



CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, 2ND FLOOR, BLOCK – B, LIC DIVSNL. OFFICE CAMPUS
PATTOM, THIRUVANANTHAPURAM – 695004 (KERALA)
E-mail – rotrivandrum.cbse@nic.in, Phone – 0471-2534404, Fax –2534406

TENDER NOTICE

Sealed Quotations, on behalf of Secretary, CBSE, Delhi, are invited from reputed Agencies based in Thiruvananthapuram, Kerala under two bid systems for Computerization of Data & Photo Processing using OCR/ICR and printing of Enrollment/Registration cards etc., which are the activities of pre-registration form for classes IX and XI academic year 2015-16. The Agency should have minimum 03 years experience of processing of examination related activities of Education Boards/ Universities with proven track record.

The Tender Form can be purchased on all working days during office hours from Administration Branch of the Regional Office, Central Board of Secondary Education, Thiruvananthapuram upto 1.00 p.m. w.e.f 14.12.2015 to 07.01.2016 against cash payment for Rs.100/- (Non-Refundable). The Tender Form can also be downloaded from website 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 in favour of Secretary, CBSE payable at Thiruvananthapuram with the Tender.

The interested agency may submit their rate on prescribed tender form vide Annexure-III & IV on or before 3.00 pm on 07.01.2016 in a sealed cover superscribed “**Tender for Computerization of various Examination related activities for 2015-2016**” addressed to Regional Officer. Technical bids of the Tender will be opened on 07.01.2016 at 3.30 p.m. in the presence of the Tenderers or their representatives, who may like to be present.

Tender is to be submitted on the prescribed format in two bid system. Bidder should prepare Technical & Financial bids in two separate sealed envelopes and both the envelopes be kept in another bigger envelop duly sealed and superscribed “**Tender for Computerization of various Examination related activities for 2015-2016**”. The EMD of Rs.10,000/- in the shape of Bank Draft drawn on any scheduled bank in favour of Secretary, CBSE, payable at Thiruvananthapuram and all requisite documents must be attached with the technical bid and the financial bid must contain rates only. Financial bids of qualified tenderer will be opened later and the date for opening the financial bids will be intimated to the tenderers who qualify for the technical bids. Incomplete and conditional tenders shall be summarily rejected. Tender opening committee may visit Computer Centres of the prospective bidders for physical verification of availability of infrastructural facilities as claimed in the technical bid document.

Tender without Earnest Money Deposit will lead to disqualification of Tender. The Chairman of the Board reserves the right to accept or reject any or all the tenders without assigning any reason.

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Price: Rs.100/-

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

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

In case you are in a position to undertake and execute this work, you may please send your quotations in sealed cover super scribing “**Quotation for Computerization of Pre-registration data 2015-2016-CLASS IX & XI**” so as to reach the Regional Office, CBSE, Pattom, Thiruvananthapuram latest by **07.01.2016** by **03:00 p.m.** along with an Earnest Money of Rs.10,000/- (Rupees Ten Thousand only) in the shape of Bank Draft drawn in favour of the Secretary, CBSE, payable at Thiruvananthapuram. The quotations received without earnest money or incomplete in any respect will not be accepted.

The agencies that have adequate infrastructure in terms of hardware, software and manpower will only be considered for allotment of work. Only those agencies having minimum 03 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 & Terms and conditions of work are mentioned Annexures – I& II. Technical details should be mentioned in Annexure III & Rates in Annexure – IV.

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 WORK TO BE DONE FOR
COMPUTERISATION OF PRE-REGISTRATION DATA 2015 – 2016 OF CLASS IX & XI

A. VOLUME OF WORK: Number of candidates (approx.) for Class IX is: **73000**
Number of candidates (approx.) for Class XI is: **35000**

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

1. Scanning of Pre-registration forms: **WITHIN 20 DAYS FROM THE DATE OF SCANNING ORDER.**
2. Printing and supply of Photo Enrolment Card: **WITHIN 20 DAYS FROM DATE OF PRINT ORDER.**

C. DETAILS OF THE WORKS TO BE DONE:

C-1 Scanning of Photographs (wherever required) and Printing of Photo Registration Cards along with the checklist in A4 size (On-line Class IX and Class XI Candidates):

(i) Input Documents

1. Application Database containing details of candidate and Registration No.
2. Hard Copy of A4 size sheets containing details of 3 candidates with Registration No. and their photographs – for image scanning.
3. List of Schools.
4. Subject Master

(ii) Output Reports

1. Scanning of photograph and signature of the candidate from Hard Copy on A4 size sheets. Each sheet shall contain details and photographs of 3 candidates.
2. Photographs & signature are to be tagged with the Registration No. of the Candidate. To print Registration Card with photo of the candidate on pre-printed stationery through laser printer and as per requirement and instructions of the Board. Each sheet of A4 size shall have 4 Registration Cards and shall be cut with one horizontal and one vertical cut into 4 cards.
3. Supply of Photographs & signature in the desired format and file structure (like school wise individual folder of images)
4. To provide checklist of photographs with Registration Number on A4 paper. Updation has to be done till the data is 100% accurate. To provide scanned photographs & signature with full accuracy and within stipulated time limit. The stationery for the checklist / updation will be borne by the agency.
5. To print list of candidates school/ Registration number wise on Line Matrix printer.
6. To provide Application Database with photograph & signature duly updated on CD/DVD/Hard Disc (in JPG format).

C-2 Scanning the photographs of direct admission / Re – admission cases of ONLINE LOC Class X & XII 2015

(i) Input Documents :

1. Hardcopies of LOC pasted with manual photos

(ii) Output Reports

1. Scanning of Photographs & signatures
2. To provide check list (In A4 size paper containing scanned photographs with name and registration number) for checking by the Board.
3. To provide photo of candidates Database with photographs & signature duly updated on CD/DVD in a school wise folder (in JPG Format). (Photo file name must be in accordance with registration no. of candidates)



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ANNEXURE – II

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/cancel any or all the quotations or to accept rates of any of the computing agency whether they are lowest or not, without assigning any 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 reports, 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, 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% of the total likely amount payable to it for the work as a security in the form of 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 & data 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 Regional Office, CBSE, 2nd Floor, Block – B, Lic Divsnl. Office Campus, Pattom, Thiruvananthapuram and return the same along with the output reports.
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/CD/DVD/USB 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 (EZR)/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 should be matched exactly. 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 Tenderer.
18. Transportation/Cartage Charges shall be borne by the supplier/Agency, if any.
19. In case of any dispute, the decision of Arbitrator appointed by CBSE shall be final and his decision shall be final & binding on both the parties.

NOTES:

- i. After scanning, data will have to be checked manually, updated and error free file will have to be created.
- ii. 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. Errors other than document's errors shall be the responsibility of the computing agency and shall be treated as mistake.
- v. 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 ensure 100 percent accuracy.
- vi. The agency will have to supply up to three copies of each report, wherever number of copies required is not mentioned.
- vii. The charges will be paid on the actual number of candidates registered.
- viii. For a mistake either in data or mismatch of photograph/signature the company will be liable to pay charges at the rate of Rs.1000/- per mistake.
- ix. The agency will ensure printing quality in all reports – especially of photo on reports such as Enrolment card. In case printing quality is not up to the mark, the agency will have to reprint the same without any additional charge within 24 hours.

