

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
2, Community Centre , Shiksha Kendra , Preet Vihar , Delhi-110092

TENDER DOCUMENT FOR PRE-EXAMINATION PROCESSING
FOR PROFESSIONAL ENTRANCE EXAMS 2017-18

CBSE/Tender-2017-18/PRE/Professional Entrance_Exam/



CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
2, Community Centre , Shiksha Kendra , Preet Vihar , Delhi-110092

TENDER NOTICE

Tender for Post Examination Processing for Professional Entrance Examinations 2017-18

Online bids are invited 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.

Interested organizations can download the Tender document from the CBSE website, www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Published Date	12 Dec 2017 (06.00 PM)
Bid Document Download Start Date	12 Dec 2017 (06.30 PM)
Clarification Start date & Time	13 Dec 2017 (11.00 AM)
Clarification Closing date & Time	18 Dec 2017 (04.00PM)
Pre bid meeting	19 Dec 2017 (02.00 PM)
Bid Submission Start Date	22 Dec 2017 (11.30 AM)
Bid Submission End Date	02 Jan 2017 (02.00 PM)
Bid Opening Date	03 Jan 2018 (04.00 PM)

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

The cost of the Bid Document is Rs. 1000/- (Rupees One Thousand only) which is non-refundable and the same is to be deposited online at the time of submission of bid document. Bids shall be submitted online only as per critical date sheet at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

The Hard Copy of original instruments in respect of cost of tender document, EMD to be send to the Dy.Secretary(Admin & Legal) at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Earnest Money Deposit (EMD) of Rs 1,60,000/- in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any Commercial Bank favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi

Address :

The Deputy Secretary(Admin & Legal)

3rd Floor , 2 Community Centre,

Shiksha Kendra,

Preet Vihar , Delhi -110092

Deputy Secretary (Admin & Legal)

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CBSE/Tender-2017-18/PRE/Professional Entrance_Exam/

Dt. 11.12.2017

DOCUMENT CONTROL SHEET

1.	Name of Organization	Central Board of Secondary Education
2.	Scope of Work	Open Tenders are invited from agencies situated in Delhi/NCR for "Pre-Examination Processing for Professional Entrance Exams_2017-18"
3.	Tender Type	Open
4.	Tender document download start date	12.12.2017 at 06.30 PM
5.	Tender document download end date	02.01.2018 at 02.00 PM
6.	Bid validity	180 days beyond the closing date of tender
7.	Location of work	DELHI/NCR
8.	Tender fee (non-refundable and non-adjustable)	Demand draft of Rs.1000/- in favour of "Secretary, CBSE" or Electronic Fund Transfer.
9.	Earnest Money Deposit (EMD)	Rs. 1,60,000/- in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any Commercial Bank favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi.
10.	Date of publication	12.12.2017 at 06.00 PM
11.	Date of Pre-bid meeting	19.12.2017 at 02:00 PM
12.	Last date and time for submission of Bids	02.01.2018 upto 02:00 PM
13.	Date and time of opening of technical bids	03.01.2018 at 04:00 PM
14.	Tender should be addressed to	Deputy Secretary (A&L), CBSE, Shiksha Kendra-2, Community Centre, Preet Vihar, Delhi-110092.
15.	Address for communication	Deputy Secretary(A&L)ShikshaKendra-2, Community Centre, Preet Vihar, Delhi – 110092.
16.	Period of completion of work	As per Terms & Conditions of tender and Award letter
17.	Validity of contract/rates	Upto 1 year from date of award & can be extended up to a maximum period of 3 years on satisfactory performance on same terms & conditions.

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A. INSTRUCTION TO THE BIDDERS

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
- 4) The technical bids will be opened on 03.01.2018 at 04:00 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.
- 5) [The formats of various input and output reports can be seen on working days in the Office of the Head of the Department of the respective Professional Entrance Exam Unit in Delhi and NCR.](#)
- 6) The bidders should write the name of their organization on the backside of the Demand Drafts
- 7) In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalization of technical bids
- 8) Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee
- 9) **Performance Security Deposit/ Bank Guarantee:** The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of “Secretary, CBSE, Delhi” of an amount equivalent to 10% of contract value valid for 60 days beyond the completion of all contractual obligations of supplier. The performance security be deposited within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.
- 10) The Board reserves the right to reject any or all the tenders without assigning any reasons.
- 11) The Board reserves the right to allot the job to one or more firm(s) quoting the lowest rates or to more than one firm on the lowest rates received by the Board.

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B. Eligibility conditions & Important Points: (To be substantiated with documents)

- 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. A list of such projects undertaken should be enclosed. 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.
- The Agency should supply details of customers with names of concerned officers, designated and phone numbers pertaining to similar assignments.
- Minimum volume of records handled in a single exam should be Five Lakhs or more each year during 2014-15, 2015-16 and 2016-17.
- The Minimum Average Annual turnover should be Rs.3.00 crore or more for the last three financial years i.e. during 2014-15, 2015-16 and 2016-17. 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. An affidavit to this effect.
- The agency should have a valid permanent account no. (PAN) and service tax registration no. and GST Registration issued by the Competent Authorities (Attach copies of the same duly signed and stamped by seal of Company).
- Agency should not be a propriety firm.
- The Agency should have quality certification of ISO 9001 and ISO 27001.
- For all the Professional Entrance Examinations, the following Hardware should be owned by the company:-
 - a) Atleast 5-6 image scanners with a speed of 50-60 PPM.
 - b) 05 Heavy Duty Laser Printers with speed of 80-100 PPM.
 - c) Atleast 02 Line Matrix Printer with minimum 1000 lines per minute.
 - d) Agency should have 02 servers and 20 notes with proper power back up.
 - e) The agency should have following regular manpower on roll for every 05 Lakh candidates.

S.N	Post	No. of persons
1.	Project Manager	01
2.	System Manager	02
3.	Software Developer	02
4.	Operation Staff	15

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C. Expected Frequency of Professional Entrance Exams held in a year:-
Exam 1 – Once a Year, Exam 2 – Once a Year, Exam 3 & 4 – Twice a Year

D. Scope of Work for Professional Entrance Exams

1. 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 per exam)
Printing of reports of Offline examination	As per Examination schedule	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.	<u>Upto 15 lakhs</u>
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.	

*The number of candidates in an Exam and frequency of exam may increase or decrease which shall be intimated by the concerned Unit.

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2. DETAILS OF THE ACTIVITIES TO BE PERFORMED DURING PRE-EXAMINATION
(For Exam 1, 2, 3 & 4)

(i) Input Documents

1. Candidate Data and Candidate Master alongwith photograph and signature of candidates shall be provided on External Media (Soft Copy).

(ii) Output Reports

1. Supply of Stationery (including pre-printed).

- a. Designing & Printing of pre-printed stationery for attendance sheet. Pre Printed stationery will be supplied by the Agency). Each sheet will have provision for 6 candidates shall be of A4 single color, single side on 104-106 GSM.
- b. Designing & Printing of pre-printed OMR Absentee proforma. Pre Printed stationery will be supplied by the Agency. Each sheet will have provision for 100 candidates /roll nos and shall be of A4 single color, single side on 104-106 GSM.
- c. Supply of adhesive stickers on A4 size sheet with 24 adhesive stickers in each sheet.

2. Process:

- a. Conversion of binary images of photograph and signature of candidates to jpg / jpeg format for printing of attendance sheet and vice versa.
- b. Visual/Quality checking of data for the correctness of photograph, signature (optional).
- c. Correction/Updation of Candidate details/photograph/signature (if any)
- d. Center Processing and Center Notification with Roll numbers
- e. Generation of Roll Number
- f. Generation of Center wise Question Paper Statement
- g. List of duplicate data and its removal.

3. Generation of Reports and Printing

- a. Various Reports
 - i. Centre Code/ Roll No. Wise List without Mother's Name (on line printer)
 - ii. Centre Code/ Roll No. Wise List with Mother's Name (on line printer)
 - iii. City /Application No. Wise (on line printer)
 - iv. Center Notification (on line printer)
 - v. Center wise Question Paper Statement
 - vi. Printing of center wise Roll no. on adhesive stickers
 - vii. Variable printing of Attendance Sheets on pre-printed stationery on specified paper supplied by the agency
 - viii. Variable printing of Absentee Proforma on pre-printed stationery supplied by the agency
 - ix. List of NE Candidates / List of Duplicate Candidates / discrepancy cases
 - x. Center wise List of Differently abled candidates
 - xi. Pre-Exam Statistics
 - xii. Soft Copy of sata of roll no for Admit Card generation in the format prescribed by the Board.
- b. Creation of centre wise CD/DVD for reports for Centre/Roll No. wise LOC, Attendance sheet and Absentee proforma in PDF format. CD/DVD for providing center wise reports shall be supplied by agency

4. Generation of Soft copy of Admit Card in pdf format.(Optional)

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E. TERMS AND CONDITIONS:

1. 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.
2. 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.
3. 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.
4. 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.
5. Any act on the part of the bidder to influence any person in the Board will be a cause for rejection.
6. 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 2017-18 examination only in the first instance which may be extended up to a maximum period of 3 years on satisfactory performance on same terms & conditions.
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 successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of "Secretary, CBSE, Delhi" of an amount equivalent to 10% of contract value valid for 60 days beyond the completion of all contractual obligations of supplier. The performance security be deposited within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.
11. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms/ tenderers who are registered with the Central Purchase Organization or the concerned Ministry or Department or Start ups as recognized by Department of Industrial Policy and Promotion (DIPP) are exempted from depositing EMD. However, the performance security shall be obtained from the successful bidder irrespective of their registration status etc.
12. No advance payment shall be made to the agency, however whole payment shall be released, after satisfactory completion of the Boards Examination/Test.
13. 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.
14. The Agency should carry out STR Free of Cost.
15. 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.
16. 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.

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17. The Board reserves the right to reject any or all the tender without assigning any reasons.
18. The Board will not pay any charges either for system designing or software development whatsoever.
19. The payment will be made after satisfactory completion of work only. The charges will be paid for the number of records processed.
20. 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.
21. 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.
22. In case of any dispute, the decision of the Chairman of the Board will be final and binding on the agency.
23. The Hon'ble Courts of Delhi shall have exclusive jurisdiction in case of any dispute on any account arriving between the parties.

F. Errors and Deductions:

For Professional Entrance Exams:

- 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.
- c) In case of less grammage in paper of Attendance Sheet, Absentee Performa proportionate deduction based on cost of paper shall be made from the bill.

G. 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.

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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.

H. Pre-bid meeting:

A pre-bid meeting would be held on 19.12.17 at 02:00 PM at CBSE, Conference Hall, 2 Floor, Shiksha Kendra, Preet Vihar, Delhi-92. All prospective bidders may attend the meeting to clarify doubts.

In case, any substantive or important clarification emerges during pre-bid meeting, the same shall be shared to all through CPP portal <https://eprocure.gov.in/eprocure/app> and CBSE website www.cbse.nic.in

I. BID OPENING PROCESS

- 1) Technical bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid.
- 2) The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders and the same will be evaluated by a duly constituted Committee.
- 3) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid of such defaulting bidders will be rejected.

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INSTRUCTIONS FOR SUBMISSION OF BID

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, receipt of online payment of Tender Fee and EMD.

“**Part 2: Financial Proposal**” which will consist of the details of financial matters.

- i. The Proposal submitted in online mode comply with instructions issued by CBSE.
- ii. CBSE reserves the right to reject any proposal which is not substantially responsive.

Any Proposal received after the time stipulated will not be accepted by CBSE.

Part 1- Technical Proposal

- i) Scanned copy of Tender fee and EMD.
- ii) Scanned copy of Annexure I & III
- iii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in eligibility conditions and T&C.

Part 2- Financial Proposal

- a) Schedule of price bid in the form of BOQ_XXXX.xls

Proposal 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.

Instructions For Process Of Online Bids Submission

The bidders are required to submit soft copies of their bids electronically 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 enroll 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 Enrollment” 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.

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- 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.
- 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.

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.

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- 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 tender fee / 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.
- 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 openers 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 (ie 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

- 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.

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ANNEXURE-I

(Technical Bid for Pre-Examination Processing for Professional Entrance Exams-2017-18)

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)	2014-15:
		2015-16:
		2016-17 :
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)
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 should be of impeccable integrity 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 :

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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 , fixed deposit receipt, banker's cheque or bank guarantee from any commercial bank with this annexure)

Details of EMD attached			Details of Tender fee attached		
Amount	Details of the Instrument	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)

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(Rate for Pre-Examination Processing for Professional Entrance Exams-2017-18)

ANNEXURE - II

Financial Bid

- A. Rates must be quoted **EXCLUSIVE** of all taxes and **INCLUSIVE** of all 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 etc.)

Activities	Rates per candidate	Taxes, if any
Pre-Examination Processing Activity		
1. Supply of Stationery (including pre-printed).	Rs. _____	
2. Processing	Rs. _____	
3. Generation of Reports and Printing	Rs. _____	
5. Generation of Soft copy of Admit Card in pdf format.(Optional)	Rs. _____	
6. Visual Checking (optional)	Rs. _____	

B. Cost of Paper Component

Rates quoted above for Activity 1 are inclusive of the component - Cost of Paper for Absentee proforma and Attendance sheet. The Cost of Paper component estimated in the above quoted rates are as follows :

Attendance sheet on specified paper	Rs. per 1000 Sheets of A4 size	Taxes if any
Absentee Proforma	Rs. per 1000 Sheets of A4 size	Taxes if any

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

Contact Person :
 Off: Telephone No.:
 Mobile No. :

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

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CBSE.

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Annexure III

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

The Deputy Secretary (A&L),
Central Board of Secondary Education
2, Community Centre, Shiksha Kendra,
Preet Vihar, Delhi -110092

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: CBSE/Tender-2017-18/PRE/Professional Entrance_Exam

Name of Tender / Work: - Pre Examination Processing for Professional Entrance Exam 2017-18

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> 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. 1 to 18 (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/ organization 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. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)