



**NATIONAL INSTITUTE OF SECURITIES
MARKETS**

**REQUEST FOR PROPOSALS
FOR
OMR SHEETS PRINTING AND SCANNING
(Document Reference No: NISM/ICT/RFP/12/2016)**

**NISM Bhavan,
Plot No. : 82,
Sector - 17, Vashi,
NaviMumbai: 400703
Tel: 022-66735100-05,
Fax: 022-66735110
Web: www.nism.ac.in**

1. Introduction

National Institute of Securities Markets (NISM) is an institute established by Securities and Exchange Board of India (SEBI) with the objective of enhancing the quality of securities market in the country through knowledge-based interventions. NISM is planning to conduct “Financial Literacy” test for school children. While this test is envisaged to be an online test for a majority of schools, a sizable number of schools are expected to opt for “Paper & Pen” based test. The “Paper & Pen” based test shall be conducted using OMR sheets. Hence there is a requirement to get OMR sheets printed and also to scan the OMR answer sheets for processing the test result. This Request for Proposal is for the said OMR sheet printing and scanning work.

2. Submission of Proposal

Proposals must contain the information mentioned in Section-2.2 and to be submitted to NISM at the address mentioned in Section-2.3 of this document as per the instructions given in Section-2.1.

2.1. Proposal Submission Instructions

The proposal will be submitted in two separate sealed envelopes strictly following the instructions given below:

- The first sealed envelope will contain documents pertaining to “Eligibility” as listed in Section-2.2 and the envelope will be super scribed as “Eligibility Bid for OMR Sheets Printing and Scanning (Document Reference No: NISM/ICT/RFP/12/2016)”.
- The second sealed envelope will contain the quotation as stated in Section-2.2 and the envelope will be super scribed as “Price Bid for OMR Sheets Printing and Scanning (Document Reference No: NISM/ICT/RFP/12/2016)”.
- The above mentioned sealed envelopes should be put together in another sealed main envelope super scribing it as “Proposal for OMR Sheets Printing and Scanning (Document Reference No: NISM/ICT/RFP/12/2016)”.
 - a. The first envelope mentioned above must not contain any documents showing the bid price of the proposed services. If bid price figures are mentioned in any of the documents enclosed in Envelope-1, the proposal will be disqualified and will not be evaluated. The Price Bid will be enclosed only in Envelope-2.
 - b. The Price Bid must be unconditional. Conditions, if any should be indicated in eligibility bid only.

2.2. Checklist

#	Content Check list
Envelope-1: Eligibility Bid	
1.	Company profile as per Annexure-A.
2.	Letter of Commitment to RFP terms and conditions as per Annexure-B.
3.	Purchase Orders and Completion Certificates as mentioned in Section-8.1.
4.	Company balance sheets with profit/loss account statement for 3 years as stated in Section-8.2.
5.	Certificate of incorporation of the company responding to the RFP
Envelope-2: Price Bid	
1.	Price Bid as per Annexure-C.

2.3. Contact Details

- a. The Proposals must be submitted in the sealed envelopes as mentioned above to the following officer:

Mr. NarayanaMaddala
Senior Vice president,
National Institute of Securities Markets,
5th Floor, NISM Bhavan, Plot No. 82,
Sector - 17, Vashi, Navi Mumbai - 400 703.

- b. For any clarifications/queries contact the following person:

Ms. Jina Devi
Assistant Manager -IT,
National Institute of Securities Markets,
6thFloor, NISM Bhavan, Plot No. 82,
Sector - 17, Vashi, Navi Mumbai - 400 703.
Email: nflatsystem@nism.ac.in, Contact Tel: 022-66734603.

2.4. Important Dates

- a. Date of Issuance of RFP: **06.10.2016**.
- b. Date and Time of submission of sealed proposal: **20.10.2016 at 16:30 hrs.**
- c. The envelopes containing Eligibility Information will be opened on **20.10.2016 at 17:30 hrs** in the board room, 5th floor, NISM Bhavan, Vashi, Navi Mumbai.
- d. Financial Bids will be opened on **26.10.2016 at 16:30 hrs** in the board room, 5th floor, NISM Bhavan, Vashi, Navi Mumbai.

