



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

**TENDER NOTICE**

Sealed tenders under “Two-Bid System” are invited from registered & experienced agencies/firms stationed in and around Guwahati or having establishment/ operational office building self acquired/registered in the name of proprietor for the bidders stationed outside Guwahati with minimum three years experience with proven track record of processing of Examination related activities of Education Boards/ Universities pertaining to **Computerization of various Examination related activities for 2017-2018 (Exam Year-2019)** .

Cost of Tender form : Rs. 500/- (Non-refundable)

Sale of Tenders : From **24.01.2018** Upto **16.02.2018** from the Reception counter, CBSE Regional Office, Guwahati- 781037 on all working days between 10:00 A.M to 3:00 P.M. The Tender Form downloaded from our official website: [www.cbse.nic.in](http://www.cbse.nic.in) or CPP Portal is exempted from the cost of tender document.

Last date for submission of tender : **16.02.2018 up to 3:00 P.M**

Opening of Tender : **16.02.2018 at 4:00 P.M**

**Note: For more details please visit our official Website: [www.cbse.nic.in](http://www.cbse.nic.in) & CPP Portal**

**REGIONAL OFFICER**



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**TENDER NOTICE**

Sealed Composite Tenders are invited under “two bid” systems on behalf of Secretary, CBSE, Delhi from reputed and experienced computing agency stationed **in and around Guwahati or having establishment/ operational office building self acquired/registered in the name of proprietor for the bidders stationed outside Guwahati** having minimum three years experience with proven track record of processing of Examination related activities of Education Boards/ Universities pertaining to Computerisation of various Examination related activities for 2017-2018, Exam Year-2019.

The interested agencies are required to submit the Technical and Financial Bid separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super scribed “**Tender for Computerization of various Examination related activities for 2017-2018**”. Tenders must be submitted latest by **16/02/2018** upto **03:00 PM** and put in the tender box placed at Reception CBSE, Regional Office Guwahati, Shilpogram Road, Near Shankerdev Kalakshetra, Panjabari, Guwahati- 781037. The technical bids shall be opened on the same day at 04:00 PM at CBSE, Regional Office Guwahati. Tenders which are either late or incomplete shall be summarily rejected. Financial bid will be opened later on with intimation to the technically qualified bidders.

The reputed firms/agencies may also download the Tender Form from the CBSE website i.e. [www.cbse.nic.in](http://www.cbse.nic.in) Or CPP Portal free of cost.

The bid security (EMD) of **Rs. 15,000/-** (Rupees Fifteen Thousand Only) and tender cost **Rs 500/ -** (Rupees Five Hundred Only) [non-refundable] can be submitted in the shape of a Account Payee Demand Draft, Fixed Deposit Receipt in the name of CBSE,RO,Guwahati, Banker’s Cheque or Bank Guarantee from any Commercial Bank favouring “The Regional officer CBSE, Guwahati, payable at Guwahati” or through Electronic Fund Transfer in CBSE, Guwahati A/c No **24322010000059, IFSC Code SYN0002432, Syndicate Bank, CBSE (EC), Panjabari Guwahati** and enclosed copy of acknowledgement with the Tender Form before its submission.

The Regional Officer, CBSE, Guwahati reserves the right to accept or reject any or all the tenders without assigning any reason thereof. Incomplete tenders or those without EMD will be rejected.

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Last date for submission of Tender Is 16/02/2018 upto 3.00 pm

Tender Cost- Rs.500/- (Non Refundable)

For any queries contact -0361-2331995

Fax- 2330992

“Tender for Computerization of various Examination related activities for 2017-2018”

M/s ..... are hereby authorized to submit the tender notice for printing and supply of forms. Terms and conditions are enclosed. The tenders should be superscripted as “Tender for Computerization of various Examination related activities for 2017-2018”

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I/ We ..... hereby submit tender for computerization of various exam related activities given in the tender notice at the rates given below which are inclusive of all taxes etc. (delivery F.O.R.)

