

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 available with tender documents, for admission to ETE and NTT course 2007-2009.

The tenderer should have following qualifying criteria

1. 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 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, available with tender documents.
2. 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.
3. Have experience of examination work on line & off line both.
4. Should have ISO certification wrt. Processing of data related with admission/examination.
5. Should have sound financial record of average turnover of not less than 75 lakh for the last three years subject to minimum of Rs.50 Lakh per annum as evidenced by balance sheet.
6. Should have office in Delhi/New Delhi
7. 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.
8. Agencies who have performed the job in SCERT previously with full satisfaction of authorities will also be considered eligible for financial bid.
9. Those agencies who have debarred by the SCERT due to unsatisfactorily performance in any of the previous years, will not be eligible for entry in tender process.
10. Only those agency will be awarded work order who could prove their credential as per the requirement of SCERT during visit of a committee constituted for the purpose of physical verification of infrastructure and human resource as mentioned in tender notice & document.

Tender document can be obtained from the office of Dy. Controller of Exams, SCERT Delhi on production of receipt of Rs.500/- in cash with the cashier or through a Demand Draft in favour of Director SCERT, payable at Delhi from 28.05.2007 to 10.06.2007 between 11.00 a.m. to 04.00 p.m. and upto 2.00 p.m. on 11.06.2007 on working days (except Saturday, Sunday & holidays).

Financial bid of the tenderer will be opened only when the agency qualify in technical bid. Therefore, technical bid & financial bid be submitted in separate sealed cover which may be subsequently be send in single, large sealed envelope address to Controller of Examinations, SCERT.

Sealed tender complete in all respects along with Earnest money of Rs.50,000/- in the form of Demand Draft/FDR of Nationalized bank in favour of Director, SCERT, payable at Delhi should be submitted to Controller of Examination SCERT in a sealed cover having specifically mentioned "QUOTATION FOR ETE and NTT PROCESSING OF ADMISSION 2007" on the top of the envelop, latest by 11.06.2007 up to 3.00 p.m.. Tenders will be opened on 11.06.2007 at 4.00 p.m.

Director, SCERT