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Phone : 0612-2295088  
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**CENTRAL BOARD OF SECONDARY EDUCATION**

(Regional Office)

(An autonomous Organization under the Union Ministry of HRD, Govt. of India)  
Ambika Complex, Behind State Bank Colony, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road,  
Patna - 800014 (Bihar)

CBSE/Patna/PREGN-IX&XI-15/OCR-2015-2016

Dt. 26.10.2015

**TENDER NOTICE**

On behalf of the Secretary, CBSE, New Delhi two bids sealed Quotations are invited from reputed Organization based at Patna City for Computerization (Computerization of Data & Photo Processing using OCR/ICR and printing of Enrollment/Registration cards etc.) activities of pre-registration form for class IX and XI academic year 2015-16. Tender form alongwith terms and conditions can be obtained from the Cashier, CBSE, Ambika Complex, Behind State Bank of Colony, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna on any working day during office hours on payment of Rs. 100/- (non-refundable) for each form upto **03:00 PM** before 18.11.2015 or can be down loaded from website [www.cbse.nic.in](http://www.cbse.nic.in) and in such case the requisite fee of Rs. 100/- (non refundable) shall have to be enclosed in the form of the Demand Draft.

Tender in sealed covers should reach the Regional Office, CBSE, Patna latest by 18.11.2015 upto **03:30 PM**. Tenders will be opened on the same day at **04:00 PM** in the presence of the tenderers who may like to be present.

Tenders should accompany an Earnest Money Deposit of Rs.10,000/- (Ten Thousand) in the shape of Bank Draft drawn on any scheduled Bank in favour of the Secretary, CBSE payable at Patna.

  
26-10-15  
REGIONAL OFFICER



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Price : Rs.100/-

**Pre -Registration data processing – Data and photograph Capturing through OCR/ICR and printing of Photo Enrolment Cards –Standard IX & XI.**

The Board has to get processing of data pertaining to Pre-registration including printing of Photo Registration Card of the students through computerized scanning using automatic image scanner / Optical Character Reader (OCR) / Intelligent Character Reader (ICR).

Those agency are capable to undertake and execute this work may please send their two bids quotations in sealed cover superscribing "Quotation for computerization of Pre-registration data 2015-2016 students IX & XI" so as to reach the Regional Office, CBSE, Ambika Complex, Behind State Bank Colony, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna latest by 18.11.2015 by 03:00 PM along with an Earnest Money Deposit (EMD) of Rs. 10000/- (Rs. Ten Thousand only) in the form of Bank Draft drawn in favour of the Secretary, CBSE payable at Patna. The computer agency meeting the requirements and interested for work will have to submit both Technical as well as Financial bids simultaneously on the separate prescribed forms for Technical & Financial bids in small envelopes and these two envelopes have to packed in separate big envelope while submitting the bids. The quotations received without earnest money or incomplete in any respect will not be accepted.

The agencies that have adequate & sufficient infrastructure in Patna in terms of hardware, manpower, and software will only be considered for allotment of work. Only those agencies having minimum three years experience in related activities through Optical Character Reader / Intelligent Character Reader / Image Scanner will be considered. Experience certificate/proof should also be enclosed.

The volume of work, period & details of work is mentioned Annexure –I., details and infrastructure of the agency at Annexure-II, Rates should be clearly mentioned in the Annexure –III.

The formats of various input and output reports can be seen on working days during Office hours with prior appointment.

  
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### Annexure-I

#### VOLUME OF WORK, PERIOD, DETAILS OF WORKS TO BE DONE FOR COMPUTERISATION OF PRE-REGISTRATION DATA 2015 –2016 OF STD. IX & XI.

#### **A. VOLUME OF WORK :**

Approximate candidates	Senior Secondary	:	80,000 approx.
	Secondary	:	1,50,000 approx.

#### **B. PERIOD DURING WHICH THE WORK IS TO BE DONE :**

- Scanning of Pre-registration forms: WITHIN 20 DAYS FROM THE DATE OF SCANNING ORDER.
- Printing and supply of Photo Registration Card: WITHIN 20 DAYS FROM THE DATE OF PRINTING ORDER.

#### **C. DETAILS OF THE WORKS TO BE DONE:**

##### **C-1 Scanning of Pre-Registration Forms:**

##### **I) Input Documents:**

- Application forms for OCR/ICR scanning—A4 sheet having data & photo of 3 or 4 candidates.
- List of Schools.
- Update/correction data for the input data till the data becomes almost 100 percent accurate.

##### **II) Output Reports:**

- Creation of candidates master with photograph files after scanning application form.
- To generate enrolment No. on the candidates master file as per instructions of the Board.
- (a) To print list of candidates Enrolment number –wise.  
(b) To print list of Candidates School wise / Enrolment number –wise. /Miniature sheets
- To provide candidates master data with photograph duly updated on CDs.

##### **C-2 To print Enrolment Cards with Photos:**

##### **(i) Input Documents**

- Application Master.
- Photographs of Candidates.

##### **(ii) Output Reports**

- Photo Registration Cards.



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### Technical Bid

Annexure-II

NOTE: TO BE SEALED SEPARATELY

#### 1. 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 : .....
- (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. No. of System analysts with their qualifications and experience.

.....  
1) No of programmers with their qualifications and experience.

.....  
2) No of operators in input preparation.

.....  
3) No of operators in production.

.....  
4) 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)**





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**Financial Bid**

**1) RATES FOR THE WORK INDICATED IN ANNEXURE –III**

- a) Recurring Charges (per candidate)  
(Activities C-1 Annexure –I) Rs.....Paise
- b) Recurring Charges (per registration card)  
(Activities C-2 Annexure –I) Rs.....Paise
- c) Printing of extra copies of report  
On line matrix/A4 laser printer (per page) Rs.....Paise

Note: The rates may please be quoted separately as per enclosed format Annexure-III for the work indicated in Annexure-I as follows:

Recurring Charges: for processing of the data and photo capturing/verification, checking, cost of input media, computer time and development of required software. The data capturing and processing is to be carried out in Patna through Optical Character Reader (OCR)/ Intelligent Character Reader (ICR):

- (i) Pre-registration Processing : Activity C-1  
(ii) Printing of Photo Registration Card : Activity C-2

**Authorized Signatory**  
(with full name and stamp)





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TERMS AND CONDITIONS

1. Tenders without EMD and tenders received after due date shall be summarily rejected. EMD of unsuccessful bidders shall be returned after 45 days counted from the last date of submission of bids.
2. The Board reserves the right to reject any or all the quotation or to accept rates of any of the computing agency whether they are lowest or not due to administrative reason.
3. 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 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. 2000/- per day to the CBSE.
4. 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 & cost of the existing agency. 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.
5. (i) The Chairman/Competent Authority may allot the work to one or more agencies.  
ii) The allotment of work will be for 2015 –2016 session only in the first instance which may be extended up to 3 years subject to performance to be reviewed after each year.
6. The computing agency to which 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. 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.
7. The computing agency shall have to execute an agreement on non- judicial stamp paper of Rs.100/- if considered for allotment of the work.
8. 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.
9. The computing agency will arrange for collection of input documents /data from the Board's Regional Offices and return the same along-with the output reports at the Board's Regional Office.
10. The reports/Lists 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 file 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. The scanners should have facilities of scanning data in auto feed mode with 300 to 600 dpi and minimum scanning speed of 20-30 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 stationery/Pre Printed stationery for printing of reports will be supplied by the Board.
15. The agency must ensure that the photographs and the details of the candidates are not mismatched. If mismatched, the cost of the stationery/blank cards etc will be borne by the agency.
16. The payment will be made after successful completion of work.
17. No Deviation of the terms and condition is acceptable. Terms and Conditions which are in deviation of the tender terms are liable for rejection without making reference to the tendered.
18. Transportation/ Cartage shall be borne by the supplier, if any.
19. In case of any dispute, the Arbitrator shall be appointed by the Secretary and his decision shall be final & binding on both the parties.

**NOTES :**

- a. After scanning, data will have to be checked manually, updated and error free file will have to be created.
- b. The data checking will be the responsibility of the computing agency.
- c. Forms rejected during the 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.
- d. The errors other than documents errors shall be the responsibility of the computing agency and shall be treated as mistake.
- e. 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 ensure 100 percent accurate.
- f. The agency will have to supply up to three copies of each report wherever number of copies required is not mentioned.
- g. The charges will be paid on the actual number of candidates registered.
- h. For a mistake either in data or mismatch of photograph the agency will be liable to pay charges at the rate of Rs. 1000/- per mistake.
- i. The agency will ensure printing quality in all reports- especially of photo on reports such as Registration card. In case printing quality is not up to the mark, the agency will have to reprint the same without any additional cost/charge within 24 hours.

Authorised Signatory  
(With full Name and Stamp)