2.5. Other Information

- a. Bidders are required to quote for all items mentioned in Section-3 of this document. Please note that the proposals from bidders not bidding for all items as requested in Section-3 will be rejected.
- b. The bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications in the RFP carefully. Failure to furnish all information required in the bid or submission of a bid not substantially responsive to the RFP in every respect will be at the bidder's risk and may result in rejection of the bid.
- c. The bids not submitted in the prescribed format or incomplete in any manner are likely to be rejected.
- d. The successful bidder will be required to sign a statement of confidentiality providing commitment to NISM to handle all information and documents in the most confidential manner.
- e. NISM is not responsible for non-receipt of Proposals within the specified due date due to any reason including postal delay or holidays.
- f. The prices quoted shall be in Indian Rupees only.
- g. Submission will be valid only if
 - It is received on or before the closing date and time as stated in Section-2.4 of this document.
 - The submission is not by Fax or Email.
- h. Only one response to this RFP from each bidder will be permitted.
- i. All expenses incurred towards the preparation and submission of proposal by the bidder shall be entirely borne by the bidder.
- j. NISM reserves the right to reduce or increase the scope of this RFP or cancel this RFP without stating any reasons whatsoever.
- k. NISM reserves the right to accept or reject any proposal and to annul the bidding process and reject all Proposals at any time prior to award of the contract/purchase order, without thereby incurring any liability towards the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for NISM's action.

3. Scope of Work

The supplier is required to carry out the following work.

3.1. Printing of OMR Sheets

The bidders are required to supply printed OMR sheets of good quality. The requirement is as follows:

- a. The estimated requirement for this year is 1,00,000 OMR sheets (approx.). However, it may increase or decrease by 50% in the current year based on the number of candidates appearing from various schools. Furthermore, this number may also increase in the next two years. The delivery of the estimated quantity may be requested through multiple purchase orders.
- b. The specifications of OMR sheets is as follows:
 - Sheet Size: A4
 - Paper Weight: 100 gsm
 - Paper Color: white
 - Color of ink: black
 - The content on the OMR sheets must be as per the format given in Section-4. The supplier may discuss the given format with NISM and suggest any changes if found necessary.
 - OMR sheets shall be printed on both sides. On one side the provision for marking answers shall be printed as mentioned in Section-4.1 and on the other side of the sheet the instructions shall be printed as mentioned in Section-4.2. The quality and the quantity of ink must be optimal for double-sided printing to ensure best quality scanning.
 - The OMR sheet must have timer markings as required for proper alignment of scanned image.

3.2. Scanning of OMR Sheets

The supplier is required to scan OMR answer sheets received from various schools. The scope of the proposed scanning work is as follows:

a. Quantity

The estimated number of OMR answer sheets to be scanned is 1,00,000 (approx.). However this may increase or decrease by 50% based on the number of schools registering for "Paper & Pen" based examination.

b. Scanning Work

- All OMR sheets must be scanned and the following must be provided:
 - An excel file containing Student Registration No., Question Paper ID, Question Numbers and respective Answers (See portions marked as S1, S2 and S3 on the layout given in Section-4.1).
 - An image file of the OMR sheet. The image file must also contain the date and time of scanning. The name of the image file must be Student Registration No.

- Any error in scanning the data items of the portions marked as S1, S2 and S3 on the layout given in Section-4.1 must be pointed out in the excel file mentioned above.
- The scanned files will be provided on a pen drive and/or stored at a location on the internet.

c. Record Keeping

The supplier is required to keep a proper record of all OMR sheets received for scanning. Furthermore the supplier shall provide following information to NISM as and when required.

- Damaged OMR answer sheets
- Number of successfully scanned OMR answer sheets
- Total number of OMR sheets received for scanning

d. Printing and Scanning Infrastructure

- The bidder must have appropriate printing equipment to deliver the stated quantity of OMR sheets meeting the specifications stated in Section-3.1.
- The scanning work will be done at NISM Bhavan, Plot-82, Sector-17, Vashi, Navi Mumbai. NISM shall provide power, adequate space to accommodate 4-5 scanners, a desktop and the required furniture. The supplier shall bring his own scanners, required software, desktops and man-power.
- Approximately 1,00,000 answered OMR sheets may have to be scanned in 15 days subject to quantity variation as mentioned earlier. The supplier is therefore required to arrange equipment and man-power accordingly.

