

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**  
**JEE(Main), CBSE, H-149, Sector-63, Noida, District Gautam Budh Nagar – 201309(U.P.)**  
**Telephone No.: 0120-242771, 0120-2427343**

**Tender for Pre-Examination Processing for JEE(Main)-2017**

Sealed Tenders are invited on behalf of Secretary, CBSE in Two Bid System. Technical and Financial from well established data processing organizations situated in Delhi/NCR and having adequate experience in Pre & Post Examination Processing with proven competency and preferably having quality certification and fulfill the eligibility conditions as given in the Tender Form.

Tender Form along with Terms & Conditions is available on Board's Website [www.cbse.nic.in](http://www.cbse.nic.in). The last date for submission of Tender Form application is (2.30PM) 31<sup>st</sup> October, 2016. The forms downloaded from the website should accompany a bank draft of Rs. 1000/- in favour of Secretary, CBSE, Delhi, payable at Delhi towards the cost of tender document.

Earnest Money Deposit of Rs 35000/- in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.

The tender form complete in all respect along with EMD, duly sealed & super scribing on it **Tender for Pre-Examination Processing for JEE(Main)-2017** must be put in the tender box kept at Ground Floor up to 2.30 p .m on 31/10/2016. The tender will be opened on the same day at 3.30 p .m by a committee in presence of tenderer who may wish to be present. The sample of items can be seen as mentioned in the Tender form.

The Secretary CBSE reserves the right to accept or reject any or all the Tenders without assigning any reason. Incomplete & conditional tender or tenders without EMD will be summarily rejected.

**EXECUTIVE DIRECTOR [JAB]**

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**  
**JEE(Main), CBSE**  
**JEE(Main), CBSE, H-149, Sector-63, Noida, District Gautam Budh Nagar – 201309(U.P.)**  
**Telephone No.: 0120-242771, 0120-2427343**

CBSE/Tender-2016/JEE/2016

Price: Rs.100/-Non-refundable

**TENDER FORM**

Limited Tenders are invited from agencies situated in Delhi/NCR for “Pre-Examination Processing for JEE(Main)-2017”

<b>AVAILABILITY OF ONLINE FORMS</b>	<b>07-10-2016 Friday</b>
<b>LAST DATE FOR SUBMISSION OF TENDER FORM</b>	<b>31-10-2016 UP TO 2:30 PM Monday.</b>
<b>OPENING OF TECHNICAL BID</b>	<b>31-10-2016 AT 3:30 PM Monday.</b>

**Eligibility conditions & Important Points:**

- At least three years experience with proven track record of Pre/Post-Examination processing of Professional Entrance/Recruitment Examination of Education Boards/ Universities/ Service Commissions/Corporate Organisations. Those Firms or their controlling authorities who have been debarred from any assignment by any Government Organization or convicted in any case of violation of confidentiality of confidential assignment, then such Firms need not apply.
- Minimum volume of records handled in a single exam should be Seven Lakhs or more each year during 2013-14, 2014-15 and 2015-16.
- The Minimum Average Annual turnover should be Rs.3.00 crore or more for the last three financial years i.e. during 2013-14, 2014-15 and 2015-16. Loss making Firms need not apply for this confidential assignment.
- The agency/any of its Directors/Partners etc. should have not been black listed by any Government organizations/Departments or have not been convicted for any offence by any court of law as on date.
- The agency should have a valid permanent account no. (PAN) and service tax registration no. issued by the Competent Authorities (Attach copies of the same duly signed and stamped by seal of Company).
- Earnest Money Deposit of Rs 35000/- in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.
- The work is to be carried out at premises of the Board. The Tender Forms received without earnest money or incomplete in any respect will not be accepted.
- Agencies which are registered with Directorate of Service Taxes need apply only.
- The agencies having adequate infrastructure in terms of hardware of its own, experienced and qualified manpower, and development of software and experience of processing in the relevant field with proven track record & repeat work order for large volume of data only will be considered for allotment of work.
- The technical bids will be opened on 31<sup>st</sup> October, 2016 at 3:30 PM in presence of the tenderers who may wish to be present. The date and time for opening of financial bids shall be informed later to those who will be found technically suitable.
- The formats of various input and output reports can be seen on working days in the Office of Executive Director, CBSE, H-149, Sector-63, Noida, District Gautam Budh Nagar-201309 (U.P.)
- The Board reserves the right to reject any or all the tenders without assigning any reasons.
- The Board reserves the right to allot the job to one or more firm quoting the lowest rates or to more than one firm on the lowest rates received by the Board.
- The Technical details and Rates to be sealed in an envelope super scribing "**Tender Forms for Pre -Examination Processing JEE (Main)- 2017.**"

**A. VOLUME OF WORK and Period during which the work is to be done :**

Description of Job	Period during which the work is to be done	Input	Output Activity	Approx volume (No. of Candidates) of JEE (Main) Exam
Printing of reports of Offline examination	February-March, 2017	Data will be generated and provided by IT unit.	Laser Printing : - a. Designing & Printing of pre-printed stationery for attendance sheet and printing of variable data. b. Designing & Printing of pre-printed OMR Absentee Sheet and printing of variable data. c. Printing of Centre wise Roll number stickers with sticker stationery. d. Creation of centre wise CD/DVD in PDF format for reports for centre wise loc, attendance sheet and absentee sheet.	13.5 Lakhs Candidates
Generation of files for online examination			a. Datewise & Center wise PDF files of Attendance sheet appearing in online examination in soft copy. b. Datewise & Center wise list of candidates in soft copy.	

**B. OPTIONAL ACTIVITIES**

1. Processing :- a. Centre Processing b. Roll Number Generation c. Generation of Question Paper Statement d. Generation of Reports i. Centre Code/ Roll No. Wise ii. City/Application No. Wise iii. Generation of Attendance Sheets iv. Generation of PDF File.  2. Line Printer Reports:- a. Centre Code/ Roll No. Wise Report b. City/Application No. Wise Report	13.5 Lakhs Candidates of JEE(Main) Exam
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**TERMS AND CONDITIONS:**

- The technical details may please be submitted in Annexure-I and rates in Annexure-II. The rates should be inclusive of all taxes. The Service Tax, if applicable, will be paid extra.
- The rates should be inclusive of the cost of transportation to and fro from the Board, handling and delivering of the documents and required machinery and manpower at every stage in contract etc.
- The bidder should take care that to the rates and amount should be retained in such a way the interpolation is not possible. No column / space should left blank which may otherwise make the bid liable for rejection.
- The bidder submitting the bid will be presume to have considered and accepted all the terms and conditions. No enquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the bid.
- Any act on the part of the bidder to influence any person in the Board will be a cause for rejection.
- Bid must be unconditional.

7. In no case any job or work under this contract and arising here to shall be subcontracted and / or assigned by the agency in the manner to any other agency / firm / person etc.
8. The allotment of work will be for 2017 examination only in the first instance which may be extended up-to 2019 examination as per decision of the Board and subject to performance to be reviewed after each year.
9. The agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- if considered for allotment of the work.
10. The agency to which the work is allotted will be required to deposit 10 percent of the total likely amount payable to it for the work as a security in the form of a Bank Guarantee which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
11. The time schedule i.e. period during which the work is to be done 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 pre examination processing is highly time bound. In case of any delay in supplying the desired report as per schedule of written request, on the part of the agency, it shall be liable to pay charges @ Rs.5,000/- per day delay to the CBSE which will be deducted at the time of payment of bill of the agency or else it will be recovered from the performance security submitted by agency.
12. In case the agency is not able to execute the job in time or to the entire satisfaction on quality or credentials, then the CBSE may allot the work to any other agency at any time. The difference between the rates agreed to between the Board and the third party, which would undertake such work shall be liable to be payable by the defaulting firm alongwith the penalty, if any, imposed by the Board. The Bank Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the Board, which shall be final.
13. The agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of data and documents supplied by the Board. Each document and data given by the Board will have to 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, the agency will be fully responsible for the consequences.
14. The Board reserves the right to reject any or all the tender without assigning any reasons.
15. The Board will not pay any charges either for system designing or software development whatsoever.
16. The payment will be made after satisfactory completion of work only. The charges will be paid for the number of records processed.
17. The agency will arrange for collection of input documents/ data from the Board's office and return the same alongwith the output reports at the Board's office.
18. The data stored will be the property of the Board and the agency will have to supply a copy of the updated data file on CD/DVD as and when required by the Board. Data will not be erased or shared with anybody without written permission of the competent authority of the Board.
19. In case of any dispute, the decision of the Chairman of the Board will be final and binding on the agency.
20. The Hon'ble Courts of Delhi shall have exclusive jurisdiction in case of any dispute on any account arising between the parties.

**21. Errors and Deductions:**

- a) The Agency has to ensure hundred percent accuracy in terms of data processing and its finalization for each candidate. Any variation in document and the data base supplied will not be accepted. In case of any error, the Agency shall be liable to pay charges at the rate of Rs.1000/- per error.
- b) The Agency has to complete the assigned job as per the time schedule prescribed by the Board. In case of any delay, a penalty of Rs. 5000/- per day will be imposed on the Agency which will be deducted from the bill of the Agency.

#### **TERMINATION OF AGREEMENT :**

- a) In case of any delay in execution of work assigned, the Agency would be liable to pay penalties. However, in case of regular delays, the Board would be entitled to cancel the agreement and in that case the agency will not be entitled to any amount payable to them under this contract.
- b) In case of excessive errors and if the Board is of the view that the work has not been performed satisfactorily and cannot be performed by the Agency, the Board at its discretion may terminate the agreement without any prior notice and in that case the Board would not be liable to pay any amount on any account to the Agency.
- c) If the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported to or noticed by the Board, the CBSE reserves the right to cancel the contract and / or forfeit performance guarantee submitted by the agency and / or to take legal action including black listing the agency, at any point of time during the period of contract without prior notice.
- d) In case the contract is terminated with agency, the Board would be entitled to get the work done from any other firm / agency or person and the bidder would be liable to hand over all data, other valuable information / reports, completed and uncompleted work to the Board and will not object in any manner to the work being completed by any other agency. The Agency will handhold with the new selection company for three months (if required).
- e) The agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms and conditions, the agreement shall be liable to be cancelled immediately and the performance guarantee shall also be forfeited and the agency will not be entitled to any amount payable to them under this contract.

#### **FORCE MAJEURE CLAUSE :**

Notwithstanding the provisions of the tender, the Agency shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination for default, to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this clause, Force Majeure means an event beyond the control of the agency and not involving the Agency and not involving the Agency's fault or negligence and not foreseeable. Such event may include, but are not restricted to, acts of the client either in its sovereign or contractual capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a force Majeure situation arises, the qualified agency shall promptly notify the Board in writing of such conditions and the cause thereof. Unless otherwise directed by the Board in writing, the Agency shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force Majeure event. The Board may terminate the contract, by giving a written notice of 15 days to the agency, if as a result of force Majeure, the agency being unable to perform a material portion of the services for a period of more than 30 days.

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**  
**(Technical Bid for Pre-Examination Processing for JEE(Main)-2017)**

**1 ABOUT THE FIRM**

a	Year of establishment	:	
b	Type of firm /organization (Proprietary/Private/Public/Govt.)	:	
c	Copy of Registration, if applicable	:	
d	Total Turnover during : (Attach photocopies of Audited Balance Sheet)	2013-14:	
		2014-15:	
		2015-16 :	
e	Income Tax No. (PAN No. /TIN No.)	:	
	Service Tax Registration No. (Attach photocopies of both) (Attach photocopies of Income Tax Return)	:	
F	Details of premises : Owned/ Rented	:	
	Area in Sq.m	:	
g	Quality Certification No, if any	:	
	Details of Issuing Authority	:	
	Validity of Certificate	From :	To:
h	Activities of the organisation:	:	
I	Since when engaged in EDP	:	
	Image Processing ICR/OCR	:	
	OMR Processing	:	

j) Past experience in handling Examination data processing through traditional, OCR/ICR and OMR jobs with the name of the organization(s), nature of jobs, volume of work in terms of applications, duration for completion of job and since when: **(Use separate sheet for details)**

Year	Name of Organisation and contact person along with Telephone No	Nature of work / Technology used	No. of Candidates	Duration for completion of job	Value of the Job. (copy of work order to be enclosed)
2013-14					
2014-15					
2015-16					

Note:- Attach performance Certificate from the organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.

**2. PROFESSIONAL SUPPORT AVAILABLE:**

- a) Manpower:- Number of persons available at different level on regular roll and their experience in relevant field i.e in examination processing of Board/ Universities.
- b) In house hardware for processing (Owned by the firm): -

- 1) Computer system and its configuration
- 2) No. of terminals
- 3) Laser Printer :

Laser Printers Make/ specifications	No. Available	Manufacturing year	Speed of each Printer

4) OMR Scanners:

OMR scanners - make and specifications	No. Available	manufacturing year	speed of each scanner	Whether scanner has provision for printing of number during scanning

**3. DETAILS OF BACK-UP FACILITIES AVAILABLE :**

In the event of any emergency / break down in:

- a. Computer system
- b. Power
- c. Software Personnel
- d. Printers
- e. ADF Image scanners/ hybrid image scanners
- f. OMR scanners

4. **Have you ever been debarred by any Board/University/Organization for examination or any confidential assignment:** If Yes, Please mention why and when were you debarred. If Not, An affidavit stating that the same may please be provided.

5. **Applying for and Details of Earnest Money deposit and Tender Fee:**  
(Please attach Demand Draft with this annexure)

Details of EMD attached			Details of Tender fee attached		
Amount	DD No.	DD Date	Amount	DD No.	DD Date

**Certified that all the terms and conditions of this TENDER are accepted by us.**

**Contact Person** : .....

**Off: Telephone No.** : .....

**Mobile No.** : .....

**Authorized Signatory**  
(With full name, designation and stamp)

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**  
**(Rate for Pre-Examination Processing for JEE(Main)-2017)**

**Financial Bid**

**ANNEXURE - II**

Rates must be quoted inclusive of all taxes and other charges including data checking, cost of input media, toner, computer time and development of required software. Inclusive of transportation, Cost of Man power and Hardware)

Activity	Rate per candidate
Laser Printing : -  a. Designing & Printing of pre-printed stationery for attendance sheet and printing of variable data.  b. Designing & Printing of pre-printed OMR Absentee Sheet and printing of variable data.  c. Printing of Centre wise Roll number stickers with sticker stationery.  d. Creation of centre wise CD/DVD in PDF format for reports for centre wise loc, attendance sheet and absentee sheet .	

**OPTIONAL ACTIVITIES**

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**Certified that all the terms and conditions of this TENDER are accepted by us.**

Contact Person : 0 0 0 0 0 0 0 0

Off: Telephone No.: 0 0 0 0 0 0 0 0 ...

Mobile No. : 0 0 0 0 0 0 0 0 .

**Details for RTGS/NEFT :**

1. Bank Name : \_\_\_\_\_
2. Nature of Account : \_\_\_\_\_
3. Account No: \_\_\_\_\_
4. IFSC Code No: \_\_\_\_\_
5. BENEFICIARY NAME/COMPANY NAME:\_\_\_\_\_

**Authorized Signatory**  
**(With full name,**  
**Designation and stamp)**