

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE – Lucknow**  
**3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4, Gomti Nagar Extension , Lucknow-226010**

**Tender No. CBSE/RO/LKO/EXAMS/CS&S/2026/01**

**eTENDER FOR**  
**CUTTING-SCANNING-STAPLING OF DIFFERENT**  
**TYPES OF ANSWER BOOK PERTAINING TO BOARD**  
**EXAMINATIONS**

*for*  
**Central Board of Secondary Education**  
**(CBSE)**  
**Regional Office-Lucknow**



**CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organization under the Union Ministry of Education, Govt. of India)

**REGIONAL OFFICE – Lucknow**

**3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4, Gomti Nagar Extension ,**  
**Lucknow-226010**

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**BID SHALL BE SUBMITTED ONLY IN ONLINE MODE AT CPPP WEBSITE:**

**<http://eprocure.gov.in/eprocure/app>**

**NOTICE INVITING eTENDER BIDS FOR PROVIDING**  
**CUTTING-SCANNING-STAPLING SERVICES**

**Tender No. CBSE/RO/LKO/EXAMS/CS&S/2026/01**

The Central Board of Secondary Education (CBSE), Regional Office, Lucknow invites online tenders under **Two Bid systems** from registered, authorized and experienced agencies for providing services for:

**CUTTING-SCANNING-STAPLING OF DIFFERENT TYPES OF ANSWER BOOK PERTAINING TO BOARD EXAMINATIONS**

For participation in the bid, agencies will fill the complete tender form available online at CPPP e-Procurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under. Interested agencies may download the Tender document from the CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) (for perusal/reference only):

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>13.01.2026 17:00</b>
<b>Bid Document Download</b>	<b>13.01.2026 18:00</b>
<b>Clarification Start Date &amp; Time</b>	<b>14.01.2026 09:00</b>
<b>Clarification Closing Date &amp; Time</b>	<b>15.01.2026 17:00</b>
<b>Pre Bid Meeting</b>	<b>16.01.2026 11:00</b>
<b>Bid Submission Start Date</b>	<b>17.01.2026 09:00</b>
<b>Bid Submission End Date</b>	<b>03.02.2026 17:00</b>
<b>Technical Bid Opening Date</b>	<b>04.02.2026 17:00</b>

**Bids shall be submitted only in online mode at CPPP website: <https://eprocure.gov.in/eprocure/app>**

Earnest Money Deposit of Rs. 15000/- (Rupees Fifteen thousand only) be submitted in the shape of a Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee favouring **"Secretary CBSE"** payable at Lucknow".

**The EMD can also be paid through Electronic Fund Transfer in favour of Secretary, CBSE A/c. No. 110268475896 IFSC Code CNRB0007340 of Canara Bank (Branch Code 07340) , Lucknow and copy of transaction may be attached.**

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. The Competent Authority of the Board reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Financial bids of only those bidders shall be opened by the Committee whose Technical bids are qualified. The date and time of opening of financial bids shall be intimated to the technically qualified bidders in due course.

**The Board reserves the right to reject any or all the tenders without assigning any reasons.**

The **Hard Copy of original instruments** in respect of EMD and other specified Tender Document are to be sent to the Regional Officer at the address indicated below on or before 03.02.2026 17:00 **bid opening date/time as mentioned in critical date sheet.**

**Address:**

**Regional Officer**

**Central Board of Secondary Education**

**Regional Office,**

**3rd and 4th Floor, G-4/5-B, Sector-4, Gomti Nagar Extension , Lucknow-226010**

**E-mail: [rolucknow.admin\\_p@cbseshiksha.in](mailto:rolucknow.admin_p@cbseshiksha.in)**

**Contact No : 5222-987908**

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## **A. TERMS AND CONDITIONS OF THE TENDER**

### **1. GENERAL INSTRUCTIONS**

- 1.1 For Bidding/ Tender Document purposes, 'Central Board of Secondary Education' shall be referred to as 'CBSE' and the Bidder/ Successful Bidder shall be referred to as 'Bidder' and/or 'Contractor' or interchangeably.
- 1.2 No claim on account of any errors detected in the tender documents shall be entertained.
- 1.3 Each page of the Tender document must be signed and stamped by the person or persons submitting the Tender in token of his/ their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of the contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the CBSE. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.
- 1.4 The bidder shall attach the copy of the authorization letter/ Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of tender document, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/ format, or not fulfilling any other requirements, stipulated in the tender documents are liable to be rejected.
- 1.6 The Bidding Company should be a Limited/Private Limited Company registered under the Companies Act, 1956/ 2013 or a Proprietorship firm or a Partnership firm or a Registered Society.
- 1.7 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement to the Central Board of Secondary Education, Regional Office, Lucknow. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 1.8 CBSE reserves the right to discontinue the services in case the performance is not found satisfactory.
- 1.9 Bidders should take into account any corrigendum published on the tender document before submission of bids
- 2.0 VISIT TO PREMISES The bidders are advised to visit and acquaint themselves with the requirements of the Board before submitting their bids. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Department and is aware of the requirements prior to the submission of the tender documents. The premises is located at CBSE, RO, Lucknow.
- 2.1 CLARIFICATIONS In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from CBSE, Office as per critical date sheet.
- 2.2 DOCUMENTATION The bidders are required to submit the documents as per the documents check list (Pages must be clearly readable). All pages are to be numbered serially and the page numbers shall be mentioned in the technical bid. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
- 2.3 CURRENCIES OF BID AND PAYMENT The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees only.
- 2.4 COST OF PREPARATION OF BID The bidder shall bear all costs associated with the preparation and submission of his bid and the Department will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- 2.5 BID VALIDITY Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.

