

**CENTRAL BOARD OF SECONDARY EDUCATION**  
SHIKSHA KENDRA 2, COMMUNITY CENTRE,  
PREET VIHAR, DELHI – 110092

**TENDER For Scanning and Finalization of Data for Problem Solving Assessment (PSA) 2013**

Sealed tenders are invited on behalf of Secretary CBSE in two bids – technical and financial- from well established data processing organizations 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 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 per in the tender form.

Tender form along with terms and conditions is available on Board's website [www.cbse.nic.in](http://www.cbse.nic.in). The last date for submission of tender is 12<sup>th</sup> Dec., 2012

**Advisor**

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

CBSE/CU/Tender-2013/PSA

**TENDER FORM**

**Form No. P**

**Price: Rs 500/-Non-refundable**

**Tenders are invited from agencies situated in places where Regional offices of the Board are existing (i.e. Ajmer, Allahabad, Bhubneshwar, Chennai, Delhi, Guwahati, Panchkula, Patna) / Jaipur/ Chandigarh/ Mohali/ Kanpur/ Lucknow/ Gautam Budh Nagar/ Faridabad/ Gurgaon / Ghaziabad – for “Scanning and finalization of data for Problem Solving Assessment (PSA)-2013”.**

<b>SALE OF FORM FROM</b>	<b>19.11.2012</b>
<b>LAST DATE FOR SUBMISSION OF TENDER FORM</b>	<b>12.12.2012 UPTO 2.30 PM</b>
<b>OPENING OF TECHNICAL BID</b>	<b>12.12.2012 AT 3.00 PM</b>

**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.
2. Minimum volume of records handled in a single exam should be two lakhs or more each year during 2010-11 and 2011-12.
3. Infrastructure:
  - a. At least two laser printers with 30-40 pages per minute each
  - b. At least **three 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 50 lakhs or more for the last two financial years i.e. during 2010-11 and 2011-12.
5. Earnest Money Deposit of Rs 25000/- 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 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. Scanning is to be carried out through hybrid image scanning or OMR technology and finalise data.
9. The Tender Forms received without earnest money or incomplete in any respect will not be accepted.
10. Agencies which are registered with Directorate of Service taxes need only apply.
11. 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.
12. 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) 2013**"
  - b) The rates be quoted in Annexure- II and sealed **SEPARATELY** in the envelope superscribing "**Rates for Scanning and Finalisation of Data for Problem Solving Assessment(PSA) – 2013**".
  - c) The envelopes at (a) and (b) be sealed in an envelope superscribing "**Tender Forms for Scanning and Finalisation of Data for Problem Solving Assessment(PSA) – 2013**"
13. The technical bids will be opened on 12.12.2012 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.

16 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
Scanning and finalization of PSA data (Class IX & XI) 2013	15 <sup>th</sup> Feb to 05 <sup>th</sup> March, 2013

Region wise Approximate Volume:

Region	No. of Candidates	
	Class IX	Class XI
Ajmer	145000	115000
Bhubneshwar	60000	50000
Panchkula	200000	165000
Guwahati	60000	40000
Chennai	200000	85000
Allahabad	245000	190000
Patna	130000	75000
Delhi	345000	350000

**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 B-1: Supply of Optical Mark Reader (OMR) sheets and Absentee Performa (optional) (shall be taken by one agency)**

A. OMR Response Sheets (One OMR Sheet per Candidate)  
(Side-1 Single colour and Side-2 Double Colour)

1. Design of response sheets as per requirements of the Board.
2. Printing of response sheets both sides to be used on OMR.
3. Proving of response sheets on OMR.
4. Supply of response sheets as per requirement of the Board.

B. OMR Absentee Performa (Approximately 25000 sheets for Class IX and 20000 sheets for Class XI)  
(Only one side – Double Colour)

1. Design, Printing, Proving and supply of Absentee statement as per requirements of the Board.
2. An Absentee statement will have provision for 25 x 4 = 100 Registration No.

