



# INTER-UNIVERSITY ACCELERATOR CENTRE

[An Autonomous Inter-University Centre of UGC Under MoE, GoI]

Aruna Asaf Ali Marg,  
New Delhi-110 067

Ref: IUAC/Rectt./01-2022/

Date: August 12, 2022

To,

## Sub: Quotation for supply and printing of exam materials

Dear Madam/Sir,

Sealed quotations are invited from eligible vendors/firms to carry out the following works for IUAC. You are requested to send us price quotation giving details as printed overleaf.

| <i>Item No.</i> | <i>Description of Work</i>  | <i>Quantity</i> |
|-----------------|---|-----------------|
| 1               | Printing of Question Booklet/ OMR sheets.   | 4100            |
| 2.              | Processing of Result by scanning of OMR sheets, and the detailed scope of work is mentioned in the NIT. | 4100            |

Sealed quotation in hard copy should be addressed to **Senior Administrative Officer, IUAC** on your company/firm letter head superscribing "Quotation for supply and printing of exam materials" through Regd./Speed post or Courier latest by **August 22, 2022 till 03:00 P.M.**

Thanking You,

Yours Faithfully,

**Sr. Administrative Officer**

# **Inter University Accelerator Centre**

**INVITES QUOTATION FOR PRINTING OF  
QUESTION BOOKLET,  
SCANNING/PROCESSING OF OMR  
ANSWER SHEETS  
READABLE ON OMR SYSTEM  
WITH IMAGE CAPTURING  
&  
PROCESSING OF RESULTS FOR IUAC  
RECRUITMENT EXAMINATION**

**(Last date for submission of quotation is August 22, 2022 till 03:00 P.M.)**

# **Detailed information**

## **INSTRUCTIONS TO VENDORS**

### **GENERAL**

The present quotation is being invited for Printing of Question Booklet, Supply, Scanning/Processing/Evaluation of OMR sheets, preparation of merit list under which the vendor shall provide machine and trained personnel and will use its best endeavors to provide back-end support in conducting the recruitment test for various Scientific and Technical posts in IUAC.

### **ELIGIBLE VENDORS**

1. The vendor should have the experience of completion of any three (03) similar works in any of the Central Government Ministry or Departments/Autonomous Body/Public Sector Undertakings of the Government of India or State Government Department and office. (Copies of completion certificates to be attached)
2. The vendor must have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract in Delhi/NCR to make the execution of the contract smoother. (Necessary proof in this regard to be attached)
3. The vendor should have valid registrations such as GSTN, Permanent Account Number (PAN) of the Income Tax Deptt, PF/ESI Registration number, Requisite Licenses etc. for scanning of OMR SHEETS, if applicable etc. (Copies to be attached)
4. Vendor must submit signed and scanned copies of all statutory documents, duly self-attested as per the requirement in execution of the work order.
5. Vendor is required to confirm and declare with his quotation that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item related to the award and performance of this work. If the IUAC subsequently finds to the contrary, IUAC reserves the right to declare the vendor as non-compliant and declare any work order if already awarded to the vendor to be null and void. (Undertaking in this regard to be printed in the Letter head)
6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a quotation will be an offence under Laws of India. Such action will result in the rejection of quotation, in addition to other punitive measures.

## VISIT TO IUAC

The vendor is required to provide back-end services to IUAC for conduct of its recruitment test **at IUAC campus** and is advised to visit and acquaint himself with the facilities available. The costs of visiting shall be borne by the vendor. However, submission of quotation shall be deemed to imply that the vendor has made himself/themselves completely aware of the requirements and operational conditions at IUAC

