No. D.15017/11/2008-C&G

Government of India

Office of the Director General of Civil Aviation

Opp. Safdarjung Airport, New Delhi-110 003.

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Dated, the 31st July, 2009.

TENDER NOTICE

Subject:-   Quotation for Procurement of OMR sheets, Scanning/Processing of OMR Sheets and Admit Cards / Results Cards for Pilot/ AME Exams.

Quotations in sealed cover are invited for procurement of OMR sheets, Admit Cards / Result Cards and Evaluation of OMR Sheets for conducting Pilots/ aircraft Maintenance Engineer Examinations in the Office of the director General of Civil Aviation, Opposite Safdarjung Airport, new Delhi-110 003.

2.   Sample of OMR Sheets, Admit Cards and Result Cards are available with Shri M.K. Bajpai, Airworthiness Officer Central Examination Organization, Office of the Director General of Civil Aviation, East Block-III, Level-III, R.K. Puram, New Delhi -110 066, and may be obtained , if required, from him. However, the technical specifications of each item viz. OMR Sheets, Result Cards and Evaluation of OMR Sheets are as follows:-

Sl. No.	Item	Minimum Requirements
1.	OMR Sheets	1. The OMR Sheets should be of a minimum of A-4 Size and 105 GSM Paper; 2. Both sides of OMR Sheets should be printed. On

		one side, instructions should be printed and on the other side, the space for making answers should be made;
		3. Proper timer marking with required intensity and alignment should be printed;
		4. All instructions on OMR Sheets should be Bilingual; and
		5. All OMR Sheets should be scanned and verified before supplying to the Department.
2.	Results Cards	1. The Result Cards are of four types. These are:- (i) Result Cards for AME Licence Examination; (ii) Result Cards for Pilots' licence Examination; (iii) Duplicate Result Cards for AME; and (iv) Duplicate Result Cards for Pilots. 2. The Result Cards are in different colours on parchment paper of sixe 81/2″ X 12″ with weight of 105 GSM 3. All instructions in the Result Cards should be bilingual.
3.	Evaluation of OMR Sheets	1. The firm should arrange its own scanner, software, and manpower for scanning. 2. The header number / serial number should be printed on OMR Sheet during scanning. 3. The date and time of scanning should be printed on the OMR Sheet during scanning 4. The marks obtained should be printed on the OMR Sheet during scanning. 5. Provision for identification of OMR Sheets which do not contain required/ correct information related for examination. 6. The software of scanning should be able to evaluate as per the different weightage / marks allotted to the questions. 7. After scanning the firm should able to generate the Report giving at least the following parameters, i.e. Scan Number, Reference Number, roll Number and Scores – both break up & total with analysis based on subject-wise marks.

The technical bidds and financial bidds are to be submitted separately in two separate sealed envelopes and both these envelopes should be placed in a

bigger sealed envelope which should be superscribed as "Quotations of OMR Sheets, Result Cards etc."

The terms & conditions will be as follows:-

1. The firm should have at least five years' experience of doing similar work in Government Departments;
2. The firm should have a turn over of a minimum of Rs. 5.0 lakhs per year in the past five years;
3. The firm should submit a satisfactory performance report from at least three Government Departments and also income tax clearance certificate;
4. The firm will have to undertake the scanning / processing of OMR Sheets in any special exam. Expeditiously be within two days from the date of request from Central Examination Organization;
5. The firm should be able to scan the OMR Sheets using the master answers prepared on the OMR Sheets or transmitted from the Question Data Bank Computer. Further scanning machine should be linked to the scanner to transmit the Scanned Data;
6. The firm should be capable of printing the score of a candidate on the OMR Sheets up to two places of decimal;
7. The firm should ensure that OMR Scanner system will scan the OMR Sheets supplied by Central Examination Organization, O/o DGCA from time to time using the OMR Scanner system of the firm;
8. The interested / eligible bidders are, therefore, advised to go through the OMR Sheets so as to ensure the nature of work involved in supply, scanning and processing of OMR Sheets produce the desired output / result;
9. The quotation shall remain valid for a period of one year which can be extended for further period subject to satisfactory performance of the firm;
10. The payment shall be made after Satisfactory completion of the job. The firm should submit the bills in three copies enclosing satisfactory certificate from the users;
11. The Competent Authority reserves the right to reject any / all quotations or incomplete quotations without assigning any reason;
12. The quotation should accompany a Demand Draft of Rs. 20,000/- as Earnest Money in favour of PAO, MCA, DGCA¸New Delhi. Without Earnest Money, the bid(s) will not be entertained. The successful bidder will have to submit a bank guarantee of Rs, 20,000/-;
13. The bidder should specifically write that he is not currently black listed by the Govt. Department.

14. If the firm fails to supply the goods, scanning of OMR Sheets as per our requirement, the contract will be terminated without any notice. In that case, the Earnest Money will be forfeited and the firm will be blacklisted.
15. In case of any difficulty / doubt, the Director of Airworthiness (Shri R.K. Khanna) or the undersigned may be contracted in this office on any working day.

GENERAL REQUIRMENT:

1. The firm should be ISO Certified Company;
2. The requirement of OMR Sheets will be intimated separately as per the requirements of the numbers of candidate appearing in the examination in every suggestion;
3. The requirement of Result Cards will be intimated separately as per the requirements of the numbers of pass candidates in the examination in every session;
4. It is considered advisable that the contract be awarded to one single firm only to carry out entire work relating to supply of OMR Sheets, Result Cards and scanning of OMR Sheets including processing & Printing of scores on the OMR Sheets to avoid compatibility problems;
5. It may be noted that the Admit Cards are not required at present for AME / Pilot Licence Examination since the list of admitted candidates is put on DGCA website:dgca.gov.in for information of general public;
6. At occasions, CEO is required to conduct special examinations to fulfill the need of the airlines industry / operators. In such cases, the OMR Sheets may be very limited, i.e. twenty or fifty etc. along with different types of Question Papers masters. Under such conditions, the firm should be able to undertake the work.

The last date for submission of quotations at the Reception Counter of this office is 17.08.2009 (04.00 p.m.).The quotations will be opened on 19.08.2009 at 03.00 p.m.

(M.C. PANDEY)

Deputy Director of Administration

For Director General of Civil Aviation.