

No. RTU-Exam/PUR/F(23)4.5/2010-11/

Date:

To,

M/s

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NOTICE INVITING QUOTATIONS

1 Quotations are invited for the **Processing Examination forms for conduct of examination** required for RTU –Exam Department of this Technical University by 12:00 noon 18-09-2010. The approximate cost of the work is Rs. 15.17 lacs. The covers containing the quotations must be Marked **“Quotation for Processing Examination forms for conduct of examination”** Due on 18-09-2010

2 Tender will be opened on 18-09-2010 at 03:00 pm.

3 Earnest Money:- A demand Draft/ Bankers Cheque for Rs. 30,500/- only in the name of Rajasthan Technical University, Kota may please be enclosed along with your quotation and earnest money, without which no tender shall be considered.

4 In case tender form is down loaded from website, a Bank D.D. of tender fee of Rs. 100/- must also be enclosed.

Encl.:- General Terms & Conditions.

Dy. Registrar (Exam)

QUOTATION FORM PART – A

Tender No. RTUK/Exam/
2010

Due Date :18-09-

S.No.	DESCRIPTION	TO BE FILLED BY THE TENDERED
1	NAME OF THE TENDERER	
2	FULL ADDRESS (including phone and mobile no.)	
3	INCOME TAX PAN DETAIL (Zerox copy be attached)	
4	DETAILS OF BANK ACCOUNT	
5	DETAILS OF WORK EXPERIENCE OF SIMILAR WORK (zerox copies be attached)	
6	QUALIFICATION OF THE PERSONS TO BE DEPLOYED	
7	NAME AND THE DESIGNATION OF THE SIGNATORY	
8	VALIDITY PERIOD OF TENDER (quotations having validity less than 90 days may not be considered)	
9	DETAILS OF EARNEST MONEY (enclosed draft / banker cheque in Original)	

Signature of the tenderer

Quotation Form (Year 2010-11)

S. N.	Description of Items	Quantity (Approx.)	Rate per unit	Total Amount (Lac)
Activity Group 1	<p>Processing Examination forms for conduct of examination</p> <p>Work Stage – I</p> <p>(i) To dispatch of student data to data processing agency</p> <p>(ii) Receipt of examination forms, generated by data processing agency.</p> <p>(iii) Check the forms with student data faculty wise (B.Tech., B.Arch., MBA, MCA, etc.), Branch, year and college wise.</p> <p>(iv) Prepare set of examination forms to send to colleges.</p> <p>(v) Prepare necessary documents for item no.(iv) , such as address slips preparation, pasting address slip on envelop, preparing envelops, orders etc.</p> <p>Work Stage – II</p> <p>(vi) Receipt of filled examination forms from colleges, checking & verification from students data.</p> <p>(vii) Prepare sets for sending to data processing agency for generation of admission card, roll lists, attendance sheets etc.</p> <p>(viii) Receipt of the document at item (vii), check them, classify centre wise and prepare sets for sending it to respective centers.</p> <p>(ix) Preparation of examination schedule and intimate to each centre superintendent by e-mail.</p> <p>Final Stage of Work</p> <p>(x) Receipt the drafts of fees, Prepare list and send to accounts section for depositing.</p> <p>(xi) Writing of letters regarding complaints/ queries during the conduct of</p>	3.2 Lac		6.47

	<p>examinations</p> <p>(xii) Miscellaneous work related to processing of exam forms not covered in above items but felt necessary and instruction by COE or designated officers of COE or designated officers of COE office.</p> <p>(xiii) Necessary office assistance (including filling, file maintenance work etc.) in discharging to day to day office work.</p>			
Activity Group 2	<p>Secrecy Section – I</p> <p>Evaluation & Revaluation of Answer Books</p> <p>Theory, Practical, Sessional OMR related work :-</p> <ol style="list-style-type: none"> 1. Checking of OMR (Theory, Practical, Sessional) 2. Dispatch of OMR to all the Colleges 3. Receipt of filled OMR submitted by the Colleges and tearing of counter foils and submission to agency for result preparation. 4. Arrangement of filled OMR branch wise and College wise. <p>Award list of answer books related books :-</p> <ol style="list-style-type: none"> 1. Receipt of award lists from Coordinators 2. Separation of Foil and Counter Foil of awards. 3. Dispatch of Foils to the agency for result preparation. 4. Arrangement of counter foil of branch/ paper wise. 5. Receipt and verification of mark sheets of all the RTU Exam 6. Dispatch of marks sheets to the Colleges. <p>Revaluation related work :-</p>	<p>180000 OMR per semester</p> <p>60000 Foil and Counter Foil</p> <p>35000 Foil</p>	<p>2/-</p> <p>2/-</p> <p>2/-</p>	<p>3.60</p> <p>1.20</p> <p>0.70</p>

<p>Activity Group 3</p>	<p>Secrecy Section I <i>(a) To perform various activities as listed below as per the instructions:</i></p> <ul style="list-style-type: none"> (i) To zerox different subject syllabus, to make sets of forms to be sent to question paper setters, to place appropriate old question paper, syllabi, other stationary item etc in the envelopes to be sent to paper setters of Engineering disciplines. (ii) To perform above activities for envelopes to be prepared for Management, Computer Applications and Hotel Management disciplines. (iii) To paste and dispatch the envelopes to be sent to question paper setters (iv) To prepare list of bills/vouchers for payment of question paper setters as per details in the respective bills on computer and to take printouts in the prescribed format, and to type and update panel of question paper setters and to maintain related files. (v) To cut and sort out the received envelopes of question papers to be sent in printing, to assist in maintaining classified storage of old question papers, their retrieval and associated works (vi) To assist in dispatch of question papers to the centres of examinations and associated activities, to assist in preparing files containing information of question paper challans received and dispatched and allied information 	<p>4000 (No of question papers)</p> <p>Per one thousand students enrolled</p>		<p>2.80</p>
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	Total Amount			15.17