

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

Bid Document

TENDER FOR
I. SCANNING & CROPPING OF PHOTOGRAPHS AND PRINTING OF REGISTRATION CARD OF CLASS- IX & XI FOR SESSION 2017 - 2018
II. SCANNING OF DIFFERENT TYPES OF ANSWER BOOK PERTAINING TO 2018 EXAMINATIONS

(Visit us at: www.cbse.nic.in)
E-mail: rocbsebbsr@rediffmail.com

(Year – 2018)

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

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BRIEF INFORMATION ON BID DOCUMENT

Tender No.	CBSE/RO/BBSR/SCANNING/2018
Duration of contract	The duration of the contract is one year from the date of signing of contract. However, the same can be extended on year to year basis for a maximum period of two more years on satisfactory performance and mutual consent.
Date of start for download of tender form	09.01.2018 (1700 hours)
Last date and time for submission	30.01.2018 (1400 hours)
Date and time of opening of Technical Bid	01.02.2018 (1530 hours)
Date and time of opening of Financial Bids of technically qualified bidder(s)	Will be intimated in due course of time
Estimated value of the contract	Rs. 8,00,000/- (Rs Eight Lakh)
Earnest Money Deposit (EMD)	Rs. 20,000/- (Rs. Twenty Thousand only) payable in the form of crossed Demand Draft in favour of 'Secretary, CBSE' payable at 'Bhubaneswar'.
Cost of tender document	Rs. 1,000/- (Rs. One thousand only)
Validity of Bid (s)	90 days
Address and venue of submission of Bids	Central Board of Secondary Education. Regional Office, 6 th Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar, Odisha, Pin- 751007

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SECTION – 1

(Notice Inviting Tender)

NOTICE INVITING TENDER FOR PROVIDING SCANNING SERVICES

**CENTRAL BOARD OF SECONDARY EDUCATION
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Estimated value of contract: Rs 8,00,000/- (Rs Eight Lakh only)

Earnest Money Deposit: Rs.20,000/- (Rupees Twenty Thousand only)

Tender Document Cost: Rs. 1,000/- (Rupees one thousand only)

The Central Board of Secondary Education (CBSE), Regional Office, Bhubaneswar invites online tenders under two bid systems from registered and authorized agencies for providing services for:

I. SCANNING & CROPPING OF PHOTOGRAPHS AND PRINTING OF REGISTRATION CARD OF CLASS- IX & XI FOR SESSION 2017 - 2018

II. SCANNING OF DIFFERENT TYPES OF ANSWER BOOK PERTAINING TO 2018 EXAMINATIONS

CRITICAL DATE SHEET

Published Date	09 Jan 2018 (05.00 PM)
Bid Document Download Start Date	09 Jan 2018 (05.30 PM)
Clarification Start date & Time	09 Jan 2018 (06.00 PM)
Clarification Closing date & Time	14 Jan 2018 (04.00 PM)
Bid Submission Start Date	16 Jan 2018 (11.30 AM)
Bid Submission End Date	30 Jan 2018 (2.00 PM)
Bid Opening Date	01 Feb 2018 (3.30 PM)

Online tender on CPPP portal should be submitted latest by 30.01.2018 upto 1400 hours. The Tender Documents may be downloaded from CBSE website www.cbse.nic.in and www.eprocure.gov.in and tender fee of Rs.1000/- may be remitted through Bank Draft in favour of "Secretary, CBSE", payable at Bhubaneswar.

Bids shall be submitted through online mode only as per critical date sheet at CPPP e-procurement website: <https://eprocure.gov.in/eprocure/app>. Bids submitted through offline mode shall be summarily rejected.

The Hard Copy of original instruments in respect of tender document cost and EMD must be submitted to the Assistant Secretary (Administration) at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.

Address:

Assistant Secretary (Administration)
Central Board of Secondary Education
Regional Office,
6TH Floor, Alok Bharati Complex,
Saheed Nagar, Bhubaneswar-751007,
Contact No.-0674-2548426-Ext.-121
Email:- rocbsebbsr@rediffmail.com

Tender documents received in incomplete shape or beyond the stipulated period or through offline mode shall not be entertained under any circumstances. The Competent Authority

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of the Board reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority shall be final and binding.

The 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.

-s/d-
Regional Officer
CBSE Regional Office, Bhubaneswar

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SECTION – 2

(Bid Submission Form & Instruction for online Bids submission)

**CENTRAL BOARD OF SECONDARY EDUCATION
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Instructions For Online Bids Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder 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.