3.3. Delivery of Sample OMR Sheet

The selected supplier is required to print and deliver 6 sample OMR sheets meeting the specifications mentioned in Section-3.1 and with the content as mentioned in Section-4 before the purchase order is issued. The purchase order will be issued only after the sample OMR sheet is found to be satisfactory and approved by NISM.

4. Content of Printed OMR Sheet

4.1. Front side of the OMR sheet

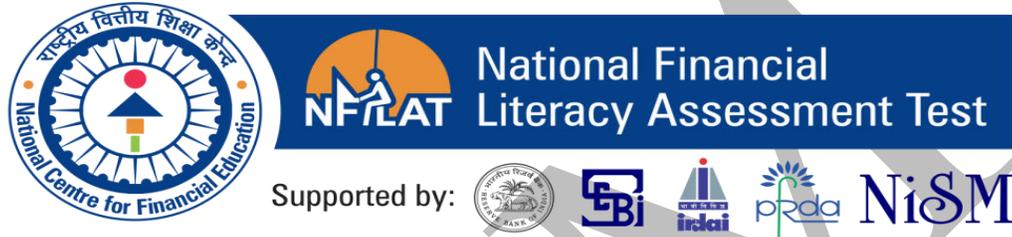
The content on the front side of the OMR sheet is provided below. The front side will be scanned to pick the data items marked as S1, S2 and S3.

NISM NATIONAL INSTITUTE OF SECURITIES MARKETS
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4 ○ ○ ○ ○ ○	24 ○ ○ ○ ○ ○	44 ○ ○ ○ ○ ○	64 ○ ○ ○ ○ ○	84 ○ ○ ○ ○ ○																																																																																																								
5 ○ ○ ○ ○ ○	25 ○ ○ ○ ○ ○	45 ○ ○ ○ ○ ○	65 ○ ○ ○ ○ ○	85 ○ ○ ○ ○ ○																																																																																																								
6 ○ ○ ○ ○ ○	26 ○ ○ ○ ○ ○	46 ○ ○ ○ ○ ○	66 ○ ○ ○ ○ ○	86 ○ ○ ○ ○ ○																																																																																																								
7 ○ ○ ○ ○ ○	27 ○ ○ ○ ○ ○	47 ○ ○ ○ ○ ○	67 ○ ○ ○ ○ ○	87 ○ ○ ○ ○ ○																																																																																																								
8 ○ ○ ○ ○ ○	28 ○ ○ ○ ○ ○	48 ○ ○ ○ ○ ○	68 ○ ○ ○ ○ ○	88 ○ ○ ○ ○ ○																																																																																																								
9 ○ ○ ○ ○ ○	29 ○ ○ ○ ○ ○	49 ○ ○ ○ ○ ○	69 ○ ○ ○ ○ ○	89 ○ ○ ○ ○ ○																																																																																																								
10 ○ ○ ○ ○ ○	30 ○ ○ ○ ○ ○	50 ○ ○ ○ ○ ○	70 ○ ○ ○ ○ ○	90 ○ ○ ○ ○ ○																																																																																																								
11 ○ ○ ○ ○ ○	31 ○ ○ ○ ○ ○	51 ○ ○ ○ ○ ○	71 ○ ○ ○ ○ ○	91 ○ ○ ○ ○ ○																																																																																																								
12 ○ ○ ○ ○ ○	32 ○ ○ ○ ○ ○	52 ○ ○ ○ ○ ○	72 ○ ○ ○ ○ ○	92 ○ ○ ○ ○ ○																																																																																																								
13 ○ ○ ○ ○ ○	33 ○ ○ ○ ○ ○	53 ○ ○ ○ ○ ○	73 ○ ○ ○ ○ ○	93 ○ ○ ○ ○ ○																																																																																																								
14 ○ ○ ○ ○ ○	34 ○ ○ ○ ○ ○	54 ○ ○ ○ ○ ○	74 ○ ○ ○ ○ ○	94 ○ ○ ○ ○ ○																																																																																																								
15 ○ ○ ○ ○ ○	35 ○ ○ ○ ○ ○	55 ○ ○ ○ ○ ○	75 ○ ○ ○ ○ ○	95 ○ ○ ○ ○ ○																																																																																																								
16 ○ ○ ○ ○ ○	36 ○ ○ ○ ○ ○	56 ○ ○ ○ ○ ○	76 ○ ○ ○ ○ ○	96 ○ ○ ○ ○ ○																																																																																																								
17 ○ ○ ○ ○ ○	37 ○ ○ ○ ○ ○	57 ○ ○ ○ ○ ○	77 ○ ○ ○ ○ ○	97 ○ ○ ○ ○ ○																																																																																																								
18 ○ ○ ○ ○ ○	38 ○ ○ ○ ○ ○	58 ○ ○ ○ ○ ○	78 ○ ○ ○ ○ ○	98 ○ ○ ○ ○ ○																																																																																																								
19 ○ ○ ○ ○ ○	39 ○ ○ ○ ○ ○	59 ○ ○ ○ ○ ○	79 ○ ○ ○ ○ ○	99 ○ ○ ○ ○ ○																																																																																																								
20 ○ ○ ○ ○ ○	40 ○ ○ ○ ○ ○	60 ○ ○ ○ ○ ○	80 ○ ○ ○ ○ ○	100 ○ ○ ○ ○ ○																																																																																																								

4.2. Back side of the OMR sheet

The back side of the OMR sheet shall have the following content.



National Financial Literacy Assessment Test 2016-17

General Instruction for Offline Test - NFLAT Jr. (6th to 8th) & NFLAT (9th and 10th)

- OMR Sheet should be filled with HB Pencil only. Bubbles (circle) should be filled properly. Kindly avoid marking the wrong answers, if Necessary erase the bubble with good eraser and erase completely.
- During the examination you will be provided with a Question paper and an OMR answer sheet. First fill the useful information on the OMR sheet, for example: Student Registration number and Question Paper ID by darkening the bubble (Circle) properly. Other instructions like Student Name, Standard, School Name, Exam Date and Time, Student/Parent mobile no. and Student/Parent email ID should be filled in text with a Pen/Pencil in the given space only.
- The questions for NFLAT/ NFLAT Jr. should be answered by darkening the appropriate circle against the question number.
- Signature of the Candidate and Invigilator should be on both the sides of the OMR Answer Sheet.
- Please note that if this information is not provided or contains error, the computer software will not be able to read your answers.
- Do not fold the OMR sheet.
- Kindly return the NFLAT Jr./ NFLAT question paper and answered OMR sheets to the invigilator.

5. Validity of Proposal

The proposal (including the quoted price) must remain valid for a period of 3 months from the date of closure of the RFP.

6. Service Engagement Period

NISM may avail the services of the selected supplier for a period of 36 months. The quoted prices shall remain unchanged for a period of 36 months from the date of issuance of first purchase order. Repeated purchase orders may be issued during the said period based on the requirement and the performance of the supplier. NISM reserves the right to discontinue the engagement at any point of time without stating any reasons whatsoever.

7. Delivery Time Lines

- Printed OMR sheets: Initially 1,00,000 OMR sheets (or the actual quantity subject to variation as mentioned earlier) to be delivered to NISM by the first week of November, 2016.
- Scanning of OMR sheets: Approximately 1,00,000 answered OMR sheets (or the actual quantity subject to variation as mentioned earlier) to be scanned in 15 days.

8. Eligibility Criteria

The bidders are required to meet the following eligibility criteria. The items mentioned in Sections-8.1 to 8.2 will be enclosed in Envelop-1 mentioned in Section-2.1. The bidders not meeting the eligibility criteria stated in Sections-8.1 to 8.2 will be rejected. NISM may ask for supplementary information or additional documents as necessary by email only to address inadequacy of information to develop more clarity at the time of eligibility assessment of each bidder within 5 working days from the date of opening of Envelop-1 containing eligibility information. NISM is not responsible for any delay in receiving responses or non-receipt of any response from the bidders to such requests. All email correspondence will be addressed to email id mentioned under Section-2.3 (b).

8.1. Experience

Should have minimum of 3 years of past experience (from September 2016) in **printing and scanning of OMR sheets** of order values as mentioned below:

- a. Three orders each of not less than 4 lac.

OR

b. Two orders each of not less than 5 lac.

OR

c. One order of not less than 8 lac.

The purchase orders must be in the name of the bidder and a copy of the same must be submitted. Also the bidders must submit letters from the clients showing successful completion of work for each of the work orders submitted in the proposal.

8.2. Company Turnover

The company must have a minimum turnover of 30 lac per annum for the FY 2015-16, FY 2014-15 and FY 2013-14 (Please note that the turnover of each year is expected to be a minimum of 30 lac).

Copies of Audited Company Balance sheet and profit/loss account for the said financial years must be submitted.

9. Payment Plan

9.1. Printed OMR Sheets

100% payment for the OMR sheets shall be made only after the delivery of the entire ordered quantity and associated services.

9.2. OMR Sheets Scanning Service

100% payment for scanning services shall be made only after all OMR sheets are scanned as mentioned in Section-3.2.

Annexure-A

(This will be submitted in Envelope-1)

Company Profile

Name of the company	
Legal Status (e.g., sole proprietor, partnership, limited liability partnership, corporation etc., (Attach a copy of the certificate of incorporation)	
Physical Address	
Business Profile of the company (Attach a separate write-up or brochure that provides details of the business activities of the company)	
Email ID of the company	
PAN Number of the company	

NISM NATIONAL INSTITUTE OF SECURITIES MARKETS
REQUEST FOR PROPOSALS FOR OMR SHEETS PRINTING AND SCANNING
(Document Reference No: NISM/ICT/RFP/12/2016)

TAN Number of the company	
TIN/VAT Number of the company	
Service Tax Registration Number	
Name of the Contact Person with Mobile and land line Number	
Company Name as it appears in its Bank Account	
Bank Account Number	
Type of Account	
Bank Name	
Bank's Branch Address	
Bank Branch IFSC Code	

Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no (Mobile):

Email Id:

Company Seal:

ANNEXURE-B

(This will be submitted in Envelope-1)

Date:

To,

National Institute of Securities Markets,
NISM Bhavan, Plot No: 82,
Sector-17, Vashi, Navi Mumbai - 400703.

Dear Sir/Madam,

Subject: Proposal for OMR Sheets Printing and Scanning (Document Reference No: NISM/ICT/RFP/12/2016)

1. Having examined the Request for Proposals including Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned offer to deliver OMR printing and scanning services mentioned in Section-3 of the RFP within the price stated in our proposal.
2. If our proposal is accepted, we undertake to abide by all terms and conditions of this RFP and also to comply with the delivery schedule as mentioned in the RFP.
3. We certify that we have provided all the information requested by NISM in the requested format. We also understand that NISM has the right to reject this offer if NISM finds that the required information is not provided or is provided in a different format not suitable for evaluation process for any other reason as it deems fit. NISM's decision shall be final and binding on us.
4. We, hereat confirm that our company is not currently black listed by any Government Department or Public Sector Undertaking.

Thank you,
Yours faithfully,

Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no (mobile):

Email Id:

Company Seal:

(This letter should be typed on the letterhead of the Company and must be signed by the Authorized Signatory of the Company/Lead Company of the Consortium).

ANNEXURE-C

Price Bid

(This must be submitted in Envelope-2 as mentioned in **Section-2.1**)

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL: _____ WEB SITE: _____

Quoted Price

#	Cost Component	Quantity Bracket	Unit Price (Rs. per OMR sheet) (Including Taxes)
1	Cost of printing per OMR Sheet	1 - 25000	
		25001 - 50000	
		50001 - 75000	
		75000 - 100000	
		100001 - 150000	
2	Cost of scanning per OMR Sheet	1 - 25000	
		25001 - 50000	
		50001 - 75000	
		75001 - 100000	
		100001 - 150000	

We confirm that:

- a) the above mentioned cost of printing per OMR sheet includes cost of material and services as mentioned in Section-3.1, Section-3.3 and Section-4.
- b) the above mentioned cost of scanning per OMR sheet includes cost of necessary infrastructure, man-power and services as mentioned in Section-3.2.

Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no (mobile): _____, Email Id: _____

Company Seal: