

LOK SABHA SECRETARIAT

Telegrams : LOKSABHA, NEW DELHI
FAX : 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

Subject : Inviting sealed quotations for Preparation, Supply and Processing of OMR sheets.

.....

Joint Recruitment Cell, Lok Sabha Secretariat has notified the vacancies for the posts of (i) Executive/Legislative/Committee/Protocol Assistant; and (ii) Executive/Legislative/Committee/Protocol Officer and Research/Reference Officer.

2. The Preliminary Examination for the said posts is scheduled to be held on 03rd September, 2017 in various schools at Delhi, Kolkata, Chennai and Mumbai. The total number of candidates for the above-said examinations is approximately 51,500. (approximately 44,700 for the post of Executive Assistant and 6,800 for the posts of Executive Officer and Research/Reference Officer). Separate OMR sheets will be required to be prepared for both the examinations i.e. 100 questions for the post of Executive Assistant and 150 questions for the posts of Executive Officer and Research/Reference Officer.

3. Sealed quotations are invited from authorized information (data) processing companies/agencies for designing and printing of OMR sheets, Barcode printing on OMR sheets, scanning and processing of OMR Sheets and generation of statements of marks obtained by candidates, Roll No.- wise and category-wise.

4. It may please be noted that for scanning of OMR sheets and printing of statements of marks, the company/agency shall charge only in respect of actual number of candidates appearing in the examination. The processing work of OMR sheets will be done in Parliament House Annexe, New Delhi. In addition to the above, all possible help to Joint Recruitment Cell will have to rendered from time to time in smooth processing of data pertaining to the examination for recruitment to the above post.

5. No form is being prescribed for submission of quotations. The interested parties may, therefore, submit the sealed quotations on their letter head along with brief report of similar work undertaken by them in the past, if any, inter-alia quoting the amount, both in words and figures and other terms and conditions.

6. Quotations should be submitted in a sealed envelope addressed to the Additional Director (JRC), Room No. 148, Parliament House Annexe, New Delhi-110001 latest by 1500 hours on 16.08.2017.

BY ORDER
11.08.2017