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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

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BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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BID SUBMISSION FORM

Date: ___/___/___

LETTER OF BID

To

The Regional Officer,
Central Board of Secondary Education,
6th Floor, Alok Bharti Complex,
Saheed Nagar, Bhubaneswar-751007
Odisha

Ref: Invitation for Bid No. CBSE/RO/BBSR/SCANNING/2018, dated _____

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda 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, Bhubaneswar.
3. Our bid shall be valid for a period of 90 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. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
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,

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

Full Name and Designation
(To be printed on Bidder's letterhead)

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SECTION – 3

(Instructions to the Bidders)

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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, Bhubaneswar. 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. **Location:** The Bidder should have a Registered or Branch Office or an Operational office located in Bhubaneswar.
- b. **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.

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- c. **Registration:** The Bidder should be registered with the Income Tax Department.
- d. **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 for at least three years.
- e. **Turnover:** The Bidder should have an average financial turnover of Rs. 25 Lakh per annum during the last three financial years.

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 three financial years.
- (v) Any address proof (issued by the Central/State Government) for supporting local address.

3. EARNEST MONEY DEPOSIT:

- 3.1 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 Bhubaneswar.
- 3.2 Bids without Earnest Money Deposit shall be summarily rejected. The bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Departments are exempted for the same (proof shall be submitted with the bid).
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 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

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- (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 to honor his own quoted prices for the services or part thereof.

4. VALIDITY OF BIDS

- 4.1 Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.

5. PREPARATION OF BIDS

- 5.1 **Language:** Bids and all accompanying documents shall be in English or in Hindi.
- 5.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Document (Section-7) alongwith all required information, documents in support of the minimum eligibility criteria, tender fee, Valid EMD of requisite amount.

Documents comprising the Technical Bid:

- (i) Technical Bid Submission Form duly signed and printed on Company's letterhead (Section-2).
- (ii) Sign and Stamp on each page of the tender document.
- (iii) Contract Form, duly filled and signed.
- (iv) Financial Capacity form – filled in signed and stamped.
- (v) Earnest Money Deposit of Rs.20,000/- (as per Para 1 of Section 3 above).
- (vi) Tender fee of Rs. 1,000/-.
- (vii) Tender Acceptance Form.
- (viii) All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 (para 2 and 2.1 above) of Instruction to the Bidders.

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- 5.3 **Financial Bid:** Bidders should prepare Financial Bid in the Price Schedule as provided in the Tender Document (Section-8).

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.

SUBMISSION OF BIDS

The Proposal should be submitted in two parts (Technical and Financial) as described below:-

“Part 1: Technical Proposal” which will consist of the proof for meeting eligibility Criteria, receipt of online payment of Tender Fee and EMD.

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

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

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

Part 1- Technical Proposal

- i) Scanned copy of Tender fee and EMD.
- ii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in Terms & Conditions.
- iii) Scanned copy of Tender Acceptance Letter.
- iv) Scanned copy of Technical Proposal including audit Standard, methodology, procedure, project plan etc.

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.

Part 2- Financial Proposal

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

7. BID OPENING PROCEDURE

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- 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 as per Section-3 (Para 2.1).

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 i.e. by following the procedures of para 9 and 9.3.1. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.

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9.3.1 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.*

9.4 The bidder who qualified in the technical evaluation stage shall only be called for opening of financial bids. CBSE shall intimate the bidders, the time/ venue for the financial Bid opening in written communication/e-mail/Fax etc.

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

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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.

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SECTION – 4

“GENERAL CONDITIONS OF CONTRACT”

(GCC)

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
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1. DEFINITIONS 1.1

General

In this Contract including the Schedules, the following words and expressions shall (unless the context requires otherwise) has the meaning assigned to them in this Schedule.

Sl. No.	Expression	Meaning
1.	Agreement	The word "Agreement" and "Contract" has been used interchangeably
2.	Party	Party means the Successful Bidder to whom the work of providing SCANNING services has been awarded by the CBSE.
3.	Letter of Acceptance	Shall mean the acceptance of the contractor to provide SCANNING services in CBSE premises
4.	Letter of Intent	Shall mean the intent of CBSE to engage the successful bidder.
4.	Notice to proceed	Shall mean the date at which the SCANNING services are to commence in CBSE's premises.
5.	Confidential Information	Shall mean all information that is not generally known and which is obtained/ received during the tenure of the contract and relates directly to the business/ assets of CBSE including the information having the commercial value.
6.	Termination date	Shall mean the date specified in the notice of Termination given by either Party to the other Party, from which the Contract shall stand terminated.
7.	Contractor	Shall mean the successful bidder to whom the work of providing SCANNING services in CBSE' premises has been awarded

1.2 CONFIDENTIALITY

- 1.2.1 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.
- 1.2.2 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.

