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### CENTRAL BOARD OF SECONDARY EDUCATION

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

PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

F.No. CBSE/ROD/ADMN/38/2015/

Speed post

Dated: 31.07.2015

M/s \_\_\_\_\_

#### **Sub: Tender for Computerisation and Finalisation of Pre-Examination data – 2016**

Sir,

Sealed tenders are invited under two bid system from experienced agencies situated in Delhi/New Delhi/Noida for the following work of Regional Office, Delhi.

Description of Works	Last date of tender document	Opening of Technical Bids	EMD
(A) Registration data processing in respect of Class IX/XI regular students Capturing of Photograph, Signature through OCR/ICR, Data updation, Printing of Student List and Registration card.	24/08/2015 (Upto 2:30 p.m.)	24/08/2015 at 3:00 p.m.	Rs. 50,000/-
(B) Data and photo capturing of Class X & XII Pvt. Candidates through OCR/ICR, Data updation, printing of Admit card, Attendance sheet, for Class X candidates with photo.			
(C) Master Finalization of Examination related data			
(D) Scanning of Answer Books for Class X and XII (optional) (one Answer Book contains 32/40/48/56 Pages)			

The cost of the tender document is Rs. 500/- (Rupees Five Hundred only) which is non-refundable and non-adjustable. Tender fee and EMD are to be attached along with the technical bid in the shape of demand draft only drawn from any Scheduled Commercial Bank payable at Delhi and drawn in favour of "Secretary, CBSE".

The agencies who have adequate infrastructure in terms of hardware, manpower, and software will only be considered for allotment of work. Only those agencies having minimum three years experience in related activities through Optical Character Reader/ Intelligent Character Reader /Image scanner will be considered.

The volume of work, period, details of the work to be done, terms & conditions are indicated in Annexure – I. The formats of various input and output reports can be seen on working days during office hours with prior appointment.

The technical details and experience in the field of data processing and image scanning as per Annexure - II and the Rates as per Annexure - III may please be sealed separately in two different envelopes superscribing "**Technical Details for Computerisation and Finalisation of Pre-Examination data -2015-16**" and "**Financial bid for Data Processing-2015-16**" respectively and both these envelopes be sealed in an envelope superscribing "**Quotation for Computerisation and Finalisation of Pre-Examination data -2015-16**". The bid documents complete in all respect must be submitted by Hand Delivery/Regd. Post/Speed Post in sealed cover to the Regional Office, CBSE, Delhi at the address given above on or before 2:30 P.M. on 24/08/2015 and will be opened as per schedule indicated in the instructions to the bidders.

The Firms/agencies possessing the necessary infrastructure may download the tender form from the CBSE website i.e. [www.cbse.nic.in](http://www.cbse.nic.in).

The Tender received incomplete or beyond the stipulated period shall not be entertained under any circumstances. The technical bid shall be opened on 24/08/2015 at 03:00 p.m. in the presence of the tenderers who may wish to be present. The financial bid of technically qualified agency shall be opened & subsequently, the date and time shall be intimated to the qualified tenderer. The authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

**Regional Officer (Delhi)**



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Sealed tenders are invited under two bid system from experienced agencies situated in Delhi/New Delhi/Noida for the following work of Regional Office, Delhi.

Description of Works	Volume of data(Approx)	Last date of tender document	Opening of Technical Bids	EMD*
(A) Registration data processing in respect of Class IX/XI regular students Capturing of Photograph, Signature through OCR/ICR, Data updation, Printing of Student List and Registration card.	Class IX- 4,00,000  Class XI- 3,00,000	24/08/2015 (Upto 2:30 p.m.)	24/08/2015 at 3:00 p.m.	Rs. 50,000/-
(B) Data and photo capturing of Class X & XII Pvt. Candidates through OCR/ICR, Data updation, printing of Admit card, Attendance sheet, Pass Certificate for Class X candidates with photo.	25,000 Class X  25,000 Class XII			
(C) Master Finalization of Examination related data	6,00,000			
(D) Scanning of Answer Books for Class X and XII (optional) (one Answer Book contains 32/40/48/56 Pages)	1,70,000 No. of Pages			

\*In the form of Bank Draft in favour of Secretary CBSE and payable at Delhi.

