Tender No.SPL-201904-0005   Dt-24/04/2019

Saraswaty Press Limited invites sealed offer from experienced vendors for rate contract of highly confidential work, e.g. supply & evaluation of OMR, Pre & Post examination documents processing etc. Vendor should provide credentials related to experience, capability & statutory compliance like P.F, ESI, GST as applicable etc. Offer should be send as per attachment sheet including loading & unloading and Transportation plus GST as applicable. Offer should be sent within 04/05/2019 at 2 p.m. to Purchase Committee, Saraswaty Press Limited, 11, B.T. Road, Kolkata- 700056, Phone 2564-7469. The Company reserves the right to accept/ negotiate or reject any or all offers with any Suppliers/Dealers at its own discretion.

1		**Pre Exam Work Process (Offline)**	upto 1000 candidate	1001-5000 candidate	above 5000 candidate
	a	Scanning of application(OMR or Non OMR) and supporting documents			
	b	Preparation of Database of applicants			
	c	Preparation of list for eligible/Selected candidates and ineligible and disqualified candidates			
	d	Design and printing of call letter/ registration card with stationery (A4)			
	e	Design and printing of call letter/ registration card without stationery (A4)			
	f	Design and printing of Admit with stationery (A5)			
	g	Offline dispatch of Admit card/ Folding (ILC)			
	h	Sending bulk E-mail/SMS to candidates			
	i	Designing and printing of venue wise photo attendance sheet with stationery (A4) in black and white			
	j	Designing and printing of venue wise photo attendance sheet with stationery (A4) in 4 col.			
	k	Designing and printing of venue wise roll list sheet with stationery (A4)			
	l	Designing and printing of venue wise roll sticker with stationery (A4 pre gummed stiker sheet with die cut sticker)			
	m	Transfer of data for future report generation and statistical report generation			
	n	provision for a Help Desk support for necessary information to the applicants			
2		**Pre Exam Work Process (Online)**	upto 1000 candidate	1001-5000 candidate	above 5000 candidate
	a	Developing web based Module for applications with / without payment			
	b	Preparation of list for eligible/Selected candidates and ineligible and disqualified candidates			
	c	Web based design , generation and dispatch of admit cards/ Interview letters			
	d	Sending bulk E-mail/SMS to candidates			
	e	Designing and printing of venue wise photo attendance sheet with stationery (A4) in black and white			
	f	Designing and printing of venue wise photo attendance sheet with stationery (A4) in 4 col.			
	g	Designing and printing of venue wise roll list sheet with stationery (A4)			
	h	Designing and printing of venue wise roll sticker with stationery (A4 pre gummed sticker sheet with die cut sticker)			
	i	Transfer of data for future report generation and statistical report generation			
	j	Provision for a Help Desk support for necessary information to the applicants			

			upto 1000 Pc	1001-5000 Pc	above 5000 Pc
3		**Design and Printing of OMR Answer sheet (A4 size, Original in 100 GSM sup. ptg., duplicate in 70 GSM carbonless paper)**			
	a	2 Part OMR bi col printed with carbonless paper- with bar code and number- tearable perforation on original			
	b	1 Part OMR bi col printed both side with bar code and number			
	c	1 Part OMR bi col printed one side with bar code and number			
	d	If number and bar code more than one position- 2 part (other specification same)			
	e	If number and bar code more than one position- 1 part (other specification same)			
4		**Post examination work**	upto 1000 pc	1001-5000 Pc	above 5000 Pc
	a	Scanning of OMR			
	b	Capturing attendance sheet data (client location/ on site/ offsite)			
	c	Key generation, Evaluation, generating post and category wise merit list			
	d	Print of result and reports as will be necessary to evaluation (with stationary)			
	e	Print of result and reports as will be necessary to evaluation (without stationary)			
	f	Uploading of result in the web site along with OMR, question booklet, and answer			