## Scope of work

The technical specifications of each item viz. OMR Sheets, and Evaluation of OMR Sheets are as follows -

| Sr. No. | Item  | Minimum Requirements  |
|---------|---|---|
| 1.      | <b>Test Content Creation</b>  | <ol style="list-style-type: none"> <li>1. Hard copy of objective type question papers shall be provided by the IUAC and the same will have to be typed by the agency maintaining absolute confidentiality.</li> <li>2. The agency shall print the bilingual question papers and seal the same as per the directions of IUAC.</li> <li>3. Each question paper should be stapled on left hand side twice and sealed from the other three sides.</li> <li>4. Instruction on the first page will be decided in consultation with IUAC.</li> <li>5. Question paper as designed above should be printed on quality white/off-white paper (thickness - 60 GSM or more).</li> </ol>   |
| 2.      | <b>Supply of Examination Centre Management Kits</b>                       | <ol style="list-style-type: none"> <li>1. Generation, printing and supply of Exam Centre Management Kits, which will include-               <ol style="list-style-type: none"> <li>List of roll numbers of candidates appearing at each examination center.</li> <li>b. Seating plan.</li> <li>c. Room wise Attendance Sheets with roll number, photograph and signatures of candidate.</li> <li>d. Room wise desk slips.</li> </ol> </li> <li>2. Supply of Report Forms which are to be filled by the center in-charge.</li> <li>3. Supply of packing material for the packing of answer sheets comprising labelled envelopes for easy handling and administration.</li> </ol>   |
| 3.      | <b>Designing, Printing and Supply of OMR Answer Sheets (4000 approx.)</b> | <ol style="list-style-type: none"> <li>1. Designing and printing of OMR answer sheets as per format approved by the IUAC with the following features -               <ol style="list-style-type: none"> <li>a. The original answer sheet shall be in 1 part having the barcode and unique serial number of the answer sheet.</li> <li>b. Thickness of the original sheet (A-4 size) shall be minimum 105 GSM.</li> <li>c. Appropriate security features shall be incorporated as required.</li> </ol> </li> <li>2. Both sides of OMR Sheets should be printed. On one side, instructions should be printed and on the other side, the space for marking answers should be made.</li> <li>3. All instructions on OMR Sheets should be bilingual.</li> <li>4. All OMR Sheets should be examined / checked and verified for its correctness &amp; quality before supplying to the Department.</li> <li>5. Printed answer sheets shall be packeted in quantities as directed by the IUAC in tamper-proof envelopes with appropriate labelling.</li> <li>6. Supply of sample answer sheets watermarked as 'SAMPLE' in sufficient quantity for testing and training.</li> <li>7. <u>Vendor will have to complete the printing work and supply of other exam related materials within 15 (fifteen) days from the award of work.</u></li> </ol> |
| 4.      | <b>Processing of OMR Answer Sheets, Scanning, Evaluation and</b>          | <ol style="list-style-type: none"> <li>1. Opening, sorting, scanning and processing of answer sheets shall be done by the vendor at IUAC. The OMR sheets shall be double scanned to check mismatches.</li> <li>2. OMR sheets shall be opened and scanned in the presence of officers appointed by IUAC.</li> </ol>  |

