

Tender No. CBSE/RO/TVPM/EXAMS/S&P/2018/01

eTENDER FOR

1. SCANNING & CROPPING OF PHOTOGRAPHS/SIGNATURES AND PRINTING OF REGISTRATION CARD OF CLASS- IX & XI WITH PHOTOGRAPH

And

2. SCANNING OF DIFFERENT TYPES OF ANSWER BOOK PERTAINING TO EXAMINATIONS

for

**Central Board of Secondary Education
(CBSE)
Regional Office-Thiruvananthapuram**



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)

REGIONAL OFFICE – Thiruvananthapuram

**LIC Divisional Office Campus, B-Block, 2nd Floor,
Pattom – 695004 Thiruvananthapuram, Kerala**

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BID SHALL BE SUBMITTED ONLY IN ONLINE MODE AT CPPP WEBSITE:

<http://eprocure.gov.in/eprocure/app>

NOTICE INVITING eTENDER BIDS FOR PROVIDING
SCANNING AND PRINTING SERVICES

Tender No. CBSE/RO/TVPM/EXAMS/S&P/2018/01

The Central Board of Secondary Education (CBSE), Regional Office, Thiruvananthapuram invites online tenders under **Two Bid systems** from registered and authorized agencies for providing services for:

- 1. SCANNING & CROPPING OF PHOTOGRAPHS/SIGNATURES AND PRINTING OF REGISTRATION CARD OF CLASS- IX & XI WITH PHOTOGRAPH**
- 2. SCANNING OF DIFFERENT TYPES OF ANSWER BOOK PERTAINING TO EXAMINATIONS**

For participation in the bid, agencies will fill the complete tender form available online at CPPP e-Procurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under. Interested agencies may download the Tender document from the CBSE website www.cbse.nic.in (for perusal/reference only):

CRITICAL DATE SHEET

Published Date	20 Mar 2018 (05.00 PM)
Bid Document Download / Sale Start Date	20 Mar 2018 (05.00 PM onwards)
Clarification Start Date & Time	22 Mar 2018 (10.00 AM)
Clarification Closing Date & Time	24 Mar 2018 (04.00 PM)
Bid Submission Start Date	25 Mar 2018 (11.00 AM)
Bid Submission End Date	16 Apr 2018 (02.30 PM)
Technical Bid Opening Date	17 Apr 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. 500/- (Rupees Five hundred only) which is non-refundable and the same is to be deposited through Demand Draft in favour of “**Secretary, CBSE**” payable at Thiruvananthapuram.

Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) be submitted in the shape of a Demand Draft/Pay Order/FDR/Banker’s Cheque/ Bank Guarantee favouring “**Secretary CBSE**” payable at Thiruvananthapuram”.

The Tender Fee and EMD can also be paid through Electronic Fund Transfer in favour of Secretary, CBSE A/c. No. 2791101010127 IFSC Code CNRB0002791 of Canara Bank, Pattom, Thiruvananthapuram and copy of transaction may be attached.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. The Competent Authority of the Board reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Financial bids of only those bidders whose Technical Bids are eligible & accepted, shall be opened by the Committee. The date and time of opening of financial bids shall be intimated to the technically qualified bidders in due course.

The Board reserves the right to reject any or all the tenders without assigning any reasons.

The **Hard Copy of original instruments** in respect of tender fee, EMD and other specified Tender Document are to be sent to the Regional Officer at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet.**

Address:

Regional Officer

Central Board of Secondary Education

Regional Office,

LIC Divisional Office Campus,

B-Block, 2nd Floor, Pattom – 695004

Ph. 0471-2534404, 2534405

E-mail: rotrivandrum.cbse@nic.in

A. INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

- 1.1 For Bidding/ Tender Document purposes, 'Central Board of Secondary Education' shall be referred to as 'CBSE' and the Bidder/ Successful Bidder shall be referred to as 'Bidder' and/or 'Contractor' or interchangeably.
- 1.2 No claim on account of any errors detected in the tender documents shall be entertained.
- 1.3 Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/ their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of the contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the CBSE. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.
- 1.4 The bidder shall attach the copy of the authorization letter/ power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of tender document, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD & tender fee of requisite amount/ format, or not fulfilling any other requirements, stipulated in the tender documents are liable to be rejected.
- 1.6 The Bidding Company should be a Limited/Private Limited Company registered under the Companies Act, 1956/ 2013 or a Proprietorship firm or a Partnership firm or a Registered Society.
- 1.7 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement to the Central Board of Secondary Education, Regional Office, Thiruvananthapuram. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 1.8 CBSE reserves the right to discontinue the services in case the performance is not found satisfactory.

2. MINIMUM ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically.

- a. **Separate legal valid entity:** The bidder shall necessarily be a separate legal valid entity duly registered under the respective Acts. A proof for supporting the legal validity of the Bidder shall be submitted alongwith the bid.
- b. **Registration:** The Bidder should be registered with the Income Tax Department.
- c. **Experience of Similar work:** The Bidder should have experience of executing similar work (providing scanning of similar nature refer-Annexure-A) in Central or State Govt. Ministries/ Departments / PSUs/ Banks/ Autonomous Bodies/ Statutory Bodies/Education Boards for at least three years.
- d. **Turnover:** The Bidder should have an average financial turnover of Rs. 25 Lakh per annum during the last three financial years.

