

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
2 COMMUNITY CENTRE, PREET VIHAR – DELHI 110 301
(IT DEPARTMENT)

TENDER FORM FOR PRE/POST EXAMINATION PROCESSING FOR AIMPT,CTET AND PROFICIENCY EXAMINATIONS
TENDER FORM D

Price: Rs 1000/-Non-refundable

Tenders are invited from agencies situated in Delhi/ Gautam Budh Nagar/ Faridabad/ Gurgaon/ Ghaziabad for the following Computerised Processing jobs:

Job I. All India Pre Medical/Pre Dental Test (AIPMT) 2015

Job II. Central Teachers Eligibility Test (CTET) 2015

Job III. Proficiency Test 2015

LAST DATE FOR SUBMISSION OF TENDER FORM	08.12.2014 UPTO 2.30 PM
OPENING OF TECHNICAL BID	08.12.2014 AT 3.00 PM

Eligibility conditions & Important Points:

1. At least three years experience with proven track record of examination processing through ICR/OCR and OMR technology of similar Professional Entrance Examination of Education Boards/ Universities/ Service Commissions.
2. Minimum number of candidates handled in a single exam should be four lakhs or more each year during 2012, 2013 and 2014.
3. Own Infrastructure(not Hired/Leased):
 - a. At least two Line Matrix printer with printing capacity of at least 900 lines per minute and above.
 - b. At least four laser printers with 30-40 pages per minute each or 2 laser printers with 60-80 pages per minute each.
 - c. At least **two image scanners/hybrid image scanners with scanning speed of 40-50 pages per minute each.**
 - d. At least **three hybrid image scanners/ OMR scanners with scanning speed of 5000-6000 sheets per hour each with provision of printing scanned number during scanning and reading pen marking**
4. The Minimum Annual turnover should be Rs 5 crore or more for the last three financial years i.e. during 2011-12,2012-13 and 2013-14.
5. Earnest Money Deposit of following amount for each job separately shall be in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi :

Job	Earnest Money Deposit	
	Pre-Exam	Post-Exam
Job I All India Pre Medical/Pre Dental Test (AIPMT) 2015	Rs 50000/-	Rs 50000/-
Job II Central Teachers Eligibility Test (CTET) 2015	Rs 75000/-	Rs 75000/-
Job III Proficiency Test 2015	Rs 5000/-	Rs 25000/-

The agency may quote for Pre-Examination activities or Post Examination activities for Job I or Job II or Job III.

Note : The Tender Forms received without cost of tender form and earnest money or incomplete in any respect will not be accepted.

6. Post examination processing for all three jobs is to be carried out using Hybrid Image scanners/OMR scanners.
7. The agency:-
 - a. Should have quality certification preferably ISO 27001:2005,ISO 9001:2008 the copies of certificate should be enclosed with the technical bid.
 - b. Should have its own software with proper change management process. The document in this regard should also be enclosed with the Technical bid.
 - c. Preferable must have in house facility for capturing and matching of Bio-metric identification information.
8. Agencies which are registered with Directorate of Service taxes need only apply.
9. The agencies having adequate infrastructure in terms of hardware of its own, experienced and qualified manpower, and development of software and experience of processing in the relevant field with proven track record & repeat work order for large volume of data only will be considered for allotment of work.

10. Sealing of Envelopes:

- a. The technical details and experience as per Annexure - I along with EMD Bank Draft for each job separately be sealed in an envelope superscribing "**Technical Details for Computerised Processing of AIPMT/CTET/Proficiency Test 2015**".
- b. The rates as per the job applied for be quoted **SEPARATELY** in Annexure- II-AIPMT, Annexure-II-CTET ,Annexure-II-Proficiency and sealed **SEPARATELY** in three different envelope superscribing "**Rates for Computerised Processing of AIPMT-2015**" , "**Rates for Computerised Processing of CTET-2015**" , "**Rates for Computerised Processing of Proficiency Test 2015**" as the case may be.
- c. The envelopes at (a) and (b) be sealed in an envelope superscribing "**Tender Forms for Computerized Processing of AIPMT/CTET/Proficiency Test 2015**"

11. The technical bids will be opened on 08.12.2014 at 3.00 P.M. in presence of the tenderers who may wish to be present. The date and time for opening of financial bids shall be informed later to those who will be found technically suitable.

