

Administration of
Daman & Diu, U.T.
Department of Elementary Education
Daman

No. ADE/DP/Gunotsav/19-20/3

Date: 4/01/2020.

E- TENDER (ON LINE) INVITATION NOTICE

The Deputy Director of Accounts, District Panchayat, Daman behalf of the President of India invites e-tender in Two bid system through online on <https://www.ddtenders.gov.in> from interested Party/Manufacturers/Whole Sale Dealers/Suppliers for Printing, Scanning and Evaluation for Gunotsav in Daman & Diu as scheduled below:-

Sr. No	Description	Earnest Money Deposit	Tender fee (Non - Refundable)	Tender ID No.	Time-limit
1	Printing, Scanning and Evaluation for Gunotsav in the UT of Daman & Diu	Rs. 0.44 Lakhs	Rs. 2000/-		(a) Printing & Distribution (As per Annexure-B) (b) Data analysis & Report (3 month from the issue of work order)

*Online downloading start	04/01/2020
*Bid document download ended	20/01/2020, 15.00 Hrs.
*Last date and time for Receipt of Bid	20/01/2020, 15.00 Hrs.
<ul style="list-style-type: none">- Tender Fees in form of Demand draft and EMD in form of FDR only should be submitted online compulsory as well as submitted Physically. In office of the Education Officer (Pry.Edn.).The tenderer who fails to deposit/submitted EMD and DD will summarily be rejected.- No other documents required physically except DD and EMD.	21/01/2020, 15.00 Hrs.
<ul style="list-style-type: none">• Online Technical bid Opening	21/01/2020, 12.00 Hrs.
<ul style="list-style-type: none">• Online Opening of Price Bid	21/01/2020, 16.00 Hrs.
*Bidder have to submit price bid in Electronic Format only on https:// www.ddtenders.gov.in website till the date and time for submission. Price Bid in physical format shall not be accepted in any case.	
*The tender fees are Non Refundable even in case of non opening of Price Bid due to disqualification of bidder.	
The Tender Inviting Authority reserves the right to accept or reject any or all the tender to be received	



without assigning any reasons thereof.

The tender form along with all details including schedule and terms and conditions can be downloaded from the Web Site www.ddtenders.gov.in or the tender notice can be viewed in www.daman.nic.in. The Tender Fees (Non Refundable) in form of DD in favour of **Chief Executive Officer, District Panchayat, Daman** may be kept in Technical Bid along with above mandatory documents. The price shall be opened to those agencies who qualify in Technical Bid.

In-case any difficulty or issue in handling of the GePNIC portal, 24 x 7 Help Desk number 0120-4200462, 0120-4001002, 0120-4001005 and 0120-6277787 may be contacted or NIC, Daman may be conducted on phone or through email to support-gepnic-dd@nic.in.

Deputy Director of Accounts
District Panchayat
Daman

Copy fd.w.cs to;

1. The President, District Panchayat, Daman,
2. The Vice President, District Panchayat, Daman
3. All Head of Offices Daman, for wide publicity
4. The Field Publicity Officer, Daman, with a request to publish the same in leading daily news papers in Gujarati & English News paper and in the Indian Trade Journal (ITJ) published by the Director General of Commercial Intelligence and Statistics, Kolkata.
5. The SIO, NIC, Secretariat, Daman for publication on Website www.daman.nic.in

Administration of
Daman & Diu, U.T.
Department of Elementary Education
Daman

No. ADE/DP/Gunotsav/19-20/ 2

Date: 4 /01/2020.

TERMS AND CONDITIONS FOR PRINTING, SCANNING AND EVALUATION MATERIALS FOR GUNOTSAV IN THE UT OF DAMAN & DIU.

Mandatory Tender Term and Condition

- The tender fees in form of Demand Draft and EMD in form of FDR will be submitted in favour of the "Chief Executive Officer, District Panchayat, Daman" will be submitted along with the tender document in separate cover.
- Registration certificate of Manufacturer/Whole Sale Dealer/Supplier,
- Certificate of GST Registration,
- PAN No,
- Average Annual Turnover @38 lakhs for the last three financial years,
- Audit reports of three preceding financial years',
- Last Years' Income Tax return,
- security press Certificate issued by IBA/RBI,
- copy of terms and conditions duly signed stamped by the bidder and other documents etc.

All above documents should be scanned and uploaded online by tenderer and hard copy of the DD and EMD only to be submitted in the office of the Tender Inviting Authority by RPAD/Speed post or put into Tender Box kept in the office of the tender inviting authority. In case, physical submission through RPAD/Speed post, the Tender Inviting Authority shall

1. The agencies are hereby invited to submit Technical and Financial Proposal for **Printing, Scanning and Evaluation for Gunotsav Materials &** supplying it at Office of the Asstt. Director of Education, District Panchayat, Daman & Diu separately as per instruction of Department of Elementary Education, Daman. The details is as below:-

Particulars	Specifications	Quantity	Delivery Period	Place of Delivery
Gunotsav Materials	As per Annexure-C (A1 to A7)	As per Annexure-C (A1 to A7)	As per Annexure-B	Department of Elementary Education, Daman & Diu separately



2. Bid Proposal

- a) E-Tenders are invited from the experienced organizations for the printing of
- (1) Question paper Booklet
 - (2) Printing of OMRs
 - (3) Result/Data Processing work/Analysis of data and making of Micro Analysis different reports as per the requirement in the most confidential in the most manners. Quality printing of question paper and OMR sheets is required to be carried out by the tenderer own security press with utmost secrecy, accuracy and self-sufficiency. Being confidential nature of work, tenderer should carry out the printing of question paper outside Daman & Diu regarding Gunotsav assessment. Tenderer will solely responsible for breach of confidentiality of question paper.
- a) A tenderer have well sufficient experience of making of Result, Data Processing, Analysis of data and making of Micro Analysis different reports of Assessment work.
 - b) Tenderer Agency/Owner/proprietor/directors having experience of DTP, confidential Printing, data processing and result analysis work and also must have security press certificate issued by IBA/RBI.
 - c) All DTP work for Question papers will be carryout by tenderer at the premises of the Department of Elementary Education, Daman and tenderer depute his own DTP team with technical infrastructure as per requirement/instruction given by the Department of Elementary Education, Daman.
 - d) Scanning of OMR work should be carryout at the Department of Elementary Education, Daman & Diu District separately and the reports also to be compiled separately.
 - e) Report of Micro Analysis should be carried out by Tenderer and all data cross tallying by the officers concerned as and when required. The tenderer provide the report of the same after completion of work during the year.
 - f) Gunotsav assessment with utmost accuracy, secrecy, confidentiality to prevent unfair means cases. This work involves Question paper printing and OMR sheet printing with variable barcode and student details for various assessments as per requirement of the Department of Elementary Education for conducting Gunotsav assessment has to take services from the agencies who provides such services with utmost accuracy, secrecy and confidentiality.
 - g) As being a confidential nature of work, it is required to maintain secrecy all printing and packing activity of question paper booklet must be done outside of Daman & Diu confidentially.
 - h) The Department of Elementary Education, Daman will provide question paper, layout of OMR sheet, and Quantity and Serial number details along with confirmed work order.
 - i) The tenderer should complete composing, proofing, corrections and jumbling of questions and answers in 04 sets within 02 days after receiving of material in respective form under overall supervision of Asstt. Director of Education, District Panchayat, Daman.
 - j) The tenderer should complete the printing of Question Paper Frame/Booklet and OMR sheets with variable data within 05 days from the date of completion of proof reading.



