

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
REGIONAL OFFICE, PS:1-2, IP EXTENSION,
INSTITUTIONAL AREA DELHI-110092.

**Limited Tender for Scanning and Finalization of Data for Problem Solving
Assessment (PSA) Examination, 2014.**

Sealed Tenders are invited on behalf of Secretary, CBSE in two Bids—Technical and Financial from well established data processing organizations situated in Delhi/NCR and having adequate experience in scanning through Hybrid Image Scanning/OMR Technology with proven competency and preferably having quality certification and fulfill the eligibility conditions as given in the Tender Form.

Tender Form along with Terms & Conditions is available on Board's Website www.cbse.nic.in The last date for submission of Tender Form application is 06.01.2014 [Monday].

DIRECTOR [ME/ROD]

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
REGIONAL OFFICE, PS:1-2, IP EXTENSION, INSTITUTIONAL AREA DELHI-110092.**

CBSE/CU/Tender-2014/PSA

Form No. P

Price: Rs 200/-Non-refundable

TENDER FORM

Limited Tenders are invited from agencies situated in Delhi/NCR for “Scanning and finalization of data for Problem Solving Assessment (PSA) Examiantion-2014”.

SALE OF FORM FROM	24.12.2013 Tuesday
LAST DATE FOR SUBMISSION OF TENDER FORM	06.01.2014 UPTO 2.30 PM Monday
OPENING OF TECHNICAL BID	06.01.2014 AT 3.30 PM Monday

Eligibility conditions & Important Points:

1. At least two years experience with proven track record of examination processing through Hybrid Image Scanning and OMR Technology of similar Professional Entrance/Recruitment Examination of Education Boards/ Universities/ Service Commissions/Corporate Organisations. Those Firms or their controlling authorities who have been debarred from any assignment by any Government Organization or convicted in any case of violation of confidentiality of confidential assignment, then such Firms need not apply.
2. Minimum volume of records handled in a single exam should be seven lakhs or more each year during 2011-12 and 2012-13. The Agency is expected to scan approx 25000 to 35000 sheets a day.
3. **Infrastructure for this assignment at CBSE Office :**
 - a. At least two laser printers with 30-40 pages per minute each
 - b. At least four **Hybrid Image Scanners/ OMR Scanners with scanning speed of 3000-6000 sheets per hour each with provision of printing scanned number during scanning and reading pen marking.**
4. The Minimum Average Annual turnover should be Rs 1 crore or more for the last two financial years i.e. during 2011-12, 2012-13. Loss making Firms need not apply for this confidential assignment.
5. Earnest Money Deposit of Rs 25000/- for Regional Office, Delhi in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, (Misc Exam Unit) Delhi.
6. The work is to be carried out at premises of the Board.
7. Scanning is to be carried out through Hybrid Image Scanning or OMR /Technology and finalize the data.
8. The Tender Forms received without earnest money or incomplete in any respect will not be accepted.

- 9 Agencies which are registered with Directorate of Service Taxes need apply only.
- 10 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.

Sealing of Envelopes:

- a) The technical details and experience as per Annexure - I along with Cost of Tender Form and EMD Bank Draft be sealed in an envelope superscribing **"Technical Details for Scanning and Finalization of Data for Problem Solving Assessment (PSA) Examination, 2014"**
 - b) The rates be quoted in Annexure- II and sealed **SEPARATELY** in the envelope super scribing **"Rates for Scanning and Finalization of Data for Problem Solving Assessment (PSA) Examination – 2014"**.
 - c) The envelopes at (a) and (b) be sealed in an envelope super scribing **"Tender Forms for Scanning and Finalization of Data for Problem Solving Assessment (PSA) Examination – 2014"**
- 11 The technical bids will be opened on 06.01.2014 at 3.30 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.
- 12 The formats of various input and output reports can be seen on working days in the Office of Director IT, Regional Office building P.S.1-2, Institutional area, I.P. Extension, Patparganj, Delhi-92
- 13 The Board reserves the right to reject any or all the tenders without assigning any reasons.
- 14 The Board reserves the right to allot the job to one or more firm quoting the lowest rates or to more than one firm on the lowest rates received by the Board.

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	Activity
Scanning and finalization of PSA Exam 2014 data- Classes IX & XI and Classes X & XII (Improvement of PSA Exam)	17 th January—7 th February, 2014	B1-Main & Collating Agency
Result Processing and printing of reports		C1-Main Agency
Approx volume (No. of Candidates)	IX and X-427000	XI and XII--354000

General Features of the Test:

- A student will be assessed in three areas i.e. Quantitative, Qualitative Reasoning and Language Conventions.

