

## **SHORT TENDER NOTICE**

**CBSE/NET/2015 TENDER FORM**

**Price: 500/- Non-refundable**

**Tenders are invited from agencies situated in Delhi/ Gautam Budh Nagar/Faridabad /Gurgaon/ Ghaziabad – for supply of carbon less OMR sheet.**

<b>LAST DATE FOR SUBMISSION OF TENDER FORM</b>	<b>06.05.2015 At 2.00 PM</b>
<b>OPENING OF TECHNICAL BID</b>	<b>06.05.2015 At 3.00 PM</b>

### **Eligibility conditions & Important Points :**

- 1 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.
- 2 The agencies should have the experience of supplying at least 30 lakh OMR sheets per year for at least last three consecutive years.
- 3 Earnest Money Deposit shall be in the form of Demand draft of Rs. 75000/- drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.
- 4 Agencies which are registered with Directorate of Service taxes need only apply.
- 5 The agency should have quality certification preferably ISO27001:2005, IS9001:2008. The copies of certificates should be enclosed with the technical bid
- 6 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.
- 7 The Tender Forms received without earnest money or incomplete in any respect will be summarily rejected.
- 8 Sealing of Envelopes:  
The technical details and experience as per Annexure - I along with EMD Bank Draft be sealed in an envelope super scribing "**Technical Details for supply of carbon less OMR sheet.**"  
The rates as per Annexure- II to be sealed in another envelope superscribing "**Rates supply of carbon less OMR sheet**".
- 9 Both these envelopes be sealed in an envelope superscribing "**Tender Forms for supply of carbon less OMR sheet.**"
- 11 The technical bids will be opened on 06.05.2015 at 3.00 P.M. in presence of the tenderers who may wish to be present. The date and time for opening of financial bids shall be informed later to those who will be found technically suitable.
- 12 The sample of supply of carbon less OMR sheet can be seen on working days at CBSE, H-149, Sector-63, Noida, District Gautam Budh Nagar – 201 309 (UP).
- 13 The Board reserves the right to reject any or all the tenders without assigning any reasons.

**A. DETAILS/ VOLUME OF THE WORKS TO BE DONE:**

**Supply of carbon less Optical Mark Reader (OMR) sheets:** Approx. 25,00,000

1. Designing of carbon less OMR sheets as per requirements of the Board.
2. Carbon Less OMR sheets will be with numeric answers on single side.
3. Printing of carbon less OMR sheets on single side scanable to be used on OMR.
4. Printing of bar code on OMR sheets.
5. Supply of carbon less OMR sheets latest up to 25<sup>th</sup> May 2015 or as informed by the Board.

**Note:-**

1. The agency will have to ensure that exact number of carbon less OMR sheets of size 8 x10 inches as asked for are supplied to the Board.
2. The agency will have to ensure that the carbon less OMR sheet is as per sample approved by the Board.
3. The agency will have to ensure moisture free quality of paper (105-110 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. **The 2<sup>nd</sup> sheet of carbon less OMR sheet should be of 60 GSM moisture free quality of paper.**
4. The agency will have to ensure that the colour of carbon less OMR sheets is as per specification given by the Board.
5. The agency will have to ensure that carbon less OMR 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 carbon less OMR sheet during proving.

**8. Mandatory:-**

Proving of carbon less OMR sheets: All carbon less OMR 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 that carbon less OMR sheets which go through proving process successfully be packed and supplied to the Board.

Bar Code on the OMR sheet: All the carbon less OMR sheets will be supplied after printing bar code.

9. The agency will have to destroy the plates, extra carbon less OMR 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 carbon less OMR sheets: Nine digit {or as directed by the Executive Director (JAB) CBSE} machine numbering on each carbon less OMR sheet is to be given. All carbon less OMR sheets should have a unique number and there must not be any duplicate numbers. Any carbon less OMR sheet should not be without number. There should not be any missing number. Discrepancy if any will be assumed as error. The numbering sequence will be informed later.

**B. 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 2015 examination 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 agency shall have to execute an agreement on non-judicial stamp paper of Rs.10/- if considered for allotment of the work
- 5 The agency to which 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.
- 6 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 agency, it shall be liable to pay charges @ Rs 2,000/- per day to the CBSE.
- 7 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.
- 8 The 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 80% payment shall be made after successful supply of full quantity of carbon less OMR sheet. Remaining 20% payment shall be made after the GSM testing report. The proportionate deduction will be made on the bill, if the GSM of carbon less OMR sheet is not as per the specification. The payment shall be made for the actual number of carbon less OMR sheets supplied.

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**

(Technical Bid for supply of carbon less OMR sheet for examination 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	Whether the agency posses ISO27001:2005, IS9001:2008 (Please attach copy(ies) of certificate.	:

**2. Past experience for supply of carbon less OMR sheet**

Year	Name of the organisation	Quantity of Carbon less OMR sheet supplied	Attach the copy of work orders
2014			
2013			
2012			

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.

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

**4. 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
Supply of carbon less OMR sheet with bar code	25,00,000		Rs 75,000	

**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 supply of carbon less OMR sheet for examination 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 for supply of carbon less OMR sheet for examination of the Board**

<b>Activity</b>	<b>Rs. Per carbonless OMR sheet supplied</b>
Supply of carbon less OMR Sheet with bar code	

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

**c. Cost of Paper Component:**

Rates quoted above Activity; Supply of carbonless OMR sheet are inclusive of Cost of Paper component (105-110 GSM JK Maplitho/ Bond/ Sinarmas paper). The Cost of Paper component in the above quoted rates is as follows:

OMR Sheet: Rs ..... per 1000 OMR 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.** :.....