



राष्ट्रीय होटल प्रबन्ध एवं कटरिंग तकनालॉजी परिषद

(पर्यटन मंत्रालय, भारत सरकार)

NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(Ministry of Tourism, Govt. of India)

ए-34, सेक्टर 62, नोएडा - 201309 (उत्तर प्रदेश)

A-34, Sector 62, NOIDA - 201309 (Uttar Pradesh)

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TENDER FOR PRINTING, SUPPLYING, SCANNING & RESULT PROCESSING OF OMR ANSWER BOOKS

Terms & Conditions:

- 1) Sealed tender containing two separate sealed financial and technical bids, complete in all respect superscribed as "Tender for supply of OMR Answer Books" along with Earnest Money Deposit of Rs.1,00,000 through DD drawn in favour of NCHMCT payable at Noida/New Delhi should be sent in the name of Director (A&F), NCHMCT on any working day from 10.00 AM to 5.00 PM. The last date for submission of tender will be **29th June 2020** up to 5.00 PM.
- 2) Incomplete/conditional/late tenders or those without EMD will be rejected. Technical bids will be opened on **1st July 2020** at 3.00 PM in presence of the representatives of the tenderers, who may like to be present and financial bids of only technically qualified tenderers will be opened later on. The date will be informed to the tenderers. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
- 3) Delivery of the goods will be made in the NCHMCT's store in Noida within 45 days from the date of order. Cartage/labour charges shall have to be borne by the tenderer/supplier.
- 4) Packing – Bundle of 100 answer books to be wrapped in polythene cover/bag, packed in 7 ply corrugated box. Further, each corrugated box has to be sealed with packing strip. Slip indicating details about the contents inside the box to be pasted on each box.
- 5) The NCHMCT reserves the right to terminate the contract at any time without any notice. The penalty as deemed fit or forfeit part or whole of the EMD of the tender if tenderer fails to make the supply within the prescribed period of the supply is not found in accordance with the specification or not in the quality/quantity as per the orders placed or there is any breach of the terms of the contract on the part of the tenderer. The EMD will be forfeited if the tenderer, after approval of the tender, fails to accept it.

- 6) The committee constituted for supervising the entire tender process has the right to select or reject the agency partly or wholly on the basis of samples given by the agency as well as rates quoted for the samples. The samples should be strictly as per NCHMCT's specification.
- 7) The NCHMCT reserves the right to reject any tender or reject in entirety without assigning any reason.
- 8) The firm should have minimum three year's experience for supplying, scanning & result processing of OMR answer sheets with any Central/State Examination Boards, Commissions, PSU's, Universities, Institutions, etc.
- 9) Samples of OMR Sheet should be as per the required specifications otherwise, the Scrutiny Committee will have the right to reject the tender of the firm who have not submitted the samples as per the specifications.
- 10) In case of any dispute or abrogation of conditions stipulated, the decision of the Secretary of the NCHMCT in all the matters concerning tender shall be final and binding upon the tenderer.
- 11) The material should be supplied within the time, as specified in the work order. The rates should strictly be in accordance with the specifications and terms specified in the tender form. Submission of incomplete tender or of different specification other than the specifications mentioned in the tender form shall be rejected.
- 12) A penalty @ 4% per week subject maximum of 10% on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by the NCHMCT in the work order. Proportionate deduction for less grammage or different specification of paper or less number of pages will be made from the bill. If the material supplied is not as per specifications, proportionate 0.50% penalty will be imposed and the amount will be deducted from the bill of the tenderer.
- 13) The NCHMCT shall take random samples out of the supplied material. Any difference in prescribed specifications will render the entire order for rejection and the tenderer shall have to lift it at their own cost on "as is where is basis". In case of any dispute, the decision of the Secretary, NCHMCT shall be final and acceptable to the tenderer. If the tenderer fails to lift the above rejected material within two weeks time, the NCHMCT shall have the right to dispose it off by auction and no claim of the tenderer shall be permissible.
- 14) Taxes shall be deducted as per rules.
- 15) The revision of rates will not be allowed during the contract period.

