



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/RO/PTN/Admn/136/2018/

Date:-19/02/2018

TENDER NOTICE

NOTICE INVITING BIDS FOR COMPUTERIZATION OF DATA & PHOTO PROCESSING USING OCR/ICR AND PRINTING OF ENROLLMENT/REGISTRATION CARDS Etc.

Central Board of Secondary Education (CBSE), Regional Office, Patna intends to invite tenders on behalf of Secretary, CBSE from reputed agencies under two bid systems for Computerization of Data & Photo Processing using OCR/ICR and printing of Enrollment/Registration Cards etc., which are the activities of pre-registration form for Classes IX and XI academic year 2017-18. The agency should have minimum 03 years experience of processing of examination related activities of Education Boards/Universities with proven track record.

Interested agencies can download the Tender document from the CBSE website, www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

| | |
|-----------------------------------|-----------------------|
| Published Date | 22.02.2018 (10:00 AM) |
| Bid Document Download Date | 23.02.2018 (10:00 AM) |
| Clarification Start date & Time | 22.02.2018 (01:00 PM) |
| Clarification Closing date & Time | 16.03.2018 (03:00 PM) |
| Bid Submission Start Date | 23.02.2018 (10:00 AM) |
| Bid Submission End Date | 16.03.2018 (03:00 PM) |
| Bid Opening Date | 19.03.2018 (11:00 AM) |

Bids shall be submitted **only in online mode** at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bids shall be submitted online only as per critical date sheet at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

The Hard Copy of original instruments in respect of cost of tender document, EMD of Rs. 50,000/- (Rupees fifty thousand only) in the shape of Bank Draft drawn in favour of the **SECRETARY, CBSE** payable at **PATNA** to be send to the Regional Officer, CBSE, Patna at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Address (For sending EMD):

The Regional Officer
Central Board of Secondary Education
Regional Office, Ambika Complex
Nr. Brahmasthan, Raja Bazar, Patna – 800014
Ph. No. (0612) 2295048, 2295080
Email – ropatna.cbse@nic.in

REGIONAL OFFICER

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REGIONAL OFFICE

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Sheikhpura, Raja Bazar, Bailey Road, Patna - 800014 (Bihar)

फोन / Telephone : 0612 - 2295080/2295008 वेबसाइट/Website: www.cbse.nic.in

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SUBMISSION OF BID

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

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

- "Part 2: Financial Proposal" which will consist of the details of financial matters.

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

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

Part 1- Technical Proposal

1. Scanned copy of EMD.
2. Scanned copy of Registration of firm (Incorporation certificate in case of company)
3. Scanned copy of Audited Balance Sheet for :
 - (i) F.Y. – 2014-15
 - (ii) F.Y. – 2015-16
 - (iii) F.Y. – 2016-17
4. Scanned copy of PAN No.
5. Scanned copy of GSTIN No.
6. Scanned copy of previous work orders separately for 2014-15, 2015-16, 2016-17
7. Scanned copy of Accepted copy of Annexure – II
8. Scanned copy of Quality Certificate (If not available then upload page marked as NIL)

Part 2- Financial Proposal

- a) Schedule of price bid in the form of V3 BOQ .xls (at page No 14)

Proposal Evaluation

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bid of those qualified technically will only be opened online.

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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 Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

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- 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.
- 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 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.

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- 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.
- 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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VOLUME OF WORK, PERIOD, DETAILS OF WORK TO BE DONE FOR COMPUTERISATION OF PRE-REGISTRATION DATA 2017-18 OF CLASS –IX & XI

A. VOLUME OF WORK:

Number of candidates (approx.) for Class IX is 208589

Number of candidates (approx.) for class XI is 100642

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

1. Scanning of Pre-registration Forms: WITHIN 20 DAYS FROM THE DATE OF WORK ORDER.
2. Printing and supply of Registration Card: WITHIN 20 DAYS FROM DATE OF WORK ORDER.

C. DETAILS OF THE WORKS TO BE DONE:

C-1 Scanning of Photographs (wherever required) and Printing of Photo Registration Cards alongwith the checklist in A4 Size (Class IX and Class XI Candidates):

(i) 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 No. and their photographs for image scanning.
3. List of Schools.
4. Subject Master (ii) Output Reports
 1. Scanning of photograph and signature of the candidates from Hard Copy on A4 size sheets. Each sheet shall contain details and photographs of 03 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 stationery 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 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 stationery 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 JPG format).

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C-2 scanning the photographs of direct admission/Re-admission cases of ONLINE LOC Class X & XII 2018 (i) Input Documents:

1. Hardcopies of LOC pasted with manual photos
- (ii) Out Reports
 1. Scanning Photographs & signatures
 2. To provide check list (In A4 size paper containing scanned photographs with name and registration number) for checking by the Board.

To provide photo of candidates Database with photographs & signature duly updated on CD/DVD in a school wise folder (in JPG Format). (Photo file name must be in accordance with registration no. of candidates).

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ANNEXURE-II

TERMS AND CONDITIONS

1. Tenders without EMD and tenders received after due date shall be summarily rejected. EMD of unsuccessful bidders shall be returned after 45 days counted from the last date of submission of bids.
2. The Board reserves the right to reject/cancel any or all the quotations or to accept rates of any of the computing 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 computing agency, it shall be liable to pay charges @ Rs. 2000/- per day to the CBSE.
4. In case the computing 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 up to 03 years subject to performance to be reviewed after each year.
6. The computing 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 performance security in the form of Bank Guarantee/Demand Draft. 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 computing agency shall have to execute an agreement on non-judicial stamp paper of Rs. 100/- if considered for allotment of the work.
8. The computing 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 laps, the computing agency will be fully responsible for the consequences.
9. The computing agency will arrange for collection of input documents/data from the Regional Office CBSE Patna and return the same along with the output reports.
10. The reports/Lists will have to be supplied after removing the carbon papers.
11. The data stored will be the property of the Board and the computing agency will have to supply a copy of the updated data file and photographs file on tape/CD/DVD/USB as and when required by the Board. Data will not be erased without written permission of the Board.

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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 sub-contracted.
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 stationery (EZR/Pre-Printed Stationery for printing of reports will be supplied by the Board.
15. The agency must ensure that the photographs and the details of the candidates should be matched exactly. If mismatched, the cost of the stationery/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/Cartage Charges shall be borne by the supplier/Agency, if any.
19. No Advance Payment will be made to the Agency.
20. In case of any dispute, the decision of Arbitrator appointed by CBSE shall be final and his decision shall be final & binding on both the parties.
 - i. After scanning, data will have to be checked manually, updated and error free file will have to be created.
 - ii. Data checking will be the responsibility of the computing agency.
 - iii. 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.
 - iv. Errors other than document's errors shall be the responsibility of the computing agency and shall be treated as mistake.
 - v. 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.
 - vi. The agency will have to supply up to three copies of each report, wherever number of copies required is not mentioned.
 - vii. The charges will be paid on the actual number of candidates registered.
 - viii. 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.
 - ix. The agency will ensure printing quality in all reports-especially of photo on reports such as Enrolment 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.

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ANNEXURE-III

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(Technical bid for Computerization of various Examination related activities for 2017-2018)

NOTE : TO BE SEALED WITH BANKDRAFT(S) COST OF TENDER/EARNEST MONEY.

Tenderer must read the instructions/terms and conditions (ANNEXURE- II) carefully before filling this Annexure.

1. ABOUT THE FIRM

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

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

| Year | Name of the organization and contact person along with telephone no. | Nature of work & technology used | No. of candidates handled | Duration for completion of job | Value of the job (copy of the work order to be enclosed) |
|---|--|----------------------------------|---------------------------|--------------------------------|--|
| (Use separate sheet for details, if required) | | | | | |
| 2014-2015 | | | | | |
| 2015-2016 | | | | | |
| 2016-2017 | | | | | |

Note:- Attach performance certificate from the organization to which you have rendered services. Please indicate telephone number and name of responsible person for whom you have handled the above jobs.

2. PROFESSIONAL SUPPORT AVAILABLE :

- (a) Manpower, Number of persons available at different level on regular roll and their experience in relevant field i.e. in examination processing of Board/Universities/Service Commissions
- (i) Number of System Analysis with their qualification and experience. _____
- (ii) Number of Programmers with their qualification and experience. _____
- (b) In house arrangement for preparation of input data

Number of data preparation machines. _____

Number of data feeding operators. _____

Number of staff of scanning documents. _____

Shifts being worked upon. _____

Number of Checking Staff. _____

Capacity of terms of records per day _____

(c) In house hardware for processing (Owned by the firm) :

(i) Computer system and its configuration. _____

(ii) No. of terminals. _____

क्षेत्रीय कार्यालय, अम्बिका कॉम्प्लेक्स, स्टेट बैंक कॉलोनी के पीछे, ब्रह्मस्थान
शेखपुरा, राजा बाजार, बैली रोड, पटना- 800 014 ;बिहार

REGIONAL OFFICE

Ambika Complex, Behind State Bank Colony, Brahmsthan,
Sheikhpura, Raja Bazar, Bailey Road, Patna - 800014 (Bihar)

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- (iii) No. of CD/DVD Writers _____
(iv) Line Matrix Printers/Laser Printers _____

| Line Matrix Printers/ Laser Printer Make/specification | No. available | Manufacturing year | Speed of each printer |
|--|---------------|--------------------|-----------------------|
|--|---------------|--------------------|-----------------------|

5. Image Scanners

| Image scanners make and specification | No. available | Manufacturing Year | Speed of each scanner | Whether scanner has provision for printing of number during scanning |
|---|---------------|-----------------------|--------------------------|---|
|---|---------------|-----------------------|--------------------------|---|

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

7. DETAILS OF BACK-UP FACILITIES AVAILABLE:

In the event of any emergency/break down in:

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

8. Have you ever been debarred by any Board/University/Organization for examination related processing: If yes, Please mention why and when you were debarred.

YES/NO

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9. Bank Draft No. _____ dated _____ drawn on (name of bank) _____ on account of Earnest Money deposit (please attach draft with Annexure).
10. Certified that all the terms and conditions of this TENDER as per Annexure II are accepted by me/us. Copy of Annexure II duly signed is also attached.

Authorized Signatory

(with full name, designation, stamp and Date)

Contact Person :

Off. Telephone No. (s):

Fax No. :

E-mail id :

Mobile No. :

Pan No.

क्षेत्रीय कार्यालय, अम्बिका कॉम्प्लेक्स, स्टेट बैंक कॉलोनी के पीछे, ब्रह्मस्थान
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