- k) School wise, CPS wise and District wise details, Students Data with Roll No. will be provided by the Department of Elementary Education, Daman for packing of Question Paper Booklets and OMR printing along with confirmed work order. Tenderer should have to prepare Packing Memo according to details given by the Department of Elementary Education, Daman.
- l) The tenderer should complete Question Booklet Printing, OMR sheet and Packing of Question Paper Booklet and OMR sheet school wise and CPS wise in corrugated boxes as per Packing Memo before 4 days of date of assessment.
- m) The above confidential material should be dispatched on time and place as decided by the Department of Elementary Education, Daman.
- n) The premises where the work will be executed should have adequate security arrangements like security guards, CCTV etc. as the work is highly confidential in nature and the cost of the same remains to the L1 bidder.
- o) The tender inviting Officer shall reserve the right to reject or accept the bid without showing any reason in written.
- p) The contract shall be for the full quantity as per description mentioned above however any changes will be bidding on L1 bidder which will be communicated where found necessary by the Competent Authority.
- q) Price Quoted by bidder should be including GST & UTGST or any tax imposed by the Govt. of India from time to time.
- r) Price Quoted by bidder should be Inclusive transportation, packing, folding, cutting, Scanning Processing, Analysis, Report Generation and Results charges etc.
- s) Work shall be allotted to Single Tenderer and cannot be Split among Tenderers.

3. Each bidder shall submit only one Tender.

4. Validity of Tender

Tender shall remain valid for a period of 90 days after the deadline date for bid submission specified in e-tendering schedule or in exceptional circumstance any longer time limit mutually agreed by both bidder & employer.

5. Evaluation of Tender

- 5.1 The tender inviting officer will evaluate and compare the tender determined to be substantially responsive i.e., which are properly signed and conformed to the terms and conditions and specifications.
- 5.2 The second part the commercial bid will be opened only of the technically qualified bidders. The bidders who have not qualified technically his commercial bid will not be opened under any circumstances.

6. Award of contract

- 6.1 The tender inviting officer will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price. Total amount will be considered while deciding L1. If required, the tender invitee officer reserves the right to negotiate the prices, with 1st lowest Evaluated responsible bidder only.

6.2 Work shall be allotted to Single Tenderer and cannot be Split among Tenderers.

7. Notwithstanding the above, the tender inviting authority reserves the right to accept or reject any tender and to cancel the bidding process and reject all tender at any time prior to the award of contract.
8. The bidder, whose bid is accepted, will be notified for the award of contract by the Purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. Price bid for the offer of price is attached herewith as an **Annexure –A. This shall be submitted online only.**

10. Tender Fee

10.1 Tender fee (Non refundable) shall be in the form of D.D. in favor of the Chief Executive Officer, District Panchayat, Daman in separate cover which reflect as "TENDER FEES" without fail. Tender without tender fees will not be entertained.

10.2 Demand Draft for Tender fee shall be submitted in electronic format through online (by scanning) while uploading the bid as well as physical submission. This submission shall mean that tender fee is received for purpose of opening the bid. Accordingly offer of those shall be opened whose tender fee is received electronically. However for the purpose of realization of D.D. bidder shall send the D.D. in original along with tender documents.

11. Earnest Money Deposit

11.1 The Earnest Money Deposit for an amount of Rs. **44,000/- (Rupees Forty Four thousand Only)** in form of **Fixed Deposit Receipt** only from any **Nationalized Bank/Scheduled Bank** drawn in favour of the **"Chief Executive Officer, District Panchayat, Daman"** should be enclosed with the Technical Bid of tender. **Tender without E.M.D. or E.M.D in other form will not consider and summarily be rejected.**

11.2 Any bid not accompanied by an acceptable bid security as indicated sub clause 11.1 & 11.2 above shall be rejected by Employer as non-responsive.

12. Performance Security

12.1 The successful bidder will have to deposit Security Deposit of an amount equal to 10% of the total value of the tender cost within ten (10) days from the date of demand. The amount of EMD deposited at the time of tender shall be treated as a part of the Security Deposit. The Security Deposit can be accepted in the form of FDR only drawn from any Nationalized bank payable at Daman. The validity of the FDR shall be a minimum of six months.

12.2 Failure of the successful bidder to comply with requirements of sub clause 12.1 shall constitute sufficient grounds for cancellation of award and forfeiture of the bid security.

12.3 The E.M.D./S.D. paid will be refunded only on satisfactorily completion of the work and on payment of bills of the supplies as to be admitted for payment.



13. Payment

- 13.1 The agency has to produce a single bill for Daman & Diu to the Deputy Director of Account, District Panchayat, Daman.
- 13.2 Payment for Item No 1 to 6 (Mentioned as per Annexure: A in Price bid).
- a) 60 % Payment will be made on production of receipt of delivery of **Gunotsav Materials** in token of proof of successful delivery by concerned authority of Department of Asstt. Director of Education, Daman & Diu separately.
 - b) Remaining 40% Payment will be made after receiving all the Materials from the tenderer for Scanning and Evaluation purpose for this. The payment will be made after production of Receipt from the Department of Elementary Education for receiving of all material satisfactory and completion of work compulsorily.
 - c) Payment without **Preprinted Students Information OMR Sheet** shall not be made.
- 13.3 Payment for Item No 7 and 8 (Mentioned as per Annexure: A in Price bid).
- a) 60% of the amount shall be paid for work including scanning of OMR Sheet and its editing, on supply of the data on CD/DVD.
 - b) 40% of total the amount shall be paid for Result Data Processing and Analysis after declaration of final result report.
 - c) Payment will be made on the basis of number of records with marks which are fed either through scanning/manual entry.
- 13.4 No advance payment shall be made except work completed.

14. Specimens

- 14.1 Bidder can submit sample of maximum up to 3 approved paper mill, he has to use any of the sample out of this 3 for one batch of job work. However, bidder has to intimate in writing to this office as well as to third party consultants.
- 14.2 Bidder has to submit the sample of paper with specification, i.e. gsm, type of paper, name of paper mill with sign. & seal with technical proposal otherwise tender will be treated as none responsive. And he has to use same paper in the material as per sample only.

15. Corrections if any shall be made by crossing out, initialing, dating and rewriting.

16. Bidder has to finalize the proof from concerned officer i.e. Department of Elementary Education, Daman, within 02 days of the work offer and get duly signed & dated Certificate.

17. Packing

- a) The agency has to print OMR sheets with variable barcode and student's details as per approval of the Department of Elementary Education, Daman.



- b) The question paper and printed OMR sheet with barcode and student details should be packed in such a way that the student will get same OMR sheet with student detail as printed on OMR sheet at school level.
- c) Class wise, Date wise Question Paper booklets and OMR sheets to be packed in separate temper evident security PVC Bag.
- d) Such Temper evident security PVC Bag more than 50 micron pasted with sticker showing information regarding District Name, Center Name, Block number, No. of question booklets. Details of serial numbering with Class wise, Subject wise and Date wise etc.
- e) Such temper evident security. PVC bags more than 50 micron (Class wise; Subject. wise, Date wise) containing question booklets to be packed in 7 Ply Corrugated box showing District Name, Center 'Name, No. of question booklets, No. of packets & details of serial numbering with Class wise, and Date wise etc.
- f) Class wise, Date wise temper evident security PVC bag more than 50 micron with pasting of sticker with instructions of presence report of candidates for returning of filled OMR Sheet of present candidates to be put in above 7 ply corrugated box.
- g) Delivery of such ready corrugated boxes of question paper booklets and OMR sheets at various districts or the destination as per instruction of Department of Elementary Education, Daman & pickup of filled OMR Sheets from District office as decided by the Department of Elementary Education, Daman.
- h) All Printing and Packing activity of Question Paper Booklet must be done outside of Daman & Diu.

