



Baba Farid University of Health Sciences, Faridkot

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No. 16-BFUHS(UPFD)2020/ 7906

Date : 22/4/20

Web Site

Sub: Quotations for printing of OMR sheets.

Sealed quotations are invited for printing of OMR sheets as per following specifications:-

Sr. No.	Type of OMR sheet	Quantity
1.	OMR sheet without University Logo and Name	5000 nos.
2.	OMR sheet with University Logo and Name	30,000 nos.

1. The OMR sheets should be as per specimen attached.
2. The OMR sheets should be of a minimum of A-4 size and 110-120 GSM Paper.
3. Both sides of OMR sheets should be printed. On one side, instructions should be printed and on the other side, the space for making answer should be made.
4. Proper timer marking with required intensity and alignment should be printed.
5. All OMR sheets should be verified before supplying to the University.
6. Serial numbering should be printed on OMR sheets.

Terms and conditions:-

1. Payment : By Cheque on receipt of material in good condition and after satisfactory inspection report.
2. Delivery : FOR University Office, Faridkot
3. Rate : Inclusive of all taxes or taxes (as applicable), if any, be mentioned separately in the quotation. Rates should be inclusive packing and forwarding charges if any.
4. Quantity : Quantity may increase or decrease.
5. Proof : Proof be got approved from the Admission Branch before final printing..
6. Design of each OMR Answer sheets will be provided by Admission Branch at the time of placing orders.
7. The Firm should arrange its own scanner, software and manpower for scanning.
8. University is required to conduct special tests for admissions/recruitments. In such cases, the OMR sheets may be very limited, i.e. one hundred or two hundred etc. along with different types of Question Papers masters. Under such conditions, the firm should also be able to undertake the work.
9. The University reserves the right to reject the any quotation without assigning any reason.
10. University reserves the right to reject the material if material not found as per specification of the supply order.

However, for any query of clarification or to check sample, you may contacted to Admission Branch, BFUHS, Faridkot on any working Day.

Quotations must be submitted through post/track able courier. By hand quotations will not be entertained.

It is further mentioned that only the terms & conditions mentioned by the University on quotation performa will be considered for supply order. Moreover, the rates be quoted as per specifications mentioned in this quotation letter. **Please provide the sample of paper use of this work alongwith your quotation.**

You are requested to send your lowest quotation in a sealed cover, addressed to the Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) and the words "QUOTATION FOR PRINTING OF OMR ANSWER SHEETS" may please be inscribed on top of the envelope.

Last date for receipt of quotation in the University office is 4.5.2020 by 5.00 PM

Prof. In-charge (UPFD)