CENTRAL BOARD OF SECONDARY EDUCATION 2 COMMUNITY CENTRE, PREET VIHAR – DELHI 110 301

CBSE/CU/EXAMS/2011

TENDER FORM -S

Form No.
Price -Rs. 200/- Non-refundable

Tenders are invited from agencies situated in places where Regional offices of the Board are existing (i.e. Ajmer, Allahabad, Bhuwneshwar, Chennai, Delhi, Guwahati, Panchkula, Patna) /Jaipur/ Chadigarh/ Mohali/ Kanpur/ Lucknow/ Gautam Budh Nagar/ Faridabad/ Gurgaon / Ghaziabad – for Scanning of Flying Slips and finalization of data for Examination 2012.

LAST DATE FOR SUBMISSION OF TENDER FORM	24.10.2011 UPTO 2.30 PM
OPENING OF TECHNICAL BID	24.10.2011 AT 3.00 PM

Eligibility conditions & Important Points:

- 1. At least two years experience with proven track record of examination processing through Image scanning using ICR/OCR or OMR technology of similar jobs of Education Boards/Universities/ Service Commissions.
- 2. Minimum number of Sheets scanned in a single exam should be two lakh or more during 2010 and 2011.
- 3. The agency should have adequate number of hybrid image scanners or OMR scanners of its own with scanning speed of 40-50 pages per minute each. The agency has to install scanners (at least Two in each Regional Office) to scan 25000-30000 sheets per day during working hours at each Regional Office of the Board.
- 4. The Minimum Annual Turnover should be 30 lakhs or more for the last three financial years i.e. during 2008-09, 2009-10 and 2010.11.
- 5. Earnest Money Deposit of Rs 10000/- for each Regional Office quoting shall be in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.
- 6. The agency may quote for one Regional Office or for more than one Regional Office depending on infrastructure available with the agency. The Work shall be divided among 4 or more agencies.
- 7. The work is to be carried out at premises of Regional Offices of the Board i.e. at Ajmer, Bhubneshwar, Patna, Panchkula, Chennai, Guwahati, Allahabad and Delhi.
- 8. The agencies which are registered with Directorate of Service Taxes need only apply.
- 9. The agencies having adequate infrastructure in terms of hardware of its own, experienced and qualified manpower, and development of software and experience of processing in the relevant field with proven track record & repeat work order for large volume of data only will be considered for allotment of work.
- 10. The Tender Forms received without earnest money or incomplete in any respect will not be accepted.
- 11. Scanning is to be carried out through image scanning using ICR/OCR or OMR technology and finalise data.
- 12. Sealing of Envelopes
 - a. The technical details and experience as per **Annexure** I along with EMD demand Draft be sealed in an envelope superscribing "Technical Details for Scanning of flying slips and finalisation of data for Examination 2012"
 - b. The rates as per Annexure- II be sealed in another envelope superscribing "Rates for Scanning of flying slips and finalisation of data for Examination 2012".
 - c. Both these envelopes be sealed in an envelope superscribing "Tender for Scanning of flying slips and finalisation of data for Examination 2012"
- 13. The technical bids will be opened on 24.10.2011 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.
- 14. The formats of various input and output reports can be seen on working days in Computer Centre, CBSE, Preet Vihar, Delhi
- 15. The Board reserves the right to reject any or all the tender without assigning any reasons thereof.

A. VOLUME OF WORK and Period during which the work is to be done:

Description of Job	Period during which the work is to be done
Scanning of Flying Slips and finalization of	Main Exam : 15 th Mar to 15 th April, 2012
data (Class XII) 2012	Comptt.: 20th July to 25th July, 2012

Region wise Approximate No of Flying Slips (Class XII) during Main Examination:

Region	Flying Slips
	Class XII
Ajmer	400000
Bhubneshwar	200000
Panchkula	650000
Guwahati	200000
Chennai	350000
Allahabad	800000
Patna	350000
Delhi	1250000

B. DETAILS OF THE WORKS TO BE DONE:

B Scanning of Flying Slip and finalisation of data (Class XII Examination 2012):

Input Document:

Flying Slips of size 17 cm x 22 cm having Centre Number, Roll Number, Subject Code, Candidate's Name and Identification Number as Bar Code

Output Reports

- 1. To scan the flying slips through image scanner (ICR/OCR) or OMR scanner with scanned number printed on each Flying Slip and to create raw score data file. To punch / verify/ check and merge the flying slips which have been rejected in scanning.
- 2. To carry correction of Centre Number, Roll Number, Subject Code, Candidate's Name and Identification Number which have been scanned wrongly, if any.
- 3. To print edit list Invalid/duplicate Roll No., Candidate's Name, Identification Number, Center No and Subject Code. To check and update the list, update the data file with corrections till all errors are removed.
- 4. To provide a copy of updated database on CD as per requirement of the board.

C. TERMS AND CONDITIONS:

- 1. The technical details may please be submitted in Annexure-I and rates in Annexure II-S.
- 2. The allotment of work will be for 2012 examination only in the first instance which may be extended upto 2014 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.
- 4. The 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 which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
- 5. The time schedule i.e. period during which the work is to be done 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.

