



Uttarakhand Public Service Commission

Haridwar (Uttarakhand) -249404

Website: psc.uk.gov.in

FILE No. 78/07/EOI- BID/Gopan-2/2025-26

Dated: 10 July, /2025

EXPRESSION OF INTEREST CUM TENDER NOTICE FOR Scanning of O.M.R Answer Sheets on Commission's Scanner and Preparation of Result

The Uttarakhand Public Service Commission invites Expression of Interest (EOI) Cum Tender from reputed and experienced firms/agencies for Scanning of O.M.R Sheets using Commission's Scanner and preparation of result for examination conducted by UKPSC. Terms & Conditions are available on the UKPSC website psc.uk.gov.in. Please read carefully Terms & Conditions before submitting the Expression of Interest (EOI) Cum Tender. The Last date of submission of Proposal in Hard Copy is **25 July, 2025** till 6:00 PM.

S/D
(Girdhari Singh Rawat)
Secretary



Uttarakhand Public Service Commission

Haridwar (Uttarakhand) -249404

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EXPRESSION OF INTEREST CUM TENDER NOTICE FOR Scanning of O.M.R Answer Sheets on Commission's Scanner and Preparation of Result

Scope of Work

1. **Scanning of O.M.R. Sheet on Commission's Scanner:-** There are two types of Scanning work -
 - (i) **Scanning of O.M.R. Attendance Sheet:** - Single Side One Time to be Scan (A4 SIZE O.M.R. ATTENDANCE SHEETS)
 - (ii) **Scanning of O.M.R. Answer Sheet:** - Single side Two Time to be Scan on different Scanner. So no information left out given by the candidates on O.M.R Answer Sheet (A4 SIZE O.M.R. ANSWER SHEETS)
2. **Result Preparation Process :-** Following steps are to be performed -
 - (i) **Matching/Updating** – Data of Scanned O.M.R. Answer Sheet on one scanner and Data of Scanned O.M.R. Answer Sheet on another Scanner must be matched and prepared data accordingly.
 - (ii) **Editing-** On the basis of Scanned O.M.R. Answer Sheet & O.M.R. Attendance Sheet and data provided by the office.
 - (iii) **Mismatch List-** Preparation of Mismatch list if O.M.R. Answer Sheet and O.M.R. Attendance Sheet data not matched.
 - (iv) Preparation of List Present and Absent Candidates and Ineligible Candidates
 - (v) Preparation of exam result according to Uttarakhand Public Service Commission rules.
 - (vi) Preparation of Other List which may be required.

Contract Period: The contract shall be initially for a period of 03 years or till the date of existence of the new contract on a case-to-case basis from the date of issuance of the Letter of Award. However, the contract may be renewed further on the basis of the performance of work, provided that both parties agree on mutual terms and conditions/rates as specified in the contract.

TERMS AND CONDITIONS :

Hardware & Software:

- (i) OMR Scanning will be done using UKPSC in house Scanners
- (ii) Software to be used by the firm shall be able to generate 100% accurate data/reports/result.
- (iii) Firm will have to use Desktop, Printer etc. as provided by the UKPSC, for the processing of data/result preparation etc.
- (iv) Phones, electronic devices etc. are not allowed inside the confidential section.

Minimum Qualification Criteria

Sr. No.	Requirements	Documents Required
1	The bidder must be registered under Indian Companies Act, 1956 or Companies Act, 2013.	Copy of valid certificates to be submitted.
2	The bidder must have average annual turnover of Rs. 1 crore during last 3 financial year i.e 2022-23, 2023-24, 2024-25.	Audited copies of Balance Sheet and Profit & Loss Account of last three financial years. OR Certificate from CA with CA's Registration No. & Seal
3	(i) The bidder must have at least 10 years work experience in OMR Scanning and result preparation in different Govt. Recruitment Bodies. (ii) The bidder must have scanned 5 lakhs OMR sheets and prepared result during last 5 years in various state PSC/UPSC/Staff Selection Commission/Govt. Recruitment Bodies	Completions Certificates to be submitted.
4	The bidder must have their own experience & qualified technical staff (No of technical staff at least 10) Qualification and Core Skills Required for Technical Personnel- Result Processing 1. Educational Qualification <ul style="list-style-type: none">• The technical personnel engage for result processing must hold at least a Graduate degree in Information Technology or Computer Science from recognized institution. 2. Core Technical Skills a. Data Handling Capability	List of technical staff along with details of their experience & qualification engaged in OMR scanning and result preparation work.

	<ul style="list-style-type: none"> • Must be proficient in managing and processing large data sets with efficiency and accuracy. b. Database Management Proficiency <ul style="list-style-type: none"> • Should have thorough knowledge and hands on experience with Database Management Systems (DBMS) c. Expertise in SQL <ul style="list-style-type: none"> • Must be master in designing and optimizing SQL queries, capable of handling complex joins, data aggregation, indexing, and performance tuning, d. Reporting Tools Proficiency <ul style="list-style-type: none"> • Should be well-versed with reporting and data visualization tools. e. Understanding of Data Security <ul style="list-style-type: none"> • Should possess sound knowledge of data security practices and encryption standards to ensure the confidentiality, integrity and privacy of examination data throughout the processing lifecycle 	
5	The bidder/firm details.	Annexure-I to be submitted.
6	Letter of Undertaking	Annexure-II to be submitted.
7	The bidder should not have been blacklisted by any Central Govt/State Govt Department/Semi-Govt/PSU	Annexure-III to be submitted.

