

Central Board of Secondary Education

TENDER NOTICE

NOTICE INVITING BIDS FOR PARTICIPATION FROM AGENCIES situated in Delhi/ Gautam Budh Nagar/ Faridabad/ Gurgaon/ Ghaziabad - for Result Processing of Class-X and Class-XII Examination 2018 through Traditional Method.

Central Board of Secondary Education (CBSE) proposes to undertake Result Processing of Class-X and Class-XII Examination 2018 through Traditional Method in accordance with the TENDER document. The successful bidder at the end of the bidding process may be awarded a contract to complete the work.

Interested organizations 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	16.01.2018 05:00 pm
Bid Document Download / Sale Start Date	16.01.2018 05: 00 pm
Clarification Start date & Time	17.01.2018 10:00 a.m.
Clarification Closing date & Time	22.01.2018 02:00 pm
Pre bid meeting	23.01.2018 04:00 pm at CBSE HQ,2 nd Floor, 2 Community Centre, Shiksha Kendra, Preet Vihar, Delhi -92.
Bid Submission Start Date	28.01.2018 10:00 am
Bid Submission End Date	06.02.2018 03:30 pm
Bid Opening Date	07.02.2018 4:00 pm

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

The cost of the Bid Document is Rs. 1000/- (Rupees One Thousand only) which is non-refundable and the same is to be deposited IN THE FORM OF Demand draft favouring Secretary , CSBE payable at Delhi or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi

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

- The relevant documentary evidences in respect of cost of tender document, EMD to reach the Director (IT) 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.
- Earnest Money Deposit (EMD) of Rs 50000/- in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any Commercial Bank favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi.

Address:

The Director (IT)
CBSE, 2,Community Centre,Shiksha Kendra , Preet Vihar
Delhi – 110092

Phone No : 011-22044164, Email id: navincbse@gmail.com

**CENTRAL BOARD OF SECONDARY EDUCATION
2 COMMUNITY CENTRE, PREET VIHAR – DELHI 110 301
TENDER FORM FOR RESULT PROCESSING FOR CLASS X,XII -2018
(IT DEPARTMENT)
TENDER FORM : C**

Price -Rs.1000/- Non-refundable

Tenders are invited from agencies situated in Delhi/ Gautam Budh Nagar/ Faridabad/ Gurgaon/ Ghaziabad – for Result Processing of Class-X and Class-XII Examination 2018 through Traditional Method.

Ref No : CBSE/IT & Project/EXAMS/Result Proc/2018

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 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 Annexure I
- iii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in Eligibility conditions and Terms & Conditions.
- iv) Scanned copy of Tender Acceptance Letter.

Part 2- Financial Proposal

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

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.

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.
- 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 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 at the address given in NIT, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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.

Eligibility conditions & Important Points:

1. At least three years experience with proven track record of examination processing through traditional method of similar jobs of Education Boards/Universities.
2. Minimum number of candidates handled in a single exam should be five lakh or more during 2015, 2016 and 2017.
3. The agency should have at least two Line printers of its own with printing speed of at least 900 lpm and above each.
4. The Average Annual Turnover should be three crore or more for the last three financial years i.e. during 2014-15, 2015-16 and 2016-17.
5. Earnest Money Deposit of Rs 50,000/- in the form of Bank draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.
6. The job shall be divided among 4 or more agencies. The agency may quote for Main or Collating processing.
7. The work is to be carried out at in its own premises of agency and in no way sub let to others.
8. The agencies which are registered with Directorate of Service Taxes/GSTN need only apply.
9. The agencies having adequate its own infrastructure in terms of hardware/software/qualified manpower who have experience in processing of Board (class X/XII) / University (Degree) Examinations and development of software with proven track record & repeat work order for large volume of data only will be considered for allotment of work.
10. The agencies who are bidding for the first time and have not done the job of the Board previously will be required to complete System Test Run free of cost as per requirement and satisfaction of the Board within stipulated time frame with test data supplied by the Board.
11. The Tender Forms received without earnest money or incomplete in any respect will not be accepted.
12. Sealing of Envelopes :
 - a. The technical details and experience as per Annexure - I along with EMD demand Draft be sealed in an envelope superscribing "**Technical Details for Result processing – for Class X & Class XII Examination 2018**"
 - b. The rates as per Annexure- II be sealed in another envelope superscribing "**Rates for Result processing – for Class X & Class XII Examination 2018**"
 - c. Both these envelopes be sealed in an envelope superscribing "**Tender for Result processing – for Class X & Class XII Examination 2018**"
13. The technical bids will be opened online on CPP e-procurement portal as per the date and time mentioned in the Critical Date Sheet. The date and time for opening of financial bids shall be updated on the CPP e-procurement portal after Technical Evaluation of the Bids. Financial Bid of only those bidders who are found technically eligible will be opened.
14. The formats of various input and output reports can be seen on working days in IT Deptt./Computer Centre, CBSE, Preet Vihar, Delhi
15. The Board reserves the right to reject any or all the tender without assigning any reasons thereof.

