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**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE, DELHI**

PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

F.No.CBSE/ROD/ADMN/38/2011/

**Speed Post**

Dated:26.09.2011

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subject: Tender for Computerization of Data and Photo Processing using OCR/ICR and printing of Registration Cards/Admission Cards/Attendance Sheets and Master finalization of Exam. related data**

**Sir,**

Sealed tenders are invited under two bid system from experienced agencies situated in Delhi/New Delhi Noida for the following work of Regional Office, Delhi.

- (A) Registration data processing of Class IX & XI students Capturing of Photograph & Signature through OCR/ICR, Data updation, Printing of Students List and Printing of Registration cards.
- (B) Private candidates Data processes - Data and photo capturing through OCR/ICR, Data updation, printing of Admission Cards, Attendance sheets, Class X Pass Certificates (with photo).
- (C) Master Finalization of Examination related data (Optional)

The tender can be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in). The Tender is to be submitted in two separate sealed envelopes comprising of Technical Bid and Financial Bid. Both the envelopes shall be kept in bigger envelope superscribing "**Computerization of Data and Photo Processing**" of the Regional Office, Delhi and may be addressed to Regional Officer, Central Board of Secondary Education, PS, 1-2, Institutional Area, I.P. Extn., Patparganj, Delhi-110092. The tender can be sent by post or may be dropped in person in the tender box kept at reception counter upto 2:30 p.m. on or before 14/10/2011 alongwith EMD of Rs. 10,000/- in the shape of Bank Draft drawn in favour of 'Secretary', CBSE Delhi. Tender received after the expiry of date and time shall be summarily rejected. The technical bid shall be opened on 14/10/2011 at 03:00 p.m. in the presence of the tenderers who may wish to be present. The financial bid of technically qualified agency shall be opened & subsequently, the date and time shall be intimated to the qualified tenderer.

**(M.D. DHARAMADHIKARI)**  
**Deputy Secretary (Admn)**

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Sealed tenders are invited under two-bid system from experienced agencies situated in Delhi/New Delhi/Noida for the following works of Regional Office, Delhi.

Description of Works	Volume of data (Approx)	Last date of tender document	Opening of Technical Bids	EMD*
(A) Registration data processing in respect of Class IX/XI regular students – Capturing of Photograph, Signature through OCR/ICR, Data updation, Printing of Student List and Registration card.	Class IX- 4,00,000  Class XI - 3,00,000	14/10/2011 <b>(upto 2:30 p.m.)</b>	14/10/2011 at 3:00 p.m.	Rs.10,000/-
B) Data and photo capturing of Class X & XII Pvt. Candidates through OCR/ICR, Data updation, printing of admit card, Attendance sheet, Pass Certificate for Class X candidates with photo.	25,000 Class X  25,000 Class XII			
C) Master Finalization of Examination related data	6,00,000 approx. <b>(Optional)</b>			

\*In form of Bank Draft in favour of Secretary CBSE and payable at Delhi.

The technical pre requisites are:-

1. The agency shall have minimum three years of relevant experience of examination related input/output for at least 2,00,000 candidates.
2. The agency shall not sub contract any of the allotted work and shall have trained technical manpower.
3. The minimum average annual turnover (MAAT) of the firm should be Rs. 10 lacs during last three financial years.
4. The agency should have the following facilities for tender items 'A'-
  1. AFD Scanner with scanning speed 30-40 ppm with minimum 300 to 600 dpi- TWO
  2. Laser Printer (Heavy Duty) with printing speed of 40 ppm or more TWO
  3. DMP/LMP fast printer ONE
  4. Computer Systems TEN
  5. ICR original software

Deputy Secretary (Admn)

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**ANNEXURE -I**

• **SCOPE OF WORK**

**No. of candidates (Regular):**                      **Approx 7,00,000 candidates**  
**(Class IX – 4,00,000 and Class XI- 3,00,000)**

**No of candidates (Private) :**                      **50,000 candidates (Pvt.)**  
**(Class X- 25,000 and Class XII- 25,000)**

• **DETAILS OF THE WORKS TO BE DONE** : of class IX & XI and Pvt. Form of X & XII

• **Scanning of Registration forms (B-1)** :

• **Input documents**

- Application forms for OCR/ICR scanning – 3 candidates on each page (A4 size) in case of regular & one form of each candidate in case of private candidate
- List of Schools (School master)
- Update correction received from school in hard copy till the data becomes 100 percent accurate.

• **Output Reports**

- Creation of candidates master with photograph, signatures (candidate and principal) file after scanning application form.

- 1.To print list of candidates school wise/Registration number wise.
- 2.To print miniature cards in respect of Pvt. Candidates.
- 3.To provide candidates master data with photograph along with signatures duly updated on CD/DVD.

• **To print Registration Cards with Photos for Regular Students (B-2) (optional activity)**

• **Input documents**

- Admission Master
- Photographs of Candidates.
- School Master
- Subject Master

- **Output Reports**
  - Registration Cards with photographs and School wise LOC
- **To Print Letters of private Candidates (B-3):-**
  - **Input documents**
    - Admission Master.
    - Center Master.
    - Date sheets.
  - **Output Reports:**
    - Letters to Pvt. candidates.
- **To Print Photo Admit Card and Photo Attendance Sheet for private Candidates on pre-printed Stationery(B-4):-**
  - **Input documents**
    - Photographs of Candidates on CD.
    - Admission Master.
    - Date sheet Master.
    - Center Master.
    - School Master.
  - **Output Reports**
    - Photo Admit Cards.
    - Photo Attendance sheet.
- **To print pass Certificates (For Class X Pass Candidates) with Photos(B-5):-**
  - **Input Documents**
    - Photographs of Candidates on CD.
    - Result Master.
  - **Output Reports**
    - Pass Certificates with photos.

- **Master Finalization of Exam. related data (B-6) (Optional)**
  - **Input Documents**
    - Admission Master
    - Final List received from School
    - School Master
  - **Output Reports**
    - Correction done by schools in final list is to be carried out

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**1.1 TERMS AND CONDITIONS:-**

**ANNEXURE-II**

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

Recurring Charges: For processing of the data in the form 'Rates per candidate' including data and photo capturing/verification, checking, updation, cost of input media, computer time and development of required software. The data capturing and Processing is to be carried out through Optical Character Reader (OCR/Intelligent Character Reader (ICR)

- |   |   |                                |
|---|---|--------------------------------|
| (i) Registration Form/Pvt Form scanning for Data<br>and Photograph with signature & generation of Checklist | : | Activity B-1                   |
| (ii) Printing of Photo Registration Card<br>(for regular candidates)/<br>after updation of Data             | : | Activity B-2 <b>(Optional)</b> |
| (iii) Printing of Letters of Private candidates   | : | Activity B-3                   |
| (iv) Printing of Photo Admit Cards and<br>Attendance Sheets of Private candidates                           | : | Activity B-4                   |
| (v) Printing of Pass Certificates for Class X<br>with Photo for Private candidates                          | : | Activity B-5                   |
| (vi) Master finalization i.e. data entry & verification<br>of exam. Related data                            | : | Activity B-6 <b>(Optional)</b> |

2. The time schedule is to be followed quickly as per guidelines of the CBSE and as the work of examination data processing is highly time bound.
3. In case, the computing agency is not able to execute the job in time or to the entire satisfaction of the CBSE, the Competent Authority of the Board may allot the work to any other agency at any time. The work will be got done from other agency at risk and cost of the existing agency. The differences between the rates agreed to between the Board and the third party, which would undertake such work may be liable to be payable by the defaulting firm along with 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 2011-12 session only in the first instance, which may be extended upto 3 years subject to satisfactory performance to be reviewed every year.

5. The computing agency to whom the work is allotted will be required to deposit 10% of the total value of work order as a security in the form of a Bank Guarantee EMD will also be retained as security alongwith Bank guarantee till the completion of whole work order.
6. The computing agency shall have to execute an agreement on non-judicial stamp paper of Rs.50/- 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 authorization from the Board. In case of lapse on the part of agency the computing agency will be fully responsible for the consequences.
8. The Chairman, CBSE reserves the right to reject any or all the tenders or to accept rates of any other 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 Office, Delhi and return the same along with the output report at the Board's Regional Office, Delhi.
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 tape 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 center 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 30-40 pages per minute and laser printers should have a printing capacity of atleast 40 ppm or more. The agency should also have Line Printers/Line matrix 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 completion of work and satisfactory report clearly specifying the data by the user department.
17. Only Delhi/New Delhi/Noida based reputed agencies need to apply.
18. While deciding the financial bid and to remove ambiguity, the rates for L-1 will be finalized after clubbing the rates as follows :-
  - A) B-1+ B-2= (Registration Class IX & Class XI)
  - B) B-1 to B-5= (Private candidates Class X & XII)
  - C) B-6= (Master Finalization- Optional)

19. **PENALTY CLAUSE** :any variation of data/Mismatch of Photo and other particulars shall be treated as errors and the agency shall be solely responsible. In case of error in data i.e. variation between documents and database. The following penalty shall be applicable.

