from M/S OMR India Outsources Private Limited, Agra, 10-A, Old Vijay Nagar Colony, Agra (UP) 282004 to be communicated to us within 07 days.
- g) The standard of question papers will be of the appropriate level for the post of Asstt. Sub Inspector/Steno keeping in view of educational qualification required for the said post.
- h) If any leakage happens before commencement of the examination, the printing cost of 2nd set (back up set) will be held up till the outcome of the enquiry.

20 **Schedule of Rates & scope of work.**

SNO	HEADS OF EXPENDITURE		UNIT	Qty	UNIT RATE (Rs.)	Amount (Rs.)	NATURE OF COST															
1	Setting up of Question paper, Printing of Question Papers and OMR Sheets including packing and labelling <u>Specification for Question Paper : A-4</u> <u>Specification of OMR sheet A-4</u>																					
	a)	Setting of 02 sets of question papers in bilingual (both in Hindi & English) as per above schedule, consisting of 100 questions to be answered in 120 minutes (i.e. 2 Hrs) One additional set of question paper be kept with the firm on requirement basis if required.	Set	02		25000	Fixed															
	b)	Printing of 14000 multiple choice question papers Booklets containing 100 questions of the Intermediate (10+2) level on the following subject:- <table border="1"><tr><td>S/N</td><td>Subject</td><td>Marks allotted</td></tr><tr><td>1.</td><td>General Intelligence</td><td>25</td></tr><tr><td>2.</td><td>General Studies /Elementary Science</td><td>25</td></tr><tr><td>3.</td><td>General English or Hindi</td><td>25</td></tr><tr><td>4.</td><td>Arithmetic</td><td>25</td></tr></table>	S/N	Subject	Marks allotted	1.	General Intelligence	25	2.	General Studies /Elementary Science	25	3.	General English or Hindi	25	4.	Arithmetic	25	Nos	14000	14.00	196000	Fixed
S/N	Subject	Marks allotted																				
1.	General Intelligence	25																				
2.	General Studies /Elementary Science	25																				
3.	General English or Hindi	25																				
4.	Arithmetic	25																				
	c)	Designing & printing of 14000 duplicate carbonless OMR Answer sheets indicating 10 digit Roll Number, Name, Father's Name, Gender, Category, Date of birth, Question paper Booklet No., Question Booklet Code & Language option English or Hindi etc.	Nos	14000	4.30	60200	Fixed															
	d)	Centre wise packing of question papers & OMR answer sheets	Nos	14000	8.15.per bundle	4564	Fixed															
	e)	Delivery/Transportation charge				40000																
2	SCANNING OF OMR ANSWERS SHEETS & PREPARATION OF RESULTS																					
	a)	Scanning and Result preparation	Nos	14000	2.80	39200	Variable															
		Total				364964																
3	GST on item No.1 (b) & (c) 12%					30744																
	GST on item No.1 (a),(d), (e) & 2 (a) 18%					19578																
4	Grand Total					415286																

(Rupees four lakhs fifteen thousand two hundred eighty six only).

A

- NOTE:** (i) For items at 20(1) (a), (b), (c) (d) & (e) payment will be made for a minimum of 14,000 units irrespective of the actual order placed.
- (ii) For Item at 20(2) (a) payment will be made for actual.

DETAILED TERMS & CONDITIONS

1. INTRODUCTION

The written examination will be held on **30.7.2017.**

The main components of which are as under :

- (a) The Test which will consist of only OMR based objective type multiple choice questions to be answered using a black ball point pen.
- (b) The question paper will be of 100 marks and it will comprise of 100 questions which have to be answered in 2 Hrs.
- (c) While all the question papers in an examination will contain the same set of questions, the question papers will be in different series, which will have the questions in different order.
- (d) Difficulty level of the questions should be 10+2 level.
- (e) The questions need to be banked from a panel of experienced experts.
- (f) The questions need to be moderated by one and more experienced experts of senior level who are well versed with such examinations.

The question paper shall be set to assess the following parameters :

- | | | |
|-----|------------------------------------|---------------|
| (a) | General intelligence | -25 questions |
| (b) | General Studies/Elementary science | -25 questions |
| (c) | General English or Hindi | -25 questions |
| (d) | Arithmetic | -25 questions |

The questions will be set both in Hindi and English. The papers can be answered either in Hindi or in English. Answer key must be different for General English or Hindi.

The question papers should be set centrally. Candidates will be required to answer in OMR sheet, which should be signed both by the candidate and invigilator.

The candidates will be allowed to take carbonate copy of the answer sheet.

Answer key to the question paper to be posted on the CISF website and displayed on the notice board after the written examination is completed.

M/S OMR India Outsources Private Limited, Agra, 10-A, Old Vijay Nagar Colony, Agra (UP) 282004 have been nominated for undertaking limited jobs pertaining to the written examination work viz:-

- (a) Setting of Question Papers(02 sets) in bilingual.
- (b) Printing of Question Booklet in 4 series with instructions & OMR Answer Sheets.
- (c) Printing of Carbonless OMR sheets with instructions.
- (d) Evaluation of OMR Answer Sheets and
- (e) Preparation of Merit list/Evaluation reports at Chennai.

2. SCOPE OF SERVICES

The scope of services as per requirements of CISF would broadly be as under:

Setting up, moderation, translation & printing (bilingual) of Question Papers.

Each set will have 4 series labelled as A, B, C & D.

The question paper will be a booklet of A4 size (60 GSM), suitably bound, with instructions on the cover page. Font size of questions booklet should be of 12 in English and 14 in Hindi. Questions will be printed on both sides of the booklet having serially numbered pages. The format of the booklet will be decided in mutual consultation with CISF.

Designing and printing of OMR Answer Sheets shall be on A4 size paper. The OMR Answer Sheets will be in duplicate on carbonless OMR sheet so that one copy of the same will be retained for evaluation purposes and another carbon copy will be taken away by the candidate after completion of the written examination. The format of the OMR Answer Sheet as well as the paper quality will be decided in mutual consultation with CISF.

Organise centre wise packing of question papers and OMR answer sheets.

Handing over of sealed cartons containing examination material to CISF's Officials in Sealed Steel Boxes as per Time Schedule.

Evaluation (Scanning) of OMR Answer Sheets.

The schedule of scanning will also be decided in mutual consultation. The agency shall depute adequate officials/staff/programmer.

Preparation & submission of results of written examination to CISF.

Submission of final merit list (combined merit list and category wise list) and evaluation reports to CISF.

Providing soft copies of the data generated in CD/DVDs in three copies to CISF.

All logistic support (computers, printer, scanner, stationary, power backup, vehicle etc) will be arranged by the firm/agency.

3. OBLIGATIONS OF CISF

The CISF will fulfil the following obligations:

- a. CISF will issue a letter of award to the agency mentioning therein the total project cost along with terms & conditions of award.
- b. CISF will nominate a dedicated Project Co-ordinating Officers (PCO) for the purpose of co-ordinating all activities with agency. The Project Co-ordinating Officer will also promptly provide requisite information or clarifications or approvals as may be desired by agency's Project Implementation Team at various stages of the project.
- c. CISF will intimate the total quantity of Question Papers/OMR Answer Sheets within 05 days of issue of job order.
- d. CISF will also subsequently intimate the centre wise requirement of Question Papers/OMR Answer Sheets.
- e. M/S OMR India Outsources Private Limited, Agra, 10-A, Old Vijay Nagar Colony, Agra (UP) 282004 shall provide a copy of brief instructions to be sent to the candidates along with the admit cards to CISF, so that any variations between it and the guidelines printed on the Question papers booklets/OMR answer sheets are avoided.

Contd.....P/6

4

- f. CISF will decide the basis and manner (criteria) for preparing the merit-cum-result sheets and communicate the same to the agency so that the result sheets can be prepared accordingly.
- g. CISF shall also communicate the desired format for preparation of results to the agency at least 15 days before the date of written examination.
- h. CISF will make suitable arrangements for taking delivery from the agency in sealed Steel Boxes at Chennai. Receipt certificate will be issued by the Board of Officers of CISF at the time of taking delivery of examination material.
- i. CISF will depute suitable Board of Officers who will supervise the opening of sealed bundles of the Answer Sheets and witness its counting. The actual number of copies found in the sealed bundles will be tallied with the certificates given by each of the examination centers to the agency in the presence of the nominated CISF officials. However, in case of shortfall, the CISF Officers will certify that lesser number of copies has been received in a particular bundle.
- j. CISF will release the payments as per 'Terms of Payment'.

4. **CONFIDENTIALITY AND SECRECY**

M/S OMR India Outsources Private Limited, Agra, 10-A, Old Vijay Nagar Colony, Agra (UP) 282004 shall maintain full confidentiality and secrecy at every stage of the process.

- (a) To ensure the confidentiality and secrecy, the agency will not reveal the details of the personnel/organisations entrusted with the task of preparation of Question papers, Moderation, Translation and printing to any other person or organisation both within and outside the agency who is not directly related with the task without the express written approval of CISF.
- (b) Destroy/erase permanently all material, dyes, data etc. which has been used for the task immediately after the task is over with proper records being maintained for the same.
- (c) Bind all personnel/organisations to which some parts of the work is outsourced with suitable secrecy and confidentiality agreements.
- (d) Handover or communicate any material or information to only those personnel of CISF who have been authorised by **IG/CISF SS HQrs. Chennai** or his authorized representative in writing to receive the material or information.
- (e) Bring to the knowledge of CISF any unusual incident which may have a bearing on the secrecy and confidentiality of the examination process.
- (f) Pack all material in rugged and tamper proof packing with seals in appropriate locations so that tampering of the material is immediately noticeable.
- (g) Design and put a new set of seals for the task.
- (h) A separate document entitled **"STEPS TO MAINTAIN CONFIDENTIALITY AND SECRECY" (Annexure-II)** shall be submitted by the agency along with the acceptance of job order.
- (i) All material to be counted for and handed over with due receipts at every stage. Extra material not required should be destroyed.
- (j) All scanning data to be burned into CDs which will be suitably labelled and sealed. Three copies of CDs to be made.
- (k) All data in various computers in various stages to be erased completely.
- (l) The agency shall ensure that no one whose relative or acquaintance is taking part in the recruitment is associated in any of the processes connected with the recruitment. It shall take a certificate to this effect from all concerned.

- (m) In case of any lapse on this account on part of the agency they would be liable to suitable damages including recovery of cost at affected locations.

5. PERFORMANCE GUARANTEE AND LIQUIDITY DAMAGES

PERFORMANCE GUARANTEE

- (a) The agency shall furnish a performance security deposit to the AC/DDO,CISF SS HQrs. Chennai for an amount of 10% of the accepted value of the contract within 07 days from the date of issue of job order.
- (b) The proceeds of the performance security shall be payable to the CISF as compensation for any loss resulting from the agency's failure to complete its obligations under the contract.
- (c) The performance security bond shall be in the form of an account payee demand draft/fixed deposit receipt from a Commercial Bank/Bank Guarantee issued by a Commercial Bank and in the form provided in **Annexure-III** of this document. This shall be valid up to 30.06.2018
- (d) The performance security bond will be discharged by the CISF after completion of the agency's performance obligations.

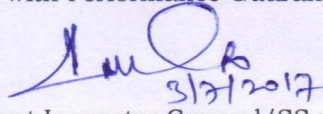
LIQUIDITY DAMAGES

- (a) In case of default by the agency to accomplish the task within the stipulated time, penalty by way of liquidated damages for defaults on the part of the agency would be recovered at the rate of 2% of the contract value for each month or part thereof to the extent of undelivered services only not exceeding 10% of the overall value of the contract.
- (b) Damages will also be recovered, if the agency supplies question paper, OMR Sheets or results which have errors/mistakes.
- (c) For each error in question paper, damages will be recovered @ Rs.10,000/- per error. For error in OMR Answer sheets damages will be recovered as decided by the CISF HQrs.
- (d) For each error in the results, damages will be recovered @ Rs.100/- per error. Alternatively, CISF reserves right to request the agency to prepare the result again without error.

6. ARBITRATION

In the event of any question, dispute or difference arising under these conditions or any special conditions contract or in connection with this contract, the same shall be referred to the sole arbitration of an Officer appointed by the Director General CISF.

21. Each page of this Job Order (including all Annexures) should be signed by M/S OMR India Outsources Private Limited, Agra,10-A, Old Vijay Nagar Colony, Agra (UP) 282004 with office seal **(sign on the document will be treated as token of seen and agreed to the terms and conditions thereof)** of the firm and submitted to this office along with Performance Guarantee. All information shall be filled in English language.


Assistant Inspector General/SS
For & on behalf of the President of India
CISF South Sector HQrs
Chennai Port Trust Complex, Chennai

Copy to :

1. AIG/Rectt. FHQrs. New Delhi

TIME SCHEDULE

A. FINALISATION OF FORMAT ETC

SNO	ITEMS	AGENCY RESPONSIBLE	TIME SCHEDULE
1.	Format of OMR sheets	M/S OMR India Outsources Private Limited, Agra, 10-A, Old Vijay Nagar Colony, Agra (UP) 282004	Within 03 days of issue of job order
2.	Question paper booklet	M/S OMR India Outsources Private Limited, Agra, 10-A, Old Vijay Nagar Colony, Agra (UP) 282004	Within 03 days of issue of job order
3.	Format of Results/ Reports	CISF	Upto 07 days prior to date of receipt of Examination material by CISF

B. SUPPLY OF QUESTION PAPERS AND OMR ANSWER SHEETS

- (i) The agency shall supply Question Papers and Answer Sheets to the CISF as per a mutually decided schedule. The schedule of collection being a confidential document will be handed over to the agency at the time decided by the CISF.
- (ii) The date of supply shall in no case be less than 7 days from the date of examination. If that day is a Sunday or a closed Holiday either for the agency or for CISF, the supply shall be made on working day before that date.

C. SCANNING SCHEDULE

SNO	LOCATION	DATE OF SCANNING
1.	Chennai	Immediately within one week after the date of written examination. The date (s) of scanning to be mutually decided in consultation between CISF & Agency.

NOTE: The scanning will be carried out on all days including Sundays and Holidays which may fall in between.



CONFIDENTIAL

ANNEXURE-II

STEPS TO MAINTAIN SECRECY AND CONFIDENTIALITY

Mention the steps taken by the agency to maintain secrecy and confidentiality.

ANNEXURE-III

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To

The President of India

WHEREAS
(name and address of the supplier) (herein after called "the supplier") has undertaken,
in pursuance of contract No..... dated
..... to supply (description of goods and services) (herein after called "the
contract").

AND WHEREAS it has been stipulated by you in the said contract that the
supplier shall furnish you with a bank guarantee by a scheduled commercial
recognized by you for the sum specified therein as security for compliance with its
obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to
you, on behalf of the supplier, up to a total of
.....
..... (amount of the guarantee in figures and
words), and we undertake to pay you, upon your first written demand declaring the
supplier to be in default under the contract and without cavil or argument, any sum or
sums within the limits of (amount of guarantee) as aforesaid, without your needing to
prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the
supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the
terms of the contract to be performed there under or of any of the contract documents
which may be made between you and the supplier shall in any way release us from any
liability under this guarantee and we hereby waive notice of any such change, addition
or modification.

This guarantee shall be valid until the day of20...

(Signature of the authorised officer of the Bank)

Name and designation of the officer

.....
.....
.....

Seal, Name & Address of the Bank and Address of the Branch

WRITTEN EXAMINATION : SCHEDULE FOR WRITTEN EXAMINATION

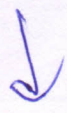
Date of Examination	Date of delivery of Examination material
30.07.2017	17.07.2017

ANNEXURE – “V”**INTERNAL DIMENSION FOR PACKING THE EXAMINATION MATERIAL
(STEEL BOX)**

Length	25 Inch
Breadth	13 Inch
Height	11 Inch

ANNEXURE – “VI”**COORDINATING OFFICERS OF CISF**

SNO	NAME & DESIGNATION	TELEPHONE NUMBER	
		LAND LINE	MOBILE NUMBER
1	Shri K.V.K. Sriram, AIG/SS HQrs. Chennai	044-25344701/ 25395149/ 25395150	9445934271



BIHAR COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD

IAS Association Building, Near Patna Airport, Patna-14.

Tel. : 0612 - 2225387

Fax : 0612 - 2225387

Ref. No.- 659/2017

Dated : 22.05.2017

**From : Dayanidhan Pandey,
Controller of Examination**

To,

**M/s OMR India Out Sources Pvt. Ltd.,
Delhi : #503, 5th Floor DLF Prime Tower,
Okhla Phase-1,
New Delhi-110020.**

**Sub. : Work Order for Designing, Printing and Reading of OMR Answer Sheets
with Bar Code.**

**Ref. : This office letter no. 621/2017dt. 18.05.2017 and your acceptance letter
through email dt. 19.05.2017 .**

Dear Sir,

We have already approved the design of OMR Sheet and the same was sent to you for printing.

The details of works, rates and quantity, conditions are as under ;

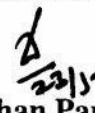
Sl. No.	Particulars of the Work	Technical Details	Rate in (Rs.P) Per Sheet.	Quantity of Answer Sheets
1.	Designing & Printing of OMR Answer Sheet as per approved sample (with facility of a single Bar Code printed on both sections A & B of the Answer Sheet with perforation in between section A and section B) according to the specification of OMR machine to be used in item No.2 below. Section A - Should contain the following main static data : Roll No., Booklet No., Centre Code, Examination Code and common Bar Code both in section A & section B alongwith other details including matter printed on the back side as per approved sample. Section B - Should contain facility to answer up to 150 multiple choice questions having four choices only. (eg. A, B, C, D) alongwith other details including matter printed on the back side as per approved sample.	(i) 100 GSM Maplitho Paper (ii) Size : 26.5 cm x 19.5 cm (ii) OMR Sheets must be pretested before supply as per our specification of printing and packing according to the Series.	3.45	1,75,424
2.	Reading/ Scanning of OMR Answer Sheets by the specified M/C, mentioned in your quotation at our site, single scan of A and double scan of B section of Answer Sheets, separately along with Bar Code and preparation of database.	The reading has to be 100% accurate and validation of any error has to be supported by suitable reasons.	2.65	Actual Nos.

P.T.O.

Terms & Condition :

1. 100% payment after supply and scanning of OMR sheets & completion of the job to our satisfaction.
2. (i) Delivery within 2-3 days after approval of OMR sheet design.
(ii) For item No.2 completion of work within one week after the Examination. Post Examination work i.e. scanning/ data base/ result preparation work will start from 13.06.2017 Scanning personnels with requisite machine must reach the BCECEB office by 12.06.2017 afternoon.
3. Income Tax & other taxes will be deducted from the bills as per the prevailing Government orders.
4. Appropriate penalty may be imposed if the work is not completed in time and to the satisfaction of BCECE Board.
5. Final printing of the OMR Answer Sheets is to be undertaken after approval of the proof.
6. You have to send your acceptance in writing for the above conditions within 3 days of the issue of this order.

Enclosure : As above.


(Dayanidhan Pandey)
Controller of Examination

BIHAR PUBLIC SERVICE COMMISSION

15, Jawahar Lal Nehru Marg (Bailey Road),

PATNA – 800001.

Phone No. 0612 – 2215187 (OFF)

Email : bpscpat-bih@nic.inLetter No. 426/PSC, Patna, Dated 06.01./2017

From,

Secretary-cum-Controller of Exams.,
Bihar Public Service Commission,
Patna

To,

M/S OMR India Outsources Pvt. Ltd.
503, 5th Floor, DLF Prime Tower,
Okhla Phase-1,
New Delhi – 110020.

Sub: Designing, Printing, Packing and Supply of OMR Answer Sheets – Regarding.

Sir,

With reference to the Technical and Financial Bids submitted by you and your consent letter regarding rates for Designing, Printing & Supply of OMR Sheets vide your reference No. OMR India Outsources Pvt. Ltd. dated dated 21.04.2016, I am directed to place order that you are required to print & supply OMR sheets as per details and on terms and conditions given below:-

Sl. No.	Description of Work	Colour	Quantity	Rate	Running Serial No.
01.	Designing and Printing of OMR Answer Sheets, as per specimen enclosed, on 100 gsm of 11.25" × 8.25" size, readable by OMR Machine having capacity to read at least 10000 Answer Sheets per day, pre-scanning of sheets before supply, packing, transportation and supply/delivery at our end.	Pink as per specimen	2.56 lakh (Two lakh Fifty-six thousand)	Re 0.80 (Eighty Paise only)	From 100001 to 356000

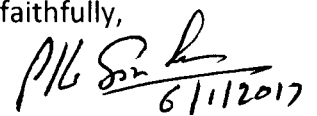
Terms and Conditions:-

1. Specimen copy of the OMR Answer sheet with required data and required design/format/ structure is enclosed. The OMR sheets should contain facility to answer 150 multiple choice questions having five choices only (i.e. ABCDE).
2. Each and every OMR sheet must be prescanned/ pretested before supply. The Firm shall furnish a certificate to this effect at the time of delivery of the same.

3. A written document of confidentiality and security has to be submitted at the time of acceptance of offer. The Firm shall ensure secrecy and safety of data and design of OMR Answer Sheet used by BPSC.
4. 5% of the total work value will have to be deposited as security in the form of Bank Draft in favour of Secretary, Bihar Public Service Commission payable at Patna at the time of accepting the offer.
5. Safe handling and security of OMR Answer sheets while printing, during transit and at the time of delivery shall be the responsibility of the Firm.
6. The Firm shall supply high quality defect-free Answer Sheets. Special care must be taken in numbering the Answer Sheets so as to avoid sheets with duplicate numbers, without numbers etc. Defective Answer Sheets shall not be accepted under any circumstances and penalty to the extent of 100% of the value of the order placed may be levied for default.
7. You have to give a written undertaking for 100% accuracy in printing & supply of OMR Answer Sheets.
8. Appropriate penalty may be imposed and appropriate legal action will be taken if the work is not completed in time and to our satisfaction.
9. Income Tax and other taxes will be deducted from the bills as per the prevailing Government orders.
10. Printed OMR Answer sheets should be kept in polythene bags before being put in strong double cloth-lined packets and properly sealed. Packets of 100, 50 and 25 denominations duly superscribed with the words "Answer Sheets Sl.No. From to " should be made according to requirement of supply of OMR Answer Sheets to the Examination Centres as per the enclosed **Centrewise Allotment Chart – O.M.R. Answer Sheets**. Packets meant for a particular Examination Centre shall be kept in strong cartons duly superscribed with words "Centre Code, No. of Answer Sheets (Sl. No. From to)".
11. This is a very important work being assigned to you. Therefore, strict adherence to and compliance of the above instructions is expected from you. **You have to submit your acceptance in writing for the above conditions.**
12. **Delivery to be done in one single lot, latest by 25/01/2017**

Enclosures: 1. Specimen copy of the OMR Answer Sheet with required data and required design/format/structure, also to be treated as specimen copy for colour.

Yours faithfully,


6/1/2017

Secretary-cum-
Controller of Exams.

Bihar Public Service Commission, Patna

CONFIDENTIAL

Contents of this contract are not to be disclosed to any person not concerned with this contract. All communication should be addressed by title not by name to:

Government of India
Office of the Inspector General
Central Industrial Security Force
Ministry of Home Affairs
Phone No 0612-2273433 Fax No. 06122273433

पत्रांक.ई-32017/सउनि/कार्य(एलडीसीई).2016/पूख/भर्ती 1922 दिनांक 21/02/2017

Schedule to acceptance of proposal No (12510) dated 16.12.2016.

- 1 a) Name and address of the : **M/S OMR India Outsources Private Limited, Agra Firm**
b) Telephone No. 9358507666, 011-49058916
Fax No. 9313761122
Name of the purchaser The President of India
- 3 Contractor's Offer No. Copy of offer letter is enclosed.
- 4 Name of the Indenter IG, CISF ES HQRS, New Patliputra Colony , Boring Road, Patna-800013 (MHA),
- 5 Indenter's indent number and date : E-32017/ASI/Exe (LDCE)-2016/ES/Rectt-12510 dated 16.12.16.
- 6 Cost debitable to Head
 - i) Demand No.55 (Police) Revenue Section
 - ii) Major Head 2055 Police, Sub-Major Head/Minor Head-00.107.ISF, Object Head 01.03.13 'Recruitment (OE)'
- 7 Conditions Governing the contract : This document including Detailed Terms & Condition along with all Annexures enclosed.
- 8 Performance Security Deposit : Bank guarantee by M/s OMR India Outsources Private Limited, Agra, 10-A old Vijay Nagar, Colony , Agra (UP)-282004 10% of job order. i.e., Rs.14500/-
 - iii) Bank Guarantee should be submitted within 07 (seven) days of issue of Job Order.
 - iv) In case of failure to submit the Bank Guarantee within 07 (seven) days from issue of Job Order, CISF reserves the right to cancel the job order.
- 9 Date of delivery : As per confidential schedule.
- 10 Place & Terms of delivery
 - i) As per Examination schedule and date of collection of examination material (**Annexure-IV**)
 - ii) Scanning as per schedule.
- 11 Dispatch instructions -do-
- 12 Consignees Confidential
- 13 Packing As per internal dimensions for packing the examination material (**Annexure-V**)
- 14 Particulars governing the supply :-
 - a) Makers name & brand : **M/S OMR India Outsources Private Limited, Agra 10-A, old Vijay Nagar Colony, Agra (UP)- 282004**
 - b) Method of purchase Multiple Tender enquiries as per Ministry of Home Affairs direction vide No.27012/3/2009-PF.III dated 29-10-2009.
 - c) Whether product of SSI/Cottage industry : Not applicable
 - d) Country of origin : Indian

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21.2.2017

- :2:
- 15 Tolerance clause
This is without detriment and prejudice to the purchaser's right to place contract(s) for additional quantity aggregating not more than 10% of the total quantity ordered as per clause 20.
- 16 a) Inspection authority
b) Inspecting Officer
IG CISF Eastern Sector HQrs, Patna
Board of officers detailed by IG/ES or his authorized representative.
- 17 Payment :
a) By the
b) During the year
c) Terms of Payment
RPAO/CISF (MHA), A.G. Office complex, Doranda, Ranchi
2016-17 and subsequent financial year.

Release of Payment

- a) After completion of following activities: -
30%
i) Setting, Translation and printing of question paper and project management.
ii) Designing and printing of OMR Answer sheet.
iii) Centre wise packing and logistics.
iv) Collection by CISF.
- b) Total completion of OMR based written examination and on successful handing over of the copies of results and merit list at the end of scanning process- **70%**

NOTE :

- i) Payment will be made only after submission of indemnity bond.
ii) Payment will be made on the basis of actual quantum of job executed for items with variable costs).

- 18 Special Instructions
a) Sales Tax
b) Service Tax
c) Prices
d) Others
NIL
15% as per Govt. of India norms.
Prices are firm and final. As per negotiation @ Rs. 29 per unit.
NIL

19. **Other terms and conditions are as follows:-**

- a) The written examination will be conducted in 04 places in all Sectors. **M/s OMR India Outsources Private Limited, Agra, 10-A, old Vijay Nagar Colony, Agra (UP)- 282004** will set 02 sets of question paper in bilingual (both in Hindi & English) as per above schedule. (One additional set of question paper to be kept with the firm on requirement basis if required.)
b) The examination schedule and schedule of collection of examination material – **Annexure-IV**
c) List of Centers and Number of candidates appearing for each center for examination will be intimated separately.
d) Internal dimensions for packing the examination material – **Annexure-V**.
e) The task should be carried out in the time bound fashion with utmost care at all levels to maintain secrecy and confidentiality.
f) M/s OMR India Outsources Private Limited, Agra to get in touch with the coordinating Officer, CISF to resolve any issues. The names and contact number are given in **Annexure-VI**. The names of coordinating officer from M/s OMR India Outsources Private Limited, Agra, **10-A, old Vijay Nagar Colony, Agra (UP)- 282004** to be communicated to us within 07 days.

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:3:

- g) The standard of question papers will be of the appropriate level for the post of Asstt.Sub Inspector/Exe keeping in view of educational qualification required for the said post.
- h) If any leakage happens before commencement of the examination, the printing cost of 2nd set (back up set) will be held up till the outcome of the enquiry.

20 **Schedule of Rates & scope of work.**

SNO	HEADS OF EXPENDITURE	UNIT	Qty	UNIT RATE (Rs.)	Amount (Rs.)	NATURE OF COST															
1	Setting up of Question paper, Printing of Question Papers and OMR Sheets including packing and labeling <u>Specification for Question Paper : A-4</u> <u>Specification of OMR sheet A-4</u>																				
a)	Setting of 02 sets of question paper in bilingual (both in Hindi & English) as per above schedule, consisting of 200 questions to be answered 210 minutes (i.e.,3½ Hrs). One additional set of question paper be kept with the firm on requirement basis if required.	Set	02	-	25000	Fixed															
b)	Printing of 5000 multiple Question Booklets containing 200 questions of the Graduation level standard on the following subject:- <table><tr><th>S.No.</th><th>Subject</th><th>Max.in marks</th></tr><tr><td>1.</td><td>General Intelligence & reasoning</td><td>50</td></tr><tr><td>2.</td><td>General Awareness & Professional knowledge</td><td>50</td></tr><tr><td>3.</td><td>Numerical Ability</td><td>50</td></tr><tr><td>4.</td><td>Comprehension &Communication skill</td><td>50</td></tr></table>	S.No.	Subject	Max.in marks	1.	General Intelligence & reasoning	50	2.	General Awareness & Professional knowledge	50	3.	Numerical Ability	50	4.	Comprehension &Communication skill	50	Nos	5000	14+ 5%	73500	Fixed
S.No.	Subject	Max.in marks																			
1.	General Intelligence & reasoning	50																			
2.	General Awareness & Professional knowledge	50																			
3.	Numerical Ability	50																			
4.	Comprehension &Communication skill	50																			
c)	Designing and printing of 5000 duplicate carbonless OMR answer sheets indicating 04 digit Roll Nos., Name, Father's Name, Gender, Category, Date of written examination, Question paper Booklet No., Question Booklet Code etc.,	Nos	5000	4.5+5%	23625/-	Fixed															
d)	Centre wise packing of question papers & OMR answer sheets indicating item-wise rates, service tax and other taxes, if any	Nos	5000	8/- per bundle	1600	Fixed															
E	Delivery/Transportation charge				10000	Fixed															
2	SCANNING OF OMR ANSWERS SHEETS & PREPARATION OF RESULTS																				
a)	Scanning and preparation of result/Merit list (Category wise)	Nos	5000	2.50+15%	14375	Variable/on actual basis															
	Total	148100* Negotiated Amt. 145000 The above prices are inclusive ST+VAT+CST																			
3	Service Tax @ 15% as per Govt of India norms shall be chargeable from CISF on the total project cost.		15 %																		
4.	VAT/CST		5%																		
5	Grand Total																				

(Rupees One lakh forty five thousand only).

- Note :** (i) For items at 20 (1) (a), (b), (c), (d) & (e) payment will be made for a minimum 5000 units irrespective of the actual order placed
- (ii) For item No 20 (2) (a) the cost incurred for scanning of OMR Answer sheets would be payable on actual basis only.
- (iii) * The firm has offered the estimate of Rs. 1, 48,100 (Rupees One lakh forty eight thousand one hundred only) @ 29.62-per unit. Moreover, the committee has negotiated with the firm who agreed to execute the job @ Rs. 29/- per unit which amounts to Rs. 1, 45,000/- (Rupees One lakh forty five thousand only)

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KODALI
21.2.2017

DETAILED TERMS & CONDITIONS**1. INTRODUCTION**

The written examination will be held on **26.03.2017**.

The main components of which are as under :

- (g) The Test which will consist of only OMR based objective type multiple choice questions to be answered using a black ball point pen.
- (h) The question paper will be of 200 marks and it will comprise of 200 questions which have to be answered in 210 minutes i.e 3½ Hrs.
- (i) While all the question papers in an examination will contain the same set of questions, the question papers will be in different series, which will have the questions in different order.
- (j) Difficulty level of the questions should be Graduation level.
- (k) The questions need to be banked from a panel of experienced experts.
- (l) The questions need to be moderated by one and more experienced experts of senior level who are well versed with such examinations.

The questions paper shall be set to assess the following parameters :

- (e) General Intelligence & reasoning - 50 questions
- (f) General awareness & Professional knowledge - 50 questions
- (g) Numerical ability - 50 questions
- (h) Comprehension and communication skill - 50 questions

The questions will be set both in Hindi and English. The papers can be answered either in Hindi or English.

The question papers should be set centrally. Candidates will be required to answer in OMR sheet which should be signed both by the candidate and invigilator.

The candidates will be allowed to take carbon copy of the answer sheet.

Answer key to the question paper to be posted on the CISF website and displayed on the notice board after the written examination is completed.

M/S OMR India Outsources Private Limited, Agra 10-A, old Vijay Nagar Colony, Agra (UP)- 282004 have been nominated for undertaking limited jobs pertaining to the written examination work viz:-

- (a) Setting of Question papers.(02 sets) in bilingual
- (b) Printing of Question Booklet in 4 series with instructions paper & OMR Answer Sheets.
- (c) Printing of Carbonless OMR answer sheets with instruction.
- (d) Evaluation of OMR Answer Sheet and
- (e) Preparation of Merit list/Evaluation reports at **Delhi**.

2. SCOPE OF SERVICES

The scope of services as per requirements of CISF would broadly be as under:

Setting up, moderation, translation & printing (bilingual) of Question Papers.

Each set will have 4 series labeled as A, B, C & D.

The question paper will be a booklet A4, 60 GSM size, suitably bound, with instructions on the covering page. Font size of questions booklet should of 12 in English and 14 in Hindi. Question booklet will be printed in both sides having serial numbered pages. The format of the booklet will be decided in mutual consultation with CISF.

Designing and printing of OMR Answer Sheets shall be on A4 size. The OMR Answer Sheets will be in duplicate on carbonless OMR sheet so that one copy of the same will be retained for evaluation purposes and another carbon copy will be taken away by the candidate after completion of the written examination. The format of the OMR Answer Sheet as well as the paper quality will be decided in mutual consultation with CISF.

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21.2.2017

Organize center wise packing of question papers and OMR answer sheets.

Handing over of sealed cartons containing examination material to CISF's Officials in Sealed Steel Boxes as per Time Schedule.

Evaluation (Scanning) of OMR Answer Sheets.

The Scanning activity shall be carried out by agency at the place to be mutually decided in consultation between CISF & agency.

The schedule of scanning will also be decided in mutual consultation. The agency shall depute adequate officials/staff/programmer.

Preparation & submission of results of written examination to CISF.

Submission of final merit list (combined merit list and category wise list) and evaluation reports to CISF.

Providing soft copies of the data generated in CD/DVDs in two copies for each category to CISF.

3. **OBLIGATIONS OF CISF**

The CISF will fulfill the following obligations:

- a. CISF will issue a letter of award to the agency mentioning therein the total project cost along with terms & conditions of award.
- b. CISF will nominate a dedicated Project Co-coordinating Officers (PCO) for the purpose of Co-coordinating all activities with agency. The Project Co-coordinating Officer will also promptly provide requisite information or clarifications or approvals as may be desired by agency's Project Implementation Team at various stages of the project.
- c. CISF will intimate the total quantity of Question Papers/OMR Answer Sheets within 15 days of issue of job order.
- d. CISF will also subsequently intimate the center wise requirement of Question Papers/OMR Answer Sheets.
- e. M/s **OMR India Outsources Private Limited, Agra 10-A, old Vijay Nagar Colony, Agra (UP)- 282004** shall provide a copy of brief instructions to be sent to the candidates along with the admit cards to CISF, so that any variations between it and the guidelines printed on the Question papers booklets/OMR answer sheets are avoided.
- f. CISF will decide the basis and manner (criteria) for preparing the merit-cum-result sheets and communicate the same to the agency so that the result sheets can be prepared accordingly.
- g. CISF shall also communicate the desired format for preparation of results to the agency at least 15 days before the date of written examination.
- h. CISF will make suitable arrangements for deputing its personnel with transport to collect the examination material from the agency in Sealed Steel Boxes. Receipt certificate will be issued by the Board of Officers of CISF at the time of taking delivery of examination material.
- i. CISF will depute suitable Board of Officers who will supervise the opening of sealed bundles of the Answer Sheets and witness its counting in the agency's office in immediate presence of the Board of Officer. The actual number of copies found in the sealed bundles will be tallied with the certificates given by each of the examination centers by the agency in the presence of the nominated CISF officials. However, in case of shortfall, the CISF Officers will certify that lesser number of copies has been received in a particular bundle.
- j. CISF will release the payments as per 'Terms of Payment'.

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Kashyap
21.2.2017

4. **CONFIDENTIALITY AND SECRECY:**

M/S OMR India Outsources Private Limited, Agra 10-A, old Vijay Nagar Colony, Agra (UP)- 282004 shall maintain full confidentiality and secrecy at every stage of the process.

(a). To ensure the confidentiality and secrecy, the agency will not reveal the details of the personnel/organizations entrusted with the task of preparation of Question papers, Moderation, Translation and printing to any other person or organization both within and outside the agency who is not directly related with the task without the express written approval of CISF

(b) Destroy/erase permanently all material, dies, data etc., which has been used for the task immediately after the task is over with proper records being maintained for the same.

(c) Bind all personnel/organizations to which some parts of the work is outsourced with suitable secrecy and confidentiality agreements.

(d) Handover or communicate any material or information to only those personnel of CISF who have been authorized by **IG/CISF ES HQRS Patna** or his authorized representative in writing to receive the material or information.

(e) Bring to the knowledge of CISF any unusual incident which may have a bearing on the secrecy and confidentiality of the examination process.

(f) Pack all material in rugged and tamper proof packing with seals in appropriate locations so that tampering of the material is immediately noticeable.

(g) Design and put a new set of seals for the task.

(h) A separate document entitled **"STEPS TO MAINTAIN CONFIDENTIALITY AND SECRECY"** (**Annexure-II**) shall be submitted by the agency along with the acceptance of job order.

(i) All material to be counted for and handed over with due receipts at every stage. Extra material not required should be destroyed.

(j) All scanning data to be burned into CDs which will be suitable labeled and sealed. Three copied of CDs to be made.

(k) All data in various computers in various stages to be erased completely.

(l) The agency shall ensure that no one whose relative or acquaintance is taking part in the recruitment is associated in any of the processes connected with the recruitment. It shall take a certificate to this effect from all concerned.

(m) In case of any lapse on this account on part of the agency they would be liable to suitable damages including recovery of cost at effected locations.

5. **PERFORMANCE GUARANTEE AND LIQUIDITY DAMAGES**
PERFORMANCE GUARANTEE

(a) The agency shall furnish a performance security to the **AC/DDO, CISF ES HQrs Patna** for an amount of 10% of the accepted value of the contract within 07 days from the date of issue of job order.

(b) The process of the performance security shall be payable to the CISF as compensation for any loss resulting from the agency's failure to complete its obligations under the contract.

(c) The performance security bond shall be in the form of an account payee demand draft/fixed deposit receipt from a Commercial Bank/Bank Guarantee issued by a Commercial Bank and in the form provided in **Annexure-III** of this document. This shall be valid up to 31.03.2018.

(d) The performance security bond will be discharged by the CISF after completion of the agency's performance obligations.

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21.2.2017

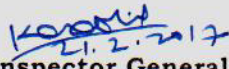
LIQUIDITY DAMAGES

- (a) In case of default by the agency to accomplish the task within the stipulated time, penalty by way of liquidated damages for defaults on the part of the agency would be recovered at the rate of 2% of the contract value for each month or part thereof to the extent of undelivered services only not exceeding 10% of the overall value of the contract.
- (b) Damages will be also be recovered, if the agency supplies question paper, OMR Sheets or results which have errors / mistakes.
- (c) For each error in question paper damages will be recovered @ Rs.10, 000/- per error. For error in OMR Answer sheets damages will be recovered as decided by the CISF HQrs.
- (d) For each error in the results damages will be recovered @ Rs.100/- per error. Alternatively, CISF reserves right to request the agency to prepare the result again without error.

6. ARBITRATION

In the event of any question, dispute or difference arising under these conditions or any special conditions contract or in connection with this contract, the same shall be referred to the sole arbitration of an Officer appointed by the Director General CISF.

21. Each page of this Job Order (including all Annexure) should be signed by **M/S OMR India Outsources Private Limited, Agra 10-A, old Vijay Nagar Colony, Agra (UP)- 282004** with office seal (**sign on the document will be treated as token of seen and agreed to the terms and conditions thereof**) of the and submitted to this office along with Performance Guarantee. All information shall be filled in English language.


Assistant Inspector General/ES
For & on behalf of the President of India
CISF Eastern Sector HQrs,
New Patliputra Colony, Boring Road Patna

Copy to:

- | | |
|---|---|
| 1. The DIG/EZ HQrs. Patna | : For kind information and n/a please. |
| 2. The AIG/Rectt FHQ New Delhi | : For Kind information w.r.t his letter NO E-32017 (3)/2/ASI LDCE-2016/Rectt-401 dated 31.01.2017 |
| 3. AD/Accounts CISF HQrs, New Delhi | : For kind information please. |
| 4. AO/DDO CISF ES HQrs Patna | : -do- |
| 5. AO, RPAO/CISF (MHA), Ranchi | : -do- |
| 6. PAO/CISF Hutments Jam Nagar, House New Delhi | : -do- |
| 7. Shri Anil Bali, Gp. Commandant CISF GP. HQrs Patna | : For information and necessary action. |

81201/FEL/TSG/TTG/57/SO/ /2016-17

30 Jan 2017

M/s OMR India Outsources Pvt Ltd
#503, DLF Prime Tower, Okhla Phase-1,
New Delhi - 110020

WORK ORDER

Dear Sir,

1. Your quotation No Nil dt 19 Dec 2016 has been accepted by us. Please provide the following jobs alongwith pre-receipted bill :-

S.No	Nomenclature	A/U	Qty	Amount
(a)	Creation of four sets of question papers (Set A to D) in PDF format alongwith their answer key from a multiple choice question paper in Excel so that question are jumbled differently amongst the four sets	Job	25	11500.00
(b)	Designing of OMR sheets as per given format	Job	01	4000.00
(c)	Printing of Dual Colour two sided OMR sheet (One side will have the OMR Sheet and reverse side will have instruction for filling of OMR Sheet) 10500 copies on 115 GSM paper or better. Format of OMR sheet will be provided by us	Job	10500	48000.00
(d)	Scanning of the answer sheets (OMR) received back after exam in two different scanners to ensure 100% accuracy. Scanners to be provided by the vendor	Job	10500	47000.00
(e)	Evaluation of the answer sheets against the particular answer key pertaining to that specific paper and that specific set	Job	10500	28000.00
(f)	Compilation of result, paper wise and centre wise along with generation of summary reports	Job	01	11500.00
Total Amount				150000.00

(Rupees One lakh fifty thousand only)

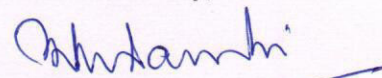
2. Please ensure that the jobs are completed in full as per details mentioned above. Terms and conditions as per DPM-2009 and tender enquiry will be applicable.

3. **Delivery Period** - The job will be completed within **60 days** from issue of Work Order. Please note that contract can be cancelled unilaterally by the BUYER in case jobs are not completed within the contracted period. Extension of contracted job completion period will be at the sole discretion of the Buyer, with applicability of LD clause.

4. Two copies of ink signed Work Order are being sent to you. Please acknowledge receipt within 7 days of receipt of this Work Order, on your letter head duly signed and stamped on all pages should be returned to this office alongwith your acknowledgement letter. If such an acceptance or communication conveying any objection to certain part of this Work Order is not received within seven days, then it would be deemed that this Work Order is fully accepted by you and all obligations of Seller will be applicable to you under this Work Order.

Thanking you.

Yours faithfully,



(Mohit Gandhi)
Col
Offg Dean, FEL

Copy to :

The CDA - for adv info please.
Secunderabad

MTS - for info please.

IG/SED/Estt./18/17

Dated :16-01-2017

M/s OMR India Outsources Pvt. Ltd.

503, 5th Floor DLF Prime Tower

Okhla Phase-1, New Delhi-110020

Sub: Award of Contract for Designing, Printing, Supply, Scanning and Processing of OMR Sheets

Sir,

Please refer to your tender dated 10-11-2016 for Designing, Printing, Supply, Scanning and Processing of OMR Sheets used in examination and award of result etc.

We are pleased to award you the contract for the above items on the following rates :

Sl No.	Description	Rate (Rs.) per unit
01	Designing, Printing and Supply of OMR Sheets (105 GSM and of 28.5 cm x 21 cm size paper, including serial numbering charges)	Rs. 1.03/-
02	Scanning, uploading the key, matching of data, editing, scan number to be printed on OMR sheets in time of scanning, 100% scoring the result and creating of database on suitable media with two print outs as per direction of the University. Processing and scanning charges per unit.	Rs. 0.80/-

1. The scanning job will be carried out at our premises
2. Old response sheets already available us be processed at the rates quoted at sl No. 02 above along with fresh OMR response sheets with 100% accuracy.
3. The charges for scanning and processing the OMR sheets shall be payable on accomplishment of task assigned to you from time to time. You will submit the bills in triplicate to the University. **A certificate will be issued by the competent authority the OMR sheets after scanning and processing the data have given 100% accuracy and the data is perfect. Only thereafter your bills will be processed for payment.** If the Contractor fails to complete the scanning, scoring result processing and creating database within the stipulated schedule which may otherwise result in delay in declaration of result of exam, penalty as per clause 5 b(11) & 10 (b) of terms and conditions of contract shall be imposed.
4. 100% payment will be made after delivery of printed OMR sheets. The material will be inspected by the authorized representative of the University.
5. You will supply OMR Sheets within the stipulated period. If you fail to supply within the stipulated period, you will be liable to pay compensation as specified in the general terms & conditions of the contract.

Contd. ...P/2

विद्यार्थी मूल्यांकन प्रभाग

Student Evaluation Division

T : +91-11-29536743, 29534429, 29535828, 29532482, 29572204

T : +91-11-29572210, G : IGNOU, E : registrarsed@ignou.ac.in

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय

Indira Gandhi National Open University

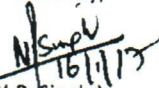
मैदान गढ़ी, नई दिल्ली - 110068, भारत | www.hindi.ignou.ac.in
Maidan Garhi, New Delhi - 110068, INDIA | www.ignou.ac.in

:2:

6. The material should be packed in strong case so as to avoid any possible damage, theft, pilferage in the transit, in which case the responsibility shall be that of supplier.
7. The contract will be valid for a period of one year w.e.f. 16-01-2017 to 15-01-2018 which can be extended further with the mutual consent of both the parties subject to the performance of the firm.
8. Other terms and conditions specified in the tender document no. IG/SED/Estt./18/16 dated 13-10-2016 will remain in force through out the contract period.
9. All disparities/disputes arising out the order are subject to the Jurisdiction of Courts at Delhi/ New Delhi.
10. The prices/rates are firm and not to subject to any variation till the completion of the contract.
11. The company will have to deposit a Performance Security of Rs. 50,000/- (Rupees Fifty thousand only) immediately on receipt of the letter awarding the contract in the form of Demand Draft drawn in favour of IGNOU, payable at New Delhi or Fixed Deposit Receipt or Bank Guaranty executed in a Commercial Nationalised or Scheduled Bank in favour of the University. No interest shall be payable by the University on such performance Security deposits. In case of failure to comply with the terms and conditions and in case of any deviation from the terms and conditions of the tender, the Performance Security deposit shall stand forfeited or utilized to meet the expenditure on purchase / work from other sources.
12. This offer letter is being sent in duplicate. Please return the second copy duly signed as a token of having accepted the contract and terms and conditions therein.
13. The contractor on award of the contract shall execute an Agreement with the University within 10 days on a non-judicial stamp paper of Rs. 100 incorporating all the terms and conditions of the tender, for which the Proforma for agreement is enclosed.

Thanking you,

Your sincerely,


(N.P. Singh)

Registrar, SED



Copy to :

1. Registrar (Admn)
2. Finance Officer
3. DR, ECD
4. AR(SED) Exam-II
5. PS to Registrar, SED
6. Office Copy

कार्यालय राज्य शैक्षिक अनुसंधान और प्रशिक्षण परिषद, उ०प्र०, लखनऊ।

पत्रांक: राशै०/३३३३७
मेसर्स,

/2016-17

दिनांक: १०-१-२०१७

ओ०एम०आर० इण्डिया

आउट सोर्सिंग,

सी ११५ यू०पी०एस०आई०डी०सी०

ई०पी०आई०पी०, शास्त्रीपुरम, सिकन्दरा, आगरा।

उत्तर प्रदेश के समस्त जनपदों (७५ जनपद) के प्राथमिक/उच्च प्राथमिक विद्यालयों में कक्षा-१ से कक्षा-८ में अध्ययनरत छात्र-छात्राओं के अधिगम स्तर आंकलन हेतु विद्यालय, अध्यापक एवं छात्र सूचना प्रपत्रों की डाटाइन्ट्री हेतु दिनांक १६.१२.२०१६ को प्रस्तुत निविदा में स्वीकार की गयी शर्तों एवं प्रतिबंधों के अनुसार डाटाइन्ट्री कार्य हेतु रू० ०.६० (साठ पैसे) प्रति सूचना प्रपत्र की दर अनुमोदित की जाती है। (७५ जनपदों) के सूचना प्रपत्रों की डाटाइन्ट्री कार्य हेतु आपकी फर्म को रू० ०.६० प्रति सूचना प्रपत्र की दर से निम्नलिखित शर्तों के अधीन कार्य आवंटित किया जाता है:-

- ०१ निविदा की शर्त संख्या-९ तथा १० के अनुसार कार्य की कुल लागत का ५ प्रतिशत सुरक्षा धनराशि का बैंक ड्राफ्ट प्रशासनिक अधिकारी के नाम जमा कराये तथा रू० १००/- के स्टम्प पेपर पर दो दिन के अन्दर कार्य का अनुबंध कराये। कार्य का अनुबंध न होने की दशा में यह कार्यादेश स्वतः निरस्त माना जायेगा, जिसका उत्तरदायित्व संबंधित फर्म का होगा।
- ०२ सूचना प्रपत्रों को कार्यालय से स्वयं लेकर जाना होगा और डाटाइन्ट्री के उपरान्त जनपदवार एवं प्रपत्रवार बण्डल में बांधकर कार्यालय को वापस करना होगा, इसके लिये कोई अतिरिक्त धनराशि देय नहीं होगी। प्रपत्रों/अभिलेखों की सुरक्षा का दायित्व संबंधित फर्म का होगा।
- ०३ विद्यालय अध्यापक एवं विद्यार्थी सूचना प्रपत्रों के अनुसार डाटाइन्ट्री एमएस एक्सेल फाइल में पृथक-पृथक करनी होगी।
- ०४ एमएस एक्सेल फाइल में डाटाइन्ट्री इस प्रकार की जाय कि, भविष्य में उनको मर्ज किया जा सके।
- ०५ डाटाइन्ट्री में प्रयुक्त साफ्टवेयर साफ्ट कॉपी में उपलब्ध कराना होगा।
- ०६ सन्दर्भित कार्य हेतु साफ्टवेयर का निर्माण स्वयं करना होगा, इसके लिये पृथक से कोई भुगतान देय नहीं होगा।
- ०७ आवश्यकतानुसार यथासमय कार्यालय/नियंत्रक अधिकारी द्वारा दिये गये अन्य निर्देशों का पालन भी संबंधित फर्म द्वारा किया जायेगा।
- ०८ सूचना प्रपत्र कार्यालय से प्राप्त करने के उपरान्त एक सप्ताह में डाटाइन्ट्री कार्य पूर्ण कर अपेक्षित प्रोफार्मे पर सूचना उपलब्ध कराना होगा।
- ०९ यह कार्यादेश जारी होने के दो दिन के अन्दर कार्य का अनुबंध कराना आवश्यक है यदि निर्धारित समय में अनुबंध की कार्यवाही नहीं की जाती है तो कार्यदेश स्वतः निरस्त समझा जायेगा, जिसके संबंध में क्रम-१ में भी स्पष्ट किया गया है।

भवदीय,



श्रमती (पुष्पा रंजन)

प्रशासनिक अधिकारी,

कृते निदेशक,

राज्य शैक्षिक अनुसंधान और
प्रशिक्षण परिषद, उ०प्र०, लखनऊ।



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in, E Mail: adm.ssc-wb@nic.in

Tel: 0332337 2557 Fax : 033 2337 2597

Memo No. 14/WBSSC/Exam/IT-11/2015

Dated:- 09/01/2017

From: **D. Bhattacharya, WBCS (Exe)**
Secretary cum Controller of Examinations,
West Bengal Staff Selection Commission

To: **M/s OMR INDIA OUTSOURCES PVT. LTD.**
3rd Floor 301-302, Sheetla House,
73-74, Nehru Place,
New Delhi

Sub: Instructions for printing, packing and supply of Descriptive Answer Booklets with OMR Topsheet in respect of LDA/LDC Recruitment Examination (Part-II)

Sir,

I am directed to refer to this office N.I.T No. 03/ NIT/EXAM/WBSSC/2013, dated, 23/09/2013 and to place order for printing and supply of 18,000 (Eighteen thousand) pieces of Descriptive Answer Booklet (containing 8 white sheets each) with OMR front page (Machine Stitched) in connection with of Part-II (Descriptive) Examination of LDA/LDC Recruitment Examination, 2015/16 as per detail terms & conditions given below:-

Item No.	Description of Goods	Qty.	Rate	Net Amount to be Payable
1.	<p>Descriptive Answer Booklets containing 8 white sheets of A4size papers of 80 GSM with OMR front page of 100 GSM (machine stitched) as per approved sample (sample attached) and as per detailed specifications mentioned in Annexure– I.</p> <p>The answer booklets should conform to the design/ specimen paper supplied by the West Bengal Staff Selection Commission with Barcodes printed at three designated places on the OMR Front Pages starting from D00001 to D18000 and batch code number at the top left hand corner indicated as D00001/D18000. The Drop out colour of the Answer sheet should be such that it should be able to scan pen & pencil marking.</p> <p>(Detailed specifications are in Annexure-I)</p>	18,000 (Eighteen Thousand) only	Rs. 7.25/- (Rupees seven and Paisa twenty five) only per Descriptive Answer Booklet with OMR Front Page (inclusive of all taxes and charges)	Rs. 1,30,500/- (Rupees one lakh thirty thousand and five hundred) only.

❖ **Terms & Conditions**

1	Consignee	Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Kolkata – 700091.
2	Delivery	The Firm shall supply OMR Answer Sheets as per schedule given below: 18000 (Eighteen thousand) Descriptive Answer Booklets with OMR front page shall be supplied within 25th January, 2017.
3	Place of Delivery	West Bengal Staff selection Commission, Jalasampad Bhavan, Ground Floor, Salt Lake, Kolkata- 700091.
4	Special Instructions	<p>a) OMR INDIA OUTSOURCES PVT. LTD. shall design, print, pack & supply Descriptive Answer Booklets with OMR front page in lots of 24 per packet (plastic covers) duly superscribed with the words “Descriptive Answer Booklets with Bar code No. From ----- to -----” on each such packet. OMR INDIA OUTSOURCES PVT. LTD. shall deliver the packed bundles to the Examination Section in the WBSSC at the address noted at pt.no. 3 above.</p> <p>b) 50 Packets of 24 Descriptive Answer Booklets each shall be packed in large boxes/cartons (Blue in colour) duly superscribed with the words “Descriptive Answer Booklets with Bar Code Nos. from ----- to -----” on top of each such boxes/cartons.</p> <p>The Descriptive Answer Booklets with OMR front pages should be packed in afore-mentioned quantity as specified in (a) above in good quality plastic envelopes/ covers and sealed properly. Printer’s seal must be put properly over each such packet.</p> <p>The said plastic packets are to be packed inside a Blue coloured carton (b) with due care. The label shown above must be pasted on top the carton, too.</p> <p>Each carton should be properly sealed with paper / cloth seal and then tied securely and tightly with two plastic bands to ensure that in no case does the carton get opened during transit / handling.</p> <p>OMR INDIA OUTSOURCES PVT. LTD. shall ensure secrecy and safety of data & design of OMR front pages used by the WBSSC or any information supplied to the firm by the WBSSC for the printing of OMR front pages or performance of contract. Any deviation will warrant criminal proceeding in court of law and forfeiture of performance security.</p> <p>OMR INDIA OUTSOURCES PVT. LTD. shall print the OMR front pages of the descriptive Answer sheets and other related material as per the format of WBSSC and will ensure that the paper shall be as per specifications mentioned in Tender NO. 03/ NIT / EXAM / WBSSC /2013 dated 23/09/2013 and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit.</p>
5.	Test Checking of OMR Front Page	OMR INDIA OUTSOURCES PVT.LTD. shall make necessary arrangements for test checking of at least 10% OMR front Pages of the Descriptive Answer Booklets at their end to ensure proper scanning of OMR sheet.
6	Payment Terms	The 100% payment order would be made after receipt of a certificate from Examinations Section that they have received 100% ordered materials without any physical damage.


❖ A sample of OMR Front Page of the Descriptive Answer Booklets is enclosed with the letter. Please acknowledge receipt of letter and the sample Answer sheet.


 Secretary cum Controller of Examinations
 West Bengal Staff Selection Commission

Annexure -I

SPECIFICATIONS OF DESCRIPTIVE ANSWER BOOKLETS WITH OMR FRONT PAGES

Sl.No.	Description	Specifications
1.	Answer Booklet	Printing and supply of blank Descriptive Answer Booklets (with 8Nos. Sheets), machine –stitched neatly with Bar-coded OMR Front page, readable on OMR/ICR system, in the format to be given by the Commission. The back of the OMR sheet should have instructions printed on it as per specification provided by the West Bengal Staff Selection Commission.
2.	Size	A4(Exactly as per sample attached)
3.	Weight	OMR Front Page – Bar –coded OMR Front page (of minimum 100 GSM thick maplitho A4 size, from reputed Mills) White Sheets – Minimum 80 GSM thick maplitho A4 size white blank sheets (non-absorbing) from reputed Mills
4.	Quality	Blemish free / dust free parchment quality paper from reputed manufacturer (Documentary proof of quality required to be submitted to the WBSSC before commencement of printing)
5.	Stitching	The OMR Front Pages shall be machine stitched with the blank sheets neatly to make a complete Answer Booklet. The answer books along with OMR sheet should be machine thread stitched along the spine using good quality thread (Minimum 5 stitches per inch).
6.	Barcode	The OMR Front Page should have barcode at three places, as per the specification provided by the West Bengal Staff Selection Commission.
7.	Perforations	It should have deep perforations at designated places so that the desired portions may be detached smoothly by the authorized officers of the WBSSC before evaluation.
8.	Accuracy	The timing tracks & registration points have to be 100% accurate ,as provided in the sample in the sample sheet attached
9.	Type & Printing	Two Colour printing
10.	Colour	The printing should be ‘ Drop Out ‘ colour
11.	Bar Code	100% accurate Bar Code printing without any duplication
12.	Packing	Each bundle to be packed in batches of 24 sheets in good quality plastic packets.


Secretary cum Controller of Examinations
West Bengal Staff Selection Commission



जवाहरलाल विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)
Government of India



धन्वंतरी नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

Website: www.jipmer.edu.in Phone: 0413-2296022 Fax: 0413-2272067-2272735

No. ADMIN-I/Rect.B&C/1(1)/2016

Date: 123 DEC 2016

To

M/s OMR India Outsources Pvt. Ltd.,
503, 5th Floor DLF Prime Tower Okhla Phase-I,
New Delhi - 110 020.
Phone: +91-562-2640247, 09319123429.
E.mail: Sales@omrsolutions.com

Sirs,

Sub: JIPMER, Puducherry - Conduct of Off-line Written Examination for the
recruitment of various Non-Faculty posts at JIPMER for the year 2017 - Reg.

Ref: 1. This office Tender notice of even No. dt. 21/11/2016.
2. Your quotation dated: 28/11/2016.

-o-o-

With reference to the above, it is informed that you have been provisionally selected by the competent authority of JIPMER for outsourcing the work of development of web-based application software for online applications and processing of Off-line applications for recruitment of various Non-Faculty posts at JIPMER for the year 2017 based on lowest rate (L1) i.e. **Rs.26.50 per application for On-line application and Rs.21.50 per application for Off-line application** as per the specification mentioned in the tender notice vide reference (1) cited above.

In this connection you are hereby invited to come in person and report to the Chairman of selection committee of JIPMER at the Chamber of Medical Superintendent for interaction / Demo on **3rd January 2017 (Tuesday) at 03.00 PM** in order to confirm the selection.

You are also requested to remit a sum of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft in favour of "The Director, JIPMER payable at SBI, Puducherry-6" towards EMD for the entire contract period during the Year 2017 before awarding of work order.

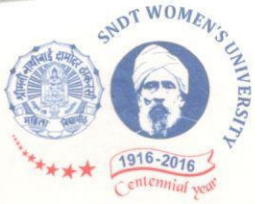
Current Format of the application is enclosed herewith for your ready reference.

Encl.: as above.

Yours faithfully,


Deputy Director (Admn.)
DEPUTY DIRECTOR (ADMN.)
JIPMER, PUDUCHERRY

Copy to: The Chairman & All members of the Committee – with a request to make it convenient to attend the meeting as per the above scheduled.



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**
Pariksha Bhavan, Sir Vithaldas Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
www.sndt.ac.in • E-mail : coe@sndt.ac.in; drexam@sndt.ac.in

Tele. CoE (D) : 2661 5159
Dy. Registrar : 2661 1524
Asst. Registrar : 2661 5138
M.A., B.Ed., H. Sc. : 2660 3322
B.A., B. Com., Law, Tech. : 2661 1595
Accounts : 2660 8374
Telefax Degree, Mgm. : 2661 2877
M.Phil., Ph.D : 2660 3259

EXAM : 2016/16-17/441

4th October, 2016

To,

OMR India Outsources Pvt.Ltd.
#503,5th Floor, DLF Prime Tower,
Okhla Phase 1
New Delhi 110020.

**Sub : Purchase order for Scanning of Answerbooks and OMR & ICR data
Capturing for result processing**
Ref : Your Quotation dated 2nd September, 2016.

Sir,

This is with reference to the sealed tender dated **2nd September, 2016.** submitted by OMR India Outsources Pvt. Ltd., Mumbai, for **Scanning of Answerbooks and OMR & ICR data Capturing for result processing .**

In this connection, OMR India Outsources Pvt. Ltd. are hereby informed that, since the rates quoted by them were lowest & the aforesaid work of printing and supply of answerbooks is assigned to them on the following terms and conditions:

- 1.The dummy numbering should be made subject wise from the cover page/OMR sheet of the answer scripts and printing of dummy code numbers, scanning and image capturing in a single pass process will be preferred.
- 2.Scanning and image capturing of front page of the answer booklet should be done pre and post evaluation.
- 3.The Seat Number should be extracted using OMR technology and the Subject wise Seat number and Dummy number database should be obtained.
- 4.The seat number should be verified and be corrected.
- 5.The university will provide Course wise / subject wise or question paper wise wise seat number master databa
se and attendance database for this verification.
- 6.The vendor has to capture the total marks as ICR and OMR from the image captured post evaluation.
- 7.Vendor should validate student and marks data.
- 8.The vendor should provide the final errorless, clear database which contain seat number, Dummy Number, Mark Obtained along with Image paths of top portion, bottom portion, for easy and error free result processing and any later easy retrieval and verification of the data.

9. Software should be provided for easy retrieval of the based on seat number, dummy number, answer booklet number.
10. The transportation of any instruments/machinery/scanner etc.. has to be borne by the vendor.
11. University will make necessary arrangement for the space, electricity and connectivity for the execution of the work at Pariksha Bhavan.
12. Accommodation will not be provided by the University to the staff who will carry out the work at Pariksha Bhavan.
13. The payment will be made only after the delivery of full quantity of answerbooks within prescribed time limit as per specimens / specifications.
14. The University reserves the right to select or reject one or all goods in whole or in part without assigning any reason therefor.
15. The rates quoted by the tender shall be final and no escalation will be admissible, under any circumstances.
16. Penalty to the maximum 10% of the contract value shall be for the delay in supply of the material or deficiency in the service, as per the rules prescribed in the Maharashtra Universities Act 1994 and the Maharashtra University Accounts Code.
17. The service has to be provided at the Parksha Bhavan, SNDT Women's University, Juhu Tara Road, Santacruz-west, Mumbai-400049 on working days between 10.30 am to 4.30 pm or as specified by university.
18. Specification, rates quoted and terms of supply, shall be as specified in tender form and as under:-

Sr. No.	Particulars	Quantity	Rate Per booklet	Total Amount
1	Scanning, OMR/Barcode data capturing and image capturing of cover page alongwith automatic dummy number printing on the Answer Booklets. Handing over error free data to the University as mentioned in the specifications.	As per actual (Approximately 2 lacs for every semester exam)	Rs.4.025/-	Rs.8,05,000/-

19. You have to submit Rs.100/- Non-Judicial Bond stating that the security, confidentiality, time management shall be maintained as per Examination schedule and terms of acceptance mentioned in the said letter, failing to cause appropriate action shall be initiated as per rules.

20. Security Deposit of Rupees Sixty thousand by D.D. in favour of the "Registrar, SNTD Women's University, Mumbai", payable at Mumbai alongwith the agreement bond.

You are requested to contact the Controller of Examinations, to submit your acceptance of this work order latest by October 13, 2016 failing which it will be presumed that, M/s. OMR India Outsources Pvt. Ltd. New Delhi, are not interested on carrying out the above work in question and further needful will be done accordingly.

Yours faithfully,



(Vinod Dahate)

I/C Controller of Examinations

CONFIDENTIAL

Government of India, Ministry of Home Affairs

Directorate General, Border Security Force

Communication Dte (Recruitment Cell)

04, CGO Complex, Lodhi Road, New Delhi - 110003

(Tele: PBX: 91-11- 24364851 to 55, Extn – 6393) Fax No. 91-11-24369079)

(E-mail –commdte@bsf.nic.in)

No.18/09/2015-16/OS/C-Rectt/AT/BSF/10230-31 Dated the 28 Sep 2016

M/s OMR India outsources Pvt Ltd,
503, DLF Prime Tower
Okhla Phase-I, New Delhi-20

Sub:- SUPPLY ORDER FOR SETTING/PRINTING OF MCQ PAPERS/ OMR SHEETS (IN DUPLICATE) AND PACKING FOR CONDUCTING OMR BASED SCREENING TEST FOR THE POST OF ASI(RM) AND HC(RO) IN BSF COMMN SETUP

Kindly refer to this Dte Letter No 18/09/2015-16/OS/C-Rectt/AT/BSF/10386-89 dated 8th Sept 2016.

2. The work for setting & printing of objective type multiple choice question papers/OMR sheets (in duplicate), evaluation of answer sheets and preparation of written result for the post of ASI/RM and HC/RO in BSF Communication set-up as agreed upon by BSF and your firm are as under: -

- a. There will be one question paper each for the post of ASI/RM and HC/RO in BSF Communication set-up. The questions of written examination will be **Objective Type with Multiple Choices** to be answered on an OMR based answer sheet.
- b. Question papers for written examination of above posts will be printed bilingually in Hindi and English.
- c. Question papers will be printed in four series i.e. A, B, C & D in such a way that the 100 questions (Total 200 marks) are jumbled up by changing their sequence with a view to avoid copying.
- d. Jumbling should be done using cyclic procedure by dividing the entire paper into four equal segments and each segment to be transposed in such a manner that the ending of every cycle must be the beginning of next cycle. The purpose is to ensure that two adjacently seated candidates –left, right, front and back, do not get the question papers of the same variation (type). No additional cost will be charged by the firm for such arrangement before printing.
- e. Setting/printing of OMR answer sheets for answering 100 multiple choice questions.
- f. Centre wise tamper/water proof packing will be provided.
- g. The firm will be solely responsible for any leakage/breach/compromise with the question papers.
- h. Number of additional copies are included with the demand of question papers will be provided to each centre for replacing any defective one, if required. Such set will be kept in the same packet of the particular centre.

- i. OMR sheet (in duplicate) and MCQ papers may be developed/framed in accordance with the specimen/blue print as well as difficulty level provided to your firm by this Dte respectively please.