12. The formats of various input and output reports can be seen on working days in IT Deptt/Computer Centre CBSE, Preet Vihar, Delhi

13. The Board reserves the right to reject any or all the tender without assigning any reasons

A. VOLUME OF WORK

The Board reserves the right to allot each job to one or more firm quoting the lowest rates or to more than one firm on the lowest rates received by the Board.

Job I. All India Pre Medical/Pre Dental Test (AIPMT):

The entrance Test would consist of one paper containing 180 objective types Questions (four options with single correct answer and negative marking for wrong answers) from Physics, Chemistry and Biology (Botany & Zoology) to be answered on the specially designed machine gradable sheet using Ball Point Pen only.

Approx. No of candidate : 700,000		Period during which work is to be carried out (Tentative)	Activity
Pre-Examination	Pre-Exam processing and Printing of Reports	1st Jan, 2015 to 31st Jan, 2015	C1
Post Examination	Supply of OMR response Sheets	15th Feb., 2015	C2 – Main Agency
	Scanning of OMR response sheets	6 th April to 20th April 2015	C3 – Main & Collating Agency
	Processing and Printing of reports	6 th April to 20 th April 2015	C4a– Main Agency
	Processing & Collation	6 th April to 20th April 2015	C5 – Collating Agency

Job II. Central Teacher’s Eligibility Test (CTET) : will be conducted twice a year

The entrance Test would consist of two papers:

- 1) Paper I will be for a person who intends to be a teacher for classes I to V.
- 2) Paper II will be for a person who intends to be a teacher for classes VI to VIII.
- 3) Those who intends to be a teacher for both levels (classes I to V and classes VI to VIII) will have to appear in both the papers (Paper I and Paper II)

Each paper would consist of 150 Multiple Choice Questions (MCQs), each carrying one mark, with four alternatives out of which one answer will be correct. There will be no negative marking.

A candidate may appear for Paper-I or Paper-II or both Paper I and Paper-II.

Approx. No of candidate : 800,000		Tentative Period during which work is to be carried out	Activity
Pre-Examination	Pre-Exam processing and Printing of Reports	1st January 2015 to 30 th January 2015	C1
Post Examination	Supply of OMR response sheets	January first week, 2015	C2 – Main Agency
	Scanning of OMR response sheets	February-March 2015	C3 – Main & Collating Agency
	Processing and Printing of reports	March 2015	C4 b– Main Agency
	Processing & Collation	March 2015	C5 – Collating Agency

Job III. Proficiency Test :

General Features of the Test:

A student may appear in one or more subject (s) viz English, Hindi, Social Science, Mathematics and Science according to his/her choice. There will be separate test in each subjects Students appearing in the test will be issued Proficiency Test Certificate by the Board All questions will be of multiple choice the total number of questions may vary from one subject to another. Negative marks will be awarded for wrong answers and may vary from subject to subject

The distribution of marks among different types of questions may vary from one question to another The total number of questions in each subject may also vary from one subject to another

Approx. No of candidate : 20,000		Period during which work is to be carried out	Activity
Pre-Examination	Finalization of Master and printing of reports	1st Feb, 2015 to 15 th Feb 2015	C6
Post Examination	Supply of OMR response Sheets	15 th Feb 2015	C2 – Main Agency
	Scanning of OMR response sheets	15 th April to 30 th April 2015	C3 – Main & Collating Agency
	Processing and Printing of reports	15 th April to 5 th June 2015	C4c – Main Agency
	Processing & Collation	15 th April to 30 th April 2015	C5 – Collating Agency

B. DETAILS OF THE WORKS TO BE DONE:

Activity C-1: Pre-Examination Processing and Printing of reports – Job I and Job II

(i) Input

1. List of Centres.
2. Database of applicants received through Internet having images of applicant, signature and thumb impression.

