



F2. 28/CBSE/RO(AJM)/ADMN.II/Registration/2018

Date:27.01.2018

NOTICE INVITING TENDER

Regional Office, CBSE, Ajmer intends to invite sealed tenders through two bid system for Data Scanning & Printing of Registration Cards for Class IX and XI 2017-18 at CBSE, Regional Office, Ajmer hence, bids are invited from reputed agencies in sealed covers superscribed "Data Scanning & Printing of Registration Cards for Class IX and XI 2017-18 in Regional Office, Ajmer.

Bid Documents @ Rs.500/- (Rs.Five hundred only) can be obtained from the Section officer (Admn), Regional Office, Ajmer with effect from 30.01.2018 upto 20.02.2018 from 10:00 AM to 1:00 PM on all working days. Tender document can also be downloaded from www.cbse.nic.in and Central Public Procurement Portal at WWW.eprocure.gov.in.

The bidders will be required to deposit an Earnest Money of Rs.20,000/- (Rs. Twenty thousand only) in the form of Demand Draft on any scheduled bank in favour of "Secretary CBSE" payable at Ajmer alongwith the bid. Tenders will be deposited upto 3:00 PM on 20.02.2018 and Technical bid will be opened on 20.02.2018 at 4:00 PM. by the committee in presence of bidders who may wish to be present.

REGIONAL OFFICER
CBSE/AJMER





CRITICAL DATE SHEET

1.	Name of Organization	Central Board of Secondary Education, Todarmal Marg, Ajmer (Rajasthan)
2.	Scope of Work	Tender for Scanning & printing of Registration Cards for Class IX & XI -2017-18
3.	Tender Type	Open
4.	Tender document download start date	30.01.2018
5.	Tender document download end date	20.02.2018
6.	Bid validity	90 days beyond the closing date of tender
7.	Location of work	Regional Office, Todarmal Marg, Ajmer-305030
8.	Tender fee (non-refundable and non-adjustable)	Demand draft of Rs.500 /- (Rs Five Hundred only) in favour of " Secretary, CBSE" payable at Ajmer or electronic fund transfer (A/c no 2134101004060, IFSC Code-CNRB0002134), Canara Bank Ashok Marg Ajmer.
9.	Earnest money deposit (EMD)	Rs. 20,000/- in the form of account payee demand draft, fixed deposit receipt, or bank guarantee from any commercial bank or Electronic Fund Transfer detailed as above..
10.	Date of publication	30.01.2018
11.	Last Date for sale of tender form	20.02.2018 up to 1.00 P.M.
12.	Last date and time for submission of Bids	20.02.2018 UP TO 3.00 P.M.
13.	Date and time of opening of Technical Bids	20.02.2018 by 4.00 P.M.
14.	Tender should be addressed	Regional Officer, CBSE, "Todarmal Marg, Ajmer - 305030 (Raj).
15.	Period of completion of work	As per terms & conditions of tender and work order Award letter
16.	Validity of contractors	Upto 01 year from date of award & can be extended up to a maximum period of 2 more years on satisfactory performance on same terms & conditions.





Qualifying/ Eligibility Requirements for Bidding

(To be supported by documentary evidences with technical bid)

1. Adequate experience (minimum Five years) with Government / Autonomous/ Examining Bodies of providing satisfactory services in the relevant fields to educational institutions or other related organizations (Supported by work order and client satisfaction report).
2. The agency should be the principal manufacturer/ supplier of the printed materials and have its own equipments & infrastructure.
3. The agencies should be registered with the Govt. for taxation purposes and should have been a tax payer as per rule. The agency should submit the details of registration of their firm/company, income tax registration & copy of PAN Card, Sales Tax/ VAT/ Service Tax and GST certificates.
4. The agency should submit an affidavit that it has not been black listed by any Government / Autonomous/ Examining Bodies.
5. No exemption from submission of tender Fee and EMD is allowed. However, the Bidders who are registered with NSIC under Single Point registration schemes for **“Scanning & printing of Registration card”** may be considered for exemption from depositing the Tender Fee and EMD by the Competent Authority. In such cases, an attested copy of the VALID Registration Certificate from NSIC must be furnished. Mere registration as a SSI Unit does not qualify the Bidders for claiming exemption from furnishing the tender fee and EMD. In the absence of valid certificate from the NSIC, such tenders shall be rejected straightway
6. The Average annual turnover during the last 3 years ending on 31st March of the previous financial year
(Supported by duly audited financial statement & balance sheet of 03 years).