Authorized Signatory
(With Full name, Designation, stamp and Date)



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ANNEXURE-III

(Technical bid for Computerization of various Examination related activities for 2015-2016)

- NOTE: 1. TO BE SEALED WITH BANK DRAFT(S) OF COST OF TENDER / EARNEST MONEY.**
- 2. Tenderer must read the instructions/ terms and conditions (ANNEXURE-II) carefully before filling Annexure-III.**

1. ABOUT THE FIRM

A	Year of establishment	:	
B	Type of firm / organization	:	
	(Proprietary / Private / Public / Govt.)	:	
C	Copy of the Registration, if applicable	:	
D	Total Turnover during : (Attach photocopies of audited balance sheet)	2012-2013	:
		2013-2014	:
		2014-2015	:
E	Income Tax No. (PAN No. / TIN No.) Service Tax Registration No. (Attach photocopies of both and Income Tax clearance certificate)	:	
F	Details of premises : Owned / Rented	:	
	Area in Sq.m	:	
G	Quality Certification No. If any	:	
	Details of Issuing Authority	:	
	Validity of Certificate	:From	To
H	Activities of the organization	:	
I	Since when engaged in Electronic Data Processing	:	
	Traditional Method	:	
	Image Processing ICR / OCR	:	

J) Past experience in handling examination data processing through image scanning jobs with the name of the organization (s), nature of jobs, volume of work in terms of candidates, duration for completion of job and since when.

Year	Name of the organization and contact person along with telephone no.	Nature of work & technology used	No. of candidates handled	Duration for completion of job	Value of the job (copy of the work order to be enclosed)
(Use separate sheet for details, if required)					
2012-2013					
2013-2014					
2014-2015					

Note: - Attach performance certificate from the organization to which you have rendered services. Please indicate telephone number and name of responsible 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/ Service Commissions.

- i) Number of System Analysis with their qualification and experience. _____
- ii) Number of Programmers with their qualification and experience. _____

(b) In house arrangement for preparation of input data

Number of data preparation machines. _____

Number of data feeding operators. _____

Number of staff of scanning documents. _____

Shifts being worked upon. _____

Number of Checking Staff. _____

Capacity of 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/ DVD Writers. _____

4. Line Matrix Printers/ Laser Printers :

Line Matrix Printers/Laser Printer - Make/ specification	No. available	Manufacturing year	Speed of each printer

5. Image Scanners:

Image scanners– make and specifications	No. available	Manufacturing year	Speed of each scanner	Whether scanner has provision for printing of number during scanning

6. Software being used for conversion of data (Pl. attach complete details with license No.)

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 Personnels
- v) Printers
- vi) Image Scanners

- 1) **Have you ever been debarred by any Board/ University/ Organisation for examination related processing:** If yes, please mention why and when you were debarred. YES / NO
- 2) **Bank Draft No.**_____ **dated**_____ **drawn on (name of bank)** _____ **on account of Cost of Tender (Please attach draft with this Annexure)**
- 3) **Bank Draft No.**_____ **dated**_____ **drawn on (name of bank)** _____ **on account of Earnest Money deposit (Please attach draft with this Annexure).**
- 4) **Certified that all the terms and conditions of this TENDER as per Annexure II are accepted by me/us. Copy of Annexure II duly signed is also attached.**

Authorized Signatory
(With full name, designation, stamp and Date)

Contact Person:

Off. Telephone No.(s) :

Fax No. :

E-mail id :

Mobile No. :



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ANNEXURE-IV

(Financial bid for Computerization of various Examination related activities for 2015-2016)

NOTE : TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN THE TENDER FORM Annexure-I

(Rates must be quoted including data scanning, capturing/ verification, checking, cost of input media, toner, cost of stationery of Score Card, Computer time and development of required software & F.O.R.)

Activity	Recurring Charges
C1 – Scanning of photographs& signature wherever required and Printing of photo Registration Cards (Online-Class-IX and Class-XI Candidates)	Rs..... per Scanning of Photograph, Signature and Registration Card Printing.
C-2 – Scanning of Photographs& signature from Class X & XII LOC for2016 Exam	Rs..... per Candidate handled

Note: Rates to be quoted inclusive of all taxes.

Certified that all the terms and conditions of this TENDER as per ANNEXURE-II are accepted by us.

Authorized Signatory
(With full name, designation, stamp and date)

Contact Person:

Off. Telephone No.(s):

Mobile No.: