

ODISHA JOINT ENTRANCE EXAMINATION (OJEE– 2013)

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

TENDER NOTIFICATION

No. OJEE-13/01

Date: 5th January, 2013

(Two cover system)

OJEE 2013 intends to conduct **Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120 questions), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards.**

Sealed Tenders are invited from the eligible firms for executing the above-mentioned work in 'OJEE-2013'.

Tenders must be submitted in a sealed envelope addressed to "Chairman, ODISHA JOINT ENTRANCE EXAMINATION – 2013, Gandamunda, Bhubaneswar-751030", and it should reach on or before **11.00 AM on 21th January, 2013**. The sealed envelope should be superscribed as "**Tender for On-line Registration & post examination process for OJEE-2013**".

The Technical Bid Cover - I of the tender will be opened on 21st January, 2013 at 11.30 AM and Cover - II of Financial bid will be opened on 22nd January, 2013 at 5.30 PM only for those firms who have qualified in the technical bids in the chambers of Chairman, Odisha Joint Entrance Examination 2013, JEE Cell, at its office at Gandamunda, Bhubaneswar-751030, in presence of the tenderers who are present at the time of opening.

The tenderer shall ensure to deliver the Online Registration module and answer module as per the scope of work.

OJEE-2013 reserves the right to evaluate tenders and award the contract to any tenderer it finds suitable as per its evaluation.

Scope of work:

- 1. Creation and Maintenance of website of OJEE 2013 examination.**
- 2. Providing necessary Hardware, Software and high-speed internet connectivity for maintenance of website.**
- 3. Receiving of Application Forms on-line through Web Portal (Approximate 1.0 lakh candidates are expected to apply for various examinations).**
- 4. Creation and hosting of on-line registration module for candidates in three different screens.**
 - (a) For BTech./ B.Arch / B.Pharm /**
 - (b) For LE(Engg, Pharm & MCA) /**

(c) For MCA / MBA/ PGDM/ PGCM/ PGDM(Executive), PGAT (M.Tech /M.Arch /M.Pharm)/MAM/MCA-Dual degree.

Requirements of each screen:

- i) Candidate have to enter necessary information asked by OJEE-2013. (The details of the requirement are uploaded at OJEE website). On successful completion of registration by a candidate one Acknowledgement Slip of A4 size with bar code is to be generated in printable format as well as one copy is to be automatically sent to email id provided by the candidate.**
 - ii) Collection of application fee is to be done through payment gateway (VISA / MASTER / Maestro cards)/Bank Challan (Government of India undertaking Banks only).**
- 5. Providing Candidates helpline.**
 - 6. Communication with Candidates through SMS services and e-mail services.**
 - 7. Generation and Uploading of Admit Cards with Photographs and Barcodes in the official website of OJEE-2013 (so that student can download the admit card), Photo Nominal Rolls, Venue wise Attendance lists with Photographs.**
 - 8. At the end of the last date of on-line registration, the complete data base of the categories 4.(a) 4.(b) and 4. (c) are to be provided to OJEE in the format required by OJEE-2013.**
 - 9. Design and Supply of 2 part Carbonless OMR sheets (60 &120 Questions) with candidate particulars like Name, Exam centre, Photograph, Roll No. etc.**
 - 10. Double scanning of OMR Answer sheets (Approximate 2.6 lakh \pm 10% Answer OMR to be scanned for various examinations).**
 - 11. Image scanning of OMR Answer sheets (Approximate 2.6 lakh \pm 10% Answer OMR to be scanned for various examinations).**
 - 12. Online mismatch solving referring the image of OMR answer sheet on screen without taking out the physical OMR sheet.**
 - 13. Decoding of codified OMR Sheets.**
 - 14. Verification of Absentee report.**
 - 15. Post Examination processing.**
 - 16. Rank Lists (General as well as for different categories/reservations) generation, related reports and statistics.**
 - 17. Uploading of Rank Cards with photographs and barcode in the official website of OJEE-2013 so that student can download the Rank card.**

The tenderer shall be confident to work in the technology mentioned above. Hosting on reliable, highly secure and fast server ensuring 24x7 uptime and regular backup of data to is be provided.

TENDER NOTICE NO. : OJEE-13/01

Dated: 5th January, 2013

Name of the Work: **Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120 questions), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards**

LAST DATE & TIME FOR RECEIPT OF TENDERS : 21st January, 2013 (up to 11 AM)

DATE & TIME OF OPENING OF TENDERS : (i) Technical Bid – 21st January, 2013 at 11.30 AM

(ii) Financial Bid – 22nd January, 2013 at 5.30 PM

PRICE OF THE DOCUMENT : (Rs. 500/-) DD No.

Note :

1. Please attach DD of Rs. 500/- in favour of “**OJEE 2013**”, payable at Bhubaneswar for price of tender document.
2. All pages of tender documents issued by the OJEE-2013 should be attached with the quotation duly signed with seal of the firm as acceptance of terms and conditions of tender.
3. Certified copies of PAN. No./ Service Tax/Registration No. etc should be attached.

SIGNATURE OF THE OFFICER / OFFICIAL ISSUING THE TENDER DOCUMENT

Terms & Conditions

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Conditional Tenders are liable to be rejected. ODISHA JOINT ENTRANCE EXAMINATION – 2013, (OJEE - 2013), Odisha, will process the tender as per Government of Odisha standard procedures. OJEE - 2013 reserves the right to reject any or all or part of tenders without assigning any reason thereof and shall also not be bound to accept the lowest tender. OJEE - 2013 will not be under any obligation to give any clarification to the agencies whose bids are rejected / not selected.

General Condition:

- a. The last date and time for the acceptance of the tenders is 21st January, 2013 up to 11.00 A.M. The technical bid will be opened on the same day at 11.30 A.M.
- b. The Tenderer should quote for the entire work on its own. Joint ventures / MOUs / consortiums are not allowed. Any part or whole work should not be outsourced or sublet to any other organization.
- c. The tenderer should meet the Eligibility criteria mentioned in the tender document.

Eligibility criteria:

1. The entire work intended in the tender is of confidential in nature. Hence, absolute confidentiality should be maintained while carrying out the work. The successful tenderer neither shall outsource or sublet any activity nor process/ any work related to the entire process within the scope of the tendered work / quoted work.
2. The bidding organization should have been in existence for at least 3 years.
3. The tenderer should have considerable experience of having developed websites / web applications, including for educational institutes and/or government organizations and should have successfully executed e-registration of such type of works.
4. The tenderer should provide Order copies of jobs performed in support of point 2 and 3.
5. The tenderer has to submit earnest money deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand only) by way of demand draft favouring “**OJEE 2013**” payable at Bhubaneswar along with the tender. EMD of a tender will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. The earnest money of the successful tenderer will be returned only after the execution of the order to the satisfaction OJEE – 2013 committee.
6. While submitting tender, tenderers must submit Technical Bid and Financial Bid in two different sealed envelopes clearly marking the contents on the cover of each envelope and are to be put in a single sealed envelope. Financial bids of technically qualified tenderers will only be opened. Others (unopened ones) will be kept in the file.
7. The Technical Bid and Financial Bid tender covers should be sealed and sent to the “Chairman, ODISHA JOINT ENTRANCE EXAMINATION – 2013, Gandamunda, Bhubaneswar-751030” and it should reach on or before **11.00 AM** on 21st **January, 2013** and it should be superscribed as “**Tender for On-line Registration & post examination process for OJEE-2013**”.
8. Technical bids will be opened on the due date and time as notified, in the presence of the vendors present with authorization letter from the respective company/firms. The Cover-I of Technical bid tender will be opened on **21st January, 2013 at 11.30 AM** and Cover-II of Financial bid will be opened on **22nd January 2013, at 5. 30 PM** in the chamber of Chairman, OJEE – 2013 in presence of the tenderers.

