



CENTRAL BOARD OF SECONDARY EDUCATION
(Regional Office)
(An autonomous Organization under the Union Ministry of HRD, Govt. of India)
Todarmal Marg, Ajmer (Raj.) – 305001

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

Dt. 01.10.2015

TENDER NOTICE

Sealed Quotations are invited from reputed Organization based around Ajmer and Jaipur 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, Todarmal Marg, Ajmer on any working day during office hours on payment of Rs. 100/- (non-refundable) for each form upto **03:00 PM** before 19.10.2015 or can be down loaded 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.

Tender in sealed covers should reach the Regional Office, CBSE, Ajmer latest by 19.10.2015 **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 Ajmer.

REGIONAL DIRECTOR



CENTRAL BOARD OF SECONDARY EDUCATION
(Regional Office)
(An autonomous Organization under the Union Ministry of HRD, Govt. of India)
Todarmal Marg, Ajmer (Raj.) – 305001

Price : Rs.100/-

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

Sir,

I am directed to say that the 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- STD. IX & XI**" so as to reach the Regional Office, CBSE, Todarmal Marg, AJMER-305001 latest by 19.10.2015 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, AJMER. The quotations received without earnest money or incomplete in any respect will not be accepted.

The agencies that have adequate infrastructure in AJMER 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. Rates should be clearly mentioned in the Annexure – II.

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

REGIONAL DIRECTOR



CENTRAL BOARD OF SECONDARY EDUCATION
(Regional Office)
(An autonomous Organization under the Union Ministry of HRD, Govt. of India)
Todarmal Marg, Ajmer (Raj.) – 305001

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 : Region wise breakup of candidates (approx.) is :
AJMER : 2, 00,000 candidates

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

- (i) Scanning of Pre-registration forms: WITHIN 20 DAYS FROM THE DATE OF SCANNING ORDER.
- (ii) Printing and supply of Photo Enrolment 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:

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

II) Output Reports:

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

C-2 To print Enrolment Cards with Photos:

(i) Input Documents

- 1. Application Master.
- 2. Photographs of Candidates.

(ii) Output Reports

- 1. Photo Enrolment Cards.



CENTRAL BOARD OF SECONDARY EDUCATION
(Regional Office)
(An autonomous Organization under the Union Ministry of HRD, Govt. of India)
Todarmal Marg, Ajmer (Raj.) – 305001

ANNEXURE – II

RATES TO BE QUOTED IN THE FOLLOWING FORMAT

1) RATES FOR THE WORK INDICATED IN ANNEXURE – I

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

Note: The rates may please be quoted separately as per enclosed format Annexure-II 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. The data capturing and processing is to be carried out in AJMER through Optical Character Reader (OCR)/ Intelligent Character Reader (ICR):

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

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



CENTRAL BOARD OF SECONDARY EDUCATION
(Regional Office)
(An autonomous Organization under the Union Ministry of HRD, Govt. of India)
Todarmal Marg, Ajmer (Raj.) – 305001

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, 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 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.

E-mail : roajmer.cbse@nic.in
: admn.cbseajmer@gmail.com
Website : www.cbse.gov.in
www.cbse.nic.in



Phone : 0145-2634109/101
FAX : 0145-2421543

CENTRAL BOARD OF SECONDARY EDUCATION
(Regional Office)
(An autonomous Organization under the Union Ministry of HRD, Govt. of India)
Todarmal Marg, Ajmer (Raj.) – 305001

- viii. For a mistake either in data or mismatch of photograph 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 and stamp)