

**HIMACHAL PRADESH
STATE ELECTRONICS
DEVELOPMENT
CORPORATION LIMITED**



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File No. HPSEDC-COMP/41/2026-**2623**
E-Office File No.365427
Dated: 14-08-2026

NIT – FOR Designing, Printing, Proofing & supply of OMR Answer Sheets, Scanning of OMR answer sheets, result processing and submission of final written result to the department.

Himachal Pradesh State Electronics Development Corporation Limited (HPSEDC) invites sealed quotations or quotations through email (in a password-protected file) from reputed Companies/Agencies/Vendors for **Designing, Proofing, Printing & supply of OMR Answer Sheets, Scanning of OMR answer sheets, result processing and submission of final written result to the department** for recruitment to 700 posts of Home Guards Volunteers. Interested bidders may submit their financial bids along with compliance to the required scope of work and technical specifications:-

Sr. No.	Name of Service	Specifications / Scope of Work
1.	Printing of OMR Sheets	Designing, Proofing & Printing of OMR sheets for the Written Examination for recruitment to 700 posts of Home Guards Volunteers, in which approximately 6,000 candidates are expected to appear.
2.	OMR Scanner	Good quality OMR Scanner will be provided by the vendor.
3.	Scanning of OMR Answer Sheets	Scanning of OMR answer sheets through OMR (Optical Mark Recognition) system.
4.	Scrutiny/Processing of Examination Results	Scrutiny/processing of examination results.
5.	Compilation of Result	Compilation of results.
6.	Technical Infrastructure and Experience	The agency/vendor should possess the necessary technical infrastructure and experience to execute the entire process in a safe, transparent, confidential, accurate and time-bound manner.
7.	Integrity and Security of Examination Data	Ensuring the integrity and security of examination-related data at every stage.

Any

Rates should be quoted in following format:

Sr.No.	Item Description	Unit Rate	GST	Total Amount
1.	Designing, Proofing & Printing of OMR sheets (50 questions)			
2.	Scanning of OMR answer sheets			
3.	Scrutiny/processing, Compilation and submission of final written result to the department.			

Terms & Conditions

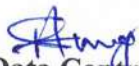
- 1.) The services shall cover designing, printing & proofing of OMR sheets, scanning of OMR answer sheets, scrutiny/processing, compilation results and submission of final Written Examination result to the department for recruitment to 700 posts of Home Guards Volunteers, in which approximately 6,000 candidates are expected to appear.
- 2.) The examination shall be MCQ-based and the answer sheets shall be evaluated through the OMR (Optical Mark Recognition) system.
- 3.) The agency/vendor should possess the necessary technical infrastructure and requisite experience for undertaking the proposed work.
- 4.) The entire process shall be executed in a **safe, transparent, confidential, accurate and time-bound manner**.
- 5.) The agency/vendor shall ensure the **integrity and security of examination-related data** at every stage of the process.
- 6.) The work shall be carried out in accordance with the applicable Government rules and procedures.
- 7.) The agency/vendor shall be responsible for **proper and accurate scanning, scrutiny/processing and compilation of examination results through the OMR system**.
 - The agency/ vendor should submit at least four work completion certificates of government organization with similar nature.
 - OMR machines purchase bill should also be submitted in technical bid, these should be in the name of participating firm.
- 8.) The agency/vendor shall maintain **complete confidentiality of examination material and data** throughout the entire process.
- 9.) Penalty for delay in completion of the assigned work shall be levied @Rs. 1000/- per day.
- 10.) Delivery of OMR sheets must be completed within 3 days.



- 11.) The schedule of providing OMR Answer sheets and scanning of OMR sheets will be provided separately/ after finalization of the vendor.
- 12.) The written examination shall consist of **total 50 questions**.
- 13.) There is **no requirement for carbon copy-based OMR answer sheets**.
- 14.) Checking/scanning of the filled OMR answer sheets shall be carried out at **Home Guards Headquarter, US Club, Shimla-1**.
- 15.) The bidder shall submit the **tabular summary reports in PDF and XLSX formats** immediately after scanning of the filled OMR answer sheets.
- 16.) The entire work shall be completed **within one day i.e. on 24-08-2026**, so the vendor needs to ensure that adequate machinery for the desired outcome is readily available.
- 17.) Since the requirement comprises three items, the **L1 bidder shall be determined on the basis of the lowest total quoted amount for all three items taken together**, inclusive of applicable taxes.

Submission of Bids

- Technical Bid shall include compliance with the required specifications and all relevant supporting documents, including work completion certificates and OMR machine purchase bill, while the Financial Bid shall include the quoted price, inclusive of all applicable taxes. (Password-protected files).
- Bids should be addressed to the Managing Director, HPSEDC.
- Successful bidder to submit **3% PBG (for 6 months)**
- Last date & time for submission: 19-08-2026 at 02:00 PM
- PDF password. Submission Time: 19-08-2026 at 02:30 PM
- Date & time of opening of bids: 19-08-2026 at 03:00 PM


Data Controller
HPSEDC Shimla