

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
2, Community Centre, Shiksha Kendra, Delhi – 110092**

**TENDER DOCUMENT FOR PRE &
POST EXAMINATION
PROCESSING FOR JNVST 2018**

CBSE/Tender /JNVST/ Pre & Post Exam/2018

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
2, Community Centre, Shiksha Kendra, Delhi – 110092
Central Board of Secondary Education
TENDER NOTICE

NOTICE INVITING BIDS FOR PRE & POST EXAMINATION PROCESSING
FOR JNVST 2018

Central Board of Secondary Education (CBSE) invites bids from reputed agency/ firm for Pre & Post Examination Processing Work of JNVST 2018 Examination. The successful bidder at the end of the bidding process may be awarded a contract to carry the work.

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 upto **27.12.2017 (04.00PM)**.

CRITICAL DATE SHEET

Published Date	05 Dec 2017 (05.30 PM)
Bid Document Download / Sale Start Date	05 Dec 2017 (05.30 PM)
Clarification Start date & Time	06 Dec 2017 (11.00 AM)
Clarification Closing date & Time	11 Dec 2017 (04.00 PM)
Pre bid meeting	12 Dec 2017 (03.00 PM)
Bid Submission Start Date	15 Dec 2017 (11.30 AM)
Bid Submission End Date	27 Dec 2017 (03.00 PM)
Bid Opening Date	28 Dec 2017 (03.00 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 through Demand Draft in favour of "Secretary, CBSE". Bids shall be submitted online only as per critical date sheet at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

Rs. 50,000/- as EMD for Pre-Exam and Rs. 50,000/- as EMD for Post-Exam can be submitted in the shape of a Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee favouring "The Secretary CBSE payable at Delhi"

The **Hard Copy of original instruments** in respect of cost of tender document, EMD to be send to the Director (JNVST) 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.

Address:

Director (JNVST),
Central Board of Secondary Education
PS 1-2, Institutional Area, I.P Extension,
Patparganj, Delhi – 110092.
Ph. 011-22235774
E-mail- directorctet@gmail.com

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TENDER FOR PRE & POST EXAMINATION PROCESSING OF JNVST 2018

Tenders are invited from agencies situated in Delhi/ Gautam Budh Nagar /Faridabad /Gurgaon / Ghaziabad – for Pre and Post Exam Processing of JNVST 2018.

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.
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 28.12.2017 at 3:00 PM. The date and time for opening of financial bids shall be informed later to those who will be found technically suitable.
5. The bidders should write the name of their organization and 'EMD/Tender fee for Pre & Post Processing for JNVST 2018) on the backside of the Demand Drafts
6. 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. Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee
7. 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 180 days beyond the date of completion of all contractual obligations of supplier including warranty obligations from any scheduled commercial bank located in India at his own expense 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.
8. The Board reserves the right to reject any or all the tenders without assigning any reasons.
9. 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 agency may quote for Pre-examination or Post-Examination or for both i.e. Pre & Post Examination

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

1. At least three years experience with proven track record of examination processing – Pre-Examination processing through Traditional Method i.e. Data Entry and Post-Examination through ICR/OCR technology of similar Professional Entrance Examination of Education Boards/ Universities/ Service Commissions. 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.
2. Minimum volume of records handled in a single exam should be four lakhs or more during 2015, 2016 and 2017.
3. Infrastructure (not Hired/Leased):
 - a. The agency should have atleast two Line Matrix printers with printing capacity of at least 1000 and above lines per minute and two laser printers with 30-40 or higher pages per minute each for Pre and Post Examination processing.
 - b. The agency should have at least **four high end ADF image scanners/hybrid image scanners with scanning speed of atleast 50 pages per minute each for Post Examination processing.****
4. The Minimum Average Annual turnover should be 3 Crore or more for the last three financial years i.e. during 2014-15, 2015-16 and 2016-17.
5. 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.
6. The agency should have a valid permanent account no. (PAN) and GST registration no. issued by the Competent Authorities.

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C. VOLUME OF WORK AND PERIOD DURING WHICH THE WORK IS TO BE DONE :

The volume of work would be almost equally distributed among 3 to 5 agencies at Pre-examination and Post-examination stage as per decision of the Director (Spl. Exams.). The Board reserves the right to allot the work to one firm quoting the lowest rates or to more than one firm on the lowest rates received by the Board.

JNVST : Approx. No of candidate : 26,00,000		Period during which work is to be carried out	Activity
Pre-Examination	Creation of Admission Master from Application Forms and Processing	15 th Dec, 2017 to 15 th Jan, 2018	C1
Post Examination	Scanning of ICR response sheets, Processing and Printing of Reports	15th Feb., 2018 to 15th June 2018	C2
	Sample Checking		C3

D. SCHEME OF EXAMINATION

- a. This All India examination is conducted in 20 languages in States/Union Territories in India for admission to Class VI of the Jawahar Navodaya Vidyalayas in each district.
- b. There is only one test booklet of approximately 20-28 pages which consists of 100 objective type questions having four alternatives as probable answers out of which only one is correct. The question test booklets shall be of four types. Answers are to be marked by the candidates on an Answer Sheet (ICR based, single side scannable). The examination has three sections – Mental Ability, Arithmetic and Language.
- c. The test material in the form of scanned ICR based Answer Sheet, attendance sheets etc. for processing of results are to be stored by the Computer Agencies till the whole work is completed.
- d. Scoring for each Answer Sheet is to be carried out section wise, results to be compiled and ranks are to be generated as per requirement of JNVST policy
- e. The selection list are to be compiled/ declared District wise with reservation of seats for SC/STs, Girls, Rural/Urban and handicapped candidates. A copy of the rules and regulations for results calculation procedures and reservation policy for Jawahar Navodaya Vidyalaya Selection Test 2018 will be supplied later on.
- f. In addition to this, processing of supplementary test., if conducted, is also to be done.

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E. DETAILS OF THE WORKS TO BE DONE :

E-1 Pre-Examination:

(i) Input Documents

1. Bio-data forms of approx 26,00,000 candidates from approx 5000 centres
2. List of Centres with State, district, block and Centre name.
3. Update/correction data for the input data till the data becomes 100 percent accurate.

(ii) Output Reports

1. (a) Creation of candidates master file through merging of Excel Files provided by the Board/Data Entry, Verification, Checking and updation, till data becomes error free
(b) Creation of centre master file.
2. (a) Printing of List of candidates and Attendance Sheets - State/ District/ Block/ Centre/ roll number wise giving totals at :
 - i. Centre (Language wise)
 - ii. Block (Language wise)
 - iii. District (Language wise)
 - iv. State/UT (Language wise)(b) Printing of State/District/Block/Centre Language wise QP Statement
3. Printing of discrepancies in the bio-data on the basis of criteria supplied by the CBSE.
4. Printing of duplicate cases in the bio-data on the basis of criteria supplied by the CBSE.

E-2 Post-Examination (Data to be prepared from ICR based Answer Sheet):

(i) Input Documents

1. Attendance sheets of approx 26,00,000 candidates from approx. 5000 centres for absentees.
2. One ICR based Answer Sheet for each candidate having 100 questions.
3. Answer key for each type of Test Booklet
4. Update/correction data for the input data - Pre Exam and Post Exam till the data becomes 100 percent accurate.

(ii) Output Reports

- 1.(a) Putting of serial number on each Answer Sheet
(b) Scanning of Centre wise ICR based Answer Sheets through scanners.
(c) Recognition of data and creation of error free raw score data base for each Answer Sheet.
2. Punching of responses from ICR based Answer Sheet and creation of raw score data file. This is to be done either through look up data entry or by taking printout of images of Answer Sheets and punching the data through Data Entry method. The expenditure (on paper, toner, computer time etc.) involved in printing of images of Answer Sheets will have to be borne by the agencies only.
3. To collate/match two raw score data files created at 1 and 2 and point out the discrepancies and update the raw score data files with the corrections. This step is repeated till the raw score data file becomes error free. Two files are to be handled independently and this step is to be completed at the agency's end. (Agencies will have to submit a certificate that one set of data have been prepared through recognition from scanned image and another through Data Entry, matched and updated and error if any shall be treated as error).
4. To create absentee file from attendance sheets. (To be done through double data entry and matching at agency's end)
5. To print list of absentees -centrewise.

