

Dtd. 16/3/21

RPV/KG/2021/76

To
The Incharge
Computer Cell
Dte. Of Education
Delhi.

Sub:- Uploading the Tender Notice for entrance exam for admission of classes VI, VII & class XI for session 2021-22 in RPVVs for confidential printing and supply of question papers OMR sheets, & prepration of result etc.

Respected Sir,

Please find enclosed herewith the detailed tender notice for confidential printing and supply of question papers, printing of answer sheets, printing & scanning of OMR Sheets and result preparation of entrance exam for classes VI, VII & XI in of 22 RPVVs for academic session 2021-22 with the heading "**Limited Tender Notice for printing and supply of question papers, printing of answer sheets, printing & scanning of OMR Sheets and result preparation of entrance exam for classes VI, VII & XI in of 22 RPVVs for academic session 2021-22**".

As the date of release of tender is 18/03/2021 so, you are requested to upload this tender notice on 18/03/2021 on the Directorate of Education's website.

Encl:- Copy of Tender Notice.

Thanking you

Yours Sincerely,



(SANJEEV KUMAR)

NODAL OFFICER-RPVV(EXAM)
H.O.S. RPVV KISHANGANJ

(SANJEEV KUMAR)
Vice-Principal

Rajkiya Pratibha Vikas Vidyalaya
Nai Basti, Kishan Ganj,
Delhi-110007

15
DETAILED TENDER DOCUMENT FOR CONFIDENTIAL PRINTING AND
SUPPLY OF QUESTION PAPERS, PRINTING OF ANSWER SHEETS, PRINTING
AND SCANNING OF OMR SHEETS AND RESULT PREPARATION OF
ENTRANCE EXAM CUM SCREENING TEST FOR CLASSES VI, VII & XI IN OF
22 RPVVs.

FOR ACADEMIC SESSION

2021-22

TENDER NO.(1)/P & S/RPVV/21-22

TENDER DOCUMENT

DIRECTORATE OF EDUCATION

NODAL OFFICER, RPVV (EXAM)

RPVV KISHAN GANJ, DELHI-110007

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DIRECTORATE OF EDUCATION
NODAL OFFICER, RPVV (EXAM)
RPVV KISHAN GANJ, DELHI-110007

INVITATION OF TENDER

1. DESCRIPTION OF WORK

- a) For printing and supply of question papers of entrance exam cum screening test for admission in 22 RPVVs tentatively to be held on 19th April 2021 & 22th April 2021 (tentative dates) for classes VI, VII & in the month of June 2021 for class XI(after declaration of result of class X) and their supply at 6 cluster situated within different parts of Delhi and New Delhi.
- b) Supply of 2 page answer sheet.
- c) OMR sheets along with each question paper.
- d) Scanning of OMR sheet and result preparation.

2. COST & SCHEDULE OF TENDER

- a) Total Estimated Cost of Job: Rs. 10, 00,000/- (Rs. Ten Lakh)
- b) Release of Tender: 18/03/2021
- Closing of Tender: 05/04/2021(2:00p.m.)
- Opening of Bids: 06/04/2021(11:00 a.m.)

3. SUBMISSION OF BIDS:-

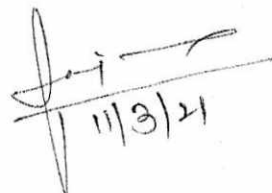
The interested bidders shall submit the financial bid in a sealed envelope and : Financial Bid" written on top of the envelopes and this sealed envelope duly super scribed "Confidential- Bids for Printing & Supply of Question Papers/OMR Sheet & two page answer sheet & scanning with result preparation of entrance exam of admission in RPVVs for 2021-22". No bids shall be accepted after the specified date and time for receipt of bids.

This tender document contains 10 pages, 1 Financial Bid Performa, Check List, one sample paper of OMR Sheet & One sample paper of 2 pages answer sheet.

