



**GRADUATE APTITUDE TEST IN ENGINEERING (GATE) 2013  
JOINT ADMISSION TEST FOR M.Sc. (JAM) 2013**

**Indian Institute of Technology Delhi**

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Chairman

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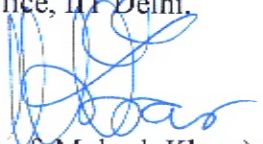
No.IITD/GATE 2013/83  
July 23, 2012

**Subject: Notice Inviting quotation for Printing and Scanning of JAM 2013 Application Forms and Information Brochures.**

Kindly quote your lowest offers for printing JAM 2013 Application Forms, Envelope, Information Brochure, packing, despatching and Scanning of Application Forms as per details given in Annexure-1

The following instructions should be strictly observed for submitting the quotations:


1. The quotation should be submitted on the letter head with the details of sale tax registrations.
2. The quotation(s) should be submitted to the undersigned in sealed envelopes.
3. Each bid should accompany two sealed envelopes: One containing technical bid and another containing financial bid. "Technical Bid" or "Financial Bid" must be written at the top right corner of the sealed envelopes, respectively. Both these envelopes must be put in one single envelope, to be submitted by hand or by Speed/Registered post so as to reach before the closing time and date.
4. The quotation(s) should bear the percentage/rate of sales tax or all other Govt. levies inclusive and the validity of the quote should be at least for one month from the date of quote.
5. The rates must be quoted both in figure and words. All cutting/corrections must be duly authenticated.
6. The quotations should be given for the items 'A' to 'G' in the order as listed in Annexure-1. The quotation must include description as listed under each item (from A to E).
7. Quotes for item 'F' & 'G' (OMR and ONLINE Application Forms Scanning at IIT Delhi) should be given separately.
8. Terms and conditions, if any, may please be incorporated in the quote.
9. The JAM Office, IIT Delhi reserves the right to accept or reject any or all quotations wholly or partly without assigning any reason. In this regard, the decision of the Chairman, JAM 2013, will be the final.
10. (a) Soft copy will be provided for printing.  
(b) Delivery should be made within two weeks of placing the order.  
(c) Quotes may please be given for each part i.e. (A) to (G) separately.
11. The Quote must also include the packing details of the JAM 2013 material as mentioned in annexure-1 under item 'D'.
12. Expected number of applications (Offline+Online) is about 30000. Scanning rates should be quoted per application basis for both Offline and Online applications.
13. Single vendor will be selected for the entire items as described in Annexure-1
14. Interested vendors should attend a pre bid meeting at GATE/JAM Office, IIT Delhi on 31<sup>st</sup> July, 2012 at 3.00 pm. OMR sheet can be seen in GATE/JAM Office.
15. Your offers must reach on or before 7<sup>th</sup> August, 2012, 5.00 pm at GATE/JAM Office, IIT Delhi.

  
(Prof. Mukesh Khare)

Organizing Chairman JAM 2013

Encls: Annexure-1

## PRINTING / DESPATCH / SCANNING FOR JAM 2013

Items/Description	Quantity
<p><b>(A) Information Brochure</b></p> <p>(1) Cover on 150 GSM Art Paper (Yugo Art Paper)</p> <p>(2) Cover in 4 colours on front &amp; back</p> <p>(3) Inside pages- Single colour printing</p> <p>(4) Text on 80 GSM Map-litho super white paper, Mfd. By Bilt/ltc. Bhadrachalam/ JK Industries</p> <p>(5) Text Single colour printing</p> <p>(6) No. of pages 20 (approx.) excluding cover page</p> <p>(7) Size: 11.00" X 8.50"</p> <p>(8) Cost of Additional 4 pages (separately)</p> <p>Text will be provided as soft copy</p>	15000
<p><b>(B) OMR Application Form in Envelope</b></p> <p>(1) Both side printing in single sheet</p> <p>(2) Printing in two colors with Bar Code</p> <p>(3) Map-litho 120 GSM High Bright Paper, Mfd. By Bilt/ltc. Bhadrachalam/ JK Industries</p> <p>(4) Size 12.00" X 8.50"</p> <p>(5) Pre-Test: Each OMR Form should be pre-tested for scanning</p>	15000
<p><b>(C) Envelope for OMR Application Form</b></p> <p>(1) Single Color printing on one side</p> <p>(2) Size 10.0" x 8.00"</p> <p>(3) Paper 80 GSM</p> <p>(4) Serial Number (Sticker with Bar code and normal numbering)</p>	15000
<p><b>(D) Insertion</b></p> <p>Each OMR sheet (Application Form) will be in respective envelope. The set of One OMR Form and One Information Brochure will be packed in transparent self adhesive plastic pouch so that the serial number of Applicable/Brochure can be seen. 100 such sets will be packed in one carton box, a slip be pasted on the box, the same serial numbers of the OMR.</p>	15000
<p><b>(E) Pay-in-Slip for Bank</b></p> <p>(1) Single colour printing on one side</p> <p>(2) Size A4</p> <p>(3) Paper 80 GSM</p> <p>(4) With two perforation</p> <p>(5) Text will be provide as soft copy</p>	15000
<p><b>(F) OMR Application Forms Scanning at IIT Delhi with the following conditions:</b></p> <ol style="list-style-type: none"> <li>1. On Physical scan (OMR: both sides data and image scanning) on high speed scanners. Data to be captured at two threshold levels to be fixed by Organizing Chairman, JAM 2013, IIT Delhi.</li> <li>2. The image scanning operation will capture image data from Offline form, and then crop the image into three fields. Necessary software to manage these data fields (image files) for future data insertion/ correction should also be provided.</li> <li>3. The format of text data and image scanning data should be compatible with the software used at IIT Delhi.</li> <li>4. The vendor should bring sufficient number of scanners for scanning operations at IIT Delhi.</li> <li>5. Minimum two experienced representatives will be required at IIT Delhi during scanning period.</li> <li>6. Scanning operations need to be completed within 4 days. The tentative schedule is November 15-18, 2012.</li> </ol>	<p>As per Actual</p> <p>(approx. 15000)</p> 

**(G) Online Application Forms Scanning at IIT Delhi with the following conditions:**

1. The image scanning operation will capture image data from Online Application Form, and then crop the image into three fields. Necessary software to manage these data fields (image files) for future data insertion/ correction should also be provided.
2. The format of text data and image scanning data should be compatible with the software used at IIT Delhi.
3. The vendor should bring sufficient number of scanners for scanning operations at IIT Delhi.
4. Minimum two experienced representatives will be required at IIT Delhi during scanning period.
5. Scanning operations need to be completed within 4 days. The tentative schedule is November 15-18, 2012

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23/7/12