

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING  
VARUN MARG, DEFENCE COLONY NEW DELHI-110024**

**TENDER NOTICE**

Sealed tenders are invited from the reputed firm having experience of handling admission and examination work for professional/technical courses of recognized boards/examining boards/universities in the area of designing, printing of OMR application forms, prospectus, designing of website for up-loading application form and prospectus, scanning of application forms, processing of data, preparation of admission list and computerized allotment of institutes to selected candidates, on line declaration of result on website etc., as per details given in list of activities mentioned separately for admission and examinations in the tender document, for admission and examination process of ETE and ECCE course 2010.

**TEACHINICAL BID**

**The tenderer should have following qualifying criteria**

Reputed firm having atleast 5 years experience of handling admission and examination work for professional/technical courses of recognized board/examining board/universities in the area of designing, printing of OMR application forms, prospectus, designing of website for up-loading application form and prospectus, scanning of application forms, processing for data, preparation of admission list and computerized allotment of institutes to selected candidates, on line declaration of result on website etc. as per details given in list of activities, mentioned separately for admission and examinations in the tender document, for admission and examination process of ETE and ECCE course 2010.

1. Sound experience of allotment of institutes to the candidates as per guidelines given by Hon'ble Supreme court keeping in view reservation criteria mentioned in the prospectus.
2. Have experience of examination work on line & off line both.
3. Should have ISO certification wrt. Processing of data related with admission/examination.
4. Should have sound financial record of average turnover of not less than Rupees One Crore for the last three years as evidenced by Balance Sheet and Income & Expenditure Statement .
5. Should have office in Delhi/New Delhi.
6. Should have sufficient infrastructure and human resources at his/her own organization as subletting of programming and processing of data related work to other agency is not acceptable.
7. Agencies who have performed the job in SCERT previously with full satisfaction of authorities will also be considered eligible for Bid.
8. Those agencies who have been imposed penalty by SCERT due to any lapses/reason wrt unsatisfactorily performance in any manner in the previous year/years, will not be eligible for entry in tender process.
9. Only those agency will be awarded work order who could prove their credential as per the requirement of tender documents of SCERT as evidenced by production of original documents wrt physical infrastructure and human resource as mentioned in tender notice & document.

Tender document can be obtained from the office of Controller of Exams, SCERT Delhi on production of DD of Rs.500/- in favour of Director, SCERT, payable at Delhi from 11.3.2010 To 21.3.2010 between 11.00 A.M. to 04.00 P.M., but on 22.3.2010 tender document is available upto 2 P.M. on working days (except Saturday, Sunday & holidays). Available on SCERT website.

Technical bid & financial bid be submitted in separate sealed cover which may be subsequently be sent in single, large sealed envelope address to Controller of Examinations, Sealed tender complete in all respects along with Earnest money of Rs.1,00,000/- (Rupees One Lakh only) in the from of FDR/ Demand Draft of Nationalized bank in favour of Director, SCERT. Payable at Delhi should be submitted to Controller of Examination to be dropped in the box placed at R & I Section, Room No.8 at SCERT, Varun Marg, Defence Colony New Delhi-110024, in sealed cover having specifically mentioned "QUOTATION FOR ETE and ECCE PROCESSING OF ADMISSION AND EXAMINAITONS 2010" on the top of the envelop, latest by 22.3.2010 up to 2.00 p.m . Technical Bids will be opened on 22.3.2010 at 3.00 p.m. and Financial Bids will be opened on 23.3.2010 at 2.30 P.M. Financial bid of the tenderer will be opened only when the agency qualify in Technical Bid in the office of Controller of Examination, SCERT, Varun Marg, Defence Colony New Delhi-110024.

Director, SCERT