CBSE/Ajm/Exam/2017-18

TENDER FORM

Form No

Price: 500/-

Scanning & printing of Registration Cards for Class IX & XI -2017-18

LAST DATE FOR SUBMISSION OF TENDER FORM	: 20.02.2018 UPTO 1.00 PM
OPENING OF TECHNICAL BID	: 20.02.2018 AT 4.00 PM

Eligibility conditions & Important Points:

1. The Agency should be registered with Govt.(central/State) for work about computerization of various exam related activities. (Submit the relevant registration certificate showing validity date alongwith technical bids)
2. At least three years experience with proven track record of examination processing of Examination related activities of Education Boards/ Universities.
3. Minimum number of candidates handled in a single exam should be 500000 or more.
4. The agency should have its own following hardware :
 - a) At least Two Line Matrix printer with printing capacity of at least 600 lines per minute
 - b) At least two laser printers with 30-40 pages per minute each.
 - c) At least Four ADF good quality image scanners each with scanning speed of atleast 1200 sheets per hour capacity to scan Registration LOC in JPEG format & crop the photo image of candidates individual from scanned JPEG LOC pages.
 - d) Computers of i3/i5 processors for scanning the LOC.
5. The Minimum Average Annual turnover should be Rs 10 lakhs or more for the last three financial years.
6. **Earnest Money** Deposit for an amount of **Rs. 20,000 (Rs. Twenty thousand only)** shall be in the shape of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education payable at Ajmer or electronic fund transfer (A/c no 2134101004060, IFSC Code-CNRB0002134),Canara Bank Ashok Marg Ajmer.
7. Agencies which are registered with Directorate of Service Taxes/GST need only apply.
8. 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





9. The Tender Forms received without Tender form fee and earnest money or incomplete in any respect will not be accepted.

10 Sealing of Envelopes:

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

"**Technical Details** - Scanning & printing of Registration Cards for Class IX & XI - 2017-18 "

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

Financial Bid "Rates for Scanning & printing of Registration Cards for Class IX & XI -2017-18 "

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

"**Tender Forms for Scanning & printing of Registration Cards for Class IX & XI -2017-18 "**

- 11 The Tender is to be submitted at CBSE, Regional Office, Todarmal Marg Ajmer (Raj)- 305001

"**Technical Bids**" will be opened on 20.02.2018 at **4.00 P.M.** in presence of the tenderers, who may wish to be present. The date and time for opening of "**Financial Bids**" shall be informed later to those who will be found technically eligible.

- 12 The formats of various input and output reports can be seen on working days

- 13 The Board reserves the right to reject any or all the tender without assigning any reasons.





"ANNEXURE – I"

Volume of work, period, details of works to be done for Scanning & printing of Registration Cards for Class IX & XI -2017-18 of the CBSE.

A. VOLUME OF WORK

Region (Ajmer)	Class IX	Class XI
No of Candidates On-line Regd. (Approximately)	230000	176000

B. PERIOD DURING WHICH THE WORK IS TO BE DONE

1. On- line Class IX and Class XI : (Regular Candidates)	
Scanning of Photographs	March/April.- 2018
Printing and supply of Photo Registration Card	March/April.- 2018

C. DETAILS OF THE WORKS TO BE DONE

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

i) Input Documents

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

ii) Output Reports

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





“ANNEXURE – II”

Scanning & printing of Registration Cards for Class IX & XI -2017-18

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

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

A. Scanning of Photographs and Printing of Photo Registration : **Activity C-1**

Cards of candidates (On- line Class IX and Class XI)





TERMS AND CONDITIONS

1. The time schedule may be required to be adjusted as per requirements of the CBSE and is to be observed strictly as per directions of the CBSE from time to time, as the work of processing is highly time bound. In case of any delay in supplying the desired report, on the part of the computing agency, it shall be liable to pay charges @ Rs.2,000/- per day delay to the CBSE.
2. In case the computing agency is not able to execute the job in time or to the entire satisfaction of the CBSE, the Chairman, CBSE may allot the work to any other agency at any time. The work will be got done from other agency at risk & cost of the existing agency. The difference between the rates agreed to between the Board and the third party, which would undertake such work shall be liable to be payable by the defaulting firm along with the penalty, if any, imposed by the Chairman of the Board.
3. The Chairman may allot the work to one or more agencies the allotment of work will be for 2017-18 session only in the first instance which may be extended on same rates and terms and conditions upto 3 years subject to satisfactory 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 Performance security deposit in the form of a Demand Draft or 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.100/- if considered for allotment of the work.
6. The computing agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Board. In case of lapse, the computing agency will be fully responsible for the consequences.
7. The Board reserves the right to reject any or all the quotation or to accept rates of any of the computing agency whether they are lowest or not, without assigning any reason.
8. The computing agency will arrange for collection of input documents/data from the Board's Regional Office, Ajmer and return the same along with the output reports at the Board's Regional Office.
9. The reports will have to be supplied after removing the carbon papers.
10. The data stored will be the property of the Board and the computing agency will have to supply a copy of the updated data file and photographs file on CD/ DVD/ Hard Disc as and when required by the Board. Data will not be erased without written permission of the Board.





11. The work including input data preparation and processing will have to be done by the computing agency at its own computer centre and in no case will be sub-contracted.
12. The scanners should have facilities of scanning data in auto feed mode with upto 600 dpi and minimum scanning speed of 30-40 pages per minute and laser printers should have a printing capacity of at least 30 ppm. The agency should also have Line printers/ Line matrix printers.
13. Blank stationery/Pre Printed stationery for printing of reports/ CD/DVD/Hard Disc for backup will be supplied by the Board.
14. The agency must ensure that the photographs and the details of the candidates are not mismatched. Mismatch, if any shall be treated as mistake.
15. The payment will be made after successful completion of work of each activity.

NOTES:

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





"ANNEXURE – III"

("TECHNICAL BID" for Scanning & printing of Registration Cards for Class IX & XI -2017-18)

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

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

1. ABOUT THE FIRM

A	Year of establishment	:	
B	Type of firm /organization	:	
	(Proprietary/Private/Public/Govt.)		
C	Copy of Registration, if applicable	:	
D	Total Turnover during : (Attach	2014-2015	:
	photocopies of Audited Balance Sheet)	2015-2016	:
		2016-2017	:
E	Income Tax No. (PAN No. /TIN No.)	:	
	Service Tax Registration No.	:	
	(Attach attested photocopies of both)		
	(attach attested photocopies of Income Tax clearance		
	certificate)		
F	GST No.	:	
	(attach attested copy)		
G	Details of premises : Owned/ Rented	:	
	Area in Sq.m	:	
H	Quality Certification No, if any	:	
	Details of Issuing Authority	:	
	Validity of Certificate	: From	To
I	Activities of the organization:	:	
J	Since when engaged in Electronic Data Processing	:	
	Traditional method	:	
	Image Processing ICR/OCR	:	



- K Past experience in handling Examination data processing through image scanning jobs with the name of the organization(s), nature of jobs, volume of work in terms of candidates, duration for completion of job and since when
- L

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)
2014-15					
2015-16					
2016-17					

(Use separate sheet for details, if required)

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)





Note: Following must be attached with technical bid.

1. Copy of valid Registration certificate for Scanning & Data Computerization work with date of its validation.
2. Copy of PAN Card of the Firm
3. Copy of Certificate of Service Tax Registration NO./GST No
4. Copy Of IT Clearance Certificate for the last 03 financial years.
5. Copy of Balance sheet of last 3 years with details of turn over from scanning /digitization work and certificate of Chartered Accountant.
6. Copy of Experience Certificates of 5 years in the field of scanning / printing as specified in "Terms and Condition".
7. Copy of Work Completion Certificate of at least 2 projects as specified in "Terms and Condition"
8. ISO-9001 and ISO /IEC 27001 certification
9. Bidder should attach solvency certificate.
10. All documents to support technical eligibility must be enclosed duly certified by Authorised signatory.
11. An Affidavit that firm is not black listed by any organization.
12. Signed copy of terms and conditions.
13. Signed copy of Tender acceptance form.





“ANNEXURE – IV”

(“FINANCIAL BID” for Scanning & printing of Registration Cards for Class IX & XI -2017-18)

NOTE: TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN THE TENDER FORM Annexure-I

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

Activity	Rate per Registration Card (including Scanning of photographs, signature & printing of Registration Cards)
C1 – Scanning of Photographs & Signatures and Printing of Registration Cards with Photograph & Signature (On- line Class IX and Class XI Candidates)	

Note: Rates should be quoted inclusive of all taxes/GST etc.

All Taxes/GST will be borne by the firm/company/organization etc.

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.



TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: <Tender reference no>

Name of Tender / Work: - <Name of the tender needs to be filled in>

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. <from page no> to <to page number > (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)