4. GENERAL TERMS & CONDITIONS:-

a) Eligibility Criteria:-

The bidders must fulfil the following eligibility conditions:-



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i. Work Experience:

Experience of having successfully printed and supplied question papers to any Government Organisation / Undertaking / department for any three of the last five academic years ending on 31 march 2020 i.e.. from 2015-16 to 2019-20.

ii. Average turnover :

As per the CVC guidelines, the average financial turnover during the last three previous financial years ending 31 march 2020 should be atleast 25% of the estimated cost which in the instant case is Rs. 2,50,000/(Rs Two Lakh Fifty Thousand). Copy of Profit and Loss A/C and Balance Sheet duly attested by CA for the last three years i.e., 2017-18, 2018-19 & 2019-20 and ITR for 03 Assessment years i.e 2018-19, 2019-20 & 2020-21 are to be submitted.

iii. Printing License:

A Valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.

iv. Undertaking:

Every bidding firm is required to submit an undertaking that no blacklisting or debarring order by any Govt. Department or by any other agency is in operation against it or its sister concern at the time of its submission of bids with regards to the instant tender. Any firm against which or sister concern of which such order is in operation at the time of submission of bids with respect to the present tender is not eligible for participating in it.

v. Certificate of Satisfactory Completion of Work:

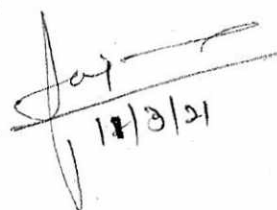
Every bidding firm shall be required to submit a certificate of satisfactory completion of work from all the government departments/ organizations/ agencies/ undertakings it has worked for in academic years 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20. Suppression of facts may be regarded as a disqualification for participation.

vi. Labour Laws:

The bidder must have been following the Labour Laws framed by the Labour Commissioner of Govt. of NCT of Delhi.

vii. Registration with GST Department:

The prospective bidder must have a valid GST Registration Number from Govt of NCT of Delhi.


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viii. Registration of the Firm:

If the bidding firm is a partnership firm, the partnership deed must have registered with the office of the Registrar.

5. PARTICULARS OF MATERIAL AND ITS SIZE TO BE USED FOR PRINTING

WORTH:

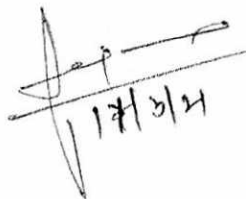
Sr. No.	Particulars	Paper Size	Printed Area	Paper Quality
1.	Question Papers	21cm x 29.7cm	19cm x 27.7cm	White offset maplitho printing paper of 60gsm
2.	OMR Sheet	Standard Size as per the sample attached with this tender documents.		
3.	2 page answer sheet	Standard Size as per the sample attached with this tender documents		

6. OWN PAPER TO BE USED BY PRINTING FIRM:-

The paper for the printing of text as specified above shall be arranged by the printer himself.

7. INSTRUCTIONS REGARDING QUALITY OF PRINTING & INK:

- The ink should be of a good standard and quality having sufficient quantity of finely grinds pigments.
- The ink should be adequately viscous to fully transfer and stick on paper but should not fully penetrate-in the paper reflecting- "see-through",
- The ink should have good drying quality particularly on smooth or glaze paper to avoid "set off".
- The ink should not be so tacky to snatch /pick up the paper or coating on paper while printing.
- The selection of the set pf printing of ink should be made taking into account the shade of paper and the nature of illustration used in the question papers.
- There should be no variation of shade throughout.
- There should be no roller mark on the printed area.


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8. TYPE SIZE & FONT PREFERRED:-

12 point Devnagri for Hindi and 10 point type Roman for English (composing bt Laser technique) with Double Space.

9. NO. OF COLOURS

Single Colour

10. LANGUAGE:

The question papers of classes VI, VII & XI shall be bilingual (English-Hindi) Proof reading is to be done by the printer at his own cost. Manuscripts of question papers will be provided by the Nodal Officer, RPVV (Exam), RPVV, Kishan Ganj of the Directorate of Education. Question Papers must be free from all printing errors.