- 16) No advance payment shall be made. However, full payment shall be released upon satisfactory completion of whole supply as per the work order and after completion of formalities such as verification of GSM, quality, quantity and number of pages as per specifications.
- 17) In the event of failure of supply of OMR Answer Books to the NCHMCT by the tenderer, the NCHMCT reserves the right to procure supply from any other source at the tenderer's risk and expenses. In case of any dispute regarding imposition of penalty, forfeiture of EMD, debarment of his agency for a period of two years due to late/non-supply/short-supply and supply not in consonance with the approved specification, the decision of the Secretary, NCHMCT shall be final and binding upon the tenderer.
- 18) In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
- 19) The exact quantity will be intimated at the time of placing order to the agency concerned.
- 20) The rate contract shall be valid for a minimum period of one year from the date of notification of the rate contract.
- 21) The contract period shall be increased further, subject to satisfactory services, on year to year basis for a maximum period of 3 years on mutually agreed terms and conditions.
- 22) There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the government through notification/regulations change. Hence, the firms who can give valid price for one year need only apply.
- 23) Three year experience with Central/State Examination Boards, Commissions, PSU's, Universities, Institutions, etc.
- 24) The Selection of the agency will be done based on QCBS (Quality & Cost based selection Process).
- 25) The agency should read eligibility criteria carefully and fulfill all the conditions.
- 26) Committee will check the OMR Answer booklet and approved booklet agency will be eligible for Financial Bid.

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OF OMR ANSWER BOOKS

Qualification Criteria:

Sr. No.	Clause	Document Required
1	The bidder should be a company registered under the Companies Act, 1956 / Firm registered under the Indian Partnership Act, 1932 or under the Limited Liability Partnership Act or Proprietorship Firm.	1 - Certificate of Incorporation/ Registration. 2 -Memorandum of Association/ Partnership deed in case of Partnership firm / Proof of Registration, in case of LLP firm or Proprietorship Firm.
2	The Bidder should have been in commercial operations for a period of at least 5 financial years in India. The Consortium shall not be entertained.	Self-Certification of being in business for the last 5 years should be attached.
3	The Bidder should have a valid TIN number, GST Registration Number and PAN Card.	Certificate of TIN number, GST Registration Number and PAN Card of Bidding Firm
4	Bidder should have an annual turnover of at least Rs. 5 Crore in each of the preceding three Financial years (i.e.2017-18, 2018-19 & 2019-20)	1- Audited Profit and Loss Statement and Balance sheets. 2- Statutory Auditor Certificate or Certificate from the Company Secretary of the Bidder or Certificate from the Chartered Accountant clearly specifying the turnover for the specified years.
5	As on date of submission of the proposal, the Bidder is neither blacklisted by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law	Affidavit from the Authorized Signatory to the effect that the Bidder is neither blacklisted by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law
6	Bidder should have its office in NCR (National Capital Region)	Address proof of office needs to be submitted (Lease, Electricity Bill, agreement or MCA Letter etc)
7	Bidder should have its own OMR Scanners (Speed should 50 PPM) minimum 15 machines to be owned	Bills to be attached for Machines

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Eligibility Criteria:

The agency will be nominated on Quality and Cost based selection (QCBS). Please go through the below table and ensure to furnish the relevant documents against each point. Any missing document will lead to rejection of bidder's tender.

Sr. No.	Clause	Details	Criteria	Marks Allotted
1	Quality Certification	Quality Certification of the Agency for Examination Related Activity	ISO 9001	5
			ISO 270001 & ISO 9001	10
2	Turnover	Average Turnover of company for last 03 Financial year (2017-18, 2018-19, 2019-20)	Greater than 5 Crore & Less than 10 Crore	5
			Greater than or equal to 10 Crore	10
3	Examination Related Activity	Experience of Projects delivered successfully for executing Examination related activities for Central/State Examination Boards, Commissions, PSU's, Universities, Institutions, etc. clients in last 3 Financial Year	Less than 10 Projects	5
			Greater than 10 Projects	10
5	OMR Sheet supply, Scanning & Result Processing	OMR sheet supply, Scanning & Result processing in single order of more than 10 Lac for Central/State Examination Boards, Commissions, PSU's, Universities, Institutions, etc. in last 3 financial years	Less than 5 orders	5
			Greater than 5 orders & less than 7 orders	10
			Greater than 7 orders	20
6	Work Experience	Experience of examination related work for Central/State Examination Boards, Commissions, PSU's, Universities, Institutions, etc. clients	Less than 20 years	5
			Greater than 20 years	10
7	Manpower	Dedicated manpower on rolls involved in the examination process (Relevant Documents Required)	Up to 50	5
			Greater than 50	10
8	Technical Presentation	Demo Presentation for complete solution within 3 days of the technical bid	Assessment	30

Formula of calculation for agency selection through QCBS Process:

$$F_n = (F_{min}/F_b * 100)$$

F_n = Normalized commercial score for the bidder under consideration

F_b = Absolute financial quote for the bidder under consideration

F_{min} = Minimum absolute financial quote

$$\text{Total Score} = \{(T_s * 0.7) + (F_n * 0.3)\}$$

T_s = Technical Score as per QCBS table above.

