



BABA FARID UNIVERSITY OF HEALTH SCIENCES

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No.16-BFUHS/UPFD/2023/

Date:

NOTICE FOR INVITING SEALED QUOTATIONS

Subject: SEALED QUOTATIONS ARE INVITED FOR HIRING OUTSOURCED AGENCY TO SCAN AND PREPARE RESULT FROM OMR SHEETS.

Sealed quotations are invited from agencies/firms to providing services of scanning and preparation of results from OMR Sheets of the aspirants to be appeared in various entrance/recruitment tests of the University. Agencies/Firms are requested to quote their rates on following format.

Sr. No.	Service	No of Sheets	Rate per OMR Sheet (inclusive of all Taxes)	Remarks
1.	Scanning and Preparing result from OMR Sheets	Up to 25,000 OMR Sheets		

Scope of Work and Terms & Conditions

OMR sheet/OMR Image sheet scanning and evaluation of result of 200/100/90 questions with following terms and conditions.

Technical Specifications of OMR sheets: Double/Single Side Scanning with water mark as suggested by the department. — Pink Color OMR Sheet — OMR Paper thickness 100-105 GSM, OMR Type OMR sheet or OMR Image Sheet.

1. The bidders should not quote their own (means counter) conditions while submitting the quotation. Any counter condition or counter proposals submitted by the bidders will not be considered at all and his quotation shall be liable to rejection. The firm intending to get their counter or extra conditions accepted, should not submit the tender and when once the quotation is submitted it will be construed that the bidder agrees to all the terms and conditions of the quotation.
2. The bidder should have been in their business in scanning work (Barcode-Based OMR Sheet /Image OMR Sheet Result evaluation) during last three years in a Government University or Govt. Institutions. Submit three copies of orders
3. The bidder should have their own competent technical staff capable for scanning, editing, exception generation, provide desired data, managing OMR data and images, backup etc. A list of technical staff along with their experiences in scanning work must be attached.
4. The firm must have own 3 OMR scanner machine and capacity to increase upto to 5 Scanners at the time of scanning.
5. **The firm must have an experience of scanning of OMR sheets of examination of continue last three years of any Govt. University or Govt. institution.**
6. The firm will have to submit a certificate along with the tender form the concerning higher authority of the respective University that the firm has successfully and efficiently completed their jobs maintaining full secrecy and within the time schedules. The firm is quite reliable and capable of performing the examination jobs through OMR technology.
7. University will not provide any hardware/software during the scanning and preparation of award process. Only working space and electricity will be provided by the University. University will not be responsible for any damages due to electricity issue/fault.
8. Notwithstanding anything contained herein before in these special terms & conditions, the University reserves the right to take action against the defaulting firm for any kind of misbehavior or for any breach of the Contract what-so-ever by way of imposing of penalty, forfeiting of Earnest

- Money /Performance Security Money, cancellation of order, cancellation of the agreement and blacklisting and such other action according to the University rules.
9. Scanning work shall be carried out according to work describe provided in the quotation document.
 10. The bidder will be required to start work as per instruction of Registrar BFUHS Faridkot. Any delays in work penalty will be imposed as per the decision of committee constituted by Registrar BFUHS Faridkot.
 11. Rates must be quoted per OMR Sheet (Double Side). However, the bidder must show GST and other taxes charged separately in the Invoice.
 12. The scanning work must be carried out within university premises (decided by Registrar BFUHS Faridkot) as per schedule decided by Registrar BFUHS Faridkot. Work order may be withdrawn by Registrar BFUHS Faridkot immediately in case of tempering in data, misuse of data, selling of data etc.
 13. Firm has to supply corrected converted data on CD/hard disk/pen drive and scanned OMR sheets in required format and language without any extra cost.
 14. In case of any leakage/mishandling of confidential/record fact(s) security deposited by the said firm will be forfeited and the firm can be black listed. The final decision in this regard will be taken by Registrar BFUHS, Faridkot.
 15. The approved agency shall be required to install following equipment's and deploy following qualified and capable technical staff at the University during the scanning work.
 - (a) Minimum Two set of scanners for reading data from OMR Sheets with image scanning
 - (b) One Programmer to validate, evaluate result as per evaluations instructions provided by the scanning committee, provide result data as desired.
 - (c) One Technical Assistant/Information Assistants (One Technical Assistant/Information Assistant per Scanning Team)
 - (d) One Assistants/Attendants to handle and arrange OMR flaps (One Peon per scanning Team)
 16. The firm should not be black listed by Govt./Public Sector/Educational Institution
 17. The work is of confidential nature and the contractor shall have to maintain the confidentiality of the entire work maintaining the confidentiality is essence of the contract and breach of it shall forfeit all the payments.
 18. Employee deployed at Secrecy Section to carry out the work should be of their firms only. Authority will have right to see their identity/appoint letter at any time. Firm is also required to submit identity cards employee for assigned quotation work.
 19. Firm have to validate data with master data provided by University and prepare absentee list/rank list/bifurcation of score as per requirement.
 20. The University at many occasions needs urgent Scanning of OMR. The bidding firm has to meet this requirement without extra charges.
 21. If there would be any lapse, negligence, misplacing of OMR Sheet or evaluation of OMR Sheet/Result or any other document, the whole responsibility will lie upon the firm
 22. This quotation is valid for a period of 1 (one) year from the date of award of work which can be extended subject to the satisfactory performance.

MAINTAINING OF SECRECY: The matter of answer books is of very confidential nature as these are used for the purposes of examinations. Firm/Company which is awarded the work order should not use the scanned data generated during the entire process for any other purpose other than those specified by the University. Hence, the firm will have to maintain the secrecy in all respects. If such lapses will come into the notice of this University, the contract of firm will be cancelled and the firm will be blacklisted. Besides this, the amounts of all bills and the security money deposited in the name of the Registrar shall also be forfeited. The firm which will be selected for this job, will have to complete this sensitive work itself for maintaining the entire secrecy and will not assign/ transfer to any other firm

General Terms and Conditions

1. **Payment:** Payment of bill will be paid after receipt and verification of bill by the concerned department of the BFUHS, Faridkot.

2. Invoice should be prepared in the name of "The Registrar, Baba Farid University of Health Sciences, Faridkot.
3. **Validity:** Rates shall be valid for the one year from the date of issuance of first order.

Note: Sealed Quotations must be submitted through Post/Track-able courier. By Hand quotations will not be entertained.

Quotation should be in a sealed cover and addressed to the Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) and the words "QUOTATION FOR Outsourced Services to Scan and prepare result from OMR Sheets" may please be inscribed on top of the envelope.

Last Date for receipt of sealed quotations in the University Office is 23/10/23 by 5:00 PM

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Copy to:

1. PA to Vice-Chancellor for the information of Worthy Vice-Chancellor, BFUHS, Faridkot.
2. PA to Registrar for the information of Registrar, BFUHS, Faridkot.
3. Prof. In-charge, University Recruitment Cell, BFUHS, Faridkot for information.
4. In-Charge, IT-Cell for information.

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Professor In-charge (UPFD)

10/10/2023

Professor In-charge (UPFD)