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE – Thiruvananthapuram
LIC Divisional Office Campus, B-Block, 2nd Floor, Pattom – 695004 TVPM, Kerala

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2.1 Documents supporting the Minimum Eligibility Criteria to be enclosed with the Bid

- (i) In proof of having fully adhered to the minimum eligibility criteria at 2(b), attested copy of respective registration Certificates should be enclosed.
- (ii) In proof of having fully adhered to minimum eligibility criteria at 2(c), attested copies of PAN card.
- (iii) In proof of having fully adhered to minimum eligibility criteria at 2(d), attested copy of work orders and experience certificates for completed work issued by the Government Ministries/ Government Departments/ PSUs/ Banks/ Autonomous Bodies/ Statutory Bodies etc. shall be acceptable.
- (iv) Attested copy of the audited balance sheets for the completed last three financial years.
- (v) Any address proof (issued by the Central/State Government) for supporting local address.

3. TENDER FEE AND EARNEST MONEY DEPOSIT:

- 3.1 **The Tender Fee of Rs. 500/- (Rupees Five hundred only) which is non-refundable, is to be deposited through Demand Draft in favour of “Secretary, CBSE” payable at Thiruvananthapuram.**
- 3.2 **The bid should be accompanied by an Earnest Money Deposit for Tender is Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Account payee Demand Draft/Fixed Deposit Receipt from any of the nationalised commercial banks in favour of Secretary, CBSE payable at Thiruvananthapuram.**
- 3.3 **The Tender Fee and EMD can also be paid through Electronic Fund Transfer in favour of Secretary, CBSE A/c. No. 2791101010127 IFSC Code CNRB0002791 of Canara Bank, Pattom, Thiruvananthapuram and copy of transaction may be attached.**
- 3.4 Bids without Tender Fee and EMD shall be outrightly rejected. However, **the Bidders who are registered with Central Purchase Organization, NSIC or the concerned Ministry or Departments** under Single Point registration schemes as security services provider **may be considered for exemption from furnishing the 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. The bidders claiming for exemption from furnishing the Tender Fee and/or EMD must submit the supported documents duly attested as per the tender notice in sealed envelopes super-scribing “Request for consideration for exemption from furnishing the Tender Fee and/or EMD” to the “Secretary, CBSE”.
- 3.5 The Agencies covered/registered under **Micro, Small and Medium Enterprises and the Public Sector Enterprises** are exempted from the requisite Tender Fee and EMD amount (if any).
- 3.6 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by CBSE in respect of any previous work shall be entertained.
- 3.7 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof after the submission of bid. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited.
- 3.8 No claim shall lie against the CBSE in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 3.9 The bid security may be forfeited:
 - (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form or
 - (ii) In case of successful bidder, if the bidder
 - (a) Fails to sign the contract in accordance with the terms of the tender document
 - (b) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the CBSE.
 - (c) Fails or refuses or does not honour his/her own quoted rates for the services/part thereof.

4 VALIDITY OF BIDS

- 4.1 Bids shall remain valid and open for acceptance for a period of **180 days** from the last date of submission of Bids.

5. PREPARATION AND SUBMISSION OF BIDS

- 5.1 **Language:** Bids and all accompanying documents shall be in English or in Hindi.
- 5.2 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, original Demand Draft of Tender Fee and EMD. The Proposal is to submitted in 1st Cover.

Part 2: Financial Proposal- which will consist of the details of financial matters.
The Proposal is to submitted in 2nd Cover of the on-line tender **in pdf format after scanning page no. 22 (Annexure-II) duly signed and stamped.**

Technical Proposal: Technical Bid should be prepared as per the instructions given in the Tender Document (**Annexure-I**) alongwith all required information, documents in support of the minimum eligibility criteria, Valid Tender Fee and EMD of requisite amount.

- (a) Scanned copy of Tender fee and EMD.
- (b) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in Terms & Conditions.
- (c) Duly signed & stamped detailed tender document (signed and seal/stamp on every page).
- (d) Firm/ Company Registration Certificate.
- (e) Experience Certificate/s or Work Order/s.
- (f) Tender Acceptance Letter.
- (g) Declaration of Tender norms.
- (h) No Near Relationship declaration.
- (i) Scanned copy of Technical Proposal including audit Standard, methodology, procedure, project plan etc.

Financial Proposal-Bidders should prepare Financial Bid in the Price Schedule as provided in the Tender Document (Annexure-II).

6. 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.**

7. BID OPENING PROCEDURE

- 7.1 The financial bids of only those bidders whose Technical Bids are qualified and acceptable, shall be opened by the Tender Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders in due course.
- 7.2 Only one representative per bidder shall be allowed to attend the tender opening procedure. A letter of authorization shall be submitted by the Bidder's representative before opening of the Bids.
- 7.3 Absence of bidder (s) or their representative (s) shall not impair the legality of the tender opening procedure.
- 7.4 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidders meets the minimum eligibility criteria as specified in the Tender Document based on the information/documents provided by the bidder.
- 7.5 Bids shall be declared as Valid or Invalid based on the preliminary scrutiny, i.e. verification of EMD, tender fee, all required documents etc. by the Tender Opening Committee. However, detailed evaluation shall be done only in respect of Valid Bid.
- 7.6 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remain unaltered.

8. CLARIFICATION ON TECHNICAL BID EVALUATION.

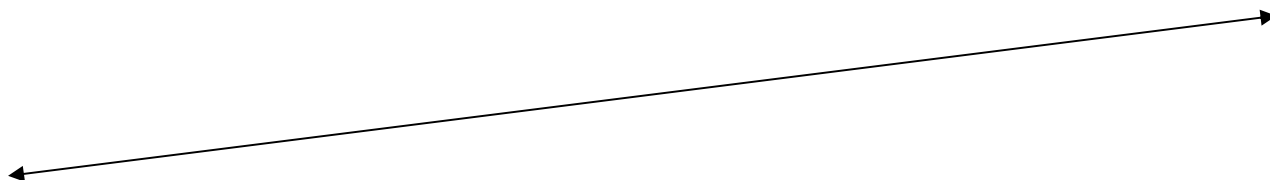
- 8.1 The technical bids shall be evaluated based on the available documents submitted by the bidder.
- 8.2 However, the CBSE may at its own discretion, can ask any bidder for a clarification of its bid with a view to assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders. Any clarification submitted by a bidder that is not in response to a request by the CBSE shall not be considered. The CBSE's request for clarification and the response shall be in writing.
- 8.3 If a bidder does not provide clarifications of its bid by the date and time set in the CBSE's request for clarification, its bid will be decided based on documents available.
- 8.4 CBSE also reserves right to seek confirmation/ clarification from the issuer agency, on the supporting documents submitted by the bidder.

9. TECHNICAL BID EVALUATION

- 9.1 The CBSE shall follow two bid systems where the technical bid and financial bid shall be evaluated separately.
- 9.2 The technical bid is only qualifying in nature. Bidders who qualify the prescribed technical qualification shall only be considered for financial bid opening.
- 9.3 A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.
- 9.4 Responsiveness: The following may also be ensured by the participated bidder/tenderers/firms:
 - (i) The responsiveness of the bid, i.e. receipts of duly filled, signed and accepted bid documents in complete form, including Authorization letter.
 - (ii) Receipt of valid EMD and tender fee with requisite amount in acceptable format.
 - (iii) Documents in proof of meeting the minimum eligibility criteria.
 - (iv) Any other documents as required to support the responsiveness of the bidder, as per the tender.
- 9.5 The bidder who qualified in the technical evaluation stage shall only be called for opening of financial bids on the .

10. FINANCIAL BID OPENING PROCEDURE

- 10.1 The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders or their authorized representatives, who choose to be present at the time of opening of the financial bids.
- 10.2 All the technically qualified bidders/ their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorisation letter from their Companies.
- 10.3 Any bidder objecting to the same shall be disqualified and his financial bid shall be returned on the spot.
- 10.4 Absence of bidders or their authorized representatives shall not impair the legality of the process.
- 10.5 The rates, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final rates would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid, if any.
- 10.6 The Bidder meeting the minimum eligibility criteria and with the lowest rates shall be deemed as the successful Bidder and shall be considered for further process.



11. RIGHT OF ACCEPTANCE:

- 11.1 The Central Board of Secondary Education reserves all rights to reject any bid including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the **Secretary, CBSE** in this regard shall be final and binding.
- 11.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 11.3 The Secretary, CBSE reserves the right to award any or part or full contract to any successful agency (s) at its discretion and this will be binding on the bidders.
- 11.4 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the Secretary, CBSE reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.
- 11.5 The Central Board of Secondary Education may terminate the Contract if it is found that the Contractor is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.

12. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE (LoA)'

- 12.1 After determining the successful evaluated bidder, CBSE shall issue a Letter of Acceptance (LoA) in duplicate to the successful bidder, who will return one copy to CBSE duly acknowledged, accepted and signed by the authorized signatory, within three (3) days of receipt of the same by him. Also, the Award of Contract (AOC) shall be published of the CPPP portal.
- 12.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be binding to the contract.
- 12.3 The time taken between the date of issue of LoA and Notice to Proceed shall not prevent the contractor to mobilize the scanning work/printing of registration cards.

13 RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)

- 13.1 The Earnest Money Deposit of the unsuccessful bidders in the technical Bid evaluation stage shall be returned along with their unopened financial bids within seven (07) days after opening of the eligible financial Bids.
- 13.2 The Earnest money Deposit of the unsuccessful bidders in the financial bid evaluation stage shall be returned within fifteen (15) days, on award of contract to the Successful bidder.
- 13.3 The Earnest money deposit of all the bidders shall be returned along with their un-opened financial bids, in case of cancellation of Tender after the opening of Technical Bids and prior to opening of financial bids.

14 CONFIDENTIALITY

- 14.1 The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information of the CBSE's or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or information of the CBSE. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of CBSE's information.
- 14.2 If the Contractor receives enquiries from Press/ News/ Media/ Radio/ Television or other bodies/ persons, the same shall be referred by the Contractor to CBSE immediately on receipt of such queries.
- 14.3 The Contractor's personnel shall be instructed by the Contractor strictly not to misuse the information/data handed over/provided to him.
- 14.4. Inter alia, the following information shall not be disclosed to any third party:
- Mobile Telephone no. / any other information.
 - Confidential location and work plans of CBSE
 - Any Information about CBSE shared in confidentiality shared during the course of Work Order.

15. NOTICE TO PROCEED

After the acceptance of the LoA from the successful bidder, CBSE shall issue the 'Notice to proceed', to the contractor authorising him to provide SCANNING services in the Office at the specified locations.

16. SIGNING OF CONTRACT AGREEMENT

16.1 The successful Bidder shall enter into contract and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement before commencement of the services.

16.2 CBSE shall prepare the draft Articles of Agreement in the Proforma included in this Document, duly incorporating all the terms of agreement between the two parties and send the same in duplicate to the successful Bidder for their concurrence.

16.3 The successful Bidder shall return the duly concurred copies of the draft Articles of Agreement within Two (02) days of receipt of the draft Articles of Agreement from CBSE, duly printed on the correct amount of stamp paper, duly adjudicated by the registrar of stamps where the contract is proposed to be executed.

16.4 The competent authority of the CBSE shall sign the Contract agreement and return a copy of the same to the successful bidder.

17. SERVICES REQUIRED BY THE CBSE

17.1 The Contractor shall be providing SCANNING/CROPPING & PRINTING SERVICES in CBSE's premises as per the details given in tender, or any other location as required by the CBSE to be read with the Special Conditions of Contract, Assignment Instructions and Schedule of Requirements.

17.2 The CBSE shall pay the charges as agreed between the CBSE and the Contractor at the time of bidding process. A schedule of charges shall be annexed to the Articles of Agreement after finalizing the amount at the conclusion of Bidding process.

17.3 The Contractor shall provide SCANNING/CROPPING & PRINTING SERVICES to CBSE's premises to its entire satisfaction and it is the sole responsibility of the Contractor that the work is executed in all respects in accordance with the Contractor's obligations.

18. COMMENCEMENT OF SERVICES

The Contract shall become legally binding and in force only upon:

18.1 Execution of contract agreement between the successful bidder and CBSE, RO TVPM.

18.2 The Contractor shall commence SCANNING/CROPPING & PRINTING SERVICES in CBSE's premises within 07 days from the date of receipt of Notice to Proceed as set out.

18.3 Blank stationary (EZR) / Pre-printed Stationary for printing of report will be supplied by the Board.

19. CONTRACTOR'S OBLIGATIONS

19.1 The Contractor shall provide SCANNING/CROPPING & PRINTING SERVICES at CBSE's premises as per Schedule of Work / Requirements which may be amended from time to time by the CBSE during the Contractual period and it shall always form part and parcel of the Contract. The Contractor shall abide by such assignments as provided by the CBSE from time to time.

19.2 The Contractor shall exercise adequate supervision to reasonably ensure proper performance of SCANNING works in accordance with the Schedule of Requirements.

19.3 Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.

- 19.4 All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the CBSE.

20. CONTRACTOR'S LIABILITY

- 20.1 The Contractor shall completely indemnify and hold harmless the CBSE and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of the SCANNING services to the CBSE.
- 20.2 The Contractor shall not be liable in any way whatsoever and the CBSE hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly:
- 20.3 Caused by, resulting from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks
- 20.4 The Contractor shall not Sub-Contract or Sublet, transfer or assign the contract or any other part thereof. In the event of the contractor contravening this condition, CBSE shall be entitled to place the contract elsewhere on the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the CBSE may sustain in consequence or arising out of such replacing of the contract.

21. VALIDITY OF CONTRACT

The validity of contract shall be initially for a period of one year from the award of contract subject to continuous satisfactory performance. In case of breach of Contract or in the event of not fulfilling the minimum requirements/ statutory requirements, the CBSE shall have the right to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority of the office of the CBSE. The duration of the contract is one year from the date of signing the contract. **However, the same can be extended on year to year basis for a maximum period of three more years subject to satisfactory performance/services and mutual consent of both the parties.**

22. PAYMENTS

- 22.1 After selection of the Successful bidder as Contractor, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Contractor by the CBSE for the SCANNING services.
- 22.2 The Contractor shall raise invoice after the completion of the work. The CBSE shall make all efforts to make payments within 10- 15 days from the date of the receipt of the invoice to the Contractor after deducting TDS as per rules.
- 22.3 After expiry of the initial period of the Contract of one year and if the Contract is renewed by the CBSE, the Contractor shall not be eligible for any increase in the Contract cost.
- 22.4 All payments shall be made in Indian Currency by means of Electronic Fund Transfer e.g. RTGS etc. only.
- 22.5 CBSE shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. CBSE shall provide a certificate certifying the deduction so made.
- 22.6 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

23. FORCE MAJEURE OBLIGATIONS OF THE PARTIES

23.1. “Force Majeure” shall mean any event beyond the control of CBSE or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- (i) War, hostilities, invasion, act of foreign enemy and civil war
- (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts
- (iii) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague
- (iv) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but not more than 48 (forty eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

- 23.2 The date of commencement of the event of Force Majeure
- 23.3 The nature and extent of the event of Force Majeure
- 23.4 The estimated Force Majeure Period,
- 23.5 Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.
- 23.6 The measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.
- 23.7 Any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

24. TERMINATION

This Contract may be terminated forthwith by either party by giving written notice to the other if:

- 24.1 The other party is in material breach of its obligations under this Agreement and / or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach or
- 24.2 The Contract may be terminated forthwith by the CBSE by giving written notice to the Contractor, if:
- 24.3 In case of breach of any of terms and conditions of the Contract by the Contractor, the Competent Authority of the CBSE shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by the CBSE and in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed.
- 24.4 The Contractor does not provide SCANNING services satisfactorily as per the requirements of the CBSE or / and as per the Schedule of Requirements.
- 24.5 The Contractor goes bankrupt and becomes insolvent.