The technical pre requisites are:-

1. The agency shall have minimum three years of relevant experience of Examination related input/output for at least 5,00,000 candidates and technical head of the Area should have atleast Four to Ten year experience in the relevant field.
2. The agency shall not sub contract any of the allotted work and shall have trained technical manpower.
3. The minimum average annual turnover (MAAT) of the firm should be Rs. One crore during last Three financial years.
4. The agency should have the following facilities for tender items 'A'-
  1. AFD Scanner with scanning speed 60-90 ppm with minimum 300 to 600 dpi - FIVE
  2. Laser Printer (Heavy Duty) with printing speed of 50 ppm or more - FOUR
  3. LMP fast printer - TWO
  4. Computer Systems - TWENTY
  5. ICR original software
5. For any clarification, Pl. contact Section officer, Admn Branch, Regional office, Delhi with prior permission.

Regional Officer (Delhi)



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#### ANNEXURE –I

### VOLUME OF WORK, PERIOD, DETAILS OF WORKS, TO BE DONE FOR COMPUTERISATION OF DATA 2015-2016 OF Regional Office, Delhi, CBSE.

#### A. ACTIVITIES TO BE DONE

- A1. Registration data processing in respect of Class IX/XI regular students
  - Capturing of Photograph and Signature, Data finalisation, printing of Student List and Registration card.
- A2. Data finalization of Private Candidates of Class X & Class XII
  - Photo and signature capturing of Class X & XII Pvt. Candidates through OCR/ICR, Data finalisation, printing of Admit card, Attendance sheet with photo.
- A3. Data finalization of Class X/XII regular students
- A4. Scanning of Answer books of Class X/Class XII – ( Optional)

#### B. VOLUME AND PERIOD OF WORK TO BE DONE

Activity	Volume of Work (Approx.)	Period
A1. Registration data processing in respect of Class IX/XI regular students	Class IX- 4,00,000 Class XI- 3,00,000	Sept to Dec 2015
A2. Data finalization of Private Candidates of Class X & Class XII	Class XII & X - 50,000 (Main) Class XII – 1000 (Compt.)	Oct to Dec 2015 (Main) July 2016 (Compt.)
A3. Data finalization of Class X/XII regular students	Class X - 3,00,000 Class XII- 3,00,000	Oct to Dec 2015
A4. Scanning of Answer Books for Class X/XII (Optional) (one Answer Book contains 32/40 /48/56 Pages)	1,70,000 Pages	June 2016 (Main) August 2016 (Compt.)

#### C. DETAILS OF WORKS TO BE DONE

##### A1.Registration data processing in respect of Class IX/XI regular students

##### (i) Input documents

1. Registration Data of candidates captured online from the Server
2. Hard Copy of School wise List of Candidates on A4 size Paper with photograph and Signature of candidates. (3 Candidates in a Page)
3. List of Schools (School master).
4. Subject master
5. Updation/correction data received from school in hard copy or advised by the branch.

##### (ii) Output Reports

1. To scan photograph, signature of candidates from the hardcopy of School wise List of candidates on A4 size paper
2. To generate miniature of registration data in pdf format - school wise
3. To print list of candidates school wise/Registration number wise.
4. To print Registration Cards on pre-printed stationery
5. To Update correction data received from school/advised by the Examination branch in hard copy and to provide updation list till the data becomes 100 percent accurate.
6. To print logical error list as per the criteria given by the Board
7. To provide updated Registration data of candidates master along with path of photograph and signatures, images of photographs and Signatures duly updated on CD /DVD /Harddrive.