A. VOLUME OF WORK (To be distributed among 4 or more agencies.)

Region wise Approximate No of Candidates for Class X and Class XII:

REGIONS	APPROX. NO. OF CANDIDATES			
	CLASS-X		CLASS-XII	
	ANNUAL	COMPARTMENT	ANNUAL	COMPARTMENT
AJMER	181309	NO. OF CANDIDATES IN COMPARTMENT WILL BE BASED ON ANNUAL EXAM. RESULT	143114	NO. OF CANDIDATES IN COMPARTMENT WILL BE BASED ON ANNUAL EXAM. RESULT
ALLAHABAD	192625		146895	
BHUBANESWAR	77697		66368	
CHENNAI	194149		71409	
DEHRADUN	138327		119638	
DELHI	290076		250572	
GUWAHATI	63139		50914	
PANCHKULA	242895		203768	
PATNA	185822		93324	
THIRUVANANTHAPURAM	72486		39765	

B. SCHEME OF STUDIES AND PASSING CRITERIA

B.1 CLASS XII – Senior School Certificate Examination

Scheme of Studies – Senior School Certificate Examination for academic session 2017-18

1. Academic Course :

Sub I	Language I :English or Hindi
Sub II	Language II : Language other than Language I or an elective subject from Academic Electives in lieu of Language II
Sub III, Sub IV & Sub V	Three Electives from Academic Electives Or Two Electives from Academic Electives and any one subject from Vocational Electives under Group-A
Sub VI - Additional Subject (optional)	One language at elective level Or an elective subject from Academic Electives or any one subject from Vocational Electives under Group-A
Sub VII to IX (Subjects of internal assessment)	500-Work Experience 502-Physical and Health Education 503-General Studies

2. Vocational Course :

Sub I	Language I :English or Hindi
Sub II	Language II : Language other than Language I

	or an elective subject from Academic Electives in lieu of Language II
Sub III, Sub IV & Sub V	One elective subject from Academic Electives and Two vocational subjects as prescribed under Vocational Course of two papers or Three vocational subjects as prescribed under Vocational Course of three papers
Sub VI - Additional Subject (optional)	One language at elective level or an elective subject from Academic Electives or one vocational subject as prescribed under Vocational Course or any one subject from Vocational Electives under Group-A
Sub VII to VIII (Subjects of internal assessment)	501-General Foundation Course 502-Physical and Health Education

Notes:

1. Out of the languages, one shall be English or Hindi, both English and Hindi can also be offered simultaneously.
2. The same language can be offered only at one level i.e. Core/ Elective.
3. The List of Vocational Courses available is attached. Subjects as prescribed under Vocational Courses are to be opted. However, Scheme of Studies may be referred.
4. Accountancy (055) and Financial Accounting (780) cannot be taken together
5. Physics (042) and Applied Physics (625) and General/ Radiation Physics(666) cannot be taken together
6. Biology (044) and Biology Ophthalmic (657) cannot be taken together.
7. Informatics Practice (065) and Computer Science (083) cannot be taken with IT Tools (795) and Web Applications (796).
8. Business Studies (054) and Business Operations & Administrations (766) cannot be taken together.
9. Nail Technology & Retail (770), Arts & Science of Makeup & Retail (771) cannot be taken with Beauty & Hair (745) and Holistic Health (746).
10. Mass Media Studies (072) cannot be taken with Evolution and Forms of Mass Media (738) and Creative and Commercial Procedure in Mass Media (739).
11. Library & Information Science (079) cannot be taken with Library Information and Society (747) and Library Classification & Cataloging (748).
12. Fashion Studies (053) cannot be taken with Elements of Design & Fashion (774), Introduction to Fashion Industry (775) and Garment Construction (776).
13. Multimedia & Web Technology (067) cannot be taken with IT Tools (795) and Web Applications (796).

