

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA 2, COMMUNITY CENTRE,

PREET VIHAR, DELHI – 110301

NOTICE INVITING TENDER FOR DIGITIZATION OF OLD RECORDS

Sealed tenders are invited for and on behalf of Secretary, CBSE, from reputed Data Software Agencies to digitize the old records of 10,000 schools between 7 Lacs pages to 8 Lacs pages to be completed through scanning, converting to PDF format and indexing of records for fast and quick reference and retrieval. There will be thirty key words i.e. Affiliation Number, Inspection Committee Members (Convener/Member), Online Registration Number, Name of the School, Address, Senior Secondary, Secondary, No objection Certificate/NOC etc. are required for access of information.

Tender form alongwith terms and conditions can be downloaded from the CBSE's website www.cbse.nic.in alongwith processing fee of ₹ 2000/- (non-refundable) and EMD of ₹ 2,00,000/- (Rupees two Lacs), both in the form of DD drawn in favour of Secretary, CBSE payable at Delhi.

Tender in the prescribed form duly filled signed and stamped in a sealed cover superscribed on it "TENDER FOR DITIZATION OF OLD RECORDS" shall be placed in the Tender Box kept on Ground Floor near the security counter of Central Board of Secondary Education, 2, Community Centre, Shiksha Kendra, Preet Vihar, Delhi- 110301 **on 28.02.2012 upto 3.00 p.m.** Incomplete/conditional tenders without Earnest Money or received after the due date and time shall be summarily rejected.

JT. SECY. (A&L)

CENTRAL BOARD OF SECONDARY EDUCATION

**SHIKSHA KENDRA 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI – 110301**

TENDER DOCUMENT FOR DIGITIZATION OF OLD RECORDS

1. INTRODUCTION

1.1 CBSE is facing new challenges of preserving and management of their documents for longer period CBSE has proposed to digitize for proper up keeping this physical record in a systematic at CBSE's premises. This assignment will invoice Digitization/scanning/quality enhancement/cropping of existing Record i.e. Document Management Solution (DMS) with e-cataloguing using software for easy search and retrieval of scanned images.

1.2 The CBSE proposes for complete digitization and e-cataloging of affiliation related documents hold by affiliation branch of CBSE, New Delhi initially. These are required to be digitally converted with proper indexing for easy retrieval (e-cataloging). The documents would comprise approximately 8 lakhs pages and may be increased decreased at the time of actual execution of the work.

2. ELIGIBILITY CRITERIA

2.1 The agency should have sufficient high performance page scanner alongwith UPS & accessories in adequate number to handle the fast scanning job (Please provide documentary evidence) or the Agency has sufficient experience to handle the high performance page scanner efficiently which are provided by the Institution that has engaged their services (a certificate by such institution may be enclosed as an evidence).

2.2 The agency should be in a position to place sufficient technical manpower (at least 4 person in each shift) in multiple shifts to deliver the work in a specified time frame. The detail of the technical manpower structure be provided.

2.3 The agency should have handled scanning and all other related jobs specified in the scope of the work for at least 15 lakh pages from one institution (Please provide documentary evidence to this effect).

2.4 The agency should have carried out scanning and digitization job of the old pages/ books projects promoted by Government of India/reputed organisation and has sufficient knowledge on the requirement of similar projects (Please provide list of projects with other details in support of the statement.

2.5 The agency should have a turnover of about ₹ 50 lakhs per year during last three years and have sound financial back. Please attach the financial statement and IT returns of the preceding three years.

2.6 The agency should have ISO 27001-2005 for Data Security in its name and CMMI level 3 or above for certification of software development services.

3. SCOPE OF WORK

ON SITE SCANNING :- The successful bidder would be required to set up suitable infrastructure at the places as per document. Space, basic furniture, electricity would be provided by CBSE.

3.1 Cleaning, sequencing and page numbering :- The old pages shall require cleaning, sequencing and page numbering.

3.2 Scanning :- The old pages shall be required to be scanned in the beginning. The list of document to be scanned shall be handed over to the selected agency.

3.3 Converting to PDF format :- After scanning the data, a PDF file shall be created using affiliation No. as key reference.

3.3(i) Image scanning should be in encrypted and simple format.

3.4 Indexing of records :- The scanned records shall be required to be indexing in a proper and systematic manner so that its retrievals either by entering Affiliation No., School Name is quick and provision for future addition of vital documents should be there so as to update for periodic extension, additional subjects, upgradation, show cause, Disaffiliation etc. The details shall be finalized in consultation with users. Details of fields shall be handed over to trainees after discussions.

3.5 Retrieval :- The indexing shall be required in proper manner for fast and quick retrieval for using.

3.6 Training for staff with a user friendly software shall be developed & implemented by the agency.

3.7 Sufficient number of copies (five) of documentation & user manuals shall be provided by the agency.

3.8 Quality Control:- The selected bidder is required to ensure quality of images. The scanning operators must check the same and re-scan if required.

3.9 Uploading & delivery mechanism:- The selected agency shall upload in a specified server of CBSE and satisfy retrieval of information as per requirements.

3.10 Software for retrieval: The proposed software specifications are as under and are likely to change/modified:

1. Software should be available for multi-user, multi-distributed environment with proper security provisions.
2. The software should have facility of making data entry in English of all master records (such as subjects) and transaction data (such as details of the documents etc.).
3. The entry forms should allow code-less entry i.e. wherever, master information is to be entered, suitable control should be available to facilitate mouse-based and key-board based entry .
4. Entry form should have standard operations like add, edit, delete, undelete of ps.
5. The software should also have a search from having all the fields required having following facilities:
 - a. Text Search: Text based search should have following options:
 - i. Start with
 - ii. End with
 - iii. Anywhere
 - iv. Nowhere
 - v. Whole word
 - vi. Sounds like

- b. All the above text search should have option of case sensitive search upon user's choice.
 - c. Master Search: Master search should allow user to select single, multiple and all entries to specify search domain.
 - d. Numeric search: Numeric search should have following options:
 - i. Value less than
 - ii. Value More than
 - iii. Value equals to
 - iv. Value not equals to
 - v. Value between
 - vi. Value not between
 - e. Must have the facility to search the documents in any format like tiff, jpeg, pdf etc.
5. The software also has the reports based upon the query form. The formats of the reports may be finalized by the concerned department, firm and CBSE.
 6. The reports must have the hyperlink facility to show the document in any format like Tiff, jpeg etc.
 7. The software should be capable to handle large database and easy to install.
 8. The software must have backup/Restore feature.
 9. The software must have report writer for generating customizable reports.
 10. The software must be easy to understand.
 11. Any number of indexes can be created from database.

4. OTHER RESPONSIBILITIES OF THE EXECUTING AGENCY

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of vendor are as under :-

4.1 Maintaining confidentiality about work alongwith process M/s for each stage.

4.2 Safe handling of record/pages as these are old and single copy and can not be recreated. While handling these, proper care is to be taken, hence vendor should deploy only experienced scanning operators. In case of any negligence the vendor may be penalized/indemnity Bond.

4.3 The system for the above work shall have to be installed at the space provided by the Central Board of Secondary Education at Preet Vihar, Delhi- 110301.

4.4 Handling and maintenance of the Scanners and associated septum installed by the agency will be the responsibility of the agency. Consumables etc. shall all be the vendor's responsibility.

4.5 The agency has to ensure that the staff maintain the proper decorum.

4.6 The vendor has to get the police verification done for the persons being deputed at the site.

4.7 In the event of assigned work being carried out by the vendor not found satisfactory by the CBSE, the contract would be liable to be terminated and the CBSE shall have right to get the remaining work carried out from another vendor and deduct payments from that of agency.

4.8 The agency shall take up the work in consultation with the Deputy Secretary(IT) Affiliation so that compatibility and connectivity of the software be ensured with the existing affiliation software for smooth functioning of the affiliation wing.

5. PAYMENTS

5.1 No advance payment shall be made, 80% on monthly/quarterly basis and rest after completion. The payment shall be made on receipt of the bill after verification of the work jointly certified by Incharge (Affiliation), and Deputy Secretary (IT), Affiliation, CBSE, Preet Vihar, Delhi.

6. PERFORMANCE GAURANTEE

6.1 The EMD would be adjusted as performance guarantee of the successful bidder.

7. LIQUIDATED DAMAGES

7.1 No payment would be made for the documents not scanned, indexed, merged or uploaded properly or upto the satisfaction of the end user. The vendor has to produce a certificate duly signed from the end user in this regard, indicating the quantity and quality of the above work.

In addition to above the firm has produce minimum output as mentioned in the document, for the purpose of payments. The penalty would be calculated as per the details given below:-

No.	Condition	LD%
a.	Delay up to one fourth period of the prescribed delivery period	2.5%
b	Delay exceeding one fourth but not exceeding half of the prescribed period/completion of work as per time schedule	5.0%
c	Delay exceeding half but not exceeding three fourth of the prescribed period/completion of work as per time schedule	7.5%
d	Delay exceeding three fourth of the prescribed period/completion of work as per time schedule	10.0%

Note: Delay in providing documents to the firm/Vender by the concerned department may not be considered in the calculation of LD. In case of non-availability of pages to be scanned, the firm has to inform to the nodal officer of CBSE in written.

8. FORFEITURE OF PERFORMANCE GAURANTEE

8.1 Forfeiture of Security Deposit: Security amount in full or part may be forfeited in the following cases:-

- a. When the terms and conditions of contract is breached.
- b. When contract is being terminated due to on-performance of the firm.
- c. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Officer in this regard shall be final.
- d. When it was found that the retrieval from captured data is not possible.

8.2 Failure of the successful bidder to comply with the requirement of the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

9. RELEASE OF PERFORMANCE GAURANTEE

9.1 The security/performance guarantee will be returned back after one year of successful completion of the project and contract

10. BID FORM

10.1 Technical Bid in the following format is to be submitted:-

A.

1.	Name of the bidder				
2.	Name of the contact Person				
3.	Registered Office Address				
4.	Year of Establishment				
5.	Type of Entity	Public Limited	Private Limited	Partner ship	Proprietary
	Put Tick (v) mark				
6.	Telephone Number(s)				
7.	Email Address / Website	Email:		Web-site:	
8.	Fax No.				
9.	Mobile/Pager No.	Mobile		Pager	

B. The Bid fee amounting to ₹ 2000/- (₹ two thousand only) has been deposited vide cash receipt No. _____ Dated _____ / attached as DD No. _____ dated _____.

C. The rates quoted are valid up to _____ (Subject to a minimum of 120 days from the last date of bid submission). The validity can be extended with mutual agreement.

D. Following documents are attached towards the proof of earnest money deposited.

Sl. No.	Earnest Money Deposited through	Number	Dated
1.	Cash		
2.	Demand Draft		
3.	Banker's Cheque (Local only)		

E. Tax Clearance Certificates:

Sl. No.	Type of Tax	Whether tax clearance certificate enclosed (Yes/No)	Certificate Number
1.	RST-TIN		
2.	CST		
3.	Service Tax		

F. Technical details:-

A.	(i) No. of high performance page scanners alongwith accessories. (ii) Resolution of Scanner Capacity per day. (iii) Capacity per day (No. of pages)	
B.	No. of Technical Manpower that can be placed for Preparation, Scanning, Indexing, Programming etc. (minimum 4 per shift)	
C.	Quantum of scanning work carried out in ; 2010-11 2009-10 2008-09 (work orders attached)	
D.	Agencies for whom above works carried out	
E.	Turnover during; 2010-11 2009-10 2008-09	

11. FINANCIAL BID

11.1 The financial bid is to be submitted in following format in a separate envelop marked "Financial Bid for Digitization of old Records of CBSE". Taxes, if any, be clearly specified.

A. Costing

Price per page of Cleaning, Scanning, converting & PDF format , Indexing for retrieval.	Rate per page
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B. Retrieval Software

C. We accept payment schedule as per details given below:-

Sl. No.	Amount Payable
1.	80 percent payment of work done (completion of cycle of covered work/pages) in a quarter will be done after getting certificate from the concerned department. (Performa of certificate is specified in annexure - A)
2.	Remaining payment will be done to the firm after getting final certificate of successful completion of work including handover of deliverables. (Performa of certificate is specified in annexure - B)

Note :

1. Size of pages may vary from A-5 to A-1 or higher but most of the pages will be of the size of A4. While quoting the rates, the variation in size may be kept in mind.
2. More than one vendor may be allotted the task in case one vendor is not able to deliver the desired output.
3. The Secretary, CBSE, Delhi reserves the right to accept or reject any or all the tenders without assigning any reason.
4. Document could be hand written, typed, colour/printed.

JOINT SECRETARY (A & L)

Annexure - A

This is to certify that M/s ----- has successfully carried out the task of digitization and e-cataloging of existing documents of Central Board of Secondary Education (CBSE) as per the details given below and the said work is inspected by me.

Pages scanned and e-cataloged before this period (A).

S.No.	Form Date	To Date	No. of Scanned pages with required editing and e-cataloged	Remark
Total (B)				

Total Pages Scanned and e-cataloged including this period (A+B)

(Name and Signature along with Seal
(Nodal person)

(Department Name along with seal)

Annexure - B

(ON THE LETTER HEAD OF THE CONCERNED DEPARTMENT)

JOB COMPLETION CERTIFICATE

This is to certify that all work as per the bid of digitization e-cataloging of existing ancient documents of CBSE, New Delhi has been satisfactorily completed and the said work is inspected by me. The details are given below

Total No. of Digitized pages:

Remark (if any)

(Name and Signature along with Seal)