

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
99, Kaulagarh Road, Dehradun – 248001 (UK)
Phone : 0135-2757744 / 2757766, Fax : 0135-2757733**

TENDER NOTICE

Sealed tenders are invited from the reputed Computer Agencies on behalf of The Secretary, CBSE for the following work:

1. Data preparation i.e. punching & verification of various data of the Board pre exam work 2015.
2. Pre -Registration data processing, data & photograph capturing through OCR/ICR & Printing of Photo on Registration Cards (Exam - 2016) and Photos on Pass Certificate (Exam-2015).

Conditions:

1. The Scanner should have facilities of scanning data in auto feed mode with 300 to 600 dpi and minimum scanning speed of 40 to 60 pages per minute and laser printers should have a printing capacity of at least 30PPM. The Agency should also have two (02) scanners, preferably two (02) line printers/line matrix printers.
2. The Agency having less than two years of experience of input preparation and having less than 06 machines will not be considered for award of work. For the work of master data finalization, in addition to above the agency must have on roll manpower of 10 to 12 employees for check lists, nominal rolls etc..

Tender forms along with terms & conditions may be obtained from the CBSE, Regional Office, 99, Kaulagarh Road, Dehradun, UK on any working day between 14.10.2014 to 28.10.2014 (From 10.00AM to 03.00PM) on payment of Rs.500/-(non-refundable) or can be downloaded from the website www.cbse.nic.in and cost of form may be enclosed in form of bank draft only with the bid. Late bids will not be considered.

Tenders in sealed cover superscribed "Tender for Data Preparation, Computerization of Pre-Registration Data:2014-2015" should reach to the CBSE, Regional Officer, 99, Kaulagarh Road, Dehradun, UK latest by 28.10.2014 upto 01.00pm. Tender will be opened on the same day at 03.00pm in the presence of the tenderers who may like to be present.

Tender should accompany an Earnest Money of Rs.30,000/- in the shape of bank draft from any schedule bank in favour of the Secretary, CBSE, payable at Dehradun. The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

REGIONAL OFFICER

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
99, Kaulagarh Road, Dehradun – 248001 (UK)
Phone : 0135-2757744 / 2757766, Fax : 0135-2757733

TENDER FORM NO. CBSE/RO/DDN/Admn./TDP/2014

Cost of form Rs.500.00

**TENDER FORM FOR DATA PREPARATION OF PRE EXAM WORK 2015 &
COMPUTERISATION OF PRE REGISTRATION DATA FOR EXAM 2016**

Tender form duly filled in should reach the Regional Officer upto 01.00 pm on or before 28.10.2014 Tenders will be opened on the same day at 3.00 p.m. in the presence of the Tenderers, who may like to be present.

M/s.....is / are hereby authorized to submit their tender in response to the Notice appeared in the Newspapers on ----- for data preparation of pre exam work 2015 & computerization of pre registration data for exam 2016 to be conducted by the CBSE. The specifications of work to be furnished as given in the tender form and terms and conditions are also enclosed herewith. The tender should be submitted in sealed cover superscribed "Tender for data preparation of pre exam work 2015 & computerization of pre registration data for Exam 2016". The terms and conditions duly signed by the tenderers should accompany by the specific tender form contained 11 pages.

Regional Officer

I/We.....hereby submit tender for data preparation of pre exam work 2015 & computerization of pre registration data for exam 2016 as per specifications given in the tender form and terms & conditions enclosed at Annexure-II. The rates have been quoted in the enclosed tender form at Annexure-IV after perusal of the Volume of Work and Time Schedule at Annexure-I. The terms & conditions enumerated in the enclosed Annexure II have been read by me/us and are acceptable to me/us. A sum of Rs.30,000/- has been deposited vide demand draft No. Dated..... in favour of **Secretary, CBSE** payable at Dehradun drawn on..... as earnest money.

Signature of the tenderer

Seal with complete address

Telephone No.....

Dated:.....