Passing Criteria:

- a. Subjects I to VI are subjects of external Examination and VII to IX are subjects of internal Examination
- b. The result of subjects of internal Examination is expressed in terms of letter grades on a 9-point scale i.e. A1, A2, B1, B2, C1, C2, D1, D2, and E. The schools themselves undertake assessment for subjects of internal Examination. For a pass in internal subject one should obtain minimum grade D2.
- c. Maximum marks for each subject of external Examination are 100. Minimum pass marks in each subject are 33%. In a subject involving practical work, a candidate must pass in Theory (33%), Practical (33%) and Aggregate (33%) separately.
- d. In order to be declared as having passed the Examination, a candidate must obtain a grade higher than E i.e. at least 33% marks in all the five subjects of external Examination in the main or at the compartmental examinations.
- e. In respect of a candidate offering an additional subject, the following norms will be applicable:
 1. A language offered as an additional subject may replace a language in the event of a candidate failing in the same provided after replacement the candidate has English/ Hindi as one of the languages.
 2. An elective subject offered as an additional subject may replace one of the elective subjects offered by the candidate. It may also replace a language provided after replacement the candidate has English/ Hindi as one of the languages.
 3. Additional language offered at elective level may replace an elective subject provided after replacement; the number of languages offered shall not exceed two.
- f. A candidate will be eligible to get the pass certificate of the Board, if he gets a grade higher than E in all subjects of internal assessment unless he is exempted. Failing this, result of the external Examination will be withheld but not for a period of more than one year.
- g. Letter grades on a nine point scale are awarded for each subject as follows:
 - A-1 : Top 1/8th of the passed Candidates.
 - A-2 : Next 1/8th of the passed Candidates.
 - B-1 : Next 1/8th of the passed Candidates.
 - B-2 : Next 1/8th of the passed Candidates.
 - C-1 : Next 1/8th of the passed Candidates.
 - C-2 : Next 1/8th of the passed Candidates.
 - D-1 : Next 1/8th of the passed Candidates.
 - D-2 : Next 1/8th of the passed Candidates.
 - E : Failed Candidates,

B2. CLASS X – Secondary School Examination

B 2.1 For Regular Candidates.

1. Scholastic Area

Total 100 marks (Syllabus for assessment will be only Class-X)				
Subjects	80 Marks (Board Examination) Student has to secure 33% marks out of 80 marks in each subject	20 Marks (Internal Assessment) Student has to secure 33% marks out of overall 20 marks earmarked in each subject		
		Periodic Test (10 Marks)	Notebook Submission (5 Marks)	Subject Enrichment Activity (5 Marks)
		(i)	(ii)	(iii)
Language 1	Board will conduct Class-X Examination for 80 marks in each subject covering 100% syllabus of the subject of Class-X only. Marks and Grades both will be awarded for Individual subjects. 9-point grading will be same as followed by the Board in Class XII.	Periodic written Test, restricted to three in each subject in an Academic Year. Average of the best two tests to be taken for final marks submission	This will cover: • Regularity • Assignment Completion • Neatness & upkeep of notebook	Speaking and listening skills
Language 2				Speaking and listening skills
Science				Practical Lab work
Mathematics				Maths Lab Practical
Social Science				Map Work and Project Work
6 th Additional Subject	Scheme of studies for 6 th additional subject is detailed in Annexure – I Note: In case student opts a language as 6 th additional subject the modalities defined for Languages 1 and 2 shall be followed			

Part 1 – Scholastic Areas – Academic Performance:

Sub I & Sub II	Any two prescribed languages as per Scheme of Studies (Out of the two languages one shall be English or Hindi)
Sub III, Sub IV & Sub V	Mathematics, Science & Social Science
Sub VI – Under NSQF/ Additional Subject (optional)	A candidate may offer any one subject from Group-A Vocational under National Skill Qualification Framework (NSQF) , if desired OR A candidate may offer any one additional subject optional either language or from Group-B or Group-C, if desired.

Refer Circular No. Acad.-05/2013 dated 10th January 2013, Circular No. Acad-07/2013 dated 17th January 2013 and Circular No. Acad-32/2013 dated 08th May, 2013 for Subjects under Group-A or Group-C.

Schools who are interested to offer Skill based vocational courses at Secondary level (Class IX/ X) may opt vocational subjects under National Skill Qualification Framework (NSQF).

Vocational subject from Group-A may be offered as additional 6th subject in class IX and X, wherein curriculum of five regular academic subjects is specially designed, so as to accommodate this course under NSQF. In this case the CGPA for class IX and X for such students will be calculated considering the grade/ marks obtained in all the six subjects. In addition to Board certificate, student will also get **National Certificate for Work Preparation** of respective Industry Sector Skill Council.

Candidate with Learning Disabilities may offer:

English or Hindi and any four out of - Mathematics, Science, Social Science, Other one/ two Languages (s), Commerce (154-ELEM. OF BUSINESS,254- ELEM BOOK-K & ACCY), Painting, Music, Home Science, Foundation of Information Technology and any one vocational subject under Group-C.

Part 2

2. Co- Scholastic Activities:

Schools should promote co-curricular activities for the holistic development of the student. These activities will be graded on a 5-point grading scale (A to E) and will have no descriptive indicators. No upscaling of grades will be done.

Activity	To be graded on a 5-point scale (A-E) in school	Areas and Objectives (as prescribed in the Scheme of Studies for Subjects of Internal Assessment)
Work Education or Pre-Vocational Education	By the concerned Teacher	Work education is a distinct curricular area for students for participation in social, economic and welfare activities. Student gets a sense of community service and develops self-reliance. (for Pre-Vocational Education as per Scheme of Studies)
Art Education	By the VA/PA or the concerned teacher	Art Education constitutes an important area of curricular activity for development of wholesome personality of the students. Students will select one or more forms of creative arts.
Health & Physical Education (Sports / Martial Arts / Yoga / NCC etc.)	By the PE Teacher	Health & Physical Activity preferably sports must be given a regular period. Students should be provided opportunities to get professionally trained in the area of their interest. Indigenous sports, yoga and NCC must be encouraged in the schools creating a sense of physical fitness, discipline, sportsmanship, patriotism, self-sacrifice and health care.

Note 1:

1. Subjects for a candidate under Scholastic Areas Part 1 in Class IX and Class X have to be same .
2. The same language cannot be offered both at the Course A/ Course B level.
3. 165-Foundation of Information Technology and 402-INFORMATION TECHNOLOGY(O)/ 462-INFORMATION TECHNOLOGY(C) cannot be offered together

Note 2:

1. If a candidate fails in any one of the 3 elective subjects (i.e. Mathematics, Science and Social Science), then it will be replaced by 6th subject/Vocational Subject and result of Class X Board Examinations will be computed accordingly. However if the candidate wishes to appear in the failed subject, he/she may appear along with the compartmental examination.

Note 3:

1. Under Co-Scholastic activities, students opting vocational subject shall be exempted from work education or pre-vocational activities, but assessment of Art education, Health and Physical education shall remain same as indicated in the circular No. Acad. -05/2017 dated 31st January 2017.
2. Assessment schemes for Vocational Subjects will be provided to winning bidder.

B 2.2 For Private Candidates

A Private candidate is required to take following subjects:-

Sub I & Sub II: Two languages out of the two languages one shall be English or Hindi

Sub III, Sub IV & Sub V:

- 041 Mathematics
- 086 Science / 090 Science without Prac. (Theory paper will be common for Science (086) and Science without Prac(090))
- 087 Social Science

Sub VI Additional Subject (optional):

1. Subjects I to VI are subjects of external Examination.
2. Maximum marks for each subject of external Examination are 80. Minimum grade in each subject are D.
3. In subjects involving Practicals, there will be a Theory paper, Practical Paper as required in the syllabi and courses.

B 2.3 Qualifying Criteria and Grading for both Regular and Private:

1. In order to be declared as having qualified the Examination, a candidate must obtain a grade higher than E in all the five subjects of external Examination in the main or at the Compartment examinations. The qualifying grade in each subject of external examination is D.
2. In respect of a candidate offering an additional subject, the following norms will be applicable:
 - a. A language offered as an additional subject may replace one of the languages in the event of a candidate failing in the same provided after replacement the candidate has English/ Hindi as one of the languages; and
 - b. The replacement shall satisfy the conditions as laid down in the Scheme of Studies.
3. The overall result for full subjects candidates will be declared as follows:

If a candidate obtains Grade D or above in following external subjects as per Scheme of Studies:

 - Obtains grade D or above in first five subjects of external Examination – Qualified
 - Obtains grade E in any of subject(s) excluding Additional subject – Compartment in those subject(s).

- Not able to obtain grade D or above in first five subjects of External examination in all the 5 subsequent attempts – Not qualified

Grading: Grades are awarded on a nine point scale subject wise:

A-1 : Top 1/8th of the passed Candidates.

A-2 : Next 1/8th of the passed Candidates.

B-1 : Next 1/8th of the passed Candidates.

B-2 : Next 1/8th of the passed Candidates.

C-1 : Next 1/8th of the passed Candidates.

C-2 : Next 1/8th of the passed Candidates.

D-1 : Next 1/8th of the passed Candidates.

D-2 : Next 1/8th of the passed Candidates.

E : Failed Candidates,

C. Details of the works to be done.

C-1. POST EXAMINATION – CLASS – XII MAIN AGENCY

INPUT DOCUMENTS:

1. Candidates master file
2. Schools master.
3. Centers master.
4. Blank award serial file - Internal Examination Grades Class XII only)
5. Blank award serial file - Practical Examination
6. Blank award serial file – Theory Examination
7. Subject Master.
8. Internal Examinations Grades Performa in real roll numbers computerized as well as hand written
9. Award sheets (computerized as well as hand-written) for practical in real roll numbers.
10. Award sheets (computerized as well as hand-written) for theory in fictitious roll numbers
11. Old Practical Marks on CD.
12. List of absentees in real roll/fictitious roll numbers for full and partial absentees.
13. List of RL/UFM/NE/NR/RW cases in real/fictitious roll numbers.
14. Updations from previous result masters for I/II chance compartmental cases for Class XII .
15. Update/Correction of the input data inclusive of Candidates Admission Master till the data becomes 100 percent accurate.

OUTPUT REPORTS:

1. To run edit on candidate master file.
2. To punch and create award file for practical, Internal Examination (Class XII), Absentees, RL/UFM/NE/NR/RW cases and update the file till all errors are removed. To print missing list for Practical Marks and Internal Grades (Class XII) as per requirement of the Board.

3. To punch and create award file with QP set for theory and to print missing list for theory subject/paper roll numbers wise and update the file till all errors are removed.
4. To provide data of practical, Internal Examination Grades, Absentees and RL/UFM/NE/NR/RW cases on CD as per requirement of the Board for collation.
5. To create the compact master. To print missing and edit list as per requirements of the Board. To update the compact master and print updation list till all errors are removed. To provide compact master on CD as per requirement of the Board for collation.
6. To print pre-moderation statistics as per requirements of the Board including subject/QP set wise statistics indicating the effect of moderation marks and to print subject-wise effect of 1 to 10 marks statistics.
7. To create the result master as per regulations incorporating all the moderation rules as per instructions of the Board.
8. To provide a copy of the result master on CD in the sequence of fictitious roll numbers for collation.
9. To update the result master with the corrections and print result sheet for error cases only till all errors are removed.
10. To calculate subject-wise grades for external subjects as per norms of the Board. To update the grades in external subjects in the result file.
11. To convert fictitious roll numbers on result master to real numbers and match the result master with the candidates master and to provide subject matching list and to sequence the result master as per requirement of the Board to print the following reports in the formats to be approved by the Board.

AT THE TIME OF DECLARATION ON RESULTS - MAIN AGENCY

- a) i. Gazette as per requirement - 6 copies without extra charges.
ii. Tabulation with Father's name - One Copy on pre-printed stationery
- b) Paper wise result sheet - One Copy
- c) List of compartmental eligible candidates.
- d) List of RL/UFM/NE/NR cases.
- e) Marks statement for Class XII for each candidate on pre printed stationery (to be handed over to the Board along with the result).
- f) Certificates for pass candidates for Class XII on pre-printed stationery with the data duly updated after result declaration to be handed over to the Board within 15 days of the declaration of results.
- g) To provide result master file duly updated on CD.
- h) To provide details of Mark Sheet and Certificate No. printed/Cancelled/ Blank on CD as per format provided by the Board.
- i) STATISTICS
 - Subject-wise pass percentage with mean, standard deviation and highest and lowest marks in each subject and cumulative marks statistics
 - Post Moderation statistics in different formats as per requirements of the Board; sex-wise, school/category-wise, SC/ST candidates and handicapped candidates.
 - Ranges of marks with percentage of candidates for each grade in each subject.

C-2. POST EXAMINATION – CLASS – X MAIN AGENCY

INPUT DOCUMENTS :

1. Compact File for Regular Candidates in real roll numbers for classes IX and X
2. Photographs for Regular candidates for Class X.
3. Award sheets (computerized as well as hand-written) for practical in real roll numbers. for Private candidates only - Class X
4. Award sheets (computerized as well as hand-written) for theory in fictitious roll numbers for Board based candidates/SA-2 (regular and private) Class X
5. Old Practical Marks on CD.
6. List of absentees in real roll/fictitious roll numbers for full and partial absentees.
7. List of RL/UFM/NE/NR/RW cases in real/fictitious roll numbers.
8. Updations from previous result masters for Improvement cases for Class X.
9. Update/Correction of the input data inclusive of Candidates Admission Master till the data becomes 100 percent accurate.
10. Marks on CD for Class-X Internal Assessment and Board Examination.

OUTPUT REPORTS:

1. To run edit for Class X.
2. To punch and create award file for practical, Absentees, RL/UFM/NE/NR/RW cases and update the file till all errors are removed. To print missing list of Practical Marks as per requirement of the Board.
3. To punch and create award file with QP set for theory and to print missing list for theory subject/paper roll numbers wise and update the file till all errors are removed.
4. To provide data of practical, Internal Examination Grades, Absentees and RL/UFM/NE/NR/RW cases on CD as per requirement of the Board for collation.
5. To create the compact master. To print missing and edit list as per requirements of the Board. To update the compact master and print updation list till all errors are removed. To provide compact master on CD as per requirement of the Board for collation.
6. To print pre-moderation statistics as per requirements of the Board including subject/QP set wise statistics indicating the effect of moderation marks and to print subject-wise effect of 1 to 10 marks statistics.
7. To create the result master for Class IX, Class X and combined as per regulations incorporating all the moderation rules as per instructions of the Board.
8. To provide a copy of the result master on CD in the sequence of fictitious roll numbers for collation.
9. To update the result master with the corrections and print result sheet for error cases only till all errors are removed.
10. To calculate subject-wise grades for external subjects as per norms of the Board. To update the grades in external subjects in the result file.
11. To convert fictitious roll numbers on result master to real numbers and match the result master with the candidates master and to provide subject matching list and to sequence the result master as per requirement of the Board to print the following reports in the formats to be approved by the Board.

AT THE TIME OF DECLARATION ON RESULTS - MAIN AGENCY

- a) i. Gazette as per requirement - 6 copies without extra charges.
ii. Tabulation with Father's name and - One Copy date of birth on pre-printed stationery
- b) Paper wise result sheet - One Copy
- c) List of compartmental eligible candidates.
- d) List of RL/UFM/NE/NR cases.
- e) Certificates for all candidates for Class X on laser printer with photograph (A4 size pre printed stationery)
- f) To provide result master file duly updated on CD.
- g) To provide details of Certificate No. printed/Cancelled/ Blank on CD as per format provided by the Board.

C-3. POST EXAMINATIONS PROCESSING AND COLLATION CLASS XII - Collating Agency

INPUT DOCUMENTS:

1. Subject Master on CD.
2. Blank award serial file - Internal Examination Grades on CD. (Class XII only)
3. Blank award serial file - Practical and Theory Examination on CD.
4. Internal Examinations Grades Proforma in real roll numbers computerized as well as hand written for Class XII.
5. Award sheets (computerized as well as hand-written) for theory in fictitious roll numbers and for practical in real roll numbers.
6. Old Practical Marks on CD.
7. List of absentees in real roll/fictitious roll numbers for full and partial absentees. 8. Admission Master file on CD

OUTPUT REPORTS:

1. To punch and create award file for practical, Internal Examination Grades (Class XII) and Absentees.
2. To punch and create award file with QP set for theory.
3. To create the compact Master.
4. To collate the Awards File - Internal Grades (Class XII), Practical and Theory with the Awards File supplied by the Board and point out the discrepancies.
5. To create the result Master as per requirement and regulations incorporating all the moderation rules as per instructions of the Board.
6. To collate result file with the result file supplied by the Board and point out marks and result compilation discrepancies till all errors are removed.

C-4. POST EXAMINATIONS PROCESSING AND COLLATION CLASS X- Collating Agency

INPUT DOCUMENTS:

1. Subject Master on CD.
2. Blank award serial file - Practical and Theory Examination on CD.
3. Award sheets (computerized as well as hand-written) for theory in fictitious roll numbers and for practical in real roll numbers.
4. List of absentees in real roll/fictitious roll numbers for full and partial absentees.
5. Admission Master file on CD

OUTPUT REPORTS:

1. To punch and create file for Absentees.
2. To punch and create award file with QP set for theory.
3. To create the compact Master.
4. To collate the Awards File ,Practical and Theory with the Awards File supplied by the Board and point out the discrepancies.
5. To create the result Master as per requirement and regulations incorporating all the moderation rules as per instructions of the Board.
6. To collate result file with the result file supplied by the Board and point out marks and result compilation discrepancies till all errors are removed.