- 6. Any variation in the particulars of the candidates in database and in the documents shall be treated as errors and shall be the responsibility of the agency. In case of error in data ie. variation between document and database, the company shall be liable to pay charges @ Rs 1000 per error.
- 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 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 will have to 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 agency will be fully responsible for the consequences.
- 9. The Board reserves the right to reject any or all the tender without assigning any reasons.
- 10. The agencies who are bidding for the first time and have not done the job of the Board previously will be required to complete System Test Run free of cost as per requirement and satisfaction of the Board within stipulated time frame with test data supplied by the Board. The Board will not pay any charges for the same, either for system designing, software development or processing, whatsoever.
- 11. The payment will be made after satisfactory completion of work only. The charges will be paid for the number of Flying Slips scanned.
- 12. The agency will have to install scanners and computer system including printers at Regional Offices of the Board. Data recognition, checking and updations can be carried out at its own computer center and in no case shall be subcontracted.
- 13. The agency will arrange for collection of input documents/ data from the Board's office and return the same alongwith the output reports at the Board's office.
- 14. The data stored will be the property of the Board and the agency will have to supply a copy of the updated data file on CD as and when required by the Board. Data will not be erased without written permission of the Board.
- 15. The agency should have adequate number of hybrid image scanners or OMR of its own with scanning speed of 40-50 pages per minute each. The agency has to install at least two scanners at each Regional Office of the Board to scan 25000-30000 sheets per day during working hours. The agency will have to supply the data on CD to the Board at the end of each day.
- 16. Errors and Deductions:

Any variation in document and the data base supplied, in Roll No, Centre No, Identification No and Subject Code in Flying Slips shall be treated as an error and shall be the responsibility of the agency. For an error, the company shall be liable to pay charges at the rate of Rs.1000/- per error.

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI

(Technical Bid for Scanning of Flying Slips and finalization of data for Examination 2012 of the Board.)

ANNEXURE-I

NOTE: 1 TO BE SEALED SEPARATELY ALONG WITH BANK DRAFT OF EARNEST MONEY 2 Tenderer must read the instructions/terms & conditions carefully before filling up the particulars of the firm.

1. ABOUT THE FIRM

Α	Year of establishment	:
В	Type of firm /organization	:
	(Proprietary/Private/Public/Govt.)	
С	Copy of Registration, if applicable	:
D	Total Turnover during: 2008-09	:
	2009-10	:
	2010-11	:
	(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 returns)	
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 organisation:	:
i	Since when engaged in EDP	:
	Traditional method	:
	Image ProcessingICR/OCR	:
	OMR Processing	:

j) Past experience in handling Examination data processing, OCR/ICR and OMR jobs with the name of the organisation(s), nature of jobs, volume of work in terms of application for each job, duration for completion of job and since when: (Use separate sheet for details)

Year	Name of Organisation and contact person		No. of Answer	Duration for completion	Value of the Job. (copy of work order
	along with T.phone No.		Sheets	of job	to be enclosed)
		used	handled		
2008-09					
2009-10					
2010-11					

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.
- b) In house arrangement for preparation of input data
 - 1) Number of data preparation machines online as well as offline
 - 2) Number of data feeding operators
 - 3) Shifts being worked upon
 - 4) Number of Checking Staff
 - 5) Capacity in terms of records per day
- c) In house hardware for processing (Owned by the firm):-
 - 1) Computer system and its configuration

scanners - make and specif	<i>a</i>	Available		Manufactu	11115	speed of			scanner	
make and specif	C* . •	Tivaliable		year		each scanı	ner		n for print	
	tications							number	during s	canning
OMR Scanners:					1					
OMR scanners -		No.		nufacturing	_	d of each			anner has	
make and specif	fications	Available	yea	r	scan	iner			r printing	
							nu	mber du	nng sca	nning
1) Software being u	ised for co	onversion of	data(Pl	ease attach c	omple	ete details)				
2) No. of licensed se				case arraeri e	ompi	ote details,				
a) ivo. or meerised o	oitmare be									
DETAILS OF BAC	K-UP FAC	CILITIES AV	AILAB	LE: In the e	event	of anv emer	geno	cv / break	k down in:	
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ii) Computer syste	CIII									
ii) Computer syste iii) Power	CIII									
iii) Power										
iii) Power iv) Software Perso	onnels	ners								
iii) Poweriv) Software Persov) Printers	onnels nage scan s n debarre	d by any Bo					xam i	ination re	elated	
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Manufacturing year

Speed of each Printer

2) No. of terminals

Make/ specifications

3) No. of CD Writers / portable hard drive
4) Line printers / Line Matrix Printers / Laser printers:

Line Printers / Laser Printer - No. Available

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI

(Financial Bid for Scanning of Flying Slips and finalization of data for Examination 2012 of the Board.)

ANNEXURE - II - S

NOTE: 1. TO BE SEALED SEPARATELY

2. Processing is to be done in the premises of Regional Offices of the Board.

RATES FOR THE WORK INDICATED IN TENDER FORM

(Rates should be quoted - Inclusive of transportation Cost of Man power and Hardware)

- (a) Recurring Charges including data capturing, verification, checking, updation, cost of input media, computer time, development of required software, processing for the following activities:
 - B Scanning of Flying Slips and finalization of data (Class XII Examination 2012).

Region	Activity B Rate per Flying Slip Scanned (Exclusive of taxes)
Ajmer	
Bhubaneshwar	
Panchkula	
Guwahati	
Chennai	
Allahabad	
Patna	
Delhi	

(b)	Taxes Applicable ar	nd Rate of Tax:			
	Certified that all th	e terms and con	ditions of this T	ENDER are accepted by us.	
				Authorized Signator (With full name, designation an	,
Co	ntact Person	:			
Te	lephone No. (Off)	:			
(M	lobile)	:			