(1)	<u>ERROR RATE</u>	<u>PAYMENT</u>
1.	2%	10% Deduction
2.	4%	20% Deduction
3.	6%	30% Deduction
4.	8%	40% Deduction
5.	10%	No Payment

(2) In case delay in data finalization Rs.100/- per day

(3) In case delay in submission of report Rs. 2000/- per day

**NOTES:-**

1. After scanning, data will have to be checked manually, updated and error free file will have to be created.
2. The data checking will be the responsibility of the computing agency.
3. Forms rejected during the scanning will have to be entered through data entry by the agency at the agency's end. Only discrepancies will have to be referred to the Board.
4. The errors other than documents errors shall be the responsibility of the computing agency and shall be treated as mistake.
5. The reports will have to be prepared as per instructions of the Board in the format given/approved by the Board after getting clearance in writing from the Board and will have to ensure 100 percent accuracy.
6. The agency will have to supply up to three copies of each report wherever number of copies required is not mentioned.
7. The charges will be paid on the actual number of candidates registered.
8. The agency will ensure printing quality in all reports-especially of photo on reports such as Registration card, Admission Cards, Attendance sheets and pass certificates etc. 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. All mutative stationery i.e. Registration card, Admission Cards, Attendance sheets and pass certificates etc. are to be re-printed by the agency without any additional cost.



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**TECHNICAL BID**

**NOTE:** TO BE SEALED SEPARATELY  
**ANNEXURE-III**

• **ABOUT THE FIRM**

- Year of Establishment  
.....
- Type of firm/organization  
.....  
(Proprietary/Private/Public/Govt.)
- Turnover during last three years.....  
(Attach copy of duly audited Balance sheet)
- Activities of the organization  
.....  
(enclosed separate sheet if required)
- Since when engaged In EDP  
through OCR/ICR  
.....
- Past experience in handing data processing similar jobs with the name of the  
Organization(s), nature of jobs, volume of work and since when:
  - General Data Processing through OCR/ICR.
  - Examination Data Processing through OCR/ICR.

Note: Attach performance certificate from the organization to whom you have rendered services.

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

• **PROFESSIONAL SUPPORT AVAILABLE:**

In terms of manpower with number of persons available on regular roll and their experience in Data Processing and in particular examination processing as below.

<b>Technical Manpower</b>	<b>Numbers</b>	<b>Qualifications</b>	<b>Experience</b>
System Analysts			
Programmers			
Operators in input preparation/scanning			
Operators for checking of data			

• **In house arrangement for preparation of input data through OCR/ICR.**

- No. of image scanners available & AFD Scanner \_\_\_\_\_
- Dpi \_\_\_\_\_
- Speed make and specifications \_\_\_\_\_
- Software being used for conversion of data/ICR  
Software((Please attach complete details) \_\_\_\_\_
- Whether scanner has provision for printing of number during scanning \_\_\_\_\_
- Whether Scanner has provision for both sides scanning \_\_\_\_\_

• **In House Hardware for Processing:-**

- Computer Systems and their configurations \_\_\_\_\_
- On line disk storage capacity \_\_\_\_\_
- UPS \_\_\_\_\_
- Generator \_\_\_\_\_

- **Details of Printers available:-**

- Line Printers/LMP :No.....Make.....Speed.....
- Laser Heavy duty Printer : No.....Make.....Speed.....

- **Platform on which system will be developed with details  
(Please attach complete details).**

- **DETAILS OF BACK-UP FACILITIES AVAILABLE:**

- Computer system and scanner \_\_\_\_\_
- Printers-Laser and Line/Line Matrix Printer \_\_\_\_\_
- Power back up \_\_\_\_\_
- Software and Operational Personnels \_\_\_\_\_

**Authorized Signatory  
(With full Name, Designation and Stamp)**

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**RATES TO BE QUOTED IN THE FOLLOWING FORMAT:-**

**FINANCIAL BID**

**NOTE:** To be sealed separately.

**ANNEXURE- IV**

• **RATES FOR THE WORK INDICATED IN ANNEXURE- 1.**

<b><u>Description</u></b>	<b><u>Rates inclusive of all taxes including Service tax (in Rs.)</u></b>
Recurring Charges (Per candidate-Scanning) (Activity B-1)	
Recurring charges (Per Registration Card/ Miniature Card) (Activity B-2)	
Recurring charges (Per letter) (On line matrix Printer/optional) (Activity B-3)	
Recurring charges (Per Admit Card/Attendance Sheet) (Annexure-1) (Activity B-4)	
Recurring charges (Per Pass Certificate) (Activity B-5)	
Recurring charges (Per Record, data upadation/addition of 100 character record length)/almost 100% accuracy (Activity B-6)	
Printing of extra copies of report on Line matrix Printer (Per page)/optional	

The scope and detail of work to be done as per Annexure-I and the terms and conditions as per annexure-II are accepted

**AUTHORISED SIGNATORY**  
**(With full Name, Designation & Stamp)**

**Telephone/Mob. No**

**PAN No** \_\_\_\_\_