

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
Sector – 5, Panchkula (Haryana) 134 152

TENDER NOTICE

Sealed tenders are invited on behalf of Regional Office, Central Board of Secondary Education, Panchkula in two bids – technical and financial for computerization of various examination related activities for 2017-18 from well established data processing organizations having adequate experience of examination processing with proven competency and preferably having quality certification situated at Panchkula/Chandigarh/Mohali and fulfill the eligibility conditions as per details available on the CBSE website: www.cbse.nic.in.

The tender form along with specification, terms and conditions and other details can be obtain from the CBSE Regional Office, office Building, 1-7, Sector- 5, Panchkula, Haryana -134152 on any working day between 10:00 a.m. to 01.00 p.m. from 30.10.2017 to 23.11.2017 (1:00 pm) on payment of Rs. 500/- (non-refundable). It can also be downloaded from CBSE website www.cbse.nic.in (In such case, the downloaded from shall be sent along with Demand Draft of Rs. 500/- in favour of Secretary, C.B.S.E., payable at Panchkula). Tender must be accompanied with an earnest money of Rs. 20,000/- in the shape of Bank Draft drawn in favour of Secretary, C.B.S.E. payable at Panchkula. The earnest money in any other form shall not be accepted and the tender shall be rejected summarily.

The technical bids shall be opened 23.11.2017 at 3:00 pm in the presence of the tenderers who may wish to be present. The Price bids of technically qualified Agencies shall be opened later; (the date & time for opening the Price bids will be intimated) in the presence of the tenderers who may wish to be present. The CBSE reserves the right to accept any tender in whole or in part or reject it entirely without assigning any reasons, whatsoever.

Regional Officer
CBSE, Panchkula

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CBSE/CU/Exam/2017-18

TENDER FORM

Form No

Price: 500/-

Computerization of various Examination related activities for 2017-18

LAST DATE FOR SUBMISSION OF TENDER FORM	: 23.11.2017 UPTO 1.00 PM
OPENING OF TECHNICAL BID	: 23.11.2017 AT 3.00 PM

Eligibility conditions & Important Points:

1. At least three years experience with proven track record of examination processing of Examination related activities of Education Boards/ Universities.
2. Minimum number of candidates handled in a single exam should be **one lakh** or more.
3. The agency should have its own following hardware :
 - a) At least one Line Matrix printer with printing capacity of at least 600 lines per minute
 - b) At least two laser printers with 30-40 pages per minute each.
 - c) At least two ADF image scanners each with scanning speed of atleast 1200 sheets per hour.
4. The Minimum Average Annual turnover should be Rs 10 lakhs or more for the last three financial years.
5. **Earnest Money** Deposit for an amount of **Rs. 20,000 (Rs. Twenty thousand only)** shall be in the shape of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education payable at Panchkula.
6. **Agencies which are registered with Directorate of Service Taxes need only apply.**
7. 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.
8. The Tender Forms received without earnest money or incomplete in any respect will not be accepted.

9. **Sealing of Envelopes:**

- a) The technical details and experience as per **Annexure - III** along with EMD Bank Draft be sealed in an envelope superscribing :

"Technical Details - Computerization of Examination 2017-18"

- b) The rates as per Annexure-IV be sealed in another envelope superscribing :

"Rates for Computerization of Examination 2017-18"

- c) These two envelopes be sealed in an envelope superscribing :

"Tender Forms for Computerization of Examination 2017-18"

10. The Tender is to be submitted at CBSE, Regional Office, Sector – 5, Panchkula. The **"Technical Bids"** will be opened on **23.11.2017 at 3.00 P.M.** 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 eligible.
11. The formats of various input and output reports can be seen on working days
12. The Board reserves the right to reject any or all the tender without assigning any reasons.

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“ANNEXURE – I”

Volume of work, period, details of works to be done for computerization of various examinations related activities for 2017-18 of the CBSE.

A. VOLUME OF WORK

Region (Panchkula)	Class IX	Class XI
No of Candidates On-line (Approximately)	3,00,000	2,40,000

B. PERIOD DURING WHICH THE WORK IS TO BE DONE

1. On- line Class IX and Class XI : (Regular Candidates)	
Scanning of Photographs	DEC. 2017
Printing and supply of Photo Registration Card	DEC. 2017

C. DETAILS OF THE WORKS TO BE DONE

**C-1 Scanning of Photographs and Printing of Photo Registration Cards
(Online Class IX and Class XI Candidates):**

i) Input Documents

1. Application Database containing details of candidate and Registration No.
2. Hard Copy on A4 Size sheets containing details of 4 candidates with Registration No. and their photographs - for image scanning
3. List of Schools.

ii) Output Reports

1. Scanning of photographs and signatures of the candidate from Hard Copy A4 size sheets. Each sheet containing details and photographs of multiple candidates.
2. Photographs are to be tagged with the Registration No. of the Candidate.
3. To print Registration Card with photograph & Signature of the candidate on pre-printed stationery through laser printer as per requirement and instructions of the Board. Each sheet of A4 size shall have 4 Registration Cards and shall be cut with one horizontal and one vertical cut into 4 Cards
4. To print list of candidates School/Registration number-wise on Line Matrix Printer.
5. To provide Application Database with photograph duly updated on CD/DVD/ Hard Disc

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“ANNEXURE – II”

Computerization of various Examination related activities for 2017-18

TERMS AND CONDITIONS

The rates may please be quoted separately for each activity as per enclosed format **Annexure-IV** for the work indicated in **Annexure – I** as follows:

Recurring Charges: 'Rate per candidate' for photo capturing through image scanner/ verification, checking, cost of input media, computer time, tonner and development of required software.

a. Scanning of Photographs and Printing of Photo Registration : Activity C-1
Cards of candidates (On- line Class IX and Class XI)

1. 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 supplying the desired report, on the part of the computing agency, it shall be liable to pay charges @ Rs.2,000/- per day delay to the CBSE.
2. In case the computing agency is not able to execute the job in time or to the entire satisfaction of the CBSE, the Chairman, 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 to 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.
3. The Chairman may allot the work to one or more agencies the allotment of work will be for 2017-18 session only in the first instance which may be extended on same rates and terms and conditions upto 3 years subject to performance to be reviewed after each year.
4. The computing agency to whom 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 Guaranty. This amount shall be liable to be forfeited in whole or part in case of default as per decision of the Chairman of the Board, which shall be final.
5. The computing agency shall have to execute an agreement on non-judicial stamp paper of Rs.10/- if considered for allotment of the work.
6. The computing agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents 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, the computing agency will be fully responsible for the consequences.
7. The Board reserves the right to reject any or all the quotation or to accept rates of any of the computing agency whether they are lowest or not, without assigning any reason.
8. The computing agency will arrange for collection of input documents/data from the Board's Regional Office, Panchkula and return the same along with the output reports at the Board's Regional Office.
9. The reports will have to be supplied after removing the carbon papers.

- 10.** The data stored will be the property of the Board and the computing agency will have to supply a copy of the updated data file and photographs file on CD/ DVD/ Hard Disc as and when required by the Board. Data will not be erased without written permission of the Board.
- 11.** The work including input data preparation and processing will have to be done by the computing agency at its own computer centre and in no case will be sub-contracted.
- 12.** The scanners should have facilities of scanning data in auto feed mode with upto 600 dpi and minimum scanning speed of 30-40 pages per minute and laser printers should have a printing capacity of at least 30 ppm. The agency should also have Line printers/ Line matrix printers.
- 13.** Blank stationery/Pre Printed stationery for printing of reports/ CD/DVD/Hard Disc for backup will be supplied by the Board.
- 14.** The agency must ensure that the photographs and the details of the candidates are not mismatched. Mismatch, if any shall be treated as mistake.
- 15.** The payment will be made after successful completion of work of each activity.

NOTES:

- a.** The data checking will be the responsibility of the agency.
- b.** In case of mismatch of photograph, the company shall be liable to pay charges @ **Rs1000/-** per mismatch.
- c.** The reports will have to be prepared as per instructions of the Board in the formats given/approved by the Board after getting clearance in writing from the Board and will have to ensure 100 percent accuracy.
- d.** The agency will have to supply upto three copies of each report wherever number of copies required is not mentioned.

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“ANNEXURE – III”

(“TECHNICAL BID” for Computerization of various Examination related activities for 2017-18)

NOTE: 1. TO BE SEALED WITH BANK DRAFT OF EARNEST MONEY

1. Tenderer must read the instructions/terms & conditions carefully before filling up this Annexure-III.

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)	2014-2015	:			
		2015-2016	:			
		2016-2017	:			
E	Income Tax No. (PAN No. /TIN No.) Service Tax Registration No. (Attach attested photocopies of both) (attach attested photocopies of Income Tax clearance certificate)	:				
F	GST No. (attach attested copy)	:				
G	Details of premises : Owned/ Rented	:				
	Area in Sq.m	:				
H	Quality Certification No, if any	:				
	Details of Issuing Authority	:				
	Validity of Certificate	:	From To			
I	Activities of the organization:	:				
J	Since when engaged in Electronic Data Processing	:				
	Traditional method	:				
	Image Processing ICR/OCR	:				
K	Past experience in handling Examination data processing through image scanning jobs with the name of the organization(s), nature of jobs, volume of work in terms of candidates, duration for completion of job and since when					
	Year	Name of Organization and contact person along with T. phone No,	Nature of work & Technology used	No. of Candidates handled	Duration for completion of job	Value of the Job. (copy of work order to be enclosed)
	(Use separate sheet for details, if required)					
	2014-15					
	2015-16					
	2016-17					

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/ Service Commissions. _____

- 1. Number of System Analysts with their qualification and experience _____
- 2. Number of Programmers with their qualification and experience _____

b) **In house arrangement for preparation of input data**

- 1. Number of data preparation machines : _____
- 2. Number of data feeding operators : _____
- 3. Number of staff in scanning of documents : _____
- 4. Shifts being worked upon : _____
- 5. Number of Checking Staff : _____
- 6. Capacity in terms of records per day : _____

c) **In house hardware for processing (Owned by the firm):**

- 1. Computer system and its configuration : _____
- 2. No. of terminals : _____
- 3. No. of CD/DVD Writers : _____
- 4. Line Matrix Printers/Laser printers: : _____

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

5. Image Scanners:

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

6. Software being used for conversion of data (Pl. attach complete details with License No.)

2. DETAILS OF BACK-UP FACILITIES AVAILABLE :

In the event of any emergency / break down in:

- a. Input preparation machines : _____
- b. Computer system : _____
- c. Power : _____
- d. Software Personnels : _____
- e. Printers : _____
- f. Image scanners : _____

4. Have you ever been debarred by any Board/University/Organization for examination related processing: If Yes, Please mention why and when were you debarred.

5. Details of Earnest Money deposit (Please attach draft with this annexure)

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

Authorized Signatory

(With full Name, Designation and Stamp)

Contact Person : _____

Off: Telephone No. : _____

Mobile No. : _____

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“ANNEXURE – IV”

(“FINANCIAL BID” for Computerization of various Examination related activities for 2017-18)

NOTE: TO BE SEALED SEPARATELY
RATES FOR THE WORK INDICATED IN THE TENDER FORM Annexure-I

(Rates must be quoted including data scanning, capturing/ verification, checking, cost of input media, toner, cost of stationery of Score card, computer time and development of required software.)

Activity	Recurring Charges (inclusive all)
C1 – Scanning of Photographs & Signatures and Printing of Registration Cards with Photograph & Signature (On- line Class IX and Class XI Candidates)	Rs. _____ Per Registration Card Printed

Note: Rates to be quoted exclusive of all taxes.

Certified that all the terms and conditions of this TENDER as per Annexure – II are accepted by us.

Authorized Signatory
(With full name,

Designation and stamp)

Contact Person : _____

Off: Telephone No. : _____

Mobile No. : _____