



Baba Farid University of Health Sciences, Faridkot
Sadiq Road Faridkot – 151203 (Pb) India
Phone: 01639-256232, 256236
Fax: 01639-256234
Web: www.bfuhs.ac.in

No. 16-BFUHS(UPFD)2017/ 16058-65

E-mail: generalinfo@bfuhs.ac.in

Date : 02/05/17

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Sub: Quotations for printing of OMR sheets and Scanning for session 2017.

Sealed quotations are invited for printing of OMR sheets and OMR scanning (General instructions and specification attached) for PPMET, PPBNET and PMNET entrance test for session 2017:-

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.

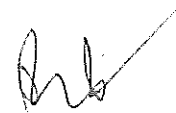
However, for any query of clarification or to check sample, you may contacted to Admission Branch, BFUHS, Faridkot on any working Day.

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, SCANNING OF OMR ANSWER SHEETS" may please be inscribed on top of the envelope.

Last date for receipt of quotation in the university office is 15.5.2017 by 5.00 PM


In-charge (UPFD)
For Registrar

General Instructions

1. The firm should be ISO Certified Company;
2. The requirement of OMR Sheets will be intimated separately as per the requirements of the numbers of candidate appearing in the examination in every suggestion;
3. The contract be awarded to one single firm only to carry out entire work relating to supply of OMR Sheets, and scanning of OMR Sheets including processing & Printing of scores on the OMR Sheets to avoid compatibility problems
4. At occasions, University is required to conduct special examinations to fulfill the need of the admissions. 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 be able to undertake the work

Scanning Specifications

1. The firm should arrange its own scanner, software, and manpower for scanning.
2. The header number / serial number should be printed on OMR Sheet during scanning.
3. The date and time of scanning should be printed on the OMR Sheet during scanning
4. Provision for identification of OMR Sheets which do not contain required/ correct information related for examination.
6. The software of scanning should be able to evaluate as per the different weightage / marks allotted to the questions.
7. After scanning the firm should be able to generate the Report giving at least the following parameters, i.e. Scan Number, Reference Number, roll Number and Scores – both break up & total with analysis based on subject-wise marks as required.
8. The firm will provide the soft copies of scanned sheets in jpg file format of each candidate. Specification enclosed herewith. *ANSX II*
9. The firm will provide the soft copies of marked answers scanned sheets in jpg file format of each candidate. Specification enclosed herewith. *ANSX I*

Specifications

1. The OMR Sheets should be of a minimum of A-4 Size and 110 -120 GSM Paper.
2. Both sides of OMR Sheets should be printed. On one side, instructions should be printed and on the other side, the space for making answers should be made;
3. Proper timer marking with required intensity and alignment should be printed;
4. All OMR Sheets should be scanned and verified before supplying to the Department.