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## **A2.Data finalization of Private Candidates of Class X & Class XII**

### **(i) Input documents**

1. Application forms for OCR/ICR scanning – one form of each candidate.
2. Updation/correction data received or advised by the branch
3. Subject master
4. Center master
5. Date Sheet Master

### **(ii) Output Reports**

1. To create Private candidates master file in the prescribed structure provided by the Board along with photograph, signatures and address of candidate file after scanning application form.
2. To print list of candidates Serial No wise/Roll No. number wise.
3. To Update correction data received or advised by the Examination branch in hard copy and to provide updation list till the data becomes 100 percent accurate.
4. To print miniature cards in respect of Pvt.candidates as per format given by the Board
5. To provide updated Private candidates master data along with path of photograph, signature and address, images of photograph, signature and address on CD/DVD/Harddrive.
6. To print Photo Admit Cards on Pre-printed stationery – laser printer
7. To print Photo Attendance Sheet on Pre-printed stationery - laser printer
8. To print intimation letter on A4 Size plain paper (or CBSE letter head) – either laser printer / Line matrix printer

## **A3.Data finalization of Class X/XII regular students**

### **(i) Input documents**

1. List of Candidates (LOC) data captured online from the Server
2. Hard Copy of School wise List of Candidates on A4 size Paper with photograph and Signature of candidates. (3 Candidates in a Page)
3. School master
4. Subject master
5. Center Master
6. Update/correction data received from school in hard copy or advised by the Examination branch.

### **(ii) Output Reports**

1. To scan photograph, signature of candidates from the hardcopy of School wise List of candidates on A4 size paper (only for transfer / additional cases)
2. To print list of candidates school wise/Center wise on Line matrix printer.
3. To Update correction data received from school/advised by the Examination branch in hard copy and to provide updation list till the data becomes 100 percent accurate.
4. To provide updated candidates master data in the required format of the Board on CD/DVD/Harddrive.



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#### A4. Scanning of Answer Books Class X and XII (Optional)

##### A4.1 Scanning.

###### (i) Input documents

1. Answer Book of Class X
2. Answer Book of Class XII

###### (ii) Output documents

1. To Cut Answer booklets along the stitching.
2. To do Duplex scanning of pages in the Answer booklets (including supplementary answer books) in Black and white image format without changing the page order of Answer booklet and save in PDF format
3. Stapling together pages of Answer Booklet of each candidate after the Scanning
4. To provide scanned image of Answer books in the required format of the Board on CD/DVD/Harddrive.

##### A4.2 Printing. (Optional)

1. Printing of Scanned Answer copies on A4 size paper in duplex

#### TERMS AND CONDITIONS: -

1. The rates may please be quoted separately as per enclosed format Annexure-III for the work indicated in Annexure-I as follows:

Charges including for processing of the data in the form 'Rates per candidate' including data punching and photo capturing/verification, checking, updation, cost of input media, computer time and development of required software.

Activity	Rate
A1.Registration data processing in respect of Class IX/XI regular students	Per candidate
A2. Data finalization of Private Candidates of Class X & Class XII	Per candidate
A3. Data finalization of Class X/XII regular students	Per candidate
A4. Scanning of Answer Books Class X and XII (Optional)	Per answer book

2. The time schedule is to be followed quickly as per guidelines of the CBSE and as the work of examination data processing is highly time bound.
3. In case, the computing agency is not able to execute the job in time or to the entire satisfaction of the CBSE, the Competent Authority of the Board may allot the work to the second agency on final tender at any time. The work will be got done from other agency at risk and cost of the existing agency. The differences between the rates agreed to between the Board and the third party, which would undertake such work may be liable to be payable by the defaulting firm along with penalty, if any imposed by the Chairman of the Board.
4. (i) The Board may allot the work to one or more agencies on L-1 rates.  
(ii)The allotment of work will be for 2015-16 session only in the first instance which may be extended to another three years subject to satisfactory performance to be reviewed every year.
5. The computing agency to whom the work is allotted will be required to deposit performance guarantee of 10% of the total likely amount payable to it in the form of a Bank Guarantee/FDR. 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.