3. Number of question booklet and OMR sheets (in duplicate) required for each post is as under. Each question booklet and OMR sheet must be checked thoroughly to avoid any misprinting etc.

Srl	centre code	Name of centre	Number of question booklet and OMR sheets	
			ASI(RM)	HC(RO)
1.	01	Hamama, Srinagar (J & K)	59+3 extra=62	114+5 extra=119
2.	02	Paloura, Jammu (J & K)	1076+45 extra=1121	3107+130 extra =3237
3.	03	Jalandhar (Punjab)	2536+106 extra =2642	4181+175 extra =4356
4.	04	Jodhpur (Rajasthan)	4957+207 extra =5164	9690+404 extra 10094
5.	06	Kolkata (WB)	1722+72 extra=1794	5030+210 extra=5240
6.	07	Kadamtala (North Bengal)	426+18 extra=444	1242+52 extra=1294
7.	11	Masimpur, M & C (Assam)	273+12 extra=285	604+29 extra=633
8.	13	IG (Spl Ops) Chhattisgarh	473+20 extra=493	843+36 extra=879
9.	15	STS Tigri camp (New Delhi)	11159+465 extra =11624	25861+1018 extra =26879
10.	16	STS Bangalore (Karnataka)	1265+53 extra=1318	1712+72 extra=1784
11.	17	CSWT Indore (MP)	1307+55 extra=1362	3031+127 extra=3158
12.	19	TC&S Hazaribagh (Jharkhand)	2740+100 extra=2840	13000+542 extra =13542
13.	21	Hissar (Hayrana) 32 Bn BSF	3419+143 extra=3562	4966+207 extra=5173
14.	22	Jaipur (Rajasthan) 69 Bn BSF	4410+181 extra=4591	7536+309 extra=7845
15.	23	KLP Lucknow (UP) 59 Bn BSF	4676+195 extra=4871	13678+570 extra =14248
Total			42173	98481

(Note- Extra copies are worked out/calculated @ 01 sheet extra per packet of 24 sheets)

4. Packing requirements:-

- a. Centre wise quantity of question papers and OMR sheets (in duplicate) for the post of ASI (RM) and HC (RO) must be packed separately. The details of centre code is given in para 3 of above letter. It is also requested to pack school wise quantity of MCQ papers and OMR sheets (in duplicate) for the post of ASI(RM) and HC(RO).The details of schools with capacity/Room of candidates will be made available to your firm on receipt from concerned recruitment centres shortly.
- b. The Centre wise and post wise (Question papers and OMR sheets) packets should be sealed in tamper/water proof packing with a slip pasted as mentioned below:-

To,	Packet No _____ of _____
The Presiding officer,	
Name of recruitment centre _____	
Name of post _____	
Recruitment centre code No _____	
No of question papers _____	
No of OMR sheet _____	
Question papers Srl No From _____ To _____	
OMR Sheets Srl No From _____ To _____	

- c. Generally, one envelop will contain 24 Nos of question papers and in one carton 10 envelops should be packed.

5. Examination materials will be handed over to HQ DG BSF (Comn & IT Dte) Block No 4, 1st Floor CGO Complex, Lodhi Road New Delhi 110003 on or before **27 Oct 2016**. **The written examination will be conducted on 6th Nov 2016.**

6. After the written test, the OMR answer sheets will be scanned at BSF premises at Delhi by the representative of your firm. Evaluation of OMR answer sheets will be made under supervision of board of officers of the BSF. Evaluation will be commenced w.e.f. 15th Nov 2016.

7. The minimum qualifying marks will be 38% for General/OBC category and 33% for SC/ST category candidates.

8. Firm is responsible to ensure 100% correctness of the scanning and preparation of result. Any dispute will be the responsibility of the firm. The result will consist of the following columns:-

- Serial No.
- Scan No.
- Roll No of candidate.
- Name of the candidate.
- Religion
- Name of exam centre.
- Category (General/OBC/SC/ST)
- Source (DE/DEPTL/ESM/Compassionate appointment)
- Marks obtained
- Result (Qualified/Not qualified)

9. Result of written examination/merit list will be prepared as per requirement of BSF.

10. Charges will be made by the firm for actual number of question papers and OMR answer sheets as demanded by BSF and also for actual number of evaluation of answer sheets.

11. Any claim or dispute arising out of default or incorrect framing of questions, rendering the examination process invalid; will be the sole responsibility of the firm.

12. Secrecy and accuracy is main criteria of the examination and same may be ensured at all level.

Please acknowledge receipt.

Encl: - as above



(RAJ SINGH RATHORE)

Dy. Inspector General (C-Estt)

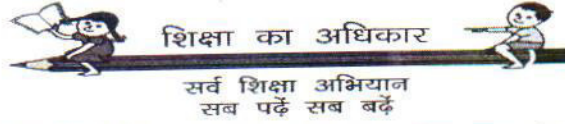
For and on behalf of the President of India.

Copy to:-

Paying Authority
Director (Accounts),
BSF Pay and Accounts Division,
Pushpa Bhawan Madangiri
New Delhi -62

:- for info please.

CONFIDENTIAL



NO.HPSES H.O. SSA/RMSA-H.O.-TT -Teacher Trg
Office of the State Project Director (SSA/RMSA)
DPEP Bhawan, Lalpani, Shimla -171001.
Himachal Pradesh.

5093

Dated: Shimla -1

the

14th Sept. 2016

To

M/S OMR India Outsources Pvt.
503, DLF Prime Tower, Okhla Phase-1 New Delhi-110020

Subject: Printing of assessment sheets in OMR Forms .

Sir/Madam,

With reference to the subject cited above, the rates quoted by you for printing of OMR forms @ Rs 4.92 /- (Rs. 34,400/ for 7000 forms) have been found to be lowest and are approved. You are requested to complete the assignment as stated below within stipulated period i.e. by 20th September, 2016 :-

Sr.No	Specifications	Quantity	FOR Destination
1.	<ul style="list-style-type: none">No. of forms to be printed - 7000Quality of paper (GSM)- 100 to 105 GSMSize of paper -A 3 sheetForm to have fold with perforation to be like a booklet having three pages)text on page -1, OMR on Page-2 and 3)	7000	SPO Shimla

The soft copy and the hard copy of the material to be printed is being handed over to you for printing

State Project Director (SSA/RMSA),
Shimla-1 Himachal Pradesh.

पत्र सं०-०६ए/विविध-९०१-२०/२०१६ (१०१) लो०से०आ०/गो०
बिहार लोक सेवा आयोग, पटना

प्रेषक,

सचिव,
बिहार लोक सेवा आयोग, पटना।

सेवा में,

निदेशक,
ओ.एम.आर.,
इंडिया आउटसोर्स प्रा. लि.,
नई दिल्ली।

पटना, दिनांक ०३/०६/२०१६

विषय:- बिहार लोक सेवा आयोग, पटना द्वारा विज्ञापित निविदा में आपके फर्म को चयनित करने के सम्बन्ध में।

महाशय,

उपर्युक्त विषय के संबंध में निदेशानुसार सूचित करना है कि दिनांक २१.०४.२०१६ को निविदा समिति की आहूत बैठक में सर्वसम्मति से आपके फर्म को ओ.एम.आर. उत्तर पत्रकों के मुद्रण एवं स्कैनिंग आदि कार्य करने हेतु निम्न दर पर चयनित किया गया है :-

Srl. No.	Particulars	Rate	
		Rs.	Paise
1.	Rate for printing of O.M.R Answer Sheet including packing charge-per OMR Answer.	0	80 (अस्सी पैसे प्रति यूनिट) (सभी करों सहित)
2.	Rate for Reading of the filled up O.M.R Answer Sheet (double scanning), preparation of database files of the read data and preparation of result-per OMR Answer Sheet.	0	90 (नब्बे पैसे प्रति यूनिट) (सभी करों सहित)

कृपया सूचनार्थ।

विश्वासभाजन,

M. S. Saha
31/6/16

सचिव,

बिहार लोक सेवा आयोग, पटना।

HIMACHAL ROAD TRANSPORT CORPORATION, SHIMLA-171003.

No. HO:9E-1084-Rectt/2016 (O) Cond-

From

Managing Director,
Himachal Road Transport Corporation,
Shimla-171003.

To

M/S OMR India Outsource Pvt.Ltd.,
Level/15th Eros Corporate Tower,
Nehru Place, New Delhi-110019.

Shimla-171003, the 3rd May, 2016.

Subject: Award of work relating to process, computerization of examination works of the Himachal Road Transport Corporation.

Dear Sir,

Please refer to the negotiations held on 2nd May, 2016 with regard to the recruitment for Transport Multipurpose Assistants in Himachal Road Transport Corporation.

The rates @ 19.30 paise per candidate after negotiation with your representative are approved. The work order is hereby issued to carry out pre and post examination work relating to process computerization of examination work of the category of Transport Multipurpose Assistant on the same terms and conditions as approved by the Takniki Shiksha Board during May, 2014 as discussed and accepted by your representative during negotiations. The copies of time schedule with instructions for filling in the online application form along with other important instructions are enclosed for uploading them on the website. You are accordingly requested to start the work.

Yours faithfully,



Executive Director,
Himachal Road Transport Corporation,
Shimla-171003.

Encl: As above.

HIMACHAL ROAD TRANSPORT CORPORATION, SHIMLA-171003.

ADVERTISEMENT NO.I/2016

DATED: 5th MAY, 2016

**CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION THROUGH ORA
WEB IS 30.05.2016**

IMPORTANT INSTRUCTIONS:

1. The candidates must read the **INSTRUCTIONS FOR APPLYING ONLINE** carefully which is available on the website of the Himachal Road Transport Corporation i.e. www.hrtc.gov.in before filling up On line Recruitment Application Forms (ORA) the application form for the post(s) concerned.
2. The candidate must ensure their eligibility in respect of Category, Experience, age and Essential Qualification(s) etc. as mentioned against in the advertisement to avoid rejection at later stage.
3. The benefit of reservation will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories viz. SC, ST, OBC, EA, WFF.
4. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as on closing date i.e. 25th April, 2016 for submission of application which can be downloaded from website www.hrtc.gov.in.
5. Number of post (s) is/are tentative and may increase or decrease from time to time for different categories of posts.
6. In service candidates may apply to the Himachal Road Transport Corporation alongwith requisite fee with information candidate will be interviewed unless he/she brings NOC from the concerned employer.

HOW TO APPLY:

- (a) Candidates must apply online through the website www.hrtc.gov.in. the prescribed form. Applications received through any other mode would not be accepted and summarily rejected. Detailed instructions for filling up online Recruitment applications are available on the above mentioned website.
- (b) After submitting the online Recruitment Application, the candidates are required to take a printout of the finally submitted online Recruitment Application and submit the same alongwith requisite attested copies of documents/certificates in support of their eligibility in the nearest Regional Office of Himachal Road Transport Corporation.

EXAMINATION FEE AND MODE OF PAYMENT:

The examination fee shall be Rs. 100/- acceptable in the shape of Demand Draft payable at Shimla in the name of Financial Advisor and Chief Accounts Officer, Himachal Road Transport Corporation, Shimla-171003.

SUBMISSION OF CERTIFICATES/DOCUMENTS

> The candidates are required to submit attested copies of required documents, certificates i.e. essential qualification(s), age, experience and category in support of their eligibility.

> The false/fake claim of any information made by the candidate(s) will be viewed seriously and he/she will be debarred for recruitment to any post to be advertised either by HRTC or any other recruiting agency of H.P. State Government for a period of three years from the date of submission of application by such candidate(s).

Note: The candidate shall bring Original certificates at the time of vive-voce. If any of their claim found to be incorrect, besides rejection they may render themselves liable to disciplinary action by the Himachal Road Transport Corporation.

CATEGORY CLAIM:

The SC of Himachal Pradesh/ST of H.P./OBC of H.P./WFF of HP/Ex. Servicemen of HP must possess such certificate(s) in support of their claim made in the Online Recruitment Application form while applying for the concerned post(s). The benefit of reservation will be admissible on parental basis only. All the candidates belonging to reserved categories are also required to go through the relevant instructions of the Government of Himachal Pradesh issued from time to time in order to ensure that they are eligible under a particular category.

1.EX-SERVICEMEN OF HIMACHAL PRADESH:

The candidates belonging to Ex-servicemen of Himachal Pradesh will have to furnish discharge certificate and full detail in respect of their PPO No. Rank and date of retirement from the defence Services to claim the benefit of reservation for the category of Ex-serviceman of H.P. The Ex-servicemen candidates of H.P. must go through the relevant Rules and instructions of the reservation notified/issued by the Govt. of H.P. from time to time in order to ensure their eligibility for admission to the aforesaid examination.

2.OBC OF HP(OTHER BACKWARD CLASSES OF H.P.)

The candidates belonging to the OBC of H.P. must produce certificate(s) on the prescribed format (appended as Appendix-B) which should not be more than two years old at the time of last date fixed for submission of application alongwith latest affidavit duly attested by the authority authorized under the Indian Oath Act stating that his/her status as OBC has not been changed and he/she has not been excluded from the category of OBC of HP on account of being covered under creamy layer. Such certificate should be based on the lineage of parental family, failing which such candidate(s) will not be allowed to appear in the written examination/viva-voce/interview.

3. WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH

For the posts reserved for Wards of Freedom Fighters of H.P. sons/grandsons/daughters/grand daughters of Freedom Fighters of H.P., who have been appointed on regular basis as well as married daughters/grand daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom Fighters in

children/grand children and married daughters/grand daughters of Freedom Fighters will be deemed to have been excluded from the definition of Freedom Fighters for the purpose to this extent. The children/grand children of Freedom Fighters of H.P. who have been appointed in Govt/Semi Govt. or Private Sector etc. services against the post(s) reserved for the wards of Freedom Fighters on regular basis will remain entitled to compete for higher rank/grade posts/services on the basis of reservation earmarked to the wards of Freedom Fighters of H.P. The unmarried daughters/grand daughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act otherwise such candidates will be rejected straightway.

ELIGIBILITY CONDITIONS:

- (I) The date of determining the eligibility of all candidates in terms of essential qualification, experience etc. shall be reckoned as on the closing date i.e. 30th May, 2016.
- (II) The decision of the HRTC regarding eligibility etc. of a candidate for admission to Written test/Viva-voce/Personality Test or Selection will be final and no correspondence/personal enquiries will be entertained.
- (III) Onus of proving that a candidate has acquired requisite degree/essential qualification by the stipulated date is on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/degree or the date of issue of Certificate/degree shall be taken as date of acquiring essential qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of interview.
- (IV) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement then the candidate is required to produce order/letter in this regard indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.

AGE: The candidate(s) must be between 18 to 45 years of age (as on 01.01.2016).

CLARIFICATION:

- (I) Five years relaxation in upper age limit is admissible only to the bonafide SC of HP/ST of H.P.. For H.P. Govt. employees and Ex-servicemen of HP age relaxation is as per Government instructions issued from time to time.
- (II) Age of a candidate shall be reckoned as on 01.01.2016

SCREENING TEST/EXAMINATION/VIVA-VOCE TEST:

- (i) In cases where the number of eligible candidates is inordinately large in proportion to the number of posts the Himachal Road Transport Corporation may restrict the number of candidates to be called for interview by screening all the eligible candidate to a written test.. Final selection of a candidate will be made solely on the basis of his/her performance in the written test/viva-voce test/interview, which will be of maximum 100 marks (80 for written test, 20 for Viva-voce)The minimum pass marks in the written test are 45 for the candidates of general category and 35 marks for the candidates of reserved categories.

- (ii) The eligibility of candidate(s) called for the interview will be determined on the basis of original documents produced on the day of interview and the HRTC will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such admission to the screen test/examination/interview shall be purely provisional.
- (iii) The summoning of the candidate(s) for viva-voce test, conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the HRTC.
- (iv) Dispute, if any, shall be subject to Court jurisdiction at Shimla.

OTHER CONDITIONS:

1. All candidates, whether in Government service or Government owned Industrial or other similar organization or in private employment shall also submit their online application. Persons already in regular Govt. service whether in a permanent or temporary capacity other than casual/adhoc/daily rated/work charged employees or those serving under Public Enterprises shall however, have to submit a declaration that they have informed in writing to their Head of Office./Department regarding their application at the time of interview.
2. No in-service candidate will be interviewed unless he/she brings NOC from the concerned employer.
3. Candidates should note that in case a communication is received from their employer by the HRTC withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.
4. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information/document(s) has been furnished or that there has been suppression of any factual information in the application, come to the notice at any time during the service of a person, his service would be liable to be terminated.
5. The applicant shall affix his/her latest photograph in the space provided in the application form. He/she is also required to paste a similar photograph in the admit card appended in the application form.
6. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of screening test/examination for which they are admitted by the HRTC viz. Written examination and viva-voce test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or interview test, it is found that they do not fulfill any of the eligibility conditions, their candidatures for the examination will be cancelled by the Himachal Road Transport Corporation.
7. Candidates who is or has been declared by the HRTC to be guilty of-

- i. Obtaining support for his/her candidature by the following means, namely;
 - *offering illegal gratification to, or
 - *applying pressure on, or
 - *blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
 - (b) impersonating, or
 - (c) procuring impersonation by any person, or
 - (d) submitting fabricated documents or documents which have been tampered with or
 - (e) making statements which are incorrect or false or suppressing material information, or
 - (f) *resorting to the following means in connection with his/her candidature for the examination namely—*
 - > obtaining copy of question paper through improper means,
 - > finding out the particulars of the persons connection with secret work relating to the examination.
 - >influencing the examiners, or
 - (g) using unfair means during the examination, or
 - (h) writing obscene matter or drawing obscene sketches in the scripts, or
 - (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
 - (j) harassing or doing bodily harm to the staff employed by the HRTC for the conduct of their examination, or
 - (k) being in possession of or using mobile phone, paper or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
 - (l) violating any of the instructions issued to candidates alongwith their admission certificates permitting them to take the examination, or
 - (m) attempting to commit or as the case may be abetting the HRTC of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable :-
 To be disqualified by the HRTC from the examination for which he/she is a candidate and/or
 - (n) to be debarred either permanently or for as specified period:-
 - * by the HRTC from any examination or selection held by them
 - * by the HP Govt/Central Govt. from any employment under them, and
 - (o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after—
 - * giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
 - * taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.
8. The Centres for holding the examination are liable to be changed at the discretion of the HRTC. While every efforts will be made to allot the candidates to the centre

of their choice for examination, the HRTC may, at their discretion, allot a different centre to a candidate when circumstances so warrant.

CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING THE APPLICATION OR DOCUMENTS/CERTIFICATES:

- a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for written test/interview.
- b) That copies of only following documents/certificates are provided in support of claim made/information given in the application:-
 - i) Degree/Diploma certificates alongwith Marks sheet of all years in support of educational qualifications, provisional certificate(s) alongwith Marks Sheets of all years.
 - ii) Matriculation certificate for age proof.

DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION:

No candidate will be eligible for admission to the examination:-

- (a) If he/she has been dismissed from any previous service;
- (b) If he/she has been convicted of any offence involving moral turpitude or has been bound don for good conduct under the provisions contained in Chapter VIII of the Code of Criminal Procedure, or has been permanently debarred/disqualified from appearing in any examination nor selection;
- c) If he/she is found either directly or indirectly influencing the selection process in any manner.
- d) If a male candidate who has more than one living wife and if a female candidate who has married a man already having another wife or;
- e) If he/she is an un-discharged insolvent.

ABBREVIATIONS: H.P. Himachal Pradesh, HRTC, Himachal Road Transport Corporation, UR: Unreserved, SC; Scheduled Caste of HP, ST: Scheduled Tribe of HP, OBC: Other Backward Classes of HP, as declared by the Govt. of H.P. from time to time. EA; Ex-serviceman of H.P. WFF; Wards of Freedom Fighters of HP.

APPENDIX-B

Form of Certificate to be produced by Other Backward Classes applying for appointment to posts under the State.

This is to certify that _____ son of _____
Village _____ District/Division _____ in the _____
State _____ belongs to the _____ community which
is recognized as a Backward Class in Himachal Pradesh by the State Government.
Shri _____ and/or his family ordinarily reside (s) in the
_____ District/Division of the _____ State. This is also to
certify that he/she does not belong to the persons/sections (Creamy Layer)
mentioned in the Schedule.

Dated: _____

District Magistrate,
Deputy Commissioner etc.

SEAL

-
- (a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- (b) Where the Certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

Online आवेदन पत्र भरने हेतु आवश्यक दिशा निर्देश

1. **Online Application form** भरने से पूर्व आवेदक/आवेदिका मु. 100 रुपये का डिमाण्ड ड्राफ्ट वित्तीय सलाहकार एवं मुख्य लेखाधिकारी, हिमाचल पथ परिवहन निगम के नाम देय बनवायें ।
2. आवेदक/आवेदिका को डिमाण्ड ड्राफ्ट, फोटो एवं हस्ताक्षर (प्रत्येक का साईज 200 के.बी. से अधिक न हो) को स्कैन करके **online application form** के अन्तिम में जहां **Bourse** बटन को **click** करें तथा स्कैन फोटो फाईल को **select** करें । इसी प्रकार हस्ताक्षर हेतु **signature** के सामने **Bourse** बटन को **click** करें तथा स्कैन **signature** फाईल को **select** करें। डिमाण्ड ड्राफ्ट हेतु उसके सामने दिये गये **Bourse** बटन को **click** करें व डिमाण्ड ड्राफ्ट स्कैन फाईल को **select** करें तथा उसके बाद **upload file** बटन को **click** करें ।
3. फाईल अपलोड करने के पश्चात आवेदक/आवेदिका द्वारा भरे गये फार्म को **प्रिंट Print this page** बटन पर **click** करें व आवेदन पत्र के प्रिंट की प्रति के साथ वास्तविक (**original demand draft**) अपने नजदीकी हिमाचल पथ परिवहन निगम के क्षेत्रीय कार्यालय में जमा करवाये । आवेदन पत्र 30.05.2016 5.00 बजे सांय तक जमा करवाया अनिवार्य है ।

**SCHEDULE OF RECRUITMENT OF REGIONAL MANAGER/
MANAGER TECHNICAL / WORKS MANAGER AND TRAFFIC
MANAGER (ON CONTRACT).**

1.	Advertisement	06.05.2016
2.	Last date of receipt of online application	15.06.2016
3.	Application processing	15.06.2016 to 30.06.2016
4.	Downloading of Admit cards	01.07.2016 to till Exam
5.	Date of Exam.	17.07.2016
6.	Declaration of result	31.07.2016
7.	Interview (3 times of vacancy)	10.08.2016 to 20.08.2016
8.	Final result	31.08.2016

Note:-

Paper setting /printing selection of exam centres and related duties will be done by the recruitment committee headed by the Managing Director.



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in

E Mail: adm.ssc-wb@nic.in

Memo. No.157 / Exam/ 6P-6/2016

Dated, 27/ 04/ 2016

From : D. Bhattacharyya, WBCS (Exe)
Secretary cum Controller of Examinations,
West Bengal Staff Selection Commission

To : M/s OMR INDIA OUTSOURCES PVT. LTD.
C-115, EPIP, UPSIDC, Industrial Area,
Shastripuram, Sikandra,
Agra-282007 India

Sub: Instructions for printing, packing and supply of OMR Answer Sheets
- Regarding.

Ref: This Office Memo. No. 468 / WBSSC / GEN / 1M – 22 / 2012, dated,
 8.10.2013 and memo no. 145/EXAM/WBSSC/IT-12/2015 dated: 13/04/2016

Sir,

Apropos of the subject and reference noted above I am directed to inform you that the Commission has decided to place order for printing and supply of 6,03,000 (Six lakh three thousand) pieces of OMR Answer sheets in c/w LDA/LDC Recruitment Examination, 2015 to your concern as per detail terms & conditions given below :-

Item No.	Description of goods	Qty.	Rate	Net Amount to be payable
1	<p>OMR Answer sheets as per approved sample (sample attached) and as per detailed specifications mentioned in Annexure-I.</p> <p>The answer sheets should conform to the design / specimen paper supplied by the West Bengal Staff Selection Commission with Bar Codes on the OMR Answer Sheets from 0000001 to 0603000.</p> <p><u>The Drop out colour of the Answer sheet should be such that it should be able to scan pen & pencil marking.</u></p> <p>(Detailed specifications are in Annexure - I)</p>	<p>6,03,000 (Six lakh three thousand)</p>	<p>Rs. 0.79 per answer sheet (inclusive of all taxes and charges)</p>	<p>Rs. 4,76,370/- (Rupees four lakh seventy six thousand three hundred and seventy) only.</p>

❖ **Terms & Conditions**

1	Consignee	Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Kolkata – 700091.
2	Delivery	The firm shall supply OMR Answer sheets as per schedule given below: 6,03,000 OMR sheets shall be supplied within 9th May, 2016 (Monday).
3	Place of Delivery	West Bengal Staff Selection Commission, Jasasampad Bhavan, Ground Floor, Salt Lake, Kolkata – 700091.
4	Special Instructions	<p>a) OMR INDIA OUTSOURCES PVT. LTD. shall design, print, pack & supply OMR Answer sheets in lots of 24 OMR Answer sheets per packet (good quality transparent packets) duly superscribed with the words “OMR Answer sheets with Bar code No. from _____ to _____” on each packet. OMR INDIA OUTSOURCES PVT. LTD. shall deliver the packed bundles duly superscribed to the Examination Section in the WBSSC at the address noted at pt. no. 3 above.</p> <p>b) 100 packets of 24 OMR Answer sheets each shall be enclosed in larger box / carton (Brown in colour) duly superscribed with the words “OMR Answer sheets with Bar Code No. from _____ to _____” on each bundle.</p> <p>The OMR Answer sheets should be packed in afore-mentioned quantity as specified in (a) above in good quality packets / envelopes and sealed properly. Printer's seal must be put properly over each such packet.</p> <p>Each such packet (a) is to be wrapped by good quality plastic cover and sealed properly with Printer's seal. The said plastic packet is to be packed inside a carton (b) with due care. The label shown above must be pasted on top of the carton, too.</p> <p>Each carton should be properly sealed with paper/cloth seal and then tied securely and tightly with two plastic bands to ensure that in no case does the carton get opened during transit / handling.</p> <p>WBSSC will place order of OMR Answer sheets on OMR INDIA OUTSOURCES PVT. LTD. from time to time specifying the number of OMR Answer sheets to be printed. The Serial No. of Answer sheets shall be printed on every answer sheet beginning with serial No. to be indicated by the WBSSC in the supply order placed on OMR INDIA OUTSOURCES PVT. LTD. The OMR INDIA OUTSOURCES PVT. LTD. shall provide monitoring software to keep track of supply, demand & utilization of OMR Answer sheets.</p> <p>OMR INDIA OUTSOURCES PVT. LTD. shall ensure secrecy and safety of data & design of OMR Answer sheets used by the WBSSC or any information supplied to the firm by the WBSSC for the printing of OMR Answer sheets or performance of contract. Any deviation will warrant criminal proceedings in court of law and forfeiture of performance security.</p>

		OMR INDIA OUTSOURCES PVT. LTD. shall print the OMR Answer sheets and other related material as per the format of WBSSC and will ensure that the Paper shall be as per specifications mentioned in Tender No. 335 / NIT / EXAM / WBSSC Dated, 12/ 12/ 2012 and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit.
5.	Payment Terms	The 100% payment order would be made after receipt of a certificate from Examination Section that they have received 100% ordered materials without any physical damage.

❖ A sample of OMR Answer sheet is enclosed with the letter.

Please acknowledge receipt of letter and the sample Answer sheet.


Secretary cum Controller of Examinations
West Bengal Staff Selection Commission

Contd. To Page No. 4

SPECIFICATIONS OF OMR ANSWER SHEETS

Sl. No.	Description	Specifications
1.	Size	A4 (Exactly as per sample attached)
2.	Weight	Minimum 100 GSM (Maplitho Paper)
3.	Quality	Blemish free /dust free parchment quality paper from reputed manufacturer (Documentary proof of quality required)
4.	Accuracy	The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached.
5.	Type & Printing	Two Colour printing
6.	Colour	The printing should be "Drop Out" colour
7.	Bar Code Code	100% accurate Bar Code printing without any duplication
8.	Packing	Each bundle to be packed in batches of 24 sheets in white packets.


Secretary cum Controller of Examinations
West Bengal Staff Selection Commission



MOST IMMEDIATE

**F.No.1-9(1)/2012-G-II
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi – 110069
Fax: 011-23385738**

Dated: 14.03.2016

To,

M/s India Outsources Ltd.
10-A, Old Vijay Nagar Colony,
Agra 282004
Fax : 011- 42235309

Kind Attention : Shri Amit Agarwal, Manager (Sales)

SUB :Printing, Packing & Supply of OMR Answer sheets – Reg.

Sir,

I am directed to refer to this office letter of intent of even no. dated 19.08.2013 for the supply of OMR Answer sheets and to place order for supply of 23 Lakh OMR Answer sheets with space for 7(Seven) digit Roll Number as per details, terms and conditions given below.

	Description of Goods	Qty	Rate	Net amount
	OMR Answer Sheets as per approved sample (Sample attached) and as per detailed specifications mentioned in Annexure-I. The Answer Sheets should conform to the design/ UPSC with Lithocodes printed at the bottom starting from 1406001. The batch code no. at the top left hand corner indicated as 14032016/1406001/3706000. The drop out colour of the answer sheets should be such that it should be able to scan pen and pencil marking.	23 Lakh (Twenty three Lakh)	0.85per sheet plus 5% VAT=0.8925	Rs.20,52,750/-
Total Order Value = Rs.20,52,750/- (Rupees Twenty Lakh Fifty Two Thousand Seven Hundred Fifty Only)				

2. The firm shall supply 50 Answer Sheets as samples which would be tested by IS Wing on their OMR Scanners and if the same are certified/found satisfactory by them, bidder would print the entire lot of OMR Answer Sheets. The bidder would pre-scan the entire lot of OMR Answer Sheets through its own scanners, at its own cost and supply the entire lot of OMR Answer sheets to Examination Branch of UPSC. The bidder would also attach a certificate along with the supply that all the OMR Answer Sheets after checking have been found in order and they do not contain any duplicate lithocode number/defective OMR

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Answer Sheets. On receiving each lot of 5000 Answer Sheets, around 50 sheets from one bundle/carton, which is about 1 % of the lot, would be taken at random from the bundle/carton and checked physically including passing through the UPSC OMR machines with respect to the detailed specifications given in Annexure-I of the NIT. Few sheets out of this random supply will also be marked with different intensity levels, accurate reading of lithocodes and will be read on the UPSC OMR machines. The response data will be checked with respect to the marked responses. If the errors are more than 2%, whole lot of 5000 sheets will be treated as defective and would be replaced by the firm free of cost. The defective lot would be returned to the firm on receipt of replacement and on receipt of the final lot of the supply order quantity.

3. Terms & Conditions

1	Consignee	Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069.
2	Delivery	The firm shall supply OMR Answer Sheets as per schedule given below: A) 50 sample sheets with space for 7 (Seven) digit Roll Number and with specifications as per supply order shall be supplied within 2 days of the receipt of the supply order. B) 23 Lakhs OMR sheets with space for 7(Seven) digit Roll Number of the supply order shall be supplied the first week of May, 2016 from the date of receipt of 'ok' report on sample sheets. You are also requested to submit delivery schedule to this office along with ok report.
3		INDIA OUTSOURCES LTD. shall design, print, pack & supply OMR Answer Sheets in lots of 100 OMR Answer Sheets per packet duly superscribed with the words "Answer Sheets with Lithocode No. from _____ to _____" on each packet. INDIA OUTSOURCES LTD. shall deliver the packed bundles duly superscribed to the Examination Branch in UPSC. 50 packets of 100 Answer Sheets each, shall be enclosed in larger box duly superscribed with the words "Answer Sheets with Lithocode No from _____ to _____" on each bundle. The firm may ensure that all points in Annexure-II have been taken into account.
	Special Instruction	UPSC will place order of OMR Answer Sheets to INDIA OUTSOURCES LTD. from time to time specifying the number of OMR Answer Sheets to be printed. The Serial No. of Answer Sheets shall be printed on every Answer Sheet beginning with Serial No. indicated by UPSC in the supply order placed to INDIA OUTSOURCES LTD. INDIA OUTSOURCES LTD. shall provide monitoring software to keep track of supply, demand & utilization of OMR Answer Sheets.
		INDIA OUTSOURCES LTD. shall print the OMR Answer Sheets and other related material as per the format of UPSC and ensure that the paper shall be as per specifications and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit. The firm shall ensure the Answer Sheets printed & supplied by it shall not cause any problem in scanning & processing work of UPSC.
		INDIA OUTSOURCES LTD. shall ensure supply of high quality Answer Sheets as per specifications/approved sample of OMR Answer Sheets (Annexure-I) within prescribed time limits mentioned in the supply order. The firm shall also ensure all quality checks to ensure compliance and 100% defect free Answer Sheets. Defective Answer Sheets including OMR Answer Sheets with duplicate lithocode Number and without Lithocode Number shall not be accepted under any circumstances and penalty as per terms and conditions of NIT would be imposed on the firm. In that case, the firm would also be required to replace the entire lot of OMR Answer Sheets at its own cost & risk immediately.