25. DISCLAIMER

The relatives / near relatives of employees of the CBSE are prohibited from participation in this bid. The near relatives for this purpose are defined as:

- 25.1 Members of a Hindu Undivided Family.
- 25.2 Their husband or wife.
- 25.3 The one is related to the other in the manner as father, mother, son(s), son’s wife (daughter-in-law), daughter(s) & daughter’s husband (son-in-law), brother(s) & brother’s wife, sister(s) and sister’s husband (brother-in-law).
- 25.4 CBSE reserves the right to reject any proposal which is not substantially responsive or any Proposal received after the time stipulated will not be accepted by CBSE.

26. INSOLVENCY

26.1 The Secretary, Central Board of Secondary Education may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:

- i) If the contractor being an individual or if agency, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment if the firm be dissolved under partnership act, or
- ii) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- iii) If the contractor commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

27. CURRENCIES OF BID AND PAYMENTS

27.1 The Bidder shall submit the price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees only.

28. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

28.1 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorised Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the CBSE in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Thiruvananthapuram/ Delhi and the decision of the arbitrator shall be final and binding on the parties.

28.2 Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Thiruvananthapuram.

29. SPECIAL CONDITIONS OF CONTRACT

29.1 Tenders without EMD and tenders received after due date shall be summarily rejected. The Bidders must have experience of Answer Books Digitization.

29.2 The Board reserves the right to reject/cancel any or all the quotations or to accept rates of any of the agency whether they are lowest or not, without assigning any reason.

29.3 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 reports, on the part of the agency, it shall be liable to pay charges @ Rs. 2000/- per day to the CBSE. The maximum penalty shall be the 10% of the Billing amount.

29.4 For a mistake either in data or mismatch of photograph/signature the company will be liable to pay charges at the rate of Rs. 1000/- per mistake. The maximum penalty shall be 10% of the billing amount

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- 29.5 In case the agency is not able to execute the job in time or to the entire satisfaction of the CBSE 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.
- 29.6 The Chairman / Competent Authority may allot the work to one or more agencies. (ii) The allotment of work will be for 2017-2018 session only in the first instance which may be extended upto 3 years subject to performance to be reviewed after each year.
- 29.7 The Agency to which the work is allotted will be required to deposit 10% of the total likely amount payable to it for the work as a security in the form of Demand Draft/Fixed Deposit in the name of Secretary, CBSE payable at Thiruvananthapuram. 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.
- 29.8 The agency shall have to execute an agreement on non-judicial stamp paper of Rs. 100/- if considered for allotment of the work.
- 29.9 The agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents & data 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, agency will be fully responsible for the consequences.
- 29.10 The agency will arrange for collection of input documents/data from the CBSE, Regional Office Thiruvananthapuram and return the same along with the output reports.
- 29.11 The reports/Lists will have to be supplied after removing the carbon papers.
- 29.12 The data stored will be the property of the Board and the agency will have to supply a copy of the updated data file and photographs file on tape/CDs/DVDs/USBs as and when required by the Board.
- 29.13 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 subcontracted.
- 29.14 The scanners should have facilities of scanning data in auto feed mode with 300 to 600 dpi and minimum scanning speed of 20-30 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.
- 30. Blank stationary (EZR) / Pre-printed Stationary for printing of report will be supplied by the Board.**
- 30.1 The agency must ensure that the photographs and the details of the candidates should be matched exactly. In case of mismatch, the cost of the stationary/blank cards etc. will be borne by the agency.
- 30.2 The payment will be made after successful completion of work.
- 30.3 No deviation of the terms and condition is acceptable. Terms and Conditions which are in deviation of the tender terms are liable for rejection without making reference to the Tenderer.
- 30.4 Transportation / Cartridge Charges shall be borne by the supplier/Agency, if any.
- 30.5 In case of any dispute, the decision of Arbitrator appointed by CBSE, shall be final and binding on both the parties.

IMPORTANT NOTES:

- A. After scanning, data will have to be checked manually, updated and error free file will have to be created.
- B. Data checking will be the responsibility of the scanning agency.
- C. Forms rejected during scanning will have to be entered through data entry by the agency at agency's end. Only discrepancies will have to be referred to the Board.
- D. Errors other than document's errors shall be the responsibility of the computing agency and shall be treated as mistake.

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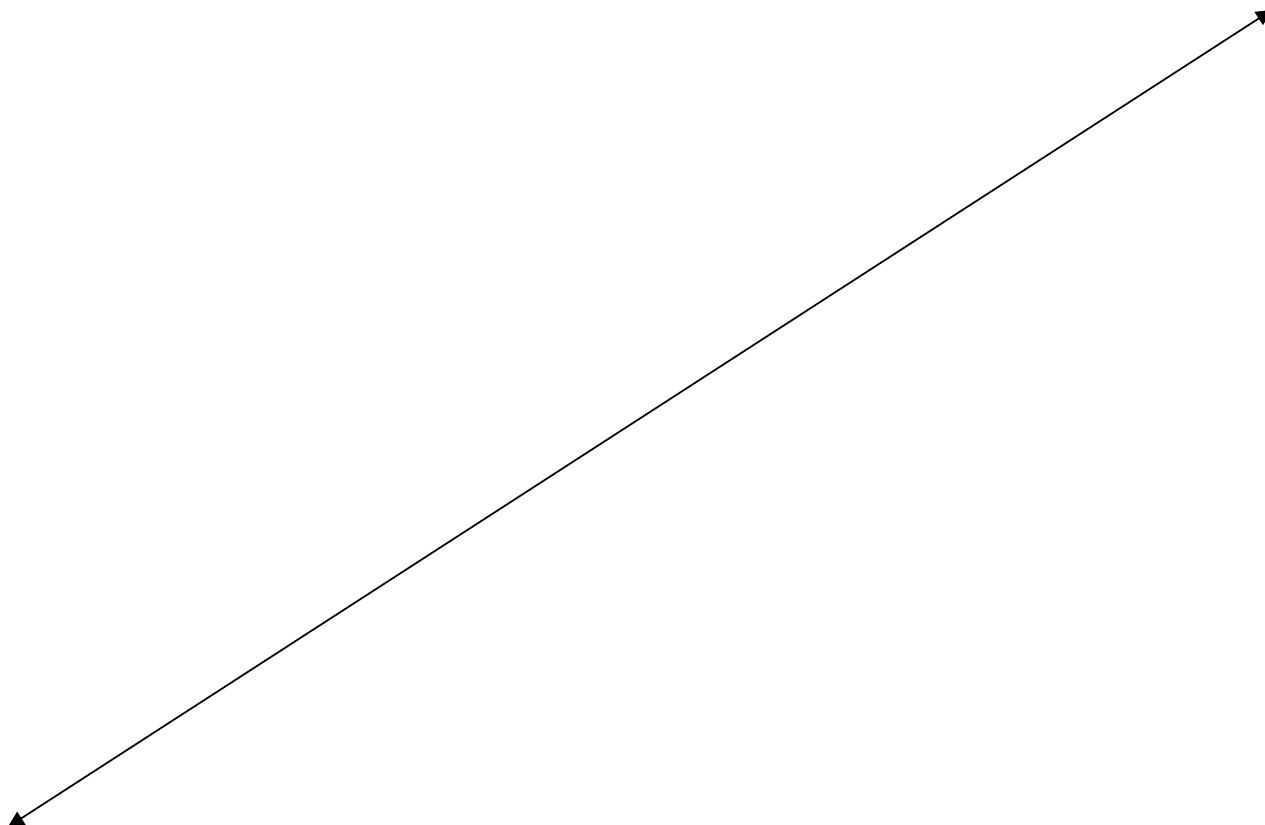
- E. Reports will have to prepared as per instructions of the Board in the formats given/approved by the Board, after getting clearance in writing from the Board and will have to ensure 100 percent accuracy.
- F. The agency will have to supply up to three copies of each report, wherever number of copies required is not mentioned.
- G. The charges will be paid on the actual number of candidates registered.
- H. For a mistake either in data or mismatch of photograph/signature the company will be liable to pay charges at the rate of Rs. 1000/- per mistake. The maximum penalty shall be 10% of the billing amount.
- I. The agency will ensure printing quality in all reports-especially of photo on reports such as Registration card. In case printing quality is not up to the mark, the agency will have to reprint the same without any additional charge within 24 hours.
- J. All the scanning work of photograph, answer books etc. should be done in stipulated time.

*I/we here by agree the terms and condition of the tender and will abide by the same as well as the statutory obligation as required by the law. **Read and accepted all instructions contained in the detailed Tender Document***

Place:

Date:

Signature of the Proprietor/ Partner/
Director/MD **with stamp**



SCHEDULE OF WORKS/REQUIREMENT:

I. SCANNING & CROPPING OF PHOTOGRAPHS & SIGNATURES AND PRINTING OF REGISTRATION CARD OF CLASS- IX & XI :

- Volume of Work:** Number of candidates (approx.) for class- IX is : **77000**
Number of candidates (approx.) for class- XI is : **39000**
(A). **Scanning of Pre-registration Forms** should be completed **within 30 days** from the date of work order.
- Work Period:** (B). **Printing and supply of Photo Registration Card** should be completed **within 45 days** from the date of work order.
- Place of Work:** The scanning & cropping work of Photograph & printing of Registration Cards will be carried out at the venue of Scanning agency.

DETAILS OF WORKS TO BE DONE:

1. Scanning of Photographs (wherever required) and Printing of Photo Registration Cards alongwith the checklist in A4 size (One-line Class IX and Class XI candidates):

INPUT DOCUMENTS:

1. Application Database containing details of candidate and Registration No.
2. Hard Copy of A4 Size sheets containing details of 3 candidates with Registration number and their photographs.
3. List of schools for scanning of image.
4. Subject Master

OUTPUT RECORDS:

1. Scanning of photograph and signature of the candidates from Hard copy on A4 size sheets. Each sheet shall contain details and photographs of 3 candidates.
2. Photographs & Signature are to be tagged with the Registration No. of the candidate.
3. To print Registration Card with photo of the candidate on pre-printed stationary through laser printer and 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. Supply of Photographs & Signature in the desired format and file structure (like school wise individual folder of images).
5. To provide checklist of photographs with Registration Number on A4 size paper. Updating has to be done till the data is 100% accurate. To provide scanned photographs & signature with full accuracy and within stipulated time limit. The stationary for the checklist/updation will be borne by the agency.
6. To print list of candidates school/Registration number wise on Line Matrix Printer.
7. To provide Application Database with photograph & signature duly updated on CD/DVD/Hard Disc (in JPEG format).

II. SCANNING OF DIFFERENT TYPES OF ANSWER BOOK OF AISSE/AISSCE 2017-18:

- Volume of work:** Number of answer books of 32/48/08 pages : 8000 (Approx)
- Work Period:** Scanning should be completed within 24 hours of handing over to the agency.
- Place of Work:** The scanning work of answer books will be carried out at CBSE, Regional Office, Thiruvananthapuram.
1. Answer books should be scanned and soft copy should be handed over within stipulated time in desired format after completing all the formalities.
 2. Quality of scanned should be decipherable.

INSTRUCTIONS FOR ONLINE SUBMISSION OF BIDS

The bidders are required to submit their bids in soft copies online 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 enrol 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 Enrolment” 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.

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.

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- 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 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.

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- 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 (i.e. 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.

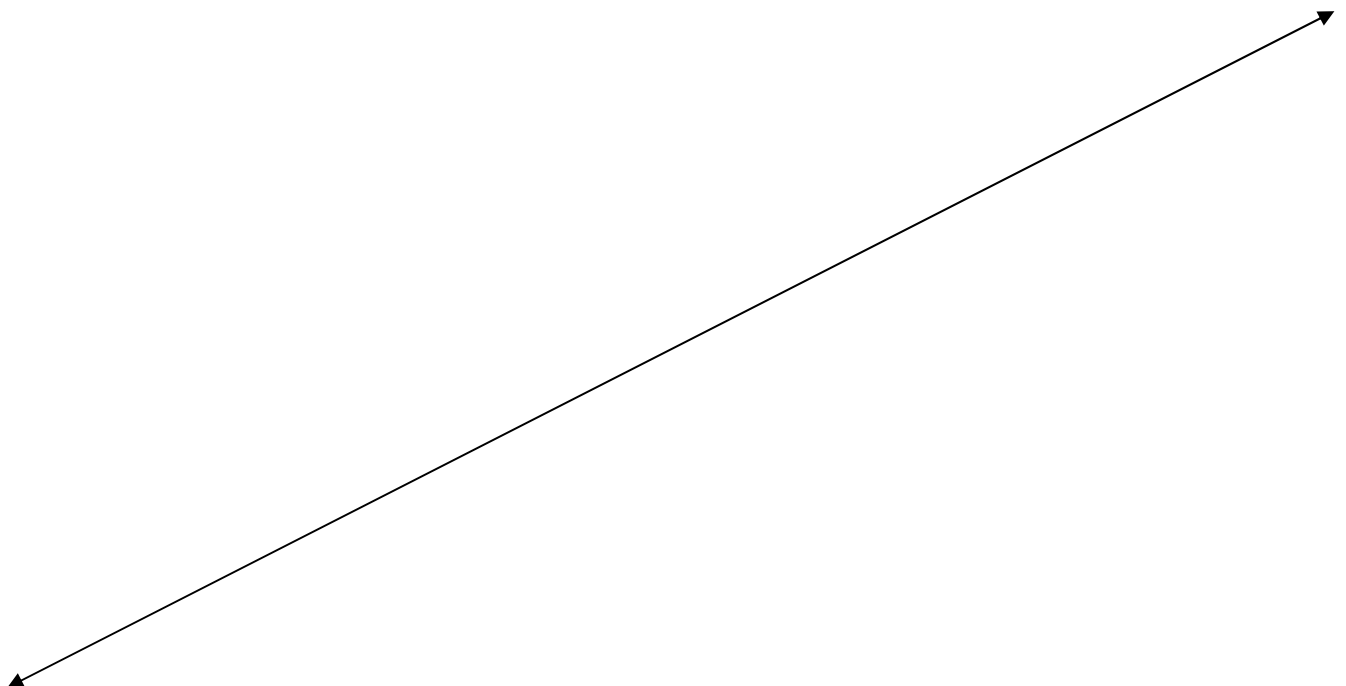
ASSISTANCE TO BIDDERS

- 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.

*I/we here by agree the terms and condition of the tender and will abide by the same as well as the statutory obligation as required by the law. **Read and accepted all instructions contained in the detailed Tender Document.***

Place:
Date:

Signature of the Proprietor/ Partner/
Director/MD **with stamp**



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Annexure-I

TECHNICAL BID

FOR PROVIDING SCANNINGS SERVICES TO CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE, THIRUVANANTHAPURAM, KERALA

(Attach certificate of registration with statutory authorities)

1.	Name of the Company/ Agency	
2.	Type of Firm/Organization (Proprietary/Private/Public/Govt.)	
3.	Year of Establishment	
4.	Complete official Address	
5.	Telephone No. (M)	
6.	E-mail/Fax/Landline Nos.	
7.	Proof of incorporation/inception of the Agency/Establishment certificate	
8.	i) Name of the owner/ Partners/Directors/MDs	
	ii) Name of Authorised Person, if any on behalf of the Company	
9.	Name of Official Bank	
	Branch address with Pin Code	
	Bank A/c No.	
	IFSC	
10.	PAN/GIR No. (attach self attested copy)	
11.	Private Security Agency Regulation Act Registration Certificate	
12.	GSTIN (attach self attested copy)	
13.	Any other Statutory Body's Registration No.	
14.	Earnest Money details	DD No. Amount: Date:
		UTR No. (NEFT) Amount: Date:
15.	Tender Fee details	DD No. Amount: Date:
		UTR No. (NEFT) Amount: Date:

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16. FINANCIAL TURNOVER OF TENDERING COMPANY FOR THE LAST 3 FINANCIAL YEARS (attach supporting documents)		
Financial Year	Amount (in Rs.)	Remarks, if any
2014-15		
2015-16		
2016-17		

17. Details of major similar contracts handled by the Bidder in PSUs/Government Departments/Autonomous Bodies/ Statutory Bodies/Banks etc during the **last three years** in the following format (attach attested copies or work orders):

Sl. No.	Details of client alongwith address, telephone and Mobile numbers/email ID	Value of Contract (in Rs.)	Duration of Contract		Nature of Contract
			From	To	

Kindly attach separate sheet if required.

18. DETAILS OF PROFESSIONAL SUPPORT AVAILABLE

(a) 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.

(b) Number System Analysts with their qualification & experience : _____

(c) Number of Programmers with their qualification & experience : _____

(d) In house arrangement for preparation of Input data:

- Number of data preparation machines: _____
- Number of data feeding operators: _____
- Number of manpower for scanning of documents: _____
- No. of Working Shift: _____
- Number of Staff for QC: _____
- Capacity of terms of records per day: _____

(e) Details of Computers available

Model of Computer	No. of Units available	Manufacturing Year	Processor

Kindly attach separate sheet if required.

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(f) Details of laser Printer & Line Matrix Printers available

Model of Printer	No. of Units available	Manufacturing Year	Speed of each Printer

Kindly attach separate sheet if required.

(g) Details of Image Scanners:

Model of Scanner	No. of Units available	Manufacturing Year	Speed of each Scanner	Whether scanner has provision for printing of serial number during scanning

(h) Software being used for conversion of data (please attach complete details with license no.)

Name of software	License No.	Details of software

Kindly attach separate sheet if required.

(g) Following back up facilities available: (Mention YES/NO and please specify Quantity)

- Input preparation machines:
- Computer System:
- Power:
- Software Personnel:
- Printers:
- Image Scanners:

13. Have you ever been debarred by any Board / University / Organization for examination related processing (YES or NO):

(Signature of the Bidder/Proprietor, with Official Seal)
 Full Name and Designation

Date:

Place:

FINANCIAL BID

FOR PROVIDING SCANNING SERVICES TO CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE, THIRUVANANTHAPURAM, KERALA

1. Name of Tendering Company: _____

(Note: Rates to be quoted inclusive of all taxes)

1. SCANNING & CROPPING OF PHOTOGRAPHS AND PRINTING OF REGISTRATION CARD WITH PHOTO:

Sl. No.	ACTIVITY	RATE (in Rs.) (Inclusive of all taxes/GST etc.)
(a)	Scanning & Cropping of Photographs and Printing of Registration Card with Photo	Rs. _____/- per Registration Card

2. RATES FOR SCANNINGS SERVICES i.e. SCANNING OF DIFFERENT TYPES OF ANSWER BOOKS PERTAINING TO 2018 EXAMINATIONS:

Sl. No.	ACTIVITY	RATE(in Rs.)
(a)	Scanning of Answer Books (48 pages)	Re./Rs. _____/- per Answer Book
(b)	Scanning of Answer Books (32 pages)	Re./Rs. _____/- per Answer Book
(c)	Scanning of Answer Books (8 pages)	Re./Rs. _____/- per Answer Book

(Signature of the Bidder/Proprietor, with Official Seal)
Full Name and Designation

Date:

Place:

DECLARATION FORM
(To be printed on Bidder's Company letterhead)

Date:

To,
The Regional Officer
Central Board of Secondary Education
Regional Office
LIC Divisional Office Campus,
B-Block, 2nd Floor, Pattom – 695004
Thiruvananthapuram

Ref: Invitation for Tender No. CBSE/RO/TVPM/EXAMS/S&P/2018/01,dt. _____

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including the content issued in accordance with the Instructions to the Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing scanning services as per the work requirement of above tender at CBSE Regional Office, Thiruvananthapuram.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. I/We have no relative/near relative working in CBSE as per the definition given under point no. 25 of the Tender document.
5. We also declare that Government of India or State Govt. or any other PSU/ Autonomous Body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/lapses of services.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

(Signature of the Bidder/Proprietor, with Official Seal)
Full Name and Designation

Date:

Place:

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

TENDER ACCEPTANCE LETTER
(To be given on Bidder's Company letterhead)

Date: _____

To,

Sub: Acceptance of Terms & Conditions of the Tender.

Ref: Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

1. I / We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ 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. _____ to _____ (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 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. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

(Signature of the Bidder/Proprietor, with Official Seal)
Full Name and Designation

Date:
Place:

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

CHECK LIST

CHECK LIST of documents to be submitted
with the Technical Bid through online mode on CPPP portal

Sl. No.	Documents for filling this Check List	Check Point (Yes/No)
1	Registration Certificate with statutory authorities	
2	GSTIN	
3	Copy of PAN/ GIR Card	
4	Copy of the IT Return filed acknowledgements for the last three years	
5	Work experience of minimum 03 works with Govt. Ministries/ PSUs/Autonomous Bodies/ Large Private Organisation/ Bank during the past three years	
6	Quality Certification documents	
7	Technical Bid Form	
8	Declaration Form	
9	Tender Acceptance Letter	
10	Check List	
11	Copy of DD for EMD and Tender Fee (Transaction Details)	

Bidders to Ensure

- A. That all pages have been signed and stamped by the Bidder/proprietor/authorized person.
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).