- Each candidate will have one OMR Answer Sheet. There shall be 60 MCQs with numeric response
- The distribution of marks among different types of questions may vary from one question to another.

B. DETAILS OF THE WORKS TO BE DONE:

Activity B1. Scanning and finalization of data

Input Document:

- a) OMR Answer Sheets having School No, Registration No, Test Booklet No, Medium of language and 60 responses.
- b) OMR Absentee Sheet having Barcode and registration number

Output Reports :

1. To scan the OMR Answer Sheets through hybrid scanner or OMR scanner with scanned number printed on each Answer Sheet and to create raw score data file. To punch / verify/ check and merge the Answer Sheets which have been rejected in scanning.
2. To carry correction of School No, Registration No, Test Booklet No., Medium of language and responses which have been scanned wrongly, if any.
3. To print edit list - Invalid/duplicate Registration No., School No. and Test Booklet No. To print logical error list. To check and update the list, update the data file with corrections till all errors are removed.
4. To print check list having blank/ multiple responses and check the same. To get the error/ updations cases checked by the CBSE and to update the list, update the data file with corrections till all errors are removed.
5. To scan absentee statement through hybrid scanner or OMR scanner and create Absentee file. To punch / verify/ check and merge the Absentee statements which have been rejected in scanning. Check Absentee List from Absentee proforma and to update the list, update the Absentee file with corrections till all errors are removed.
6. To merge Absentee file (created in Step-5) and OMR Answer Sheet scanned file (created in Steps 1 to Step 4) and to print edit list - Invalid/duplicate/Missing Registration No.. To check and update the list, update the data file with corrections till all errors are removed.

Activity C1

Reports:

a] To print Problem Solving Assessment Certificate for each candidate in Class XI on pre-printed stationery as per instructions of the Board. Pre-printed stationery to be supplied by the agency. (Each A4 size sheet shall have two Certificates, front two colour and back single colour on 120 GSM JK Maplitho /Bond / Sinarmas /Century paper)

(i) rates may be quoted with supplying of pre-printed blank stationery of certificates + printing on pre-printed stationery.

(ii) rates may also be quoted for printing on pre-printed stationery of certificates.

- a. To print School wise Gazette in the required format
- b. To provide updated master on CD/ DVD as per requirement of the Board.
- c. To provide image files of all response sheets – Registration No wise as per requirement of the Board (Rates may be quoted with images and without images)

TERMS AND CONDITIONS:

1. The technical details may please be submitted in Annexure-I and rates in Annexure II.
2. The allotment of work will be for 2014 examination only in the first instance which may be extended upto 2015 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.100/- 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 as per schedule of written request, on the part of the agency, it shall be liable to pay charges @ Rs.2,000/- per day delay to the CBSE.
6. In case the agency is not able to execute the job in time or to the entire satisfaction on quality or credentials, then the 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 Board. The Bank Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the Board, which shall be final.
7. The agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of data and 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 authorization from the Board. In case of lapse, the agency will be fully responsible for the consequences.
8. The Board reserves the right to reject any or all the tender without assigning any reasons.
9. The Board will not pay any charges either for system designing or software development whatsoever.
10. The payment will be made after satisfactory completion of work only. The charges will be paid for the number of Answer Sheets scanned.
11. The agency will have to install scanners and computer system including printers at CBSE Office. Data recognition, checking and updations can be carried out at its own computer center and in no case shall be subcontracted.
12. 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.

13. 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/DVD as and when required by the Board. Data will not be erased or shared with anybody without written permission of the competent authority of the Board.
14. Forms rejected during scanning shall have to be entered through data entry by the computing agencies at their end.
15. The check list shall have to be supplied to the Board after scanning, manual checking and updations and before supplying the check list/output file, the agency will have to ensure **100%** accuracy of the input data. Only discrepancies will have to be referred to the Board.
16. The agency should have adequate number of hybrid image scanners or old equipments as per terms & conditions in this Tender. The agency will have to supply the data on CD to the Board at the end of each day.

17. Errors and Deductions:

Any variation in document and the data base supplied, in Registration No, School No, Test Booklet No, Medium of language and responses in Answer Sheet 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.

