

CENTRAL BOARD OF SECONDARY EDUCATION
2 COMMUNITY CENTRE, PREET VIHAR – DELHI 110 301
TENDER FORM FOR RESULT PROCESSING FOR CLASS X,XII -2015
(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 2015 through Traditional Method.

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 traditional method of similar jobs of Education Boards/Universities.
2. Minimum number of candidates handled in a single exam should be three lakh or more during 2012, 2013 and 2014.
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 Minimum Annual Turnover should be one 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 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 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 2015**"
 - b. The rates as per Annexure- II be sealed in another envelope superscribing "**Rates for Result processing – for Class X & Class XII Examination 2015**"
 - c. Both these envelopes be sealed in an envelope superscribing "**Tender for Result processing – for Class X & Class XII 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 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	COMPTT	ANNUAL	COMPTT
AJMER	115000	NO. OF CANDIDATES IN COMPTT. WILL BE BASED ON ANNUAL EXAM. RESULT	90000	NO. OF CANDIDATES IN COMPTT. WILL BE BASED ON ANNUAL EXAM. RESULT
ALLAHABAD	190000		160000	
BHUBANESWAR	50000		35000	
CHENNAI	150000		70000	
DEHRADUN	145000		110000	
DELHI	350000		250000	
GUWAHATI	55000		40000	
PANCHKULA	165000		140000	
PATNA	100000		70000	
THIRUVANANTHAPURAM	75000		40000	

B. SCHEME OF STUDIES AND PASSING CRITERIA**B1. CLASS XII – Senior School Certificate Examination****Scheme of Studies – Senior School Certificate Examination for academic session 2013-15****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.

- Each academic year has been divided into two terms :
 - Term I - April to September (Jan to June for winter closing schools)
 - Term II - October to March (July to December for winter closing schools)

- All the students shall be required to undergo various assessments in Scholastic Areas and Co-Scholastic Areas/ Co-Scholastic Activities in Classes IX and X.
- The term-wise weightage for Formative Assessments (FA) and Summative Assessments (SA) are as follows:
 - Formative Assessments: FA = FA1(10%) + FA2(10%) +FA3 (10%)+FA4 (10%) = 40%
 - Summative Assessment: SA = SA1(30%) + SA2 (30%) = 60%
 - SA2 in Class X shall be either Board conducted or School conducted.

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	A candidate may offer any one subject from Group-A Vocational under National Skill Qualification Framework (NSQF) , if desired
Sub VII - Additional Subject (optional)	A candidate may offer any one additional subject optional either language or from Group-B or Group-C, if desired. Subject from Group-C is permitted only if Sub VI from Group-A has not been opted.

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 compulsory 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 CCE certificate Board will also issue **National Certificate for Work Preparation** of respective Industry Sector Skill Council.

OR

Vocational subject from Group-C may be offered as 7th Additional Optional subject along with the existing five regular academic subjects of secondary level of same curriculum.

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 Co- Scholastic Areas:

Part 2 (A) Life Skills	➤ Thinking Skills : Self Awareness, Problem Solving, Decision Making, Critical and Creative Thinking.
	➤ Social Skills : Interpersonal Relationships, Effective Communication and Empathy
	➤ Emotional Skills : Managing Emotions and Dealing with Stress
Part 2 (B) Work Education	➤ Work Education : Cookery Skills, Preparation of stationery items, Tying and dyeing and screen printing, Recycling of paper, Hand embroidery, Running a book bank, Repair and maintenance of domestic electrical gadgets, Computer operation and Maintenance, Photography etc.
Part 2 (C) Visual and Performing Arts	➤ Visual and Performing Arts : Music (Vocal, Instrumental), Dance, Drama, Painting, Craft, Sculpture, Puppetry, Folk Art forms etc
Part 2 (D) Attitude and Values towards	➤ Teachers ➤ School-mates ➤ School Programmes and Environment ➤ Value Systems

Part 3 Co-Scholastic Activities:

Part 3(A) Suggestive activities (Any two to be opted)	➤ 531 Literary & Creative Skills : Debate, Declamation, Creative Writing, Recitation, Essay Writing, Poster-Making, Slogan Writing etc.
	➤ 532 Scientific Skills Science Club, Projects, Maths Club, Science Quiz, Science Exhibition, Olympiads, etc.
	➤ 534 Organizational & Leadership Skills Eco Club, Health & Wellness Club, Disaster Management Leadership Skills Club, AEP and other Clubs.
	➤ 535 Information and Communication Technology (ICT) Skills Power Point Presentation, Website and Cover Page Designing, Communication, Animation, Programming, E-books etc.
Part 3 (B) Health & Physical Education (Any two to be opted)	➤ 541 Sports/Indigenous sports (Kho-Kho etc.) ➤ 542 NCC/NSS ➤ 543 Scout and Guide ➤ 544 - Swimming ➤ 545 - Gymnastics ➤ 546 - Yoga ➤ 547 - First Aid ➤ 548 - Gardening/Shramdaan

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
4. Skills under Co-Scholastic Areas-Part 2(A), 2(B), 2(C) & 2(D) are same in Class IX and Class X. However, the candidate has option to choose any two Skills under Co-Scholastic Activities – Part 3(A) & 3(B). The Skills under Co-Scholastic Activities – Part 3(A) & 3(B) may be different in Class IX and Class X.

Note 2:

1. Marks under Part 1(A) shall be available Term wise for each of the Classes IX and X, for all assessments and for all subjects.
2. Descriptive Indicators and Grades under Part 2(A), 2(B), 2(C) & 2(D) and Part 3(A) & 3(B) shall be available for Class IX and Class X separately for each Activity for entire year. Upto 240 characters are allowed in Descriptive Indicators/
3. Overall performance of the candidate shall be based on the basis of achievement in the Scholastic Areas Part-1 as well as Co-Scholastic Areas Part-2 and Co-Scholastic Activities Part-3.

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 E1 or E2 in all the five subjects of external Examination in the main or at the IOP 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 E1 or E2 in any of subject(s) excluding Additional subject – Improvement of Performance 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:

MARKS RANGE	GRADE	GRADE POINT
91-100	A1	10
81-90	A2	09
71-80	B1	08
61-70	B2	07
51-60	C1	06
41-50	C2	05
33-40	D	04
21-32	E1	--
20 and below	E2	--
Absent	AB	--

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 Proforma 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. Updatons 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 alongwith 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-IX FA1,FA2,SA1,FA3,FA4,SA2 and Class-X FA1,FA2,SA1,FA3,FA4,SA2 for school based and board based.

OUTPUT REPORTS:

1. To run edit for Class IX and 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 date of birth on pre-printed stationery - One Copy
- 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 (A3 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 (for all candidates for Class XII and Board conducted SA2 for Class X) 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) soft copy of marks in case of answer book evaluated by OSM for theory in fictitious roll numbers Board conducted SA2 for Class X) 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
- 6.

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.

TERMS AND CONDITIONS:

1. The technical details may please be submitted in Annexure-I and rates in Annexure II-D.
2. The allotment of work will be for 2015 examination (Main and Compartmental) only in the first instance which may be extended for 2018 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.
3. The agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- if considered for allotment of the work.
4. The agency to whom 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. 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.
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.2,000/- 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 alongwith 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 authorisation 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 alongwith 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.1000/- 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.1000/- per error.
22. The agency will have to supply upto three copies of each report wherever number of copies required is not mentioned.

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(IT DEPARTMENT)

ANNEXURE-I

(Technical Bid for Result Processing of Class-X or Class-XII Examination 2015)

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 organization:	:	
i	Since when engaged in EDP	:	
	Traditional method	:	

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 T.phone 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)
2011-12					
2012-13					
2013-14					

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 Matrix Printer – Make/ specifications	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 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:

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 2015)
(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.: