

## NOTICE INVITING TENDER

No. 36 /DRC

Dated 23.08.2024

Sealed tenders are invited for procurement of Optical Mark Recognition Sheet for holding Recruitment Examination for filling up vacancies of different categories of staff in Uttar Dinajpur Judgeship, published by Employment Notification No. 22/DRC dated 25.07.2024.

➤ **Scope of work :-**

**A. Designing, printing supply of OMR sheets:-**

- i) The Agency is required to prepare suitable design for OMR and OMR to capture data through OMR software. Each OMR must contain a Bar code/QR code, Serial Number and an Invisible Logo detectable through UV Rays.
- ii) Each OMR and OMR will have a unique running serial number.
- iii) The OMR answer sheet should have columns/space for filling 100/200 (may vary, ref. syllabus & pattern) answers with multiple choices of a, b, c and d. The answer sheet should contain space for writing the Roll No, Name, Question Booklet Number, Candidates Signature, Invigilators Signature etc. and also filling bubbles for Roll No, Booklet series etc. The design or pattern of the OMR sheet to be done in prior consultation with the District Recruitment Committee, Uttar Dinajpur Judgeship.
- iv) The OMR and top sheet of OMR are to be printed on good quality [110 GSM or above] A4 size paper. Sample OMR must be submitted to the District Recruitment Committee, Uttar Dinajpur Judgeship for final approval before final bulk printing. Calibration certificate regarding paper quality & GSM from the competent authority is to be procured (at Agency's own cost) & to be submitted by the Agency at the time of supply of OMR as and when required.

v) Based on the exam schedule for various posts, the Agency should deliver the OMR to the place fixed by the District Recruitment Committee, Uttar Dinajpur Judgeship before the start of the examination.

vi) The Agency should ensure that the OMR sheets are securely packed in water proof and tamper proof packing to avoid any damage during transit from and to the examination venue. OMRs are to be packed venue/centre- wise with labels indicating the serial numbers allotted against each venue.

vii) The Agency is required to prepare suitable design for OMR sheets to capture data through OMR software. Each OMR attendance sheet must contain a Bar code/QR code.

#### **B. Scanning and Evaluation of used OMR Sheets :-**

i) Scanning and Evaluation of OMR sheets are to be done at the **premises of District Court, Uttar Dinajpur in the presence** of the members of the DISTRICT RECRUITMENT COMMITTEE, UTTAR DINAJPUR. The Agency should organize for scanning OMR Sheets and create Excel data files with two duly authenticated printouts as per format approved by DISTRICT RECRUITMENT COMMITTEE, UTTAR DINAJPUR.

ii) Prior to print/evaluation of the OMR sheets, the candidates' database in excel format would be provided to the selected agency by the DISTRICT RECRUITMENT COMMITTEE, UTTAR DINAJPUR.

iii) Evaluated data and the scanned signature need to be compared with the Signature of the candidates in the used evaluated OMR sheets and if any discrepancies found, the same is to be resolved with proper guidelines of the District Recruitment Committee, Uttar Dinajpur Judgeship.

iv) Double scanning is to be done to ensure 100% accuracy. Random Manual evaluation of few OMR sheets may be carried out by the District Recruitment Committee to ensure accuracy of the evaluation procedure.

vi) Forwarding of the following documents/ information to DISTRICT RECRUITMENT COMMITTEE, UTTAR DINAJPUR JUDGESHIP after completion of scanning and evaluation of OMR sheets:

a. Soft copies of scan responses of OMR sheets along with database file (.dbf), in two separate Compact Disc - Read Only Memory (CD ROM) with digital signature along with a covering letter duly signed by the Nodal Officer nominated by the firm.

b. One hard copy of all the candidates discipline/ post-wise, to the DISTRICT RECRUITMENT COMMITTEE, UTTAR DINAJPUR, in a sealed cover, duly signed and stamped on each page.

c. Any other report as required by the commission in the prescribed format.

vii) After evaluation of OMR sheets, the duly authenticated database of the candidates will have to be provided to the District Recruitment Committee, Uttar Dinajpur Judgeship.

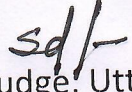
viii) If any discrepancies arise, the decision of the DISTRICT RECRUITMENT COMMITTEE, UTTAR DINAJPUR JUDGESHIP shall be the final.

### **C. Printing of Attendance Sheets and Bench Stickers :-**

- i. The Agency is required to make print out of Attendance Sheets and Bench Stickers of the candidates of different categories of posts in the format to be provided by the District Recruitment Committee, Uttar Dinajpur Judgeship and to supply the same to the District Recruitment Committee, Uttar Dinajpur Judgeship in separate sealed packets. The Database of Attendance Sheets and Bench stickers will be provided by the District Recruitment Committee, Uttar Dinajpur Judgeship.

➤ **TERMS AND CONDITIONS:-**

1. Quotations in sealed envelope should reach the Office of the District Judge, Uttar Dinajpur at Raiganj, Pin Code – 733134 on or before 05.00 p.m. of 06.09.2024 .
2. The undersigned reserves right to cancel/ reject the quotations without assigning any reasons.
3. The vendor is responsible for any software problems.
4. The bidders should have previous experience in printing O.M.R. sheets, preparation of O.M.R. software, as well as experience in printing confidential Government matters and the bidder should have sound working credentials, in a single invoice .
5. The bidders should enclose copies of valid registration of G.S.T., P.A.N. No. and Service Tax.
6. On successful and satisfactory completion of the entire work, the amount agreed will be paid by way of A/c payee cheque.

  
District Judge, Uttar Dinajpur  
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Chairman,  
District Recruitment Committee  
Uttar Dinajpur Judgeship