Agency has to ensure hundred percent accuracy in terms of data processing and its finalization for each and every Schools and its candidates. Any left over School/Candidate after result declaration will reduce the credibility of the Agency and the bill deduction which may be upto 50% of bill will be made and the Board may not consider it for any further assignment.

ANNEXURE-I
CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(Technical details for Scanning and Finalization of Data for Problem Solving Assessment Examination (PSA) 2014)

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 Annexure-I and enclose proof

1 ABOUT THE FIRM

a	Year of establishment	:
b	Type of firm /organization (Proprietary/Private/Public/Govt.)	:
c	Copy of Registration, if applicable	:
d	Total Turnover during : (Attach photocopies of Audited Balance Sheet)	2011-12:
		2012-13:
e	Income Tax No. (PAN No. /TIN No.) Service Tax Registration No. (Attach photocopies of both) (Attach photocopies of Income Tax Return)	:
		:
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	:
	Image Processing	:
	ICR/OCR	:
	OMR Processing	:

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

Year	Name of Organisation and contact person along with Telephone No	Nature of work / Technology used	No. of Candidates	Duration for completion of job	Value of the Job. (copy of work order to be enclosed)
2011-12					
2012-13					

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 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.

b) In house hardware for processing (Owned by the firm) :-

- 1) Computer system and its configuration
- 2) No. of terminals
- 3) Laser Printer :

Laser Printers Make/ specifications	No. Available	Manufacturing year	Speed of each Printer

4) Hybrid image scanners :

Hybrid image scanners - make and specifications	No. Available	dpi	Manufacturing year	speed of each scanner	Whether scanner has provision for printing of number during scanning

5) OMR Scanners:

OMR scanners - make and specifications	No. Available	manufacturing year	speed of each scanner	Whether scanner has provision for printing of number during scanning

3. DETAILS OF BACK-UP FACILITIES AVAILABLE :

In the event of any emergency / break down in:

- a. Computer system
- b. Power
- c. Software Personnel
- d. Printers
- e. ADF Image scanners/ hybrid image scanners
- f. OMR scanners

4. **Have you ever been debarred by any Board/University/Organization for examination or any confidential assignment :** If Yes, Please mention why and when were you debarred. If Not, An affidavit stating that the same may pl. be provided.

5. **Applying for and Details of Earnest Money deposit and Tender Fee:**
(Please attach Demand Draft with this annexure)

Region	Applying for YES/NO	Details of EMD attached			Details of Tender fee attached		
		Amount	DD No.	DD Date	Amount	DD No.	DD Date
Delhi							

Certified that all the terms and conditions of this TENDER are accepted by us.

Authorized Signatory
(With full name, designation and stamp)

Contact Person :

Off: Telephone No.:

Mobile No.:

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(Financial Bid for Problem Solving Assessment (PSA) 2014 of the Board)

ANNEXURE - II

NOTE: 1.TO BE SEALED SEPARATELY

2. Processing is to be done in the premises of Regional Office, Patparganj, Delhi.

- a) Rates must be quoted Exclusive of all taxes and other charges including data scanning, capturing/ verification, checking, cost of input media, toner, computer time and development of required software. and - Inclusive of transportation, Cost of Man power and Hardware)**

1. Rate - Per OMR Sheet

Region	Activity B2 – Scanning of OMR Answer Sheets and Finalization of Data (Exclusive of scanned images)	
	Class IX	Class XI
Delhi		

- b) (i) rates may be quoted with supplying of pre-printed blank stationary of certificates + printing on pre-printed stationary.**

(ii) rates may also be quoted for printing on pre-printed stationary of certificates.

Optional :

1..Providing images of OMR Answer Sheet : per OMR Sheet

2. Taxes Applicable and Rate of Tax :

Certified that all the terms and conditions of this TENDER are accepted by us.

Authorized Signatory
(With full name,
designation and stamp)

Contact Person :

Off: Telephone No.:

Mobile No. :

Particulars of Demand Draft paid as Earnest Money :

1. Amount Rs.25,000/-
2. DD No. _____ dated _____
3. Issuing Bank _____

Particulars of Demand Draft paid as Tender Form fee :

1. Amount Rs.200/-
2. DD No. _____ dated _____
3. Issuing Bank _____

Details for RTGS/NEFT :

1. Bank Name : _____
2. Nature of Account : : _____
3. Account No: _____
4. IFSC Code No: _____
5. Beneficiary Name/Company Name: _____