Important Instructions to Bidders:

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
3. The technical details may please be submitted in Annexure-I and rates in the BOQ as per Annexure II.
4. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
5. Both the tender fee and earnest money deposit will be submitted in sealed cover prominently marked as **“Tender fee and EMD for tender for Result Processing of Class-X and Class-XII Examination 2018 through Traditional Method.and the same should be submitted before the last date of submission of bids in office of The Director (IT)CBSE, 2,Community Centre,Shiksha Kendra , Preet ViharDelhi – 110092.**
6. The bidders should write the name of their organization on the backside of the Demand Drafts

TERMS AND CONDITIONS:

1. Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee
2. The successful bidders shall submit performance security deposit in the form of an unconditional and irrevocable performance bank guarantee or in shape of Demand draft of Nationalized/scheduled commercial bank in the favour of “Secretary, CBSE, Delhi” or could be paid through Electronic Fund Transfer (A/c No. 91471010000016, IFSC Code SYNB0009147,Syndicate Bank ,Preet Vihar Branch,New Delhi) of an amount equivalent to 10% of contract value valid for 60 days beyond the date of completion of all contractual obligations of supplier including warranty obligations from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited. 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
3. The allotment of work will be for 2018 examination (Main and Compartmental) only in the first instance which may be extended upto 2021 Examinations as per decision of the Board subject to performance to be reviewed after each year. The Board may divide the work between four or more agencies as per decision of the Chairman of the Board.

4. The agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- if considered for allotment of the work.
5. The time schedule i.e. period during which the work is to be done 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 of results is highly time bound. In case of any delay in supplying the desired report, on the part of the agency, it shall be liable to pay charges @ Rs.10,000/- per day per examination to the CBSE.
6. In case the agency is not able to execute the job in time or to the entire satisfaction of the CBSE, the Chairman, CBSE may allot the work to any other agency at any time. The 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. The Bank Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the Chairman of the Board, which shall be final.
7. The 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 will have to 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 agency will be fully responsible for the consequences.
8. The Board reserves the right to reject any or all the Tenders or to accept rates of any of the computing agency whether they are lowest or not, without assigning any reason.
9. The agencies who are bidding for the first time and have not done the job of the Board previously will be required to complete System Test Run free of cost as per requirement and satisfaction of the Board within stipulated time frame with test data supplied by the Board. The Board will not pay any charges for the same, either for system designing, software development or processing, whatsoever.
10. The payment will be made after completion of work of Post Examination work only. The charges will be paid on the actual number of candidates appeared for an examination.
11. The agency will arrange for collection of input documents/ data from the Board's office and return the same along with the output reports at the Board's office.
12. The data stored will be the property of the Board and the agency will have to supply a copy of the updated data file on CD as and when required by the Board. Data will not be erased without written permission of the Board.
13. Blank stationary and pre-printed stationary for printing of reports to be given to the Board will be supplied by the Board.
14. The reports will have to be supplied after removing the carbon papers. In case a report has been printed in two ups, the same will be supplied duly cut.
15. The work including input data preparation, processing and printing will have to be done by the computing agency at its own computer centre and in no case shall be Sub-contracted.
16. The agency will supply a number of check lists and updates in the post-examinations processing till all errors are removed to the entire satisfaction of the Board.
17. The data checking will be the responsibility of the computing agency.
18. The check list will have to be supplied to the Board after data entry, verification, manual checking and updations and before supplying the check list/output file, the agency will have to ensure

almost 100% accuracy of the input data, either through verification and manual checking or through double punching, collation, manual checking and updations at the agency's end.

19. The errors other than documents errors shall be the responsibility of the computing agency. For an error, the agency will have to pay charges @ Rs.2000/- per error.
20. Updations of the data after declaration of the result if required will have to be done within 24 hours without any extra charges.
21. 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 . For an error the agency will have to pay charges at the rate of Rs.2000/- per error.
22. The agency will have to supply upto three copies of each report wherever number of copies required is not mentioned.
23. Any act on the part of the bidder to influence any person in the Board will be a cause for rejection.
24. Bid must be unconditional.
25. The bids must be valid for a period of 45 days.
26. In no case any job or work under this contract and arising here to shall be subcontracted and / or assigned by the agency in the manner to any other agency / firm / person etc.
27. If the rate quoted by any of the bidders appears to be unreasonable/abnormally low in comparison to prevalent market rate at the relevant point of time, the tender may be rejected
28. In case of any dispute, the decision of the Chairman of the Board will be final and binding on the agency.
29. The Hon'ble Courts of Delhi shall have exclusive jurisdiction in case of any dispute on any account arriving between the parties.
30. **Force Majeure:**
Any delay due to Force Majeure will not be attributable to the tenderer. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the tenderer which could not reasonably have been expected to occur, such as exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the tenderer or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents the tenderer to Supply the equipments to CBSE and their Installation, Testing & Commissioning for a continuous period of 7 (seven) consecutive days. In such event, purchaser shall extend the scheduled period of delivery appropriately.

