

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

**CBSE/CU/JNVST/2011**

**TENDER FORM -F**

**Form No: .....**

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

**Tenders are invited from agencies situated in Delhi/ Gautam Budh Nagar/ Faridabad/Gurgaon/Ghaziabad – for Pre & Post Examination Processing of Jawahar Navodaya Vidyalaya Selection Test 2012**

<b>LAST DATE FOR SUBMISSION OF TENDER FORM</b>	<b>24.10.2011 UPTO 2.30 PM</b>
<b>OPENING OF TECHNICAL BID</b>	<b>24.10.2011 AT 3.00 PM</b>

**Eligibility conditions & Important Points:**

- 1 At least three years experience with proven track record of examination processing – Pre-Examination processing through Traditional Method i.e. Data Entry and Post-Examination through ICR/OCR technology of similar Professional Entrance Examination of Education Boards/ Universities/ Service Commissions.
- 2 Minimum number of candidates handled in a single exam should be two lakhs or more during 2009,2010 and 2011.
- 3 Infrastructure
  - a. The agency should have atleast one Line printer/ Line Matrix printer with printing capacity of at least 600 lines per minute and two laser printers with 30-40 pages per minute each.
  - b. The agency should have at least two high end ADF image scanners/hybrid image scanners with scanning speed of atleast 50 pages per minute each.**
- 4 The Minimum Annual turnover should be 60 lakhs or more for the last three financial years i.e. during 2008-09, 2009-10 and 2010.11.
- 5 Earnest Money Deposit of following amount shall be in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi  

Pre Examination : Rs 10,000                      Post Examination : Rs 40,000

The agency may quote for Pre\_examination or Post-Examination or for both i.e. Pre & Post Examination
- 6 Agencies which are registered with Directorate of Service taxes need only apply.
- 7 The agencies having adequate its own infrastructure in terms of hardware/software/qualified manpower who have experience in processing in the relevant field and development of software with proven track record & repeat work order for large volume of data only will be considered for allotment of work.
- 8 The agencies who are bidding for the first time and have not done this 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
- 9 The Tender Forms received without earnest money or incomplete in any respect will not be accepted.
- 10 Pre-Examination processing is to be carried out through Data Entry and Post-Examination processing through scanning of Answer Sheet using automatic image scanner and preparation of two sets of data – one through recognition from scanned images and another through Data entry.
- 11 Sealing of Envelopes:
  - a) The technical details and experience as per Annexure - I along with EMD Bank Draft be sealed in an envelope superscribing "**Technical Details for Pre & Post Examination processing of JNVST 2012**"
  - b) The rates as per Annexure- II-F be sealed in another envelope superscribing "**Rates for Pre & Post Examination processing of JNVST 2012**"
  - c) Both these envelopes be sealed in an envelope superscribing "**Tender Forms for Computerisation of Pre & Post Examination processing of JNVST 2012**"

- 12 The technical bids will be opened on 24.10.2011 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.
- 13 The formats of various input and output reports can be seen on working days in Computer Centre, CBSE, Preet Vihar, Delhi
- 14 The Board reserves the right to reject any or all the tender without assigning any reasons

**A. VOLUME OF WORK AND PERIOD DURING WHICH THE WORK IS TO BE DONE :**

The volume of work would be almost equally distributed among 3 to 5 agencies at Pre\_examination and Post\_examination stage as per decision of the Director (Spl. Exams.). The Board reserves the right to allot the work to one firm quoting the lowest rates or to more than one firms on the lowest rates received by the Board.

<b>JNVST</b> : Approx. No of candidate : 15,00,000		Period during which work is to be carried out	Activity
Pre-Examination	Creation of Admission Master from Application Forms and Processing	15 <sup>th</sup> Dec, 2011 to 15 <sup>th</sup> Jan, 2012	C1
Post Examination	Scanning of ICR response sheets, Processing and Printing of Reports	15th Feb., 2012 to 15th April 2012	C2
	Sample Checking		C3

**B. SCHEME OF EXAMINATION**

- a. This All India examination is conducted in 20 languages in States/Union Territories in India for admission to Class VI of the Jawahar Navodaya Vidyalayas in each district.
- b. There is only one test booklet of approximately 20-28 pages which consists of 100 objective type questions having four alternatives as probable answers out of which only one is correct. The question test booklets shall be of four types. Answers are to be marked by the candidates on an Answer Sheet (ICR based, single side scannable). The examination has three sections – Mental Ability, Arithmetic and Language.
- c. The test material in the form of scanned ICR based Answer Sheet, attendance sheets etc. for processing of results are to be stored by the Computer Agencies till the whole work is completed.
- d. Scoring for each Answer Sheet is to be carried out section wise, results to be compiled and ranks are to be generated as per requirement JNV policy
- e. The selection list are to be compiled/ declared District wise with reservation of seats for SC/STs, Girls, Rural/Urban and handicapped candidates. A copy of the rules and regulations for results calculation procedures and reservation policy for Jawahar Navodaya Vidyalaya Selection Test 2012 will be supplied later on.
- f. In addition to this, processing of supplementary test., if conducted, is also to be done.

**C. DETAILS OF THE WORKS TO BE DONE :**

**C-1 Pre-Examination:**

**(i) Input Documents**

1. Bio-data forms of approx 15,00,000 candidates from approx 5000 centres
2. List of Centres with State, district, block and Centre name.
3. Update/correction data for the input data till the data becomes 100 percent accurate.

**(ii) Output Reports**

1. (a) Creation of candidates master file through Data Entry, Verification, Checking and updation, till data becomes error free  
(b) Creation of centre master file.
2. (a) Printing of List of candidates and Attendance Sheets - State/ District/ Block/ Centre/ roll number wise giving totals at
  - i. Centre (Language wise)
  - ii. Block (Language wise)
  - iii. District (Language wise)
  - iv. State/UT (Language wise)

(b) Printing of State/District/Block/Centre Language wise QP Statement

3. Printing of discrepancies in the bio-data on the basis of criteria supplied by the CBSE.

**C-2 Post-Examination (Data to be prepared from ICR based Answer Sheet):**

**(i) Input Documents**

1. Attendance sheets of approx 15,00,000 candidates from approx. 5000 centres for absentees.
2. One ICR based Answer Sheet for each candidate having 100 questions.
3. Answer key for each type of Test Booklet
4. Update/correction data for the input data - Pre Exam and Post Exam till the data becomes 100 percent accurate.

**(ii) Output Reports**

- 1.(a) Putting of serial number on each Answer Sheet  
(b) Scanning of Centre wise ICR based Answer Sheets through scanners.  
(c) Recognition of data and creation of error free raw score data base for each Answer Sheet.
2. Punching of responses from ICR based Answer Sheet and creation of raw score data file. This is to be done either through look up data entry or by taking printout of images of Answer Sheets and punching the data through Data Entry method. The expenditure (on paper, toner, computer time etc.) involved in printing of images of Answer Sheets will have to be borne by the agencies only.
3. To collate/match two raw score data files created at 1 and 2 and point out the discrepancies and update the raw score data files with the corrections. This step is repeated till the raw score data file becomes error free. Two files are to be handled independently and this step is to be completed at the agency's end. (Agencies will have to submit a certificate that one set of data have been prepared through recognition from scanned image and another through Data Entry, matched and updated and error if any shall be treated as error).
4. To create absentee file from attendance sheets. (To be done through double data entry and matching at agency's end)
5. To print list of absentees -centrewise.
6. Merging of raw score data file with the absentee file and printing of missing list, duplicate list and invalid roll number list. Removal of discrepancies and update the file with corrections. Two files are to be handled independently and this step is to be completed till all errors are removed at agency's end.
7. To calculate marks for each candidate as per regulations and norms of the Board and generate ranks state/district wise.
8. To provide raw score dump or data on CD as per requirement of the Board.
9. To merge with Candidate's master file and point out error if any.
10. To print list of eligible candidates Category wise and Rank wise as per requirement of the Board.
11. To compile and print select list with marks as per instructions of the Board. Seven copies of select list without marks are also to be supplied.
12. To print wait list as per instructions of the Board.
13. To print summary of results of candidates as per format supplied by the Board.

<b>Note</b>	The agencies will have to install scanners and computers at Board's Office for scanning of Answer Sheets and image files scanned each day will have to be supplied to the Board on CDs. The processing and data preparation will have to be carried out by the agencies at their own premises and in no case shall be sub-contracted.
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### **C-3 Post-Examination Sample Checking:-**

#### **(i) Input document:**

1. Extraction of scanned images of Answer Sheets (approx. 10-15%) of candidates as per instruction and requirement of the Board.
2. Supply of scanned images of Answer Sheets of candidates to the Board along with raw score dump on CD.

#### **(ii) Output Reports:-**

1. Preparation of two sets of raw score data files from the scanned images of the extracted Answer Sheets supplied by the Board – One through recognition and another through data entry. Matching of two raw score data files and updation till the data becomes error free.
2. Supply of raw score data files on CD to the Board.