Note: The agency which will get maximum score will be awarded the work.

SCOPE OF WORK

About the Project:

1. To Print and supply of Answer Booklets with OMR cover sheets for use in end semester examination at NCHM Noida, Uttar Pradesh.
2. Specifications of Answer Book containing OMR Page and Inner Pages are as under:
 - i) **OMR Page Specification:**
 - a) Size: 297 MM X 210 MM
 - b) Colour of the OMR sheet should be as prescribed by NCHMCT.
 - c) OMR sheet should be of 105 GSM non-absorbing paper with two perforation and having 4 parts.
 - d) OMR sheet should be bar coded in all parts required.
 - e) Need to design OMR sheet according to NCHM.
 - f) OMR sheet should be of good quality and readable through OMR Scanner.
(Checking of the same will done through sample)
 - g) Flap at every OMR sheet with both side adhesive tape.
 - ii) **Inner Page Specification:**
 - a) Inner page should of 70 GSM (Ballarpur) ruled sheets with ruling at 1 cm internal having margin ruling in red colour of 4 cm on right and left side.
 - b) Size of the inner paper should be 297 mm x 210 mm.
 - c) Total pages should be 32 with serial number on each page.
 - d) Inner pages should have perforated embossing of NCHMCT on top of left side.
 - iii) OMR sheet and inner pages to be machine stitched.
 - iv) Packing – 100 answer books in a bundle to be wrapped in polythene cover/bag, packed in 7 ply corrugated box. Further, each corrugated box has to be sealed with packing strip. Slip indicating details about the contents inside the box to be pasted on each box
3. **OMR Scanning:**
 - a) OMR Sheets needs to be scanned two times.
 - b) Part D should be scanned first at the end of examination.
 - c) Part C should be scanned at the end of examination.
 - d) All the data needs to be consolidated and share with council.
 - e) Scanning need to be in Council premises and council will provide the space and necessary things required.
 - f) Manpower and machines need to be taken care by agency itself and no extra cost will be paid.

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1) ABOUT THE FIRM:

i)	Name of the firm	
ii)	Address of the firm	
iii)	Telephone No. & e-mail	
iv)	Type of firm (Proprietary/Private/Cooperative/ Private Ltd./Govt. Undertaking /MNC)	
v)	Registration No. and Year of registration (with documentary evidence)	
vi)	Name of the Proprietor/ Partners	
vii)	Machinery available with the firm (enclose list of the same)	

2) PAST EXPERIENCE (preferably for last one year):

Year	Name & Address of the Examination Board/University	Details of work done with proof (attach separate sheet, if required)

- 3) Has the firm ever been debarred/blacklisted by Organization? If yes, indicate details. :
- 4) Whether the firm/printer is capable of providing all types of answer books :
- 5) Is the firm/printer having the capacity to provide the required answer booklet (Yes/No) :
- 6) Clients of the firm. (separate list to be enclosed giving the details of clients such as firm's name & address, contact person's name & address, job done, approximate value, etc.)

7) INFRASTRUCTURE DETAILS:

Type & No. of machines available in the firm for the job. (Details may be given in separate sheet).

8) FINANCIAL:

Annual turnover during last three years. Copies of balance sheet to be attached.

2017-18	:	_____
2018-19	:	_____
2019-20	:	_____

9) PERSONNEL:

No. of employees	Technical	:	_____
	Non-technical	:	_____

10) Sales/GST Tax No.: _____
(copy of certificate to be enclosed)

11) PAN/TIN No. of the firm: _____
(copy of certificate to be enclosed)

12) EMD Demand Draft No. _____ dated _____ Rs. _____
and name of drawee bank _____.

13) No. of samples enclosed : _____

Authorized Signatory
(with full name, designation)

Seal:

Date: _____

Place: _____

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Name of Firm : _____

Sr. No.	Particulars	Price in Numeric & Words (In Rs.)
1	Answer Booklet with OMR cover page and 32 inner pages as per specification mentioned in Scope of work	Rs. per OMR Answer Booklet (.....)
2	Double OMR Scanning of Part C & Part D and data handover to NCHM	Rs. per OMR Sheet for Part C & D (.....)

Authorized Signatory
(with full name, designation)

Seal

Date: _____

Place: _____