

CENTRAL BOARD OF SECONDARY EDUCATION: R.O.: CHENNAI

CBSE/CU/PREGN-09/OCR-2013-2014

FORM D NO.....

Price : Rs.100/-

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

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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 computerised scanning using automatic image scanner / Optical Character Reader (OCR) / Intelligent Character Reader (ICR).

The volume of work, period, details of the work to be done are as per Annexure – I and the terms & conditions are indicated in Annexure – II.

In case you are in a position to undertake and execute this work, you may please send your quotations in sealed cover superscribing **“Quotation for Computerisation of Pre-registration data 2013 – 2014- STD. IX & XI”** so as to reach the Regional Office, CBSE, Plot No. 1630-A, (New No.3), J-Block, 16th Main Road, Annanagar West, Chennai-40 latest by **11.11.2013** by **2.00 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, Central Board of Secondary Education, Chennai. The quotation should be complete in all respect and it should be clearly mentioned that all the terms and conditions as per Annexure II enclosed are acceptable. Brief particulars about the work earlier done by the firm as indicated in Annexure – III may also be sent. The quotations received without earnest money or incomplete in any respect will not be accepted and summarily rejected.

The technical details and experience in the field of image scanning as per Annexure – III and the Rates as per Annexure – IV may please be sealed separately in two different envelopes superscribing “Technical Details” and “Rates for Data Processing” respectively and both these envelopes be sealed in an envelope superscribing **“Quotation for Computerisation of Pre-registration data 2013 – 2014- STD. IX & XI”**.

The agencies that have adequate infrastructure in Chennai 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.

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

Yours faithfully,

REGIONAL OFFICER

CENTRAL BOARD OF SECONDARY EDUCATION : REGIONAL OFFICE
CHENNAI

ANNEXURE – I

VOLUME OF WORK, PERIOD, DETAILS OF WORKS TO BE DONE FOR
COMPUTERISATION OF PRE-REGISTRATION DATA 2013 – 2014 OF STD. IX & XI OF
THE CBSE : REGIONAL OFFICE : CHENNAI.

A. VOLUME OF WORK :

Class wise breakup of candidates (approximate) is given below:

Class IX : 2,30,000 Candidates
Class XI : 95,000 Candidates

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

- (i) Scanning of Pre-registration forms from **25.11.2013 to 25.12.2013**
- (ii) Printing and supply of Photo Enrolment Cards from **26.12.2013 to 15.01.2014**

C. DETAILS OF THE WORKS TO BE DONE :

C-1 Scanning of Pre-Registration Forms :

I) Input Documents :

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

II) Output Reports :

- 1. Creation of candidates master with photograph file after scanning application form.
- 2. To generate enrolment number 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.
- 4. To print mailing list as per instructions of the Board for Private candidates.
- 5. 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.

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NOTES :

- i. After scanning, data will have to be checked manually, updated and error free file will have to be created.
- ii. The data checking will be the responsibility of the computing agency
- iii. 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.
- iv. The errors other than documents errors shall be the 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 ensure 100 percent accurate.
- vi. The agency will have to supply upto 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 the company will be liable to pay charges at the rate of Rs.100/- 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 upto the mark, the agency will have to reprint the same without any additional charge within 24 hours.

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TERMS AND CONDITIONS

ANNEXURE – II

1. The rates may please be quoted separately as per enclosed format Annexure – IV for the work indicated in the Annexure – I as follows:

Recurring Charges: For processing of the data in the form 'Rate per candidate' which includes 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 Chennai 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 |

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 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.200/- 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 & 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.
4. (i) The Chairman may allot the work to one or more agencies.
ii) The allotment of work will be for 2013 – 2014 session only in the first instance which may be extended upto 3 years 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 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.

6. The computing agency shall have to execute an agreement on non-judicial stamp paper of Rs.10/- if considered for allotment of the work.
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 authorisation 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 the quotation or to accept rates of any of the computing agency whether they are lowest or not, without assigning any reason.
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 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 CD 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 and Laser 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.
16. The payment will be made after successful completion of work.

Form No. :

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NOTE : TO BE SEALED SEPARATELY

ANNEXURE – III

1. ABOUT THE FIRM

(a) Year of establishment

(b) Type of firm / organisation
(Proprietary / Private / Public / Govt.)

(c) Total turnover during 2010-2012
(i.e Last Three Years)

(d) Activities of the Organisation

(e) Since when engaged in EDP

(f) Past experience in handling data processing jobs with the name of the organisation(s), nature of jobs, volume of work and since when :

- 1) General Data Processing through OCR / ICR
- 2) Examination data processing through OCR / ICR

Note : Attach performance Certificate from the organisation to whom you have rendered services.

Please indicate telephone number and name of contact person for whom you have handled Examination processing.

2. PROFESSIONAL SUPPORT AVAILABLE :

(a) Manpower :

In terms of man power with number of persons available on regular roll and their experience in data processing and in particular examination processing.

- a. No. of System Analysts with their qualifications and experience.
- b. No. of programmers with their qualification and experience.
- c. No. of operators in input preparation
- d. No. of operators in production
- e. No. of persons for checking of data

b) In house arrangement for preparation of input data through OCR / ICR

- 1) No. of image scanners available
- 2) dpi
- 3) Speed
- 4) Make and specifications
- 5) Software being used for conversion of data
(Please attach complete details)

f. 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 Writer
- 4) On line disk storage capacity

d) Details of printers available:

Line printers / line matrix : No. _____ make _____ speed _____
Laser : No. _____ make _____ speed _____

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/Line Matrix Printer
- iv) Power
- v) Software Personnel

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

Form No.

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RATES TO BE QUOTED IN THE FOLLOWING FORMAT

Note : To be sealed separately

ANNEXURE – IV

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) Recurring Charges (per pass certificate)
(Activities C-3 Annexure – I)
- d) Recurring Charges (per admit card)
(Optional Activities C-4 Annexure – I)
- e) Printing of extra copies of report
On line matrix printer /Laser Printer (per page)
- 2) The terms and conditions as per Annexure – II
are acceptable**

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