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- 2.6 INCOMPLETE AND CONDITIONAL OFFERS The Bidders are not allowed to submit incomplete offers, conditional offers or offers with deviations from the conditions of Contract.
- 2.7 ALTERATIONS IN THE TENDER PAGES/DOCUMENTS No alternations should be made by the tenderers to any of the documents/tender pages. Violation of the instruction will lead rejection of the tender at the discretion of the Tender Inviting Authority. The tenderer who proposes any alteration to any of the condition laid down or proposes any other conditions of any description what-so-ever is liable to be rejected.
- 2.8 BID SECURITY
- (a) Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation (if applicable) are exempted from submission of EMD.
  - (b) The Bid Security will remain valid for a period of forty-five (45) days beyond the final bid validity period.
  - (c) The Bid securities of the unsuccessful bidders will be returned to them at the earliest after the award of the contract to the successful bidder.
  - (d) The Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
  - (e) The Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Board.
  - (f) The Bid Security shall be forfeited in case of any misconduct by the bidder in connection with the processing and award of this work.
- 2.9 WITHDRAWAL OF OFFER Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the bid security shall be forfeited.
- 3.0 CLAIMS FOR EROSION IN VALUE No claim shall lie against the CBSE in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

## **2. MINIMUM ELIGIBILITY CRITERIA**

The following shall be the minimum eligibility criteria for selection of bidders technically.

- a. **Separate legal valid entity:** The bidder shall necessarily be a separate legal valid entity duly registered under the respective Acts. A proof for supporting the legal validity of the Bidder shall be submitted alongwith the bid.
- b. **Registration:** The Bidder should be registered with the Income Tax Department.
- c. **Experience of Similar work:** The Bidder should have experience of executing similar work (providing cutting-scanning-stapling services of similar or more or less equivalent nature of work refer-Annexure-A) in Central or State Govt. Ministries/ Departments / PSUs/ Banks/ Autonomous Bodies/ Statutory Bodies/Education Boards for at least three years.
- d. **Turnover:** The Bidder should have an average financial turnover of Rs. 07 Lakh per annum during the last three financial years.
- e. The Agency should have a minimum of 4 Industrial Paper-Cutters and 8 high speed/high volume output scanners available exclusively for the execution of the Work Order against this Tender.

### **2.1 Documents supporting the Minimum Eligibility Criteria to be enclosed with the Bid**

- (i) In proof of having fully adhered to the minimum eligibility criteria at 2(b), attested copy of respective registration Certificates should be enclosed.
- (ii) In proof of having fully adhered to minimum eligibility criteria at 2(c), attested copies of PAN card.
- (iii) In proof of having fully adhered to minimum eligibility criteria at 2(d), attested copy of work orders and experience certificates for completed work issued by the Government Ministries/ Government Departments/ PSUs/ Banks/ Autonomous Bodies/ Statutory Bodies etc. shall be acceptable.
- (iv) Attested copy of the audited balance sheets for the completed last three financial years.
- (v) Any address proof (issued by the Central/State Government) for supporting local address.

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**3. EARNEST MONEY DEPOSIT:**

- 3.1 The bid should be accompanied by an Earnest Money Deposit for Tender is Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of Account payee Demand Draft/Fixed Deposit Receipt from any of the nationalised commercial banks in favour of Secretary, CBSE payable at Lucknow.
- 3.2 The EMD can also be paid through Electronic Fund Transfer in favour of Secretary, CBSE A/c. No. 110268475896 IFSC Code CNRB0007340 of Canara Bank (Branch Code 07340) , Lucknow and copy of transaction may be attached.
- 3.3 Bids without EMD shall be outrightly rejected. However, the Bidders who are registered with Central Purchase Organization, NSIC or the concerned Ministry or Departments under Single Point registration schemes as security services provider may be considered for exemption from furnishing the EMD by the Competent Authority. In such cases, an attested copy of the VALID Registration Certificate from NSIC must be furnished. Mere registration as a SSI Unit does not qualify the Bidders for claiming exemption from furnishing the EMD. In the absence of valid certificate from the NSIC, such tenders shall be rejected straightway. The bidders claiming for exemption from furnishing the EMD must submit the supported documents duly attested as per the tender notice in sealed envelopes super-scribing "Request for consideration for exemption from furnishing the EMD" to the "Secretary, CBSE".
- 3.4 The Agencies registered under NSIC (SPR)/MSME and other the Public Sector Enterprises are exempted from submission of the requisite EMD amount.
- 3.5 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by CBSE in respect of any previous work shall be entertained.
- 3.6 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof after the submission of bid. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited.
- 3.7 No claim shall lie against the CBSE in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 3.8 The bid security may be forfeited:
- (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
  - (ii) In case of successful bidder, if the bidder
    - (a) Fails to sign the contract in accordance with the terms of the tender document
    - (b) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the CBSE.
    - (c) Fails or refuses or does not honour his/her own quoted rates for the services/part thereof.

**4 VALIDITY OF BIDS**

- 4.1 Bids shall remain valid and open for acceptance for a period of **180 days** from the last date of submission of Bids.

**5. PREPARATION AND SUBMISSION OF BIDS**

- 5.1 **Language:** Bids and all accompanying documents shall be in English or in Hindi.
- 5.2 The Proposal should be submitted in two Parts (Technical and Financial) as described below:-  
**Part 1: Technical Proposal-** which will consist of the proof for meeting eligibility Criteria, original Demand Draft of EMD. The Proposal is to submitted in 1<sup>st</sup> Cover.

**Part 2: Financial Proposal-** which will consist of the details of financial matters.  
 The Proposal is to submitted in 2<sup>nd</sup> Cover of the on-line tender **in pdf format after scanning duly filled-in Page No. 20 (Annexure-II) signing & stamping and thereafter uploading the same.**



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**Technical Proposal:** Technical Bid should be prepared as per the instructions given in the Tender Document (**Annexure-I**) alongwith all required information, documents in support of the minimum eligibility criteria, Valid EMD of requisite amount.

- (a) Scanned copy of EMD.
- (b) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in Terms & Conditions.
- (c) Duly signed & stamped detailed tender document (signed and seal/stamp on every page).
- (d) Firm/ Company Registration Certificate.
- (e) Experience Certificate/s or Work Order/s.
- (f) Tender Acceptance Letter.
- (g) Declaration of Tender norms.
- (h) No Near Relationship declaration.
- (i) Scanned copy of Technical Proposal including audit Standard, methodology, procedure, project plan etc.

**Financial Proposal**-Bidders should prepare Financial Bid in the Price Schedule as provided in the Tender Document (Annexure-II).

**\*Under any circumstances , Manual BIDS will not be accepted and shall be rejected.**

**\* Bidder should take into account any corrigendum published on the tender document before submitting their bids.**

**6. BID EVALUATION**

CBSE will evaluate the **Technical Bid** as per the eligibility criteria mentioned in the Tender and **Financial Bid of those qualified technically will only be opened online.**

**7. PRE-BID MEETING:**

A Pre-Bid meeting would be held at 11 am on 16.01.2026 at CBSE, Regional Office, 3rd and 4th Floor, G-4/5-B, Sector-4, Gomti Nagar Extension , Lucknow-226010. All prospective bidders may attend the meeting to clarify their doubts, if any. Even though the complete know how of the work to be executed under the Tender is being precisely mentioned in the Tender Document, yet, a detailed briefing on the entire modalities of the work to be executed shall also be delineated in this meeting so as to avoid any confusion at any later stage. In case, any substantive or important clarification emerges during pre-bid meeting, the same shall be shared to all through CBSE website [www.cbse.gov.in](http://www.cbse.gov.in) and CPP portal.

**8. BID OPENING PROCEDURE**

- 8.1 The financial bids of only technically qualified Bids shall be opened by the Tender Committee. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders in due course.
- 8.2 Only one representative per bidder shall be allowed to attend the tender opening procedure. A letter of authorization shall be submitted by the Bidder's representative before opening of the Bids.
- 8.3 Absence of bidder (s) or their representative (s) shall not impair the legality of the tender opening procedure.
- 8.4 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidders meet the minimum eligibility criteria as specified in the Tender Document based on the information/documents provided by the bidder.
- 8.5 Bids shall be declared as Valid or Invalid based on the preliminary scrutiny, i.e. verification of EMD all required documents etc. by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of Valid Bid.
- 8.6 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remain unaltered.

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**9. CLARIFICATION ON TECHNICAL BID EVALUATION.**

- 9.1 The technical bids shall be evaluated based on the available documents submitted by the bidder.
- 9.2 However, the CBSE may at its own discretion, can ask any bidder for a clarification of its bid with a view to assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders. Any clarification submitted by a bidder that is not in response to a request by the CBSE shall not be considered. The CBSE's request for clarification and the response shall be in writing.
- 9.3 If a bidder does not provide clarifications of its bid by the date and time set in the CBSE's request for clarification, its bid will be decided based on documents available.
- 9.4 CBSE also reserves right to seek confirmation/ clarification from the issuer agency, on the supporting documents submitted by the bidder.

**10. TECHNICAL BID EVALUATION**

- 10.1 The CBSE shall follow two bid systems where the technical bid and financial bid shall be evaluated separately.
- 10.2 The technical bid is only qualifying in nature. Bidders who qualify the prescribed technical qualification shall only be considered for financial bid opening.
- 10.3 A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.
- 10.4 Responsiveness: The following may also be ensured by the participated bidder/tenderers/firms:
  - (i) The responsiveness of the bid, i.e. receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.
  - (ii) Receipt of valid EMD with requisite amount in acceptable format.
  - (iii) Documents in proof of meeting the minimum eligibility criteria.
  - (iv) Any other documents as required to support the responsiveness of the bidder, as per the tender.
- 10.5 The bidder who qualified in the technical evaluation stage shall only be called for opening of financial bids on the day of opening of the financial bid .

**11. FINANCIAL BID OPENING PROCEDURE**

- 11.1 The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders or their authorized representatives, who choose to be present at the time of opening of the financial bids.
- 11.2 All the technically qualified bidders/ their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorisation letter from their Agencies.
- 11.3 Any bidder objecting to the same shall be disqualified and his financial bid shall be returned on the spot.
- 11.4 Absence of bidders or their authorized representatives shall not impair the legality of the process.
- 11.5 The rates, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final rates would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid, if any.
- 11.6 The Bidder meeting the minimum eligibility criteria and with the lowest rates shall be deemed as the successful Bidder and shall be considered for further process.

**12. RIGHT OF ACCEPTANCE:**

- 12.1 The Central Board of Secondary Education reserves all rights to reject any bid including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the **Secretary, CBSE** in this regard shall be final and binding.
- 12.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 12.3 The Secretary, CBSE reserves the right to award any or part or full contract to any successful agency (s) at its discretion and this will be binding on the bidders.



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12.4 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the Secretary, CBSE reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.

12.5 The Central Board of Secondary Education may terminate the Contract if it is found that the Contractor is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.

**13. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE (LoA)'**

13.1 After determining the successful evaluated bidder, CBSE shall issue a Letter of Acceptance (LoA) in duplicate to the successful bidder, who will return one copy to CBSE duly acknowledged, accepted and signed by the authorized signatory, within three (3) days of receipt of the same by him. Also, the Award of Contract (AOC) shall be published of the CPP portal.

13.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be binding to the contract.

13.3 The time taken between the date of issue of Work Order and Notice to Proceed shall not prevent the contractor to mobilize the work order.

**14. RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)**

14.1 The Earnest Money Deposit of the unsuccessful bidders in the technical Bid evaluation stage shall be returned along with their unopened financial bids within seven (07) days after opening of the eligible financial Bids.

14.2 The Earnest money Deposit of the unsuccessful bidders in the financial bid evaluation stage shall be returned within fifteen (15) days, on award of contract to the Successful bidder.

14.3 The Earnest money deposit of all the bidders shall be returned along with their un-opened financial bids, in case of cancellation of Tender after the opening of Technical Bids and prior to opening of financial bids.

**15. CONFIDENTIALITY**

15.1 The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information of the CBSE's or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or information of the CBSE. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of CBSE's information.

15.2 If the Contractor receives enquiries from Press/ News/ Media/ Radio/ Television or other bodies/ persons, the same shall be referred by the Contractor to CBSE immediately on receipt of such queries.

15.3 The Contractor's personnel shall be instructed by the Contractor strictly not to misuse the information/data handed over/provided to him.

15.4. Inter alia, the following information shall not be disclosed to any third party:

- Mobile Telephone no. of Officials of the Board/any other information shared w.r.t. the work.
- Confidential location and work plans of CBSE
- Any Information about CBSE shared in confidentiality during the course of Work Order.

**16. NOTICE TO PROCEED**

After the acceptance of the Work Order by the successful bidder, CBSE shall issue the 'Notice to Proceed', to the contractor authorising him to start executing the **CUTTING-SCANNING-STAPLING** services in the CBSE Lucknow Office at the specified location. This Notice to Proceed may be communicated through email/telephone.

**17. SIGNING OF CONTRACT AGREEMENT**

17.1 The successful Bidder shall enter into contract and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement before commencement of the services .(The date of commencement of the services as communicated by CBSE).

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- 17.2 CBSE shall prepare the draft Articles of Agreement in the Proforma included in this Document, duly incorporating all the terms of agreement between the two parties and send the same in duplicate to the successful Bidder for their concurrence.
- 17.3 The successful Bidder shall return the duly concurred copies of the draft Articles of Agreement within Two (02) days of receipt of the draft Articles of Agreement from CBSE, duly printed on the correct amount of stamp paper, duly adjudicated by the registrar of stamps where the contract is proposed to be executed.
- 17.4 The competent authority of the CBSE shall sign the Contract agreement and return a copy of the same to the successful bidder.

**18. SERVICES REQUIRED BY THE CBSE**

- 18.1 The Contractor shall be providing **CUTTING-SCANNING-STAPLING** services in CBSE RO Lucknow premise as per the details given in tender, or any other location as required by the CBSE to be read with the Special Conditions of Contract, Assignment Instructions and Schedule of Requirements.
- 18.2 The CBSE shall pay the charges as agreed between the CBSE and the Contractor at the time of bidding process. A schedule of charges shall be annexed to the Articles of Agreement after finalizing the amount at the conclusion of Bidding process.
- 18.3 The Contractor shall provide **CUTTING-SCANNING-STAPLING** services to CBSE's premises to its entire satisfaction and it is the sole responsibility of the Contractor that the work is executed in all respects in accordance with the Contractor's obligations.

**19. COMMENCEMENT OF SERVICES**

The Contract shall become legally binding and in force only upon:

- 19.1 Execution of contract agreement between the successful bidder and CBSE, RO Lucknow.
- 19.2 The Contractor shall have to commence **CUTTING-SCANNING-STAPLING** services in CBSE's premises within 3-4 days from the date of receipt of Notice to Proceed or intimation to this effect.
- 19.3 Blank stationery (EZR) / Pre-printed Stationery for printing of report will be supplied by the Board.

**20. CONTRACTOR'S OBLIGATIONS**

- 20.1 The Contractor shall provide **CUTTING-SCANNING-STAPLING** services at CBSE's premises as per Schedule of Work / Requirements which may be amended from time to time by the CBSE during the Contractual period and it shall always form part and parcel of the Contract. The Contractor shall abide by such assignments as provided by the CBSE from time to time.
- 20.2 The Contractor shall exercise adequate supervision to reasonably ensure proper performance of **CUTTING-SCANNING-STAPLING** services works in accordance with the Schedule of Requirements.
- 20.3 Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
- 20.4 All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the CBSE.

**21. CONTRACTOR'S LIABILITY**

- 21.1 The Contractor shall completely indemnify and hold harmless the CBSE and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of the **CUTTING-SCANNING-STAPLING** services to the CBSE.

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- 21.2 The Contractor shall not be liable in any way whatsoever and the CBSE hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks;
- 21.4 The Contractor shall not Sub-Contract or Sublet, transfer or assign the contract or any other part thereof. In the event of the contractor contravening this condition, CBSE shall be entitled to place the contract elsewhere on the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the CBSE may sustain in consequence or arising out of such replacing of the contract.

**22. VALIDITY OF CONTRACT**

**The validity of contract shall be initially for a period of one year from the award of contract subject to continuous satisfactory performance.** In case of breach of Contract or in the event of not fulfilling the minimum requirements/ statutory requirements, the CBSE shall have the right to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority of the office of the CBSE. The duration of the contract is one year from the date of signing the contract. **However, the same can be extended on year to year basis for a maximum period of two more years (total three years) subject to satisfactory performance/services and mutual consent of both the parties.**

**23. PAYMENTS**

- 23.1 After selection of the Successful bidder as Contractor, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Contractor by the CBSE for the **CUTTING-SCANNING-STAPLING** services.
- 23.2 The Contractor shall raise invoice after the completion of the work. The CBSE shall make all efforts to make payments within 10- 15 days from the date of the receipt of the invoice to the Contractor after deducting TDS as per rules.
- 23.3 After expiry of the initial period of the Contract of one year and if the Contract is renewed by the CBSE, the Contractor shall not be eligible for any increase in the Contract cost.
- 23.4 All payments shall be made in Indian Currency by means of Electronic Fund Transfer e.g. RTGS etc. only.
- 23.5 CBSE shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. CBSE shall provide a certificate certifying the deduction so made.
- 23.6 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- 23.7 All payments will be subject to satisfactory work / performance report to be furnished by the User Deptt. / Branch for the period mentioned in invoice raised by the successful bidder.

**24. FORCE MAJEURE OBLIGATIONS OF THE PARTIES**

- 24.1. "Force Majeure" shall mean any event beyond the control of CBSE or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:
- (i) War, hostilities, invasion, act of foreign enemy and civil war;
  - (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;

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- (iii) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
  - (iv) Earthquake, fire, flood or cyclone, or other natural disaster.
- 24.2 As soon as reasonably practicable but not more than 48 (forty eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:
- a. The date of commencement of the event of Force Majeure;
  - b. The nature and extent of the event of Force Majeure;
  - c. The estimated Force Majeure Period,
  - d. Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.
- 24.6 The measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.
- 24.7 Any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.
- 24.8 The contractor shall be required to maintain business continuity plans or disaster recovery protocols keeping in view the time-bound nature of the work.

**25 TERMINATION**

Post award of the contract to an Agency, it can be terminated in any of the following contingencies and circumstances, provided that during the notice period for termination of contract (if any), in the situation contemplated below, the contracted agency shall keep on discharging his duties as before, till the expiry of notice period:

- i. On the expiry of contract period, without any notice of the Board
- ii. On contracted agency being declared insolvent by the competent Court of Law without any notice:
- iii. The contract agency is in material breach of its obligations under this Agreement and / or, in the case of such breaches capable of being remedied, fails to remedy that breach within seven days of receiving notice of such breach; or
- iv. In case of breach of any of terms and conditions of the Contract by the Contractor, the Competent Authority of the CBSE shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by the CBSE and in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed.
- v. The Contractor does not provide **CUTTING-SCANNING-STAPLING** services satisfactorily as per the requirements of the CBSE or / and as per the Schedule of Requirements.

**26 DISCLAIMER**

The relatives / near relatives of employees of the CBSE are prohibited from participation in this bid. The near relatives for this purpose are defined as:

- 26.1 Members of a Hindu Undivided Family.
- 26.2 Their husband or wife.
- 26.3 The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).
- 26.4 CBSE reserves the right to reject any proposal which is not substantially responsive or any Proposal received after the time stipulated will not be accepted by CBSE.

**27 INSOLVENCY**

- 27.1 The Secretary, Central Board of Secondary Education may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:

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- i) If the contractor being an individual or if agency, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment if the firm be dissolved under partnership act, or
- ii) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- iii) If the contractor commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

## **28 CURRENCIES OF BID AND PAYMENTS**

- 28.1 The Bidder shall submit the price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees only.

## **29 GOVERNING LAWS AND SETTLEMENT OF DISPUTE**

- 29.1 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorised Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the CBSE in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Lucknow/Delhi and the decision of the arbitrator shall be final and binding on the parties.
- 29.2 Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Lucknow/Delhi.

## **30 SPECIAL CONDITIONS OF CONTRACT**

- 30.1 Tenders without EMD and tenders received after due date shall be summarily rejected. The Bidders must have experience of Answer Books Digitization.
- 30.2 The Board reserves the right to reject/cancel any or all the quotations or to accept rates of any of the agency whether they are lowest or not, without assigning any reason.
- 30.3 The time schedule may be required to be adjusted as per requirements of the CBSE and is to be observed strictly as per directions of the CBSE from time to time, as the work of processing is highly time bound. In case of any delay in completion of the work, on the part of the agency, it shall be liable to pay charges @ 2% per day to the CBSE. The maximum penalty shall be the 15% of the Billing amount.
- 30.4 For a mistake in **CUTTING-SCANNING-STAPLING** services, the company will be liable to pay charges at the rate of Rs. 1000/- per mistake. The maximum penalty shall be 10% of the billing amount
- 30.5 In case the agency is not able to execute the job in time or to the entire satisfaction of the CBSE, the Chairman / Competent Authority. CBSE may allot the work to any other agency at any time. The work will be got done from other agency at risk & cost of the existing agency. The difference between the rates agreed between the Board and the third party, which would undertake such work shall be liable to be payable by the defaulting firm along with the penalty, if any, imposed by the Chairman of the Board.
- 30.6 The Chairman / Competent Authority may allot the work to one or more agencies. (ii) The allotment of work will be for 2026 Examination year only in the first instance which may be



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- extended upto 2 more years (3 years in total) subject to performance to be reviewed after each year.
- 30.7 The Agency to which the work is allotted will be required to deposit 10% of the total likely amount payable to it for the work as a performance security in the form of Demand Draft/Fixed Deposit in the name of Secretary, CBSE payable at Lucknow. This amount shall be liable to be forfeited in whole or part in case of default as per decision of the Chairman / Competent Authority of the Board, which shall be final.
  - 30.8 The agency shall have to execute an agreement on non-judicial stamp paper of Rs. 100/- if considered for allotment of the work.
  - 30.9 The agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents & data supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Board. In case of lapse, agency will be fully responsible for the consequences.
  - 30.10 The agency will arrange for collection of input documents/data from the CBSE, Regional Office Lucknow and return the same along with the output reports.
  - 30.11 The data stored will be the property of the Board and the agency will have to supply a copy of the updated data file and photographs file on CDs/DVDs/USBs/External HDD as and when required by the Board.
  - 30.12 The selected Agency shall have to bring and install on its own sufficient units of computers, heavy duty scanners and other equipments, required for the completion of the work order within the stipulated time. However, separate space and sufficient electrical points will be provided by CBSE.
  - 30.13 The high speed/high output scanners should have facilities of scanning pages/images in auto feed mode with 300 to 600 dpi and minimum scanning speed of 60 pages per minute.
  - 30.14 The selected Agency has to bring on its own sufficient units of good quality industrial paper cutters for side-cutting of answer books before scanning.
  - 30.15 The payment will be made after successful completion of work.
  - 30.16 No deviation of the terms and condition is acceptable. Terms and Conditions which are in deviation of the tender terms are liable for rejection without making reference to the Tenderer.
  - 30.17 The Contractor /Agency shall not bring any external or internal influence to obtain the contract/work order.
  - 30.18 Transportation / Cartridge Charges shall be borne by the supplier/Agency, if any.
  - 30.19 In case of any dispute, the decision of Arbitrator appointed by CBSE, shall be final and binding on both the parties.

**IMPORTANT POINTS:**

- A. After scanning, data will have to be checked manually, updated and error free file .pdf will have to be created and handed over to the Regional Officer, CBSE RO Lucknow.
- B. Data checking will be the responsibility of the scanning agency.
- C. The entire work order should be completed within the stipulated time frame as delineated in the scope of work and also explained in the Pre-Bid meeting.

*I/we here by agree the terms and condition of the tender and will abide by the same as well as the statutory obligation as required by the law. **Read and accepted all instructions contained in the detailed Tender Document***

Place:  
Date:

Signature of the Proprietor/ Partner/  
Director/MD **with stamp**



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**ANNEXURE-A****SCHEDULE AND SCOPE OF WORK/REQUIREMENT:****Tender No. CBSE/RO/LKO/EXAMS/CS&S/2026/01****CUTTING-SCANNING-STAPLING OF DIFFERENT TYPES OF ANSWER BOOK OF SSE/SSCE 2026:**

<b>Types of CBSE Board Exams Answer Books</b>
Answer Book <b>(48 pages)</b>
Answer Book <b>(32 pages)</b>
Supplementary Answer Book <b>(8 pages)</b>

<b>Volume of work</b>	<p>Approximate 8 lac pages of subjective Answer Books are to be scanned.</p> <p>This figure is tentative and based on last year's figure. Pages may increase or decrease depending upon the requirement of scanning this year.</p> <p>The work of cutting scanning and stapling of the answer books pertains to class X And / Or XII, therefore depending upon the requirement, the number of pages to be scanned may increase or decrease.</p>
<b>Estimated Value of Contract</b>	Rs.3,00,000/- approximately
<b>EMD (Earnest Money Deposit)</b>	Rs. 15,000/-
<b>Performance Security</b>	Rs. 21,000/-
<b>Duration of Work:</b>	Cutting-Scanning-Stapling works should be completed within 7 days from the start date given to the Agency.
<b>Place of execution of Work:</b>	The scanning work of answer books will be carried out at CBSE, Regional Office, Lucknow.
<b>Period of Work</b>	The Period of Work will be during the month of May/June/July 2026 for Main Examinations and month of August-2026 for the Supplementary Examinations.
<b>Work Completion Report</b>	After handing over all concerned Answer Books to the authorized Officer of the Board, a formal Work completion report giving precise details of no. of Answer Books and corresponding total no. of pages scanned is to be submitted to the Officer authorized by the Board.
<b>Time Schedule</b>	The time schedule given in the schedule of requirements may be required to be adjusted as per requirements of the CBSE and is to be observed strictly as per directions of the CBSE from time to time considering the fact that the work of scanning is highly time bound and connected to declaration of result.
<b>Control of Equipment</b>	The equipment of the agency will be under the control of CBSE, whenever and wherever it is installed on the demand of the Board. The agency will submit a list of the equipment installed in the Board's office and take them away through a proper gate pass only. The agency will also provide details of manpower engage in scanning work along with their contact-number and Aadhar Card.
<b>Examination of Equipment</b>	While considering the rates the Board may also consider the conditions/quality of the equipment. The Board reserves the right to examine the types of equipment and manpower for their condition/quality, if it so desires. RESPONSIBILITIES IN RESPECT OF THE EQUIPMENT AND MANPOWER The Board will not be responsible for any damage to the equipment of the agency and the agency shall be solely responsible for all aspects of the duties and responsibilities of and towards the employed manpower. At any stage, if any equipment's or resources are not workable, the agency solely shall be responsible for penalty or termination of work contract. The Board shall have all rights to recover the damages, forfeit the

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	performance guarantee and difference of amount spent to complete it in time with other agency.
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**Detailed scope of work to be executed by the selected bidder/Agency:**

- 1 Cutting of all Answer Books comprising of aforesaid no. of pages very cautiously behind the margin line. For this, minimum 3-4 good quality Industrial paper cutters are to be brought and sufficient no. of manpower are to be made available by the selected Agency.
- 2 Each page (both sides) of the margin-cut Answer Book should be scanned properly and systematically in serial order and in clearly visible manner. After scanning of complete set of each Answer Book, the file has to be saved in Portable Document Format (.pdf) and renamed. Each of the file must be renamed uniformly containing the Fictitious Roll No. allotted by the Board together with the subject code of the Answer Book concerned, both mentioned on the top page of the Answer Book.
- 3 Soft copy of entire database so generated is to be safely transferred in DVDs/Pen Drive(s)/external HDD and handed over to the Officer authorised by the Board for the purpose strictly within the stipulated time frame.
- 4 The pages of Answer Books detached with paper cutter are to be re-stapled (Answer Book-wise) securely ensuring that none of the detached pages or left unstapled. For this, a minimum of 3-4 good quality paper staplers to be brought and sufficient number of manpower are to be made available by the selected Agency.
- 5 After handing over all concerned Answer Books to the authorised Officer of the Board, a formal Work completion report giving precise details of no. of Answer Books and corresponding total no. of pages scanned is to be submitted to the Regional Officer, CBSE RO Lucknow.
- 6 After satisfactory completion of work duly verified and authenticated by the authorised officer of the Board and the Section concerned, a GST Invoice as per the quoted rates, against the Work executed by the Agency with relevant Bank details be furnished to this Office for release of payment through NEFT as per norms.

**INSTRUCTIONS FOR ONLINE SUBMISSION OF BIDS**

The bidders are required to submit their bids in soft copies online on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

**REGISTRATION**

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

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- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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#### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

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- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings

**ASSISTANCE TO BIDDERS**

Any queries relating to the tender document and the terms and conditions contained therein should be addressed is as under :- The Regional Officer, CBSE, Regional Office, **3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4, Gomti Nagar Extension , Lucknow-226010** on E-mail ID [rolucknow.admn\\_p@cbseshiksha.in](mailto:rolucknow.admn_p@cbseshiksha.in) or on telephone no : 5222-987908

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

*I/we here by agree the terms and condition of the tender and will abide by the same as well as the statutory obligation as required by the law. **Read and accepted all instructions contained in the detailed Tender Document.***

Place:

Signature of the Proprietor/ Partner/

Date:

Director/MD with stamp

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**ANNEXURE-I****TECHNICAL BID**

**Tender No. CBSE/RO/LKO/EXAMS/CS&S/2026/01**

**FOR PROVIDING CUTTING-SCANNING-STAPLING SERVICES TO**  
**CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE, LUCKNOW, U.P.**

(Attach certificate of registration with statutory authorities, wherever applicable)

1.	Name of the Company/ Agency							
2.	Type of Firm/Organization (Proprietary/Private/Public/Govt.)							
3.	Year of Establishment							
4.	Complete official Address							
5.	Telephone No. (M)							
6.	E-mail Landline Nos. Fax							
7.	Proof of incorporation/inception of the Agency/Establishment certificate							
8.	i) Name of the owner/ Partners/Directors/MDs ii) Name of Authorised Person, if any on behalf of the Company							
9.	Name of Official Bank Branch address with Pin Code Bank A/c No. IFSC							
10.	PAN/GIR No. (attach self attested copy)							
11.	GSTIN (attach self attested copy)							
12.	Any other Statutory Body's Registration No.							
13.	Earnest Money details	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><b>DD No.</b></td> <td style="width: 30%;"><b>Amount:</b></td> <td style="width: 40%;"><b>Date:</b></td> </tr> <tr> <td><b>UTR No. (NEFT)</b></td> <td><b>Amount:</b></td> <td><b>Date:</b></td> </tr> </table>	<b>DD No.</b>	<b>Amount:</b>	<b>Date:</b>	<b>UTR No. (NEFT)</b>	<b>Amount:</b>	<b>Date:</b>
<b>DD No.</b>	<b>Amount:</b>	<b>Date:</b>						
<b>UTR No. (NEFT)</b>	<b>Amount:</b>	<b>Date:</b>						

\* The Agencies registered under NSIC (SPR)/MSME and other Public Sector Enterprises are exempted from submission of EMD

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE – Lucknow**  
**3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4, Gomti Nagar Extension , Lucknow-226010**

14. FINANCIAL TURNOVER OF TENDERING COMPANY FOR THE LAST 3 FINANCIAL YEARS (attach supporting documents)		
Financial Year	Amount (in Rs.)	Remarks, if any
2022-23		
2023-24		
2024-25		

15. Details of similar work orders handled by the Bidder with National/State Examination Boards/Universities/PSUs/Government Departments/Autonomous Bodies/ Statutory Bodies, etc. during the **last three years** in the following format (**attach extra sheet if reqd. with attested copies or work orders**):

Sl. No.	Details of client alongwith address, telephone and Mobile numbers/ email ID	Value of Contract (in Rs.)	Duration of Contract		Nature of Contract
			From	To	
1					
2					
3					
4					

*Kindly attach separate sheet if required.*

16. DETAILS OF PROFESSIONAL SUPPORT AVAILABLE (**Attach details on separate sheets**):

(a) Number of persons available at different level on regular roll and their experience in Cutting-Scanning-Stapling of Answer Books of Boards/Universities/Public Service Commissions

(b) Number of System Analysts with their qualification & experience : \_\_\_\_\_

(c) Number of Programmers/IT Professional with their qualification & experience : \_\_\_\_\_

(d) In house arrangement for preparation of Input data:

- Number of manpower having expertise in scanning of documents: \_\_\_\_\_
- No. of Working Shifts: \_\_\_\_\_
- Number of Staff for QC: \_\_\_\_\_
- Capacity of scanning of images/pages per day: \_\_\_\_\_

(e) Details of Computers available

Make/Model of Computer	No. of Units available	Manufacturing Year	Processor

*Kindly attach separate sheet if required.*



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(f) Details of Heavy duty/High volume output Image Scanners:

Make/Model of Scanner	No. of Units available	Manufacturing Year	Speed of each Scanner	Whether scanner has provision for printing of serial number during scanning

(g) Software being used for conversion of data (please attach complete details with license no.)

Name of software	License No.	Details of software

*Kindly attach separate sheet if required.*

(h) If required, whether following immediate back up facilities available (within 2 days max. at the site of work) : (Mention YES/NO and please specify details below): \_\_\_\_\_

a). Computer System(s): \_\_\_\_\_

b). Image Scanners (Heavy duty/High volume output model): \_\_\_\_\_

c). IT Professional(s): \_\_\_\_\_

13. Have you ever been debarred/blacklisted by any Board / University / Organization for examination related processing (YES or NO): \_\_\_\_\_

(Signature of the Bidder/Authorised Signatory, with Official Seal)  
Full Name and Designation

Date:

Place:

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE – Lucknow**  
**3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4, Gomti Nagar Extension , Lucknow-226010**

**ANNEXURE-II****FINANCIAL BID**

**CBSE/RO/LKO/EXAMS/CS&S/2026/01**  
**FOR PROVIDING CUTTING-SCANNING-STAPLING SERVICES TO**  
**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE, LUCKNOW, U.P.**

1. Name of Tendering Company: \_\_\_\_\_

**(Note: Rates to be quoted inclusive of all taxes)**

**RATES FOR CUTTING-SCANNING-STAPLING SERVICES DIFFERENT TYPES OF ANSWER BOOKS PERTAINING TO BOARD EXAMINATIONS 2026**

Sl. No.	ACTIVITY	RATE (in Rs.)
(a)	Cutting-Scanning-Stapling of different types of Answer Books of CBSE Board Examinations 2026	Re./Rs. _____/- per page (single side)

- **The rates quoted should be inclusive of all applicable taxes and all incidental costs required for successful and timely execution of the Work Order at CBSE LUCKNOW Office premise.**

(Signature of the Bidder/ Authorised Signatory, with Official Seal)  
 Full Name and Designation

Date:

Place:

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE – Lucknow**  
**3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4, Gomti Nagar Extension , Lucknow-226010**

Annexure III

**CBSE/RO/LKO/EXAMS/CS&S/2026/01**  
**DECLARATION FORM**  
**(To be printed on Bidder's Company letterhead)**

Date:

**To,**  
**The Regional Officer**  
**Central Board of Secondary Education**  
**Regional Office**  
**3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4,**  
**Gomti Nagar Extension ,**  
**Lucknow-226010**

**Ref: Invitation for Tender No. CBSE/RO/LKO/EXAMS/CS&S/2026/01,dt.**

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including the content issued in accordance with the Instructions to the Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing **CUTTING-SCANNING-STAPLING** services as per the work requirement of above tender at CBSE Regional Office, Lucknow.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. I/We have no relative/near relative working in CBSE as per the definition given in the Tender document.
5. We also declare that Government of India or State Govt. or any other PSU/ Autonomous Body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/lapses of services.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

(Signature of the Bidder/ Authorised Signatory, with Official Seal)  
 Full Name and Designation

Date:

Place:

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE – Lucknow**  
**3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4, Gomti Nagar Extension , Lucknow-226010**

**Annexure IV**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Bidder's Company letterhead)**

Date: \_\_\_\_\_

To,  
**The Regional Officer**  
**Central Board of Secondary Education**  
**Regional Office**  
**3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4,**  
**Gomti Nagar Extension ,**  
**Lucknow-226010**

**Sub: Acceptance of Terms & Conditions of the Tender.**

**Ref: Tender Reference No: \_\_\_\_\_**

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

(Signature of the Bidder/ Authorised Signatory, with Official Seal)  
 Full Name and Designation

Date:  
 Place:

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE – Lucknow**  
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## Annexure V

### CERTIFICATE

**(PERFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN CBSE)**

I ..... S/o

Sh.....

R/o..... Hereby certify that none of my relative (s) as defined in the tender document is/are employed in CBSE, as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, CBSE shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means: i) Members of a Hindu Undivided family; ii) They are husband and wife. iii) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter- in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE – Lucknow**  
**3<sup>rd</sup> and 4<sup>th</sup> Floor, G-4/5-B, Sector-4, Gomti Nagar Extension , Lucknow-226010**

**Annexure VI**

CBSE/RO/LKO/EXAMS/CS&S/2026/01

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED**  
**WITH THE TECHNICAL BID THROUGH ONLINE MODE ON CPPP PORTAL**

Sl. No.	Documents for filling this Check List	Check Point (Yes/No)
1	Registration with appropriate authorities	
2	GSTIN	
3	Copy of PAN/ GIR Card	
4	Copy of the IT Return filed acknowledgements for the last three years	
5	Work experience of minimum 03 works with Govt. Ministries/ PSUs/Autonomous Bodies/ Large Private Organisation/ Bank during the past three years	
6	Quality Certification documents, if any	
7	Technical Bid Form	
8	Financial Bid Form	
9	Declaration Form(s), Certificates	
10	Tender Acceptance Letter	
11	Check List	
12	Copy of DD for EMD or NEFT Transaction Details	
13	All pages of Tender Document have been read, understood, accepted, signed and stamped	

**Bidders to Ensure**

- A. That all pages have been signed and stamped by the Bidder/proprietor/authorized person.  
 B. That all the documents and details furnished are legible (clearly readable).

(Signature of the Bidder/Authorised Signatory, with Official Seal)  
 Full Name and Designation

Date:

Place: