

**Sub : Quotation for OMR's Scanning and Declaration of result for NAAC
Recruitment**

Dear Sir,

The National Assessment and Accreditation Council (NAAC) is an autonomous institution of the University Grants Commission (UGC), with its headquarters in Nagarbhavi, Bangalore. You are requested to quote your best price for **'Quotation for OMR's Scanning and Declaration of result for NAAC Recruitment'**. The detailed descriptions are enclosed in **'Annexure-I'**.

The last date to submit your quotation is **12/05/2017 at 5.00PM.** The sealed envelope should be addressed to Administrative Officer, NAAC and may be sent through post/courier/hand delivery and quotation should be clearly indicated in bold letters **'Quotation for OMR's Scanning and Declaration of result for NAAC Recruitment'**.

Terms and Conditions:

1. The rates should be inclusive of all Taxes.
2. Incomplete quotation will be rejected.
3. TDS from the claim bills will be deducted as per rules, if applicable.
4. Payment will be made after completion of work satisfactory.
5. NAAC has the right to accept or reject any quotation without giving any reasons and there will be no correspondence in this regard.

**Thanking You,
Yours Sincerely,**

(Arun. M)

Annexure -1

OMR Designing, Scanning, Extraction and Merit List Generation

NAAC invited applications for recruitment for the various posts. Written test will be conducted for some posts and the test questions shall be objective type. In order to make avoid manual work, OMR sheet will be used for writing the answers. NAAC inviting quotations from eligible vendors capable of handling OMR sheet scanning, data extraction and experienced in managing the entrance examinations for various institutions.

Scope of the work

01. Designing of OMR sheet to suit the requirement of NAAC
02. Assist in printing of OMR sheets from security printers (NAAC will pay directly to the printer)
03. Scanning of OMR sheets in the premises of NAAC on the given date. Vendor has to arrange for the scanner and man power
04. Extraction of data from scanned images. Vendor should have their own / purchased extraction software for data extraction
05. Processing of results
06. Announcement of Merit List
07. Reports as requested by NAAC
08. Handing over the data in excel format to NAAC

Terms and Conditions

01. Vendor has to quote the price on per OMR sheet basis
02. Price should be inclusive of scanning, extraction and announcement of results
03. Vendor has to arrange for required hardware and software
04. NAAC shall provide space, electricity, Power Backup, Internet, printer and printing materials
05. NAAC shall give the detailed document on the examination well in advance
06. NAAC shall give the key answers immediately after the examination for merit list announcement

NAAC/Admin/Rect-2017 (April)/2017

Dt: 09/05/2017

Sub : Quotation for Printing of OMR sheet for NAAC Recruitment

Dear Sir,

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The last date to submit your quotation is **12/05/2017 at 5.00PM.** The sealed envelope should be addressed to Administrative Officer, NAAC and may be sent through post/courier/hand delivery and quotation should be clearly indicated in bold letters **'Quotation for OMR sheet for NAAC Recruitment'**.

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