Evaluation Criteria:

The technical bids will be evaluated based on Minimum Qualification Criteria and those bids that clear the minimum qualification criteria shall be considered for the opening of the Financial Bid. After opening of the Financial Bid, the L1 bidder will be selected. However, UKPSC shall not be bound to accept lowest rate bid.

Confidentiality

a) The firm shall not, without prior written consent from UKPSC, disclose the Contract, or any provision thereof, or information furnished by or on behalf of this contract in connection therewith, to any person other than a person employed by the agency in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance. Strict confidentiality shall be maintained at all stages of processing and finalization of examination results. No information of any kind should be leaked out directly or indirectly to any unauthorized person. Any such action will lead to blacklisting of the vendor without notice and also initiation of appropriate legal action.

b) The agency shall not, without prior written consent of UKPSC, make use of any document or information, except for purposes of performing the Contract.

c) The agency, its agent or its employee shall not remove any information which might have come to its custody during the discharge of its obligation under the contract through any means like, but not limited to, email, CD, DVD, Pen Drive, Hard Disk or printed form without the specific written permission of UKPSC.

d) The agency shall be liable to fully recompense UKPSC for any loss of revenue arising from breach of confidentiality. The UKPSC reserves the right to adopt legal proceedings, civil or criminal, against the agency in relation to a dispute arising out of breach of obligation by the agency under this clause.

Penalties:

- a. For leakage of secrecy & confidentiality the contract will be terminated and firm shall be blacklisted by the UKPSC.
- b. For incorrect & incomplete result/data, penalty of Rs. 1 lakh will be imposed by the UKPSC.
- c. For any negligence on the part of company or deliberate inaction or any other serious lapse, UKPSC shall reserve the right to blacklist the company.

Payment Terms:

- a. No advance payment shall be done on any account.
- b. Payment shall be made after completion of the work, as per approved rates.
- c. In case where the number of OMR are less than 2000 in a particular exam, then the bill will be calculated and paid for minimum quantity of 2000 OMR.

Financial Tender:

Rates to be Quoted as per details below:

<u>Sl. No</u>	<u>Job Description</u>	<u>Rates (in Rs.)</u>
1	Scanning of O.M.R Attendance Sheets (Single Side, One time) on Commission's Scanner	Rs. (on per OMR sheet basis)
2	Scanning of O.M.R Answer Sheets (Single Side, Two times) on Commission's Scanner	Rs. (on per OMR sheet basis)
3	Preparation of result	Rs..... (on per candidate basis)
4	GST Rate%

Note:

- (i) The rates quoted should be on the basis of per OMR sheet inclusive of all expenses (excluding GST). GST rate to be quoted in Sl.No. 4. Rates will be fixed during the contract period, however on revision of GST rates by the Govt., the same shall be paid as per revised rates.
- (ii) In case where the number of OMR Answer Sheets/Candidates are less than 2000 in a particular exam, then the bill will be calculated and paid for minimum quantity of 2000 OMR Sheets/Candidates but the bill of OMR Attendance Sheets will be calculated on actual number of sheets
- (iii) If there is more than one subjects in particular exam the bill will be calculated on the quantity of total OMR Answer Sheets of different subjects. Likewise bill of result preparation will be calculated on the quantity of total number of candidates of different subjects or posts.
- (iv) Once technical staff engage in scanning of OMR Sheet or Result Preparation, no technical staff will be changed without prior permission of the Commission.

General Terms & Conditions:

1. **All the documents submitted along with the bid should be signed by the authorized signatory with seal of the agency.**
2. In view of the nature of the work, 100% error-free processing of the OMR sheets and result preparation is required.
3. The Annexure as mentioned in the tender form should be submitted with bids. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form.

4. The tenders are liable to be ignored if complete information as required is not given therein or documents are not attached as per annexure.
5. If a tenderer does not accept the offer, after the issue of the letter of award by UKPSC within 7(Seven) days, the offer made shall be deemed to be withdrawn without any notice
6. Bidder cannot outsource the work to any other agency.
7. The UKPSC does not pledge itself to accept the lowest or any other tenders and reserves to itself the right of accepting the tenders wholly or in part keeping in view valid reasons. Conditional tenders will not be accepted.
8. The UKPSC reserves the right to modify any of the terms and conditions of the contract as mentioned in this document at its discretion in the interest of the job/work.
9. Successful bidder/ tenderer will have to enter into a detailed contract agreement with UKPSC on non-judicial stamp paper of Rs. 100/- (one hundred only) for work.
10. Only those firms who will qualify in the technical bid will be considered for financial bid(s).
11. Confidentiality of the process shall be paramount, and any lapse shall invite penalties and legal actions.
12. Bidder will provide complete knowledge transfer as and when required.
13. **The Uttarakhand Competitive Examinations (Measures For Control and Prevention of Unfair Means in Recruitment) Act, 2023 shall be applicable to all the Exams.**
14. UKPSC reserves the right to create a pool of firms from L1 and L2 firms.
15. UKPSC reserves the right to terminate the contract at any time if it is found that the Agency has failed to fulfil its obligations as per the terms & conditions contained in the Agreement. The decision of the UKPSC in this regard would be final and binding.
16. The contract has been entered into the State of Uttarakhand and its validity, construction, interpretation, and the legal matter shall be subject to the exclusive jurisdiction of the Courts of Uttarakhand.