9. The tenders received after the due date and time will be rejected.
10. No revision of the price bid will be allowed once the price bids are opened.
11. No increase in price will be allowed after signing the contract for one year.
12. The tenderer should have facilities for Scanning, Processing and evaluation of Examinations with ICR and OMR Technologies as key Business area during last three years.
13. The tenderer should have experience of carrying out scanning and result declaration related services for minimum of 3 reputed organizations in India during last 12 months. The tenderer should have scanned and processed a minimum of 20 lakhs of ICR / OMR sheets for the projects mentioned above. Proof of experience to be enclosed with the bid. The tenderer should have executed similar type of work for at least two consecutive years in any one of the technical degree college entrance examination such as IIT, AIEEE or any state JEE. (Certificates from the various organizations where services rendered are to be enclosed).
14. The tenderer should have in-house capability for ICR / OMR scanning, Data capturing, data storage and data processing solutions, with experienced manpower, Hardware and Custom Built Application Software.
15. The successful tenderer should have the capability to design the OMR and ICR form in-house along with random generated bar code as required by OJEE-2013.
16. The bidder shall print, supply, pack and deliver the Bar coded cum OMR Answer sheet as required by the tendering authority.
17. The successful bidder shall install adequate number of ICR / OMR scanners along with the requisite software at their own cost.
18. The successful bidder shall employ sufficient number of persons for scanning, data compilation and data delivery to complete the tendered work within the stipulated period mentioned by the tendering authority. Bidder's employee list with technical qualification to be enclosed.
19. Premises for carrying out scanning processing and storing of data, with A/c and stabilized power will be provided by the tendering authority.
20. All the other equipment like Scanners, Servers, Workstations, Data Storage Devices and Manpower are to be provided by the tenderer.
21. The tenderer should have hands on experience in Web based applications with website maintenance experience and receiving and processing of On-line application forms and On-line payment receiving through payment Gate ways and Bank Challans.
22. The successful tenderer should make an agreement on a non-judicial stamp paper worth of Rs. 200.00 with the OJEE - 2013 stating that the firm/agencies will abide by all the terms and conditions laid down by the OJEE - 2013.
23. Supplier will be responsible for getting the proof reading of all the items approved from the OJEE - 2013 and obtain supply order before execution.
24. No separate payment will be made for proof reading & preparation of samples. Preparation of samples / design of the stationary shall be made as per instruction given by OJEE - 2013.
25. Earnest money in the form of Demand Draft from any nationalized Bank drawn in favour of "**OJEE 2013**", Orissa, payable at Bhubaneswar, must be deposited along with the tender. The earnest money so deposited shall not earn any interest. Tenders without earnest money will be outrightly rejected. The detail of Earnest money is given as under:

SI No.	Name of the Documents	Approximate Requirement	EMD
1	Conduct of Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards.	1,00,000	Rs.50,000/-

26. The EMD is liable to be forfeited in case the supplier fails to execute the order in time. The EMD amount will be returned to the unsuccessful tenderers after completion of process.
27. In case of successful tenderer, the EMD will be returned on request only after the satisfactory supply of the stationery. If the successful tenderer, fail to supply the required documents and process the data in the prescribed time, the EMD will be forfeited and his/her name will be black listed.
28. The rate should be quoted as per in page no. 19 in part 'A', 'B' and 'C'. i.e., **Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards etc.** The offer should include all charges like data processing, insurance, taxes, uploading, miscellaneous expenses etc.,.
29. The tenderer should not have been black listed by any of the University or Examination board or Government/public sector organizations or agencies at the time of submission of the Quotation.
30. After acceptance of the tenders, subject to approval of the draft/proof, the successful tenderer should conduct **Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards** according to the schedule given by the OJEE - 2013, Orissa, Bhubaneswar at their own cost, failing which the order will be cancelled.
31. OJEE - 2013 will not be responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
32. The tender should be submitted on the "Technical Compliance and Quotation Form".
33. Authorized signatory should sign on all the pages. Bids without signatures of authorized signatory will be rejected.
34. No advance payment will be made by the OJEE - 2013 to carry out the tender work. Payments will be made only after successfully execution of the complete order as per OJEE - 2013.
35. If the work mentioned in the work order is not done satisfactory, then no cost will be paid to the tenderer.

36. The successful tenderer is expected to maintain highest standards of accuracy while doing **Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards.**
37. The Income tax will be deducted as per rules. The tenderer should submit the photocopy of the PAN card /Service Tax/Registration No of the firm.
38. The quotations shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words.
39. All disputes will be settled within the jurisdiction of the Bhubaneswar, Odisha.
40. Offers of such firms which do not conform to the aforesaid conditions will be rejected straight-way.
41. OJEE - 2013, Odisha reserves the right to change the specification/design without assigning any reason(s), whatsoever.
42. The powers vests with Chairman, OJEE - 2013, Odisha, either to accept or to reject wholly or partially without assigning any reason and the decision of the Chairman, OJEE - 2013, Odisha will be final in this regard.
43. The tenderer should be a profit making company for the preceding 3 financial year with an average turnover of 5.00 crores or more in the relevant field for each preceding year. Copies of Audited balance sheets & Copies of IT returns for preceding 3 years are to be enclosed.
44. The OMR bar code and data should be printed in laser technology only.
45. The tenderer should have adequate facilities for providing urgent on the spot maintenance, in case of scanner breakdown.
46. The tenderer should be an ISO certified company.
47. Offers containing unauthorized cuttings, over writings and illegible or undecipherable figures shall be disqualified. Offers containing ambiguous terms/description of system and unqualified costs/amounts, counter conditions will be disqualified without seeking any clarifications at the sole discretion of the OJEE – 2013 committee. Bids containing quotes other than for the brands/specifications prescribed in tender notice shall be disqualified at the sole discretion of the OJEE – 2013 committee.
48. Correction if any should be fully authenticated. No whitener / correction fluid should be used for filling-up of the tender document.
49. No staples should be used for closing the covers. Covers with staples are liable for rejection. The covers containing the quotations shall be pasted and sealed.
50. This tender enquiry is not transferable. The tenders, not complying with the above requirements, shall be summarily rejected. Each and every page of the tender document submitted to this office must be signed by the tenderer. Unsigned tenders will be rejected.
51. The drafts for EMD and Tender fee must be enclosed in the technical bid envelope.
52. The tenders / offer are to be received in the office of the Chairman OJEE-2013, Bhubaneswar by Speed post / Regd. Post / Courier service / in person strictly by the stipulated date and time at the own risk of the tenderer.

Technical Specifications of Answer OMR:

- a) The paper of the two part carbonless OMR answer sheet shall be of 105-120 GSM ITC/BPBL map litho paper for the top sheet and with a perforated carbon sheet of 50-60 GSM for the base (bottom) sheet. Variable data like barcode and candidate details should be printed on both sheets. The bottom sheet is meant for the student to take the carbon copy of the answer after the examination.

- b) One horizontal perforation at top for both the top and bottom answer sheets and one line dividing the registration part and the response part.
- c) Place for Barcode on the answer OMR will be given by the tendering authority.
- d) Microtext enabled (Security feature "OJEE 2013, ODISHA" as micro text).
- e) Two part pure carbonless stationery and not pressure sensitive.

Probable Delivery Schedule:

- | | |
|---|---------------------------------------|
| 1) Hosting of Website | : 30 th January, 2013 |
| 2) Start of Online Registration | : 4 th February, 2013 |
| 3) Processing of Applicant Data Admit card
Generation/Uploading | : 1 st week of April, 2013 |
| 4) Supply of Answer OMR at location to be
specified by OJEE-2013 | : 2 nd week of March, 2013 |
| 5) Post examination processing | : 15/05/13 – 25/05/13 |
| 6) Uploading result | : 30/05/13 |
| 7) Preparation and uploading of Rank card | : 1 st week of June, 2013 |

Evaluation Criteria

Considering the sensitiveness of the work, the Chairman reserves the right to choose the Best Value Tenderer based on techno-financial considerations, by giving due weight ages to both aspects. Financial evaluation will be made by taking all part 'A', 'B' and 'C' together of the Financial bid.

Acceptance

I/We accept the above terms & conditions and shall comply with them strictly.

Name of Vendor _____

Address _____

Signature _____

Seal of Firm :

Date :

ODISHA JOINT ENTRANCE EXAMINATION – 2013

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

TENDER FORM

Instructions to Tenderers

1. Quotations must be enclosed in a properly sealed envelope addressed to the Chairman, OJEE - 2013 Odisha by designation and not by name. The quotations must be superscribed "**Tender for On-line Registration & post examination process for OJEE-2013**" for the year 2013 as called for in tender call notice No. OJEE - 2013/01 Dated 5th January, 2013. The tender document must reach the office of the Chairman, OJEE - 2013, Orissa on or before 21st January, 2013 (up to 11.00 AM).
2. In the event of the quotations being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, or in the case of company the quotations should be executed in the manner laid down in the said company's Articles of Association. The signatures on the quotations should be deemed to be authorized signatures.
3. All the columns of the quotations form shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in figures and words.
4. Any omission in filling the columns of "units and rates" shall altogether debar a quotation from being considered.
5. No alteration should be made in any of the terms and conditions of the tender by scoring out. No alteration or overwriting is permitted in the rates. No alteration will be allowed after the tender is received by this office. No variation in the conditions shall be admissible. Any qualified offer with the words such as subject to prior sale will be ignored. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
6. Amount of EMD as prescribed in the tender notice must be deposited as security in the shape of Bank Draft drawn in favour of the "**OJEE 2013**", payable at Bhubaneswar and must accompany the tender without which tender will not be considered. The said amount will be forfeited, if any successful tenderer fails within the time fixed by the OJEE - 2013, to sign the contract on terms contained in tender, its tender call form and conditions of contract referred to in the tenders and to pay additional security, if any, or fails to execute the order.
7. No tender will be considered unless and until all the documents are properly signed.
8. In the event of tender being accepted, the quotations will be converted into a contract.

9. Any tender which is not on the proper tender format or is received late will not be considered.
10. All disputes will be settled within the jurisdiction of Bhubaneswar, Odisha.
11. Tenders / Offers of such firms which do not conform to the aforesaid conditions will be rejected straight-way.
12. The schedule given by OJEE-2013 should be strictly followed.
13. In case the office feels that the firm has intentionally delayed the job, special penalty as deemed fit by the OJEE - 2013 can be imposed. In addition to the special penalty, the tenderer may also be black-listed. The period of execution of work cannot be extended under any circumstances.
14. If the tenderer fails to complete the job and OJEE - 2013 has to get it done from other tenderer at higher rates, the difference in the rates accrued shall be deducted from the firm's bill/securities besides forfeiting the job security of the firm, imposing penalty and taking such other action as may be deemed fit by the OJEE - 2013.
15. If the job is refused by the tenderer unexecuted after accepting the condition of the tender at any point of time during the contract period, the security deposited will be forfeited in full or in part at the discretion of the OJEE - 2013 and further action as deemed fit will be taken.
16. The Officer(s) of the OJEE - 2013 however, can visit the premises of the tenderer during the period of execution of the ordered work to monitor the progress of the work and to ascertain that the materials are prepared as per specifications and their safe guards envisaged in the terms and conditions. If any lapse is found, the authorities of the OJEE - 2013 shall take such action as deemed fit whose order shall be final and binding.
17. The tenderer shall have to submit one copy of these specifications, terms and conditions duly signed in token of having accepted them along with the list and details of equipments, premises and a copy of a declaration relating to registration of the press.
18. Efforts will be made to clear 90% payment of tenderer's bills received complete in all respects through account payee cheque within 30 days from the date of receipt of bills accompanied by delivery challans duly countersigned by the competent authority of the OJEE - 2013. The remaining 10% payment will be released after satisfactory report by the OJEE - 2013.
19. The security amount will be refunded after the expiry of the contract period for the tendered items which in this case is one year from the placing of first supply order by OJEE - 2013.
20. In case of any dispute arising under this agreement, the Chairman, OJEE - 2013 would act as an Arbitrator and his decision shall be final and binding on both the parties.

21. In case of any dispute arising between the parties and not settled by Arbitration as per clause 10, the jurisdiction of Courts of Law shall be at Bhubaneswar, Odisha.
22. Note that tenders / offer are to be submitted only on prescribed Proforma as attached in Annexure 1 - 3. All items mentioned in the tender / offer shall be quoted to the specification laid down in the prescribed Proforma attached along with this document.
23. Supply of new order is never to be linked with the payment against the previous supply.
24. Approved sample of all the items can be checked in the Chairman's Office of OJEE - 2013, Odisha on any working day during the office hours up to one day before submission of the tender.
25. The tenderer must put his/her signature in each and every page of the tender document submitted to this office.
26. Tender fee must be deposited along with all the downloaded tender form.

Certified that I/We have read the above terms and conditions, and these are acceptable to me/us. The Proforma giving details of equipments, premises and along with a copy of declaration relating to registration of the press is submitted herewith as required under this tender. Our rates are also given in the enclosed Proforma.

Signature:

Designation:

Seal of the Firm

Complete Address of the Firm:

.....

Dated :

ANNEXURE-1

ODISHA JOINT ENTRANCE EXAMINATION – 2013

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

TECHNICAL BID

TENDER FORM

Last date & time of submitting complete tenders / offers:

Tender Cost :

Earnest Money :

Opening Date & Time of Tender :

Subject – Tenders/ offers for Supply of Pre-Printed Information Brochure, OMR sheet, etc

1. Tender No. _____ Date: _____
2. Name and Address of the firm/company/concern.
.....
.....
.....
E-mail Address.....Phone.....Fax.....
3. Registration No.
4. PAN No. of the Firm.
5. Local Officer if any
6. Is the Office Owned/Leased or rented.....
7. Work Address (Factory)
.....
.....
E-mail Address.....Phone.....Fax.....
8. Reference : Tender Notice No.Date.....
9. Tender fee of Rs. _____ /- (.....only) has been deposited by us through DD No. Dated.....of.....bank.
10. A sum of Rs.....(in words).....) has been deposited by D.D./Bankers Cheque No. Dated..... in favour of "OJEE 2013" payable at Bhubaneswar and the same is enclosed herewith as Earnest Money.

11. We agree to abide by the terms and conditions mentioned in the Tender call Notice issued by OJEE - 2013 of Odisha dated..... We also agree to abide by all other conditions mentioned in the Proforma enclosed, on each page of which we have put our signature in token of our acceptance of the terms mentioned therein.
12. Income tax clearance certificate from Income Tax Officer of concerned circle and sales tax clearance certificate from concerned Commercial Taxes Officer have also been enclosed herewith.
13. All Experience Certificates have been enclosed with Technical Bid envelope.
14. The rates quoted by us in the financial bid shall be valid up to complete work of Supply of Certificates.
15. Person/official to be contacted in case any clarification is required.
 Name.....
 Designation.....
 Qualification.....
 Contact No. Office :
 Residence :.....
 Mobile :-.....
 e-mail address
16. The Technical Bid is to be kept in separate envelope subscribing it as “Technical Bid” and Financial Bid in separate envelope subscribing it as “Financial Bid” and finally both to be kept in a single large envelope subscribing it as “**Tender for On-line Registration & post examination process for OJEE-2013**” to be opened on 21st January, 2013 at 11.30 A.M.
17. Envelope marked “Technical Bid”: shall be opened first. Thereafter the envelope marked “Financial Bid” of the firm concern/company found technically fit & sound for doing the job mentioned in this tender shall only be considered for opening. All the envelopes should be individually sealed.

DECLARATION

1. We hereby declare that we have quoted rates in financial bid after careful study of terms and conditions of tender documents. We will also accept the decision of OJEE – 2013 Odisha in this regard.
2. We hereby also declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been black listed by any Government (Central and State) Board/University/Public undertakings/Banks/ R.B.I. etc.

