

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

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**SHORT TERM TENDER NOTICE**

Sealed tenders are invited on behalf of Regional Office, Central Board of Secondary Education, Panchkula in two bids – technical and financial for Scanning of A/Books of board examination for 2017 from well established data processing/scanning organizations having adequate experience in the same field 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](http://www.cbse.nic.in). The closing date for submission of the Tender is **24.05.2017, 01:00 p.m.** The Tender form can also be obtained from the Regional Office, Panchkula on any working day w.e.f. **17.05.2017 to 24.05.2017 (01:00 P.M.)**.

**Regional Officer  
CBSE, Panchkula**

**Dated 16.05.2017**

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CBSE/CU/Exam/2017

**TENDER FORM**

Form No

Price: 500/-

**Scanning of A/Books for Board Examination for 2017**

<b>LAST DATE FOR SUBMISSION OF TENDER FORM</b>	<b>: 24.05.2017 UPTO 1.00 PM</b>
<b>OPENING OF TECHNICAL BID</b>	<b>: 24.05.2017 AT 3.00 PM</b>

**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 examination should be **one lakh** or more.
3. The agency should have its own following hardware :  
  
At least 20 **Point and Click** image scanners and adequate number of computer hardware/software for image processing
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. 30,000 (Rs. Thirty 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 super scribing :

**"Technical Details - \_\_\_\_\_ 2017"**

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

**"Rates for \_\_\_\_\_ 2017"**

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

**"Tender Forms for \_\_\_\_\_ 2017"**

10. The Tender is to be submitted at CBSE, Regional Office, Sector – 5, Panchkula. The **"Technical Bids"** will be opened on 24.05.2017 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 suitable/qualified.
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 2017 of the CBSE.**

**A. VOLUME OF WORK**

Approximate 25000 answer books of on an average 40 pages each to be scanned and stored in a PDF for individual answer book on a key provided by Board.

**B. PERIOD DURING WHICH THE WORK IS TO BE DONE**

Work is to be completed within 07 days in the month of June/July 2017. The exact dates will be intimated later on.

**C. DETAILS OF THE WORKS TO BE DONE**

**i) Input Documents**

Used Answer Books of Class X and XII – 2017 Examination.

**ii) Processing :**

Each page of answer books is to be scanned without cutting/loosening of sheets at 150 dpi and the image is to be stored on a key provided by CBSE in a PDF File. Each PDF will contain all images of an answer book in a serial order. The size of the PDF must be less than 5 MB and the contents of the image must be clearly read when opened in PDF Reader by the end user.

**iii) Output :**

Images of answer book in PDF format.

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**“ANNEXURE – II”**

**Scanning of Answer Books for 2017 Board Examinations**

**TERMS AND CONDITIONS**

The rates may please be quoted per page scanned

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.25000/- 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 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 setup all the required hardware/software/peripherals in board's premises and 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, Panchkula, Haryana.
9. The data/images stored will be the property of the Board and the computing agency will have to supply a copy of the updated data/images file on CD/DVD/Hard Disc as and when required by the Board. Date will not be erased without written permission of the Board.

- 10.** The strength of manpower and machines will be deployed keeping in view the time available for completion of activity.
- 11.** The agency must ensure that the answer books are scanned with 100% accuracy and no page must be skipped from the PDF and there must not be any mixing of pages from different answer books, so that correct image file may be supplied to each candidate. In case of any wrong file/wrong page found in a file/missing page in a file, agency shall be liable to pay charges @ Rs 1000/- per mismatch.
- 12.** The payment will be made after successful completion of work of each activity.

Signature of the Tenderer \_\_\_\_\_  
Complete Address & with Stamp \_\_\_\_\_  
\_\_\_\_\_

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**“ANNEXURE – III”**

**(“TECHNICAL BID” for Scanning of Answer Books for 2017 Board Examinations)**

**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 photocopies of both) (attach photocopies of Income Tax clearance certificate)	:	
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 organization:	:	
I	Since when engaged in Electronic Data Processing	:	
	Traditional method	:	
	Image Processing ICR/OCR	:	

**J) 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)
<b>(Use separate sheet for details, if required)</b>					
2014-2015					
2015-2016					
2016-2017					

**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 Scanning of Answer Books for 2017 Board Examinations)

**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
Scanning of Answer Books for 2017 Board Examinations and supply of images inform of PDF file individually for each answer book stored on a code provided by CBSE	Rs. _____ Per Page Scanned

**Note: Rates to be quoted exclusive of all taxes. Tax applicable to be mentioned separately.**

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. : \_\_\_\_\_