How to submit the Expression of Interest (EOI) Cum Tender:

1. **Download of EOI/Tender document:** EOI/Tender document can be downloaded from UKPSC website psc.uk.gov.in.
2. **Submission of EOI/Tender:** The firm will have to submit their EOI/Tender in two parts i.e Technical and Financial. The hardcopy of all relevant documents related to Technical will be put in a separate envelope super scribed as “**Technical Tender for Scanning of O.M.R Sheets on Commission’s Scanner and Preparation of result**”. Similarly financial tender shall be placed inside another envelope super scribed as “**Financial tender for Scanning of O.M.R Sheets on Commission’s Scanner and Preparation of result**”. Both the envelopes i.e Technical and Financial will be sealed inside another envelope super scribed as “**Expression of Interest cum Tender**”.

The EOI/Tender shall be submitted as per above mentioned details: To: The Secretary, Uttarakhand Public Service Commission, Haridwar-249404 on or before 25 July, 2025 till 06:00 P.M.

Check the list of the documents to be attached along with the Technical Bid in hard copy.

Sr. No.	Details	Whether enclosed (Yes/No)	Remarks
1	Firm/Company registration documents under companies act 1956 or 2013, GST & PAN Number. Also Annexure-I (Firm Details)		
2	Letter of Undertaking (Annexure-II)		
3	Firm average annual turnover of Rs. 1 crore during last 3 financial year i.e. 2022-23, 2023-24, 2024-25.		
4	(i) Documents related to at least 10 years work experience in OMR Scanning and result preparation in different Govt. Recruitment Bodies. (ii) Documents related to scanning of 5 lakhs OMR sheets and prepared result during last 5 years in various state PSC/UPSC/Staff Selection Commission/Govt. Recruitment Bodies		
5	Details of own technical staff (Mention no of technical staff)		
6	Affidavit regarding being not blacklisted by Central / State Government Departments /Undertakings		

Annexure – I

FIRM/AGENCY DETAILS

i)	Name of the Firm/Agency Registered Office Address: Branch Office Address (if any)	
ii)	Contact Person with Phone No. Mobile No. Email Id.	
iii)	Month & Year of establishment	
iv)	Type of firm/organization (Public/Private)	
v)	Firm/Agency Registration Details	
vi)	Total Annual Financial Turnover: during (Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	FY 2022-23
		FY 2023-24
		FY 2024-25
vii)	Income Tax No. (PAN No. / TIN No.)	
	GST Registration No.	
	(attach photocopies of PAN, TIN, GST Number)	
viii)	Quality Certification No / License (if any)	
	Details of Issuing Authority	
	Validity of Certificate	
ix)	Activities of the organization:	
x)	Since when engaged in providing services as per bid requirement.	
xi)	Experience Details	

Signature:.....

Date:

Name of Tenderer:.....

Annexure – II
Letter of undertaking
(ON THE LETTER HEAD OF THE TENDERER)

To,

Controller of Examinations,
Uttarakhand Public Service Commission,
Haridwar (Uttarakhand) -249404

Sir,

Subject: Scanning of O.M.R Sheets on Commission's Scanner and Preparation of Result.

This bears reference to EOI CUM TENDER No. _____ dated ____/____/2025. We, hereby, accept all the terms and conditions for submitting a tender as mentioned in this tender document.

We hereby certify that no terms and conditions have been stipulated by us in the Financial Tender.

The above document is executed on ____/____/2025 at (place) _____ and we accept that if anything out of the information provided by us is found wrong, our tender/ work order shall be liable for rejection.

Thanking you,

Date:

Place:

Yours faithfully,

Name of the Tenderer: -
Authorized Signatory: -
Seal of the Organization: -

Annexure-III

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To,

**The Secretary,
Uttarakhand Public Service Commission,
Haridwar (Uttarakhand) -249404**

Sir,

In response to the EOI CUM TENDER No _____
dated _____ 2025 for Scanning of O.M.R Sheets on Commission's Scanner and Preparation of
Result, I/We hereby declare that presently our Company/Service provider is having unblemished
record and is not declared **ineligible or black listed for corrupt & fraudulent practices either
indefinitely or for a particular period of time by any Central Govt/State Govt Department/
Semi-Govt/ PSU or initiated by any of these Department or Court of Law or by CVC** on the
date of tender submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be
taken, and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Date:

Place:

Yours faithfully,

Name of the Tenderer: -
Authorized Signatory: -
Seal of the Organization: -