

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
35-B, M.G.MARG, CIVIL LINES, ALLAHABAD-211001 (UP)
Ph.:(0532)-2407970, 2408971, 2407972 Fax: 2408977

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 2016.
2. Pre Registration data processing, data & photograph capturing through OCR/ICR & Printing of Photo on Registration Cards and Photos on Pass Certificate (Exam-2017).

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 30 PPM. The agency should also have 02(two) scanners, preferably 02 (two) 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 list, nominal rolls etc.

Tender forms along with terms & conditions may be obtained from the CBSE, Regional Office, 35-B, M.G.Marg, Civil Lines, Allahabad on any working day between 20.07.2015 TO 10.08.2015 (From 10.00 A.M. to 03.00 P.M.) 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.

The Tender is to be submitted in two-bid system in two separate sealed envelopes. The first envelope should contain Technical Bid which should include Technical specifications, terms and conditions, details of EMD, list of client, registration certificates and balance sheet etc and the second envelope shall contain Financial Bid. Both the envelopes should be kept in another bigger envelope superscribing "**Tender for Data Preparation, Computerization of Pre-registration Data: 2016-2017**" should reach to the CBSE, Regional Office, 35-B, M.G.Marg, Civil Lines, Allahabad latest by 11.08.2015 upto 01.00PM. Tender(Only Technical Bid) will be opened on the same day at 03.00 PM in the presence of the tenderers who may like to be present. Alteration or modification of bid after expiry of deadline for receipt of bid will not be allowed.

Tender should accompany an Earnest Money of Rs.20,000/- (Rs.Twenty thousand only) in the shape of Bank Draft from any nationalized bank in favour of "The Secretary, CBSE, payable at Allahabad". The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

REGIONAL OFFICER

केन्द्रीय माध्यमिक शिक्षा बोर्ड

क्षेत्रीय कार्यालय

35-बी, सिविल स्टेशन, महात्मा गाँधी मार्ग, सिविल लाईन्स, इलाहाबाद-211001(उ०प्र०)

दूरभाष:(0532)2407970, 2408971, 2407972, फैक्स:2408977

निविदा सूचना

सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड के तरफ से प्रतिष्ठित कम्प्यूटर एजेंसी से निम्नलिखित कार्य हेतु मुहरबंद निविदाएँ आमंत्रित की जाती हैं:-

1. बोर्ड के प्री-परीक्षा कार्य 2016 के लिए ऑकड़ों की पंचिंग यथा विभिन्न डाटा की पंचिंग एवं सत्यापन ।
2. परीक्षा वर्ष 2017 के लिए पूर्व-पंजीकरण डाटा प्रोसेसिंग, ओ.सी.आर./आई.सी.आर. द्वारा डाटा तथा फोटो का स्थापन तथा पंजीयन पत्रक व उत्तीर्णता प्रमाण पत्र पर फोटो की छपाई का कार्य ।

शर्त:-

1. स्कैनर में 300 से 600 डी पी आई के साथ डाटा स्कैनिंग की सुविधा जिसकी निम्नतम स्कैनिंग स्पीड 40 से 60 पृष्ठ प्रति मिनट एवं लेजर प्रिंटर की प्रिंटिंग क्षमता निम्नतम 30 पी.पी.एम. हो । एजेंसी के पास कम से कम दो स्कैनर हो तथा दो लाइन प्रिंटर/लाइन मैट्रिक्स प्रिंटर वाले एजेंसी को वरीयता दी जाएगी ।
2. जिस एजेंसी के पास ऑकड़ों को तैयार करने का दो वर्षों से कम का अनुभव हो एवं मशीनों की संख्या 6 से कम हो, का कार्य हेतु चुनाव नहीं किया जाएगा । इनके अतिरिक्त एजेंसी के पास चेक लिस्ट तथा नॉमिनल रोल को प्रिंट करने के लिए 10 से 12 नियुक्त श्रमशक्ति होनी चाहिए ।

निविदा प्रपत्र तथा नियम व शर्तें, क्षेत्रीय कार्यालय, केन्द्रीय माध्यमिक शिक्षा बोर्ड, इलाहाबाद से रु. 500/- (अप्रतिदेय) का भुगतान कर किसी भी कार्यदिवस में 10.00 बजे से 3.00 बजे तक दिनांक 20.07.2015 से 10.08.2015 तक प्राप्त किए जा सके हैं या कं.मा.शि.बो. के वेबसाईट www.cbse.nic.in से डाउनलोड किए जा सकते हैं एवं वेबसाईट से डाउनलोड करने की स्थिति में निविदा प्रपत्र का मूल्य डिमांड ड्राफ्ट के रूप में निविदा प्रपत्र के साथ जमा किया जाना चाहिए । देर से जमा किए जाने वाले निविदा पर कोई विचार नहीं किया जाएगा ।

निविदा दो अलग-अलग लिफाफों में दो बिड पद्धति से जमा किए जाने चाहिए । पहले लिफाफे में तकनीकी बिड हो (जिसमें तकनीकी ब्योरा, नियम व शर्तें, धरोहर राशि का विवरण, ग्राहकों की सूची, पंजीयन प्रमाण-पत्र, बैलेंस-शीट/तुलन-पत्र इत्यादि सम्मिलित हों) तथा दूसरे लिफाफे में वित्तीय बिड हो एवं दोनों ही लिफाफों को एक बड़े लिफाफे में रखे जाएं जिसके ऊपर "डाटा-प्रेपरेसन, पूर्व-पंजीकरण डाटा का कम्प्यूटरीकरण (वर्ष 20136-2017)" लिखा हो, केन्द्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, 35-बी, एम०जी०मार्ग, सिविल साईन्स, इलाहाबाद-211001 में दिनांक 11.08.2015 दोपहर 1.00 बजे तक पहुंच जाना चाहिए । निविदा उसी दिन अपराहन 3.00 बजे इच्छुक निविदाकारों की उपस्थिति में खोली जाएगी ।

निविदा के साथ धरोहर राशि रु.20,000/- (रु.बीस हजार मात्र) का ड्राफ्ट किसी भी राष्ट्रीयकृत बैंक से, जो "सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड" के पक्ष में इलाहाबाद में देय हो, निश्चित रूप से संलग्न किया जाना चाहिए । बोर्ड के पास किसी भी निविदा को बिना कारण बताए स्वीकृत/अस्वीकृत करने का अधिकार सुरक्षित है ।

क्षेत्रीय अधिकारी

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TENDER FORM NO.RO(Alld)/Admn./F-44/2015/.....

Cost of form: Rs.500/-

**TENDER FORM FOR DATA PREPARATION OF PRE EXAM WORK 2016 &
COMPUTERISATION OF PRE REGISTRATION DATA FOR EXAM 2017**

Tender form duly filled in should reach to the Regional Officer upto 01.00 PM on or before 11.08.2015. Tenders will be opened on the same day at 03.00 P.M. in the presence of the Tenderers, who may like to be present.

M/sis/are hereby authorized to submit their tender in response to the Notice appeared in the Newspapers on.....for data preparation of pre exam work 2016 & computerization of pre registration data for exam 2017 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 2016 & computerization of pre registration data for exam 2017". 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 2016 & computerization of pre registration data for exam 2017 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.20,000/- has been deposited vide Demand Draft No.....Dated.....in favour of **Secretary, CBSE** payable at Allahabad drawn onas earnest money.

Signature of the tenderer
Seal with complete address

.....
.....
Telephone No.....

Dated:.....

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VOLUME OF WORK, PERIOD, DETAILS OF WORKS TO BE DONE FOR DATA PREPARATION OF PRE-EXAM WORK 2014 AND COMPUTERIZATION OF PRE-REGISTRATION DATA FOR EXAMINATION 2016 OF THE C.B.S.E. REGIONAL OFFICE ALLAHABAD.

A. VOLUME OF WORK

Approximate Candidates	Senior Secondary	:	2,00,000
	Secondary	:	2,50,000

B. PERIOD DURING WHICH THE WORK IS TO BE DONE

- i) Printing and Supply of Photo Registration Card :Nov. to Dec. 2015
(Approx 4,50,000 candidates)
- ii) Printing of Pass Certificates with photographs :July to September 2017
- iii) Data punching verification, check listing, checking:September 2015 and onwards
Updation of data with 100% Accuracy & Printing
Of list of candidate (Nominal Roll) for Exam 2016.

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 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.

- (iii) 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.

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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	: Activity C-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 2015-2016 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 21 days 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, Allahabad and return the same along with the output reports at the Board's Regional Office, CBSE, Allahabad 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 centre 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 Rs.1,000/- per mistake
Mismatch of photograph.

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.

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NOTE: TO BE SEALED SEPARATELY

I. ABOUT THE FIRM:

- (a) Year of establishment :
- (b) Type of firm/organization
(Proprietary/Private/Public/Government)
- (c) Total turnover during 2014-2015 :
2013-2014 :
2012-2013 :

(i.e. Last three years)
- (d) PAN :
VAT/SAT :
RGN No. :
- (e) Activities of the organization :
- (f) Since when engaged in EDP :
- (g) 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 of 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. PERSONAL SUPPORT AVAILABLE:

(a) Manpower:-

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

- i) No. of System analysts with their qualifications and experience.
.....
- ii) No. of programmers with their qualifications and experience.
.....
- iii) No. of operators in input preparation.
.....
- iv) No. of operators in production.
.....
- v) No. of persons for checking of data.
.....

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

- i) No. of image scanner available :
- ii) Dpi :
- iii) Speed :
- iv) Make and specifications :
- v) Software being used for conversation of data :
- (Please attach complete details)
- vi) No. of Licensed software. :
- vii) Whether scanner has provision for printing of number during scanning
.....

(c) In house hardware for processing:-

- i) Computer system and its configuration :
- ii) No. of terminals :
- iii) (a)Details of cartridge tape drives :
- (b)Details of CD writers :
- iv) Online disk storage capacity :

(d) Details of printers available :

- (i) Line Printers/Line Matrix : No.....make.....
Speed.....
- (ii) 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)

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RATES TO BE QUOTED IN THE FOLLOWING FORMAT

Note: To be sealed separately

1. RATES FOR THE WORK INDICATED IN ANNEXURE-I

- | | |
|---|---------------------|
| (a) Recurring Charges (per candidate)
(Activity C-1 Annexure-I) | : Rs.....Paise..... |
| (b) Recurring Charges (per Registration Card)
(Activity C-2 Annexure-I) | : Rs.....Paise..... |
| (c) Recurring Charges (per Pass Certificate)
(Activity C-3 Annexure-I) | : Rs.....Paise..... |
| (d) Recurring Charges (Per Admit Card/Attendance Sheet)
(Optional Activities C-4 Annexure-I) | : Rs.....Paise..... |
| (e) Printing of extra copies of report on Line Matrix Printer
(per page/any size) | : Rs.....Paise..... |
| (f) Data punching, verification, check listing, checking,
Updation 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)
(Activity C-5 Annexure-I) | : Rs.....Paise..... |
| (g) Printing of Attendance-Sheet per page
(One page containing two Attendance Sheets) | : Rs.....Paise..... |
| (h) Printing of Admit-Card per page
(One page containing two Admit Cards) | : Rs.....Paise..... |

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

Authorized Signatory
(With full name, designation and stamp)