OKIT

		:- 3 -:
		The safety, accuracy and security of OMR Answer Sheets while printing, during transit or at the time of making delivery shall be responsibility of the INDIA OUTSOURCES LTD. The firm will be required to furnish declaration to this effect to the UPSC.
		All OMR Answer Sheets supplied to UPSC by the firm shall be pre-checked through the Scanner and firm shall submit a certificate along with each consignment that "all the OMR Answer Sheets after checking have been found in order as per approved sample and they do not contain any duplicate lithocode number/defective OMR Answer Sheets."
		INDIA OUTSOURCES LTD. shall be fully responsible for the proper design, quality and workmanship of the OMR Answer Sheets till all OMR Answer Sheets are completely utilized to the satisfaction of UPSC. In case of any defects/duplicate Litho/Bar Codes, the complete lot shall be replaced immediately by the firm free of cost to UPSC.
		All Terms & Conditions of the NIT shall also be applicable on this supply order.
4.	Payment Terms	As per NIT

4. A sample OMR Answer Sheet is enclosed with the letter.
5. Kindly acknowledge receipt of the letter and Answer Sheets.

Yours Faithfully,



(R.K. Dixit)

Under Secretary (G.II)

Copy for information to:

1. JS(E)
2. JS(C)
3. Consultant(IS)

SPECIFICATIONS OF OMR ANSWER SHEETS

S.NO.	Description	Specifications
1	Size	Exactly as per sample attached
2	Weight	Minimum 100 GSM
3	Quality	Blemish free/dust free good quality Parchment paper
4	Accuracy	The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached.
5	Type & Printing	Two colour printing
6	Colour	The printing should be "Drop Out" colour
7	Bar Code/Litho Code	100% accurate Litho code printing without any duplication
8	Packing	Each bundle to be packed in batches of 100 sheets
9	Sample Sheets	100 answer sheets printed with Litho code to pass through the OMR Scanners successfully.
10	Security Logo	The word "UPSC" shall be printed as Security Logo in the background of the OMR answer sheets. It shall not cause any hindrance in reading/processing of OMR answer sheets. The security logo should only be visible when subjected to ultraviolet light.



(R.K.Dixit)

UNDER SECRETARY (G.II)

UNION PUBLIC SERVICE COMMISSION

Annexure-II

Checklist for Procurement of OMR Sheets

1. It may be confirmed that 'Litho Code' are neither duplicate nor missing in any lot / packet and certificate of "No Duplicate" must be provided by the vendor.
2. The ink used for printing non washable of "Drop out" colors i.e. magenta or orange.
3. There should not be any type of 'dot' / mark on the OMR Sheet especially on Response and Litho Code area.
4. The color of Timing tracks should be Jet black and uniform in all "Timing Track"
5. The GSM of paper should be minimum 100 GSM.
6. The paper quality must be Blemish free/dust free good quality parchment paper.
7. The logo "UPSC" printed on the OMR sheet should not be visible through naked eye.
8. The marking of Litho Code on the bubbles should be accurate covering the complete bubble.
9. The cutting edge (Timing Track side) & size of the OMR sheet should be 100% accurate & same in all the lots.



(R.K.Dixit)

UNDER SECRETARY (G.II)

UNION PUBLIC SERVICE COMMISSION

Rajasthan Subordinate & Ministerial Services Selection Board

State Agriculture Management Institution Campus,
Durgapura, Jaipur-302018, Rajasthan Phone No.:0141-2552795

F.12() RSMSSB/PS/Chairman/Scan/2015-16/ 341

Date: 20/11/2016

O M R India outsource Pvt.LTD

Subject : Work Order For scanning work of OMR Sheets.

References : Your proposal dated 13/01/2016

With respect to above cited subject and references, this is to inform you that you have been designated as selected bidder for scanning work of OMR sheets of various nominations at RSMSSB, Jaipur. We are pleased to place the Work order to you on below mentioned rates. The Scope of work is enclosed as Annexure-'A'.

Summary of Financial Bid:

Sr. No.	Description of Work	Approved Rate (In Rs.)
1.	Scanning work of OMR Sheets Imaging Editing result processing	Rs. 10.50 per candidates + Service Tax @14.5% extra=Rs. 12.02 per candidate

Terms & Conditions:

1. The above prices inclusive of all incidental charges and all taxes if any & as applicable likely to be incurred by the selected bidder for executing this project during the period of contract.
2. You are required to execute an agreement on Non-Judicial Stamp paper (to be purchased from the State of Rajasthan only) of Rs. 1000/- (One Thousand only) immediately.
3. The initial contract period will be two years which may be extended with mutual consent.
4. You are required to deposit performance security @ 5% of the tentative work order in near future amounting to Rs. 5,00,000/- (Rs. Five lacs only) in the form of DD/Bank Guarantee/FDR/NSC etc. as per prevailing rules.
5. You have to execute the project strictly in accordance to the terms and conditions of the scope of work annexed herewith.
6. Payment will be released on completion of work as per satisfaction of undersigned. The bills may be submitted in the name of "Chairman, RSMSSB".
7. You have to adhere to the integrity in the assigned work failing which criminal action will be taken against your firm as per prevailing roles and laws.

In view of the above, please send us as acknowledgement as an acceptance of work order immediately.

Enclosure:

1. Annexure-A: Scope of work


(R.K. Meena)
Chairman, RSMSSB

Annexure-A :

Scope of Work

1. Double scanning of answer sheet on different threshold values. Comparing the 2 scanned data & finding out the discrepancies.
2. Imaging of O.M.R. Sheet.
3. Matching the no of sheets as scanned and as provided by the centre if any mismatch in total no. of sheets, immediately report it for finding the sheet.
4. Correction of roll no., Booklet no./booklet code and barcode no.
5. Feeding of absentee roll no. of data
6. Matching the roll no. of OMR sheets and the absent data. If any mismatch, check for the correction.
7. Matching of roll no. and booklet no./booklet code and barcode in both scanning data.
8. Exception lists of answer sheets on roll no./absentee/roll data/booklet no./booklet code/answer sheet no.
9. List of
 - (A) Mismatch
 - (B) Roll no. corrected
 - (c) Booklet no., booklet code corrected
 - (D) Absentee roll no. correction
 - (E) List of matching answer of both the scanning & Updation

Now Data is final after above steps for evaluation

10. Feeding of answer keys of different sets.
11. Set wise key printing
12. Evaluation of answer sheet.
13. Preparation of merit list as per the norms
14. Selection of candidate as per the norms vertically as well as horizontally
Horizontal Selection is being done for women, Ex-servicemen, physically challenged persons etc.
15. Printing of tabulation register, merit list, selection list etc.
16. Cut score of all selection categories.
17. SMS service wherever desire
18. Providing complete data in soft copy.



Fax: 011-23385738

MOST IMMEDIATE
F.No.1-9(2)/2011-G-II

UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)

DHOLPUR HOUSE, SHAHJAHAN ROAD
New Delhi – 110069

Dated 12.01.2016

To,

M/s India Outsources
10-A, Old Vijay Nagar Colony,
Agra 282004
Fax : (011) 42235309

(Kind Attention : Shri Amit Agarwal, Manager (Sales))

Sir,

SUB : Printing, Packing & Supply of OMR Answer sheets – Reg.

I am directed to refer to this office letter of intent of even no. Dt: 19.08.2013 for the supply of OMR Answer sheets and to place order for supply of 14 Lakhs OMR Answer sheets with space for 7(Seven) digit Roll Number as per details, terms and conditions given below.

	Description of Goods	Qty	Rate	Net amount
1.	OMR Answer sheets as per approved sample (Sample attached) and as per detailed specifications mentioned in Annexure-I. The answer sheets should conform to the design/ UPSC with Lithocodes printed at the bottom starting from 0005000 and batch code no. At the top left hand corner indicated as 121012016/0005001/1405000. The drop out colour of the answer sheets should be such that it should be able to scan pen and pencil marking.	14Lakh (Fourteen Lakh)	0.85per sheet plus 5% VAT=0.8925	12,49,500/-
Total Order Value = Rs.12,49,500/- (Rupees Twelve Lakh Forty Nine Thousand Five Hundred Only)				

2. The firm shall supply 50 Answer Sheets as samples which would be tested by IS Wing on their OMRs and if the same are certified/found satisfactory by them, bidder would print the entire lot of OMR Answer Sheets. The bidder would pre-scan the entire lot of OMR Answer Sheets through its own scanners at its own cost and supply the entire lot of OMR Answer sheets to Examination Branch of UPSC. That all OMR Answer after checking have been found in order. The bidder would also attach a certificate along with the supply that all the OMR Answer Sheets after

checking have been found in order and they do not contain any duplicate lithocode number/defective OMJR Answer Sheets. On receiving each lot of 5000 Answer Sheets, around 50 sheets from one bundle/carton which is about 1 % would be taken at random from the bundle/carton and checked physically including passing through the UPSC OMR machines with respect to the detailed specifications given in Annexure-I of the NIT. Few sheets out of this random supply will also be marked with different intensity levels, accurate reading of lithocodes and will be read on the UPSC OMR machines. The response data will be checked with respect to the marked responses. If the errors are more than 2% , whole lot of 5000 sheets will be treated as defective and would be replaced by the firm free of cost. The defective lot would be returned to the firm on receipt of replacement and on receipt of the final lot of the supply order quantity.

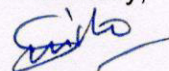
3. Terms & Conditions

1	Consignee	Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, N. Delhi-110069.
2	Delivery	The firm shall supply OMR Answer sheets as per schedule given below: (A) 50 sample sheets with space for 7 (Seven) digit Roll Number and with specifications as per supply order shall be supplied within 2 days of the receipt of the supply order. B) 14 Lakhs OMR sheets with space for 7(Seven) digit Roll Number of the supply order shall be supplied on middle of Feb.,2016 from the date of receipt of 'ok' report on sample sheets.
3		INDIA OUTSOURCES shall design, print, pack & supply OMR Answersheets in lot of 100 OMR Answersheets per packet duly superscribed with the words "Answersheet with Lithocode No. from _____ to _____" on each packet. INDIA OUTSOURCES shall deliver the packed bundles duly superscribed to the Examination branch in UPSC. 50 packets of 100 answer sheet each shall be enclosed in larger box duly superscribed with the words "Answersheets with Lithocode No from _____ to _____" on each bundle. The firm may ensure that all points in Annexure-II have been taken into account.
	Special Instruction	UPSC will place order of OMR Answersheets on INDIA OUTSOURCES from time to time specifying the number of OMR Answersheets to be printed the Serial No. of Answersheets shall be printed on every answersheet beginning with Serial No. indicated by UPSC in the supply order placed on INDIA OUTSOURCES. The INDIA OUTSOURCES shall provide monitoring software to keep track of supply, demand & utilization of OMR Answersheets.
		INDIA OUTSOURCES shall print the OMR Answersheets and other related material as per the format of UPSC and ensure that the paper shall be as per specifications and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit. The firm shall ensure the Answersheets printed & supplied by it shall not cause any problem in scanning & processing work of UPSC.
		SOURCES shall ensure supply of high quality Answersheets as per specifications/approved sample of OMR Answersheets (Annexure I) with in prescribed time limits mentioned in the supply order. The firm shall also ensure all quality checks to ensure compliance and 100% defect free Answersheets. Defective Answersheets including OMR Answersheets with duplicate lithocode Number and without Lithocode Number shall not be acceptable under any circumstances and penalty as per terms and conditions of NIT would be imposed on the firm. In that case, the firm would also be required to replace the entire lot of OMR Answersheets at its own cost & risk immediately.

		:- 3 :-
		The safety, accuracy and security of OMR Answersheets while printing during transit, at the time of making delivery shall be responsibility of the INDIA OUTSOURCES. The firm will be required to furnish declaration to this effect to the UPSC.
		All OMR Answersheets supplied to UPSC by the firm shall be pre-checked through the Scanner and firm shall submit a certificate alongwith each consignment that "all the OMR Answersheets after checking have been found in order as per approved sample and they do not contain any duplicate lithocode number/defective OMR Answersheets."
		INDIA OUTSOURCES shall be fully responsible for the proper design, quality and workmanship of OMR answer till all OMR Answersheets are completely utilized to the satisfaction of UPSC . In case of any defects/duplicate Litho/Bar Codes, the complete lot shall be replaced immediately by the firm free of cost to UPSC.
		All Terms & Conditions of the NIT shall also be applicable on this supply order.
4.	Payment Terms	As per NIT

4. A sample OMR Answersheet is enclosed with the letter.
5. Kindly acknowledge receipt of the letter and Answersheets.

Yours Faithfully,

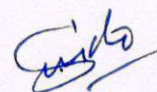


(Sabiel Kindo)

Under Secretary (G.II)

Annexure-I**SPECIFICATIONS OF OMR ANSWER SHEETS**

S.NO.	Description	Specifications
1	Size	Exactly as per sample attached
2	Weight	Minimum 100 gsm
3	Quality	Blemish free/dust free good quality paper
4	Accuracy	The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached.
5	Type & Printing	Two colour printing
6	Colour	The printing should be "Droup Out" colour
7	Bar Code/Litho Code	100% accurate Litho code printing without any duplication
8	Packing	Each bundle to be packed in batches of 100 sheets
9	Sample Sheets	100 answer sheets printed with Litho code to pass through the OMR's successfully.
10	Security Logo	The word "UPSC" shall be printed as Security Logo in the background of the OMR answer sheets. It shall not cause any hindrance in reading/processing of OMR answer sheets. The security logo should only be visible when subjected to ultraviolet light.



(Sabiel Kindo)

UNDER SECRETARY (G.II)

UNION PUBLIC SERVICE COMMISSION

Annexure-II

Checklist for Procurement of OMR Sheets

1. It may be confirmed that 'litho Code' are neither duplicate nor missing in any lot / packet and certificate of "No Duplicate" must be provided by the vender.
2. The ink used for printing non washable of "Drop out" colors i.e. magenta or orange.
3. There should not be any type of 'dot' / mark on the OMR Sheet specially on Response and Litho Code area.
4. The color of Timing tracks should be Jet black and uniform in all "Timing Track"
5. The GSM of paper should be minimum 100 GSM.
6. The paper quality must be Blemish free/dust free good quality paper.
7. The logo "UPSC" printed on the OMR sheet should not be visible through naked eye.
8. The marking of Litho Code on the bubbles should be accurate covering the complete bubble.
9. The cutting edge (Timing Track side) & size of the OMR sheet should be 100% accurate & same in all the lots.



(Sabiel Kindo)

UNDER SECRETARY (G.II)

UNION PUBLIC SERVICE COMMISSION

The Secretary,
H.P. Takniki Shiksha Board,
Dharamshala.

To

✓
M/S OMR Outsource Pvt. Ltd.
15 level EROSS Tower
New Delhi.

Subject: Work Order for pre-preparation jobs of 32 pages scripts with OMR title pages for evaluation viz to open sealed packets of answer-books, making, tallying with challans, tearing of slips(Part-III), preparation of lots, sealing /pasting of flaps, processing scanning through bar code reader, OMR Schanner etc. related the answer-books of the State Polytechnics.

Sir,

Consequent upon the tenders opened on 07.12.2015 for the scope of works mentioned on the subject, your firm had quoted the lowest rates i.e. @ **Rs.3.12/-** per Answer Book (including ST/VAT etc.) than the other firms and the same is hereby approved for the award of work on the following terms and conditions:

(I) Scope of Work:-

- (i) The sealed packets received by the Secrecy Branch will be handed over to the firm under proper receipt.
- (ii). Sealed packets will be opened in the presence of the Incharge, Secrecy Branch. The firm will count scripts and tally with the challans in the presence of Incharge Secrecy. A certificate will be signed that scripts are as per challan.
- (iii) Each opened script will be scanned by bar code reader all Bar code of each section will be scanned & verified with sheet number and computer to keep its record. Each lot will contain 100 scripts and accordingly these lots will be prepared ready for evaluation. A computer will have to record the lot number and bar code. Lot number assigned will be written on each sheet by the firm.
- (iv) The Part-III of OMR Title sheet will be torned and these slips of each lot will be handed over to Secrecy Branch.
- v) Part-III of OMR Title cover of Answer Sheet will be scanned through OMR Scanner and after matching with pre-data, all discrepancies found, if any, and will be removed and maintain the same for further processing.
- (vi) Part-IV of OMR title page (evaluation part) will also be scanned and scanned data (Part-III) will also be matched according to bar code number. Firm will provide the scanned data matching Part-III & IV to the Secrecy Branch/Computer Cell as per requirement of the Board.

(vii). In case of re-evaluation the firm will search the Answer book from lot which was previously prepared by them and hand over to the Secrecy Branch as per Roll Numbers /semester. The firm will also scan the re-evaluation Part-V & VI and provide the scanned data after matching Part-III,IV & V to the Secrecy Branch/Computer Cell as per requirement of the Board.

(viii). The images of all OMR Answer Scripts (Evaluation part only) will be supplied to Secrecy Branch. After completion of job all data and their images will be supplied to the branch also.

(ix) The examinations of State Polytechnics are conducted twice in a year i.e. in the month of May/ June and November/ December every year.

(x) Approximately 1,00,000 answer-books of the examinees in each session will be processed as per the manner detailed herein above.

(xi). The work will start with one week from the commencement of each examination. The daily received material from the Secrecy Branch will have to be returned to this Branch within two days duly completed in all respects.

(xii) The work is very sensitive and secret in nature for which there should be honesty, transparency and needs utmost care to be adopted.

(xiii) If any answer-book is found lost during tallying with the challans or any other related document, the firm will have to bring into the notice of the Deputy Secretary/Incharge Secrecy in writing for taking further action.

(xiv). Your firm will have to make the entries of each subject (discipline wise) of each institution on the proforma devised by the Board.

(xv) Incharge Secrecy Branch shall hand over the list of re-evaluation cases to the firm.

(xvi) Your firm will detect scripts out of each lot for the re-evaluation and shall hand over to Incharge, Secrecy Branch with in three days.

(II) **EARNEST MONEY:** An earnest money Rs. 10,000/- (Rupees Ten thousand only) shall be deposited and will not be refunded till the over of contract.

III. EXTENSION OF CONTRACT: The One year period of contract will commence from the date of signing of the contract which can be extended for further one year on the existing terms and conditions from the date of expiry of the original contract of one year if the work of your firm is found satisfactorily.

IV. THE PANALTY CLAUSE: Your firm has to complete the work as per the prescribed schedule and strictly in accordance with the terms and conditions prescribed in the tender document failing which the Board without prejudice to any other right or remedy available may recover any such amount suffered as loss from the firm as ascertained / assessed by the Board Office as liquidated damages by way of penalty to be imposed, separately at the rate of 1.0 % per day of delay on the total value of each work subject to a maximum of 20 % of the total value of work, provided if any loss or delay has been caused due to any reasons beyond the control of the Firm, the Secretary, H.P.Takniki Shiksha Board shall have the sole

discretion to waive off such loss or penalty as he deems fit provided further that the aforesaid firm shall explain in writing the reasons which caused such delay or loss within 07 days from the date of delay or in occurrence of such loss. The penalty for the bonafide mistake of the firm will be determined by the Board Office.

V If there would be any lapse, negligency, misplacing of answer-books or slip or any other document, the whole responsibility will lie upon the firm.

VI PERIOD OF CONTRACT: Although the work order will be signed for One year period effective from the date of signing by the two parties, the same can be renewed/ extended for a further period of 01 year keeping in view the performance of the firm and satisfaction / requirement of the Board.

VII MODE OF PAYMENT: The payment will be made through cheque 100% after the successfully completion of jobs within fifteen days.

VIII. GENERAL CONDITIONS ON AWARD OF WORK:

i). Your firm will have to deposit 1.00 lakh as security money in the name Secretary within 07 days from the date of issue of this work order.

ii) Your firm will not use the scanned data generated during the entire process for any other purpose other than those specified by the Board.

iii) You firm shall not sub-contract or assign all or any part of the work to any third party.

iv) The entire work is of a time bound nature and the company will have to execute work as per the agreed schedules as will be specified from time to time.

v) Any clarification/doubt may be addressed or personally discussed, if need be, from the office of the Secretary, H.P. Takniki Shiksha Board, before submitting the bids.

vi) For any dispute arising out of it the courts at Dharamshala only shall have the jurisdiction.

vii) Your firm will be responsible for the safety of all the documents. In case of loss of original documents, the party concerned will be responsible for the consequences arising out of it and the Secretary of the Board will have the power to take action including imposing of the penalty as he deems proper.

viii) In case of any delay in the job, the party concerned will be responsible and the Secretary of the Board will have the power to impose penalties as specified in this tender document or as he deems proper. Your will have to abide by the decision of the undersigned.

ix) For every erroneous record(s) (per answer-book) 20 times of the processing rate, will be deducted.

- x) In case the work of your firm is found unsatisfactory the Board will debarred/blacklisted your firm for future works of the Board's.
- xi) If your firm refuses to do the allotment of work or delays working unnecessarily, then allotment order can be cancelled, firm can be blacklisted and earnest money/ bank guarantee is liable to be forfeited. In such a case decision of the Secretary will be final and binding.
- xii) Your firm will have to prepare and complete the work as per instructions approved by the Board from time to time.
- xiii) After completion of work in all respects the firm will have to furnish a certificate, alongwith submission of bill that they have not misused anything or any kind of duplicacy have been done.
- xiv) Your firm shall treat this job as confidential and shall in no case, pass it on, or transfer it to any firm whatsoever, to any third party liable to legal action and other damages as may be fixed by the Chairman of the Board.
- xv) For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to sole arbitrator, Chairman of the H.P. Takniki Shiksha Board, Dharamshala whose decision shall be final and binding.
- xvi) There should be no breach of secrecy or any kind of lapse/ irregularity.


SECRETARY,
H.P. Takniki Shiksha Board,
Dharamshala at Dari.

CONFIDENTIAL

JOB ORDER

Address : EdCIL (India) Limited
EdCIL House, 18-A, Sector 16-A,
NOIDA-201 301 (UP)

Name of Job : Online acceptance of applications including Software Design, Development & Commissioning, Testing and Installation for the post of Junior Executives (Electronics) in Airports Authority of India.

Ref. No. : EdCIL's Award Letter No. EdCIL/Testing/Online/2012 dated 07.11.2013

Current Job Order No. : EdCIL-IMS-SP-TEST-(22-7)/134117

Date of issue : 07/09/2015

Agency's Address : M/s. OMR India Outsources Pvt. Limited, 301-302, Sheetla House, 73-74, Nehru Place, New Delhi - 110019

This has reference to our letter No. EdCIL/Testing/Online/2012 dated 07th November 2013 on the above mentioned subject and further discussions and email dated 4th September, 2015 to undertake the work for 'Online acceptance of applications including Software Design, Development, Testing and Installation for minimum 4000 candidates for the post of Junior Executive (Electronics) in Airports Authority of India. However, please ensure that the Webpage must have adequate bandwidth so as to handle large volume of hits by various applicants. **The scope of work is mentioned below:-**

1. **Software Design, Development and Installation:** M/s. OMR India Outsources Pvt. Ltd. shall design customized software for receipt of online applications. M/s. OMR India shall nominate a project implementation team for execution of this assignment. M/s. OMR India shall design the software in accordance to the eligibility conditions mentioned in the recruitment Advt. No.03/2015 published by Airports Authority of India in this regard for recruitment of Junior Executive (Electronics) in Airports Authority of India. Any clarifications w.r.t the eligibility conditions may be clarified from the concerned Project Manager/Project Associate from time to time. The system should be designed in such a way that only candidates eligible to apply be allowed to register online. A confirmation for successful registration of application should be sent to the candidates in their respective email ids.



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2. **Security Audit of the customized Software - M/s. OMR India Outsources Pvt. Ltd.** shall ensure security audit of the customized software designed and developed for inviting online applications before commencement of the process for online applications.
3. **Hosting of Online Application: M/s. OMR India Outsources Pvt. Ltd.** shall provide all technical support for hoisting the On-Line registration of application module from the date mentioned in the concerned recruitment notification by providing a dedicated server and a support server so as to mitigate any risk in case of non-functioning of main server. M/s. OMR India should ensure smooth hoisting of ON-LINE REGISTRATION module without any technical glitch/problem.
4. **Preparation of category-wise Merit List of all the candidates** – Based on the GATE 2014/2015 marks and category of candidates, separate Combined Merit List, Category-wise Merit Lists i.e. SC/ST/OBC/General/PH of all the candidates will be prepared and submitted in hard copy as well as in soft copy along with applications of all the candidates in PDF format for submission to client.
5. **Other Terms & Conditions:**
 - (i) **M/s. OMR India Outsources Pvt. Ltd.** shall inform the names & contact numbers of its project implementation team to EdCIL for execution of this assignment.
 - (ii) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that the On-Line registration module is working smoothly without any technical problem. In case any technical problem erupts, in such case M/s. OMR India Outsources Pvt. Ltd. shall take immediate corrective action and also depute its expert technical team to monitor smooth functionality of the module round the clock.
 - (iii) **M/s. OMR India Outsources Pvt. Ltd** shall adhere to the timeline in execution of the assignment. The online registration of applications will start from 8th September, 2015 and the last date of completion of Step II of online receipt of applications is 9th October, 2015. The estimated timeline for each activity shall also be informed to M/s. OMR India separately.
 - (iv) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that at no point of online registration, a particular candidate gets more than 01 unique registration number provided the candidate attempts to register with multiple details.
 - (v) **M/s OMR India Outsources Pvt. Ltd.** shall ensure reconciliation of application fee with details provided by bank.
 - (vi) **M/s. OMR India Outsources Pvt. Ltd** shall provide link to EdCIL Project Implementation Team and provide data of Registered candidates on daily basis (*City-wise, Category-wise*)



- (vii) **M/s. OMR India Outsources Pvt. Ltd** shall process the soft data to remove duplicate registration and junk registration. Necessary inputs for removal of duplicate and junk registration shall be decided in consultation with EdCIL project implementation team.
 - (viii) **M/s. OMR India Outsources Pvt. Ltd** shall provide facility of helpline and handle queries pertaining to online registration problems, if any, for which a separate e-mail id shall be provided to them with login id and password during the on-line receipt of applications.
 - (ix) **M/s. OMR India Outsources Pvt. Ltd** shall print and provide query based reports such as total number of candidates registered, city wise list of candidates registered, gender based list of candidates, category wise count of candidates registered, list of eligible and in-eligible candidates, city wise alphabetical list of candidates, details of application fees received, etc.
 - (x) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that the size of Photograph and Signature to be uploaded in the application should be clearly visible and as per the specifications indicated in the advertisement.
 - (xi) **M/s. OMR India Outsources Pvt. Ltd** shall keep real time back-up so as to ensure that there is no loss of data at any point of time.
 - (xii) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that all the security measures required for this project assignment (including security audit of the software) are taken care of and shall not divulge any information.
 - (xiii) Any other requirement as per need of the project and mentioned in this job order, scope of work mentioned in the award letter EdCIL/Testing/Online/2012 dated 27.08.2013 and Contract signed between EdCIL (India) Limited and M/s OMR India Outsources Pvt. Limited with regard to web notice.
 - (xiv) The present assignment is awarded to your agency for this project and if need be, the services may be availed in future also based on the performance and EdCIL's requirement for future assignments, if need arises in this regard.
6. Any discrepancy or failure to comply with the requirement of EdCIL in this job order will be the sole responsibility of M/s OMR India Outsources Pvt. Ltd. Any lapse will lead to penal/legal action against M/s. OMR India besides, appropriate compensation towards loss occurred to EdCIL (India) Ltd.
7. **Duration:** **M/s. OMR India Outsources Pvt. Limited** shall ensure that the registration of online application will be opened during 08.09.2015 to 09.10.2015 or till the last date of online acceptance of application, if any




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communicated to you. The job of hoisting & maintenance from the date of deployment of application on the central server will be available for a period till the date of handing over of the merit lists for all the categories as per the format given by EdCIL.


8. Payment terms:

- (i) The Payment shall be released by EdCIL (as per the approved rates) on successfully completion of the assignment and on production of Invoice by **M/s. OMR India Outsources Pvt. Limited** in the regard.
- (ii) Service Tax shall be paid extra.

9. Other requirements

This Job Order shall be executed in accordance with the terms and conditions stated above.


Prepared By
(S. Ramkumar)
Sr. Assistant


Checked By
(Ghanshyam D. Devnani)
Manager
(Recruitment Services)

Approved by
For and on behalf of
EdCIL (India) Limited


(U S Gaikwad)
General Manager (RS)

07th September, 2015

JOB ORDER ACKNOWLEDGEMENT

Acknowledgement of copy of the Job Order duly signed, stamped and dated by the agency shall constitute firm acceptance of order in its entirety.

Accepted by :

Signature :

Dated :

एडसिल (इण्डिया) लिमिटेड

(भारत सरकार का उद्यम)

(आई एस ओ 9001-2008 तथा 14001-2004 प्रमाणित कम्पनी)



EdCIL (India) Limited

(A GOVERNMENT OF INDIA ENTERPRISE)

(An ISO 9001-2008 & 14001-2004 Certified Company)

CONFIDENTIAL

JOB ORDER

Address

: EdCIL (India) Limited
EdCIL House, 18A, Sector 16A,
NOIDA-201 301

Name of Job

: Online acceptance of applications including
Software Design, Development &
Commissioning, Testing and Installation for
Different posts (as per the discussion &
Advertisement) in Punjab State Power
Corporation Limited (PSPCL)

Ref. No.

: EdCIL/Testing/Online/2012dated 07.11.2013

Current Job Order No.

: EdCIL-IMS-SP-TEST-/134091

Date of issue

: 12/06/2015

Agency's Address

: M/s. OMR India Outsources Pvt. Limited, 301-
302, Sheetla House, 73-74, Nehru Place, New
Delhi - 110019

This has reference our letter No. EdCIL/Testing/Online/2012 dated 07th November 2013 on the above mentioned job to undertake the work for 'Online acceptance of applications including Software Design, Development, Testing and Installation for different disciplines (minimum 25000 candidates) as per the advertisement. However, please ensure that the Webpage must have adequate bandwidth so as to handle large volume of hits by various applicants. **The scope of work as mentioned below:-**

1. **Software Design, Development and Installation:** M/s. OMR India Outsources Pvt. Ltd. shall design customized software for receipt of online applications. M/s. OMR India shall nominate a project implementation team for execution of this assignment. M/s. OMR India shall design the software in accordance to the eligibility conditions mentioned in the Advertisement no. CRA 285 & CRA 286 as published by Punjab State Power Corporation Limited (PSPCL). Any clarifications w.r.t the eligibility conditions may be clarified from the concerned Project Manager/Project Associate from time to time. The system should be designed in such a way that only candidates eligible to apply be allowed to register online. A confirmation for successful registration of application be sent to all the candidates in their respective email ids.
2. **Security Audit of the customized Software -** M/s. OMR India Outsources Pvt. Ltd. shall ensure security audit of the customized software designed and developed for inviting online applications before commencement of the process for online applications.

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3. **Hosting of Online Application software: M/s. OMR India Outsources Pvt. Ltd.** shall provide all technical support for hoisting the On-Line registration of application module from the date mentioned in the concerned recruitment notification. M/s. OMR India should ensure smooth hoisting of ON-LINE REGISTRATION module without any technical glitch/problem.
4. **Generation of Admit Cards & Printing of Attendance sheets: M/s OMR India Outsources Pvt. Ltd** shall generate the admit cards for eligible candidates. For generation of admit cards, EdCIL shall provide the roll range, list of examination centres with their capacity, etc. to M/s OMR India Outsources Pvt. Ltd. The rest of the activities have to be undertaken by M/s . OMR India Outsources Pvt. Ltd. After generation of admit card, M/s OMR India Outsources Pvt. Ltd. Shall dispatch through electronic mode i.e. the same should be sent to the candidates in their respective e-mail ids (copy of e-admit card should be provided to EdCIL email id) and also host in their dedicated primary server with backup server and provide a link for the same for being uploaded in PSPCL website. The candidates who do not receive their admit card through e-mail may download the admit card this link from PSPCL website. The candidates should be able to download the admit card based on their unique registration number and password. The relevant information which shall be displayed in the admit card shall be informed by EdCIL to M/s. OMR India Outsources Pvt. Ltd. Attendance Sheets for all eligible candidates who have been issued admit cards needs to be generated and printed as required by EdCIL.
5. **Other Terms & Conditions:**
- (i) **M/s. OMR India Outsources Pvt. Ltd.** shall inform the names & contact numbers of its project implementation team to EdCIL for execution of this assignment.
 - (ii) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that the On-Line registration module is working smoothly without any technical problem. In case any technical problem erupts, in such case M/s. OMR India Outsources Pvt. Ltd. shall take immediate corrective action and also depute its expert technical team to monitor smooth functionality of the module round the clock.
 - (iii) **M/s. OMR India Outsources Pvt. Ltd** shall adhere to the timeline in execution of the assignment. The estimated timeline for each activity shall be informed to M/s. OMR India separately.
 - (iv) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that at no point of online registration, a particular candidate gets more than 01 unique registration number provided the candidate attempts to register with multiple details.
 - (v) **M/s OMR India Outsources Pvt. Ltd.** shall ensure reconciliation of application fee with details provided by bank.



6. Any discrepancy or failure to comply with the requirement of EdCIL in this job order will be the sole responsibility of M/s OMR India Outsources Pvt. Ltd. Any lapse will lead to penal/legal action against M/s. OMR India besides, appropriate compensation towards loss occurred to EdCIL (India) Ltd.

7. **Duration: M/s. OMR India Outsources Pvt. Limited** shall ensure that the registration of online application will be opened during 17.06.2015 (10 am) to 16.07.2015 (6PM) or till the last date of online acceptance of application, if any communicated to you separately. The job of hoisting & maintenance from the date of deployment of application on the central server will be available for a period till the date of examination and handing over of the result to the client

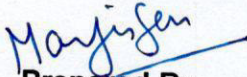
8. Payment terms:

(i) The Payment shall be released by EdCIL (as per the approved rates) on successful completion of the assignment and on production of Invoice by **M/s. OMR India Outsources Pvt. Limited** in the regard.

(ii) Service Tax @ 14% shall be paid extra.

9. Other requirements

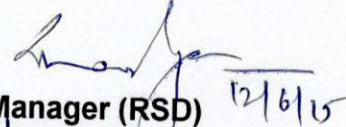
This Job Order shall be executed in accordance with the terms and conditions stated above.



Prepared By
(Manju Sen)
Sr. Project Associate



Checked By
(Manoj Pipal)
Project Manager



Manager (RSD)
(Ghansyam Devnani)

Approved by
For and on behalf of
EdCIL (India) Limited


(U S Gaikwad)
General Manager (RSD)

12th June, 2015

JOB ORDER ACKNOWLEDGEMENT

Acknowledgement of copy of the Job Order duly signed, stamped and dated by the agency shall constitute firm acceptance of order in its entirety.

Accepted by :

Signature :

Dated :

41617465

MOST IMMEDIATE

Gram : UNISERCOM
Fax : 011- 23385738

F.No. 1-9(1)/2012-G-II

UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)

DHOLPUR HOUSE, SHAHJAHAN ROAD

New Delhi – 110069

To
M/s India Outsources
10-A, Old Vijay Nagar Colony,
Agra 282004
Fax : (011) 4223 5309
(Kind Attention : Shri Amit Agarwal, Manager(Sales))

Dated : 02-07-2015

SUB : Printing, Packing & Supply of OMR Answersheets – Reg.

Sir,

I am directed to refer to this office letter of intent of even no. dt: 19.8.2013 for the supply of OMR Answer sheets and to place order for supply of 10 Lakhs OMR Answer sheets with space for 7 (seven) digit Roll Number as per details, terms and conditions given below:

S. No	Description of goods	Qty	Rate	Net amount
1	OMR Answer sheets as per approved sample (Sample attached) and as per detailed specifications mentioned in Annexure-I. The answer sheets should conform to the design/ specimen paper supplied by UPSC with Lithocodes printed at the bottom starting from 8500001 and batch code no. at the top left hand corner indicated as 02072015/8500001/9500000. The drop out colour of the answer sheets should be such that it should be able to scan pen and pencil marking.	10 Lakhs (ten Lakhs)	0.85 per sheets plus 5% VAT = 0.8925	8,50,000/- +42,500/-(5% VAT) = 8,92,500/-

Total Order Value=Rs8,92,500/-(Rupees eight Lac ninety two thousand five hundred only)

Copy to
21/7/15

2. The firm shall supply 50 Answer Sheets as samples which would be tested by IS Wing on their OMRs and if the same are certified/found satisfactory by them, bidder would print the entire lot of OMR Answer Sheets. The bidder would pre-scan the entire lot of OMR Answer Sheets through its own scanners at its own cost and supply the entire lot of OMR Answer Sheets to Examination Branch of UPSC. That all OMR Answer Sheets after checking have been found in order. The bidder would also attach a certificate along with the supply that all the OMR Answer Sheets after checking have been found in order and they do not contain any duplicate lithocode number/defective OMR Answer Sheets. On receiving each lot of 5000 Answer Sheets, around 50 sheets from one bundle/carton which is about 1% would be taken at random from the bundle/carton and checked physically including passing through the UPSC OMR machines with respect to the detailed specifications given in Annexure-I of the NIT. Few sheets out of this random supply will also be marked with different intensity levels, accurate reading of lithocodes and will be read on the UPSC OMR machines. The response data will be checked with respect to the marked responses. If the errors are more than 2%, whole lot of 5000 sheets will be treated as defective and would be replaced by the firm free of cost. The defective lot would be returned to the firm on receipt of replacement and on receipt of the final lot of the supply order quantity.

3. **Terms & conditions**

1	Consignee	Secretary, Union Public Service Commission, Dhoolpur House, Shahjahan Road, N. Delhi-110069.
2	Delivery	<p>The firm shall supply OMR Answersheets as per schedule given below:</p> <p>(a) 50 sample sheets with space for 7 (seven) digit Roll Number and with specifications as per supply order shall be supplied within 2 days of the receipt of the supply order.</p> <p>(b) 10 lakhs OMR sheets with space for 7 (seven) digit Roll Number of the supply order shall be supplied on middle of July, 2015 from the date of receipt of 'OK' report on sample sheets.</p>
3		INDIA OUTSOURCES shall design, print, pack & supply OMR Answersheets in lot of 100 OMR Answersheets per packet duly superscribed with the words "Answersheet with Lithocode No. from _____ to _____" on each packet. INDIA OUTSOURCES shall deliver the packed bundles duly superscribed to the Examination branch in UPSC. 50 packets of 100 answer sheet each shall be enclosed in larger box duly superscribed with the words "Answersheets with Lithocode No. from _____ to _____" on each bundle.

Handwritten signature
21/7/15

Special
Instruction

UPSC will place order of OMR Answersheets on INDIA OUTSOURCES from time to time specifying the number of OMR Answersheets to be printed. The Serial No. of Answersheets shall be printed on every answersheet beginning with Serial No. indicated by UPSC in the supply order placed on INDIA OUTSOURCES. The INDIA OUTSOURCES shall provide monitoring software to keep track of supply, demand & utilization of OMR Answersheets.

INDIA OUTSOURCES shall ensure secrecy and safety of data & design of OMR Answersheets used by UPSC or any information supplied to the firm by the UPSC for the printing of OMR Answersheets or performance of contract. Any deviation will warrant criminal proceedings in court of Law and forfeiture of Performance Security.

INDIA OUTSOURCES shall print the OMR Answersheets and other related material as per the format of UPSC and will ensure that the Paper shall be as per specifications and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit. The firm shall ensure that Answersheets printed & supplied by it shall not cause any problem in scanning & processing work of UPSC.

INDIA OUTSOURCES shall ensure supply of high quality answersheets as per specifications/approved sample of OMR Answersheets(Annexure I) within prescribed time limits mentioned in the supply order. The firm shall also ensure all quality checks to ensure compliance and 100% defect free answersheets. Defective answersheets including OMR Answersheets with duplicate Lithocode Number and without Lithocode Number shall not be acceptable under any circumstances and penalty as per terms and conditions of NIT would be imposed on the firm. In that case, the firm would also be required to replace the entire lot of OMR Answersheets at its own cost & risk immediately.

The safety, accuracy and security of the OMR Answersheets while printing & during transit, at the time of making delivery shall be responsibility of the INDIA OUTSOURCES. The firm will be required to furnish declaration to this effect to the UPSC.

All OMR Answersheets supplied to UPSC by the firm shall be pre-checked through the Scanner and firm shall submit a certificate alongwith each consignment that "all the OMR Answersheets after checking have been found in order as per approved sample and they do not contain any duplicate lithocode number/defective OMR Answersheets".

INDIA OUTSOURCES shall be fully responsible for the proper design, quality and workmanship of OMR answersheets till all OMR answersheets are completely utilized to the satisfaction of UPSC. In case of any defects/duplicate Litho/Bar Codes, the complete lot shall be replaced immediately by the firm free of cost to UPSC.

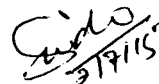
While supplying the answer sheets, the INDIA OUTSOURCES shall ensure that the cutting edge from the time tracks must be accurate from top and bottom. The INDIA OUTSOURCES should also ensure that the ink in timing tracks on the answer sheets is sufficient and uniform so far to read atleast 12 on the scale of 16 level, through the machine. In case sheets are received with any variations, penalty as per NIT may be levied for such default.

Handwritten signature
21/7/15

All terms & conditions of the NIT shall also be applicable on this supply order.		
4.	Payment Terms	As per NIT

3. A sample OMR Answersheet is enclosed with the letter.
4. Kindly acknowledge receipt of the letter and Answersheet.

Yours faithfully,



(Sabel Kindo)
Under Secretary (G)

Annexure I

SPECIFICATIONS OF OMR ANSWER SHEETS

S.NO	Description	Specifications
1	Size	Exactly as per sample attached
2	Weight	Minimum 100 gsm
3	Quality	Blemish free/dust free good quality paper
4	Accuracy	The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached.
5	Type & printing	Two colour printing
6	Colour	The printing should be "Droup Out" colour
7	Bar Code/Litho Code	100% accurate Litho code printing without any duplication
8	Packing	Each bundle to be packed in batches of 100 sheets
9	Sample sheets	100 answer sheets printed with Litho code to pass through the OMR's successfully.
10	Security Logo	The word "UPSC" shall be printed as Security Logo in the background of the OMR answer sheets. It shall not cause any hindrance in reading/ processing of OMR answer sheets. The security logo should only be visible when subjected to ultraviolet light.

Kindo
27/7/15

(Sabiell Kindo)

UNDER SECRETARY (G.II)

UNION PUBLIC SERVICE COMMISSION

Copy to

1. Sh. P. Mohita, Consultant (IS)

2. JS (E) - *Kajee*
02/7/2015

Q
27/7/15

Q/C



बुन्देलखण्ड विश्वविद्यालय, झाँसी

BUNDELKHAND UNIVERSITY, JHANSI (U.P.)

झाँसी (उ.प्र.) 284128

संदर्भ... 30.12.2014/79

दिनांक... 30/12/2014

सेवा में,

ओ0एम0आर0 इण्डिया,
आउटसोर्स प्रा0लि0
C-115, EPIP इण्डस्ट्रियल एरिया,
शास्त्रीपुरम, सिकन्दरा आगरा -282007

विषय- उत्तर-पुस्तिकाओं (ओ0एम0आर0 शीट सहित एवं ओ0एम0आर0 शीट) के निर्माण/मुद्रण के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक के संदर्भ में आपके द्वारा प्रेषित निविदा दिनांक 24.12.2013 एवं निर्धारित अनुबन्ध के आधार पर वर्ष 2014 की परीक्षा उत्तर-पुस्तिकाओं (ओ0एम0आर0 शीट सहित) एवं प्रायोगिक उत्तर-पुस्तिकाओं हेतु आपकी दरे विवरणानुसार स्वीकार कर ली गयी हैं।

S.No.	Item	Requirement of schedule	Approx. No.	Unit Price
1.	1. A. Printing of 40 pages answer sheet and Covering OMR sheet on A4 size.	<ol style="list-style-type: none">1. The A4 size answer-sheet will be printed in landscape as per the available specimen of the last year.2. The answer-sheet will have 40 pages of 60 GSM century premium paper.3. The answer sheet will have page number printed on each page with 01 inch, red margin line and blue ruled lines. Bundelkhand University, Jhansi will be printed in the margin line in micro printing. The answer sheet will be having the word 'BU' on the starting page in perforation style so that the perforation is on every page.4. The covering OMR sheet will be printed on 110 GSM century maplitho paper.5. The Answer-sheet and the covering OMR sheet will be stitched with thread.6. The covering OMR sheet will be having 03 printed sections A, B and C as per the specimen. There will be two bar codes. One on part A and one on part C. The bar code on part A will be larger in size till end of the stitching margin of OMR, as near to edge as possible. OMR sheet serial number will be printed on Part 'C'. On the other side of OMR sheet the instructions to the candidates shall be printed. Examination rules containing UFM Rules will be printed on last page of Answer Booklet.	15 Lacs	Rs. 8350.00 Per Thousand
	1. B. Printing of A4 size OMR / ICR Award sheet on single side	The OMR award sheet will be printed one side on 110 GSM century map litho paper as per the provided specimen. The award sheet shall have space for entries for 20 students.	100000	Rs. 900.00 Per Thousand
	1. C.1 Scanning of single sided OMR / ICR Part C of Covering Answer Sheet	The Part C of the covering OMR / ICR sheet will be scanned and edited data will be verified and corrected with Master Roll list. Corrected data will be merged with their respective barcode number of A4 Size OMR / ICR Award sheet data. The scanning data shall also be provided on daily basis as per the requirement of the university.	14 Lacs	Rs. 910.00 Per Thousand
	1.C.2 Scanning of single sided A4 size	The A4 Size OMR / ICR Award sheet will be scanned and edited/ Corrected data will be merged with their respective barcode number of Part C of the covering OMR / ICR sheet data. The scanning data shall also be provided on daily basis as per the requirement of the university.	100000	Rs. 1450.00 Per Thousand

तार : विश्वविद्यालय
Gram : UNIVERSITY



टेलीफोन : कार्या0 : 2320496
कुलसचिव : निवास : 2321214
फैक्स : 0510 : 2321667

बुन्देलखण्ड विश्वविद्यालय, झाँसी

BUNDELKHAND UNIVERSITY, JHANSI (U.P.)

झाँसी (उ.प्र.) 284128

संदर्भ.....

दिनांक.....

OMR / ICR Award sheet				
Important Instructions for item No.01: 1. Merged data of Part C and OMR / ICR Award after editing, verification and matching with Roll list master will be provided. The paper code wise data for matching roll number shall be provided after all revisions in required format. 2. Separate data shall be provided for any errors (Not matching results) for a paper code. 3. The data with all amendments and previous errors will also be provided after scanning. 4. After scanning, the images of all OMR / ICR award sheet and part C shall be stored paper code wise and shall be made available on required format. 5. The scanning data shall also be provided on daily basis as per the requirement of the university.				
2.	Printing of 08 pages answer sheet with front cover for practical and internal examination	1. The A4 size answer-sheet will be printed as per the available specimen of the last year. 2. The answer-sheet will have 08 pages of 60 GSM century premium paper. 3. The answer sheet will have page number printed on each page with 01 inch, red margin line and blue ruled lines. Bundelkhand University, Jhansi will be printed in the margin line in micro printing. The answer sheet will be having the word 'BU' on the starting page in perforation style so that the perforation is on every page.	7 Lacs	Rs. 2450.00 Per Thousand
3.	Single side printing of A4 size OMR sheet and scanning 1110, 1113, 1050 1176	The A4 size OMR award sheet will be printed on single side on 110 GSM century map litho paper. The printing will be done as per the specimen provided. The sheet will be scanned and data shall be handed over after all corrections. All amendments and previous errors will also be handed over after scanning.		
a.	1110, 1113.		85000	Rs. 900.00
b.	1050, 1176		140000	Per Thousand
4.	Both sides printing of A4 size OMR sheet and scanning	The A4 size OMR award sheet will be printed on both sides on 110 GSM century maplitho paper. The printing will be done as per the specimen provided. The sheet will be scanned and data shall be handed over after all corrections. All amendments and previous errors will also be handed over after scanning.	1 Lacs	Rs. 1100.00 Per Thousand
5.	Single side printing of Legal size OMR sheet and scanning	The Legal size OMR award sheet will be printed on single side on 110 GSM century maplitho paper. The printing will be done as per the specimen provided. The sheet will be scanned and data shall be handed over after all corrections. All amendments and previous errors will also be handed over after scanning.	20000	Rs. 1300.00 Per Thousand
6.	Both side printing of Legal size OMR sheet and scanning	The Legal size OMR award sheet will be printed on both sides on 110 GSM century maplitho paper. The printing will be done as per the specimen provided. The sheet will be scanned and data shall be handed over after all corrections. All amendments and previous errors will also be handed over after scanning.	20000	Rs. 1400.00 Per Thousand
7.	Printing of Bar Code Stickers	Code 128 Type Bar code stickers shall be printed in duplicate on 10x4 column (10 rows and 04 columns such that first row and first two columns	30 Lacs	Rs. 150.00 Per Thousand



बुन्देलखण्ड विश्वविद्यालय, झाँसी

BUNDELKHAND UNIVERSITY, JHANSI (U.P.)

झाँसी (उ.प्र.) 284128

संदर्भ.....

दिनांक.....

		have identical stickers with same bar code and serial number).		
8.	Single side scanning of A4 size OMR sheet	The firm shall have to arrange all equipments for scanning and the corrected data with all amendments and previous errors will need to be handed over after scanning.	2 Lacs	Rs. 900.00 Per Thousand
9.	Both side scanning of A4 size OMR sheet	The firm shall have to arrange all equipments for scanning and the corrected data with all amendments and previous errors will need to be handed over after scanning.	1 Lacs	Rs. 900.00 Per Thousand
10.	Single side scanning of Legal size OMR sheet	The firm shall have to arrange all equipments for scanning and the corrected data with all amendments and previous errors will need to be handed over after scanning.	20000	Rs. 900.00 Per Thousand
11.	Both side scanning of Legal size OMR sheet	The firm shall have to arrange all equipments for scanning and the corrected data with all amendments and previous errors will need to be handed over after scanning.	20000	Rs. 1250.00 Per Thousand

शर्तें—

- उपर्युक्त विवरण अनुसार सभी प्रकार की उत्तर-पुस्तिकाओं के मुख्य पृष्ठ पर कुलसचिव के हस्ताक्षर का ब्लाक एवं विश्वविद्यालय का मोनोग्राम भी मुद्रित होगा। ओ.एम.आर. शीट पर विश्वविद्यालय का नमूना देखकर ही कार्य किया जायेगा तथा उ0पु0 का मुद्रण कार्य नीली स्याही से होगा। तथा प्रायोगिक/आन्तरिक मूल्यांकन उ0पु0 के कवर पेज का रंग नीला होगा।
- हस्ताक्षर ब्लाक एवं मोनोग्राम का ब्लाक फर्म को स्वयं अपने व्यय पर बनवाना होगा जो कार्य समाप्ति पर विश्वविद्यालय को वापस करना होगा।
- उत्तर-पुस्तिका 60 जी0एस0एम0 सेंचुरी प्रीमियम कागज पर निर्मित की जायेगी। जाँच में अन्तर पाये जाने पर विश्वविद्यालय को कटौती करने अथवा उत्तर-पुस्तिका को अस्वीकार करने का पूर्ण अधिकार होगा।
- (अ) उत्तर-पुस्तिकाओं की आपूर्ति 200 उ0पु0 के बाक्स में और प्रायोगिक/आन्तरिक मूल्यांकन उ0पु0 की आपूर्ति 1000 उ0पु0 के बाक्स में की जायेगी।
(ब) A4 Size OMR Sheet, 50-50 के पैकेट में आपूर्ति की जायेगी तथा बिन्दु सं0 3a OMR Sheet, का कलर नारंगी एवं 3b OMR Sheet, का कलर मर्जेंटा रंग में मुद्रित की जायेगी।
- समस्त उत्तर-पुस्तिकाओं की आपूर्ति विश्वविद्यालय कार्यालय में स्वीकार की जायेगी तथा द्वितीय तल पर भण्डार कक्ष में पहुचाने की जिम्मेदारी फर्म की होगी।
- उ0पु0 की आपूर्ति अनुमोदित ओ0एम0आर0 उपलब्ध कराये जाने तथा कार्यादेश निर्गत होने के एक माह के अन्दर सुनिश्चित की जायेगी। विलम्ब की दशा में अनापूर्ति सामग्री के मूल्य का 01 प्रतिशत प्रतिदिन की दर से देयक से कटौती की जायेगी।
- आपूर्ति की गयी उत्तर-पुस्तिकाओं की गुणवत्ता निर्माण मॉग के अनुरूप न होने की दशा में देयक से विश्वविद्यालय स्व:विवेक से कटौती कर सकेगा।
- अन्य शर्तें निविदा में पूर्व से दिये गये नियमों के अनुसार होगी।
- स्कैनिंग के लिये समस्त हार्डवेयर (कम्प्यूटर एवं स्कैनर आदि) फर्म को ही लाना होगा तथा स्कैनिंग हेतु किसी भी आवश्यकता एवं कर्मचारी आदि की व्यवस्था फर्म को ही करना होगी।
- क्रम सं0 4,5,6,8,9,10,11 के लिये केवल दर अनुमोदन की सूचना दी गई है। इस कार्य के क्रय आदेश अलग से निर्गत किया जायेगा।
- किसी प्रकार के विवाद के स्थिति में कुलपति का निर्णय अन्तिम होगा तथा वाद का क्षेत्र जिला न्यायालय झाँसी होगा।

भवदीय

(अशोक कुमार अरविन्द)
कुलसचिव

Gram : UNISERCOM

Fax : 011-23385738



F.No. 1-9(1)/2012-G-II

UNION PUBLIC SERVICE COMMISSION

(SANGH LOK SEVA AYOG)

DHOLPUR HOUSE, SHAHJAHAN ROAD

New Delhi - 110069

Dated : 08-04-2015

To

M/s India Outsources

10-A, Old Vijay Nagar Colony,

Agra 282004

Fax : (011) 47619865

SUB : Printing, Packing & Supply of OMR Answersheets - Reg.

Dear Sir,

I am directed to refer to this office letter of intent of even no. dt. 19-8-2013 for the supply of OMR Answersheets and to place order for supply of 26 lakh (twenty six lakh) OMR Answersheets with space for 7 (seven) digit Roll Number as per detail, terms & condition given below :

Item No.	Description of goods	Qty.	Rate	Net amount
I	OMR Answersheets as per approved sample(sample attached)and as per detailed specifications mentioned in Annexure-I. The answer sheets should conform to the design/specimen paper supplied by UPSC. with Lithocodes printed at the bottom starting from 5850001 and batch code no. at the top left hand corner indicated as 08042015/5850001/8450000. <u>The Drop out colour of the Answersheet should be such that it should be able to scan pen & pencil marking.</u> (Detailed specifications are in Annexure I)	26 lakh (twenty six lakh)	Rs.0.85 per answersheet plus 5% VAT = Rs.0.8925	Rs.23,20,500/-

8/4/15

Contd p-2

2. The firm shall supply 50 OMR Answersheets as samples which would be tested by IS wing on their OMRs and if the same are certified/found satisfactory by them, the bidder would print the entire lot of OMR Answersheets. The bidder would pre-scan the entire lot of OMR Answersheets through its own scanners at its own cost and supply the entire lot of OMR Answersheets to Examination branch of UPSC. The bidder would also attach a certificate along with the supply that all the OMR Answersheets after checking have been found in order and they do not contain any duplicate lithocode number/defective OMR Answersheets. On receiving each lot of 5000 Answersheets, around 50 sheets from one bundle/carton which is about 1% would be taken out at random from the bundle/carton and checked physically including passing through the UPSC OMR machines with respect to the detailed specifications given in Annexure I of the NIT. Few sheets out of this random supply will also be marked with different intensity levels, accurate reading of lithocodes and will be read on the UPSC OMR machines. The response data will be checked with respect to the marked responses. If the errors are more than 2%, whole lot of 5000 Answersheets will be treated as defective and would be replaced by the firm free of cost. The defective lot would be returned to the firm on receipt of replacement and on receipt of the final lot of the supply order quantity.

3. Terms & Conditions :

1	Consignee	Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, N. Delhi-110069.
2	Delivery	<p>The firm shall supply OMR Answersheets as per schedule given below:</p> <p>(a) 50 sample sheets with specifications as per supply order shall be supplied within 2 days of the receipt of the supply order.</p> <p>(b)</p> <p>(i) 20 lakhs OMR sheets of the supply order shall be supplied by 31st of May, 2015 from the date of receipt of 'OK' report on sample sheets.</p> <p>(ii) remaining quantity of 6 lakh OMR answersheets as demanded in the supply order should be supplied within a period of next 10 days.</p>
3	Special Instruction	<p>INDIA OUTSOURCES shall design, print, pack & supply OMR Answersheets in lot of 100 OMR Answersheets per packet duly superscribed with the words "Answersheet with Lithocode No. from _____ to _____" on each packet. INDIA OUTSOURCES shall deliver the packed bundles duly superscribed to the Examination branch in UPSC. 50 packets of 100 answer sheet each shall be enclosed in larger box duly superscribed with the words "Answersheets with Lithocode No. from _____ to _____" on each bundle.</p> <p>UPSC will place order of OMR Answersheets on INDIA OUTSOURCES from time to time specifying the number of OMR Answersheets to be printed. The Serial No. of Answersheets shall be printed on every answersheet beginning with Serial No. indicated by UPSC in the supply order placed on INDIA OUTSOURCES. The INDIA OUTSOURCES shall provide monitoring software to keep track of supply, demand & utilization of OMR Answersheets.</p> <p>INDIA OUTSOURCES shall ensure secrecy and safety of data & design of OMR Answersheets used by UPSC or any information supplied to the firm by the UPSC for the printing of OMR Answersheets or performance of contract. Any deviation will warrant criminal proceedings in court of Law and forfeiture of Performance Security.</p>

Handwritten signature and date
21/11/15

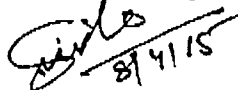
		<p>INDIA OUTSOURCES shall print the OMR Answersheets and other related material as per the format of UPSC and will ensure that the Paper shall be as per specifications and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit. The firm shall ensure that Answersheets printed & supplied by it shall not cause any problem in scanning & processing work of UPSC.</p>
		<p>INDIA OUTSOURCES shall ensure supply of high quality answersheets as per specifications/approved sample of OMR Answersheets(Annexure I) within prescribed time limits mentioned in the supply order. The firm shall also ensure all quality checks to ensure compliance and 100% defect free answersheets. Defective answersheets including OMR Answersheets with duplicate Lithocode Number and without Lithocode Number shall not be acceptable under any circumstances and penalty as per terms and conditions of NIT would be imposed on the firm. In that case, the firm would also be required to replace the entire lot of OMR Answersheets at its own cost & risk immediately.</p>
		<p>The safety, accuracy and security of the OMR Answersheets while printing & during transit, at the time of making delivery shall be responsibility of the INDIA OUTSOURCES. The firm will be required to furnish declaration to this effect to the UPSC.</p>
		<p>All OMR Answersheets supplied to UPSC by the firm shall be pre-checked through the Scanner and firm shall submit a certificate alongwith each consignment that "all the OMR Answersheets after checking have been found in order as per approved sample and they do not contain any duplicate lithocode number/defective OMR Answersheets".</p>
		<p>INDIA OUTSOURCES shall be fully responsible for the proper design, quality and workmanship of OMR answersheets till all OMR answersheets are completely utilized to the satisfaction of UPSC. In case of any defects/duplicate Litho/Bar Codes, the complete lot shall be replaced immediately by the firm free of cost to UPSC.</p>
		<p>While supplying the answer sheets, the INDIA OUTSOURCES shall ensure that the cutting edge from the time tracks must be accurate from top and bottom. The INDIA OUTSOURCES should also ensure that the ink in timing tracks on the answer sheets is sufficient and uniform so far to read atleast 12 on the scale of 16 level, through the machine. In case sheets are received with any variations, penalty as per NIT may be levied for such default.</p>
		<p>All terms & conditions of the NIT shall also be applicable on this supply order.</p>
4.	Payment Terms	<p>As per NIT</p> <p style="text-align: right;"><i>Signature</i> 8/4/16</p>

Contd p-4

-4-

4. A sample of OMR Answersheet is enclosed with the letter.
5. Kindly also acknowledge receipt of Letter and the sample Answersheet.

.....Yours faithfully.....


(SABIEL KINDO)
Under Secretary(G-II)



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in

E Mail: adm.ssc-wb@nic.in

Memo. No. 12 / Exam/ 6P-2/2016

Dated, 13/ 01/ 2015

From : D. Bhattacharyya, WBCS (Exe)
Secretary cum Controller of Examinations,
West Bengal Staff Selection Commission

To : M/s OMR INDIA OUTSOURCES PVT. LTD.
3RD Floor 301 – 302, Sheetla House,
73 – 74, Nehru Place,
New Delhi

Sub: Instructions for printing, packing and supply of OMR Answer Sheets
- Regarding.

Sir,

I am directed to refer to this office letter no. 468 / WBSSC / GEN / 1M – 22 / 2012, dated, 8.10.2013 and to place order for printing and supply of 2.55 lakh (Two lakhs and Fifty five Thousand) OMR Answer sheets in c/w Deputy Ranger/ Forester Recruitment Examination (DFR), 2015 as per detail terms & conditions given below :-

Item No.	Description of goods	Qty.	Rate	Net Amount to be payable
1	<p>OMR Answer sheets as per approved sample (sample attached) and as per detailed specifications mentioned in Annexure-I.</p> <p>The answer sheets should conform to the design / specimen paper supplied by the West Bengal Staff Selection Commission with Bar Codes on the OMR Answer Sheets from 0000001 to 0255000.</p> <p><u>The Drop out colour of the Answer sheet should be such that it should be able to scan pen & pencil marking.</u></p> <p>(Detailed specifications are in Annexure - I)</p>	2.55 lakh (Two lakh fifty five thousand)	Rs. 0.79 per answer sheet (inclusive of all taxes and charges)	Rs. 2,01,450/- (Rupees two lakhs one thousand four hundred and fifty) only.

❖ Terms & Conditions

1	Consignee	Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Kolkata – 700091.
2	Delivery	The firm shall supply OMR Answer sheets as per schedule given below: 2.55 lakhs OMR sheets shall be supplied within 24th January, 2016 (Monday).
3	Place of Delivery	West Bengal Staff Selection Commission, Jalasampad Bhavan, Ground Floor, Salt Lake, Kolkata – 700091.
4	Special Instructions	<p>a) OMR INDIA OUTSOURCES PVT. LTD. shall design, print, pack & supply OMR Answer sheets in lots of 24 OMR Answer sheets per packet (good quality transparent packets) duly superscribed with the words “OMR Answer sheets with Bar code No. from _____ to _____” on each packet. OMR INDIA OUTSOURCES PVT. LTD. shall deliver the packed bundles duly superscribed to the Examination Section in the WBSSC at the address noted at pt. no. 3 above.</p> <p>b) 100 packets of 24 OMR Answer sheets each shall be enclosed in larger box / carton (Brown in colour) duly superscribed with the words “OMR Answer sheets with Bar Code No. from _____ to _____” on each bundle.</p> <p>The OMR Answer sheets should be packed in afore-mentioned quantity as specified in (a) above in good quality packets / envelopes and sealed properly. Printer's seal must be put properly over each such packet.</p> <p>Each such packet (a) is to be wrapped by good quality plastic cover and sealed properly with Printer's seal. The said plastic packet is to be packed inside a carton (b) with due care. The label shown above must be pasted on top of the carton, too.</p> <p>Each carton should be properly sealed with paper/cloth seal and then tied securely and tightly with two plastic bands to ensure that in no case does the carton get opened during transit / handling.</p> <p>WBSSC will place order of OMR Answer sheets on OMR INDIA OUTSOURCES PVT. LTD. from time to time specifying the number of OMR Answer sheets to be printed. The Serial No. of Answer sheets shall be printed on every answer sheet beginning with serial No. to be indicated by the WBSSC in the supply order placed on OMR INDIA OUTSOURCES PVT. LTD. The OMR INDIA OUTSOURCES PVT. LTD. shall provide monitoring software to keep track of supply, demand & utilization of OMR Answer sheets.</p> <p>OMR INDIA OUTSOURCES PVT. LTD. shall ensure secrecy and safety of data & design of OMR Answer sheets used by the WBSSC or any information supplied to the firm by the WBSSC for the printing of OMR Answer sheets or performance of contract. Any deviation will warrant criminal proceedings in court of law and forfeiture of performance security.</p>

		OMR INDIA OUTSOURCES PVT. LTD. shall print the OMR Answer sheets and other related material as per the format of WBSSC and will ensure that the Paper shall be as per specifications mentioned in Tender No. 335 / NIT / EXAM / WBSSC Dated, 12/ 12/ 2012 and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit.
5.	Payment Terms	The 100% payment order would be made after receipt of a certificate from Examination Section that they have received 100% ordered materials without any physical damage.

❖ A sample of OMR Answer sheet is enclosed with the letter.

Please acknowledge receipt of letter and the sample Answer sheet.


Secretary cum Controller of Examinations
West Bengal Staff Selection Commission

Contd. To Page No. 4

SPECIFICATIONS OF OMR ANSWER SHEETS

Sl. No.	Description	Specifications
1.	Size	A4 (Exactly as per sample attached)
2.	Weight	Minimum 100 GSM (Maplitho Paper)
3.	Quality	Blemish free /dust free parchment quality paper from reputed manufacturer (Documentary proof of quality required)
4.	Accuracy	The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached.
5.	Type & Printing	Two Colour printing
6.	Colour	The printing should be "Drop Out" colour
7.	Bar Code Code	100% accurate Bar Code printing without any duplication
8.	Packing	Each bundle to be packed in batches of 24 sheets in white packets.


Secretary cum Controller of Examinations
West Bengal Staff Selection Commission

एडसिल (इण्डिया) लिमिटेड

(भारत सरकार का उद्यम)

(आई एस ओ 9001-2008 तथा 14001-2004 प्रमाणित कम्पनी)



EdCIL (India) Limited

(A GOVERNMENT OF INDIA ENTERPRISE)

(An ISO 9001-2008 & 14001-2004 Certified Company)

CONFIDENTIAL

JOB ORDER

Address : EdCIL (India) Limited
EdCIL House, 18A, Sector 16A,
NOIDA-201 301

Name of Job : Online acceptance of applications including Software Design, Development & Commissioning, Testing and Installation for the posts of Junior Executives (Tech-01 / Architect-02/ HR-06) for SCs, STs, & OBCs under Special Recruitment Drive – 2014 in Airport Authority of India .

Reference No. : EdCIL/Testing/Online/2012 dated 07.11.2013

Current Job Order No : EdCIL-IMS-SP-TEST-(22-7)/134060

Date of issue : 04/12/2014

Agency's Address : M/s. OMR India Outsources Pvt. Limited, 301-302, Sheetla House, 73-74, Nehru Place, New Delhi – 110019

This has reference our letter No. EdCIL/Testing/Online/2012 dated 07th November 2013 on the above mentioned job to undertake the work for 'Online acceptance of applications including Software Design, Development, Testing and Installation for three disciplines (minimum 2500 candidates). However, please ensure that the Webpage must have adequate bandwidth so as to handle large volume of hits by various applicants. **The scope of work as mentioned below:-**

1. **Software Design, Development and Installation:** M/s. OMR India Outsources Pvt. Ltd. shall design customized software for receipt of online applications. M/s. OMR India shall nominate a project implementation team for execution of this assignment. M/s. OMR India shall design the software in accordance to the eligibility conditions mentioned in the recruitment notification published by Airport Authority of India in this regard for recruitment of Junior Executive (Tech-01 / Architect-02/ HR-06) reserved for SCs, STs, & OBCs under Special Recruitment Drive – 2014 in Airport Authority of India. Any clarifications w.r.t the eligibility conditions may be clarified from the concerned Project Manager/Project Associate from time to time. The system should be designed in such a way that only candidates eligible to apply be allowed to register online. A confirmation for successfully registration of application should be sent to the candidates in their registered/respective email ids.

“हिन्दी में पत्राचार का हम स्वागत करते हैं।”

निगमित कार्यालय: एडसिल हाउस 18ए, सेक्टर 16ए, नोएडा-201301 (भारत) ■ Corporate Office: Ed. CIL House, 18A Sector 16A NOIDA-201301 (INDIA)

दूरभाष / Tel : 2512001-006 फ़ैक्स / Fax : 95-120-2515372 ई-मेल / E-mail: root@edcil.co.in

पंजीकृत कार्यालय: विजया बिल्डिंग, पंचेडा तल 17-बरखम्बा राड नई दिल्ली-110001 ■ Regd Office: Vijaya Building 5th Floor, 17-Barakhamba Road, New Delhi-110001

2. **Security Audit of the customized Software - M/s. OMR India Outsources Pvt. Ltd.** shall ensure security audit of the customized software designed and developed for inviting online applications before commencement of the process for online applications.
3. **Hosting of Online Application: M/s. OMR India Outsources Pvt. Ltd.** shall provide all technical support for hoisting the On-Line registration of application module from the date mentioned in the concerned recruitment notification. M/s. OMR India should ensure smooth hoisting of ON-LINE REGISTRATION module without any technical glitch/problem.
4. **Generation of Admit Cards: M/s. OMR India Outsources Pvt. Ltd** shall generate the admit cards for eligible candidates. For generation of admit cards, EdCIL shall provide the design of roll number, list of examination centers with their capacity, etc. to M/s. OMR India Outsources Pvt. Ltd. The rest of the activities have to be undertaken by M/s. OMR India Outsources Pvt. Ltd. After generation of admit card, M/s. OMR India Outsources Pvt. Ltd. shall dispatch through electronic mode i.e. the same should be sent to the candidates in their respective e-mail ids and SMS also (copy of e-admit card should be provided to EdCIL email id) and also host in their dedicated primary server with backup server and provide a link for the same for being uploaded in AAI website. The candidate those who did not receive their admit card through e-mail shall download the admit card this link from AAI website. The candidates should be able to download the admit card based on their unique registration number and password. The relevant information which shall be displayed in the admit card shall be informed by EdCIL to M/s. M/s. OMR India Outsources Pvt. Ltd.
5. **Other Terms & Conditions:**
 - (i) **M/s. OMR India Outsources Pvt. Ltd.** shall inform the names & contact numbers of its project implementation team to EdCIL for execution of this assignment.
 - (ii) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that the On-Line registration module is working smoothly without any technical problem. In case any technical problem erupts, in such case M/s. OMR India Outsources Pvt. Ltd. shall take immediate corrective action and also depute its expert technical team to monitor smooth functionality of the module round the clock.
 - (iii) **M/s. OMR India Outsources Pvt. Ltd** shall adhere to the timeline in execution of the assignment. The estimated timeline for each activity shall be informed to M/s. OMR India separately.
 - (iv) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that at no point of online registration, a particular candidate gets more than 01 unique registration number provided the candidate attempts to register with multiple details.



- (v) **M/s OMR India Outsources Pvt. Ltd.** shall ensure reconciliation of application fee with details provided by bank.
- (vi) **M/s. OMR India Outsources Pvt. Ltd** shall provide link to EdCIL Project Implementation Team and provide data of Registered candidates on daily basis (*City-wise, Category-wise, Discipline wise*)
- (vii) **M/s. OMR India Outsources Pvt. Ltd** shall process the soft data to remove duplicate registration and junk registration. Necessary inputs for removal of duplicate and junk registration shall be decided in consultation with EdCIL project implementation team.
- (viii) **M/s. OMR India Outsources Pvt. Ltd** shall provide facility of help desk and handle queries pertaining to online registration problems, if any, for which a separate e-mail id shall be provided to them with login id and password during the on-line receipt of applications.
- (ix) **M/s. OMR India Outsources Pvt. Ltd** shall print and provide query based reports such as total number of candidates registered, city wise list of candidates registered, gender based list of candidates, category wise count of candidates registered, list of eligible and in-eligible candidates, city wise alphabetical list of candidates, details of application fees received, etc.
- (x) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that the size of Photograph and Signature to be uploaded in the application should be clearly visible and as per the specifications indicated in the advertisement.
- (xi) **M/s. OMR India Outsources Pvt. Ltd** Limited shall print attendance sheets (in A4 size thick paper with details of 6 candidates in each page including photograph and signature of each candidate) centre-wise and hand over to EdCIL in separate brown envelopes for each centre.
- (xii) **M/s. OMR India Outsources Pvt. Ltd** shall keep real time back-up so as to ensure that there is no loss of data at any point of time.
- (xiii) **M/s. OMR India Outsources Pvt. Ltd** shall ensure that all the security measures required for this project assignment (including security audit of the software) are taken care of and shall not divulge any information.
- (xiv) Any other requirement as per need of the project and mentioned in this job order, scope of work mentioned in the award letter EdCIL/Testing/Online/2012 dated 27.8.2013 and contract signed between EdCIL (India) Limited and M/s. OMR India Outsources Pvt. Limited with regards to web notice.
- (xv) The present assignment is awarded to your agency for this project and if need be, the services may be availed in future based on the performance and EdCIL's requirement for future assignments, if need arises in this regard.



6. Any discrepancy or failure to comply with the requirement of EdCIL in this job order will be the sole responsibility of M/s OMR India Outsources Pvt. Ltd. Any lapse will lead to penal/legal action against M/s. OMR India besides, appropriate compensation towards loss occurred to EdCIL (India) Ltd.

7. **Duration:** M/s. OMR India Outsources Pvt. Limited shall ensure that the registration of online application will be opened during 05.12.2014 to 05.01.2015 till the last date of online acceptance of application, If any communicated to you. The job of hoisting & maintenance from the date of deployment of application on the central server will be available for a period till the date of examination and handing over of the result.


8. Payment terms:


(i) The Payment shall be released by EdCIL (as per the approved rates) on successful completion of the assignment and on production of Invoice by M/s. OMR India Outsources Pvt. Limited in the regard.

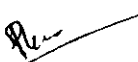
(ii) Service Tax @ 12.36 shall be paid extra.

9. Other requirements


This Job Order shall be executed in accordance with the terms and conditions stated above.


Prepared By
(Anoop Singh)
Executive Assistant


Checked By
Subodh Varshney
Sr. Executive (IS)


Checked By
(Pammi Kohli)
Dy. Manager Projects

Approved by
For and on behalf of
EdCIL (India) Limited


(U S Gaikwad)
General Manager (RS)

04th December, 2014

JOB ORDER ACKNOWLEDGEMENT

Acknowledgement of copy of the Job Order duly signed, stamped and dated by the agency shall constitute firm acceptance of order in its entirety.

Accepted by :

Signature :

Dated :



MOST IMMEDIATE

Gram : UNISERCOM
Fax : 011- 23385738



F.No. 1-9(1)/2012-6-II

**UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)**

DHOLPUR HOUSE, SHAHJAHAN ROAD

New Delhi – 110069

Dated : 02-12-2014

To
M/s India Outsources
10-A, Old Vijay Nagar Colony,
Agra 282004
Fax : (011) 47619865

SUB : Printing, Packing & Supply of OMR Answersheets – Reg.

Dear Sir,

I am directed to refer to this office letter of intent of even no. dt. 19-8-2013 for the supply of OMR Answersheets and to place order for supply of **15 lakh** OMR Answersheets as per detail & terms & condition given below :

Item No.	Description of goods	Qty.	Rate	Net amount
1	OMR Answersheets as per approved sample(sample attached)and as per detailed specifications mentioned in Annexure-I The answer sheets should conform to the design/specimen paper supplied by UPSC. with Lithocodes printed at the bottom starting from 5200001 and batch code no. at the top left hand corner indicated as 02122014/5200001/6700000. The Drop out colour of the Answersheet should be such that it should be able to scan pen & pencil marking. (Detailed specifications are in Annexure I)	15 lakh (Fifteen lakh only)	Rs.0.85 per answersheet plus 5% VAT = Rs.0.8925	Rs.13,38,750/-

Contd p-2

2. The firm shall supply 50 OMR Answersheets as samples which would be tested by IS wing on their OMRs and if the same are certified/found satisfactory by them, the bidder would print the entire lot of OMR Answersheets. The bidder would pre-scan the entire lot of OMR Answersheets through its own scanners at its own cost and supply the entire lot of OMR Answersheets to Examination branch of UPSC. The bidder would also attach a certificate along with the supply that all the OMR Answersheets after checking have been found in order and they do not contain any duplicate lithocode number/defective OMR Answersheets. On receiving each lot of 5000 Answersheets, around 50 sheets from one bundle/carton which is about 1% would be taken out at random from the bundle/carton and checked physically including passing through the UPSC OMR machines with respect to the detailed specifications given in Annexure I of the NIT. Few sheets out of this random supply will also be marked with different intensity levels, accurate reading of lithocodes and will be read on the UPSC OMR machines. The response data will be checked with respect to the marked responses. If the errors are more than 2%, whole lot of 5000 Answersheets will be treated as defective and would be replaced by the firm free of cost. The defective lot would be returned to the firm on receipt of replacement and on receipt of the final lot of the supply order quantity.

3. Terms & Conditions :

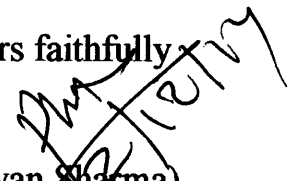
1	Consignee	Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, N. Delhi-110069.
2	Delivery	<p>The firm shall supply OMR Answersheets as per schedule given below:</p> <p>(a) 50 sample sheets with specifications as per supply order shall be supplied within 2 days of the receipt of the supply order.</p> <p>(b)</p> <p>(i) 5 lakhs OMR sheets of the supply order shall be supplied within a period of 15 days from the date of receipt of 'OK' report on sample sheets.</p> <p>(ii) remaining quantity of the OMR answersheets as demanded in the supply order should be supplied within a period of next 10 days.</p>
3	Special Instruction	<p>INDIA OUTSOURCES shall design, print, pack & supply OMR Answersheets in lot of 100 OMR Answersheets per packet duly superscribed with the words "Answersheet with Lithocode No. from _____ to _____" on each packet. INDIA OUTSOURCES shall deliver the packed bundles duly superscribed to the Examination branch in UPSC. 50 packets of 100 answer sheet each shall be enclosed in larger box duly superscribed with the words "Answersheets with Lithocode No. from _____ to _____" on each bundle.</p> <p>UPSC will place order of OMR Answersheets on INDIA OUTSOURCES from time to time specifying the number of OMR Answersheets to be printed. The Serial No. of Answersheets shall be printed on every answersheet beginning with Serial No. indicated by UPSC in the supply order placed on INDIA OUTSOURCES. The INDIA OUTSOURCES shall provide monitoring software to keep track of supply, demand & utilization of OMR Answersheets.</p> <p>INDIA OUTSOURCES shall ensure secrecy and safety of data & design of OMR Answersheets used by UPSC or any information supplied to the firm by the UPSC for the printing of OMR Answersheets or performance of contract. Any deviation will warrant criminal proceedings in court of Law and forfeiture of Performance Security.</p>

		INDIA OUTSOURCES shall print the OMR Answersheets and other related material as per the format of UPSC and will ensure that the Paper shall be as per specifications and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit. The firm shall ensure that Answersheets printed & supplied by it shall not cause any problem in scanning & processing work of UPSC.
		INDIA OUTSOURCES shall ensure supply of high quality answersheets as per specifications/approved sample of OMR Answersheets(Annexure I) within prescribed time limits mentioned in the supply order. The firm shall also ensure all quality checks to ensure compliance and 100% defect free answersheets. Defective answersheets including OMR Answersheets with duplicate Lithocode Number and without Lithocode Number shall not be acceptable under any circumstances and penalty as per terms and conditions of NIT would be imposed on the firm. In that case, the firm would also be required to replace the entire lot of OMR Answersheets at its own cost & risk immediately.
		The safety, accuracy and security of the OMR Answersheets while printing & during transit, at the time of making delivery shall be responsibility of the INDIA OUTSOURCES. The firm will be required to furnish declaration to this effect to the UPSC.
		All OMR Answersheets supplied to UPSC by the firm shall be pre-checked through the Scanner and firm shall submit a certificate alongwith each consignment that "all the OMR Answersheets after checking have been found in order as per approved sample and they do not contain any duplicate lithocode number/defective OMR Answersheets".
		INDIA OUTSOURCES shall be fully responsible for the proper design, quality and workmanship of OMR answersheets till all OMR answersheets are completely utilized to the satisfaction of UPSC. In case of any defects/duplicate Litho/Bar Codes, the complete lot shall be replaced immediately by the firm free of cost to UPSC.
		While supplying the answer sheets, the INDIA OUTSOURCES shall ensure that the cutting edge from the time tracks must be accurate from top and bottom. The INDIA OUTSOURCES should also ensure that the ink in timing tracks on the answer sheets is sufficient and uniform so far to read atleast 12 on the scale of 16 level, through the machine. In case sheets are received with any variations, penalty as per NIT may be levied for such default.
		All terms & conditions of the NIT shall also be applicable on this supply order.
4.	Payment Terms	As per NIT

-4-

4. A sample of OMR Answersheet is enclosed with the letter.
5. Kindly also acknowledge receipt of Letter and the sample Answersheet.

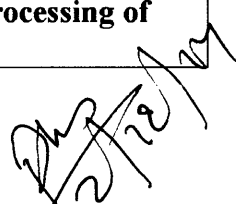
Yours faithfully



(Pawan Sharma)
Under Secretary(G-II)

SPECIFICATIONS OF OMR ANSWER SHEETS

S.No.	Description	Specifications
1.	Size	Exactly as per sample attached
2.	Weight	Minimum 100 gsm
3.	Quality	Blemish free/dust free parchment quality paper from reputed manufacturer (Documentary proof of quality required)
4.	Accuracy	The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached.
5.	Type & Printing	Two Colour printing
6.	Colour	The printing should be "Drop Out" colour
7.	Bar Code/Litho Code	100% accurate Litho Code/Bar Code printing without any duplication
8.	Packing	Each bundle to be packed in batches of 100 sheets
9.	Sample sheets	100 answer sheets printed with Litho Code/Bar Code to pass through the OMR's successfully.
10.	Security Logo	The word "UPSC" shall be printed as Security Logo in the background of the OMR Answersheets. It shall not cause any hindrance in reading/processing of OMR Answersheets.


(Pawan Sharma)
Under Secretary(G-II)



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in , E Mail: adm.ssc-wb@nic.in

Tel: 0332337 2557 Fax : 033 2337 2597

Memo No. 600/WBSSC/Exam/6P-11/2014

Dated:- 27.11.2014

From: D. Bhattacharya, WBCS (Exe)
Secretary cum Controller of Examinations,
West Bengal Staff Selection Commission

To: M/S OMR INDIA OUTSOURCES PVT. LTD.
3rd Floor 301-302, Sheetla House,
73-74, Nehru Place
New Delhi

Sub: Instructions for printing, packing and supply of OMR Sheets coded as
01/M/2014/OMR/WBSSC- Regarding

Sir,

I am directed to refer to this office letter no. 468/WBSSC/GEN/IM-22/2012, dated, 08.10.13 and to place order for printing and supply of 2.85 lakh (Two Lakh Eighty Five Thousand) OMR Answer Sheets as per details terms & conditions given below :-

Item No.	Description of Goods	Qty.	Rate	Net Amount to be Payable
1.	<p>OMR Answer Sheets as per approved Sample (Sample attached) and as per detailed specifications mentioned in Annexure – 1.</p> <p>The answer Sheets should conform to the design/specimen paper supplied by the West Bengal Staff Selection Commission with Bar Codes on the OMR Answer Sheets from 0000001 to 00285000.</p> <p><u>The drop out colour of the Answer Sheet should be such that it should be able to scan pen & pencil marking.</u> (Detailed specifications are in Annexure-1)</p>	2.85 lakh (Two Lakh Eighty Five Thousand)	Rs. 0.79 per answer sheet (inclusive of all taxes & charges)	Rs. 225150/- (Rupees Two Lakh Twenty Five Thousand One Hundred Fifty Only)

❖ **Terms & Conditions**

1	Consignee	Secretary cum Controller of Examinations, West Bengal Staff selection Commission, Mayukh Bhavan, Salt Lake, Kolkata – 700091.
2	Delivery	The Firm shall supply OMR Answer Sheets as per Schedule given below: 2.85 lakhs OMR Sheets shall be supplied with in 30th December, 2014(Tuesday)
3	Place of Delivery	West Bengal Staff selection Commission, Jalasampad Bhavan, Ground Floor, Salt Lake, Kolkata- 700091.
4	Special Instructions	<p>a) OMR INDIA OUTSOURCES PVT LTD. shall design, print, pack & supply OMR Answer sheets in lots of 24 OMR Answer Sheets per packet (good quality transparent packets) duly super scribed with the words “ OMR Answer Sheets with Bar code NO. From ----- to ----- “on each packet. OMR INDIA OUTSOURCES PVT LTD. shall deliver the packed bundles duly super scribed to the Examination Section in the WBSSC at the address noted at pt.no. 3 above.</p> <p>b) 100 Packets of 24 OMR Answer Sheets each shall be enclosed in larger box/carton (Brown in colour) duly super scribed with the words “OMR Answer Sheets with Bar Code No. From ----- to -----“on each bundles.</p>
		The OMR Answer Sheets should be packed in afore-mentioned quantity as specified in (a) above in good quality packets/ envelopes and sealed properly. Printer's seal must be put properly over each such packet.
		Each such packet (a) is to be wrapped by good quality plastic cover and sealed properly with printer's seal. The said plastic packet is to be packed inside a carton (b) with due care. The label shown above must be pasted on top the carton, too.
		<p>Each carton should be properly sealed with paper / cloth seal and then tied securely and tightly with two plastic bands to ensure that in on top the carton get opened during transit / handling.</p> <p>WBSSC will place order of OMR Answer Sheets on OMR INDIA OUTSOURCES PVT LTD from time to time specifying the number of OMR Answer Sheets to be printed. The serial No. Of Answer sheets shall be printed on every answer sheet beginning with serial No. to be indicated by the WBSSC in the supply order placed on OMR INDIA OUTSOURCES PVT. LTD. The OMR INDIA OUTSOURCES PVT. LTD shall provide monitoring software to keep track of supply, demand & utilization of OMR Answer Sheets.</p>

		OMR INDIA OUTSOURCES PVT. LTD. shall ensure secrecy and safety of data & design of OMR Answer Sheets used by the WBSSC or any information supplied to the firm by the WBSSC for the printing of OMR Answer Sheets or performance of contract. Any deviation will warrant criminal proceeding in court of law and forfeiture of performance security.
		OMR INDIA OUTSOURCES PVT. LTD. shall print the OMR Answer Sheets and other related material as per the format of WBSSC and will ensure that the paper shall be as per specifications mentioned in Tender NO. 335/ NIT / EXAM / WBSSC dated 12/12/2012 and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit.
5	Payment Terms	The 100% payment order would be made after receipt of a certificate from Examinations Section that they have received 100% ordered materials without any physical damage

❖ A sample of OMR Answer Sheet is enclosed with the letter.

Please acknowledge receipt of letter and the sample Answer sheet.


 Secretary cum Controller of Examinations
 West Bengal Staff Selection Commission

एफनेट /AFNET: 21125051
Telephone: 26160286/26160289
FAX: 011 - 26100829

वायु सेना मुख्यालय / Air Headquarters
शिक्षा निदेशालय / Directorate of Education
वेस्ट ब्लॉक - VI / West Block - VI
आर के पुरम / RK Puram
नई दिल्ली -110066/ New Delhi-110066

Air HQ/19312/AFCAT/3/ED

12 November 14

M/S OMR India Outsources Pvt Ltd
Level 15th Eros Corporate Tower
Nehru Place New Delhi – 110019
FAX: 011-47619865
E-mail: Sales@omrsolutions.com

SUPPLY OF OMR SHEETS
SUPPLY ORDER NO. 55 (13-14)

Sir,

1. Please refer Directorate of Information Technology letter No. Air HQ/99026/1329/DIT dated 28 Nov 13 and our letter of even reference dated 31 October 14.
2. The specimen copies of OMR sheets as presented by your representative, Mr. Sanjay Kumar Ray has been approved in principle. However, following additions/amendments in the instructions for the candidates in OMR sheets (overleaf) is required to be annotated (copy annexed):-

SIDE-1

(a) Para 3:- Ovals must be darkened completely. Do not darken more than one oval for any particular question. A question with more than one darkened response shall be considered as wrong answer.

(b) Para 8:- **THREE** marks will be awarded for every **correct answer** and **ONE** mark will be deducted for every **wrong answer**. There will be NO negative marking for un-attempted questions.

© Para 12:- **AFCAT number, booklet series and date of birth, should be bubbled properly, failure of which would result in cancellation of candidature.**

3. In view of the above, it is requested that proof copy of both colours of OMR answer sheets may be sent to this office for finalization at the earliest. The serial number of OMR answer sheets are to printed as enumerated below:-

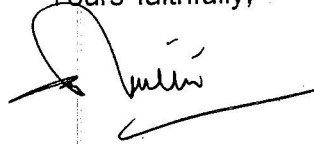
(a) OMR answer sheets earmarked for AFCAT (Colour-Magenta) to start from SI No. 16,00,001 to SI No. 17,50,000.

(b) OMR answer sheets earmarked for EKT (Colour-Orange) to start from SI No. 01 to SI No. 1,50,000,

4. Furthermore, it is once again emphasized that delivery of the bulk OMR sheets has to be completed by 30 Nov 14. The delivery should be arranged from 0900 h to 1400 h from Monday to Friday (except national holidays) at the given address:-

Directorate of Education
Air Headquarters (RK Puram)
West Block – VI
RK Puram
New Delhi – 110066

Yours faithfully,



(अरुण मिट्टु)

(Arun Mittu)

(ग्रुप कैप्टन)

Gp Capt

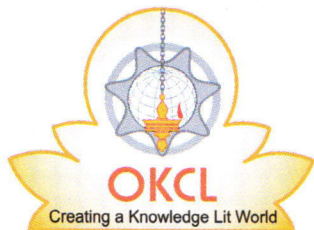
निदेशक शिक्षा

Director Education

Annexure: As stated

Copy to: Directorate of Information Technology
Subroto Park
New Delhi - 10

- w.r.t your letter quoted above.



ODISHA KNOWLEDGE CORPORATION LIMITED

Regd Off.- HIG-4, 3rd Floor, Opp. Pal Heights, Bhubaneswar 751 013, India ☎ 0674-2301584, 2301594

www.okcl.org

Ref. No: PO/74/2014-15

Date: 31/05/2014

To,
OMR India Outsources Pvt. Ltd.
10-A, Old Vijay Nagar Colony,
Agra-282004 (U.P.), India.

Subject: Work Order of OMR printing, scanning & data capturing work at OKCL office

Dear Sir,

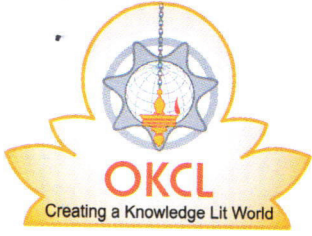
This refers to proposal dated 24/05/2014 for the above mentioned subject. We are pleased to place a work order for the same as per following:

S.No.	Brief description of items	Quantity	Rate per OMR sheet	Amount
1.	Designing, printing and supply of OMR Forms; Legal Size, 105 GSM (Maplitho), One sheet with bar code 100% OMR Proven & dust free.	90,000	Rs. 2.05/-	Rs. 1,84,500
2.	Scanning of OMR Forms; Legal Size, 105 GSM (Maplitho), One sheet with bar code 100% OMR Proven & dust free.	90,000	Rs. 2.85/-	Rs. 2,56,500
	Total			Rs. 4,41,000
	Total (in words): Four Lakh Forty One Thousand only			

Terms & Conditions:

1. Rates quoted above are inclusive of all taxes.
2. Delivery: Within 7 days at regd. office of OKCL.
3. Payment: Within 7 days after work completion or submission of bill whichever is later.
4. Actual quantity may vary as per our requirement. On that occasion, you have to supply the additional forms in above price/terms within 7 days of communication.
5. The terms and conditions as mentioned in the tender document are applicable.
6. Please mention the P.O. number at the top of the bill/invoice.

B. RAR



ODISHA KNOWLEDGE CORPORATION LIMITED

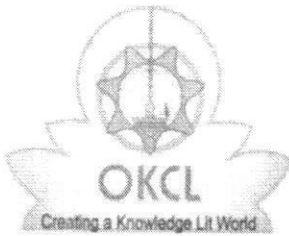
Regd Off.- HIG-4, 3rd Floor, Opp. Pal Heights, Bhubaneswar 751 013, India ☎ 0674-2301584, 2301594

www.okcl.org

You are requested to acknowledge the acceptance of this order to this office immediately. If you fail to acknowledge the acceptance within 2 days of its release then OKCL will assume that you have accepted the order.

With regards,
Sincerely yours,

Santosh Birari
Managing Director
Odisha Knowledge Corporation Limited (OKCL)



ODISHA KNOWLEDGE CORPORATION LIMITED

Regd Off.- HIG-4, 3rd Floor, Opp. Pal Heights, Bhubaneswar 751 013, India ☎ 0674-2301584, 2301594

www.okcl.org

To,
OMR India Outsources Pvt. Ltd.
Level 15, Eros Corporate Towers,
New Delhi-110019, India.

Ref. No: PO/164/2015-16
Date: 23/04/2014

Subject: Work Order of OMR printing, scanning & data capturing work at OKCL office

Dear Sir,

This refers to proposal dated 08/04/2015 for the above mentioned subject. We hereby approve your proposal as below, the minimum order is for 1,00,000 quantity however the final quantity may go up to 2,50,000.

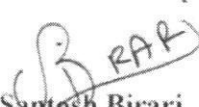
Item No.	Brief description of Items	Qty.	Rate per OMR sheet inclusive all taxes
1.	Designing, printing and supply of OMR Forms; Legal Size, 105 GSM (Maplitho), One sheet with bar code 100% OMR Proven & dust free.	1,00,000 -2,00,000	2.10 (Two rupees and ten paisa)
		Above 2,00,000	2.05 (Two rupees and five paisa)
2.	Scanning of OMR Forms; Legal Size, 105 GSM (Maplitho), One sheet with bar code 100% OMR Proven & dust free.	1,00,000 -2,00,000	3.0 (Three rupees)
		Above 2,00,000	2.90 (Two rupees and ninety paisa)

Terms & Conditions:

1. Rates quoted above are inclusive of all taxes.
2. Payment: Within 7 days after work completion or submission of bill whichever is later.
3. The terms and conditions as mentioned in the PO are applicable.

You are requested to acknowledge the acceptance of this order to this office immediately. If you fail to acknowledge the acceptance within 2 days of its release then OKCL will assume that you have accepted the order.

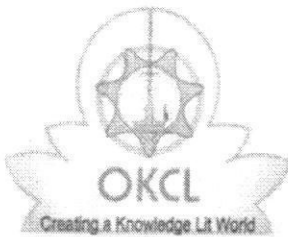
With regards,
Sincerely yours,


Santosh Birari

Managing Director

Odisha Knowledge Corporation Limited (OKCL)





CIN No-U72200OR2011PLC014185

ODISHA KNOWLEDGE CORPORATION LIMITED

Regd Off:- HIG-4, 3rd Floor, Opp. Pal Heights, Bhubaneswar 751 013, India ☎ 0674-2301584, 2301594

www.okcl.org

Terms and Conditions

a) Process Review

1. Printing of OMR Sheets: Service Provider has to provide bar-coded OMR sheets as per the format given by OKCL. OMR sheets shall be supplied directly to OKCL within 7 days of placing the order.
2. Scanning of the OMR sheets in different stages
 - i. Service Provider should scan the OMR sheets and generate the report as per the OKCL's specification.
 - ii. All the software required for the scanning, data capture, validation and report will be provided by the Service Provider which should be compatible with the OKCL's specifications.
3. The entire operation of scanning, data capture, validation and generation of reports is to be carried out at OKCL's office at HIG-4, 3rd floor, In front of Pal Heights, Jaydev Vihar, Bhubaneswar.
4. Capturing data and giving it to OKCL. Data should be compatible with OKCL's specifications.
 - i. Service Provider should provide 3 sets of DVDs of the scanned data, Zone wise, for six Zones in the state of Odisha.
 - ii. Service Provider should not destroy/tamper any physical documents.

b) Non-Disclosure Policy

Service Provider needs to sign a NDA (Non-Disclosure Agreement) before starting the job

c) Printing of OMR Sheet

- Each OMR sheet will be 105 GSM according to the format given by the OKCL.
- Actual quantity may vary as per our requirement. On that occasion, you have to supply the additional forms in above price/terms within 7 days of communication.
- OMR sheet paper and predefined format printing will be done by the Service Provider.





ODISHA KNOWLEDGE CORPORATION LIMITED

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Printing timeline

Particulars	Timeline	Start Point	Capacity
Printing of OMR Sheet	7 days	Just after receiving order and sample copy by OKCL	Minimum 1,00,000, However the final quantity may go up to 2,50,000

Scanning of OMR Sheet:

- OMR sheet scanning to be done by the Service Provider by their own device and software at OKCL's premises
- The process of scanning should be with utmost care and caution during the total period of scanning of the OMR Sheets.

Scanning timeline

Particulars	Timeline	Start Point	Capacity
Scanning of OMR Sheet	7 days	Just after Receiving filled OMR sheet.	Minimum 1,00,000, However the final quantity may go up to 2,50,000

d) Non adherence of Schedule

There shall be no/less payment made to the vendor on happening of any of the following

1. Violating delivery schedule.
2. Violating 100% accuracy.

Decision of Managing Director, OKCL shall be final in this regard.





ODISHA KNOWLEDGE CORPORATION LIMITED

Regd Off.: HIG-4, 3rd Floor, Opp. Pal Heights, Bhubaneswar 751 013, India ☎ 0674-2301584, 2301594

www.okcl.org

e) Technical Specifications for Printing of OMR Forms

The technical specifications for designing, printing and supply of OMR Forms are as follows:-

- Size: Legal
- Printing: Two colour print, single side
- Legal Size, 105 GSM (Maplitho), One sheet with bar code, 100% OMR Proven and dust free compatible with OMR Scanner.
- Packaging: Required block-wise Packing of 25 OMR sheets packed in strong poly-pack or card sheet with one external envelope with block name label and one return envelope with sheet no., Index card., etc. as specified by OKCL. (Return Envelope should be little bigger than legal size to fit in legal Size OMR Sheets)



Ch. Charan Singh University, Meerut.



Ref No: FC/2164

Dated: 03-06-2014

To,

M/s OMR India Outsources Pvt. Ltd.
301-302, Sheetla House, 73-74, Nehru Palace
New Delhi – 110019.

Sub: Confidential Work: Answer Book Bar-Coding-Decoding work for Annual Examination 2014 (Regular & Private).

Dear Sir/ Madam,

Please refer to your letter dated 28-05-2014 regarding Confidential Work: Answer Book Bar-Coding-Decoding work for Annual Examination 2014 (Regular & Private). After consideration, Hon`ble Vice-Chancellor is pleased to approve vide order dated 03-06-2014 above mentioned work at the previous year rates (Exam-2013) for Examination-2014. You are therefore requested to complete the said work as per rates & terms and conditions given below : -

S.No.	Description of Work	Unit of the Work	Rates per Answer Booklet (in Rs.)
1.	Answer Book counting, stacking (course wise & code wise)	Per Answer Sheet	0.65
2.	Answer Book First page tearing		0.45
3.	Folding of flaps on the OMR answer book cover and sticking the covers		0.20
4.	Answer Book Barcode Sticking (Secret Number, Generated by Computer Algorithm).		0.25
5.	Scanning of torn parts of Answer book		0.50
6.	Providing of printed OMR Award sheets (20-25 students).		0.05*
7.	Tagging of Answer Books in the pack of 20 with OMR for evaluation		0.30
8.	Making reports of various kind for easy tracking of Answer Book & storing the DATA in Answer Book Building and a printed copy of same. (The system will be provided by the University for storing DATA).		0.50
9.	Final matching with total count of the DATA evaluated with the total no. of Answer Books including removal of errors (by student or evaluator)		0.35
10.	For locating discrepancies & absentees		0.25
11.	Generating and printing (college wise & code wise) of award lists in a batch of 20-25 students in duplicate containing roll no., enrolment no., bar code and marks (words & figures).		0.45

12.	All stationery and printing material like barcode printing machine, paper RIM etc. born.		0.40
	Total		4.35

Note : * = worked out on the basis of a sheet of 20.

Terms & Conditions : -

1. The service will be provided at all the Evaluation Centers set up in the University (The sites of first party). Therefore, no other expense shall be admissible.
2. The total number of answer books to be bar-coded-decoded shall be provided by the office of the Registrar directly to the firm. 20% of each bill will be deducted as the security money. The amount accumulated as security money will be refunded after all results are declared.
3. The firm will have to execute an agreement on a non-judicial stamp of Rs. 100/- between the firm and the University in which detailed terms & conditions of the work shall be mentioned. The terms & conditions will be strictly followed by the firm and the University as well.
4. The equipments i.e. computer, UPS, Printers and others that are to be used by the firm, shall be the responsibility of the firm (II Party) at its own cost as also their upkeep and transportation to and from the work site.
5. The pre examination data of the students including paper code, max. marks, enrolment no. and roll no. shall be provided to the firm from the University (Ist Party) Computer Center.
6. If the further (IInd Party) does not conform or execute the assigned work as per the work order the security money as well as EMD will be forfeited and payments of the firm will be stopped. The firm may also be blacklisted for future assignment of the University.
7. The work being of confidential nature, security of computers and other record will be ensured by the firm. In case, any irregularity is observed, the firm shall be held fully responsible and legal action shall be initiated against the firm (IInd Party)
8. The work is to be completed within evaluation period. In case, the firm creates any hindrance, delay in the work or backs out from the work contract, the University (Ist Party) shall proceed for legal action against the firm and also claim compensation of the equal amount which would be required to complete the work within stipulated period on market rates.
9. The necessary space and furniture for establishing equipments and power connections shall be provided by the University.
10. Manpower involved to complete the work will be engaged by the firm (IInd Party) itself at its own cost.
11. (A) The payment will be made after completion of work i.e. declaration of result either course wise or evaluation center wise. Each bill will be entered in stock book register by Incharge Computer Center and shall be forwarded by Controller of evaluation center by putting their satisfactory report on the bill itself. Registrar and Coordinator of evaluation will countersign each bill on the basis of report given by the concerned controller of evaluation centers. In case, the work is reported unsatisfactory by the controller of the evaluation centers then the matter may be reported to the Registrar by the coordinator evaluation. The Registrar will recommend the penalty to be imposed to the firm. In the absence of

recommendation of Registrar it will be deemed that no deduction has to be made from the bill and the full payment will be released except security money.

(B) If any mistake is found on behalf of firm while entering data then the firm has to rectify it free of cost and no payment will be made for such answer books.