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6. The computing agency shall have to execute an agreement on non-judicial stamp paper of Rs. 100/- if considered for allotment of the work.
7. 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 on the part of agency the computing 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 other computing agency whether they are lowest or not, without assigning any reason.
9. The computing agency will arrange for collection of input documents/data from the Board's Regional Office, Delhi and return the same along with the output report at the Board's Regional Office, Delhi.
10. The reports 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 harddrive/CD/DVD as and when required by the Board to authorized persons only. Data will not be erased without written permission of the Board.
12. The work including input data preparation and processing will have to be done by the computing agency in the premises of Regional office, Delhi and in no case will be sub-contracted.
13. The computing agency is to install the following in the premises of Regional office, Delhi alongwith manpower (a) two scanners which have facilities of scanning data in auto feed mode with 300 to 600 Dpi and minimum-scanning speed of 30-40 pages per minute and (b) laser printers having a printing capacity of atleast 40 ppm or more. The agency should also have Line Printers/Line matrix Printers.
14. Blank Stationery/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 are not mismatched and pages of Answer booklet is in order and not mismatched while scanning, after scanning and stapling.
16. The payment will be made after completion of work and satisfactory report clearly specifying the data by the user department. The charges will be paid on the actual number of candidates registered/ number of pages scanned.
17. Only Delhi/New Delhi/ Noida based reputed agencies needs to apply.
18. While deciding the financial bid and to remove ambiguity, the rates for L-1 will be finalized after clubbing the rates as follows:
  - A) A1 = (Registration Class IX & Class XI)
  - B) A2 = (Private candidates Class X & XII)
  - C) A3 = (Master Finalization of Class X & XII)
19. **PENALTY CLAUSE:**
  - i. Any variation of data/Mismatch of Photo and other particulars shall be treated as errors and the agency shall be solely responsible.
  - ii. In case of error in data i.e. variation between documents and database. The errors other than documents errors shall be the responsibility of the computing agency and shall be treated as mistake.





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The following penalty shall be applicable.

- For Activity - A1, A2, A3

Error Rate	Payment
1. 2%	10% deduction
2. 4%	20% deduction
3. 6%	30% deduction
4. 8%	40% deduction
5. 10%	No payment.
- For Activity A4 – Mismatch of pages of Answer copies for a candidate.

Error Rate	Payment
1. 2%	20% deduction
2. 4%	25% deduction
3. 6%	30% deduction
4. 8%	40% deduction
5. 10%	No payment.
- For Activity A1,A2,A3, A4
  - (2) In case of delay in data finalization Rs.100/- per day
  - (3) In case of delay in submission of report Rs. 2000/- per day

20. Sharing of any Data by firm other than authorized officer of the Board is strictly prohibited and will attract penal action under. I.T Act of Govt. of India. Any violation of it shall be view seriously.

21. The legal jurisdiction will be Delhi in case of any dispute.

#### NOTES:-

1. After scanning, data will have to be checked manually, updated and error free file will have to be created.
2. The data checking will be the responsibility of the computing agency.
3. Forms rejected during the scanning will have to be entered through data entry by the agency at the agency's end. Only discrepancies will have to be referred to the Board.
4. The errors other than documents errors shall be the responsibility of the computing agency and shall be treated as mistake.
5. The reports will have to be prepared as per instructions of the Board in the format given/approved by the Board after getting clearance in writing from the Board and will have to be ensured 100 percent accuracy.
6. The agency will have to supply up to three copies of each report wherever number of copies required is not mentioned.
7. The agency will ensure printing quality in all reports-especially of photo on reports such as Registration card, Admission Cards, and Attendance sheets. 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.
8. All mutative stationery i.e. Registration card, Admission Cards and Attendance sheets are to be re-printed by the agency without any additional cost.



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**ANNEXURE-II**

**Technical Bid for Computerisation and Finalisation of Pre-Examination data - 2016**

**NOTE : 1 TO BE SEALED SEPARATELY ALONG WITH BANK DRAFT OF EARNEST MONEY**

**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 : 2012-13	Rs.
	2013-14	Rs.
	2014-15 (Attach photocopies of Audited Balance Sheet)	Rs.
e	Income Tax No. (PAN No. /TIN No.) Service Tax Registration No. (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 organisation:	
i	Since when engaged in EDP Traditional method Image Processing ICR/OCR	
J	Experience of Head/technical Head of Agency	

k. Past experience in handling Examination data processing through traditional, OCR/ICR and OMR jobs with the name of the organisation(s), nature of jobs, volume of work in terms of applications, duration for completion of job and since when: **(Copy of work order to be enclosed. Use separate sheet for details)**

Year	Name of Organisation and contact person along with T.phone No.,	Nature of work & Technology used	No.of Candidates	Duration for completion of job	Value of the Job. (copy of work order to be enclosed)
2012-13					
2013-14					
2014-15					

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





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#### 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.

