

**RAJASTHAN TECHNICAL UNIVERSITY, KOTA**  
**EXAMINATION SECTION**  
**ANNUAL JOB WORK REQUIRMENT**  
**Performa for Financial Bid**

S.NO.	WORK	Unit	Quantity	Work Completion period	Approximate Total cost of work	Rates from bidder
2.	<p><b>Preparing examination answer books for Revaluation. This work includes following activities:</b></p> <p>i) Compilation of data from applications received for revaluation.</p> <p>ii) Separation of DD, preparing list, submitting the same for realization</p> <p>iii) Recovery of answer book from the warehouse which includes arranging the packets of evaluation before recovery.</p> <p>iv) Verification of answer books from the list of answer books required to be sent for revaluation.</p> <p>v) Hiding the marks awarded by evaluator by pasting sticker/paper tape.</p> <p>vi) Tearing the evaluation sheet from the answer book.</p> <p>vii) Making small bundles of 30 ABs</p> <p>viii) Making Bundles of these packets (150 A.B.) including packaging , Sealing with wax .</p> <p>ix) Making packet of award lists &amp; other forms</p>	Each Answer Book	05 Lacs Answer Books	<p>Approx. 4000 Answer Books per day with weekly maximum of 20000 Answer Books.</p> <p>Work is likely to be spread over months of May-Aug., 2008 and Feb.-April, 2009.</p> <p>The work is seasonal in nature - and not spread through-out the year. The capacity is an indication of maximum. However the work shall be allotted as and when available RTU does not guarantee any min./work.</p>	<b>Rs.17.50 Lacs</b>	

	x) Putting the Address of Evaluator on these Bundles xi) Dispatch of Bundles xii) Supervision of above work.					
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**Signature of Bidder**

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**EXAMINATION SECTION**  
**ANNUAL JOB WORK REQUIRMENT**  
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S.NO.	WORK	Unit	Quantity	Work Completion period	Approximate Total cost of work	Rates from bidder
1.	<p>Preparing examination answer books for evaluation. This work includes following activities:</p> <p>i) Verification of A.B. (received) college wise with the C.S. Diary  Shuffling of A.B. Making Packets of A.B. (30 No. each)</p> <p>ii) Checking of Codes &amp; Tearing Roll No. Part from the A.B.</p> <p>iii) Bundles of these packets (300 A.B./ 10 pkt.) including packaging , Sealing with wax .</p> <p>iv) Making packet of award lists &amp; other forms</p> <p>v) Putting the Address of Evaluator in these Bundles</p> <p>vi) Dispatch of Bundles</p> <p>vii) Supervision of above work.</p>	Each Answer Book	Approximately 8 Lac answer books	<p>Approx. 10000 Answer Books per day with weekly maximum of 50000 Answer Books. Work is likely to be spread over months of May-Aug., 2008 and Feb.-April, 2009. The work is seasonal in nature - and not spread through-out the year. The capacity is an indication of maximum. However the work shall be allotted as and when available RTU does not guarantee any min./work.</p>	<b>Rs. 20.00 Lacs.</b>	

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**Terms & Conditions: -**

1. The work is of confidential nature, Particulars and details of the workers has to be produced by the agency in the prescribed format..
2. All the supervisory staff should possess working knowledge of English.
3. A suitable cadre structure should be maintained by the firm with adequate number of Manager, Clerical staff & Peon to ensure error free work as desired by the University. One Managerial level official is required to be in touch with the University official to take instruction from official on day to day basis & employ staff as desired by University to implement activities in smooth & planned manner. He may discuss the issues on a prior day with the RTU Official to get the work done accordingly.
4. The works have to be carried out during the stipulated period as mentioned, at University premises.
5. Secrecy has to be ensured at all stages of work . Any breach of security will be dealt as per law of land in force at the time.
6. Frequent changes of manpower by agency must be avoided.
7. Packing material will be supplied by the University.
8. Working Hours: 8.00 AM - 8.00 PM daily.(Between)
9. Any liability regarding person engaged job work will be born by contractors/bidder.
10. Bill of your payment may be raised in quantity of 50000 answer books after completion of work.
11. All legal deduction (Income tax) will be done from bill.
12. Agency/Firm will have no right to make any claim with regard to rescheduling/cancellation of exam if any or otherwise.
13. The firm should not have any background of black listed/bank rupees or any record of premature termination of contract previously.
14. The university has all the rights to terminate the contract at any stage in case of unsatisfactory performance and/or violation of any term and condition including secrecy. In such circumstances university will take its own measure to complete the task or to compensate the slow progress and the additional cost involved in this process shall be charges from the firm/agency with penalty.
15. The firm should submit experience certificate/pre-qualification for performing such work in any university or board.
16. Bank Guarantee /Performance Guarantee :- 10% of total order value.
17. Both the work shall assigned to a single bidder on total cost basis.
18. Duration of contract shall be for one year from the date of order. However University reserve the right to extended the order for another 3 months.
19. Penalty Clause:- In case vender fails to deliver the above as per schedule/Norms, a penalty of 3% shall be levied on each day of delay.

**Signature of Bidder**