11. Style of folding:-

Question papers for entrance exam: Except for more than 4 pages, the question paper is to be folded at the centre and creased. In case of more than four pages, it has to be glued in the spine at the centre. Care is to be taken in case of question paper of six pages; the two pages leaf is to be pasted in between the form and then creased or any other alternative proper arrangement may be made. The folding of the question papers should be done in such manner that the Nos. on even pages fall exactly on the page having odd number- on the -other side. No such page shall be folded which is torn or has spots, scum and is not perfect in printing. If the pages cannot be glued, the question paper must be stapled at least two places.

12. Packing:-

Question papers along with OMR sheet and 2 pages answer sheet for entrance exams: 24 question papers are to be encased in a paper band (about 1" wide) in an envelope and 24 OMR Sheets in a different envelope along with 2 page answer sheets in a separate envelope (total 3 envelopes for 24 candidates) and remaining question papers, OMR Sheets and 2 page answer sheets to be packed separately alongwith 5 additional question papers, OMR Sheet and 2 page answer sheets respectively for each school. The cloth-lined of the craft paper envelope must be strong enough to bear the wear and tear of transportation. These sealed envelopes are to be put in a thick transparent bag which is to be heat-sealed.

13. Volume of papers:-

The pages of the question papers will be appx. 16 to 24 pages & the volume of the papers may be very from 1000 papers to 10000 papers according to the requirement/enrolment.

14. Timeline:-

Manuscripts of the question papers of this exam will be handed over only to the authorized person of the vendor 10 days before the commencement of the examination. However, the final date of entrance exam will be informed after finalization of exam date. Minor changes, if any, in the enrolment may be notified even a day before the exam. Further, Sealed envelopes along with soft copy of result of each school should be handed over to Nodal Incharge (Exam), RPVV Kishanganj within three days of conduct of the entrance exam.

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15. Matter to be printed on each envelope:-

Name & I.D. of School, class, date and No. of Question Paper contained in each envelope are to be printed on the cover.

16. Payment:-

The payment, after TDS at prevalent rates under Section 194-C of the Income Tax Act and other prevalent Taxes, shall be made through ECS I RTGS / NEFT on obtaining expenditure sanction and budget for the same from the Competent Authority, Finance Department, GNCT of Delhi. No interest shall be paid on late payment.

17. Selection of Firms:-

As per provision contained in GFR 2017, the contract will be awarded to the lowest evaluated bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactory as per terms & conditions mentioned in the tender document. However, as printing of question papers is a time bound and sensitive work, Past performance of the firm shall also be taken in consideration while assigning the job. No firm, which had worked for the Directorate of Education during the last three years and whose work/ services had not been satisfactory, or the sister concern of such firm, shall be considered for opening of the financial bid.

18. Reservations:-

- a) The final acceptance of the tender bids would entirely vest with the Nodal Officer (RPVV) authority who reserve the right to accept or reject any or all tender bids assigning reason there for.
- b) There is no obligation on the part of the Directorate of Education to communicate, in any manner with the unsuccessful bidders.

19. Penalty:-

- a) If the printing/ delivery of the question papers is not done in the scheduled time and manner & quality prescribed in the job order and in case of gross negligence, the Director of Education may debar/blacklist the firm.
- b) In case of defective/ error in printing and inadequate supply a penalty up to 30% will be levied on the total cost of printing and in case of gross negligence the Director of Education may also debar/ blacklist the firm.
- c) Any kind of laxity noticed in sealing/ packing/ bagging, sub standard quality of packing, late supply of Question Papers and other materials related to examinations, use of inferior quality of ink or substandard paper in printing, will be viewed seriously and penalty upto 50% of the cost of the work, as determined by the Competent Authority i.e. Directorate of Education, may be imposed. In grave situations the firm may also be blacklisted.
- d) If at any stage the tenderer deviates from the terms and conditions of the contract agreement or his performance is found to be unsatisfactory. The contract shall be terminated without any notice and the firm may also be blacklisted.