18. Terms and Conditions for OMR scanning, Result Data processing and Analysis of data:

The following main points may please be kept in view while submitting rates for scanning of OMR sheets, Result Data processing and Analysis of data: -

- 18.1 The successful bidder shall have scanners and computer systems including printers installed at their premises and have to complete all scanning and data finalization process within 45 Days from date of assessment. Data recognition, checking and updating can be carried out at its own computer centre and in no case shall be subcontracted.
- 18.2 The agency will arrange for collection of input documents/data from the Department of Elementary Education, Daman and return the same along with the output reports to the Department of Elementary Education, Daman.
- 18.3 The data stored will be the property of the Department of Elementary Education, Daman and the agency will have to supply a copy of the updated data file on CD/DVD as and when required. Data will not be erased without written permission.
- 18.4 Errors and Deductions: Any variation in document and the data base supplied, in Child Name, Unique ID, Gender, Standard, Section, medium of instruction, Subject code, school name and school code in OMR sheet shall be treated as an error and shall be the responsibility of the agency. For an error, the company shall be liable to pay charges at the rate of Rs.1000/- per error.



- 18.5 The successful bidder shall be responsible to maintain full secrecy and complete the work within the time schedules. The successful bidder must be reliable and capable of performing the assessment jobs through OMR technology.
- 18.5.1 The approximate number of OMR sheets for scanning would be as per mentioned Annexure- A Sr. No. 7.
- 18.6 The number of OMR sheets may increase/decrease as per conduct of actual assessment.
- 18.7 The contract may be terminated at any time due to failure to data feeding through scanning or the work being found unsatisfactory, and as a result, the security amount deposited by the successful will be forfeited and the work allotted would be withdrawn. The Department of Elementary Education, Daman reserves the right to get the work executed from other bidder at the risk and cost of the firm which was given contract.
- 18.8 Any controversy or claim arising out of or breach thereof will be settled by the Chief Executive Officer, District Panchayat, Daman. The decision of the Asstt. Director of Education, District Panchayat, Daman will be final and binding. In case of any dispute, jurisdiction will be Daman, Asstt. Director of Education, District Panchayat, Daman only.
- 18.9 **Leakage of Secrecy:-**
In case of any leakage/mishandling of Confidential/record fact(s) security money 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 the Asstt. Director of Education, District Panchayat, Daman.

19. Penalty

- 19.1 If the contracted assignment is not completed in full within the period as stipulated in the Contract Agreement, a penalty at the rate of 0.5% of the value of remaining quantity will be levied per week from the date of expiry of the stipulated period maximum up to 5%. The Contract may be terminated at the discretion of the Employer and at the risk and cost of the bidder.
- 19.2 The quantity & printing text pages shown in the tender is an approximate, it may be variable as per our requirement. Payment will be done proportionately.

20 In case of leakage of question papers at the Tender printer's End:

Heavy penalty including Police Actions as per the Law will be imposed on printer and he will be black listed forever. The entire expenditure for reprinting of papers and other charges will have to be borne by him.

21 APPEAL

Appeal against the decision to impose such a penalty will lie with the Tender Selection Authority. The concerned agency may appeal to the authority citing the proper reasons for non- imposing the penalty as stated.



22. Quality

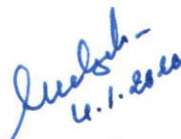
22.1 Bidder has to fulfill all the quality parameters of the paper, Brightness of paper printing and bindings. Bidder should submitted one sample of paper and furnished product at tender inviting authority.

22.2 The Department of Elementary Education, Daman reserves the right to make inspection during the ongoing printing job, Packing box & dispatching materials.

23. Rate may be valid for 12 months from the date of issue work order.

24. The Department of Elementary Education, Daman reserved the right to allot 50% additional work as approved rate.

25. The Department of Elementary Education, Daman reserves the right to reject any or all bid without assigning any reason thereof. For any dispute Jurisdiction will be the UT of Daman & Diu, Daman jurisdiction.