(ii) Output-Processing and Printing of Reports

- Visual/Quality checking of data for the correctness of photograph, signature and thumb impression.
- Update/correction data for the input data till the data becomes 100 percent accurate
- Centre Allotment
- Roll Number Generation
- Generation of Question Paper Statement
- Generation and printing of Reports on line printer (i) Centre code/Roll no. wise (ii) City /Application no. wise(iii) Centre Wise/ Mother's name
- Providing path in database for Generation of Admit Cards
- FOR CTET/AIPMT : Generation and printing of Attendance Sheets with photographs and signatures of candidate through laser printer on pre-printed stationary as per instructions of the Board.(Pre Printed stationary will be supplied by the Agency). Each sheet will have provision for 6 candidates shall be of A4 single color ,1 side on 104-106 GSM.
- FOR AIPMT: Generation and printing of Attendance Sheets with photographs and signatures of candidate through laser printer on pre-printed stationary on handmade paper with the provision of scanning and decoding of thumb impression as per instructions of the Board.(Pre Printed stationary will be supplied by the Agency). Each sheet will have provision for 4 candidates in a page with barcode. Each sheet shall be of A4 single color ,1 side.
- Generation and printing of Centre Notification report on line printer.
- Designing & Printing of pre-printed OMR based Absentee Sheet and printing of variable data and barcode (Pre Printed stationary will be supplied by the Agency). Each sheet will have provision for 100 candidates roll nos and shall be of A4 single color ,1 side on 104-106 GSM.
- Printing of Centre wise Roll number on adhesive stickers on A4 size sheet with 24 adhesive stickers in each sheet. Stickers are to be provided by Agency.

- Creation of centre wise CD/DVD in PDF format for reports for centre wise loc, attendance sheet and absentee sheet
- List of not eligible candidates.
- To provide updated candidates master with photograph, address, thumb impression and candidate's signature on Hard Disk. Hard Disk is to be supplied by the agency

Activity C-2: Post Examination - Supply of Optical Mark Reader (OMR) response sheets – Job I, Job II and Job III (Main Agency)

1. Design of response sheets as per requirements of the Board.
2. Printing of response sheets both sides to be used on OMR.
3. Proving of response sheets on OMR.
4. Supply of response sheets as per requirement of the Board.

Note:-

1. The agency will have to ensure that exact number of response sheets of size 8x10 inches as asked for are supplied to the Board
2. The agency will have to ensure that the response sheet is as per sample approved by the Board
3. The agency will have to ensure moisture free quality of paper (104-106 GSM JK Maplitho/ Bond/ Sinarmas paper), printing quality, ink used in printing and printing spacing are as per industry standard to be used on OMR.
4. The agency will have to ensure that the color of response sheets is as per specification given by the Board
5. The agency will have to ensure that response sheets are packed in small lots of 200-500 sheets in vacuum free and dust free container/ boxes and delivery is made on time as per instructions of the Controller of Examinations
6. The agency will have to ensure that details of material packed are given on each container/ box.
7. A security mark as per the requirement of The Controller of Examinations/Director Special Exam will have to be indicated on each response sheet during proving.
8. The agency will have to destroy the plates, extra response sheets printed, if any, including wastage and submit a certificate to this effect to the Controller of Examinations/Director Special Exam, CBSE along with a certificate that only proven sheets on the scanner have been supplied.
9. Proving of OMR response sheets: All response sheets will be supplied after proving on scanner and an indication of proving will have to be marked on each sheet as per instructions of the Controller of Exams/Director Special Exam, CBSE. Only those response sheets which go through proving process successfully be packed and supplied to the Board. A certificate will have to be submitted to this effect.
10. Numbering on OMR response sheets: Six/seven digit online (no manual numbering) numbering on each response sheet is to be given. The response sheets should have unique number and should not have any duplicate number. Response sheets should not be with out number and there should not be any missing number. Discrepancy if any will be assumed as error. The numbering is to be given as follows :

<u>Series</u>	<u>Numbering</u>
A	000001, 000005, 000009 so on
B	000002, 000006, 000010 so on
C	000003, 000007, 000011 so on
D	000004, 000008, 000012 so on

Activity C-3: Post Examination – Scanning of OMR response sheets – Job I, Job II and Job III (Main and Collating Agency)

OMR response sheets will be with numeric/alpha answers as per Papers/Subjects opted by the candidates for each Examination/Test.

1. To scan the response sheets through OMR and to create raw score data file paper wise as per the scheme of examination and requirement of the Board.
2. To punch / verify/ check and merge the response sheets which have been rejected in scanning.
3. (a) For Job I : There shall be one response sheet for each candidate

- (b) For Job II : There shall be one or two response sheets for each candidate depending on the choice of the papers offered by the candidates.
- (c) For Job III: There shall be upto five response sheets for each candidate depending on the subjects opted by the candidates.
4. OCR scanning of OMR response sheets and to provide image files of all response sheets – Roll No wise as per requirement of the Board (Rates may be quoted with images)

Activity C-4a: Post Examination – Processing and Printing of reports –AIPMT (Main Agency) JOB-I

(i) Input Document:

1. Raw Score data files created in activity C-3 .
2. List of absentees for each paper.
3. Answer key for each paper, for each type of booklet code
4. Update/correction data for the input data till the post exam data becomes 100 percent accurate.
5. Admission Master along with address, photograph, thumb impression and signatures file for each candidate.