The terms and conditions given alongwith tender form are acceptable to me/us. Bank Draft No..... Dated..... drawn on ..... for Rs.15,000/- as Earnest Money, in favour of Regional Officer, CBSE, Guwahati is enclosed.

Signature of the Tenderer .....

Address & Tele. No. ....

.....

Please indicate the following:

1. Pan No. \_\_\_\_\_

\_\_\_\_\_ Rubber Stamp



**ANNEXURE-I**

**VOLUME OF WORK, PERIOD, DETAILS OF WORKS TO BE DONE FOR COMPUTERISATION OF VARIOUS EXAMINATIONS RELATED ACTIVITIES FOR 2017-2018 OF THE CBSE.**

**A. VOLUME OF WORK (Approximate)**

Region	No. of candidates on-line		No. of candidates for LOC photo scanning	
	Class-IX	Class-XI	Class-X	Class-XII
Guwahati	75000 (approx)	60000 (approx)	As applicable	As applicable

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

<b>1. On-line Class-IX and Class-XI :</b> (Regular Candidates) Scanning of Photographs (wherever required) Printing and supply of Photo Registration Card.	As per the schedule vide work order
<b>2. Off-line Class-X and Class-XII :</b> (Direct admission / Re-admission cases) Scanning of manual Photographs from the hard copies of LOC	As per the schedule vide work order

**C. DETAILS OF THE WORK TO BE DONE.**

**C-1 Scanning of Photographs (wherever required) and Printing of Photo Registration Cards alongwith the checklist in A4 size (On-line 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 4 candidates with Registration No. and their photographs – for image scanning.
3. List of Schools.

(ii) Output Reports

1. Scanning of photographs and signature of the candidate from Hard Copy A4 size sheets. Each sheet containing details and photographs of 4 candidates.
2. Photographs 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 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 in the desired format and file structure (like school wise photos in folders)
5. Providing checklist of photographs with registration No. Updation has to be done till the data is 100% accurate. Providing scanned photographs 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 duly updated on CD/DVD/Hard Disc.



**C-2 Preparation of photograph by 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) Output Reports

1. Scanning of Photographs.
2. To provide check list for checking by the Board.(In A4 size paper containing scanned photographs with name and registration number).
3. To provide photo Database with photographs duly updated on CD/DVD. (Photo file name must be in accordance with registration no. of candidates.



**Computerization of various Examination related activities for 2017-18**

**TERMS AND CONDITIONS**

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

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

**a. Scanning of Photographs wherever required and Printing of Photo: Activity C-1  
Registration Cards of candidates (on-line Class-IX and Class-XI)**

**b. Scanning of Photographs from Class X & XII LOC for 2019 Exam : Activity C-2**

1. The time schedule may be required to be adjusted as per requirements of the CBSE and is to be observed strictly as per directions of the CBSE from time to time, as the work of processing is highly time bound. In case of any delay in supplying the desired report, on the part of the computing agency, it shall be liable to pay charges @2,000/- per day delay to the Board.
2. In case the computing agency is not able to execute the job in time or to the entire satisfaction of the Board, the Board 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 Board.
3. The Board may allot the work to one or more agencies. The allotment of work will be for 2019 examination session only in the first instance which may be extended on same rates and terms and conditions mutually agreed upon both the parties for another one year subject to satisfactory performance.
4. The computing agency to which the work is allotted will be required to deposit 10 percent of the total likely amount payable to it for the work as a security in the form of Bank Guarantee. This amount shall be liable to be forfeited in whole or part in case of default as per decision of the Board, which shall be final.



5. The computing agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- if considered for allotment of the work.
6. The computing agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Board. In case of lapse, the computing agency will be fully responsible for the consequences.
7. The Board reserves the right to reject any or all the quotation or to accept rates of any of the computing agency whether they are lowest or not, without assigning any reason.
8. The computing agency will arrange for collection of input documents/ data from the Board's Regional Office and return the same along with the output reports at the Board's Regional Office.
9. The agency will supply the checklist of the photographs and will update if any corrections are advised.
10. Revised checklist of updations will also be provided by the agency till 100% accuracy.
11. The reports will have to be supplied after removing the carbon papers.
12. The data stored will be the property of the Board and the computing agency will have to supply a copy of the updated data file and photographs file on CD/ DVD/ Hard Disc as and when required by the Board. **Data will not be erased without written permission of the Board.**
13. The work including input data preparation and processing will have to be done by the computing agency at its own computer centre and in no case will be sub-contracted.



14. The scanners should have facilities of scanning data in auto feed mode with up to 600 dpi and minimum scanning speed of 30-40 pages per minute and laser printers should have a printing capacity of at least 30 per minute. The agency should also have Line printers/ Line matrix printers.
15. Only pre-printed stationery for printing of registration cards will be supplied by the Board.
16. The agency must ensure that the photographs and the details of the candidates are not mismatched. Mismatch, if any shall be treated as mistake.
17. The payment will be made after successful completion of work of each activity.
18. The bidder should give a certificate that none of his/her near relative is working in the Board. The Bidder or its authorized signatory should furnish certificate saying that none of the near relative of proprietor OR all partners of partnership OR all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state is working in the unit where the tender is being applied. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage.

**The near relatives for this purpose are defined as:-**

**Members of a Hindu undivided family (HUF).**

**Husband and Wife.**

**If one is related to the other in the manner as Father, Mother, Son(s) & Son's wife (daughter-in-law), Daughter(s) and Daughter's husband (son-in-law), Brother(s) and Brother's Wife, Sister(s) and Sister's Husband (Brother-in-law).**

**The format of the certificate to be given is as follows:-**

**"I.....s/o.....r/o.....hereby certify that none of relative(s) as defined in the tender document is/are employed in the Board as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, Board shall have the absolute right to take any action as deemed fit, without any prior intimation to me.**



- 19 The Chairman, CBSE, reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- 20 There should be no legal suit/ criminal case pending or contemplated against the proprietor of the agency or any of its directors (in the case of Pvt. Ltd. Company) on grounds of impropriety or for violation of any of the laws in force (Submit the declaration with Technical Bid).

**NOTES :**

- a) The data checking will be the responsibility of the computing agency.
- b) The check list will have to be supplied to the Board after manual checking and updations and before supplying the check list/ output file, the agency will have to ensure 100% accuracy of the input data. Only discrepancies will have to be referred to the Board.
- c) In case of mismatch of photograph, the company shall be liable to pay charges @ Rs.1000 per mismatch.
- d) The reports will have to be prepared as per instructions of the Board in the formats given/ approved by the Board after getting clearance in writing from the Board and will have to ensure 100 percent accuracy.
- e) The agency will have to supply upto three copies of each report wherever number of copies required is not mentioned.



- f) The agency will have to ensure printing quality in all reports, especially of photo on reports such as registration card & checklist. 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.

Terms and Conditions as laid down are acceptable

Authorised agency

(With full name, designation and stamp)



**ANNEXURE-III**

**“Technical bid” for Computerization of various Examination related activities for  
2017-2018 Exam Year-2019**

**NOTE :**

**1. TO BE SEALED WITH BANK DRAFT OF EARNEST MONEY.**

**2. Tenderer must read the instructions/ terms and conditions carefully before filling up this Annexure-III.**

**1. ABOUT THE FIRM**

A	Year of establishment	:		
B	Type of firm / organization (Proprietary / Private / Public / Govt)	:		
C	Copy of the Registration, if applicable	:		
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 photocopies of both and Returns of both)	:		
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	:	
	Image Processing ICR / OCR	:	

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)
<b>(Use separate sheet for details, if required)</b>					
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 contact person for whom you have handled the above jobs.



