

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
JEE(Main), CBSE Plot No. 482, F.I.E, Industrial Area, Patparganj,
Delhi-110092.
Telephone No.:011-22144770, 011-22144774, 011-22144775

Limited Tender for Pre-Examination Processing for JEE(Main)-2014

Sealed Tenders are invited on behalf of Secretary, CBSE in One Bid—Technical and Financial from well established data processing organizations situated in Delhi/NCR and having adequate experience in Pre & Post Examination Processing 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 (2.30PM) 17th February 2014. The forms downloaded from the website should accompany a bank draft of Rs. 100/- in favour of Secretary, CBSE, Delhi, payable at Delhi.

Earnest Money Deposit of Rs 25000/- in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.

The tender form complete in all respect along with EMD, duly sealed & super scribing on it "**Tender for Pre-Examination Processing for JEE(Main)-2014.**" must be put in the tender box kept at Ground Floor up to 2.30 p .m on 17/02/2014. The tender will be opened on the same day at 3.30 p .m by a committee in presence of tenderer who may wish to be present. The sample of items can be seen as mentioned in the Tender form.

The Secretary CBSE reserves the right to accept or reject any or all the Tenders without assigning any reason. Incomplete & conditional tender or tenders without EMD will be summarily rejected.

EXECUTIVE DIRECTOR [JEEMAIN]

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI

JEE(Main), CBSE

Plot No. 482, F.I.E, Industrial Area, Patparganj, Delhi-110092.

Telephone No.:011-22144770, 011-22144774, 011-22144775

CBSE/Tender-2014/JEE14

Price: Rs.100/-Non-refundable

TENDER FORM

Limited Tenders are invited from agencies situated in Delhi/NCR for "Pre-Examination Processing for JEE(Main)-2014"

| | |
|---|----------------------------------|
| SALE OF FORM FROM | 08-02-2014 Saturday |
| LAST DATE FOR SUBMISSION OF TENDER FORM | 14-02-2014 UP TO 2:30 PM Friday. |
| OPENING OF TECHNICAL BID | 14-02-2014 AT 3:30 PM Friday. |

Eligibility conditions & Important Points:

- At least two years experience with proven track record of Pre/Post-Examination processing of 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.
- Minimum volume of records handled in a single exam should be Seven Lakhs or more each year during 2011-12 and 2012-13.
- The Minimum Average Annual turnover should be Rs.1.00 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.
- Earnest Money Deposit of Rs 25000/- in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.
- The work is to be carried out at premises of the Board. The Tender Forms received without earnest money or incomplete in any respect will not be accepted.
- Agencies which are registered with Directorate of Service Taxes need apply only.
- 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.
- The technical bids will be opened on 14th February 2014 at 3:30 PM 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.
- 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
- The Board reserves the right to reject any or all the tenders without assigning any reasons.
- 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.
- The Technical details and Rates to be sealed in an envelope super scribing "**Tender Forms for Pre -Examination Processing JEE (Main)-2014.**"

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 | Input | Output Activity |
|---------------------|--|---|---|
| Printing of reports | | Data will be generated and provided by IT unit. | Laser Printing : - a. Designing & Printing of pre-printed stationery for attendance sheet and printing of variable data. b. Designing & Printing of pre-printed OMR Absentee Sheet and printing of variable data. c. Designing & Printing of pre-printed Authentication of Academic details of class XII/Qualifying Examination d. Printing of Centre wise Roll number stickers with sticker stationery. e. Creation of centre wise CD/DVD in pdf format for reports for centre wise loc, attendance sheet and absentee sheet. |

| | | | |
|--|--|--|-----------------------|
| Approx volume (No. of Candidates) | | | 13.5 Lakhs Candidates |
|--|--|--|-----------------------|

B. OPTIONAL ACTIVITIES

| | |
|--|-----------------------|
| 1. Processing :- a. Centre Processing b. Roll Number Generation c. Generation of Question Paper Statement d. Generation of Reports i. Centre Code/ Roll No. Wise ii. City/Application No. Wise e. Generation of Admit Cards f. Generation of Attendance Sheets g. Generation of PDF File. 2. Line Printer Reports:- a. Centre Code/ Roll No. Wise Report b. City/Application No. Wise Report | 13.5 Lakhs Candidates |
|--|-----------------------|

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 records processed.
11. 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.
12. 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.

13. Errors and Deductions:

Any variation in document and the data base supplied. 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 candidate.

ANNEXURE-I
CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(Technical Bid for Pre-Examination Processing for JEE(Main)-2014)

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) 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)

| Details of EMD attached | | | Details of Tender fee attached | | |
|-------------------------|--------|---------|--------------------------------|--------|---------|
| Amount | DD No. | DD Date | Amount | DD No. | DD Date |
| | | | | | |

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

Contact Person:

Off: Telephone No.:

Mobile No.:

Authorized Signatory
(With full name, designation and stamp)

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI
(Rate for Pre-Examination Processing for JEE(Main)-2014)**

Financial Bid

ANNEXURE - II

Rates must be quoted inclusive of all taxes and other charges including data checking, cost of input media, toner, computer time and development of required software. Inclusive of transportation, Cost of Man power and Hardware)

| Activity | Rate per candidate |
|--|---------------------------|
| Laser Printing : - a. Designing & Printing of pre-printed stationery for attendance sheet and printing of variable data. b. Designing & Printing of pre-printed OMR Absentee Sheet and printing of variable data. c. Designing & Printing of pre-printed Authentication of Academic details of class XII/Qualifying Examination d. Printing of Centre wise Roll number stickers with sticker stationery. e. Creation of centre wise CD/DVD in pdf format for reports for centre wise loc, attendance sheet and absentee sheet . | |

OPTIONAL ACTIVITIES

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|--|-----------------------|
| 1.Processing :- f. Centre Processing g. Roll Number Generation h. Generation of Question Paper Statement i. Generation of Reports i. Centre Code/ Roll No. Wise ii. City/Application No. Wise j. Generation of Admit Cards k. Generation of Attendance Sheets l. Generation of PDF File. 2.Line Printer Reports:- m. Centre Code/ Roll No. Wise Report n. City/Application No. Wise Report | 13.5 Lakhs Candidates |
|--|-----------------------|

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

Contact Person :

Off: Telephone No.:

Mobile No. :

Details for RTGS/NEFT :

1. Bank Name : _____
2. Nature of Account : _____
3. Account No: _____
4. IFSC Code No: _____
5. BENEFICIARY NAME/COMPANY NAME: _____

**Authorized Signatory
(With full name,
Designation and stamp)**