



TENDER DOCUMENT

(for pre-preparation jobs of 32 pages scripts with OMR title pages for evaluation) **Total Pages = 07.**

Cost of Tender Document: 1000/- if purchased from HP Takniki Shiksha Board (Non-refundable)
Downloaded tender documents are free of cost.

Last date for the submission of tender document: 26.02.2026 upto 12.30 PM

Date of Opening of the Tender: 26.02.2026 at 02.30 PM

TENDER DOCUMENT.

H.P. Takniki Shiksha Board invites tender from the Firms/ Companies to submit the minimum rates for pre-preparation jobs of 32 pages scripts with OMR title pages for evaluation viz to open sealed packets of answer-books, drawing sheets, making, tallying with challans, tearing of slips (Part-III), preparation of lots, sealing/pasting of flaps, processing, scanning through bar code reader, Processing scanning of OMR Answer Scripts through OMR Scanner etc. related the answer-books of the State Polytechnics and drawing sheets (manually) as mentioned below in two parts in two separate sealed envelopes :

The complete tender in all respect must be submitted in the Board Office on or before **26.02.2026 upto 12.30 PM**. The Bids shall be opened on the same day at 02:30 PM.

The tender is invited for providing services as per the detail of work given below:

1. Scope of Work:-

pre-preparation jobs of 32 pages scripts with OMR title pages for evaluation viz to open sealed packets of answer-books, drawing sheets, making, tallying with challans, tearing of slips (Part-III), preparation of lots, sealing/pasting of flaps, processing, scanning through bar code reader, Processing scanning of OMR Answer Scripts through OMR Scanner etc. related to the answer-books of the State Polytechnics and drawing sheets (manually).

2. Procedure to be followed:-

1. The sealed packets received by the Secrecy Branch will be handed over to the firm under proper receipt.
2. Sealed packets will be opened in the presence of the Incharge, Secrecy Branch. The firm will count scripts and tally with the challans in the presence of Incharge Secrecy. A certificate will be signed that scripts are as per challan.
3. Each opened script will be scanned by bar code reader. All Bar code of each section will be scanned & verified with sheet number and computer to keep its record. Each lot will contain 100 scripts and accordingly these lots will be prepared ready for evaluation. A computer will have to record the lot number and bar code. Lot number assigned will be written on each sheet by the firm. The firm must hand over the scanned data to the Secrecy Branch on the day immediately following the scanning.
4. The firm will also prepare the lots of Drawing Sheets and making their challans subject wise for evaluation. Each lot should be of maximum 100 Drawing sheets.
5. The Part-III of OMR Title sheet will be torn and these slips of each lot will be handed over to Secrecy Branch.
6. Part-III of OMR Title cover of Answer Sheet will be scanned through OMR Scanner and after matching with pre-data, all discrepancies found if any, will be removed and maintain the same for further processing.
7. Part-IV of OMR title page (evaluation part) will also be scanned and scanned data (Part-III) will also be matched according to bar code number. Firm will provide the scanned data matching Part-III & IV to the Secrecy Branch/Computer Cell as per requirement of the Board.
8. In case of re-evaluation the firm will search the Answer Book from lot which was previously prepared by them and hand over to the Secrecy Branch as per Roll Numbers /semester. The firm will also scan the re-evaluation Part- III, V & VI and provide the scanned data after matching Part-III, V & VI to the Secrecy Branch/Computer Cell as per requirement of the Board. **The firm will put black tape on the marks given by earlier evaluator on the evaluator scripts. The tape will be provided by Board office.**

9. The images of all OMR Answer Scripts (Evaluation part only) will be supplied to Secrecy Branch: After completion of job all data and their images will be supplied to the branch also.
10. The examinations of State Polytechnics are conducted twice in a year i.e. in the month of May/ June and November/ December every year.
11. Approximately 50,000 answer-books of the examinees in each session will be processed as per the manner detailed herein above.
12. The work will start after one week from the commencement of each examination. The daily received material from the Secrecy Branch will have to be returned to this Branch within two days duly completed in all respects.
13. The work is very sensitive and secret in nature for which there should be honesty, transparency, and needs utmost care to be adopted.
14. If any answer-book is found lost during tallying with the challans or any other related document, the firm will have to bring into the notice of the Deputy Secretary/Incharge Secrecy in writing for taking further action.
15. The firm will have to make the entries of each subject (discipline wise) of each institution on the Performa devised by the Board.
16. As the re-evaluation process is online, firm shall handover the list of re-evaluation cases to the Incharge Secrecy Branch.
17. The firm will detect scripts out of each lot for the re-evaluation and shall hand over to Incharge, Secrecy Branch within three days.