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE**

**99, Kaulagarh Road, Dehradun – 248001 (UK)
Phone : 0135-2757744 / 2757766, Fax : 0135-2757733**

VOLUME OF WORK PERIOD DETAILS OF WORKS TO BE DONE FOR DATA PREPARATION OF PRE-EXAM WORK 2015 AND COMPUTERIZATION OF PRE-REGISTRATION DATA FOR EXAMINATION 2016 OF THE C. B. S. E., REGIONAL OFFICE, DEHRADUN.

A. VOLUME OF WORK

Approximate candidates	Senior Secondary	:	1,20,000 approx.
	Secondary	:	1,50,000 approx.

B. PERIOD DURING WHICH THE WORK IS TO BE DONE

- i) Printing and Supply of Photo Registration Card : Nov. to Dec. 2014
(Approx 2,70,000 candidates) For Class IX/XI and Examination - 2016
- ii) Data punching verification, check listing, checking, : Sep / Oct 2014
update of data with 100% Accuracy & Printing of and onwards } Private
list of candidate (Nominal Roll) for Exam 2015 for Candidate
12,000 (Twelve Thousand) approx. Private Candidates
and as per requirement in respect of Regular candidates.

(Note : Activity can be entrusted fully or partially, for which Board's decision will be final.)

C. DETAILS OF WORK TO BE DONE:

C-1 Scanning of Pre-registration forms:

- (i) Input Documents
1. **Online Data for Registration.**
 2. List of Schools.
 3. Update / Correction data for the input data till the data becomes almost 100% accurate.
- (ii) Output Reports
1. **Creation of candidates master with photograph file processing from Online data.**
 2. To generate report on the candidates master file as per instruction of the Board.
 3. (a) To print list of candidates Registration numberwise.
(b) To print list of candidates schoolwise/Registration numberwise.
 4. To print mailing list as per instruction of the Board for Private candidates.
 5. To provide candidates master data with photograph duly updated on CDs.

C-2 To Print Registration Cards with Photos:

- (i) Input Documents
 1. Application Master created in step C-1.
 2. Photographs of Candidates created in step C-1.
 3. School master provided by the Board.
- (ii) Output Reports
 1. Photo Registration Cards.

C-3 To Print Pass Certificates with Photos:

- (i) Input Documents
 1. Photographs of Candidates on CD created in step C-1.
 2. Result Master to be supplied by the Board.
 3. Subject Master to be supplied by the Board.
 4. School master to be supplied by the Board.
- (ii) Output Reports
 1. Pass Certificates with photos.

C-4 (Optional) To Print Admit Card/Attendance sheet of Candidates on pre-printed stationary:

- (i) Input Documents
 1. Photographs of Candidates on CD created in step C-1.
 2. Admission Master created in step C-1.
 3. Date sheet master to be supplied by the Board. (ii)

Output Reports

C-5 To punching & verification of data/Updation of data:

- (i) Punching and verification of data with expected accuracy of 99% (for private candidate)
- (ii) Punching of data related to scrutiny form, data bank (HE/Principal/Teachers/CNS/Examiners /Trainee/Observer/Evidence of Assessment of CCE etc.
- (iii) Punching, verification, check listing, checking, updations of data with 100% accuracy.
- (iv) Printing of Admit Card.
- (v) Printing of Attendance Sheet.
- (vi) Printing of other reports/**Letters**.

CENTRAL BOARD OF SECONDARY EDUCATION

TERMS AND CONDITIONS

1. The rates may please be quoted in figures and words separately including all taxes for throughout the currency of contract as per enclosed format Annexure-IV for the work indicated in Annexure-I as follows:

RECURRING, CHARGES: for processing of the data in the form " Rate per candidate" including data and photo capturing / verification, checking, cost of input media, computer time and development of required software.

- i. Pre-registration Processing : Activity C-1
 - ii. Printing of Photo Registration Card : Activity C-2
 - iii. Printing of Photos on Pass certificate : Activity C-3
 - iv. Printing of Photo Admit Card(Optional) : Activity C-4
 - v. Data punching, verification, check listing, checking, updation of data with 100% accuracy. : ActivityC-5
2. 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 Central Board of Secondary Education from time to time, as the work of processing is highly time bound. In case of any delay in supplying the desired report, on the part of the computing agency, the agency shall be liable to pay charges @ Rs.2, 000 per day to the CBSE.
 3. 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 work will be got done from other agency at risk and cost of the existing agency and 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.
 4. The allotment of work will be for 2014 - 2015 session only in the first instance, which may be extended on year – to - year basis upto three years, maximum with the approval of Competent Authority. The extension shall be subject to performance to be reviewed after each year.

5. The Computing agency to whom the work is allotted will be required to deposit 10% of the total likely amount payable to it for the work as a security in the form of a bank guarantee. 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.
6. The computing agency shall have to execute an agreement on non-judicial stamp paper of Rs.50/- on allotment of the work within 21days failing which the award will be cancelled and EMD will be forfeited.
7. The computing agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Board. In case of lapse, the computing agency will be fully responsible for the consequences.
8. The Board reserves the right to reject any or all tenders of computing agency without assigning any reason.
9. The computing agency will arrange for collection of input documents/ data from the Board's Regional Office, CBSE, Dehradun and return the same along with the output reports at the Board's Regional Office, CBSE, Dehradun at their own expenses. The data will have to be supplied on IBM-PC format CDs as per requirement of the Board.
10. The reports will have to be supplied after removing the carbon papers.
11. The data stored will be the property of the Board and the computing agency will have to supply a copy of the updated data file and photographs files on tape as and when required by the Board. Data will not be erased without written permission of the Board.
12. The work including input data preparation and processing will have to be done by the computing agency at its own computer center and in no case will be sub-contracted.
13. This scanner should have facilities of scanning data in auto feed mode with 300 to 600 dpi and minimum scanning speed of 40 to 60 pages per minute and laser printers should have a printing capacity of at least 30 PPM. The agency should also have line printers/ line matrix printers.
14. Blank stationary / Pre-printed stationary for printing of reports at departmental issue rate will be supplied by the Board.
15. The agency must strictly ensure that the photographs and the details of the candidates are not mismatched.

16. The payment will be made after successful completion of work. TDS will be applicable as per norms.
17. The Agency having less than 06 machines will not be considered for award of work. For the work of master finalization, in addition to above the agency must have printers for printing of check lists, nominal rolls etc. and on roll manpower of 10 to 12 employees.
18. In case of variation in record lengths, the charges shall be made proportionately.
19. The agency must have back up facility in case of power failure.
20. The agency having less than two years of experience of input preparation will not be considered for the award of the work.
21. Programs for check listing / updating / report and printing of nominal rolls will be provided by the Board.
22. The agency is bound to disclose its present/contemporary assignments which is undertaken by it with various organization.
23. No separate charge of any type as service charge etc. will be paid.

Penalty Clause:

1. In case of accuracy less than the prescribed, the deduction will be made as under:

Percentage of Errors	Deduction in overall payment
i) 10% or more	100% i. e. no payment
ii) 4% to less than 10%	50%
iii) 2% to less than 3%	25%
iv) Less than 2%	5%
2. In case of delay Rs.2, 000/- per day.
3. Mistake either in data or mismatch of photograph. Rs.1, 000/- per mistake

NOTES:

- (i) After scanning data will have to be checked manually, updated an error free file will have to be created.
- (ii) The data checking will be the responsibility of the computing agency.
- (iii) Forms rejected during scanning will have to be entered through data entry by the agency at agency's end. Only discrepancies will have to be referred to the Board.
- (iv) The error other than documents error shall be responsibility of the computing agency and shall be treated as mistake.
- (v) 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 be ensured 100% accurate.
- (vi) The agency will have to supply upto 3 copies of each report wherever number of copies required is not mentioned.
- (vii) The charges will be paid on the actual number of the candidates registered.
- (viii) The agency will ensure printing quality in all reports - specially of photo on reports such as registration cards, pass certificates and admit cards. In case printing quality is not upto the mark, the agency will have to reprint the same without any additional charge within 24 hours.

CENTRAL BOARD OF SECONDARY EDUCATION

NOTE: TO BE SEALED SEPARATELY

ANNEXURE-III

1. ABOUT THE FIRM :

- (a) Year of establishment :
- (b) Type of firm/organization :
(Proprietary/Private/Public/Government)
- (c) Total turnover during 2013-2014 :
2012-2013
2011-2012
(i.e. last three years)
- (d) PAN :

VAT/SAT :

RGN No. :
- (e) Activities of the organization :
- (f) Since when engaged in EDP :
- (i) Past experience in handling data processing jobs with the name of the organization (s), nature of jobs, volume of work and since when:
 - i. Scanning in Photographs
 - ii. Examination data processing through OCR/ICR.

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 Examination processing and scanning work.

2. PROFESSIONAL SUPPORT AVAILABLE:

(a) Manpower :-

In terms of manpower with number of persons available on regular roll and their experience in data processing and in particular examination processing.

- 1) No. of System analysts with their qualifications and experience.
.....
- 2) No of programmers with their qualifications and experience.
.....
- 3) No of operators in input preparation.
.....
- 4) No of operators in production.
.....
- 5) No of persons for checking of data.
.....

(b) In house arrangement for preparation of input data through (Image Scanner).

- 1) no of image scanner available
- 2) dpi
- 3) speed
- 4) make and specifications
- 5) Software being used for conversion of data
- (Please attach complete details)
- 6) No. of Licensed software.
- 7) Whether scanner has provision for printing of number during scanning.
.....

(c) In house hardware for processing :-

- 1) Computer system and its configuration
- 2) No of terminals
- 3) (a) Details of cartridge tape drives
(b) Details of CD writers
- 4) On line disk storage capacity

(d) Details of printers available:

- 1) Line printers / Line Matrix : no _____ make _____
speed _____.
- 2) Laser : no _____ make _____
speed _____.
: size _____.

- (e) Platform on which system will be developed with details
(Please attach complete details)

3. DETAILS OF BACK-UP FACILITIES AVAILABLE:

In the event of any emergency / break down in :

- (i) Input preparation machines
- (ii) Computer system and scanner
- (iii) Printers - Laser and Line Matrix printer
- (iv) Power
- (v) Software personnel

Authorized Signatory
(With full name, designation and stamp)

RATES TO BE QUOTED IN THE FOLLOWING FORMAT

Note: To be sealed separately

ANNEXURE-IV

1. RATES FOR THE WORK INDICATED IN ANNEXURE-I

(a) Recurring Charges (per candidate) Rs.....Paise:.....

(Activities C-1 Annexure-I)

(b) Recurring Charges (per Registration Card) Rs.....Paise:.....

(Activities C-2 Annexure-I)

(c) Recurring Charges (per Pass Certificate) Rs.....Paise:.....

(Activities C-3 Annexure-I)

(d) Recurring Charges (per Admit Card/Attendance Sheet)

Rs.....Paise:.....

(Optional Activities C-4 Annexure-I)

(e) Printing of extra copies of report on Rs.....Paise:.....

Line matrix printer (per page/any size)

(f) Data punching, verification, check listing, checking, update of data with 100% accuracy and printing of list of candidates (Nominal Rolls) for the school (Rates are to be quoted for per 1000 records with record length of 128 characters

Rs.....Paise:...

(Activity C-5 Annexure –I)

(g) Printing of Attendance-Sheet per (page) Rs.....Paise:.....

(h) Printing of Admit-Card per (page) Rs.....Paise:.....

2. The terms and conditions as per Annexure-II are acceptable.

Authorized Signatory
(With full name, designation and stamp)