|  |                                 |   |
|--|---------------------------------|---|
|  | <p><b>Result Generation</b></p> | <p>3. The agency shall arrange all manpower, equipment, hardware, software and any other material required for these purposes.</p> <p>4. All answer sheets shall be scanned completely in good quality so that PDF image may be generated and stored in a soft copy.</p> <p>5. After scanning, the answer sheets shall be handed over to the IUAC duly packeted as directed with their scan number and a soft and hard copy for matching of scanned numbers and answer sheet's unique serial number for storage and retrieval.</p> <p>6. A soft copy of all complete answer sheets combined on the basis of unique serial number on OMR sheet shall be provided in signed DVD/external drives in duplicate to the IUAC.</p> <p>7. Pre-scanning and testing of sample OMR sheets shall be done by the vendor to ensure 100% accuracy.</p> <p>8. Processing of data captured on scanning of both parts, matching of data of OMR answer sheet of the candidate, after applying all checks to ensure flawless capture of information. The generated database must include details entered in the answer sheets completely with 100% accuracy.</p> <p>9. Manual data entry shall be done only with prior permission of the IUAC, with reasons to be recorded in writing, wherever required, to ensure that all fields are entered correctly.</p> <p>10. All answer sheets shall be evaluated. Any exceptions must be notified in writing to the IUAC.</p> <p>11. Processing accurate results of the candidates on the basis of the answer keys provided by the IUAC.</p> <p>12. Ensuring purity and total data security during and after the process.</p> <p>13. Generation of final merit list as per mandatory rules and parameters as specified by the IUAC. The roll no. of the candidate will be matched to the correct name and category details of the candidate so as to process the final merit list. The merit list so prepared shall be submitted to the IUAC in soft copies as well as hard copies which shall be duly certified by the responsible authorities of the agency.</p> <p>14. The database shall be handed over to the IUAC in two copies in external drives/DVDs of appropriate capacity. The database shall be in open server architecture and should be fully searchable.</p> <p>15. A verifiable audit trail of all activities undertaken shall be maintained by the agency which may be inspected by IUAC anytime.</p> <p>16. The header number/Serial number should be printed on OMR Sheet during scanning.</p> <p>17. The date and time of scanning should be printed on the OMR Sheet during scanning.</p> <p>18. The marks obtained should be printed on the OMR Sheet during scanning.</p> <p>19. The marks printed in OMR sheets and scanned data report should not differ from each other.</p> <p>20. Provision for identification of OMR Sheets which do not contain required/correct information related to the examination.</p> <p>21. The software of scanning should be able to evaluate as per the different weight-age/marks allotted to the questions.</p> <p>22. After scanning, the firm shall generate the Report giving the following parameters, i.e. Scan Number, Reference Number, Roll Number and Scores – both break up &amp; total with analysis based on subject wise marks.</p> |
|--|---------------------------------|---|

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|--|--|--|
|  |  | 23. Image of each OMR (image capturing) to be saved in the computer.<br>24. The scanning Firm may have to demonstrate at Director, IUAC, New Delhi for fulfillment of the above requirement. |
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## **IMPORTANT TASKS**

- 1. Double Scanning of OMR sheet and image capturing of OMR sheet**
  - Capture mark sense (bubbles, checks, tick marks)
  - Discriminate between smudges and erasures and valid marks.
- 2. Verification of data, generation of reports such as absentee list, item analysis, cross check from debarred list.**
- 3. Storing the images as per Bar Code Number/Register Number.**
- 4. Editing of variable master data such as Roll Number, etc.**
- 5. Data entry of OMR sheet which cannot be scanned.**
- 6. Raw data capture and handing over of the same in soft copy format.**
- 7. Matching of candidate identity from Master Record with OMR.**
- 8. Final processing of data for preparation of marks list.**
- 9. Generation of different lists viz. complete merit lists, category wise lists, roll no wise lists etc. after processing of data.**
- 10. The data so prepared has to be 100% error free.**
- 11. Provide data in CD/DVD or in such form as may be desired by the IUAC.**
- 12. Sorting out data discrepancy if any, using scanned image.**

## **TERMS AND CONDITIONS**

1. The firm will have to undertake the scanning/ processing of OMR Sheets in IUAC campus expeditiously, preferably within two days from the date of completion of exam.
2. The firm should be able to scan the OMR Sheets using the master answers prepared/marked on the OMR Sheets or transmitted from the Question Data Bank Computer. Further scanning machine should be linked to the dedicated computer to transmit the Scanned Data.
3. The firm should be capable of printing the score of a candidate on the OMR Sheets up to two places of decimal.
4. The firm should ensure that OMR Scanner system will scan the OMR Sheets supplied by IUAC after conduct of examination using the OMR Scanner system of the firm.
5. If the firm fails to supply the goods, scanning of OMR Sheets as per our requirement, the contract will be terminated without any notice and the firm will be blacklisted.
6. The manpower engaged should be trained. It will be the sole responsibility of the vendor that the men engaged are trained and the IUAC will not be liable for any mishap, directly or indirectly.
7. Mechanized equipments, wherever required if any, will be procured by the vendor.
8. The firm should submit a satisfactory performance report from at least three Government/Autonomous/PSU offices.
9. The Vendor shall be required to certify that persons deployed by him are not involved in any unlawful activity including theft, pilferage, sabotage etc. and he shall be fully responsible for their conduct. Vendor should also obtain entry passes/gate passes for the persons deployed by him for work, from the concerned branch of IUAC through Security in-charge.
10. The bidder should specifically give an undertaking specifying that he is not currently black listed by any court of law/statutory body.
11. Confidentiality of the process shall be paramount and any lapse shall invite penalties. The vendor shall ensure that its personnel shall not at any time, without the consent of IUAC in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by IUAC and shall not disclose to any information about the affairs of IUAC. This clause does not apply to the information, which becomes public knowledge.
12. If any work which cannot be done at the IUAC premises that component of work shall be allowed to be done outside at the sole costs, risks and responsibilities of the vendor. In this regard, all the costs such as labour, transportation etc. shall be borne by the vendor.
13. Be it private or public areas, all the workers are liable to be frisked/ checked by the security personnel at IUAC premises, both while entering and leaving the premises.
14. If the vendor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the Department for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign.
15. The vendor should quote for all items/works and agree to the terms and conditions of the work order without any addition/ alterations failing which the quote of the vendor will be summarily rejected.
16. In the event of the vendor's business or if any of its concerned division is taken over/bought over by another party, all the obligations and execution responsibilities under the work order with IUAC shall be passed on for compliance to that new party, inheriting business operations from earlier assigned party/agency.
17. The vendor should not assign or sublet or subcontract the contract or any part of it to any other agency. The penalty for non-compliance shall be revoking the work order.
18. The successful bidder will have to sign a Non-Disclosure Undertaking (NDU) with IUAC as per **ANNEXURE** attached.

19. IUAC also reserves the right to modify/relax any of the terms & conditions and/or cancel the work order without assigning any reason.
20. In view of the nature of the work, IUAC expects 100% error free processing of the recruitment process at all stages.
21. The agency must possess valid licenses of the software used for the IUAC, if required.
22. All information, data, reports, studies, object modules, executables, flow charts, diagrams of any nature whatsoever produced by, for, or as a result of, any of the Services, and all copies of the foregoing, shall be the sole and exclusive property of the IUAC, New Delhi. The information or documents required, created and submitted in the development and implementation of this work in any or all source code modules and on all reports, CDs, DVDs, Portable Hard disk software screens, flowcharts and diagrams shall be the exclusive property of the IUAC.
23. The selected agency shall provide information/database/results in hard copy as well as in soft copy, as and when desired by the IUAC.
24. The vendor must have his own Establishment/Setup/Mechanism, etc. at his own cost in Delhi/NCR to ensure correct and satisfactory performance of his liabilities and responsibilities under the work order.
25. Decision of IUAC regarding satisfactory completion of the job will be final & binding on the Vendor. If the work is not found satisfactory then the Vendor may be asked to redo the work at no additional cost to IUAC. The Vendor shall be bound by any such decision/direction of IUAC officials.
26. IUAC reserves the right for discontinuation of the service at any stage if the services are found to be unsatisfactory and also IUAC has the right to award the contract to any other agency at the costs, risks and responsibilities of the current agency and excess expenditure incurred on account of this could be recovered from the pending bill or by raising a separate claim on defaulting service provider agency.
27. Failure to comply with the conditions governing this Contract, unsatisfactory work/workmanship shall subject the Vendor liable for Penalty and Termination of Contract.
28. Sample OMR Sheets may be shown to Administrative Officer (Personnel), Inter University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi -110 067, for approval.
29. In case of any difficulty/doubt, the Senior Administrative Officer, IUAC, New Delhi may be contacted on any working Day.
30. The IUAC reserves the right to modify any of the conditions without assigning any reason.

## **PENALTY CLAUSE**

1. Any damage or loss caused by vendor's persons to IUAC in whatever form would be recovered from the vendor.  
The Vendor shall ensure that IUAC property is not damaged due to his staff's carelessness or through use of any material/methods etc.
2. The decision of competent authority of IUAC as to the quantum and value of damage/loss and the extent of recovery to be made from him, shall be final and binding on the Vendor.
3. In case of delay of disposal of allotted work to the vendor, a penalty of Rs. 1,000/- per day shall be levied by IUAC and the same shall be deducted from the vendor's bills.
4. In case any of vendor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same, it will be treated as absence and penalty as mentioned in clause (3) shall be levied.
5. In case the vendor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, IUAC reserves the right to impose the penalty as decided by Director, IUAC.
6. IUAC may impose penalty on the agency empaneled for mistakes/irregularities committed by the agency. Following is an illustrative list of the specific penalties:
  - a. Not having the adequate infrastructure/capacity to perform the work as per agreement.
  - b. Failing to complete the whole scanning activity in r/o each assignment within the period stipulated by the IUAC.
  - c. Failing to process the results or reading of the data on OMR machine and providing Image thereof.
  - d. Any loss, damage, financial liability etc. accruing to the IUAC by way of Court orders; litigation or under Right to Information Act Or otherwise on account of any irregularities, negligence, omission, commission or mishandling etc. the agency shall be accountable and the entire damage or loss of financial liability shall be borne entirely by the Agency.

## **PAYMENT TERMS AND CONDITIONS**

1. The firm should submit the bills in three copies enclosing satisfactory certificate from the users.
2. The payments shall be released only after the completion of the entire work up to the satisfaction of the IUAC as per the rate quoted and accepted. TDS (Tax Deducted at Source)/Service tax (as applicable) will be deducted by the IUAC as per rules. GST shall be paid by IUAC as per applicable rules.
3. If as a result of post payment audit any overpayment is detected in respect of any work done by the vendor or alleged to have done by the vendor, it shall be recovered by IUAC from the vendor.
4. No Payment will be made for the machines, tools and appliances to be brought in by the vendor for providing the services mentioned in this tender.

## **OBLIGATION OF THE VENDOR**

1. The vendor shall ensure full compliance with tax laws of India with regard to this work order and shall be solely responsible for the same. The vendor shall keep IUAC fully indemnified against liability of tax, interest, penalty etc. of the vendor in respect thereof, which may arise.
2. Also, vendor's bill will be liable for deduction of TDS as per the rates specified by the tax laws of India. However, vendor shall not violate the minimum wages act while paying wages to his/her employees deployed at IUAC even after the deduction of TDS from vendor's bill. Paying minimum wages to his/her employees deployed at IUAC is the liability of the vendor.
3. Vendor must submit an undertaking on affidavit that the company/firm has not been black listed by any court of law or any statutory body and in future if it takes place, the work order would be terminated.
4. In case the vendor is found in-breach of any condition(s) of work order at any stage during the course of contract period, legal action as per rules/laws shall be initiated against the vendor.
5. Any act on the part of the vendor to influence anybody in IUAC is liable to rejection of his work order.

## **INDEMNIFICATION**

1. IUAC will not be responsible for any injury or losses sustained by agency's personnel during the performance of their duties and also for any damages or compensation due to any dispute between the agency and its workers.
2. All the liabilities arising out of any provisions of the labour laws / Acts / enactments / instructions in-force or enacted from time to time during the duration of this agreement, shall be the responsibility of the agency. Furthermore, the agency shall be responsible for the payment of compensation, insurance or other claims of its employees or any other kind what so ever. IUAC will not be responsible for the employees deployed on the work by the agency.
3. The vendor shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the vendor.
4. The Vendor shall at his own cost comply with all the statutory provisions, laws, rules, orders, notifications, etc. whether issued by Central or State or Local Government as applicable to him and to this work order from time to time while discharging his responsibilities under this contract and indemnify IUAC against any loss which accrues to the IUAC directly or indirectly on account of commission/ omission of his responsibilities under this contract.
5. IUAC will not be responsible for any misinterpretation of terms and conditions or wrong assumption by the vendor.

## **DISPUTE RESOLUTION**

1. The work order shall be governed by the laws and procedures established by Government of India, within the frame-work of applicable legislations and enactments made from time to time concerning such techno commercial dealings/processing.
2. Any dispute and/or difference arising out of or relating to this work order will be resolved through joint discussion of the authorities' representatives of the concerned parties.
3. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by IUAC. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
4. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the vendor shall continue to be made in terms of the work order.
5. All disputes in this connection shall be settled in Delhi jurisdiction only.

## **MISCELLANEOUS**

Any other terms & conditions, mutually agreed to, prior to finalization of the contract shall be binding on the Agency and IUAC, during the period of the work order. Any default of any terms and conditions of the work order will result in rejection of the work. Also, the terms vendor(s) and bidder(s) used in the tender document anywhere have same meaning.

## Format for Quotation

Sealed quotation should be submitted in the prescribed format as given below, duly filled in and signed by the Bidder on or before **22<sup>nd</sup> August, 2022 (up to 03:00 P.M.)** superscribing “Quotation for supply & printing of examination material” with due date on the envelope.

| Sl No. | Description of Item/Work  | Offered Price/Unit | Quantity Required   | Total Cost |
|--------|---|--------------------|---------------------|------------|
| 1      | Printing of bilingual question booklet (Thickness – 60 GSM or more, 10 pages approx.)   |                    | 4100                |            |
| 2      | Supply of Examination Centre Management Kits which will include – List of roll numbers, Seating plan, Attendance Sheets, desk slips, packing materials etc. |                    | For 4100 candidates |            |
| 3      | Designing, Printing (both side) and supply of OMR Answer Sheets (Thickness – 105 GSM, A4 size)  |                    | 4100                |            |
| 4      | Double Scanning of OMR Answer Sheets, Evaluation, Generation of Result, various statistics/report etc.  |                    | Up to 4100          |            |
|        | GST   |                    |                     |            |
|        | Grand Total   |                    |                     |            |

**Quotation should be addressed to –**  
Senior Administrative Officer  
Inter University Accelerator Centre,  
Aruna Asaf Ali Marg,  
New Delhi – 110067  
Email: [personnel@iuac.res.in](mailto:personnel@iuac.res.in)

NON-DISCLOSURE UNDERTAKING

To,  
**Director**  
Inter University Accelerator Centre  
Aruna Asaf Ali Marg,  
New Delhi – 110067.

**Sub:** - Printing and supply of Examination related material

Sir,

This has reference to the Work Order No..... dated ..... awarded to M/s  
.....

In compliance with the terms and conditions of NIT, I hereby undertake: -

1. To treat all the information that comes to my knowledge as part of scope of work as confidential information and shall maintain absolute confidentiality. I will not publish or otherwise disclose any information to any one in any manner (physical/digital/electronic format).
2. To complete the assigned tasks within the stipulated time period and the assigned staff to IUAC for the above said work shall not be diverted to other engagements which would otherwise conflict with my obligation towards the IUAC.
3. To abide by data security policy and related guidelines of the IUAC.
4. After the completion of above work, I shall promptly surrender and deliver to the IUAC all the record/material, documents or data which is of confidential nature.
5. I shall keep IUAC informed of any change in my address or contact details during the period of my engagement.
6. I understand that the work order can be terminated at any point of time for breach of the above conditions and my firm/company can be proceeded against under the relevant laws for the time being in force.
7. For the purpose of this undertaking, Confidential Information means any information received from IUAC in connection with the conduct of Recruitment Test, whether in physical, electronic or in digital format.

Signature .....

Name .....

Address.....

.....

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Contact No. ....

E-mail .....

Dated .....