**Note:** The agency will have to ensure that exact number of response sheets / Absentee statement of size 8x10 inches as asked for are supplied to the Board

1. The agency will have to ensure that the response sheet /absentee statement is as per sample approved by the Board
2. The agency will have to ensure moisture free quality of paper (104-106 GSM JK Maplitho/ Bond/ Sinarmas paper), printing quality, ink used in printing and printing spacing are as per industry standard to be used on OMR.
3. The agency will have to ensure that the colour of response sheets /absentee statement is as per specification given by the Board
4. The agency will have to ensure that response sheets / absentee statements are packed in small lots of 200-500 sheets in vacuum free and dust free container/ boxes and delivery is made on time as per instructions of the Controller of Examinations
5. The agency will have to ensure that details of material packed are given on each container/ box.

6. A security mark as per the requirement of the Controller of Examinations will have to be indicated on each response sheet during proving.
7. The agency will have to destroy the plates, extra response sheets printed, if any, including wastage and submit a certificate to this effect to the Controller of Examinations, CBSE along with a certificate that only proven sheets on the scanner have been supplied.
8. Proving of OMR response sheets: All response sheets will be supplied after proving on scanner and an indication of proving will have to be marked on each sheet as per instructions of the Controller of Exams, CBSE. Only those response sheets which go through proving process successfully be packed and supplied to the Board. A certificate will have to be submitted to this effect.
9. Numbering on OMR response sheets: Six digit machines numbering on each response sheet is to be given. The response sheets should have unique number and should not have any duplicate number. Response sheets should not be with out number and there should not be any missing number. Discrepancy if any will be assumed as mistake. The numbering is to be given as follows :

<u>Series</u>	<u>Numbering</u>
A	000001, 000005, 000009 ..... so on
B	000002, 000006, 000010 ..... so on
C	000003, 000007, 000011 ..... so on
D	000004, 000008, 000012 ..... so on

### **Activity B-2 Scanning and finalisation of data**

#### **Input Document:**

OMR Answer Sheets having School No, Registration No, Test Booklet No and 60 responses

#### **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. 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.
7. 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)
  - b. To print School wise Gazette in the required format
  - c. To provide updated master on CD/ DVD as per requirement of the Board.
  - d. To provide image files of all response sheets – Registration No wise as per requirement of the Board (Rates may be quotes 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 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.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 delay to the CBSE.
6. 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.
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 authorisation 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 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.
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 without written permission 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 OMR of its own with scanning speed of 3000-6000 pages per minute each. The agency has to install at least three 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.
17. Errors and Deductions:  
Any variation in document and the data base supplied, in Registration No, School No, Test Booklet No 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.

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**(Technical details for **Scanning and Finalization of Data for Problem Solving Assessment (PSA) 2013**)**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)	2010-11: 2011-12:
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 organisation(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 T.phone 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)
2010-11					
2011-12					

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 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 Personnels
- d. Printers
- e. ADF Image scanners/ hybrid image scanners
- f. 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. 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 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
Ajmer							
Bhubneshwar							
Panchkula							
Guwahati							
Chennai							
Allahabad							
Patna							
Delhi							

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

**Authorised 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) 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.**

**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**

<b>Region</b>	<b>Activity B2 – Scanning and Finalisation of Data (Exclusive of scanned images)</b>	
	<b>Class IX</b>	<b>Class XI</b>
Ajmer		
Bhubaneshwar		
Panchkula		
Guwahati		
Chennai		
Allahabad		
Patna		
Delhi		

Optional :

2. (a) Supply of OMR response Sheet (Activity B-1(a)) : ..... per OMR Sheet  
(b) Supply of OMR Absentee Performa (Activity B-1(b)) : ..... per Absentee Performa
3. Providing images of OMR Answer Sheet : ..... per OMR Sheet
4. Taxes Applicable and Rate of Tax : .....

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

**Authorised Signatory**  
**(With full name,**  
**designation and stamp)**

**Contact Person** : .....

**Off: Telephone No.:** .....

**Mobile No.** : .....