**SIGNATURE OF TENDERER
WITH SEAL & DATE**

To be submitted in the envelope marked
"Technical Bid"

ANNEXURE-2

ODISHA JOINT ENTRANCE EXAMINATION – 2013

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

TECHNICAL Specification / Requirement

Infrastructure available with the firm submitting tender for conduct **Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards.**

Sl No.	Name of the Firm	Details available (attach documentary proof)
1	Full Address: (i) Head Office (ii) Branch Office (if any):	
2.	Telegraphic / email address:	
3.	Telephone Number(s):	
4.	Fax No.:	
5.	Date of Establishment of the Firm:	
6.	Is your firm registered under (a) The Indian Companies Act, 1913? (b) The Indian Factories Act, 1932? (c) Another Act. If not, who are the owners? (please give full names)	
7.	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance firm and policy no.	
8.	Proof of ISO certification	
9.	Sale Tax No. / TIN No.	
10	Service Tax No.	

11. Availability of Machines : -*A. Computers*

S. No.	No. of Computers	Make and Other Description	Detail of DTP Software & Font used for Making Art Work	Working Capacity Hrs./Day

B. OMR Scanning Machine

S. No.	No. of OMR Machines	Make and Other Description	Scanning Speed No. of scans / second	Working Capacity Hrs./Day

12. Available Man Power.

S.No.	Personnel	Full Time	Part Time	Experience

13. Experience of the Firm

Experience, if any, Please enclose Experience Certificate (In conducting **Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards for conducting JEE**)

S. No.	Name of Board/Technical University/Similar Organization etc conducting JEE	Yes	Nature of Work

14. Annual turnover of the last three years and audited balance sheet enclosed.

S. No.	2009-2010	2010-2011	2011-2012

15. Tender fee of Rs.500/- (rupees five hundred only) has been deposited by us through deposited by DD/Bankers Cheque No..... dated in favour of **“OJEE 2013”** payable at Bhubaneswar.

15. A sum of Rs.....(in words.....) has been deposited by D.D./Bankers Cheque No. Dated..... in favour of **“OJEE 2013”** payable at Bhubaneswar and the same is enclosed herewith as Earnest Money.

16. We agree to abide by the terms and conditions mentioned in the Tender Notice issued by OJEE - 2013 Odisha dated..... We also agree to abide by all other conditions mentioned in the Performa enclosed, on each page of which we have put our signature in token of our acceptance of the terms mentioned therein.

17. Income tax clearance certificate from Income Tax Officer of concerned circle and sales tax clearance certificate from concerned Commercial Taxes Officer have also been enclosed herewith.

18. All Experience Certificates have been enclosed with Technical Bid envelope.
The rates quoted by us in the financial bid shall be valid up to complete work.

19. Person/official to be contacted in case any clarification is required.
Name.....
Designation.....
Qualification.....
Contact No. Office :
 Residence :
 Mobile :-.....
 e-mail address

21. The Technical Bid is kept alongwith the drafts for EMD and the tender fee in separate envelope subscribing it as **“Technical Bid”** and Financial Bid in separate envelope subscribing it as **“Financial Bid”** and Finally kept them in a single large envelope subscribing it as **“Tender for On-line Registration & post examination process for OJEE-2013”** to be opened on 21st January, 2013 at 11.30 AM.

22. Envelope of "Technical Bid" shall be opened first. The "Financial Bid" envelope of the firm concern/company found technically fit & sound for doing the job mentioned in this tender shall only be considered for opening. All the envelopes should be individually sealed.
23. **Please enclose demand drafts for EMD and tender fee with this Technical Bid.**

NB: If space found short separate sheet be enclosed.

DECLARATION

1. We here by declare that we have quoted rates in financial bid after careful study of terms and conditions of tender documents. We will also accept the decision of OJEE – 2013, Odisha in this regard.
2. We here by also declare that our firm/company/concern is registered for the above work. We are in the business of above work, which can be verified from our office record. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work. We have not been black listed by any Government (Central and State) Board/University/Public undertakings/Banks/ R.B.I. etc.

SIGNATURE OF TENDERER
WITH SEAL & DATE

ANNEXURE-3

ODISHA JOINT ENTRANCE EXAMINATION – 2013

JEE Cell, Gandamunda, Khandagiri, Bhubaneswar, 751030

Technical Compliance & Quotation Form

Subject – Tenders for conduct **Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards etc.**

1. Name of the Firm

M/s

2. Rates are to be quoted keeping in view to conduct **Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards.**

(Please note carefully that Rates quoted should not be changed or modified by way of cutting or overwriting or by using white fluid) :-

- A. The Firm/Concern/Company must upload/work official website of OJEE-2013. Taxes if any shall be borne by the firm. The work shall be inspected by the authorised representatives of the OJEE - 2013 before execution in the website if necessary.
- B. **Please do not enclose drafts for EMD and tender fee with this Financial Bid envelope.**

C. Rate quoted in Rs. (inclusive of all taxes taking 'A*', 'B#' and 'C*' together):-

Specifications for conduct Online Registration, Collection of Application fee through payment gateway/Bank Challan, Processing of Applicant Data, Preparation of Admit Card and Uploading of Admit Card in the official website of OJEE-2013, Supply of answer OMR sheets (60, 120), Scanning and processing of answer OMR, Result preparation, Uploading the results and rank cards.	Rs. in Figure	Rs. in words
<ol style="list-style-type: none"> 1. Creation and Maintenance of website of OJEE 2013 examination. 2. Providing necessary Hardware, Software and high-speed internet connectivity for maintenance of website. 3. Receiving of Application Forms on-line through Web Portal (Approximate 1.0 lakh candidates are expected to apply for various examinations). 4. Creation and hosting of on-line registration module for candidates in three different screen. <ol style="list-style-type: none"> (a) For BTech./ B.Arch / B.Pharm (b) For LE(Engg, Pharm & MCA) (c) For MCA / MBA/ PGDM/ PGCM/ PGDM(Executive), PGAT (M.Tech /M.Arch /M.Pharm)/MAM/MCA-Dual degree. <p>Requirements of each screen:</p> <ol style="list-style-type: none"> i) Candidate to enter necessary information asked by OJEE-2013. (The details of the requirement are uploaded at OJEE website). On successful completion of registration by a candidate one Acknowledgement Slip of A4 size with bar code to be generated in printable format as well as one copy to be automatically sent to email id provided by the candidate. ii) Collection of application fee through payment gateway (VISA / MASTER / Maestro cards)/Bank Challan (Government of India undertaking Banks only). 5. Providing Candidates helpline. 6. Communication with Candidates through SMS services and e-mail services. 7. Generation and Uploading of Admit Cards with Photographs and Barcodes in the official website of OJEE-2013 so that student can download the admit card, Photo Nominal Rolls, Venue wise Attendance lists with Photographs. 8. At the end of the last date of on-line registration, the complete data base of the categories 4.(a), 4.(b) and 4. (c) to be provided to OJEE officials in the format required. 9. Design and Supply of 2 part Carbonless OMR sheets as specified in page no. 7 & 8 (60 & 120 questions) with candidate particulars like Name, Exam centre, Photograph, Roll No. etc. 10. Double scanning of OMR Answer sheets (Approximate 2.6 lakh \pm 10% Answer OMR to be scanned for various examinations). 11. Image scanning of OMR Answer sheets (Approximate 2.6 lakh \pm 10% Answer OMR to be scanned for various examinations). 12. Online mismatch solving referring the image of OMR answer sheet on screen without taking out the physical OMR sheet. 13. Decoding of codified OMR Sheets. 14. Verification of Absentee report. 15. Post Examination processing. 16. Rank Lists generation related reports and statistics. 17. Uploading of Rank Cards with photographs and barcode in the official website of OJEE-2013 so that student can download the Rank card. 	<p style="font-size: 2em;">}</p> <p style="font-size: 2em;">A*</p> <p style="font-size: 2em;">}</p> <p style="font-size: 2em;">B#</p> <p style="font-size: 2em;">}</p> <p style="font-size: 2em;">C*</p>	

Note: 'A is from sl. No. 1 to 8', 'B is from sl. No. 9 to 13' and 'C is from sl. No. 14 to 17'.

* 'A' should be quoted per candidate, # 'B' should be quoted per OMR sheet and * 'C' should be quoted per candidate. The rate should include all charges for packing, forwarding, freight insurance, taxes, transportation, loading & unloading etc. if any.

Signature of Tenderer
With Seal & Date