12. All the captured Data by the firm (IInd Party) at all the evaluation center shall be finally handed over to Dr. S. K. Tyagi, I/C computer Center who shall ensure that no such data is remained in any media with the firm or its employees at the end of the contract and complete archival backup has been taken.
13. Only those data entry operators of firm shall be allowed to enter in the evaluation centre whose details with photo ID cards have been approved by the Registrar of the University. No unauthorized person should enter evaluation premises and if any such person is found to be present, the University (Ist Party) reserves right to prosecute him and the firm.
14. The University reserves the right to correct any clerical mistake crept in this work order inadvertently.
15. The firm will not be permitted to work without agreement with University. Therefore, it will be obligatory for the firm to sign agreement before starting works.
16. In case, any disputer arises between the University (Ist Party) and the firm (IInd Party), the decision of Hon'ble Vice-Chancellor shall be binding on both.

alc 
Finance Officer

C.C. to :-

1. SVC for kind information to Hon'ble Vice-Chancellor.
2. Prof. H. S. Singh, Examination Controller for information & necessary action.
3. Prof. M. K. Gupta, Coordinator Evaluation for information & necessary action.
4. Registrar for information & necessary action as above.
5. Accounts Officer for necessary action as above.

alc 
Finance Officer

Ch. Charan Singh University, Meerut.



Ref No: Secrecy/

Dated: 26-05-2014

175
28.5.2014

Confidential Work Order

To,

"X"

Sub: Confidential Work: Scanning of OMR and result generation for Objective Examination in the final year (2014).

Dear Sir,

Please refer to your letter dated 22-05-2014 regarding Scanning of OMR and result generation for Objective Examination in the final year (2014) include generation of results; generation of award list etc. @ Rs. 4.02 per sheet. Hon'ble Vice-Chancellor has been agreed to approve the rates along with terms & conditions prescribed in this order.

S.No.	Description of the work	Rate
1	<ul style="list-style-type: none">• Scanning of OMR Sheet (Double scanning with different scanners)• Data Scanning/ Refinement of Data/ Data Compilation• Uploading of scanned images on the web server• Development of Software for the student to view their OMR Answer sheet on the internet• Uploading of the Answer key on the internet to invite objections.• Result generation as per the final answer key provided by the University.• Uploading of the final result on the website• Handing over of printed result along with duplicate award list (including roll no., enrolment no. and awards in figures & words).	Rs. 4.02 per OMR Sheet (inclusive of all)
2	Web server rental charges for uploading of images and result display on the website	-----

Terms & Conditions : -

1. The time period of the work will be 8:00 AM to 8:00 PM at the University premises.
2. After scanning of all OMR sheets a copy, code wise will be made available to the Coordinator, thereafter answer sheet will be handed over.
3. Agency shall be held criminal responsible for any irregularity in declaration of result & panality of Rs. One lac may be imposed per irregularity.
4. The scanning work of annual examination 2014 shall be completed by the firm within 25 days and 45000 OMR should be scanned per day. No vacation is allowed to the worker of the agency.
5. All the process related to OMR sheet shall be furnished as desire by the concerned controller of evaluation center. Therefore, the agency shall have to install all the equipment at the concerned evaluation center and manpower will also be provided there.

6. The work being of the confidential nature, security in computers and other record will be ensured by the firm. In case, any irregularity is observed the firm shall be held fully and completely responsible and legal/penal action will be taken against the firm as per direction of the University.

7. The work will be completed within stipulated period or as per requirement of the University. In case, the firm create any hindrance, delay in the work or backs out from the contract, the University shall proceed for legal action against the firm and also claim compensation of the equal amount which would be required to complete the work within stipulated period on market rates and a penalty of half amount of total amount of the bill may be imposed to the agency.

8. The rates shall be valid for March 2015. The University may take the services for the similar work for one year on the same rates as mentioned above.

9. The firm shall submit stamp paper of Rs. 100/- for agreement to be executed between the firm and the University in which detailed terms & conditions will be strictly followed by the firm and the University as well.

10. After receiving any objective exam OMR quantity ten thousand should complete work in three days and result processing will complete in five days.

11. The necessary space and furniture for establishing equipments and power connection shall be provided by the University.

12. Man power involved to complete the work will be engaged by the firm itself at its own cost and should be outsider of district of the University Jurisdiction.

13. Mobile, data card, pen drive etc. is not allowed to workers at the time of scanning work.

14. Only sleepers will be allowed to the workers at the time of in and out.

15. The payment of the work shall be made after completion of the work on submission of the bills to the undersigned after verification and satisfactory work report is given by Exam Controller, Computer and Result cell, Account office, Finance Officer and The Registrar.

16. In case of any dispute arise between the University and the firm the decision of Hon'ble Vice-Chancellor shall be binding on both.


Registrar

From:

The Secretary,
H.P. Takniki Shiksha Board,
Dharamshala.

To

M/S OMR India Outsource Pvt. Ltd.,
Level/15th.Eros Corporate Tower,
Nehru Place, New Delhi-110019.

Subject:- Award of work relating to processing, computerisation of examination works (Specified in the tender document) of the Board.

Sir,

Consequent upon the rates quoted by your firm as per the tender document opened on 10.04.2010 by the constituted committee, the work order is hereby issued to start the pre and post examination work (FOR ON SITE EXAMINATION ASSISTANCE, PROCESSING AND SUPPORT SERVICES) as per terms and conditions specified in the tender document:

Sr.No.	Particulars of Job/works	Rate
1	On site pre exam & Post Exam.processing of the job defined in detail of works	@ Rs.17/- per candidate

Your firm will have to complete the works as per the terms and conditions specified in the tender document and as per the schedule/requirements to be prescribed by this Board from time to time:

TERMS AND CONDITIONS:

1. Designing & Printing of Application Forms & Pre-printed Stationery.

(a) Designing and Printing and supply of ICR (Intelligent Character Reader)/OMR (Optical Mark Reader) Based Form (100 GSM white Map litho paper, A4 size, Two Colour).

- Registration form
- Examination forms for polytechnic examination.
- Examination form for ITI examinations.
- Examination forms for other examinations such as SCVT, COE etc.
- Forms such as re-evaluation , migration etc.
- Any other form as will be required by the Board Office for its examinations.

(b) Pre-printed Stationery

- i. Registration forms 80 GSM A4 Size
- (ii) Registration Cards Size 3"x5" 120 GSM
- (iii) Examination Forms Size A4 80 GSM

- (iv) Admit Cards (120 GSM; Size 21 cm x 10 cm; Single Colour)
- (v) Attendance Sheets (80 GSM; A4 Size; Single Colour)
- (vi) Result Sheets(100 GSM; Size 24" x 18" Double Colour)
- (vii) Result Card (100 GSM; Size A4)
- (viii) Tabulation and declaration of Re-evaluation result
- (ix) Issue of new result card after re-evaluation
- (x) Maintaining record of each semester(Total Six Semester in polytechnics) to issue diploma on its basis.
- (xi) Migration and re-evaluation forms (100 GSM; Size 4"x8 ½ "; A4 Single Colour).
- (xii) Any other item required for the process of examination.

Note: All the scanned information should be correct as per the information filled by the candidate on forms. Your firm has to keep images of all forms along with digital information and the same has to be handed over to Board office for record purpose.

2. On-site Pre Examination Processing

- 1. Receipt of ICR Registration forms
- 2. Issue of Registration Cards
- 3. Receipt of Examination Forms
- 4. Segregating and Scrutinizing the examination forms
- 5. ICR Scan based database creation
- 6. Processing for eligible/ non eligible applicants on the set criteria
- 7. Generation of Examination Roll Number on the given criteria.
- 8. Printing of data on pre printed stationeries for admit cards and attendance sheets.
- 9. Window Envelope for Admit Cards (Envelopes, 80 GSM Maplitho Paper of the size 10" x 4.5",. Size of the window 10cmx5 cm; Single Colour)- (Only in case these are sent to individual candidate otherwise for institutions sent in packets.
- 10. Handover of all Pre-Examination Soft Data in electronic media as CD & copied on Hard Disk and Hard Copy Reports on 70&80 GSM paper size; or 120 col. Continuous stationery with Laser Printer.
- 11. All the process /scanned data will be duly verified/checked by the Firm itself. Certificate or correctness in this regard will be furnished at the end of each process.

3. ON-site Post Examination Processing

- (a) Designing and putting to use the Award Compilation Software Utility.
- (b) Receipt of award lists after the evaluation.
- (c) Data entry of subject wise award lists received in the compilation software utility.
- (d) Checking and verification entered data. The Board office will check sample data.
- (e) Tabulation of the result and handover to Board for approval and subsequent declaration.

- (f) Printing of the declared result for each candidate on the Pre-printed Result card/Certificate/diplomas.
- (g) Handover of all Post Examination Soft Data in electronic media as CD and copied on Hard Disk, and Hard Copy Reports on 70-80 GSM paper; A4 Size or 120 col. Continuous stationery with Line Matrix Printer.
- (h) A Certificate of correctness in this regard will be furnished at the end of each process.
- (i) After the completion of final semester/year, the diploma certificates of pass outs shall be printed by the firm. The stationery for diploma will be provided by the Board Office for Polytechnics system only.

Note:

- 1 The reappear candidates may appear in more than one semester/class and in that case their roll numbers & result cards will be issued accordingly.
- 2 The firm will provide all the data of pre and post examination in such a manner as will be required to exhibit as student information on the web site.
- 3 The softward will be designed in a such manner that there should be account of each student whenever his/her roll No. is entered his total status of all the examinations should be displayed and there should be a ledger of all the registered candidates so that their record can be verified as well as maintained in progressive manner.

4. Dedicated Deputation at On-site of

- (a) Processing Team with Technical Incharge
 - (i) Programmer =01
 - (ii) Data Entry Operators=04
- (b) Computer server with nodes (completed with UPS, Network, Operating System Software)
- (c) Dedicated Scanner, Laser Printer, Other Stationery Consumables and Report Printing.

Note: HP Takniki Shiksha Board shall be responsible for the work space & working infrastructure (as chairs, tables, etc. & electricity) hence, the cost towards the same need not be included in the offered quotation.

5. The tentative exam schedules are as below:

S. No.	Name of Examination	Schedule of Examination.	Schedule of receipt of Examination Forms through institutions.	Number of candidates.
1.	Polytechnic Semester Exam.	May 27 to June 25	10 th April to 15 th May	Approx. 15000
2.	Polytechnic Semester Exam.	Nov. 27 to Dec. 26	10 th Oct. to 15 Nov.	Approx. 15000
3.	ITI Main Exam.(semester system)	15 July to 30 July	10 May to 30 th .May	Approx. 12000
4.	ITI Suppl. Exam.(old scheme)	15 Jan. to 25 Jan.	10 th Nov. to 30 th . Nov.	Approx. 1000

5.	SCVT Examination	February & August	10th.Dec. & 10 th .June	Approximately 1000 in each exam.
6.	C.O.E. examination	July/August and January/February	July/August and January/February	Approximately 2500 in each exam.
7	Entrance Examinations	May	April	Approx. 20000

If your firm fails to complete the assignments within stipulated time or as per schedule will be fixed from time to time, assignment can be got completed by other firm on the same charges/rates and the amount will be deducted from the security.

The schedule of examination shall be changed from time to time.

6.DATES ARE FIXED FOR THE COMPLETION OF EACH JOB:

The following time schedules are fixed to complete the time bound activities of the Board or as will be specified by the undersigned/ Deputy Secretaries from time to time:

PRE-EXAMINATION:

Sr.No.	Name of the Examination.	Date of delivery of examination forms.	Roll No. / Admit Cards to be prepared by the Firm.	Attendance Sheets to be prepared.
1.	I.T.I. Supp./ COE Exam. to be held in Jan/Feb.	Will be given by the Board Office upto 07 th December.	20 th December.	25 th December.
2.	I.T.I. Final/ COE Exam. to be held in July.	Will be given by the Board Office upto 07 th June.	15 th June./ 15 th .July	25 th June. /25 th .July
3.	Polytechnic Exams to be held in May.	Will be given by the Board Office upto 15 th April.	20 th April	25 th April
4.	Polytechnic Exams to be held in Nov./Dec.	Will be given by the Board Office up to 15 th October	20 th October	25 th October.
5.	S.C.V.T. Exams to be held in August	Will be given by the Board Office up to 10 th . July	20 th July	25 th . July.
6.	S.C.V.T. Exams to be held in February	Will be given by the Board Office up to 10 January.	20 th .January	25 th January
7.	Entrance Test	All the envelopes will be opened by the Firm within 07 days after the last date for the submission of Admission Forms.	30 th April	07 th May with Centre Statement.

The schedule of examination shall be changed from time to time.

POST EXAMINATION:

Sr.No.	Name of Exam.	Date of handing over the award lists .	Date of Declaration the results.	Date of preparation of the result cards.
1	I.T.I. Supp./ COE Exam. to be held in Jan/Feb.	Will be given by the Board Office upto 15 th March.	25 th March.	---
2	I.T.I. Final/ COE Exam. to be held in July.	Will be given by the Board Office upto 15 th August.	25 th August	--
3	Polytechnic Exams to be held in June.	Will be given by the Board Office upto 15 th July.	25 th August	05 th September.
4	Polytechnic Exams to be held in Nov./Dec..	Will be given by the Board Office upto 15 th January.	25 th February.	05 th March
5	S.C.V.T. Exams to be held in Feburary	Will be given by the Board Office up to 10 th . April	15 th May.	20 th May.
6	S.C.V.T. Exams to be held in August.	Will be given by the Board Office up to 5 th October.	15 th October.	20 th October.
7.	Entrance Test (PAT).	25 th May.	30 th May	05 th June. (The result cards, result gazettee and merit-wise list will be prepared)

The schedule of examination shall be changed from time to time.

7 Entrance Test (P.A.T./ LEET)

PAT/LEET Data Processing:- In addition to this the Board also conducts Polytechnic Admission Test & Lateral Entry Entrance Test every year. About 15000 to 20000 candidates appear in both test. The last date for receipt of application forms in the Board office is somewhere in the 2nd. & 3rd. Week of April and the result is declared in the last week of May. The following works are required to complete in all respect of PAT/LEET .:

1. Scanning of A4 size both side printed Application Forms containing OMR and ICR scan able information filled by the candidates using ink pen. The firm will supply photo image of front as well as rear side pf application form alongwith the reuslt status in such a manner that by just entering application No. this whole data should be displayed on the computer screen. This will be further sent to admission committee. The firm will supply the soft copy of data category-wise as reuired by the Admission Committee in soft copy in CDs and hard disk.

2. The firm will supply A4 size OMR response sheets as per the sample approved by the Board which will be scanned by the firm after the completion

of Entrance Examination. The cost of OMR response sheet will be inclusive in quoted rates.

3. Printing and supply of Admit Card (3.0"x8.5") 200 gsm maplitho paper(Single Colour). Alongwith window envelopes as will be approved by the Board.

4. Printing of Admit Card after scanning of the application forms and editing of data alongwith printing of attendance sheets and printing of centre lists as per the Board requirement

5. Scanning of response sheets (A4 size) single side printing filled by using ink pen.

6. Printing and supply of Result Card (A4 size) both side printed 120 gsm maplitho paper (Single Colour) alongwith window envelopes as will be approved by the Board.

7 Development of relevant software as per marking schemes compilation of result and printing of result cards.

In future any entrance/ examination can be added or deleted as per Board decisions.

8. DELIVERY OF STATIONERY:

- (i) Your firm will have to deliver the pre-printed stationery before two months from the date of commencement of examinations in view of the tentative schedule of examinations given above or as will be determined by the Secretary of the Board from time to time.
- (ii) The stationery may be requirement extra as per actual candidates strength. This extra stationery will not be counted for billing. The final bill of pre & post examination shall be basis on the actual candidates appearing in the examination. In case of bulk stationery will be adjusted in the next examination.

9. RESULT PREPARATION and PANALTY CLAUSE:

- (i) The results will be prepared and checked by the Firms.
- (ii) Final checking will be done by the Board Office and if any mistake will be found in the sample testing/ re-checking or at any subsequent stage, the whole responsibility would be of the Firm and the penalty will be imposed as under and will be deducted from the bills:

- (i) For 1 to 5 mistakes Rs. 500/-.
- (ii) For more than 5 mistakes. @ Rs. 5% of the total bill of each job.

10. CORRECTIONS:

If there would be any correction of data in the registration forms / results/D.M.Cs, the firm will have to complete the job free of cost.

11. Your Firm will have to make the arrangement of the following:

- (a) Installation of Hardware and software as given in the tender document.
- (b) All the software s to be used during the processes has to be developed on priority and their reports must be got approved from the Board's authority.
- (c) Employee appointed in the campus must bear their indentity cards.
- (d) Authorised signatory should be defined by the firm under proper seal and signature of the firm

- (e) Employee deputed must be of good caliber and must possess high integrity. In case found indulges into any malpractices, firm shall be responsible for the consequences. The matter shall be referred to specified agencies of law in such cases.

I. GENERAL CONDITIONS:

1.PERIOD OF CONTRACT: The two-year period of contract will commence from the date of signing of the contract which can be extended for further two years keeping in view of the performance of your firm and satisfaction requirement of the Board on the existing terms and conditions from the date of expiry of the original contractual of two years.

2.THE PANALTY CLAUSE: Your Firm has to complete the work as per the prescribed schedule and strictly in accordance with the terms and conditions prescribed in the tender document failing which the Board without prejudice to any other right or remedy available may recover any such amount suffered as loss from the Firm as ascertained / assessed by the Board Office as liquidated damages by way of penalty to be imposed, separately at the rate of 1.0 % per day of delay on the total value of each work subject to a maximum of 25 % of the total value of work, provided if any loss or delay has been caused due to any reasons beyond the control of the Firm, the Secretary, H.P. Takniki Shiksha Board shall have the sole discretion to waive off such loss or penalty as he deems fit provided further that the aforesaid Firm shall explain in writing the reasons which caused such delay or loss within 07 days from the date of delay or in occurrence of such loss. The penalty for the bonafide mistake of the Firm will be determined by the Board Office. No extra charges will be paid for rectification of mistake.

3.ACCURACY CLAUSE: Your Firm will have to provide accuracy of certificate in respect of data captured and processed data.

4.MODE OF PAYMENT: The payment will be made after the successfully completion of each job within fifteen days.

II. GENERAL CONDITIONS ON AWARD OF WORK:

1. Your Firm will have to deposit security of Rs. 3.0 lakhs in cash or in form of fixed deposit pledged in the name of Secretary, H.P. Takniki Shiksha Board, Dharamshala.

2. Your Firm should not use the database generated during the entire process of any other purpose other than those specified by the Board. The Board has the exclusive right to the data-base.

3. Your Firm shall not sub-contract or assign all or any part of the work to any third party.

4. The entire work is of a time bound nature and the company will have to execute work as per the agreed schedules as will be specified from time to time.

5. All the generated reports and software (required for leading to the finalization of lists have to be submitted in soft copy of CD-ROM/ or otherwise as specified.

6. Your firm will have to cent percent accuracy and Zero error in all works.

7. For any dispute arising out of it the courts at Dharamshala only shall have the jurisdiction.

8. Your firm will be responsible for the safety of all the input documents. In case of loss of original documents, the party concern will be responsible for the consequences arising out of it and the Secretary of the Board will have

P.T.O

the power to take action including imposing of the penalty as he deems proper.

9. In case of any delay in the job, the party concern will be responsible and the Secretary of the Board will have power to impose penalties as specified in this tender document or as he deems proper. The party concerned will have to abide by the decision of the Secretary of the Board.

10. For any erroneous record(s) (per candidate) in prophase, deductions will be made at the rate approved for examination process.

11. If your firm refuses to do the allotment of work or delays working unnecessarily, then allotment order can be cancelled, your firm can be blacklisted and earnest money/ bank guarantee is liable to be forfeited. In such a case decision of the Secretary will be final and binding.

12. The original documents shall be handed over to your firm, as per schedule mutually decided, in one or more installments. Schedule of work shall be finalized with the consent of your firm.. Your firm will adjust the requirements of the Board since examination process work is time bound.

13. Examination software developed by your firm and master database (pre and post) will be the property of the Board. Soft copy (on CD) will be supplied to the Board with code. The firm is supposed to maintain and supply the backup of the results and image files.

14. Your Firm will have to prepare the reports and number of copies will have to be prepared as per instructions and formats approved by the Board.

15. After completion of work in all respects your Firm will have to furnish a certificate, alongwith submission of bill that they have not misused Board's data in any form and no extra copies of reports have been printed.

16. Your Firm shall treat Board's data as confidential and shall in no case, pass it on, or transfer it to any firm whatsoever, to any third party liable to legal action and other damages as may be fixed by the Chairman of the Board.

17. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to sole arbitrator, Chairman of the H.P. Takniki Shiksha Board, Dharamshala whose decision shall be final and binding.

18. These rates will be effective from the examinations whose work is yet to start.


SECRETARY

H.P.Takniki Shiksha Board,
Dharamshala.

Endst.No. As above/2005-

Dated:

Copy of the above order is forwarded to the following for information and necessary action:

1. Deputy Secretary (I) & (II).
2. Incharge Accounts, Store, Examination-I,II,III,Secrecy-I,II, R &D, Conduct Branches(Internal).

//

SECRETARY.

PUNJAB PUBLIC SERVICE COMMISSION

WORK ORDER

To

Director,
OMR India Outsources Pvt.Ltd.
C-115,EPIR UPISD,Shastripuram,
Sikandra, Agra



No. 6454
Dated: 30/01/2014

Subject: Acceptance of Tender for Printing and Scanning OMR Sheets and Result Preparation for various recruitments in the Office of Punjab Public Service Commission for a period for six months.

Reference: Tender No.004/OS/PPSC dated 28/12/2013

With reference to the above mentioned subject, It is informed that after considering your technical bid as well as financial bid , your tender for Printing and Scanning OMR Sheets and Result Preparation has been accepted by the Punjab Public Service Commission subject to the following terms and conditions :

1. You shall provide the services specified in the Scope of Work at the rate of Rs. 1.21 per OMR sheet printing and Rs.2.64 for per OMR Scanning and Result preparation.
2. You shall comply with all the terms and Conditions mentioned in the tender documents Notice No. .004/OS/PPSC dated 28/12/2013
3. You shall execute a contract agreement with the office of Punjab Public Service Commission on a stamp paper of Rs.500 regarding the terms and conditions specified by the Commission.
4. No advance payment will be made for any assignment given to your firm. The payment will be made after successful completion of the concerned work.
5. The contract agreement shall be liable to be terminated any time when the Commission feels that the services provided by your firm are not found satisfactory.


 Secretary,
 Punjab Public Service Commission,
 Patiala.


MOST IMMEDIATE

Gram : UNISERCOM
Fax : 011- 23385738



F.No. 1-9(1)/2012-G-II

**UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)
DHOLPUR HOUSE, SHAHJAHAN ROAD**

New Delhi – 110069

To

Dated : 6-1-2014

M/s India Outsources
10-A, Old Vijay Nagar Colony,
Agra 282004
Fax : (011) 47619865

SUB : Printing, Packing & Supply of OMR Answersheets – Reg.

Dear Sir,

I am directed to refer to this office letter of intent of even no. dt. 19-8-2013 for the supply of OMR Answersheets and to place order for supply of 13.30lakh OMR Answersheets as per detail & terms & condition given below :

Item No.	Description of goods	Qty.	Rate	Net amount
1	OMR Answersheets as per approved sample(sample attached)and as per detailed specifications mentioned in Annexure-I The answer sheets should conform to the design/specimen paper supplied by UPSC. with Lithocodes printed at the bottom starting from 425001 and batch code no. at the top left hand corner indicated as 06.01.2014/425001/1755000. <u>The Drop out colour of the Answersheet should be such that it should be able to scan pen & pencil marking.</u> (Detailed specifications are in Annexure I)	13.30 lakh (Thirteen lakh thirty thousand only)	Rs.0.85 per answersheet plus 5% VAT = Rs.0.8925	Rs.11,87,025/-

Contd p-2

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2. The firm shall supply 100 OMR Answersheets as per the design provided by IS wing for testing purpose. These sheets should be marked at different intensity levels at random and will be run on the OMRs and the response data will be checked with respect to the marking done by us. The cutting edge accuracy and dropout colors as per the specifications given in the Annexure I will be checked physically in addition to the above testing. In case, the response data is 100% accurate, IS wing will give go ahead to the supplier for supply of complete lot of order quantity.

2(a) After receiving the complete lot of the Answersheets, around 1,000 sheets per lakh which is about 1% would be taken out at random and checked physically including passing through the machines with respect to the detailed specifications given in the Annexure-I of the tender document. Few sheets out of this random supply will also be marked with different intensity levels and will be read on the OMRs. The response data will be checked with respect to the mark responses. If the errors are more than 2%, whole lot of answer sheets will be treated as defective and would be returned for replacement to the supplier with no cost to UPSC. **Kindly ensure that the samples and subsequent delivery of material shall be made strictly in accordance with the various advisories issued by UPSC from time to time(copy enclosed).**

3. Terms & Conditions

1	Consignee	Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, N. Delhi-110069.
2	Delivery	<p>The firm shall supply OMR Answersheets as per schedule given below:</p> <p>(a) 100 sample sheets with specifications as per supply order shall be supplied within 2 days of the receipt of the supply order.</p> <p>(b)</p> <p>(i) 6 lakhs OMR sheets of the supply order shall be supplied within a period of 3 days from the date of receipt of 'OK' report on sample sheets.</p> <p>(ii) remaining quantity of the OMR answersheets as demanded in the supply order should be supplied within a period of next 10 days.</p>
	Special Instruction	<p>INDIA OUTSOURCES shall design, print, pack & supply OMR Answersheets in lot of 100 OMR Answersheets per packet duly superscribed with the words "Answersheet with Lithocode No. from _____ to _____" on each packet. INDIA OUTSOURCES shall deliver the packed bundles duly superscribed to the Examination branch in UPSC. 50 packets of 100 answer sheet each shall be enclosed in larger box duly superscribed with the words "Answersheets with Lithocode No. from _____ to _____" on each bundle.</p> <p>UPSC will place order of OMR Answersheets on INDIA OUTSOURCES from time to time specifying the number of OMR Answersheets to be printed. The Serial No. of Answersheets shall be printed on every answersheet beginning with Serial No. indicated by UPSC in the supply order placed on INDIA OUTSOURCES. The INDIA OUTSOURCES shall provide monitoring software to keep track of supply, demand & utilization of OMR Answersheets.</p>

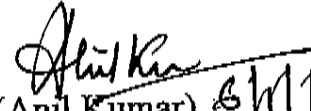
	INDIA OUTSOURCES shall ensure secrecy and safety of data & design of OMR Answersheets used by UPSC or any information supplied to the firm by the UPSC for the printing of OMR Answersheets or performance of contract. Any deviation will warrant criminal proceedings in court of Law and forfeiture of Performance Security.	
	INDIA OUTSOURCES shall print the OMR Answersheets and other related material as per the format of UPSC and will ensure that the Paper shall be as per specifications and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit. The firm shall ensure that Answersheets printed & supplied by it shall not cause any problem in scanning & processing work of UPSC.	
	INDIA OUTSOURCES shall ensure supply of high quality answersheets as per specifications/approved sample of OMR Answersheets(Annexure I) within prescribed time limits mentioned in the supply order. The firm shall also ensure all quality checks to ensure compliance and 100% defect free answersheets. Defective answersheets including OMR Answersheets with duplicate Lithocode Number and without Lithocode Number shall not be acceptable under any circumstances and penalty to the extent of 100% of the value of the order placed may be levied for default. In that case, the firm would also be required to replace the entire lot of OMR Answersheets at its own cost & risk immediately.	
	The safety, accuracy and security of the OMR Answersheets while printing & during transit, at the time of making delivery shall be responsibility of the INDIA OUTSOURCES. The firm will be required to furnish declaration to this effect to the UPSC. For any lapse in security, inaccuracy or mishandling/misuse of Answersheets, penalty equal to 100% of the order value payable to the firm will be imposed and contract will be terminated entailing forfeiture of Performance Security, in addition to any other action as deemed fit by Secretary, UPSC.	
	All OMR Answersheets supplied to UPSC by the firm shall be pre-checked through the Scanner and firm shall submit a certificate alongwith each consignment that "all the OMR Answersheets after checking have been found in order as per approved sample and they do not contain any duplicate lithocode number/defective OMR Answersheets".	
	INDIA OUTSOURCES shall be fully responsible for the proper design, quality and workmanship of OMR answersheets till all OMR answersheets are completely utilized to the satisfaction of UPSC. In case of any defects/duplicate Litho/Bar Codes, the complete lot shall be replaced immediately by the firm free of cost to UPSC.	
	While supplying the answer sheets, the INDIA OUTSOURCES shall ensure that the cutting edge from the time tracks must be accurate from top and bottom. The INDIA OUTSOURCES should also ensure that the ink in timing tracks on the answer sheets is sufficient and uniform so far to read atleast 12 on the scale of 16 level, through the machine. In case sheets are received with any variations, penalty to the extent of 100% of the value of the order may be levied for such default.	
All terms & conditions of the NIT shall also be applicable on this supply order.		
4.	Payment Terms	The 90% payment of each order would be made after a receipt of a certificate from Examination branch that they have received 100% ordered quantity without any physical damage. Remaining 10% payment will be released after one year of the order given to the firm.

F.1-9(1)/2012-G.II

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4. A sample of OMR Answersheet is enclosed with the letter.
5. Kindly also acknowledge receipt of Letter and the sample Answersheet.

Yours faithfully


(Anil Kumar) 6/1/14
Under Secretary(G)

Annexure-I**SPECIFICATIONS OF OMR ANSWER SHEETS**

S.No.	Description	Specifications
1.	Size	Exactly as per sample attached
2.	Weight	Minimum 100 gsm
3.	Quality	Blemish free/dust free parchment quality paper from reputed manufacturer (Documentary proof of quality required)
4.	Accuracy	The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached.
5.	Type & Printing	Two Colour printing
6.	Colour	The printing should be "Drop Out" colour
7.	Bar Code/Litho Code	100% accurate Litho Code/Bar Code printing without any duplication
8.	Packing	Each bundle to be packed in batches of 100 sheets
9.	Sample sheets	100 answer sheets printed with Litho Code/Bar Code to pass through the OMR's successfully.
10.	Security Logo	The word "UPSC" shall be printed as Security Logo in the background of the OMR Answersheets. It shall not cause any hindrance in reading/processing of OMR Answersheets.


(Anil Kumar) 6/1/14
Under Secretary(G)

Tele: 25686392

Fax: 25694702

Dte of Information Technology
Air HQs Computer Centre
Subroto Park, New Delhi – 10

Air HQ/99026/1329/DIT

28 Nov 13

M/S OMR India Outsources Pvt Ltd

Level 15th Eros Corporate Tower

Nehru place New Delhi-110019

Fax:011-47619865

E-mail:Sales@omrsolutions.com

PLACEMENT OF SUPPLY ORDER No: 55 (13-14)

Dear Sir/ Madam,

1. This is to inform you that a formal Supply Order is being placed on you for an amount of **Rs. 6,66,000/- (Rupees Six Lakh Sixty Six Thousand only)**, all inclusive for supply of OMR sheets as listed in Part-II. The Commercial terms and conditions are contained in Part-III and Part-IV of this Supply Order (S.O. in short). The word "Seller" in this S.O. is meant for your organization while the word "Buyer" is meant for this organization acting on behalf of President of India.

2. Following documents shall be the sole repository of this transaction –

(a) Our Letter No Air HQ/99026/1329/DIT dated 18 Oct 13.

(b) Your proposal forwarded vide Nil dated 09 Nov 13.

(c) Five Parts of this Supply Order as under –

(i) Part I - Communication of acceptance of Seller's Bid as finalized by Buyer.

(ii) Part II - Buyer agrees to buy and Seller agrees to sell items/services mentioned in Part II at the prices mentioned therein. This Part also contains essential details of the items/ services required, such as the Technical Specifications, Delivery Period, Place of Delivery and Consignee details agreed by the Seller.

(iii) Part III - Buyer and Seller agree to abide by the Standard Conditions of Supply Order mentioned in Part III.

(iv) Part IV - Buyer and Seller agree to abide by the Special Conditions of Supply Order mentioned in Part IV.

(v) Part V - It contains list of other addresses and other relevant details pertaining to this S.O.



Part II

(Essential Details of Items/Services Supply Ordered)

1. **Schedule of Prices** - List of items / services is as follows:-

SI No	Item Description	Qty	Unit Rate	Taxes	Unit Rate With Taxes	Amount
1	OMR sheets: As per specifications/conditions stipulated in RFP	900000	0.70	0.04	0.74	666000.00
Total						666000.00

2. **Delivery Period** - Delivery of items will be at Directorate of Education, Air Headquarters (RK Puram), West Block – VI, RK Puram, New Delhi- 66 as per the delivery schedule given below:

- (a) Three Lakh sheets : 10 Dec 13 ✓
- (b) Three Lakh sheets : 30 Nov 14
- (c) Three Lakh sheets : 31 Oct 15

A certificate from the Directorate of Education giving details of the quantity/ quality received alongwith the date/mode of receipt will have to be submitted to the Directorate of Information Technology, Subroto Park, New Delhi-110 010 along with the invoice/challan for processing the payment. Please note that supply order can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

3. **Consignee details** - Directorate of Education, Air Headquarters (RK Puram), West Block – VI, RK Puram, New Delhi- 66



3. Two copies of ink-signed Supply Order are being sent to you. Please acknowledge receipt within seven days of receipt of this Supply order, on your office letterhead duly signed by the authorized signatory. One copy of Supply Order duly signed and stamped on all pages should be returned to this office along with your acknowledgment letter. If such an acceptance or communication conveying any objection to certain part of this Supply Order is not received within seven days, then it would be deemed that this Supply Order is fully accepted by you and all obligations of Seller will be applicable to you under this S.O.

Thanking you,



Yours sincerely,

A handwritten signature in blue ink, consisting of a stylized 'Y' and 'T'.

(Yogesh Tripathi)
Wing Commander
Joint Director Director IT (Proc)



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

Website: www.wbssc.gov.in

E Mail: adm.ssc-wb@nic.in

Memo. No. **473 / WBSSC / EXAM**

Dated, 10/ 10/ 2013

From : D. Bhattacharyya, WBCS (Exe)
Secretary cum Controller of Examinations,
West Bengal Staff Selection Commission

To : M/s OMR INDIA OUTSOURCES PVT. LTD.
3RD Floor 301 – 302, Sheetla House,
73 – 74, Nehru Place,
New Delhi

Sub: Instructions for printing, packing and supply of OMR Answer Booklets
coded as 01 / C / 2013 / OMR / WBSSC - Regarding.

Sir,

I am directed to refer to this office letter no. 468 / WBSSC / GEN / 1M – 22 / 2012, dated, 8.10.2013 and to place order for printing and supply of 4.95 lakh (Four Lakh and Ninety Five Thousand) OMR Answer sheets as per detail terms & conditions given below :-

Item No.	Description of goods	Qty.	Rate	Net Amount to be payable
1	<p>OMR Answer sheets as per approved sample (sample attached) and as per detailed specifications mentioned in Annexure-I.</p> <p>The answer sheets should conform to the design / specimen paper supplied by the West Bengal Staff Selection Commission with Lithocodes printed at the bottom starting from 0000001 and batch code number at the top left hand corner indicated as 15/12/2013/0000001/0450000.</p> <p><u>The Drop out colour of the Answer sheet should be such that it should be able to scan pen & pencil marking.</u></p> <p>(Detailed specifications are in Annexure - I)</p>	<p>4.95 lakh (Four Lakh and Ninety Five Thousand)</p>	<p>Rs. 0.79 per answer sheet (inclusive of all taxes and charges)</p>	<p>Rs. 3,91,050/- (Rupees Three Lakh Ninety One Thousand and Fifty) only.</p>

❖ **Terms & Conditions**

1	Consignee	Secretary cum Controller of Examinations, West Bengal Staff Selection Commission, Mayukh Bhavan, Salt Lake, Kolkata – 700091.
2	Delivery	The firm shall supply OMR Answer sheets as per schedule given below: 4.5 lakhs OMR sheets shall be supplied within 4th November, 2013.
3	Place of Delivery	West Bengal Staff Selection Commission, Jalasampad Bhavan, Ground Floor, Salt Lake, Kolkata – 700091.
4	Special Instructions	<p>a) OMR INDIA OUTSOURCES PVT. LTD. shall design, print, pack & supply OMR Answer sheets in lot of 24 OMR Answer sheets per packet (white cloured) duly superscribed with the words “Answer sheets with Litho code No. from _____ to _____” on each packet. OMR INDIA OUTSOURCES PVT. LTD. shall deliver the packed bundles duly superscribed to the Examination Section in the WBSSC at the address noted at pt. no. 3 above.</p> <p>b) 100 packets of 24 OMR Answer sheets each shall be enclosed in larger box / carton (white in colour) duly superscribed with the words “Answer sheets with Lithocodes No. from _____ to _____” on each bundle.</p> <p>The OMR Answer sheets should be packed in afore-mentioned quantity as specified in (a) above in good quality packets / envelopes and sealed properly. Printer's seal must be put properly over each such packet.</p> <p>Each such packet (a) is to be wrapped by good quality plastic cover and sealed properly with Printer's seal. The said plastic packet is to be packed inside a carton (b) with due care. The label shown above must be pasted on top of the carton, too.</p> <p>Each carton should be properly sealed with paper/cloth seal and then tied securely and tightly with two plastic bands to ensure that in no case does the carton get opened during transit/handling.</p> <p>WBSSC will place order of OMR Answer sheets on OMR INDIA OUTSOURCES PVT. LTD. from time to time specifying the number of OMR Answer sheets to be printed. The Serial No. of Answer sheets shall be printed on every answer sheet beginning with serial No. to be indicated by the WBSSC in the supply order placed on OMR INDIA OUTSOURCES PVT. LTD. The OMR INDIA OUTSOURCES PVT. LTD. shall provide monitoring software to keep track of supply, demand & utilization of OMR Answer sheets.</p>

		<p>OMR INDIA OUTSOURCES PVT. LTD. shall ensure secrecy and safety of data & design of OMR Answer sheets used by the WBSSC or any information supplied to the firm by the WBSSC for the printing of OMR Answer sheets or performance of contract. Any deviation will warrant criminal proceedings in court of law and forfeiture of performance security.</p> <p>OMR INDIA OUTSOURCES PVT. LTD. shall print the OMR Answer sheets and other related material as per the format of WBSSC and will ensure that the Paper shall be as per specifications mentioned in Tender No. 335 / NIT / EXAM / WBSSC Dated, 12/ 12/ 2012 and such that candidates can fill up the same without damage and shall not get damaged during storage & in transit.</p>
5.	Payment Terms	The 100% payment order would be made after a receipt of a certificate from Examination Section that they have received 100% ordered materials without any physical damage.

❖ A sample of OMR Answer sheet is enclosed with the letter.

Please acknowledge receipt of letter and the sample Answer sheet.


Secretary cum Controller of Examinations
West Bengal Staff Selection Commission

Contd. To Page No. 4

SPECIFICATIONS OF OMR ANSWER SHEETS

Sl. No.	Description	Specifications
1.	Size	A4 (Exactly as per sample attached)
2.	Weight	Minimum 100 GSM (Maplitho Paper)
3.	Quality	Blemish free /dust free peachment quality paper from reputed manufacturer (Documentary proof of quality required)
4.	Accuracy	The timing tracks & registration points have to be 100% accurate, as provided in the sample sheet attached.
5.	Type & Printing	Two Colour printing
6.	Colour	The printing should be "Drop Out" colour
7.	Bar Code / Litho Code	100% accurate Litho Code / Bar Code printing without any duplication
8.	Packing	Each bundle to be packed in batches of 24 sheets in white packets.


Secretary cum Controller of Examinations
West Bengal Staff Selection Commission



GOVERNMENT OF WEST BENGAL
WEST BENGAL STAFF SELECTION COMMISSION
MAYUKH BHAVAN, SALT LAKE, KOL-91

No. 468/WBSSC/Gen/1M-22/2012
From : Deputy Secretary ,WBSSC.

Dated:08.10.2013

To
Rohit Jain
Assistant Manager-Operations
OMR India outsources Pvt. Ltd.
3rd floor 301-302, Sheetla House,
73-74, Nehru Place,
New Delhi

Sub: Printing/Scanning /Supplying of OMR ANSWER Sheet.

Sir,

I am directed to inform you that the Commission has accepted the rates offered by you for scanning of OMR Answer Sheet @ Rs 1.80(Double scanning) and printing of OMR Answer sheet @ Rs 0.79 (both side).

Work order will follow soon.

Yours faithfully.


Deputy Secretary

West Bengal Staff Selection Commission.

एडसिल (इण्डिया) लिमिटेड

(भारत सरकार का उद्यम)

(आई एस ओ 9001-2008 तथा 14001-2004 प्रमाणित कम्पनी)



EdCIL (India) Limited

(A GOVERNMENT OF INDIA ENTERPRISE)

(An ISO 9001-2008 & 14001-2004 Certified Company)

No. : EdCIL/Testing/Online/2012

2nd September, 2013

M/s. OMR India Outsources Pvt. Ltd.
301-302, Sheela House,
73-74, Nehru Place,
New Delhi-110019.

Sub.: Providing Services of On-line receipt of application forms and its associated activities

Ref.:

1. Out Notice Inviting Quotation No. EdCIL/Testing/Online/2012 dated 03.12.2012.
2. Your Letter dated 19.12.2012 submitting the proposal.
3. Our Letter No. EdCIL/Testing/Online/2012 dated 05.02.2013.
4. Your Letter No. CIO13/AC/1402/26 dated 14.02.2013.
5. Our Letter No. EdCIL/Testing/Online/2012 dated 07.03.2013.
6. Our Letter No. EdCIL/Testing/Online/2012 dated 12.03.2013.
7. Our E-mail dated 19.03.2013.
8. Our Letter No. EdCIL/Testing/Online/2012 dated 15.04.2013.
9. Your Letter No. CIO13/AC/2404/29 dated 24.04.2013 submitting the Affidavit.
10. Your Letter dated 19.12.2012 submitting the Financial Proposal.
11. Our Letter No. EdCIL/Testing/Online/2012 dated 15.07.2013.
12. Your Letter dated 23.07.2013 submitting your Acceptance on the approved rates.
13. Your Authorization Letter dated 21.07.2013.

Sir,

This has reference to your proposal submitted on 19.12.2012 in response to our notice inviting quotation dated 03.12.2012 regarding the captioned subject and above mentioned correspondence.

Considering your acceptance dated 23.07.2013 on the Financial rates (Annexure-I), we are pleased to empanel your Agency for two years for the subject assignment on execution of the below mentioned documents :

1. Award Letter
2. Contract / Agreement to be executed in (two original copies) on non-judicial stamp paper of Rs. 100/- (Rupees Hundred Only)
3. Non-Disclosure Agreement (NDA) (in two original copies) to be executed on non-judicial stamp paper of Rs. 100/- (Rupees Hundred Only)

Contd....P/2

“हिन्दी में पत्राचार का हम स्वागत करते हैं।”

निगमित कार्यालय: एडसिल हाउस-18ए, सेक्टर 16ए, नौएडा-201301 (भारत) ■ Corporate Office: Ed. CIL House, 18A, Sector 16A, NOIDA-201301 (INDIA)

दूरभाष / Tel : 2512001-006 फ़ैक्स / Fax : 95-120-2515372 ई-मेल / E-mail: root@edcil.co.in

पंजीकृत कार्यालय: विजया बिल्डिंग, पांचवां तल, 17-बाराखम्बा रोड, नई दिल्ली-110001 ■ Regd Office: Vijaya Building, 5th Floor, 17-Barakhamba Road, New Delhi-110001

Ch. Charan Singh University, Meerut.



Ref No: FC/1745

Dated: 06-05-2013

To,

M/s OMR India Outsources Pvt. Ltd.
301-302, Sheetla House, 73-74, Nehru Palace
New Delhi – 110019.

Sub: Confidential Work: Answer Book Bar-Coding-Decoding work for Annual Examination 2013 (Regular & Private).

Dear Sir/ Madam,

Please refer to your letter dated 12-04-2013 & letter dated 29-04-2013 regarding Confidential Work: Answer Book Bar-Coding-Decoding work for Annual Examination 2013 (Regular & Private). After consideration, Hon`ble Vice-Chancellor is pleased to approve following rates for this work after approval of the committee. You are therefore requested to complete the said work as per terms & conditions of our work order no. FC/1235 dated 30-05-2012 and our letter no. FC/1365 dated 18-07-2012. The details of the work and rates are as given below : -

S.No.	Description of Work	Unit of the Work	Rates per Answer Booklet (in Rs.)
1.	Answer Book counting, stacking (course wise & code wise)	Per Answer Sheet	0.65
2.	Answer Book First page tearing		0.45
3.	Folding of flaps on the OMR answer book cover and sticking the covers		0.20
4.	Answer Book Barcode Sticking (Secret Number, Generated by Computer Algorithm).		0.25
5.	Scanning of torn parts of Answer book		0.50
6.	Providing of printed OMR Award sheets (20-25 students).		0.05*
7.	Tagging of Answer Books in the pack of 20 with OMR for evaluation		0.30
8.	Making reports of various kind for easy tracking of Answer Book & storing the DATA in Answer Book Building and a printed copy of same. (The system will be provided by the University for storing DATA).		0.50
9.	Final matching with total count of the DATA evaluated with the total no. of Answer Books including removal of errors (by student or evaluator)		0.35
10.	For locating discrepancies & absentees		0.25

11.	Generating and printing (college wise & code wise) of award lists in a batch of 20-25 students in duplicate containing roll no., enrolment no., bar code and marks (words & figures).		0.45
12.	All stationery and printing material like barcode printing machine, paper RIM etc. born.		0.40
	Total		4.35

Note : * = worked out on the basis of a sheet of 20.
Service Tax @ 12.36% will be charged extra.


Finance Controller

C.C. to : -

1. SVC for kind information to Hon`ble Vice-Chancellor.
2. Prof. H. S. Singh, Examination Controller for information & necessary action.
3. Prof. M. K. Gupta, Coordinator Evaluation for information & necessary action.
4. Registrar for information & necessary action as above.
5. Accounts Officer for necessary action as above.


Finance Controller

Himachal Pradesh Technical University

Gandhi Chowk, Hamirpur
District Hamirpur (HP) - 177001

No: - HimTU/HMR/STR/Misc/13 - 164/6 Dated: 29/03/2013

To

M/S OMR India Outsources Pvt. Ltd.,
3rd floor 301-02, Sheetla House 73-74,
Nehru Place, New Delhi.

Subject: - Work order.

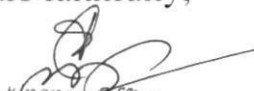
Sir,

Kindly refer to your tender dated nil vide which you have quoted your rates for printing of prospectuses and other material as per tender for the academic session 2013-14. On the basis of recommendation made by the purchase committee your following rates have been approved by this University.

Sr. No	Particular	M/S OMR India Outsources Pvt. Ltd., 3 rd floor 301-02, sheetla House 73-74 Nehru Place, New Delhi
1	Prospectus	Rs. 7.95/-
2	OMR/ICR Application Form	Rs. 1.15/-
3	Outer printed envelopes for prospectus	Rs. 2.05/-
4	Inner printed envelopes (for sending OMR/ICR Application Form window types for B. Pharmacy)	Rs. 1.35/-
5	Scanning of A4 size printed Application forms filled by the candidates using both HB pencil and ink pen.	Rs. 2.15/-
6	Entrance Test : OMR//ICR Application forms scanning, Issue of Admit Cards, Result cards and Result processing as per Annexure - I	Rs. 5.10/-
	Taxes	12.36% Service Tax on Scanning
		VAT 5% on Printing

You are, therefore, requested to deposit performance security amounting to Rs. 50,000/- (Rupees Fifty thousand only) in the name of FDRs duly pledge in the name of the Finance Officer, H.P. Technical University, Hamirpur.

Yours faithfully,


Finance Officer,
H.P. Technical University,
Hamirpur, Distt. Hamirpur

OFFICE OF THE DIRECTOR GENERAL OF POLICE RAJASTHAN JAIPUR

No.V.15(12)PS/Samgri/Constable Req./2012-13/ 9082-84 dated: 5/12/2012

M/S India Outsources,
10A, Old Vijay Nagar Colony,
Agra-282004 (U.P.)

Sub: Trunkey process for OMR Sheet printing, Scanning and Examination evaluation process for Constable recruitment 2012.

Ref: Your office letter no. nil dated 5.12.2012.

The rate offered by you for Trunkey process for OMR Sheet printing, Scanning and Examination evaluation process for Constable recruitment 2012 (F.O.R. Police Headquarters Rajasthan, Jaipur) following rate has been approved. You are, therefore, requested to carry out above work as per enclosed Annexure-II in accordance with terms and conditions of the contract :-

SL.N o.	Item Description	Rate
1	Printing of OMR Answer Sheets Letter Size (8.5 x 11 Inch) on 105 GSM White Paper, Double color printing with serial number, Electronic cutting, 100% OMR proven OMR sheets, packed in shring air tight packets of 100 & 25 sheets with corrugated cartoons and labeling, as per departmental requirement.	Rs.1.50 Per OMR Sheet. + Taxes Extra.
2	<ul style="list-style-type: none">Scanning of OMR Answer Sheets.Extraction of Data (Conversion of information into digital format)Verification and Cleaning/ Editing of data like.<ul style="list-style-type: none">a) Duplicate Roll numbers filled by the candidate. (Report/ Verify/ Cleaning).b) Booklet Series. Wrong or not filled by the candidate. (Report)Generation of Final reports<ul style="list-style-type: none">a) List of roll numbers of successful	Rs. 3.50 Per OMR Sheet. + Taxes Extra.

	<ul style="list-style-type: none"> Furnishing database in the required format along with the scanned image of the OMR Answer Sheet. 	
	<ul style="list-style-type: none"> Data Processing evaluation and result generation (Unit-wise and Post-wise) as per advertisement dated 28-09-2012 and standing order no. 04/2012 dated 17/09/12 of DGP Rajasthan Police (Copy enclosed) 	Rs.65,000.00 lump sum

Note :-The system should be tamper proof and all the computer process should be in the protected mode. User log and data log should be maintained.

- The entire Scanning, Scrutiny and result preparation process has to be absolutely confidential.
- Vendor is supposed to install all the required hardware/ software machinery at the space provided by Police Headquarters. Only electricity and office furnishing would be provided by the Police Headquarters, rest of the things should be take care by the vendor to complete the entire process.


The agreement executed by you has also been accepted. A copy of the set of terms and conditions of the contract is enclosed herewith for your record.

After Completion of the work please submit the bill in triplicate to this office clearly mentioning service tax/ VAT and other taxes if any.

Please acknowledge receipt of this letter

Encl : As above & OMR Sheet sample

Yours faithfully,


Supdt. of Police, C/Stores,
P.HQ., Raj., Jaipur.

Copy forwarded for information and necessary action to :-

- Asstt. Commercial Tax Officer, Agra.
- I/C Computer Cell/ Requirement Cell, Hqr. Branch, Police Headquarters, Raj., Jaipur send a copy of Challan including time and date of receipt to Section Concern.


Supdt. of Police, C/Stores,
P.HQ., Raj., Jaipur.

OFFICE OF THE DIRECTOR GENERAL OF POLICE RAJASTHAN JAIPUR

NO. 15(25) PS/3000/11/11/2010 Dated: 5/1/2011

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M/S O.M.R. India Outsources Pvt. Ltd.,
301-302, Shitla House,
73-74, Nehru Palace,
New Delhi-110019.

Sub : Trunkey process for OMR and Examination Process for Constable Requirement 2010.

Ref : Your offer no. nil dated 10.12.2010.

The rate offered by you for Trunkey process for OMR and Examination Process for Constable Requirement 2010 (F.O.R. Police Headquars Rajasthan, Jaipur) following rate has been approved. You are, therefore, requested to above work as per enclosed Annexure-II in accordance with terms and conditions of the contract :-

S. No.	Item Description	
1	Printing of OMR Answer Sheets Letter Size(8.5X11 Inch) on 105 GSM White Paper, Double colour printing with serial number, Electronic cutting, 100% OMR proven OMR sheets, packed in shrink air tight packets of 50, 25, 10 sheets with corrugated cartoons and labeling, as per departmental requirement.	Rs. per copy + Taxes extra

Scanning of OMR sheets

S. No.	Item Description	
1.	Image Scanning of OMR Answer sheet letter size 8.5X11 Double or single sided with image storage.	Rs. per copy + Taxes extra

Cost of programming and customizing based on reservation criteria, supplying the result in soft copy CD, Category wise, as per departmental requirement - Rs. (lump sum)

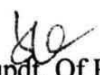
The agreement executed by you has also been accepted. A copy of the set of terms and conditions of the contract is enclosed herewith for your record.

After the above work submit the Bill in triplicate to this office clearly mention the Service Tax/ VAT or other taxes if any.

Please acknowledge receipt of this letter.

Encl : As above.

Yours faithfully,


Supdt. Of Police,
C/Stores, P.H.Q., Raj., Jaipur.

Copy forwarded for information and necessary action to :-

1. Asstt. Commercial Tax Officer, Ward-89, New Delhi.
2. I/C Computer Cell/ Requirement Cell, HQR. Branch, Police Headquarters, Raj., Jaipur send a copy of Challan including time and date of receipt to Section Concern.

H.P. TAKNIKI SHIKSHA BOARD, DHARAMSHALA - 176057.

HTB/General/ Computerisation-Examination/ 2005-7212

Dated: 09/04/2010

From:

The Secretary,
H.P. Takniki Shiksha Board,
Dharamshala.

To

M/S OMR India Outsources Pvt. Ltd.
301-302, Shitla House,
73-74, Nehru Palace,
New Delhi-110019.

Subject: Award of work relating to processing, computerization of examination works (Specified in the tender document) of the Board.

Sir,

Consequent upon the Technical Demonstration conducted before the constituted Committee on 15.03.2010 and following rates negotiated by your Firm before the Negotiation Committee held on 02.04.2010, the work order is hereby issued to start the pre and post examination work (FOR ON-SITE EXAMINATION ASSISTANCE, PROCESSING AND SUPPORT SERVICES) within 15 days from the date of issue of this order as per terms and conditions specified in the tender document:

Sr.No.	Particulars of Job/ work.	Rates Negotiated / Agreed.
1.	<u>Examination Processing:</u> On site pre exam processing (as at Serial No. 2).	@ per candidate.
2.	On site post exam processing (As at Sr. No. 3).	@ per candidate.
3.	<u>Entrance Test (PAT):</u> OMR Application Forms scanning, issue of Admit Cards, result cards and result Processing (As at Serial No. 8)	@ candidate.

Your Firm will have to complete the works as per terms and conditions specified in the Tender documents and as per the schedule/ requirements to be prescribed by this Board from time to time :

TERMS AND CONDITIONS:

1. Designing & Printing of Application Forms & Pre-printed Stationery.

- (a) Designing and Printing and supply of ICR (Intelligent Character Reader) Based Form (100 GSM white Map litho paper, A4 size, Two Colour).
- Registration form
 - Examination forms for polytechnic examination.
 - Examination form for ITI examinations.
 - Examination forms for other examinations such as SCVT, COE etc.
 - Forms such as re-evaluation , migration etc.
 - Any other form as will be required by the Board for its examinations.

(b) Pre-printed Stationery

- i. Registration forms 80 GSM A4 Size
- ii. Registration Cards Size 3"x5" 120 GSM
- iii. Examination Forms Size A4 80 GSM
- iv. Admit Cards (120 GSM; Size 21 cm x 10 cm; Single Colour)
- v. Attendance Sheets (80 GSM; A4 Size; Single Colour)
- vi. Result Sheets(100 GSM; Size 24" x 18" Double Colour)
- vii. Result Card (100 GSM; Size A4)

02

- viii. Tabulation and declaration of Re-evaluation result
- ix. Issue of new result card after re-evaluation
- x. Maintaining record of each semester (Total Six Semester in polytechnic, issue diploma on its basis.
- xi. Migration and re-evaluation forms (100 GSM; Size 4"x8 ½ "; A4 Sing Colour).
- xii. Any other item required for the process of examination.

2. **On-site Pre Examination Processing**

- (a) Receipt of ICR Registration forms (Scanning of Data).
- (b) Issue of Registration Cards (Correction of data).
- (c) Receipt of Examination Forms
- (d) Segregating and Scrutinizing the examination forms
- (e) ICR Scan based database creation
- (f) Processing for eligible/ non eligible applicants on the set criteria
- (g) Generation of Examination Roll Number on the given criteria.
- (h) Printing of data on pre printed stationeries for admit cards and attendance sheets.
- (i) Window Envelope for Admit Cards (Envelopes, 80 GSM Maplitho Paper of the size 10" x 4.5",. Size of the window 10cmx5 cm; Single Colour)- (Only in case these are sent to individual candidate otherwise for institutions sent in packets.
- (j) Handover of all Pre-Examination Soft Data in electronic media as C" & copied on Hard Disk and Hard Copy Reports on 70&80 GSM, paper; Size; or 120 Col. Continuous stationery with Line Matrix Printer/ Laser Printer.
- (k) All the processed / scanned data will be duly verified / checked by the Firm itself. Certificate of correctness in this regard will be furnished at the end of each process.

3. **ON-site Post Examination Processing**

- (a) Designing and putting to use the Award Compilation Software Utility.
- (b) Receipt of award lists after the evaluation.
- (c) Data entry of subject wise award lists received in the compilation software utility
- (d) Checking and verification entered data. The Board Office will check sample data.
- (e) Tabulation of the result and handover to Board for approval and subsequent declaration.
- (f) Printing of the declared result for each candidate on the Pre-printed Result card/ certificates/ diplomas.
- (g) Handover of all Post Examination Soft Data in electronic media as CP and copied on Hard Disk, and Hard Copy Reports on 70-80 GSM paper; A4 Size or 120 col. Continuous stationery with Line Matrix Printer.
- (h) A Certificate of correctness in this regard will be furnished at the end of each process.
- (i) After the completion of final semester/ year, the diploma certificates of pass outs shall be printed by the firm. The stationery for diploma will be provided by the Board Office for Polytechnic system only.

Note:

- 1. The re-appear candidates may appear in more than one semester/class and in that case their roll numbers & result cards will be issued accordingly.
- 2. The firm will provide all the data of pre and post examination in such a manner as will be required to exhibit as student information on the web site.
- 3. The software will be designed in a such manner that there should be account of each student whenever his/ her roll No. is entered his total status of all the examinations should be displayed and

(04)

3.	Polytechnic Exams to be held in May.	Will be given by the Board Office upto 15 th April.	20 th April	25 th April
4.	Polytechnic Exams to be held in Nov./Dec.	Will be given by the Board Office upto 15 th October.	20 th October	25 th October.
5.	S.C.V.T. Exams to be held in April.	Will be given by the Board Office upto 15 th March	20 th March	25 th March.
6.	S.C.V.T. Exams to be held in October	Will be given by the Board Office upto 15 th September.	20 th September	25 th September.
7.	Entrance Test (PAT)	All the envelopes will be opened by the Firm within 07 days after the last date for the submission of Admission Forms.	30 th April	07 th May with Centre Statement.

The schedule of examination shall be changed from time to time.

POST EXAMINATION:

Sr.No.	Name of Exam.	Date of handing over the award lists.	Date of Declaration the results.	Date of preparation the result cards.
1	I.T.I. Supp./ COE Exam. to be held in Jan/Feb.	Will be given by the Board Office upto 15 th March.	25 th March.	---
2	I.T.I. Final/ COE Exam. to be held in July.	Will be given by the Board Office upto 15 th August.	25 th August	--
3	Polytechnic Exams to be held in May.	Will be given by the Board Office upto 15 th July.	25 th August	05 th September.
4	Polytechnic Exams to be held in Nov./Dec..	Will be given by the Board Office upto 15 th January.	25 th January.	05 th February
5	S.C.V.T. Exams to be held in April.	Will be given by the Board Office upto 15 th June	25 th June.	05 th July.
6	S.C.V.T. Exams to be held in October	Will be given by the Board Office upto 15 th December.	25 th December.	05 th January.
7.	Entrance Test (PAT).	Will be appointed an Evaluation Committee.	30 th May	05 th June. (The result cards, result gazettee and merit-wise list will be prepared)

The schedule of examination shall be changed from time to time.

Entrance Test (P.A.T):

P.A.T. Data Processing: In addition to this, the Board also conducts Polytechnic Admission Test (P.A.T.) every year. About 35000 -40000 candidates appear in this Test. The last date for receipt of application forms in the Board Office is 16.04.2010 and the result is declared in the last week of May. The following works are required to complete in all respects of P.A.T.:

1. Scanning of A4 size both side printed Application Forms containing OMR and ICR scan able information filled by the candidates using both HB pencil and ink pen. The firm will supply photo image of front as well as rear side of application form alongwith the result status in such a manner that by just entering application No. this whole data should be displayed on the computer screen. This will be further sent to admission committee. The firm will supply the soft copy of data category -wise as required by the Admission Committee in soft copy in CDs.
2. The firm will supply A4 size OMR response sheets as per the sample approved by the Board which will be scanned by the firm after the completion of Entrance Examination. The cost of OMR response sheet will be inclusive of PAT rates.
3. Printing and supply of Admit Cards (3.0" x 8.5") 200 gsm maplitho paper (Single colour) alongwith window envelopes as will be approved by the Board.
4. Printing of Admit Cards after scanning of the application forms and editing of data alongwith printing of attendance sheets and printing of centre lists as per the Board requirement.
5. Scanning of response sheets (A4 size) single side printing filled by using ink pen.
6. Printing and supply of Result Card (A4 size) both side printed 120 gsm map litho paper (Single colour) alongwith window envelopes as will be approved by the Board.
7. Development of relevant software as per marking scheme, compilation of result and printing of result cards.

In future any examination can be added or deleted as per Board decisions.

8. **DELIVERY OF STATIONERY:**

- (i) Your firm will have to deliver the pre-printed stationery before two months from the date of commencement of examinations in view of the tentative schedule of examinations given above or as will be determined by the Secretary of the Board from time to time.
- (ii) The stationery may be required somewhat extra as per actual candidates strength. This extra stationery will not be counted for billing. The final bill of pre examination, post examination and Entrance examination shall be on the basis of actual candidates appearing in the examination. In case of bulk additional stationery will be adjusted in the next examination.

9. **RESULT PREPARATION and PANALTY CLAUSE:**

- (i) The results will be prepared and checked by your Firms.
- (ii) Final sample checking will be done by the Board Office and if any mistake will be found in the sample testing/ re-checking or at any subsequent stage, the whole responsibility would be of the Firm and the penalty will be imposed as under and will be deducted from the bills:

- | | | |
|------|---------------------------|---|
| (i) | For 1 to 5 mistakes | Rs. 500/-. |
| (ii) | For more than 5 mistakes. | @ Rs. 5% of the total bill of each job. |

10. **CORRECTIONS:**

If there would be any correction of data in the registration forms/ results/D.M.Cs, your firm will have to complete the job free of cost.

(06)

11. Your Firm will have to make the arrangement of the following equipment the stipulated period:

- (a) Installation of Hardware and software as given in the tender document.
- (b) Entrance Test job is in progress hence, staff as well as dedicated hardware along software must be deputed positively by 12th April, 2010.
- (c) All the softwares to be used during the processes has to be developed on priority and their reports must be got approved from the Board's authority.
- (d) Employees appointed in the campus must bear their identity cards.
- (e) Authorized signatory should be defined by the firm under proper seal and signature of the firm.
- (f) Employees deputed must be of good caliber and must possess high integrity. In case found indulged into any malpractice, firm shall be responsible for the consequences. The matter shall be referred to specified agencies of law in such cases.

12. The examination work of this Board is of continuous nature and some works are already being done by the previous firm. Your firm will have to complete the pending works by using previous exam data supplied by the firm doing this job.

13. In this Board the examination are of semester/ annual pattern. Many students who are in the process of studies have passed / re-appear in earlier semester/year. Their data will be considered in their further studies. The data will be made available to your firm in soft as well as hard copy. You have to prepare the further results as well as their pre and post examination by considering the same.

I. GENERAL CONDITIONS:

1. **PERIOD OF CONTRACT:** The two-year period of contract will commence from the date of signing of the contract which can be extended for further one year keeping in view of the performance of your firm and satisfaction requirement of the Board on the existing terms and conditions from the date of expiry of the original contractual of two years.

2. **THE PANALTY CLAUSE:** Your Firm has to complete the work as per the prescribed schedule and strictly in accordance with the terms and conditions prescribed in the tender document failing which the Board without prejudice to any other right or remedy available may recover any such amount suffered as loss from your Firm as ascertained / assessed by the Board Office as liquidated damages by way of penalty to be imposed, separately at the rate of 1.0 % per day of delay on the total value of each work subject to a maximum of 25 % of the total value of work, provided if any loss or delay has been caused due to any reasons beyond the control of your Firm, the Secretary, H.P. Takniki Shiksha Board shall have the sole discretion to waive off such loss or penalty as he deems fit provided further that the your Firm shall explain in writing the reasons which caused such delay or loss within 3. days from the date of delay or in occurrence of such loss. The penalty for the bonafide mistake of your Firm will be determined by the Board Office. No extra charges will be paid for rectification of mistake.

3. **ACCURACY CLAUSE:** Your Firm will have to provide accuracy of certificate in respect of data captured and processed data.

4. **MODE OF PAYMENT:** The payment will be made through cheque 100% after the successfully completion of each job within a month.

II. GENERAL CONDITIONS ON AWARD OF WORK:

1. Your Firm will have to deposit security of Rs. 2.5 lakh in cash or in form of fixed deposit pledged in the name of the Secretary, H.P. Takniki Shiksha Board, Dharamshala.

2. Your Firm should not use the database generated during the entire process for any other purpose other than those specified by the Board. The Board has the exclusive right to the data-base.

3. Your Firm shall not sub-contract or assign all or any part of the work to any third party.

4. The entire work is of a time bound nature and your Firm will have to execute work as per the agreed schedules or as will be specified from time to time.

5. All the generated reports and software required for leading to the finalization of lists have to be submitted in soft copy of CD-ROM or otherwise as specified.

6. Your Firm will have to ensure cent percent accuracy and zero error in all works.

7. For any dispute arising out of it the courts at Dharamshala only shall have the jurisdiction.

(E.T.)

Your Firm will be responsible for the safety of all the input documents. In case of loss of original documents, the party concern will be responsible for the consequences arising out of it and the Secretary of the Board will have the power to take action including imposing of the penalty as he deems proper.

9. In case of any delay in the job, your Firm will be responsible and the Secretary of the Board will have power to impose penalties as specified in this tender document or as he deems proper. Your Firm will have to abide by the decision of the Secretary of the Board.

10. For every erroneous record(s) (per candidate) in prophase, deductions will be made at the rate approved for examination process.

11. If your Firm refuses to do the allotment of work or delays working unnecessarily, then allotment order can be cancelled, your firm can be blacklisted and earnest money/ bank guarantee is liable to be forfeited. In such a case decision of the Secretary will be final and binding.

12. The original documents shall be handed over to your Firm as per schedule mutually decided, in one or more installments. Schedule of work shall be finalized with the consent of your Firm. Your Firm will adjust the requirements of the Board since examination process work is time bound.

13. Examination software developed by your Firm and master database (pre and post) will be the property of the Board. Soft copy (on CD) will be supplied to the Board with code. The firm is supposed to maintain and supply the backup of the results and image files.

14. Your Firm will have to prepare the reports and number of copies as per instructions and formats approved by the Board.

15. After completion of work in all respects your Firm will have to furnish a certificate, alongwith submission of bill that they have not misused Board's data in any form and no extra copies of reports have been printed.

16. Your Firm shall treat Board's data as confidential and shall in no case, pass it on, or transfer it to any firm whatsoever, to any third party liable to legal action and other damages as may be fixed by the Chairman of the Board.

17. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to sole arbitrator, Chairman of the H.P. Takniki Shiksha Board, Dharamshala whose decision shall be final and binding.

Sd/-

SECRETARY,
H.P. Takniki Shiksha Board,
Dharamshala.

Endst. No. HTB/General/ Computerisation-Examination/ 2005- 7213-25 Dated: 09/04/2010

Copy of the work order is forwarded to the following for information and necessary action:

1. Deputy Secretary(P) and (I).
2. Incharge Accounts, Store, Examination-I, II, III, Secrecy-I,II, R&D, Conduct Branches (internal).

3. *spare copy.*

Shruti
SECRETARY.

09/04/2010