20. Security Measures:-

Conducting of exams is very sensitive issue. So, for ensuring secrecy of the question papers following directions shall be following by the printing agency and the Nodal Officer, RPVV (Exam).

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20.1 The printing agency/ firm shall authorize a responsible person for making any correspondence contact with Nodal Officer, RPVV (EXAM). Such authorized person shall carry an Identity card, an attested copy of which shall be submitted by the printing agency to the Nodal Officer, RPVV (EXAM) in advance.

20.2 The manuscripts of the question papers and proofs of the same would be exchanged between the aforesaid two persons of the printing agency and the Nodal Officer, RPVV (EXAM).

20.3 Any information conveyed to the authorized person of the printing agency shall be deemed to have been conveyed to such printing agency itself.

20.4 The printing agency shall be absolutely responsible and liable for the omissions and commissions of its workers/ agents.

20.5 It is the sacrosanct duty of the vendor to maintain the secrecy breach of which shall entail stringent action. Leakage of question papers or part thereof, before the end of the examination, shall be considered as a criminal offence and action shall be initiated under the provisions of Cr. P C and IPC along with withholding of all the payment and black listing of the firm. Supply of any question paper prior to the scheduled date or mixing up of the questions papers shall be deemed to be an act towards breach of secrecy and the firm shall be penalized accordingly.

21. Jurisdiction:-

Any dispute arising between the Directorate of Education and the contractor will, at the first instance, be resolved by the Arbitrator appointed by Hon'ble Lt. Governor of Delhi, in accordance with the provisions of Indian Arbitration and Conciliation Act 1996. Unsettled matters would be subject to the jurisdiction of Courts of Delhi.

22. False information/ Concealment of Facts:-

In the event of furnishing false/incorrect information or concealment of material facts by the bidder, the EMD in r/o such bidder shall be forfeited.

Further, if during the performance of the contract it is detected/ found that the contract has been obtained by way of furnishing false/ incorrect information or suppression of facts in the tender documents, the agreement shall be considered null and void in accordance with the provision of the Indian contract Act, 1972 and the payment would be withheld till the final decision in this regard and firm will be debar/blacklisted.

23. Essential Documents to be submitted:-

The original documents shall be produced by the bidder before the DDE (RPVV) chairman for verification.

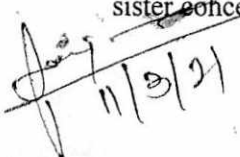
23.1 Documents showing experience of printing of question papers of any Government department/ organization/ agency/ undertaking of any three years during the last five academic years.

23.2 Copy of PAN CARD.

23.3 Document showing turnover of at least Rs. 2,50,000/- (Rs. One Lac fifty Thousand) per annum during previous 3 Assessment Years 2017-18, 2018-19 & 2019-20 duly certified by Chartered Accountant. The turnover should be in respect of printing of question papers.

23.4 Experience certificate from any Govt. Department/ undertaking/ organization showing that the firm has printed question papers for any three years during the last five academic years.

23.5 Undertaking of any blacklisting or debarring order not being in operation against the firm or its sister concern at the time of submission of bids with regard to the instant tender.



23.6 Undertaking that the bidder is well versed with the terms and conditions of the tender and that the bidder is competent to enter into a contract on behalf of his firm and he is submitting the bids unconditionally.

23.7 A valid license of printing/ declaration under Press & Registration Books Act, 1867 from/ before Competent Authority.

23.8 Copy of GST registration certificate.

23.9 Certificate of satisfactory completion of work for any three years during the last five academic years from relevant Govt. department/ agency/ organization/ undertaking.

24. Agreement deed:-

- a) The successful bidder(s) shall execute an agreement deed for the Fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 3 days from the date of the contract. The bidder shall not be allowed to insert/ delete any terms and conditions on the Agreement Deed. Format of the affidavit may be obtained by the successful bidder from the examination branch after finalization of the tender.
- b) The incidental expenses of execution of Agreement/ Contract shall be borne by the successful bidder.
- c) The condition stipulated in the Agreement/ Contract should be strictly adhere to and violation of any of these conditions will entail termination of the violation of any of these conditions will entail termination of the contract without prejudice to the right of the Directorate of Education and any consequential loss will be recovered from the contractor.

25. Further assigning of tender in whole or part:-

The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or corporate body. No under letting or subletting to any person or body corporate for the execution of the contract or any other part thereof is permitted under any circumstance.

26. Instructions Regarding Financial Bid:-

- a) The rate should be clearly indicated in words and figures both. Wherever there is discrepancy between words and figures, the rate indicated in words shall apply.
- b) Rates submitted in the quotation should be inclusive of each and every work related to the supply i.e. composing charges, proof reading, processing and plate making, printing, paper charges, packing charges including numbering, folding and pasting, transportation charges at approximately 06 clusters in Delhi etc.
- c) The rates of the question papers should be quoted per unit (excluding all Taxes such as GST.)
- d) Rates should be quoted in Indian currency. ONLY IN THE FORMAT ENCLOSED.

27. TERMS AND CONDITIONS:-

- a) Printing & school wise/zone wise sealing/packing and bagging of Question Papers shall be done and the same are to be supplied/ delivered simultaneously at approximately 06 clusters in Delhi between 6:30 a.m. to 7:00 a.m. on the day of Examination on the date of exam.
- b) Envelopes/ Packets of question papers are to be made school-wise, Class-wise as per requirement of different zones. However, printer has to add 05 to 10 copies of question papers (free of cost) in each packet in addition to the requirement shown in the list supplied.



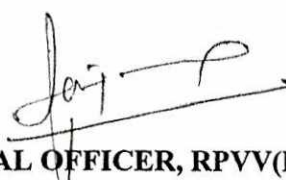
Numbering of question papers encashed in the packets/envelopes is to be shown on the body of the packet on the space provided for the purpose.

- c) School-wise packets of question papers are to be sealed for approximately for 22 RPVV's Schools and are to be delivered at about 6 clusters of RPVV. The supplier has to strictly adhere to the schedule of examination (the date of exam will be informed accordingly).
 - d) Manuscript of question papers will supplied to the printer.
 - e) The DDE (RPVV) has all rights to enter in to the premises of the printer at any time and day. The printer shall extend full co-operation to the officers visiting the press to inspect the progress of the printing work and answer their queries to their fullest satisfaction. They may authorize any other person to visit the premises of the printer, on their behalf. Such officer will carry an Authority Letter with him duly signed by the Director of Education/Addl. DE (Exam).
 - f) Refusal to accept and execute the work orders shall be viewed as violation of the provisions of the terms and conditions of the NIT.
 - g) In case of strikes, fire accidents or circumstances beyond the control of the printer causing stopping of their work, the printer shall have to get the work done from some other source maintaining total secrecy and as per terms and conditions and schedule. Extra printing cost incurred, if any shall be borne by the printer.
28. If the work of the tender awardee is found satisfactory the Director of Education may extend the contract by one or more year/s (maximum up to two years).
29. The tender document complete in all respect, addressed to Nodal Officer, RPVV(Exam) must reach at Room No.1, Nodal Officer, RPVV(Exam), RPVV Kishan Ganj Dte of Education, Delhi-110007 by 05/04/2021 (2:00 p.m.)

Decision of the Nodal Officer, RPVV(Exam), shall be final and bidding in all respects.

Note :-

- a. Bidding firms are directed not to enclose extra documents with their bids lest it should be presumed that they are unable to comprehend the terms and conditions of the NIT.
- b. Additional instructions will be provided to the tender awardees firm separately along with the work order, final date of exams and enrolment for each exam.


NODAL OFFICER, RPVV(EXAM)
RPVV KISHAN GANJ



CHECK LIST

FOR THE PRINTING OF CONFIDENTIAL MATERIAL (QUESTION PAPERS), OMR SHEET, 2 PAGE ANSWER SHEET, SCANNING OF OMR SHEET, RESULT PREPARATION) FOR AY 2021-22.