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6. Merging of raw score data file with the absentee file and printing of missing list, duplicate list and invalid roll number list. Removal of discrepancies and update the file with corrections. Two files are to be handled independently and this step is to be completed till all errors are removed at agency's end.
7. To calculate marks for each candidate as per regulations and norms of the Board and generate ranks state/ district wise.
8. To provide raw score dump or data on CD as per requirement of the Board.
9. To merge with Candidate's master file and point out error if any.
10. To print list of eligible candidates Category wise and Rank wise as per requirement of the Board.
11. To compile and print select list with marks as per instructions of the Board. Seven copies of select list without marks are also to be supplied. To supply select list in PDF format as per requirement of the Board.
12. To print wait list as per instructions of the Board.
13. To print summary of results of candidates as per format supplied by the Board.
14. To supply statistics state/district/block/ gender wise no. of candidates registered, appeared, eligible and selected on both soft and hard copy

Note	The agencies will have to install scanners and computers at Board's Office for scanning of Answer Sheets and image files scanned each day will have to be supplied to the Board on CDs with date/No.of records/file name. The processing and data preparation will have to be carried out by the agencies at their own premises and in no case shall be sub-contracted.
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E-3 Post-Examination Sample Checking:-

(i) Input document:

1. Extraction of scanned images of Answer Sheets (approx. 10-30%) of candidates as per instruction and requirement of the Board.
2. Supply of scanned images of Answer Sheets of candidates to the Board along with raw score dump on CD.

(ii) Output Reports:-

1. Preparation of two sets of raw score data files from the scanned images of the extracted Answer Sheets supplied by the Board – One through recognition and another through data entry. Matching of two raw score data files and updation **till the data becomes error free.**
2. Supply of raw score data files on CD to the Board.

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F. TERMS AND CONDITIONS

1. The agencies having adequate own infrastructure in terms of hardware/software/qualified manpower who have experience in processing in the relevant field and development of software with proven track record & repeat work order for large volume of data only will be considered for allotment of work.
2. The agencies who are bidding for the first time and have not done this job of the Board previously will be required to complete System Test Run free of cost as per requirement and satisfaction of the Board within stipulated time frame with test data supplied by the Board.
3. The Tenders received without cost of Tender Form and earnest money or incomplete in any respect will not be accepted.
4. Pre-Examination processing is to be carried out through Data Entry/extraction/merging through Excel Files and Post-Examination processing through scanning of Answer Sheet using automatic image scanner and preparation of two sets of data – one through recognition from scanned images and another through Data entry.
5. The bidder submitting the bid will be presumed 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.
6. Any act on the part of the bidder to influence any person in the Board will be a cause for rejection.
7. Conditional bid will be summarily rejected.
8. In no case any job or work under this contract and arising here to shall be subcontracted and / or assigned to any other agency / firm / person etc.
9. The Board reserves the right to reject any or all the Tender Forms without assigning any reasons.
10. The computing agencies who are bidding for the first time and have not done the job of the CBSE previously will be required to complete System Test Run at their cost as per requirement and satisfaction of the Board within a stipulated time frame as decided by the Board with test data supplied by the Board. The Board will not pay any charges for the same, either for system designing or software development or processing, whatsoever.
11. The allotment of work will be for 2018 examination only in the first instance which may be extended up to a maximum period of 3 years on satisfactory performance on same rates, terms & conditions.
12. 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.
13. The agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- if considered for allotment of the work.
14. The agency to which the work is allotted will be required to deposit 10 percent of the total likely amount payable as Performance Security in the form of a Bank Guarantee which shall remain valid for a period of 180 days beyond the date of completion of all contractual obligations.
15. 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

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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.

16. 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.
17. 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.
18. The agency shall have to install ADF image scanners/ Hybrid image scanners and computers at Board's Office for scanning of Answer Sheets at Post-Examination stage. At Pre-Examination stage, the work of input data preparation, verification and processing shall have to be done by the computing agency at its own computer centre and in no case shall be sub-contracted.
19. The agency should have its own two Line Matrix printers each with printing capacity of 1000 and above lines per minute and two laser printers with 30-40 pages per (or higher) minute and atleast two high end ADF image scanners/hybrid image scanners of its own, each scanner having scanning speed of atleast 40-50 pages per minute.
20. 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.
21. The agency will be required to supply a number of check lists and updation to be carried out till all errors are removed to the entire satisfaction of the Board. The data checking will be the responsibility of the computing agency.
22. The check list will have to be supplied to the Board after data entry, verification, manual checking and updations and before supplying the check list/output file, the agency will have to ensure almost 100% accuracy of the input data, through double punching, collation, manual checking and updations at the agency's end. Only discrepancies will have to be referred to the Board.
23. The reports will have to be supplied after removing the carbon papers.
24. Blank stationery for printing of reports will be supplied by the Board.
25. 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.
26. The agency will have to supply upto three copies of each report wherever number of copies required is not mentioned.
27. The Board will not pay any charges either for system designing or software development whatsoever.
28. The payment will be made after satisfactory completion of entire work only. The charges will be paid for the number of records processed/ Candidates registered for Pre-examination and No. of candidates appeared for Post-Examination.

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29. The agency will arrange for collection of input documents/ data from the Board's office and return the same along with the output reports at the Board's office.
30. In case of any dispute, the decision of the Chairperson of the Board will be final and binding on the agency.
31. All matters and disputes arising from, relating to or concerning the contract shall be subject to the jurisdiction of the Delhi only.
32. No advance payment shall be made to the agency, however whole payment shall be released, after satisfactory completion of the Boards Examination/Test.

F1. Errors and Deductions:

- a. Any variation in the particulars of the candidates in database and in the documents in Pre-Examination stage shall be treated as errors and shall be the responsibility of the agency. In case of error in data i.e. variation between document and database at Pre-Examination stage, the following penalty clause shall be applicable:

% of error	Deduction of Amount	The errors shall be counted after issue of the attendance sheets
Upto 0.5%	Nil	
Greater than 0.5% and upto 1%	5%	
Greater than 1.0% and upto 2%	10%	
Greater than 2.0% and upto 5%	20%	
Greater than 5%	100%	

- b. In case of compilation error at Pre-examination stage, the company will be liable to pay charges @ Rs 1000 per compilation error.
- c. Updations of the data after declaration of the results if required will have to be done within 24 hours without any extra charges.

F2. Termination of Agreement

- a. In case of any delay in execution of the assigned 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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F3. FORCE MAJEURE CLAUSE :

- a. 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.
- b. 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.
- c. 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.

F4. Pre-bid meeting:

A pre-bid meeting would be held on 12.12.2017 at 15:00 hrs at JNVST Unit, CBSE, PS 1-2, Institutional Area, IP Extension, Patparganj, 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 CBSE website www.cbse.nic.in and CPP e-procurement portal.

F.5 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 complying 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 Appendix I, Tender Acceptance Letter.
- iii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in Eligibility Conditions.

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.

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(Technical Bid for Pre & Post Examination Processing of JNVST 2018 Exam)

Annexure-I

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.) GST 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 organization:	
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:

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 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) Printer :

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a. Laser printers:

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

b. Line Matrix Printers

Line Matrix Printer Make /Specification	No. Available	Manufacturing Year	Speed Of Each Printer

a. Scanners:

a. 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

b. ADF Image Scanners/ hybrid image scanners :

ADF Image Scanners Make and Specifications	No Available	dpi	Manufacturing Year	Speed Of each Scanner	Whether scanner has provision for printing of number during scanning

5) ICR Software being used for conversion of data (Please attach complete details)

6) No. of licensed software sets available

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.

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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)

Activities		Applying for Yes/ No	Amount of EMD	Details of EMD
Pre-Examination Processing	E1			
Post-Examination Processing	E2 and E3			

Details of cost of tender form:

Amount
DD No
Date

6. Contact Details of the firm

Contact Person :

Off: Telephone No.:

Mobile No.:

Email :

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

Authorized Signatory (With full name, designation and stamp)

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FINANCIAL BID FOR PRE AND POST EXAM PROCESSING JNVST-2018 OF THE BOARD

ANNEXURE – II

RATES TO BE QUOTED (EXCLUSIVE OF ALL TAXES) FOR THE WORK INDICATED IN TENDER FORM

Recurring Charges **Exclusive Of all applicable Taxes** and inclusive of incidental charges such as data punching, verification, scanning, printing and checking, cost of input media, toner, computer time and development of required software, transportation, cost of Man Power and Hardware for Pre and Post Examination processing – 2018

Activities	Rates	Taxes, if any
Pre-Examination Processing Activity E-1	Rs..... per candidate registered	
Post-Examination Processing-Activity E-2	Rs..... per candidate appeared	
Post Examination Sample Checking – Activity E-3	Rs..... per candidate processed	

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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Instructions for Online Bid 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.
- 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.

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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.
- 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

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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.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) 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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TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Director (JNVST)
Central Board of Secondary Education
PS 1-2, Institutional Area, IP Extension,
Patparganj, Delhi – 92.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: CBSE/Tender /JNVST/ Pre & Post Exam/2017

Name of Tender / Work: - Tender for Pre & Post Examination Processing of JNVST 2018 Exam.

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 21 (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 have 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/ organisation 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)