Technical Manpower	Numbers	Qualifications	Experience in your organisation
Systems Analysts			
Programmers			
Operators in input preparation/scanning			
Operators for checking of data			
Any other designation			

- 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) On line disk storage capacity
- 3) UPS/Generators
- 4) Line printers/ Line Matrix Printers/Laser printers:

Line Printers/Laser Printer – Make/ specifications	No. Available	Manufacturing year	Speed of each Printer

- 5) ADF Image Scanners/ hybrid image scanners :

ADF image scanners - make and specifications	No. Available	dpi	Manufacturing year	speed of each scanner	Whether scanner has provision for printing of number during scanning	Whether Scanner has provision for both sides scanning

- d) 1) ICR Software being used for conversion of data (Please attach complete details)  
2) No. of licensed software sets available



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#### 3. DETAILS OF BACK-UP FACILITIES AVAILABLE :

In the event of any emergency / break down in:

- i) Input preparation machines
- ii) Computer system
- iii) Power
- iv) Software Personnels
- v) Printers
- vi) ADF Image scanners/ hybrid image scanners
- vii) OMR scanners

#### 4. Platform on which system will be developed with details (Please attach complete details).

#### 5. Have you ever been debarred by any Board/University/Organisation for examination related processing: If Yes, Please mention why and when were you debarred.

#### 6. Details of Tender fee and Earnest Money deposit: (Please attach draft with this annexure)

TYPE	Amount (in fig and words)	Demand Draft No. & Date	Name of the Bank Drawn
Tender Form Fee	Rs. 500.00 (Rupees Five Hundred only)		
EMD	Rs. 50,000.00 (Rupees Fifty Thousand only)		

Certified that all the terms and conditions of this TENDER as in Annexure-I are accepted by us.

Authorised Signatory  
(With full name, designation and stamp)

Contact Person : .....

Off: Telephone No.: .....

Mobile No.: .....

Email : .....



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**ANNEXURE - III**

**Financial Bid for Computerisation and Finalisation of Pre-Examination data - 2016  
(THIS ANNEXURE IS TO BE SEALED SEPARATELY)**

**RATES (EXCLUSIVE OF ALL TAXES) FOR THE WORK INDICATED IN ANNEXURE-I OF THIS  
TENDER FORM**

- a. Recurring Charges including data punching, verification, scanning, printing, checking, cost of input media, computer time and development of required software for the below mentioned activities including CD/DVD/Harddrive:

Activity	Rate (Exclusive of all taxes)
A1 Registration data processing in respect of Class IX/XI regular students	Rs. .... Per candidate
A2. Data finalization of Private Candidates of Class X & Class XII	Rs. .... Per candidate
A3. Data finalization of Class X/XII regular students	Rs. .... Per candidate
A4. Scanning of Answer Book of Class X/XII (Optional)	Rs. .... Per Answer Book (32 Pages) Rs. .... Per Answer Book (40 Pages) Rs. .... Per Answer Book (48 Pages) Rs. .... Per Answer Book (56 Pages)
P1. Printing of reports – A4 size on laser printer (Optional)	Rs. .... Per page
P2. Printing of reports - on Line Matrix Printer (Optional)	Rs. .... Per page

- b. Taxes Applicable and Rate of Tax: .....

Certified that all the terms and conditions of this TENDER as in Annexure-I are accepted by us.

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

Contact Person : .....

Off: Telephone No.: .....

Mobile No.: .....

Email : .....

**Note : CBSE is not liable to pay the service tax as per notification No. 06/2014 – Service Tax dated 11.07.2014 issued by Govt. of India, Ministry of Finance, New Delhi.**