Deputy Director of Account
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THE ABOVE TERMS & CONDITIONS ARE ACCEPTED AND ARE BINDING TO ME

Signature and name of the Supplier/Manufacturer/Whole Sale Dealer/Vendor

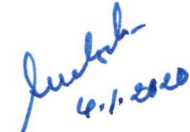
ANNEXURE-A

PRICE BID

Sr. No.	Description of Goods	Specifications	Unit	Quantity	Rate for Unit		Total Amount Rs. (col. 5 x 6)
					In Figure	In Word	
1	2	3	4	5	6	7	8
1	Gunotsav Manual	Annexure-C-A1	Nos.	300			
2	Vanchn, Ganam, Lekhan Frame (Std. 3 to 8)	Annexure-C-A2	Nos.	431			
3	Question Paper Booklet (Std. 6 to 8)	Annexure-C-A3	Nos.	5764			
4	Vanchan, Ganam, Lekhan OMR Sheet (Std. 3 to 8)	Annexure-C-A4	Nos.	625			
5	OMR Sheet (Std. 6 to 8)	Annexure-C-A5	Nos.	5974			
6	School Evaluation OMR Sheet	Annexure-C-A6	Nos.	90			
7	Scanning & Data Processing Work	Annexure-C-A7	Nos.	5850			
8	Analysis of data-micro analysis, Result & Reports	Annexure-C-A7	Nos.	11100			
			Overall Total Rs.				

Note :-

- (1) This form should be submitted online only.
- (2) Price should be quoted inclusive of all taxes.
- (3) Bidder has to fill up the rate for the all items. Overall total (total of Sr. No.1 to Sr.No.8) will be considered while deciding L1.


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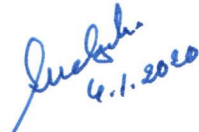
ANNEXURE-B

TIME SCHEDULE

Sr. No.	Particular	Nos. of Days for work	Total days for work
1	Work Order	W.O.	
2	Proof Reading	03	W. O.+ Proof Reading (03)
3	Printing of Materials	05	W. O.+ Proof Reading + Printing of Materials (08)
4	Supply the materials at Department of Elementary Education	02	W. O.+ Proof Reading + Printing of Materials + Supply the materials (10)

Note :-


Above Time Schedule is suggested but bidder has to supply the materials at Department of Elementary Education on or before 10 days from the date of Work Order otherwise penalty will be levied as per tender clause No.19.


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ANNEXURE-C (A1)

Specification of Gunotsav Manual (English & Gujarati)

Size	:	8.5 X 11 Inch (Finished)
No of Pages	:	50 Pages + 4 Cover Page
Printing	:	Text Pages : Single colour printing Cover Page : 4 + 4 colour Printing
Qty	:	300 nos.
Paper	:	Text Pages 70 GSM White Maplitho Brightness:90 (+/- 2 Tolerance) Cover Pages : (A) 210 GSM Art paper C2C both side coated OR (B) 190 GSM Folding Box Board (FBB)
Finish	:	Center pin Binding (Two pin)
Input	:	Art work will be prepared by agency.
Packing	:	1 packet of total 35 Manual. Top Bottom straw board with strapping Patti and label


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ANNEXURE-C (A2)

Specification of Vanchan, Lekhan & Ganan Frame (Std. 3 to 8)

Size : 8.5 X 11 Inch (Finished)

No of Pages :

Sr. No.	Item	No. of Pages	Quantity (No of Booklet.)			
			Gujarati	English	Hindi	Total
1	Vanchn ,Ganan, Lekhan Frame (Std. 3) (Four medium i.e. Gujarati, English & Hindi)	16	60	25	3	88
2	Vanchn ,Ganan,Lekhan Frame (Std. 4) (Four medium i.e. Gujarati, English & Hindi)	16	60	25	3	88
3	Vanchn ,Ganan,Lekhan Frame (Std. 5) (Four medium i.e. Gujarati, English & Hindi)	16	60	25	0	85
4	Vanchn ,Ganan,Lekhan Frame (Std. 6 to 8) (Four medium i.e. Gujarati, English & Hindi)	16	160	10	0	170
Total			340	85	6	431

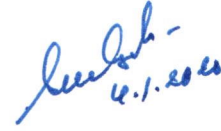
Printing : Single Colour

Paper : Text Pages 70 GSM White Maplitho Brightness:90 (+/- 2 Tolerance)

Finish : Center pin Binding (Two pin)/ Gum Binding

Input : Art work will be prepared by agency.

Packing : 1 packet of total 100 Frame. Top Bottom straw board with strapping Patti and label


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ANNEXURE-C (A3)

Specification of Question Paper Booklet (Std. 6 to 8)

Size : 8.5 X 11 Inch (Finished)

No of Pages :

Sr. No.	Item	No. of Pages	Quantity (No of Booklet.)			
			Gujarati	English	Hindi	Total
1	Question Paper (Std.6) (Four medium i.e. Gujarati, English & Hindi)	16	1393	550	0	1943
2	Question Paper (Std.7) (Four medium i.e. Gujarati, English & Hindi)	16	1365	550	0	1915
3	Question Paper (Std.8) (Four medium i.e. Gujarati, English & Hindi)	16	1386	520	0	1906
Total			4144	1620	0	5764


Printing : Single Colour

Paper : Text Pages 60 GSM White Maplitho
Brightness:90 (+/- 2 Tolerance)

Finish : Center pin Binding (Two pin)/Gum
Binding

Input : Art work will be prepared by agency.

Printing jumbling format of Four sets


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ANNEXURE-C (A4)

Specification of Vanchan, Ganan, Lekhan OMR Sheet

Size : 21.0 cms x 29.7 cms

No of Pages : 1 Sheet


Printing : Two color , Two side Printing

Paper : 100 GSM Maplitho Brightness:90 (+/- 2 Tolerance)

Qty :

Std.	Quantity (No. of OMR Sheet)			
	Gujarati	English	Hindi	Total
Class 3	60	25	5	90
Class 4	60	25	5	90
Class 5	60	25	0	85
Class 6	50	20	0	70
Class 7	50	20	0	70
Class 8	50	20	0	70
Extra Blank	100	50	0	150
Total	430	185	10	625

Input : Art work will be prepared by agency.


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ANNEXURE-C (A5)

Specification of OMR Sheet (Std. 6 to 8)

Size : 21.0 cms x 29.7 cms
No of Pages : 1 Sheet
Printing : Two color , Single side Printing
Paper : 100 GSM Maplitho Brightness:90 (+/- 2 Tolerance)

Qty :	Std.	Quantity (No. of OMR Sheet)			
		Gujarati	English	Hindi	Total
	Class 6	1393	550	0	1943
	Class 7	1365	550	0	1915
	Class 8	1386	520	0	1906
	Extra_Blank OMR Sheet_Class 6	50	20	0	70
	Extra_Blank OMR Sheet_Class 7	50	20	0	70
	Extra_Blank OMR Sheet_Class 8	50	20	0	70
	Total	4294	1680	0	5974

Input : Art work will be prepared by agency.


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ANNEXURE-C (A6)

Specification of School Evaluation OMR Sheet

Size : 21.0 cms x 29.7 cms

No of Pages : 1 Sheet

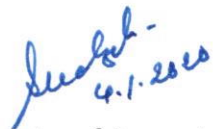
Printing : Two color , Two side Printing

Paper : 100 GSM Maplitho

Brightness:90 (+/- 2 Tolerance)

Qty : 90 nos.

Input : Art work will be prepared by agency.


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ANNEXURE-C (A7)

Scope of Work for OMR scanning, Result Data processing and Analysis of data as per the requirement


1. Envelope of OMR Sheets received from the Department of Elementary Education, Daman & Diu, Daman will be entered in computer to be installed by successful bidder using its operator & machine, using specific software programme as desired by Department of Elementary Education, Daman & Diu, Daman. This software should also be able to give pendency report at any time as and when desired.
2. The officials of successful bidder will open the OMR Envelopes.
3. Scanning of filled up OMR sheets for data feeding.
4. Input Document: OMR sheet (size will be intimated later by the Department of Elementary Education, Daman & Diu, Daman having Child Name, Unique ID, Gender, Standard, Section, medium of instruction, Subject code, school name and school code.
5. OMR Sheet scanning of each subject and of each student, which will part of OMR answer Book.
6. Output Reports
 - a. To generate scan image of each OMR sheet with high resolution
 - b. To scan the OMR sheet through scanner and to create complete raw score data file.
 - c. To edit/Verify soft data with scanned image with data entry
 - d. To process results as per instructions of the Department of Elementary Education, Daman & Diu, Daman.
 - e. To synchronize/linkup of retrieved data with pre Assessment data
 - f. To synchronize/linkup of retrieved data with teachers database provided by the Department of Elementary Education, Daman & Diu, Daman and prepare reports regarding teachers performance based on assessment
 - g. To prepare student report cards based on marks retrieved from assessment.
 - h. To prepare various reports as per the requirement of the Department of Elementary Education, Daman & Diu, Daman
 - i. To compare present and absent students' counts.
 - j. To provide a copy of updated database on CD/DVD as per requirement.



- k. To provide Assessment results in excel and PDF formats along with statistical and graphical analysis reports.
7. Successful bidder will be responsible to depute 2(two) System Analysts at the Department of Elementary Education, Daman & Diu, Daman for analysis of result data till finalization of reports on results by the Department of Elementary Education, Daman & Diu, Daman.
 8. To carry correction of Subject Code, School code and marks awarded which have been scanned wrongly, if any.
 9. To check and update the list, update the data file with corrections till all errors are removed.
 10. To create a database of marks against record of each child with unique ID with std. subject, gender wise, aggregate marks, item-wise, competency-wise and class-wise
 11. To provide a copy of updated standard database on CD/DVD as per requirement with All Scanned OMR.
 12. To merge the absentee file with raw score data file.
 14. To provide edit list - missing/extra/duplicate unique ID list and update list and update the raw score data file with corrections advised by the Department of Elementary Education, Daman & Diu, Daman till all errors are removed.
 15. To provide a copy of the raw score data file for each paper on CD/DVD for collation (may be required in parts, if need be) as per requirements and update the raw score data file with the corrections advised by the Department of Elementary Education, Daman till all errors are removed.
 16. To update the raw score data file with the corrections advised by the Department of Elementary Education, Daman & Diu, Daman and print update list for error cases only till all errors are removed.
 17. To calculate marks for each paper/subject as per regulations and norms of the assessment.
 18. To create result master file by merging marks file with candidate master data for each candidate as per requirement.
 19. To provide provisional list along with raw score data (if required) as per requirement.
 20. To provide a copy of the result master file on CD/DVD for comparison as per requirement.
 21. To update the result master file with the corrections and print the update list for error cases only till all errors are removed.
 22. To sequence the result master file as per requirement of the report and to print the reports in the format approved by Department of Elementary Education, Daman & Diu, Daman.
 23. To provide pending list of OMR sheets school wise, Child Unique ID wise or as per requirement.



24. To finalize of students marks after carrying out any pupations given by the Department of Elementary Education, Daman & Diu, Daman and to make data 100% accurate.
25. Manual data feeding (if any) and verification of that data which may come as traditional way shall have to be done by the successful bidder and no extra payment shall be made in this regard to the successful bidder. Before feeding in marks, which are received in traditional way, their unique ID, subject code and other details may be verified by Department of Elementary Education, Daman & Diu, Daman, immediately after opening of envelope.
26. Manual entry & correction of data to make data 100% complete & accurate without any extra cost.
27. Merging of two data of scanned OMR sheet and master data.
28. The report of school, students of Daman & Diu District should be prepared separately and submit the undersigned after completion of the work.


Deputy Director of Account
District Panchayat
Daman