(ii) Output Reports

1. To create absentee file for each paper from the list of absentees and merge the absentee file with raw score data file
2. To print edit list - missing/extra/duplicate roll number list and update list and update the raw score data file with corrections advised by the Board till all errors are removed.
3. a) To provide a copy of the Absentees data file for each paper on CD for collation.
b) To provide a copy of the raw score data file for each paper on CD for collation (may be required in parts, if need be) as per requirements of the Board and update the raw score data file with the corrections advised by the Board till all errors are removed.
4. To update the raw score data file with the corrections advised by the Board and print update list for error cases only till all errors are removed.
5. To calculate marks for each paper / subject as per regulations and norms of the Board.
6. To create result master file by merging marks file with candidate admission master for each candidate as per requirement of the Board
7. To print provisional list along with raw score data (if required) as per requirement of the Board.
8. To provide a copy of the result master file on CD for comparison as per requirement of the board.
9. To update the result master file with the corrections and print the update list for error cases only till all errors are removed.
10. To sequence the result master file as per requirement of the report and to print the following reports in the format approved by the Board.
 - a. To print tabulation register for all candidates (one copy).
 - b. To print state-wise, centre-wise, category wise statistics.
11. To print merit list and wait list roll number wise and rank wise as per requirement of the Board.
12. To provide updated result master with raw score marks on CD/ DVD as per requirement of the Board.

Activity C-4b: Post Examination – Processing and Printing of reports – CTET (Main Agency) JOB-II

(i) Input Document:

1. Raw Score data files created in activity C-3 .
2. List of absentees for each paper.
3. Answer key for each paper, for each type of booklet code
4. Update/correction data for the input data till the post exam data becomes 100 percent accurate.
5. Admission Master along with address, photograph, thumb impression and signatures file for each candidate.

(iii) Output Reports

1. To create absentee file for each paper from the list of absentees and merge the absentee file with raw score data file

2. To print edit list - missing/extra/duplicate roll number list and update list and update the raw score data file with corrections advised by the Board till all errors are removed.
3.
 - a. To provide a copy of the Absentees data file for each paper on CD for collation.
 - b. To provide a copy of the raw score data file for each paper on CD for collation (may be required in parts, if need be) as per requirements of the Board and update the raw score data file with the corrections advised by the Board till all errors are removed.
4. To update the raw score data file with the corrections advised by the Board and print update list for error cases only till all errors are removed.
5. To calculate marks for each paper / subject as per regulations and norms of the Board.
6. To create result master file by merging marks file with candidate admission master for each candidate as per requirement of the Board
7. To print provisional list along with raw score data (if required) as per requirement of the Board.
8. To provide a copy of the result master file on CD for comparison as per requirement of the board.
9. To update the result master file with the corrections and print the update list for error cases only till all errors are removed.
10. To sequence the result master file as per requirement of the report and to print the following reports in the format approved by the Board.
 - a. To print tabulation register for all candidates (one copy).
 - b. To print state-wise, centre-wise, category wise statistics.
11. Printing of reports:
 - a. To print list of Qualified candidates - roll wise as per requirement of the Board.
 - b. To print Eligibility Certificate for Qualified Candidates on laser printer on pre-printed stationery of size A4 as per instructions of the Board. Pre-printed stationery will be supplied by the Board.
 - c. To print marks statement for each candidate with Photograph, Signature and Address of Candidates through Laser printer on Pre printed stationery as per instructions of the Board. Pre Printed stationery to e supplied by The Agency. Each A4 size sheet shall have 2 marks statement 2 color-both side on 104-106 GSM (JK Maplitho /Bond / Sinarmas /Century paper)
12. To provide updated result master with raw score marks on CD/ DVD as per requirement of the Board.

**Activity C-4c: Post Examination – Processing and Printing of reports –PROFICIENCY TEST
(Main Agency) JOB-III**

(i)Input Document:

1. Raw Score data files created in activity C-3 .
2. List of absentees for each paper.
3. Answer key for each paper, for each type of booklet code
4. Admission Master along with address, photograph, thumb impression and signatures file for each candidate.
5. Update/correction data for the input data till the post exam data becomes 100 percent accurate.

(ii)Output Reports

1. To create absentee file for each paper from the list of absentees and merge the absentee file with raw score data file
2. To print edit list - missing/extra/duplicate roll number list and update list and update the raw score data file with corrections advised by the Board till all errors are removed.
3.
 - a. To provide a copy of the Absentees data file for each paper on CD for collation.
 - b. To provide a copy of the raw score data file for each paper on CD for collation (may be required in parts, if need be) as per requirements of the Board and update the raw score data file with the corrections advised by the Board till all errors are removed.

4. To update the raw score data file with the corrections advised by the Board and print update list for error cases only till all errors are removed.
5. To calculate marks for each paper / subject as per regulations and norms of the Board.
6. To create result master file by merging marks file with candidate admission master for each candidate as per requirement of the Board
7. To print provisional list along with raw score data (if required) as per requirement of the Board.
8. To provide a copy of the result master file on CD for comparison as per requirement of the board.
9. To update the result master file with the corrections and print the update list for error cases only till all errors are removed.
10. Printing:
 - a. To print Proficiency Certificate for each candidate on pre-printed stationery as per instructions of the Board. Pre-printed stationery to be supplied by the agency. (Each A4 size sheet shall have two Certificates, front two colour and back single colour on 120 GSM JK Maplitho /Bond / Sinarmas /Century paper)
11. To sequence the result master file as per requirement of the report and to print the following reports in the format approved by the Board.
 - a. To print state-wise, centre-wise, category wise statistics.
12. To provide updated result master with raw score marks on CD/ DVD as per requirement of the Board.

Activity C-5: Post Examination – Processing and Collation – Job I, Job II and Job III (Collating Agency)

Input Document:

- 1 Raw Score data files created in activity C-3.
- 2 List of absentees.
- 3 Answer key for each paper and for each type of booklet code.
- 4 Update/correction data for the input data till the post exam data becomes 100 percent accurate.
- 5 CD containing raw score data and marks for each candidates and marks for each paper
- 6 Admission Master on CD.

Output Reports:

1. To create absentee file for each paper from list of absentees and
 - a) To collate absentee file with the absentee file supplied by the Board and print mismatch report. Update the absentee file till all errors are removed.
 - b) To merge the absentee file with raw score data file.
2. To print edit list – missing/extra/duplicate roll number list and update the raw score data file with corrections advised by the Board till all errors are removed. To print update list
3. To collate the raw score data file for each paper with the raw score data file supplied by the Board for each papers (may be required in parts, if need be) and point out the discrepancies.
4. To update the raw score data file with the corrections advised by the Board and print update list for error cases only till all errors are removed.
5. To calculate marks for each paper as per regulations and norms of the Board.
6. To create result master file by merging marks file with candidate admission master and to generate Eligibility Certificate code for each candidate for each paper as per requirement of the Board
7. To collate the result master file with Rank/Eligibility Certificate code created by the agency with the result master file with rank/Eligibility certificate code supplied by the Board and point out errors if any, till all errors are removed.
8. To update the result master file with the corrections and print the update list for error cases only till all errors are removed.
9. To provide updated result master with raw score marks and Rank/Eligibility Certificate Code on CD

Activity C-6 : Pre-Examination - Finalisation of Master and printing of reports - Job III

(i) Input Documents

1. Database of On-line Application Form received through Internet
2. List of Candidates received from schools
3. List of Centers.
4. Update/correction data for the input data till the data becomes 100 percent accurate.
5. Demand Draft submitted by the Schools.

(ii) Output Reports

1. To finalise of Candidates master file after carrying out any updations given by the Board and to make data 100% accurate.
2. To print center wise list of candidates as per instruction of the Board.
3. To print Centre wise Question Paper statement as per instructions of the Board
4. To print Admit Card through laser printer on pre-printed stationery as per instructions of the Board. Pre-printed stationery to be supplied by the agency. (Each A4 size shall have three admit cards, front two colour and back single colour on 104-106 GSM JK Maplitho/ Bond/ Sinarmas/Century paper)
5. To print attendance sheets for each candidate through laser printer on pre-printed stationery as per instructions of the Board. Pre-printed stationery to be supplied by the agency (Each sheet of A4 size, single colour, one side on 104-106 GSM JK Maplitho/ Bond/ Sinarmas/ Century paper)
6. To print adhesive stickers of Centre/ Subject/Roll Number on laser printer for each candidate. Each A4 size sheet to have 24 adhesive stickers. Stickers are to be provided by the agency.
7. For Demand Draft received
 - a. To print reconciliation of fees statement.
 - b. To print Bank-wise list of Demand Draft received.
8. To provide updated candidates master

TERMS AND CONDITIONS:

- 1 The rates may please be quoted separately for each job as per enclosed format Annexure-II-AIPMT, Annexure-II-CTET and Annexure-II-PROF TEST for the work indicated in the Tender Form.
- 2 The allotment of work will be made for 2015 examinations only in the first instance which may be extended upto 2017 examination as per decision of the Board and subject to performance to be reviewed after each year.
- 3 The computing agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/ for each of the job separately, if considered for allotment of job.
- 4 The computing agency to whom the job is allotted will be required to deposit 10 percent of the total likely amount payable to it for each the job as a security in the form of a Bank Guarantee for each of the job separately.
- 5 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 of results 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 @ Rs 2,000/- per day to the CBSE.
- 6 In case the computing 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 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 authorisation from the Board. In case of lapse, the computing agency will be fully responsible for the consequences.

- 8 The Board reserves the right to reject any or all the Tenders Forms without assigning any reasons.
- 9 The computing agencies that are bidding for the first time and have not done the job of the CBSE previously will be required to complete System Test Run at their cost as per requirement and satisfaction of the Board within a stipulated time frame as decided by the Board with test data supplied by the Board. The Board will not pay any charges for the same, either for system designing or software development or processing, whatsoever.
- 10 The charges shall be paid on the actual number of candidates registered for pre-examination/ number of sheets scanned, number of candidates appeared for post examination. The payment shall be made after completion of work only.
- 11 The agency shall arrange for collection of input documents/ data from the Board's office and return the same alongwith the output reports at the Board's office.
- 12 The data stored shall be the property of the Board and the agency shall have to supply a copy of the updated data file on CD/DVD as and when required by the Board. Data shall not be erased without written permission of the Board.
- 13 The agency should have its own hardware.
- 14 Installation of Hardware :
- The agency will have to install scanners and computers at Board's office for scanning of application forms at Pre-Examination stage. The work of input data preparation and processing will have to be done by the agency at its own computer centre and in no case shall be sub-contracted.
 - The agency will have to install OMR scanners and computers with printer at Board's office for scanning of response sheets at Post-Examination stage.
- 15 Blank EZR stationery for printing of reports will be supplied by the Board.
- 16 The agency shall have to install computer and printer at Board's office for issue of duplicate Admit cards if needed.
- 17 The data checking shall be the responsibility of the agency
- 18 Forms rejected during scanning shall have to be entered through data entry by the computing agencies at their end.
- 19 The check list shall have to be supplied to the Board after data scanning, 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.

21 Errors and Deductions:

- Any variation in the particulars of the candidates in database and in the documents in **Pre-Examination** stage shall be treated as errors and shall be the responsibility of the agency. In case of error in data i.e. variation between document and database at Pre-Examination stage, the following penalty clause shall be applicable:

<u>% of error</u>	<u>Deduction of Amount</u>	
Upto 0.5%	Nil	}
Greater than 0.5% and upto 1%	2%	
Greater than 1.0% and upto 2%	5%	
Greater than 2.0% and upto 5%	10%	
Greater than 5%	100%	

the errors shall be counted after issue of Admit Cards.

- Agency shall have to ensure 100% matching of particulars of the candidates, photograph, address and signature of the candidate on photo Admit Card and photo Attendance Sheet. And also ensure that the photographs of the candidates are not mis-identified and wrongly attributed. Mismatch in Photographs/ Signature/ Address, if any, will be treated as error. For each mismatch/error Rs. 1000/- will be deducted. The error shall be counted after issue of Admit Cards.
- In case of variation between document and database in the **Post-Examination stage**, shall be treated as error and for errors, the company shall liable to pay charges @ Rs 1000 per error.
- In case of compilation error at Pre_examination and Post_examination stage, the company will be

- 22 The reports shall 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 shall have to ensure 100 percent accuracy.
- 23 The agency shall have to supply upto three copies of each report wherever number of copies required is not mentioned.
- 24 The reports shall have to be supplied after removing the carbon papers.
- 25 The Agency shall have to manually check data scanned and verify and update the same with corrections if any, to achieve 100% accuracy.
- 26 In order to ensure 100% accuracy, the agency shall have to do data entry of key fields of Application Forms and collate the same with the scanned data and update the data with the corrections if any.
- 27 In case of less grammage in paper of Admit Card and Attendance Sheets, proportionate deduction based on cost of paper shall be made from the bill.

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(TECHNICAL BID FOR EXAMINATION PROCESSING OF THE BOARD)
(IT DEPARTMENT)**

ANNEXURE-I

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 : 2011-12	:	
	2012-13	:	
	2013-14	:	
	(Attach photocopies of Audited Balance Sheet)	:	
e	Income Tax No. (PAN No. /TIN No.)	:	
	Service Tax Registration No.	:	
	(Attach photocopies of both)	:	
	(Attach photocopies of Income Tax Return)	:	
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	:	
	OMR Processing	:	

j) 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: **(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)
2011-12					
2012-13					
2013-14					

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.

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
- 4) Line Matrix Printers:

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

- 5) Laser Printer :

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

- 6) 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

- 7) OMR Scanners:

OMR scanners - make and specifications	No. Available	manufacturing Year	speed of each scanner	Whether scanner has provision for printing of number during scanning

- (d) 1) ICR Software being used for conversion of data(Please attach complete details)
- 2) No. of licensed software sets available
- (e) 1) Software being used for capturing and matching of Bio-metric information(Please attach complete details)
- 2) No. of licensed software sets available

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 Personnel
- v. Printers
- vi. ADF Image scanners/ hybrid image scanners
- vii. OMR scanners

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

5. Applying for and Details of Earnest Money deposit: (Please attach draft with this annexure)

Job	Applying for	Activities	Amount of EMD	Details of EMD
Job I (AIPMT)	Pre-Examination Processing	C1	Rs.50,000	
	Post-Examination Processing – Main Agency	C2, C3, C4a	Rs.50,000	
	Post-Examination Processing – Collating Agency	C3, C5		
Job II (CTET)	Pre-Examination Processing	C1	Rs.75,000	
	Post-Examination Processing – Main Agency	C2, C3, C4b	Rs.75,000	
	Post-Examination Processing – Collating Agency	C3, C5		
Job III (Proficiency Test)	Pre-Examination Processing	C6	Rs.5,000	
	Post-Examination Processing – Main Agency	C2, C3, C4c	Rs.25,000	
	Post-Examination Processing – Collating Agency	C3, C5		

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

Authorised Signatory
(With full name, designation and stamp)

Contact Person :

Off: Telephone No.:

Mobile No.:

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(FINANCIAL BID FOR AIPMT – 2015 PRE & POST EXAMINATION PROCESSING OF THE BOARD)
(IT DEPARTMENT)**

ANNEXURE - II - AIPMT

NOTE : TO BE SEALED SEPARATELY

**RATES FOR THE WORK INDICATED IN THE TENDER FORM FOR PRE & POST EXAMINATION PROCESSING
FOR AIPMT 2015:**

- a. **Rates must be quoted Inclusive of all taxes and other charges including data scanning, verification, checking, cost of input media, toner, cost of stationery of Absentee Proforma, Attendance Sheet , OMR Sheet, computer time and development of required software.)**

Activity		Rate
C1	Pre-examination	1.Pre-Examination (Rs....Per candidate registered) 2. Pre-Examination (Rs....Per candidate registered) with attendance sheet on handmade paper.
C2	Supply of OMR response sheet(Main Agency) with and without barcode.	Rs. Per sheet
C3	Scanning of Response Sheet With images of response sheet alongwith extracted OMR answer sheet no using OCR/ICR	Rs.....per sheet with images
C4a	Processing & Printing of Reports (Main Agency)	Rs. Per candidate appeared
C5	Processing and Collation (Collating Agency)	Rs. Per candidate appeared

b. Cost of Paper Component:

1. Rates quoted above for Activity C1 are inclusive of the component - Cost of Paper for Admit Card and Attendance Sheets. The Cost of Paper component estimated in the above quoted rates are as follows :

Admit Card Stationery : Rs per 1000 Sheets of A4 size
Attendance Sheet Stationery : Rs per 1000 Sheets of A4 size

2. Rates quoted above for Activity C2- Supply of OMR response sheet are inclusive of Cost of Paper component. The Cost of Paper componet in the above quoted rates for Activity C2 are as follows :

OMR Response Sheet : Rs per 1000 OMR response sheets

3. Rates quoted above for Activity C4 are inclusive of the components – Cost of Paper for Score Cards. The Cost of Paper component in the above quoted rates are as follows :

Score Card Stationery : Rs per 1000 Sheets of A4 size

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 CTET – 2015 PRE & POST EXAMINATION PROCESSING OF THE BOARD)
(IT DEPARTMENT)

ANNEXURE - II -CTET

NOTE : TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN THE TENDER FORM
for Pre & Post Examination Processing for CTET 2015:

a. Rates must be quoted **Inclusive of all taxes and other charges including data scanning, capturing/ verification, checking, cost of input media, toner, cost of stationery of Absentee Proforma, Attendance Sheet , OMR Sheet, Marks Sheet and eligibility Certificate, computer time and development of required software.)**

Activity	Rate
C1	Pre-examination Rs. Per candidate Registered
C2	Supply of OMR response sheet(Main Agency) with and without barcode. Rs. Per sheet
C3	Scanning of Response Sheet With images of response sheet alongwith extracted OMR answer sheet no using OCR/ICR Rs.....per sheet with images
C4b	Processing & Printing of Reports (Main Agency) Rs. Per candidate appeared
C5	Processing and Collation (Collating Agency) Rs. Per candidate appeared

b. Cost of Paper Component:

1. Rates quoted above for Activity C1 are inclusive of the component - Cost of Paper for Admit Card and Attendance Sheets. The Cost of Paper component estimated in the above quoted rates are as follows :

Admit Card Stationery : Rs per 1000 Sheets of A4 size
Attendance Sheet Stationery : Rs per 1000 Sheets of A4 size

2. Rates quoted above for Activity C2- Supply of OMR response sheet are inclusive of Cost of Paper component. The Cost of Paper componet in the above quoted rates for Activity C2 are as follows :

OMR Response Sheet : Rs per 1000 OMR response sheets

3. Rates quoted above for Activity C4 are inclusive of the components – Cost of Paper for Marks Statements. The Cost of Paper component in the above quoted rates are as follows :

Marks Statement Stationery : Rs per 1000 Sheets of A4 size

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

Authorised Signatory
(With full name,designation and stamp)

Contact Person :

Off: Telephone No.:

Mobile No. :.....

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(FINANCIAL BID FOR PROFICIENCY TEST – 2015 PRE & POST EXAMINATION PROCESSING OF THE BOARD)
(IT DEPARTMENT)

ANNEXURE - II – PROF TEST

NOTE : TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN THE TENDER FORM

for Pre & Post Examination Processing for Proficiency Test 2015:

- a. **Rates must be quoted Inclusive of all taxes and other charges including scanning, verification, checking, cost of input media, toner, cost of stationery of Absentee Proforma, Attendance Sheet , OMR Sheet, Proficiency Certificate , computer time and development of required software.)**

Activity	Rate
C6 Pre-examination	Rs. Per candidate Registered
C2 Supply of OMR response Sheet (Main Agency)	Rs. Per sheet
C3 Scanning of Response Sheet With images of response sheet	Rs.....per sheet with images
C4c Processing & Printing of Reports (Main Agency)	Rs. Per candidate appeared
C5 Processing and Collation (Collating Agency)	Rs. Per candidate appeared

b. Cost of Paper Component:

1. Rates quoted above for Activity C6 are inclusive of the component - Cost of Paper for Admit Card and Attendance Sheets. The Cost of Paper component estimated in the above quoted rates are as follows :

Admit Card Stationery : Rs per 1000 Sheets of A4 size
Attendance Sheet Stationery : Rs per 1000 Sheets of A4 size

2. Rates quoted above for Activity C2- Supply of OMR response sheet are inclusive of Cost of Paper component. The Cost of Paper component in the above quoted rates for Activity C2 are as follows :

OMR Response Sheet : Rs per 1000 OMR response sheets of A4 size

3. Rates quoted above for Activity C4 are inclusive of the components – Cost of Paper for Proficiency Certificate. The Cost of Paper component in the above quoted rates are as follows :

Proficiency Certificate Stationery : Rs per 1000 Sheets of A4 size

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. :.....