

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE DELHI
PS, 1-2, Institutional Area, I.P Extension,
Patparganj, Delhi- 110092**

CBSE/ROD/Admn/2013

TENDER FORM

Price Rs. 200/- Non-refundable

Tenders are invited from reputed agencies located in Delhi/New Delhi/NCR – for Scanning of Flying Slips of Answer Books and finalization of data for Examination 2013.

LAST DATE FOR SUBMISSION OF TENDER FORM	21.01.2013 at 2:30 P.M
OPENING OF TECHNICAL BID	21.01.2013 at 3:00 P.M

Eligibility conditions & Important Points:

1. The agency should have 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 2011 and 2012.
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 Regional Office Delhi) to scan 25000-30000 sheets per day during working hours at Regional Office Delhi of the Board or any designated centers.**
4. The Minimum Annual Turnover should be 50 lakhs or more for the last two financial years i.e. during 2010-11 and 2011-12.
5. Earnest Money Deposit of Rs. 30000/- only for Regional Office, Delhi 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 Regional Office depending on infrastructure available with the agency.
7. The work is to be carried out at premises of Regional Offices of the Board i.e. at Delhi or any of the designated centers.
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 finalize data.

12. Sealing of Envelops

- 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 of Answer Books and finalization of data for Examination 2013”**
 - b. The rates as per **Annexure-II** be sealed in another envelope superscribing **“Rates for Scanning of flying slips of Answer Books and finalization of data for Examination 2013”**
 - c. Both these envelopes be sealed in an envelope superscribing **“Tender for Scanning of flying slips of Answer Books and finalization of data for Examination 2013”**
13. The technical bids will be opened on 21.01.2013 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 SDM Unit, 3rd Floor, CBSE, Patparganj, 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 data (Class XII) 2013	Main Exam: 15 th March to 15 th April, 2013 Comptt.: 20 th July to 25 th July, 2013

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

Region	Flying Slips Class XII
Delhi	17,00,000

B. Details of the Works to be done:

C. Scanning of Flying Slip and finalization of data (Class XII Examination 2013) :

Input Document:

Flying Slips of size 17 cm ×22cm 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.

D. 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 2013 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/ performance security 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 i.e. 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 authorization 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 Office of the Board at Delhi. 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 2013 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

A	Year of establishment	
B	Type of firm / organization (Proprietary / Private / Public / Govt.)	
C	Copy of Registration, if applicable	
D	Total Turnover during : 2010-11	
	2011-12 (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 organization:	
I	Since when engaged in EDP	
	Traditional method	
	Image Processing ICR/OCR	
	OMR Processing	

(J) i) Past experience in handling Examination data processing, OCR/ICR and OMR jobs with the name of the organization(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 Organization and contact person along with Telephone No.	Nature of work and Technology used	No. of Answer Sheets handled	Duration for completion of job	Value of the Job (copy of work order to be enclosed)
2010-11					
2011-12					

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

2) No. of terminals

3) No. of CD Writers / portable hard drive

4) Line Printers/ Line Matrix Printers / Laser Printers:

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

5. ADF hybrid Image Scanners:

ADF 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

6. 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

d) 1) Software being used for conversion of data (Please attach complete details)

2) No. of licensed software sets available

3. **Details of Back-Up facilities Available:** In the event of any emergency / break down in :

i) Input preparation machines

ii) Computer system

iii) Power

iv) Software Personnels

v) Printers

vi) ADF hybrid Image scanners

vii) OMR scanners

4. **Have you ever been debarred by any Board/ University/Organisation for examination related processing:**

If yes, please mention why and when were you debarred.

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 scanning of Flying Slips and finalization of data for Examination 2013 of the Board)

ANNEXURE-II

NOTE: 1. To be Sealed Separately

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

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 2013)

Region	Activity B Rate per Flying Slip Scanned (Exclusive of taxes)
Delhi	

- C) 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 : _____
Telephone No. (Off) : _____
(Mobile) : _____