(EACH PAGE OF THE BID MUST BE SERIALY NUMBERED AND SIGN BY THE BIDDER)

Sr. No.	Description of Self attested Documents	Page No.
1.	Any three academic years, of the last five academic years, experience opf printing of question papers, of any Govt. Department/undertake/organization/institute	
2.	Documents regarding financial turnover duly verified by CA	
3.	Copy of PAN card	
4.	A valid license of printing/declaration under Press & Registration books Act,1867, from /before competent Authority	
5.	Copy of GST Registration Certificate	
6.	Certificate of Satisfactory Completion of Work of three years Certificate of which is submitted at S. NO. -1	
7.	Undertaking regarding no blacklisting or debarring order in operation against the bidding firm or its sister concern	
8.	Undertaking regarding authority of the bidder for entering into contact on behalf of his firm, of his having understood the terms and conditions of the contract and submitting the bids unconditionally.	
9.	Copy of partnership deed of the firm & proof of its registration.	
10.	ITRs for Assessment Year 2018-19, 2019-20 & 2020-21	

[Handwritten signature]
12/13/21

FINANCIAL BID-1

CODE NO. OF FIRM: _____

**QUOTATION OF CONFIDENTIAL PRINTING AND SUPPLY OF QUESTION PAPERS OF
ENTRANCE EXAM CUM SCREENING TEST, PRINTING OF ANSWER
SHEETS, SCANNING OF OMR SHEETS AND RESULT PREPARATION FOR CLASSES VI,
VII & XI IN OF 22 RPVVs.**

RATE IN RUPEES PER QUESTION PAPER EXCLUSIVE OF ALL TAXES

1. BILINGUAL (English-Hindi/Monolingual) question papers

Rate per paper (of 16 to 24 pages) Rs. _____ (in words) _____

2. OMR Answer Sheet

Per OMR Sheet: Rs. _____ (in words) _____

3. 2 Pages Answer Sheet

Per Answer Sheet: Rs. _____ (in words) _____

4. Scanning of OMR Sheets

Per OMR Sheet: Rs. _____ (in words) _____

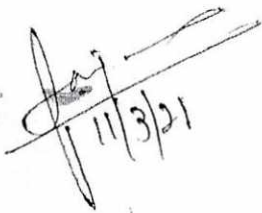
5. Preparation of Result

Per School: Rs. _____ (in words) _____

Signature of Authorized signatory: _____

Date: _____

PLEASE DON'T PUT SEAL OF THE AGENCY



SIDE-B

2. SCHOOL ID

3. CLASS

[illegible]

1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
0	0	0	0	0	0

6th ☐

11th ☐

4. ROLL NUMBER

[illegible]