### **TERMS AND CONDITIONS**

- 1 The rates may please be quoted separately as per enclosed format Annexure-II-F for the work indicated in the Tender Form.
- 2 The allotment of work will be made for 2012 examinations only in the first instance which may be extended upto 2014 examination as per decision of the Board and subject to performance to be reviewed after each year.
- 3 The computing agency shall have to execute an agreement on non-judicial stamp paper of Rs.10/ if considered for allotment of the work
- 4 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.
- 5 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 of results 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 2,000/- per day to the CBSE.
- 6 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 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 Gurantee 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 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 Tender Forms without assigning any reasons.
- 9 The computing agencies who are bidding for the first time and have not done the job of the CBSE previously will be required to complete System Test Run at their cost as per requirement and satisfaction of the Board within a stipulated time frame as decided by the Board with test data supplied by the Board. The Board will not pay any charges for the same, either for system designing or software development or processing, whatsoever.
- 10 The payment will be made after completion of work. The charges will be paid on the actual number of candidates registered for pre examination and on actual No of candidates appeared for post examination processing and actual number of candidates processed for sample checking.

- 11 The computing 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 at its own expense.
- 12 The reports will have to be supplied after removing the carbon papers.
- 13 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 on CD/DVD as and when required by the Board. Data will not be erased without written permission of the Board.
- 14 The agency shall have to install ADF image scanners/ Hybrid image scanners and computers at Board's Office for scanning of Answer Sheets at Post-Examination stage. The work of input data preparation, verification and processing shall have to be done by the computing agency at its own computer centre and in no case shall be sub-contracted.
- 15 Blank stationery for printing of reports will be supplied by the Board.
- 16 The agency should have its own one line printer/ Line Matrix printer each with printing capacity of 600 lines per minute and two laser printers with 30-40 pages per minute and atleast two high end ADF image scanners/hybrid image scanners of its own, each scanner having scanning speed of 40-50 pages per minute.
- 17 The agency will be required to supply a number of check lists and updates till all errors are removed to the entire satisfaction of the Board. The data checking will be the responsibility of the computing agency
- 18 The check list will have to be supplied to the Board after data entry, verification, manual checking and updations and before supplying the check list/output file, the agency will have to ensure almost 100 % accuracy of the input data, through double punching, collation, manual checking and updations at the agency's end. Only discrepancies will have to be referred to the Board.
- 19 Errors and Deductions:
  - a. Any variation in the particulars of the candidates in database and in the documents in **Pre-Examination** stage shall be treated as errors and shall be the responsibility of the agency. In case of error in data ie. variation between document and database at Pre-Examination stage, the following penalty clause shall be applicable:
 

<u>% of error</u>	<u>Deduction of Amount</u>	
Upto 0.5%	Nil	}
Greater than 0.5% and upto 1%	5%	
Greater than 1.0% and upto 2%	10%	
Greater than 2.0% and upto 5%	20%	
Greater than 5%	100%	

The errors shall be counted after issue of Attendance Sheets.
  - b. In case of variation between document and database in the **Post-Examination stage**, shall be treated as error and for errors, the company shall liable to pay charges @ Rs 1000 per error.
  - c. In case of compilation error at Pre\_examination and Post\_examination stage, the company will be liable to pay charges @ Rs 1000 per compilation error.
- 20 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 ensure 100 percent accuracy.
- 21 The agency will have to supply upto three copies of each report wherever number of copies required is not mentioned.
- 22 Updations of the data after declaration of the results if required will have to be done within 24 hours without any extra charges.

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**  
**(Technical Bid for Pre and Post Exam processing of JNVST-2012 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 : 2008-09	:	
	2009-10	:	
	2010-11 (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 clearance certificate)	:	
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	:	
	Traditional method	:	
	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: **(Copy of work order to be enclosed. 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)
2008-09					
2009-10					
2010-11					

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

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

5) ADF Image Scanners/ hybrid image scanners :

ADF 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) ICR 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 Image scanners/ 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.

**5. Applying for and Details of Earnest Money deposit: (Please attach draft with this annexure)**

Activities		Applying for Yes/ No	Amount of EMD	Details of EMD
Pre-Examination Processing	C1		Rs 10,000	
Post-Examination Processing	C2 and C3		Rs 40,000	

**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 Pre and Post Exam Processing JNVST-2012 of the Board)**

**ANNEXURE - II -F**

**NOTE : THIS ANNEXURE IS TO BE SEALED SEPARATELY**

**RATES (EXCLUSIVE OF ALL TAXES) FOR THE WORK INDICATED IN THE TENDER FORM**

- a. Recurring Charges including data punching, verification, scanning, printing, checking, cost of input media, computer time and development of required software for Pre and Post Examination processing of JNVST-2012:

Activities	Rates (Exclusive of Taxes)
Pre-Examination Processing – Activity C1	Rs. .... Per candidate registered
Post-Examination Processing – Activity C2	Rs. .... Per candidates appeared
Post-Examination Sample Checking – Activity C3	Rs. .... Per candidates processed

**b. 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.:** .....