3. GENERAL CONDITIONS FOR BIDDING:

- (a) **EARNEST MONEY:** An earnest money Rs. 10,000/- (Rupees Ten thousand only) shall be deposited in the form of Demand Draft/ Pay Order payable to the Secretary, H.P. Takniki Shiksha Board, Dharamshala, failing which the Tender/ Quotation will be rejected straightway.

Note:- EMD and payment towards tender cost (if purchased from Board) should be submitted in separate sealed envelope.

- (b) **DETAILS OF WORK:** Tender/Bid is to be submitted strictly as per the scope of works given above, failing which it is liable to be rejected.

(c) TECHNICAL BID:-

The bidders will have to furnish the following information along with the supporting/ required documents as an essential part of technical bid in the sealed envelope should super scribe "Technical Bid":-

- (i) The bidders should be a Government Agency or an Agency registered as private or public limited company.
- (ii) Year of establishment.
- (iii) Firm should have minimum experience of 03 years for handling examination jobs.
- (iv) The bidders should have a minimum gross turnover of at least Rs. 50.00 lakhs each year in last two years.
- (v) Audited balance sheet of the last two years till at least the last financial years 2023-24 & 2024-25 along with certificate of incorporation.
- (vi) Net Worth Certificate from statutory Auditor of the organization/company.

(vii) Whether income tax payee.

(viii) Detailed business profile, organizational structure showing details of professional, technical and other manpower with their qualifications and experience.

4. **FINANCIAL BID:** The Financial bid of only those agencies will be opened whose technical specifications will meet our requirement satisfactorily. Answer-books of re-evaluation cases will be considered as separate and the total bill will be Number of Answer Books + No. of re-evaluation cases)

Firms / Companies are required to quote the rate per answer-book basis as per the detail of work mentioned above in the sealed envelope super scribed "Tender for Pre-preparation Jobs for Evaluation - Financial Bid".

The examination activities of this Board are exempted from GST as per circular no.151/07/2021-GST, of Govt. of India, Ministry of Finance Department.


PLEASE NOTE:

- (a) Hypothetical and conditional quotations will not be entertained.
(b) Rates quoted shall remain firm till the completion of work.

5. **EXTENSION OF CONTRACT:** The period of contract will be of 02 years. The two years period of contract will commence from the date of signing of the contract which can be extended for further one year on the existing terms and conditions from the date of expiry of the original contract of two year if the firm works satisfactorily.
6. **TERMS & CONDITIONS:** The bidders' are required to offer explicitly the payment terms that shall remain mutually negotiable, however the decision of Board or Chairman of the Board shall be final and implied upon. Other Printed terms and conditions of the tenders of agencies will not be considered as forming part of the tenders. In case terms and conditions of the work order applicable to this invitation to quotation are not acceptable to any tenderer, he should clearly specify deviation in his tender. HPTSB reserves the right to accept or reject them and will not be bound to give reasons for his refusal to consider the tender with such deviations.
7. **THE PENALTY CLAUSE:** The Firm has to complete the work as per the prescribed schedule and strictly in accordance with the terms and conditions prescribed in the tender document failing which the Board without prejudice to any other right or remedy available may recover any such amount suffered as loss from the Firm as ascertained / assessed by the Board Office as liquidated damages by way of penalty to be imposed, separately at the rate of 1.0 % per day of delay on the total value of each work subject to a maximum of 20 % of the total value of work, provided if any loss or delay has been caused due to any reasons beyond the control of the firm, the Secretary, H.P.Takniki Shiksha Board shall have the sole discretion to waive off such loss or penalty as he deems fit provided further that the aforesaid firm shall explain in writing the reasons which caused such delay or loss within 07 days from the date of delay or in occurrence of such loss. The penalty for the bonafide mistake of the Firm will be determined by the Board Office.
8. If there would be any lapse, negligency, misplacing of answer-books or slip or any other document, the whole responsibility will lie upon the firm.
9. **PERIOD OF CONTRACT:** Though the work order will be signed for two year period effective from the date of signing of agreement by the two parties, the same can be renewed/ extended for a further period of 01 year, keeping in view the performance of the firm and satisfaction / requirement of the Board.