## 2. PROFESSIONAL SUPPORT AVAILABLE:

(a) Manpower: Number of persons available at different level on regular roll and their experience in relevant field i.e. in examination processing of Board/ Universities/ Service Commissions.

1. Number of System Analyst with their qualification and experience.
2. Number of Programmers with their qualification and experience.

(b) In house arrangement for preparation of input data

1. Number of data preparation machines.
2. Number of data feeding operators.
3. Number of staff of scanning documents.
4. Shifts being worked upon.
5. Number of Checking Staff.
6. Capacity of terms of records per day.

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

1. Computer system and its configuration.
2. No. of terminals.
3. No. of CD/ DVD Writers.
4. Line Matrix Printers/ Laser Printers:

Line Printers/ Printer – specification	Matrix Laser Make/	Number available	Manufacturing year	Speed of each printer



5. Image Scanners :

Image scanners – make and specifications	Number available	Manufacturing year	Speech of each scanner	Whether scanner has provision for printing of number during scanning

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

**3 DETAILS OF BACK-UP FACILITIES AVAILABLE :**

In the event of any emergency/ break down in :

- Input preparation machines.
- Computer system
- Power
- Software Personnels
- Printers
- Image Scanners

1. **Have you ever been debarred by any Board/ University/ Organisation for examination related processing:** If yes, please mention why and when you were debarred.

2. **Details of Earnest Money deposit (Please attach draft with this annexure)**

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

<b>Contract Person :</b> .....	<b>Authorised Signatory</b>
<b>Off. Telephone No. :</b> .....	<b>(with full name, designation and stamp)</b>
<b>Mobile No. :</b> .....	



**“Financial bid” for Computerization of various Examination related activities for  
2017-2018, Exam Year-2019**

**NOTE : TO BE SEALED SEPARATELY**

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

**(Rates must be quoted including data scanning, capturing/ verification, checking, cost of input media, toner, cost of stationery of Score Card, Computer time and development of required software & F.O.R.)**

Activity	Recurring Charges
C1 – Scanning of photographs wherever required and Printing of photo Registration Cards <b>(On-line Class-IX and Class-XI Candidates)</b>	Rs..... per Registration Card Printing.  Rs..... per Registration Card after photo scanning
C-2 – Scanning of Photographs from Class X & XII LOC for 2019 Exam	Rs..... per Candidate handled

**Note : Rates to be quoted inclusive of all taxes.**

**Certified that all the terms and conditions of this TENDER as per ANNEXURE-II are accepted by us.**

**Authorised Signatory  
(with full name, designation and stamp)**

**Contact Person : .....**

**Off. Telephone No. : .....**

**Mobile No. : .....**



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**Annexure-V**

CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned documents have been supplied for participating in the tender. The documents are to be submitted in descending order.

Sl. No.	Documents Check list.	Remarks	Page No.
1.	DD- of Rs. 15000/- as EMD and Rs. 500/- as Tender Fee (non-refundable)	Yes/No	
2.	Copy of PAN Card	Yes/No	
3.	Copy of the IT Return filed acknowledgements for the last Three years alongwith acknowledgement.	Yes/No	
4.	Copies of the GST Registration Certificate	Yes/No	
5.	Work experience of similar work with Govt.Ministries/PSUs/ Autonomous Bodies during the past Three years	Yes/No	
6.	Technical Bid	Yes/No	
7.	Financial Bid	Yes/No	
8.	No near relative certificate (Clause 18 of General Terms and Conditions)	Yes/No	
9.	Declaration towards no legal suit/ criminal case pending or contemplated against the proprietor of the agency or any of its directors	Yes/No	
10.	Documentary proof of own acquired operational office building self acquired/registered in the name of proprietor for the bidders stationed outside Guwahati	Yes/No	

Bidders to ensure

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

Signature of authorized person

Name.....  
Seal.....