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2. PERFORMANCE GUARANTEE (SECURITY DEPOSIT)

- 2.1 The successful bidder within fifteen days of the acceptance of the LoA shall execute a Performance Security in the form of a Bank Guarantee of any nationalized bank, a sum of Rs. 80,000/- in favour of Secretary, Central Board of Secondary Education, payable at Bhubaneswar.
- 2.2 The Bank Guarantee can be forfeited by order of the Secretary, Central Board of Secondary Education in the event of any breach or negligence or non observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Central Board of Secondary Education sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- a) If the contractor is called upon by the competent authority of Central Board of Secondary Education to deposit Security and the contractor fails to provide the security deposit within the period specified such failure shall constitute a breach of the contract and the Central Board of Secondary Education shall be entitled to make other arrangements at the risk, cost and expense of the contractor.
- b) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the Board, which may have been issued to the contractor.

3. NOTICE TO PROCEED

After the acceptance of the LoA and securing Performance Bank Guarantee 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.

4. SIGNING OF CONTRACT AGREEMENT

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 The competent authority of the CBSE shall sign the Contract agreement and return a copy of the same to the successful bidder.

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5. SERVICES REQUIRED BY THE CBSE

- 5.1 The Contractor shall be providing SCANNING 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.
- 5.2 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.
- 5.3 The Contractor shall provide SCANNING 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.

6. COMMENCEMENT OF SERVICES

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

- 6.1 Submission of Performance Bank Guarantee in accordance with Clause 2(Section-4).
- 6.2 The Contractor shall commence SCANNING services in CBSE's premises within 07 days from the date of receipt of Notice to Proceed as set out in Clause 3 (Section 4).

7. CONTRACTOR'S OBLIGATIONS

- 7.1 The Contractor shall provide SCANNING services at CBSE's premises as per Schedule of Work / Requirements (Section-11) 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.
- 7.2 The Contractor shall exercise adequate supervision to reasonably ensure proper performance of SCANNING Services in accordance with the Schedule of Requirements (Section-11).
- 7.3 Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
- 7.4 All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the CBSE.

8. CONTRACTOR'S LIABILITY

- 8.1 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.
- 8.2 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:
- 8.2.1 Caused by, resulting from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks;
- 8.3 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

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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.

9. 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 two more years subject to satisfactory performance/services and mutual consent of both the parties.

10. PAYMENTS

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 All payments shall be made in Indian Currency by means of Electronic Fund Transfer e.g. RTGS etc. only.
- 10.5 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.
- 10.6 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.

11. FORCE MAJEURE OBLIGATIONS OF THE PARTIES

- 11.1. "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.

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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:

- 11.2 The date of commencement of the event of Force Majeure;
- 11.3 The nature and extent of the event of Force Majeure;
- 11.4 The estimated Force Majeure Period,
- 11.5 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.
- 11.6 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.
- 11.7 Any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

12. TERMINATION

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

- 12.1 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
- 12.2 The Contract may be terminated forthwith by the CBSE by giving written notice to the Contractor, if:
 - 12.2.1 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.
 - 12.2.2 The Contractor does not provide SCANNING services satisfactorily as per the requirements of the CBSE or / and as per the Schedule of Requirements
 - 12.2.3 The Contractor goes bankrupt and becomes insolvent.

13. 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:

- (a) Members of a Hindu Undivided Family.
- (b) Their husband or wife.
- (c) 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)

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14. INSOLVENCY

14.1 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 or 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.

15. CURRENCIES OF BID AND PAYMENTS

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

16. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

16.1 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 thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Bhubaneswar/ Delhi and the decision of the arbitrator shall be final and binding on the parties.

16.2 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 Bhubaneswar.