10. **MODE OF PAYMENT:** The payment will be made through cheque 100% after the successfully completion of jobs within fifteen days.
11. **GENERAL CONDITIONS ON AWARD OF WORK:**
1. Firm/Company, which gets the award of work order, will be required to submit a security deposit of **Rs. 1.50 lac (One lac and fifty thousand rupees only)** with the Secretary, H.P. Takniki Shiksha Board, Dharamshala.
 2. Firm/Company which is awarded the work order should not use the scanned data generated during the entire process for any other purpose other than those specified by the Board.
 3. The Firm/ Company shall not sub-contract or assign all or any part of the work to any third party.
 4. The entire work is of time bound nature and the company will have to execute work as per the agreed schedules and instruction approved by the Board from time to time.
 5. The criteria for selection will be based on the rates quoted, expertise, capability, past experience, ability to handle the volume with greater efficiency and with zero error in limited time span, etc. Board may negotiate with the successful Parties.
 6. Any clarification/doubt may be addressed or personally discussed, if required, from the office of the Secretary, H.P. Takniki Shiksha Board, before submitting the bids.
 7. Project includes all the jobs combined together. Jobs mentioned are for the purpose of payments at the appropriate time.
 8. For any dispute arising out of it the courts at Dharamshala only shall have the jurisdiction.
 9. The earnest money of the tenderer whose tenders are not considered will be refunded within 15 days without opening financial specifications (Financial Bid).
 10. The Secretary of the Board reserves the right to accept or reject any or all the tenders without assigning any reason thereof and in all the matters his decision shall be final.
 11. Submission of the tender by the party shall be taken as acceptance of all the terms and conditions of the Board. The system shall be designed to satisfy the user.
 12. The party concerned will be responsible for the safety of all the documents. In case of loss of original documents, the party concerned will be responsible for the consequences arising out of it and the Secretary of the Board will have the power to take action including imposing of the penalty as he deems proper.
 13. In case of any delay in the job, the party concerned will be responsible and the Secretary of the Board will have the power to impose penalties as specified in this tender document or as he deems proper. The party concerned will have to abide by the decision of the Secretary of the Board.
 14. If a firm fails to complete the allotted work satisfactorily, consequently work is got completed by the Board by another eligible firm. In that case payment to this firm will be made after deducting the amount from the Bill submitted by the existing firm.
 15. For every erroneous record(s) (per answer-book) 20 times of the processing rate, will be deducted.

16. In case the work of firm is found unsatisfactory the Board may debar/blacklist the firm for future works of the Board.
17. If a firm refuses to do the allotment of work, then allotment order can be cancelled, firm can be blacklisted and earnest money/ bank guarantee is liable to be forfeited. In such a case decision of the Secretary will be final and binding.
18. After completion of work in all respects the firm will have to furnish a certificate, alongwith submission of bill that they have not misused anything or any kind of duplicacy have been done.
19. The firm shall treat this job as confidential and shall in no case, pass it on, or transfer it to any firm whatsoever, to any third party liable to legal action and other damages as may be fixed by the Chairman of the Board.
20. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to sole arbitrator, Chairman of the H.P. Takniki Shiksha Board, Dharamshala whose decision shall be final and binding.


**SECRETARY,
H.P. Takniki Shiksha Board,
Dharamshala at Dari.**

TENDER FORM

TECHNICAL BID FOR Pre-preparation jobs for Evaluation.

1. Name of firm with complete address.....

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Phone No.....

Fax No.....

E-mail.....

Web site.....

Cost of Tender Document deposited vide
B.D/B.R. No. and dated.(No cost for Downloaded)

Earnest Money deposited vide DD/BR No. and date

1. Whether Govt. Agency/ Public Ltd./Pvt. Ltd.
(Attach Proof)

2. Year of establishment

3. Minimum Experience of 03 years for handing Pre-
Preparation jobs for evaluation (Attach Proof)

4. Minimum Turn over of last two years i.e. 2023-24
and 2024-25 (Attach Proof).

5. Audited balance sheet duly certified by the Chartered
Accountant/ Company Secretary of the last two years i.e.
2023-24 and 2024-25.

6. Net Worth (Attach Proof)

7. Whether income tax payee Yes/No ..
(Attach I.T. clearance)

8. The information regarding detailed business profile,
Organizational structure showing details of professional,
Technical and other manpower with their qualifications and
Experiences (Attach Proof).

Note:.Certificate required under section of Technical Bid be attached from
appropriate authority.

Certified that the aforesaid information are true to the best of my knowledge
and belief. In case of any false statement observed later on, I/ We shall be liable for
the consequences.

Dated:_____.

Signature
(with Office Seal).

FINANCIAL BID Pre-preparation jobs for Evaluation.
(To be submitted separately in a sealed envelope)

Sr. No.	Particulars.
1.	1. Rate to be charged per answer-book _____

Note- The examination activities of this Board are exempted from GST as per circular no.151/07/2021-GST, of Govt. of India, Ministry of Finance Department.

Dated: _____

Signature
(With Official Seal).