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(IT DEPARTMENT)

ANNEXURE-I

(Technical Bid for Result Processing of Class-X or Class-XII Examination 2018)

- NOTE: 1. To be sealed separately along with bank draft of Earnest Money and Tender Form cost**
2. Tenderer must read the instructions / terms & conditions carefully before filling up the particulars of the firm.

1. ABOUT THE FIRM

A	Year of establishment	
B	Type of firm / organization (Proprietary / Private / Public / Govt.)	
C	Copy of Registration, if applicable	
D	Total Turnover during : 2014-15	
	2015-16	
	2016-17 (Attach photocopies of Audited Balance Sheet)	
E	Income Tax No. (PAN No. /TIN No.) Service Tax Registration No. GSTIN (Attach photocopies of both) (Attach photocopies of Income Tax returns)	
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 EDP	
	Traditional method	
	Image Processing ICR/OCR	
	OMR Processing	

(J) Past experience in handling traditional Examination data processing job of Board/Universities with the name of the organization(s), nature of jobs, volume of work in terms of application for each job, duration for completion of job and since when: **(Use separate sheet for details)**

Year	Name of Organization and contact person along with Telephone No.	Name of Exams	No. of Candidates handled	Copy of work order placed(YES/NO)	Value of the Job (copy of work order to be enclosed)
2014-15					

2015-16					
2016-17					

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

2. PROFESSIONAL SUPPORT AVAILABLE:

- a) Manpower:- Number of persons available at different level on regular roll and their experience in relevant field i.e. in examination processing of Board/ Universities.
- b) In house arrangement for preparation of input data
- 1) Number of data preparation machines online as well as offline
 - 2) Number of data feeding operators
 - 3) Shifts being worked upon
 - 4) Number of Checking Staff
 - 5) Capacity in terms of records per day
- c) In house hardware for processing (Owned by the firm):-
- 1) Computer system and its configuration
 - 2) No. of terminals
 - 3) No. of CD Writers / portable hard drive
 - 4) Line Matrix Printers/Laser printers:

Laser Printer Make/ specifications	Matrix -	No. Available	Model No. of the Printer	Manufacturing year	Speed of each Printer

3. DETAILS OF BACK-UP FACILITIES AVAILABLE: - In the event of any emergency / break down in:

- i. Computer for Data Preparation and Processing
- ii. Power
- iii. Software Personnel
- iv. Printers (LMP/Laser)

4. (a) Have you ever been debarred by any Govt. Department/Public sector undertaking Board/University/Organization for examination related processing
 (b) If Yes, Please mention why and when were you debarred.

5. Whether applying for (Write YES or NO) and details of EMD:

Class	Main Agency (Yes/No)	Collating Agency (Yes/No)	Details of EMD attached		
			Amount	DD No.	DD Date
Class X - Only			Rs. 50,000		

Class XII - Only					
Both Class X and Class XII					

Details of cost of tender form: Amount.....DD No.....Date.....

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

Authorized Signatory
(With full name, Designation and stamp)

Contact Person:

Off: Telephone No.:

Mobile No.:

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(FINANCIAL BID FOR RESULT PROCESSING OF CLASS X AND CLASS XII EXAMINATION 2018)
(IT DEPARTMENT)**

ANNEXURE - II

NOTE: TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN TENDER FORM (INCLUSIVE OF ALL TAXES)

(a) Recurring Charges including data preparation, absentee preparation, checking, updation, cost of input media, computer time, development of required software and processing.

Activities	Class	Rate per candidate appeared (Inclusive of taxes)
Main Agency – Activity C1	Class X	
Main Agency – Activity C2	Class XII	
Collating Agency – Activity C3	Class XII	
Collating Agency – Activity C4	Class X	

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

**Authorized Signatory
(With full name, designation and stamp)**

Contact Person :

Off: Telephone No.:

Mobile No.:

Note: 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.

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Director(IT)
CBSE, 2 Community Centre,
Shiksha Kendra, Preet Vihar
Delhi -110092

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: CBSE/IT & Project/EXAMS/Result Proc/2018

Name of Tender / Work: - Tender for Result Processing of Class-X and Class-XII Examination 2018 through Traditional Method.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No 01 to 24 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/ Board/University/Organisation.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)