ANSWERS

1	A	B	C	D	21	A	B	C	D	41	A	B	C	D	61	A	B	C	D	81	A	B	C	D
2	A	B	C	D	22	A	B	C	D	42	A	B	C	D	62	A	B	C	D	82	A	B	C	D
3	A	B	C	D	23	A	B	C	D	43	A	B	C	D	63	A	B	C	D	83	A	B	C	D
4	A	B	C	D	24	A	B	C	D	44	A	B	C	D	64	A	B	C	D	84	A	B	C	D
5	A	B	C	D	25	A	B	C	D	45	A	B	C	D	65	A	B	C	D	85	A	B	C	D
6	A	B	C	D	26	A	B	C	D	46	A	B	C	D	66	A	B	C	D	86	A	B	C	D
7	A	B	C	D	27	A	B	C	D	47	A	B	C	D	67	A	B	C	D	87	A	B	C	D
8	A	B	C	D	28	A	B	C	D	48	A	B	C	D	68	A	B	C	D	88	A	B	C	D
9	A	B	C	D	29	A	B	C	D	49	A	B	C	D	69	A	B	C	D	89	A	B	C	D
10	A	B	C	D	30	A	B	C	D	50	A	B	C	D	70	A	B	C	D	90	A	B	C	D
11	A	B	C	D	31	A	B	C	D	51	A	B	C	D	71	A	B	C	D	91	A	B	C	D
12	A	B	C	D	32	A	B	C	D	52	A	B	C	D	72	A	B	C	D	92	A	B	C	D
13	A	B	C	D	33	A	B	C	D	53	A	B	C	D	73	A	B	C	D	93	A	B	C	D
14	A	B	C	D	34	A	B	C	D	54	A	B	C	D	74	A	B	C	D	94	A	B	C	D
15	A	B	C	D	35	A	B	C	D	55	A	B	C	D	75	A	B	C	D	95	A	B	C	D
16	A	B	C	D	36	A	B	C	D	56	A	B	C	D	76	A	B	C	D	96	A	B	C	D
17	A	B	C	D	37	A	B	C	D	57	A	B	C	D	77	A	B	C	D	97	A	B	C	D
18	A	B	C	D	38	A	B	C	D	58	A	B	C	D	78	A	B	C	D	98	A	B	C	D
19	A	B	C	D	39	A	B	C	D	59	A	B	C	D	79	A	B	C	D	99	A	B	C	D
20	A	B	C	D	40	A	B	C	D	60	A	B	C	D	80	A	B	C	D	100	A	B	C	D

Signature of Candidate

Signature of Invigilator

1. SIDE A को भरते समय केवल नीला/काला बॉल पेन ही प्रयोग में लाएं। SIDE B के लिए केवल HB पेन्सिल प्रयोग करें।
2. इस पुस्तिका को भरते समय केवल अंग्रेजी वर्णमाला के शब्दों को ही प्रयोग में लाएं।
3. क्रम संख्या 1 से 4 में एक ब्लॉक में केवल अक्षर ही लिखें। तदुपरान्त उसके नीचे या दाहिने दिए गये वृत्तों में से उस वृत्त को काला करे जिसके अन्दर वह अक्षर लिखा हो।
उदाहरणार्थ विद्यालय आई डी 1309124 को इस प्रकार अंकित किया जाएगा।

2. SCHOOL ID

1	3	0	9	1	2	4
0	0	●	0	0	0	0
●	1	1	1	●	1	1
2	2	2	2	2	●	2
3	●	3	3	3	3	3
4	4	4	4	4	4	●
5	5	5	5	5	5	5
6	6	6	6	6	5	5
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	●	9	9	9

4. वृत्त को अच्छी तरह से काला करें कि वृत्त में लिखा गया अंक अथवा अक्षर दिखाई न दे।
5. प्रश्न पुस्तिका के जिस प्रश्न का आप उत्तर दे रहे हैं, उत्तर पुस्तिका में उसी क्रम संख्या के उचित वृत्त को काला करें।
6. केवल एक ही वृत्त को काला करें। एक से अधिक को काला करने पर कोई अंक नहीं दिया जाएगा।

Wrong Methods	Correct Method
गलत विधियाँ	सही विधि
☒ (a) ☒ (b) ☒ (c) ☐ (d)	☐ (a) ☐ (b) ☒ (c) ☐ (d)

7. यदि आप कोई उत्तर बदलना चाहें, तो पहले अंकित किया हुआ वृत्ताकृति का अंकन पूरी तरह मिटा दें और उसके बाद नया उत्तर उचित वृत्त में अंकन कीजिए।
8. अपने उत्तर सही वृत्तों में ही लगाएं। उत्तर शीट पर अन्य कोई निशान न लगाएं। उत्तर शीट को न ही मोड़ें और न ही उस पर सिलबटें डालें।
9. नाम के हर भाग के बीच में एक स्थान रिक्त छोड़ें।

ENGLISH / HINDI COMPREHENSION

Class :

Date :

Name of Candidate :

Roll No. :

Name of Center :

Signature of Candidate

Signature of Invigilator
Name :

To Be Filled By Examiner

Name of Examiner :

Mark Obtained

EMP Id :

Name of School :

Date :

