

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
H-149, Sector-63, Noida, District Gautam Budh Nagar – 201 309(UP).

CBSE/JEE/2014 TENDER FORM

Price: 500/- Non-refundable

Tenders are invited from agencies situated in Delhi/ Gautam Budh Nagar /Faridabad /Gurgaon / Ghaziabad – for Post Exam Processing of NET (December, 2014) & Joint Entrance Examination JEE (Main) - 2015

LAST DATE FOR SUBMISSION OF TENDER FORM	25.11.2014 UPTO 2.30 PM
OPENING OF TECHNICAL BID	25.11.2014 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 entrance exam should be eight lakhs or more each year during 2012, 2013 and 2014.
- 3 Infrastructure
 - a) The agency should have owned (not hired/leased) at least two Line printers/ Line Matrix printers with printing capacity of at least 600 lines per minute and three laser printers with 30-40 pages per minute each. The proof of ownership of the machines should be attached with the technical bids.
 - b) The agency should have owned (not hired/leased) at least **four high end ADF image scanners/hybrid image scanners with scanning speed of 40-50 pages per minute each.** The proof of ownership of the machines should be attached with the technical bids.
 - c) The agency should have owned (not hired/leased) **five 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.** The proof of ownership of the machines should be attached with the technical bids.
- 4 The Minimum Average Annual turnover should be Rs 500 lakhs 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 shall be in the form of Demand draft of Rs. 75000/- drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.
- 6 Agencies which are registered with Directorate of Service taxes need only apply.
- 7 The agency should have quality certification preferably ISO27001:2005, IS9001:2008. The copies of certificates should be enclosed with the technical bid
- 8 The agency should have its own software with proper chain management process and the document in this regard should be enclosed with the technical bid.**
- 9 The agency preferably must have in-house facility for capturing and matching of Bio-metric Identification information.
- 10 The agencies having adequate its own infrastructure in terms of hardware/software/qualified manpower who have experience in processing of relevant field and development of software with proven track record & repeat work order for large volume of data only will be considered for allotment of work.
- 11 The Tender Forms received without earnest money or incomplete in any respect will be summarily rejected.
- 12 Post-Examination processing is to be carried out using OMR scanner/hybrid scanner through OMR technology.

13 Sealing of Envelopes:

- a) The technical details and experience as per Annexure - I along with EMD Bank Draft be sealed in an envelope superscribing "**Technical Details for Examination processing of NET & JEE (Main) 2015**"
- b) The rates as per Annexure- II be sealed in another envelope superscribing "**Rates for Examination processing of NET & JEE (Main) 2015**"
- c) Both these envelopes be sealed in an envelope superscribing "**Tender Forms for Computerisation of Examination processing of NET & JEE (Main) 2015**"

14 The technical bids will be opened on 25.11.2014 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.

15 The formats of various input and output reports can be seen on working days in Computer Centre, CBSE, H-149, Sector-63, Noida, District Gautam Budh Nagar – 201 309(UP).

16 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 the work to more than one firm on the lowest rates received by the Board.

Approx. No of candidate : 12,00,000		Period during which work is to be carried out for JEE (Main) - 2015	Period during which work is to be carried out for NET Dec 2014	Activity
Post Examination	Supply of OMR response sheets	28 th Feb., 2015	Not to be quoted	C1 – Main Agency
	Scanning of OMR response sheets	6 th Apr to 15 th Apr 2015	January/February 2015	C2 – Main & Collating Agency
	Processing and Printing of reports	15 th Apr to 18 th Apr 2015	January/February 2015	C3 – Main & Collating Agency
	Processing & Collation	25 th Apr to 7 th July 2015 (Merging of Board marks & preparation of Ranking)	January/February 2015 (Preparation of Merit list)	C4 – Main & Collating Agency

B. Scheme of Examination: Candidates have the choice to opt for B.E./B.TECH., and B.ARCH. and would be required to undertake following tests as per course choice indicated in the Application Form:

Course Nature of Test

B.E./ B.TECH Multiple Choice Questions on one sheet single side

B.ARCH Multiple Choice Questions on one sheet single side and two descriptive questions.

OMR response sheets will be with numeric answers on single side as per Course Opted by the candidates.

C. DETAILS OF THE WORKS TO BE DONE :

Post Examination:

C1. Supply of Optical Mark Reader (OMR) response sheets (Main Agency) : Approx. 12,00,000

1. Design of response sheets for Post Examination as per requirements of the Board
2. Printing of response sheets on both sides and single side scannable 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 colour 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 Executive Director (JAB)
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 Executive Director (JAB) will have to be indicated on each response sheet during proving.
8. 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 Executive Director (JAB) CBSE. Only those response sheets which go through proving process successfully be packed and supplied to the Board.
9. 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 Executive Director (JAB), CBSE along with a certificate that only proven sheets on the scanner have been supplied.
10. Numbering on OMR response sheets: Nine digit machine numbering on each response sheet is to be given. All response sheets should have a unique number and there should not be any duplicate numbers. The Any response sheet should not be without number. There should not be any missing number Discrepancy if any will be assumed as error. The numbering will be informed later.

C2 Scanning of OMR Response sheets through hybrid scanner or OMR: -

Main and Collating Agency independently:

OMR response sheets will be with numeric/alpha answers as per Papers Opted by the candidates.

1. Each OMR response sheets will have Questions with numeric answers.
2. To scan the response sheets through OMR, print scanned number on each sheet during scanning and to create raw score data file.
3. To extract the OMR sheet serial number through OMR/ICR software
4. To punch / verify/ check and merge the response sheets which have been rejected in scanning.
5. There shall be one or two response sheets for each candidate depending on the choice of the course offered by the candidates.
6. Scanning of OMR absentee performa.

C3 Post Examination Processing: Main Agency

Input Document:

1. (a) Raw Score data files for each paper.
(a) Marks for two descriptive questions for those who have opted B.ARCH. Course
(c) Raw score data file for online Exam
2. List of absentees.
3. Candidate's Master on CD
4. Answer key for each paper and for each type of Test booklet code
5. Update/correction data for the input data till the post exam data becomes 100 percent accurate.
6. Admission Master for each candidate.
7. Data of Board marks as per eligibility criteria provided by CBSE.

Output Reports:

1. To punch / verify / check marks for two descriptive questions for those who have opted B.ARCH. course
2. 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) merge the absentee file with raw score data file.
3. 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.
4. 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 including marks for two descriptive questions for those who have opted B. Arch (may be required in parts, if need be) as per requirements of the Board.
5. a) 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.
b) To update marks file for two descriptive questions for those who have opted B.ARCH course with the corrections advised by the Board and print update list for error cases only till all errors are removed.
6. To merge raw score file for online exam and calculate marks for each paper and course wise marks for each candidate including the marks for two descriptive questions for those who have opted B.ARCH. course as per regulations and norms of the Board.
7. To merge JEE (Main) score with the board marks by applying the formula provided by CBSE.
8. To create result master file by merging marks file with candidate admission master and to generate rank for each candidate for each course - All India, State, Category Wise as per requirement of the Board
9. To print provisional merit list alongwith raw score data (if required) as per requirement of the Board.
10. To provide a copy of the result master file with generated rank on CD for comparison as per requirement of the board.
11. To update the result master file with the corrections and print the update list for error cases only till all errors are removed.
12. 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), if required.
 - b. To print merit list and wait list roll number wise and rank wise as per requirement of the Board - All India, State Wise for different Courses and different category, if required.
 - c. To print state-wise and centre-wise statistics.
13. To provide updated result master with raw score marks and ranks on CD as per requirement of the Board.
14. To provide image files of all response sheets as per requirement of the Board

C4 Post Examination Processing and Collation: Collating Agency

Input Document:

- 1 (a) Raw Score data files for each paper
- (b) Marks for two descriptive questions for those who have opted B. ARCH. Course
- (c) Raw score data file for online Exam
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 two descriptive questions for those who have opted B ARCH course.
6. Admission Master on CD.
7. Data of Board marks as per eligibility criteria provided by CBSE.

Output Reports:

1. To punch / verify /check marks file for two descriptive questions those who have opted B. ARCH. Course
2. 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) merge the absentee file with raw score data file.
3. 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
- 4.(a) To collate the raw score data file for each paper with the raw score data file supplied by the Board for all papers including marks for two descriptive questions for those who have opted B.ARCH (may be required in parts, if need be) and point out the discrepancies.
 - (b) 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.
 - (c) To update marks file for two descriptive questions for those who have opted B.ARCH. course with the corrections advised by the Board and print update list for error cases only till all errors are removed.
5. To merge raw score file for online exam and calculate marks for each paper and course wise marks for each candidate including the marks for two descriptive questions for those who have opted B.ARCH. course as per regulation and norms of the Board.
6. To merge JEE (Main) score with the board marks by applying the formula provided by CBSE.
7. To create result master file by merging marks file with candidate admission master and to generate rank for each candidate for each course – All India, State, Category wise as per requirement of the Board. To collate the result master file with rank created by the agency with the result master file with rank supplied by the Board and point out errors if any, till all errors are removed.

8. To collate result file with the result file supplied by the Board till all errors are removed.
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 provide updated result master with raw score marks on CD as per requirement of the Board

C-5. Optional: Capturing of Bio-metric thumb impression.

Input Documents:

1. CD containing Roll number , Candidate Details and Center Number, center details

Output Reports:

1. To capture bio-metric thumb impression of the candidates at the centers by installing required hardware/ software/ manpower. (one set per 100 candidates)
2. Store and link it with the roll number of the candidate.
3. To provide soft copy of thumb impression of the candidates along with the roll number to the Board as per requirement.

TERMS AND CONDITIONS:

- 1 The rates may please be quoted separately as per enclosed format Annexure-II-E for the work indicated in the Tender Form.
- 2 The allotment of work will be made for NET Dec- 2014 & JEE (Main) - 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.10/ if considered for allotment of the work
- 4 The computing 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.
- 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 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 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 Tender Forms without assigning any reasons.

- 9 The computing agencies who 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 payment shall be made after completion of work only. The charges shall be paid as following:-
 - i). For OMR sheets, on the actual number of OMR sheets supplied
 - ii). For scanning of OMR sheets, on the number of candidates appeared for post-examination
 - iii). For image scanning of OMR sheets, on the number of candidates allotted to the agency
 - iv). For scanning of absentee performa, on the basis of actual number of sheets
 - v). For scanning of award list of paper 2, on the basis of actual number of award lists
 - vi). For post examination processing & collation, on the basis of total number of candidates appeared.
- 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 reports shall have to be supplied after removing the carbon papers, if any.
- 13 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.
- 14 The agency should have its own following hardware :
 - a) The agency should have owned (not hired/leased) at least two Line printers/Line Matrix printers with printing capacity of at least 600 lines per minute and three laser printers with 30-40 pages per minute each. The proof of ownership of the machines should be attached with the technical bids.
 - b) The agency should have owned (not hired/leased) at least **four high end ADF image scanners/hybrid image scanners with scanning speed of 40-50 pages per minute each**. The proof of ownership of the machines should be attached with the technical bids.
 - c) The agency should have owned (not hired/leased) **five 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**. The proof of ownership of the machines should be attached with the technical bids.
- 15 The agency will have to install hybrid image scanner / OMR scanners and computers with printer at Board's office for scanning of response sheets at Post-Examination stage.
- 16 Blank EZR stationery for printing of reports will be supplied by the Board.
- 17 The data checking shall be the responsibility of the agency
- 18 The sheets 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.
- 20 Errors and Deductions:
 - a. 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. 2000 per error.
 - b. In case of compilation error at Post-examination stage, the company will be liable to pay charges @ Rs.2000 per compilation error.

- 21 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.
- 22 The agency shall have to supply upto three copies of each report (after removing the carbon) wherever number of copies required is not mentioned.
- 23 The Agency shall have to manually check data scanned and verify and update the same with corrections if any, to achieve 100% accuracy.
- 24 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.
- 25 The agency shall have to install ADF image scanners/hybrid image scanners and computers at Board's office for capturing of thumb impress from Attendance Sheet.

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI

(Technical Bid for Post Exam processing of NET & JEE (Main)-2015 of the Board)

ANNEXURE-I

**NOTE : 1 TO BE SEALED SEPARATELY ALONG WITH BANK DRAFT OF TENDER FEE & EARNEST MONEY
2 Tenderer must read the instructions/terms & conditions carefully before filling up the particulars of the firm.**

1 ABOUT THE FIRM

A	Year of establishment	:
B	Type of firm/Organization (Proprietary/Private/Public/Govt.)	:
C	Copy of Registration, if applicable	:
D	Total Turnover during :	:
	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	:
	Details of Issuing Authority	From to
H	Activities of the organisation:	:
I	Since when engaged in EDP	:
	Traditional method	:
	Image Processing ICR/OCR	:
	OMR Processing	:
J	Whether the agency posses ISO27001:2005, IS9001:2008 (Please attach copy(ies) of certificate.	:

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

Year	Name of Organisation and contact person along with mobile 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 printers/ Line Matrix Printers/Laser printers:

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

5) ADF Image Scanners/ hybrid image scanners:

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

6) 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

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

5. Details of Tender Fee & Earnest Money deposit: (Please attach draft with this annexure)

Tender Fee Bank Draft Details:

Draft No.	Date	Name of the Bank	Amount
.....	Rs.500/-

Activities		Applying for (Yes/No)	Amount of EMD	Details of EMD
Post-Examination Processing – Main Agency	C1, C2, C3, C4		Rs 75,000	
Post-Examination Processing – Collating Agency	C2, C3 and C4			

Optional : Capturing of Bio-metric thumb impression by Pre Examination or Post Examination Agency	C5	
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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 Post Examination Processing of NET Dec – 2014 & JEE (Main) – 2015 of the Board)

ANNEXURE - II

NOTE: TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN THE TENDER FORM

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

Activity		Rate (Exclusive of all taxes)
C1	Supply of OMR Response Sheet	Rs. Per sheet supplied
C2	Scanning of Response Sheet	
	Without images of response sheets	Rs. Per sheet without images
	With images of response sheets	Rs. Per sheet with images
	Extraction of OMR sheet serial number through OCR/ICR software	Rs. Per sheet images
C3	Processing & Printing of Reports (Main Agency)	Rs. Per candidate Appeared
C4	Processing and Collation (Collating Agency)	Rs. Per candidate Appeared
C5	Optional: Capturing of Bio-metric thumb impression	Rs. Per candidate Appeared

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

c. **Cost of Paper Component:**

Rates quoted above for Activity C1- Supply of OMR response sheet are inclusive of Cost of Paper component (104-106 GSM JK Maplitho/ Bond/ Sinarmas paper). The Cost of Paper component in the above quoted rates for Activity C1 is as follows:

OMR Response Sheet: Rs per 1000 OMR response sheets

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. :.....