

CENTRAL BOARD OF SECONDARY EDUCATION
2 COMMUNITY CENTRE, PREET VIHAR – DELHI 110 301
TENDER FORM FOR SCANNING OF FLYING SLIPS
(IT DEPARTMENT)
TENDER FORM-A

Price -Rs. 500/- Non-refundable

Tenders are invited from agencies situated in places where Regional offices of the Board are located (i.e. Ajmer, Allahabad, Bhubaneswar, Chennai, Dehradun, Delhi, Guwahati, Panchkula, Patna, Thiruvananthapuram) or near by places (near to regional office) viz. Jaipur, Chandigarh, Mohali, Kanpur, Lucknow, Gautam Budh Nagar, Faridabad, Gurgaon, Ghaziabad, Kochi, Ernakulam Cuttack etc.- for Scanning of Flying Slips and finalization of data for Examination 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 Image scanning using ICR/OCR or OMR technology of similar jobs of Education Boards/Universities/ Service Commissions.
2. Minimum number of Sheets scanned in a single exam should be three lakh or more at least during last three years, 2012, 2013 and 2014.
3. The agency should have adequate number of **hybrid image scanners or OMR scanners of its own with scanning speed of 40-50 pages per minute each. The agency has to install scanners (at least Two in each Regional Office) to scan 25000-30000 sheets per day during working hours at each Regional Office of the Board. Preference will be given to the Firms having Hybrid image scanners.**
4. The Minimum Annual Turnover should be 1 crore or more for the last three financial years i.e. during 2011-12, 2012-13 and 2013-14.
5. Earnest Money Deposit of Rs 10000/- for each Regional Office quoting shall be in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.
6. The agency may quote for one Regional Office or for more than one Regional Office depending on infrastructure available with the agency.
7. The work is to be carried out at premises of Regional Offices of the Board i.e. at Ajmer, Bhubaneswar, Patna, Panchkula, Chennai, Guwahati, Allahabad, Dehradun, Thiruvananthapuram and Delhi.
8. The 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. The Tender Forms received without cost of tender form and earnest money or incomplete in any respect will not be accepted.
11. Scanning is to be carried out through image scanning using ICR/OCR, Hybrid or OMR technology and finalize data.
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 Scanning of flying slips and finalisation of data for Examination 2015**"
 - b. The rates as per **Annexure- II** be sealed in another envelope superscribing "**Rates for Scanning of flying slips and finalization of data for Examination 2015**".
 - c. Both these envelopes be sealed in an envelope superscribing "**Tender for Scanning of flying slips and finalization of data for Examination 2015**"
13. 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.

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 tenders without assigning any reasons thereof.

A. VOLUME OF WORK and Period during which the work is to be done:

Description of Job	Period during which the work is to be done
Scanning of Flying Slips and finalization of data (Class XII) 2015	Main Exam : 15 th Mar to 15 th April , 2015 Comptt.: 20 th July to 25 th July, 2015

Region wise Approximate No of Flying Slips (Class XII) during Main Examination:

Region	Flying Slips Class XII
Ajmer	550000
Allahabad	400000
Bhubaneswar	250000
Chennai	250000
Dehradun	500000
Delhi	1800000
Guwahati	225000
Panchkula	750000
Patna	350000
Thiruvananthapuram	200000

B. DETAILS OF THE WORKS TO BE DONE:

B Scanning of Flying Slip and finalization of data (Class XII Examination 2015) :

Input Document:

Flying Slips of size 17 cm x 22 cm having Centre Number, Roll Number, School Code, Subject Code, Candidate's Name and Identification Number as Bar Code

Output Reports

- To scan the flying slips through image scanner ICR/OCR, Hybrid or OMR scanner with scanned number printed on each Flying Slip and to create raw score data file. To punch / verify/ check and merge the flying slips which have been rejected in scanning.
- To carry correction of Centre Number, Roll Number, Subject Code, School code, Candidate's Name and Identification Number which have been scanned wrongly, if any .
- To print edit list - Invalid/duplicate Roll No., Candidate's Name, Identification Number, Center No and Subject Code. To check and update the list, update the data file with corrections till all errors are removed.
- To provide a copy of updated database on CD as per requirement of the board.

C. TERMS AND CONDITIONS:

- The technical details may please be submitted in Annexure-I and rates in Annexure II-.
- The allotment of work will be initially for 2015 examination which may be extended upto 2017 examination as per decision of the Board and subject to satisfactory performance duly reviewed after each year.
- The agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- if considered for allotment of the work.
- The agency to which the work is allotted will be required to deposit 10 percent of the total likely amount payable to it for the work as a security in the form of a Bank Guarantee which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
- 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.2,000/- per day 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 alongwith the penalty, if any, imposed by the Chairman of the Board. The Bank Guarantee submitted by the firm shall also 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 tender without assigning any reasons.
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 satisfactory completion of work only. The charges will be paid for the number of Flying Slips scanned.
11. The agency will have to install scanners and computer system including printers at Regional Offices of the Board. Data recognition, checking and updations can be carried out at its own computer center and in no case shall be subcontracted.
12. The agency will 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.
13. 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.
14. The agency should have preferably adequate number of hybrid image scanners or OMR of its own with scanning speed of 40-50 pages per minute each. The agency has to install at least two scanners at each Regional Office of the Board to scan 25000-30000 sheets per day during working hours. The agency will have to supply the data on CD to the Board at the end of each day.
15. Errors and Deductions:
Any variation in document and the data base supplied, in Roll No, Centre No, School Code, Identification No and Subject Code in Flying Slips shall be treated as an error and shall be the responsibility of the agency. For an error, the company shall be liable to pay charges at the rate of Rs.1000/- per error.

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI

(TECHNICAL BID FOR SCANNING OF FLYING SLIPS AND FINALIZATION OF DATA FOR EXAMINATION 2015 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 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	:	
	OMR Processing	:	

j) Past experience in handling Examination related activities through OCR/ICR and OMR jobs with the name of the Organisation(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 Organisation and contact person along with T.phone No.	Nature of work& Technology used	No. of Answer Sheets handled	Duration for completion of job	Value of the Job. (copy of work order to be enclosed)
2011-12					
2012-13					
2013-14					

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 computers for data preparation activities.
 - 2) Number of data entry operators
 - 3) Shifts being worked upon
 - 4) Number of Quality Checking Staff
 - 5) Capacity in terms of scanning and finalization of records per day

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

1) Computer system and their configuration

2) Line printers/ Line Matrix Printers/Laser printers:

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

3) ADF hybrid Image Scanners:

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

4) 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) Software being used for conversion of data(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. Computer for Data Preparation and Processing
- ii. Power
- iii. Software Personnel
- iv. Printers (LMP/Laser)
- v. ADF hybrid Image scanners
- vi. 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. **Whether applying for (Write YES or NO) and details of EMD:**

Region	Applying for YES/NO	Details of EMD attached		
		Amount	DD No.	DD Date
AJMER				
ALLAHABAD				
BHUBANESWAR				
CHENNAI				
DEHRADUN				
DELHI				
GUWAHATI				
PANCHKULA				
PATNA				
THIRUVANANTHAPURAM				

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 SCANNING OF FLYING SLIPS AND FINALIZATION OF DATA FOR EXAMINATION 2015 OF THE BOARD.)
(IT DEPARTMENT)

ANNEXURE - II

NOTE: 1. TO BE SEALED SEPARATELY

2. Processing is to be done in the premises of Regional Offices of the Board.

RATES FOR THE WORK INDICATED IN TENDER FORM

(Rates should be quoted - Inclusive of transportation Cost of Man power and Hardware)

(a) Recurring Charges including data capturing, verification, checking, updation, cost of input media, computer time, development of required software, processing for the following activities:

B Scanning of Flying Slips and finalization of data (Class XII Examination 2015).

Region	Applied for Yes/No	Activity B Rate per Flying Slip Scanned (Inclusive of taxes)
AJMER		
ALLAHABAD		
BHUBANESWAR		
CHENNAI		
DEHRADUN		
DELHI		
GUWAHATI		
PANCHKULA		
PATNA		
THIRUVANANTHAPURAM		

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

Authorized Signatory
(With full name, designation and stamp)

Contact Person : -----

Telephone No. (Off) : -----

(Mobile) : -----