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SECTION – 5

“SPECIAL CONDITIONS OF CONTRACT”

(SCC)

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SPECIAL CONDITIONS OF CONTRACT

1. Tenders without EMD and tenders received after due date shall be summarily rejected. The Bidders must have experience of Answer Books Digitization.
2. The Board reserves the right to reject/cancel any or all the quotations or to accept rates of any of the SCANNING agency whether they are lowest or not, without assigning any reason.
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 SCANNING 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.
4. In case the SCANNING 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.
5. (i) 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.
6. The Scanning 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 Bhubaneswar. 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.
7. The Scanning agency shall have to execute an agreement on non-judicial stamp paper of Rs. 100/- if considered for allotment of the work.
8. The Scanning 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, Scanning agency will be fully responsible for the consequences.
9. The scanning agency will arrange for collection of input documents/data from the Regional Office, CBSE, Bhubaneswar and return the same along with the output reports.
10. The reports/Lists will have to be supplied after removing the carbon papers.

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11. The data stored will be the property of the Board and the SCANNING 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.
12. 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.
13. 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.
14. Blank stationary (EZR) / Pre-printed Stationary for printing of report will be supplied by the Board.
15. 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.
16. The payment will be made after successful completion of work.
17. 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.
18. Transportation / Cartridge Charges shall be borne by the supplier/Agency, if any.
19. In case of any dispute, the decision of Arbitrator appointed by CBSE, shall be final and binding on both the parties.

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.
- E. 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.
- F. The agency will have to supply up to three copies of each report, wherever number of copies required is not mentioned.

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- 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.

Authorized Signatory

(With Full Name, Designation, Stamp & Date)

SECTION – 6

“SCHEDULE OF WORKS/ REQUIREMENTS”

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
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SCHEDULE OF WORKS/REQUIREMENT:

I. SCANNING & CROPPING OF PHOTOGRAPHS AND PRINTING OF REGISTRATION CARD OF CLASS- IX & XI FOR SESSION 2017-18:

<u>Volume of work:</u>	Number of candidates (approx.) for class- IX is : 98,367 Number of candidates (approx.) for class- XI is : 72,030
<u>Work Period:</u>	(A). Scanning of Pre-registration Forms should be completed within 30 days from the date of work order. (B). Printing and supply of Photo registration card should be completed within 45 days from the date of work order.
<u>Place of Work:</u>	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 PERTAINING TO SESSION 2017-18:

<u>Volume of work:</u>	Number of answer books of 32/48/08 pages : 30,000 (Approx)
<u>Work Period:</u>	Scanning should be completed within 24 hours of handing over to the agency.
<u>Place of Work:</u>	The scanning work of answer books will be carried out at CBSE, Regional Office, Bhubaneswar.

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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.

2. **CONFIDENTIALITY**

1. The phone number and work plans of the CBSE shall not be given to anyone.

The following information about the CBSE shall not be given to anyone.

- Telephone no./ any other information.
- Location and work plans.
- Information about the CBSE shall not be given to anyone.
- The Contractor's personnel shall be instructed by the Contractor strictly not to misuse the information/data of handed over to him.

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SECTION – 7

“TECHNICAL BID FORM”

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

TECHNICAL BID

**FOR PROVIDING SCANNINGS SERVICES TO CENTRAL BOARD OF ECONDARY
EDUCATION, REGIONAL OFFICE, BHUBANESWAR**

(Attach certificate of registration with statutory authorities)

1. Details of Earnest Money Deposit	:	Rs. _____/- (In Words _____ _____) D. D. No. _____ / P. O. No. & Date _____ Drawn on Bank _____
2. Name of Tendering Company	:	
3. Year of Establishment	:	
4. Type of Firm/Organization (Proprietary/Private/Public/Govt.)	:	
5. Name of Director(s) of the Agency	:	1. _____ S/D/O _____ 2. _____ S/D/O _____ 3. _____ S/D/O _____
6. Full address of Regd. Office and Office in Bhubaneswar with Phone no.	:	Regd. Office Address: _____ _____ _____ Phone No. _____ Fax _____ E-mail: _____ Local Office Address: _____ _____ _____ Phone No. _____ Fax _____ E-mail: _____
7. PAN No./GIR NO. (attach self attested copy)	:	_____
8. GSTIN (attach self attested copy)	:	_____

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9. 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		

10. Details of major similar contracts handled by the tenderer 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 FAX numbers	Amount of Contract (in Rs.)	Duration of Contract		Nature of Contract
			From	To	

(if the space provided is insufficient, a separate sheet may be attached)

11. Additional information, if any, (Attach separate sheet, if required)

12. 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) In house Computer Systems : _____

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

Type of Printer	Quantity in nos.	Manufacturing	Speed of each printer

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(g) Details of Image Scanners:

Model of Scanner	Quantity in nos.	Manufacturing Year	Speech of each Scanner	Whether scanner has provision for printing of number during scanning

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

(g) Following back up facilities available: (Yes/No and please mentioned Quantity)

- Input preparation machines
- Computer System
- Power
- Software Personnels
- Printers
- Image Scanners

13. Have you ever been debarred by any Board / University / Organization for examination related processing :

Signature of authorized person

Name: _____

Seal _____

Date :

Place:

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SECTION – 8

“FINANCIAL BID FORM”

FINANCIAL BID

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REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

**FOR PROVIDING SCANNINGS SERVICES TO CENTRAL BOARD OF ECONDARY
EDUCATION, REGIONAL OFFICE, BHUBANESWAR**

1. Name of Tendering Company: _____

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

**I- RATES FOR SCANNINGS SERVICES i.e. SCANNING & CROPPING OF
PHOTOGRAPHS AND PRINTING OF REGISTRATION CARD OF CLASS- IX & XI FOR
SESSION 2017-2018:**

<u>ACTIVITY</u>	<u>RATE(S)</u>
Scanning and Cropping of photographs and Printing of photo Registration Cards	Rs. _____/- per Registration Card

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

<u>ACTIVITY</u>	<u>RATE(S)</u>
Scanning of Answer Books (48 pages)	Rs. ____/- per Answer Book
Scanning of Answer Books (32 pages)	Rs. ____/- per Answer Book
Scanning of Answer Books (8 pages)	Rs. ____/- per Answer Book

Signature of the Authorised Person

Full Name: _____

Seal _____

Date:

Place:

Notes-1: The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each deployed person during the month.

2. 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.

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

SECTION – 9

“FORMS”

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

DECLARATION

1. I, _____ Son/Daughter/Wife of
Shri _____

Director/authorized signatory of the company mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person

Date: _____ Full Name : _____

Place: _____ Seal : _____

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

CONTRACT FORM

1. This agreement is made this day.....between, herein after called “ name of company” the first party which expression shall include his heirs, executors and administrators/ their successors and Central Board of Secondary Education, herein after called “CBSE”, the second party, through Regional Officer, CBSE Bhubaneswar herein after include his successors and assignees, shown as under :-
2. That WHEREAS the first party shall and will provide services of the SCANNING of which are given in Annexure–A to this office vide tender notice No..... datedat the rated quoted byvide their tender..... dated and as per all the terms and conditions given in Notice Inviting Tender (NIT) and the aforesaid tender notice dated.....which shall become part and parcel of this agreement.
3. That the first party would raise demand and the payment shall be done in accordance with the terms and conditions of the aforesaid tender document No. dated.....
4. The Performance Security Bond would be encashed by second party in case first party fails to deliver items and/or breaches terms & conditions of the aforesaid tender document No. dated.....
5. In accordance with the Tender document No. dated..... this agreement is made for a period of one year from....., as in Clause 10 of ‘GENERAL CONDITIONS OF CONTRACT’ of the tender document as decided upon to do so by the second party on the same terms, conditions and rate.

IN WITNESS THEROF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THISDAY OF.....2018.

AUTHORISED SIGNATORY

AUTHORISED SIGNATORY

CONTRACTOR

CBSE

Witness for Contractor

- 1.
- 2.

Witness for CBSE

- 1.
- 2.

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

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

Date: _____

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

1. I / We have downloaded/obtained 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 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. 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 Faithfully,

(Signature of the Bidder, with Official Seal)

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

SECTION – 10

“CHECK LIST”

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, BHUBANESWAR
Tender No. CBSE/RO/BBSR/SCANNING/2018**

CHECK LIST

CHECK LIST and the order in which the documents are to be submitted
for the Technical Bid through online mode on CPPP portal www.eprocure.gov.in

Please check whether all the below mentioned documents have been supplied for participating in the tender for scanning work of Answer books and printing of registration card. The documents are to be submitted in descending order.

Sl. No.	Documents for filling this Check List	Page 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.	Income Tax Return Filed Acknowledgments for last three years	
6.	Copies of the Service Tax Registration Certificate	
7.	Work experience of minimum 03 works with Govt. Ministries/ PSUs/Autonomous Bodies/ Large Private Organisation/ Bank during the past three years	
8.	Quality Certification documents	
9.	Technical Bid Form	
10.	Declaration Form	
11.	Financial Bid Form	
12.	Bid Form	
13.	Contract Form	
14.	No near relative certificate (Clause 41 of General Terms and conditions)	
15.	Tender Acceptance Letter	
16.	Check List	

Bidders to Ensure

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