

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

CBSE/CU/Tender/2011

TENDER FORM - A

Form No.

Price: Rs 500/-Non-refundable

Tenders are invited from agencies situated in Delhi/ Gautam Budh Nagar/ Faridabad/ Gurgaon/ Ghaziabad for the following Computerised Processing jobs:

- Job I. Medical Entrance Examination (MEE) 2012**
- Job II. Central Teachers Eligibility Test (CTET) 2012**
- Job III. Proficiency Test 2012**

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

Eligibility conditions & Important Points:

1. At least three years experience with proven track record of examination processing through ICR/OCR and OMR 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 each year during 2009, 2010 and 2011.
3. Infrastructure:
 - a. At least one Line printer/ Line Matrix printer with printing capacity of at least 600 lines per minute
 - b. At least two laser printers with 30-40 pages per minute each
 - c. At least **two image scanners/hybrid image scanners with scanning speed of 40-50 pages per minute each.**
 - d. At least **three hybrid image scanners/ OMR scanners with scanning speed of 5000-6000 sheets per hour each with provision of printing scanned number during scanning and reading pen marking**
4. The Minimum Annual turnover should be Rs 100 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 for each job separately shall be in the form of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi :

Job		Earnest Money Deposit	
		Pre-Exam	Post-Exam
Job I	Medical Entrance Examination (MEE) 2012	Rs 40000/-	Rs 40000/-
Job II	Central Teachers Eligibility Test (CTET) 2012	Rs 60000/-	Rs 60000/-
Job III	Proficiency Test 2012	Rs 5000/-	Rs 25000/-

The agency may quote for Pre-Examination activities or Post Examination activities for Job I or Job II or Job III.

6. (a) Pre-Examination processing for Jobs I and II is to be carried out through scanning of Application Forms using automatic image scanner and preparation of Database through recognition from scanned images.
(b) Post-Examination processing for all three jobs is to be carried out using hybrid image scanners/ OMR scanner through OMR technology.
7. The Tender Forms received without earnest money or incomplete in any respect will not be accepted.
8. 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. Sealing of Envelopes:
 - a) The technical details and experience as per Annexure - I along with EMD Bank Draft for each job separately be sealed in an envelope superscribing "**Technical Details for Computerised Processing of MEE/CTET/Proficiency 2012**"
 - b) The rates as per the job applied for be quoted **SEPARATELY** in Annexure- II-A, Annexure-II-B , Annexure-II-C and sealed **SEPARATELY** in three different envelope superscribing "**Rates for Computerised Processing of MEE-2012**", "**Rates for Computerised Processing of CTET-2012**", "**Rates for Computerised Processing of Proficiency Test 2012**" as the case may be.
 - c) The envelopes at (a) and (b) be sealed in an envelope superscribing "**Tender Forms for Computerized Processing of MEE/CTET/Proficiency 2012**"

11 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.

12 The formats of various input and output reports can be seen on working days in Computer Centre, CBSE, Preet Vihar, Delhi

13 The Board reserves the right to reject any or all the tender without assigning any reasons

A. VOLUME OF WORK

The Board reserves the right to allot each job to one or more firm quoting the lowest rates or to more than one firm on the lowest rates received by the Board.

Job I. Medical Entrance Examination :

The entrance Test would consist of one paper containing 180 objective types Questions (four options with single correct answer and negative marking for wrong answers) from Physics, Chemistry and Biology (Botany & Zoology) to be answered on the specially designed machine gradable sheet using Ball Point Pen only.

Approx. No of candidate : 400,000		Period during which work is to be carried out	Activity
Pre-Examination	Scanning of Application Forms and Processing	1st Dec, 2011 to 31st Jan, 2012	C1
Post Examination	Supply of OMR response sheets	15th Feb., 2012	C2 – Main Agency
	Scanning of OMR response sheets	6 th April to 20 th April 2012	C3 – Main & Collating Agency
	Processing and Printing of reports	6 th April to 25 th April 2012	C4 – Main Agency
	Processing & Collation	6 th April to 20 th April 2012	C5 – Collating Agency

Job II. Central Teacher's Eligibility Test (CTET) :

The entrance Test would consist of two papers:

- 1) Paper I will be for a person who intends to be a teacher for classes I to V.
 - 2) Paper II will be for a person who intends to be a teacher for classes VI to VIII.
 - 3) Those who intends to be a teacher for both levels (classes I to V and classes VI to VIII) will have to appear in both the papers (Paper I and Paper II)
- Each paper would consist of 150 Multiple Choice Questions (MCQs), each carrying one mark, with four alternatives out of which one answer will be correct. There will be no negative marking.
 - A candidate may appear for Paper-I or Paper-II or both Paper I and Paper-II.

Approx. No of candidate : 800,000		Period during which work is to be carried out	Activity
Pre-Examination	Scanning of Application Forms and Processing	1st March 2012 to 30 th April 2012	C1
Post Examination	Supply of OMR response sheets	15th Apr., 2012	C2 – Main Agency
	Scanning of OMR response sheets	15 th June to 15 th July 2012	C3 – Main & Collating Agency
	Processing and Printing of reports	15 th June to 20 th July 2012	C4 – Main Agency
	Processing & Collation	15 th June to 15 th July 2012	C5 – Collating Agency

Job III. Proficiency Test :

General Features of the Test:

- A student may appear in one or more subject (s) viz English, Hindi, Social Science, Mathematics and Science according to his/her choice.
- There will be separate test in each subjects
- Students appearing in the test will be issued Proficiency Test Certificate by the Board
- All questions will be of multiple choice
- The total number of questions may vary from one subject to another.
- Negative marks will be awarded for wrong answers and may vary from subject to subject

- The distribution of marks among different types of questions may vary from one question to another
- The total number of questions in each subject may also vary from one subject to another

Approx. No of candidate : 100,000		Period during which work is to be carried out	Activity
Pre-Examination	Finalisation of Master and printing of reports	1st Feb, 2012 to 15 th Feb 2012	C6
Post Examination	Supply of OMR response sheets	15 th Feb 2012	C2 – Main Agency
	Scanning of OMR response sheets	15 th April to 30 th April 2012	C3 – Main & Collating Agency
	Processing and Printing of reports	15 th April to 5 th June 2012	C4 – Main Agency
	Processing & Collation	15 th April to 30 th April 2012	C5 – Collating Agency

B. DETAILS OF THE WORKS TO BE DONE:

Activity C-1: Pre-Examination – Scanning of Application Forms and Processing – Job I and Job II (Through Image scanning using ICR/OCR technology)

(i) Input Documents

1. Application forms for OCR/ICR scanning.
2. List of Centres.
3. Update/correction data for the input data till the data becomes 100 percent accurate.
4. Database and Application Form of On-line Application Form received through Internet
5. Demand Draft submitted by the Applicant for Applications form received through online.

(ii) Output Reports

1. a) To put serial number on each Application Form
b) To Create Candidates master file after scanning (on minimum 200 dpi grey scale in JPG/BMP format) of Application Forms with photograph, address, thumb impression and signature of the candidate through OCR/ICR. After data scanning and conversion, verification to be carried out to make data 100% accurate.
c) Scanning of Application Forms received through on-line and capturing of photograph, address, thumb impression and signature of the candidate through image scanners (on minimum 200 dpi grey scale in JPG/BMP format).
d) To Create Candidates master file after merging files created in (b) and database of On-Line Application Form received.
e) To print duplicate Application Form list as per instructions of the Board.
f) To Create centre master file as per requirement of the Board.
2. To plug in the centre number on the candidate master file as per instructions of the Board.
3. To generate roll number on the candidates master file as per instructions of the Board.
4. a) To print list of candidates application form number-wise.
b) To print list of eligible candidates - centre/ roll No. wise.
c) To print list of not-eligible candidates and letters with address.
d) To print Admit Card with photograph, signature and address of the candidate through laser printer 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 three admit cards, two colour - both side on 104-106 GSM JK Maplitho/ Bond/ Sinarmas/Century paper)
e) To print attendance sheets with photograph and signature of the candidate through laser printer on pre-printed stationery as per instructions of the Board. Pre-printed stationery to be supplied by the agency (Each sheet having provision for 06 candidates shall be of A4 - single colour, one side on 104-106 GSM JK Maplitho/ Bond/ Sinarmas/ Century paper). Attendance Sheets are to be printed for each paper for Job II and Job III.
5. For applications received through on-line with Demand Draft of additional fee:
 - a. To print reconciliation of fees statement.
 - b. To print Bank-wise list of Demand Draft received.
6. To print roll number allocation and Question Paper statement as per instructions of the Board State/Centre-wise.

7. To print Centre list as per instructions of the Board.
8. To print number and percentage of candidates sex-wise, centre-wise, state-wise for general and SC/ST candidates.
9. To print adhesive stickers of Roll Number on laser printer for each candidate. Each A4 size sheet to have 24 adhesive stickers. Stickers are to be provided by the agency
10. To provide updated candidates master with photograph, address, thumb impression and candidate's signature on Hard Disk. Hard Disk is to be supplied by the agency

Activity C-2: Post Examination - Supply of Optical Mark Reader (OMR) response sheets – Job I, Job II and Job III (Main Agency)

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.

Note:-

1. The agency will have to ensure that exact number of response sheets of size 8x10 inches as asked for are supplied to the Board
2. The agency will have to ensure that the response sheet is as per sample approved by the Board
3. 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.
4. The agency will have to ensure that the colour of response sheets is as per specification given by the Board
5. The agency will have to ensure that response sheets 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
6. The agency will have to ensure that details of material packed are given on each container/ box.
7. A security mark as per the requirement of the Controller of Examinations will have to be indicated on each response sheet during proving.
8. 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.
9. 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.
10. 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 without number and there should not be any missing number. Discrepancy if any will be assumed as error. The numbering is to be given as follows :

Series	Numbering
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 C-3: Post Examination – Scanning of OMR response sheets – Job I, Job II and Job III (Main and Collating Agency)

OMR response sheets will be with numeric/alpha answers as per Papers/Subjects opted by the candidates for each Examination/Test.

1. To scan the response sheets through OMR and to create raw score data file paper wise as per the scheme of examination and requirement of the Board.
2. To punch / verify/ check and merge the response sheets which have been rejected in scanning.
3. (a) For Job I : There shall be one response sheet for each candidate
 (b) For Job II : There shall be one or two response sheets for each candidate depending on the choice of the papers offered by the candidates.
 (c) For Job III: There shall be upto five response sheets for each candidate depending on the subjects opted by the candidates.
4. To provide image files of all response sheets – Roll No wise as per requirement of the Board (Rates may be quotes with images and without images)

**Activity C-4: Post Examination – Processing and Printing of reports – Job I, Job II and Job III
 (Main Agency)**

(i) Input Document:

1. Raw Score data files created in activity C-3 .
2. List of absentees for each paper.
3. Answer key for each paper, for each type of booklet code
4. Update/correction data for the input data till the post exam data becomes 100 percent accurate.
5. Admission Master along with address, photograph, thumb impression and signatures file for each candidate.

(ii) Output Reports

1. To create absentee file for each paper from the list of absentees and merge the absentee file with raw score data file
2. To print edit list - missing/extra/duplicate roll number list and update list and update the raw score data file with corrections advised by the Board till all errors are removed.
3. a) To provide a copy of the Absentees data file for each paper on CD for collation.
 b) To provide a copy of the raw score data file for each paper on CD for collation (may be required in parts, if need be) as per requirements of the Board and update the raw score data file with the corrections advised by the Board till all errors are removed.
4. To update the raw score data file with the corrections advised by the Board and print update list for error cases only till all errors are removed.
5. To calculate marks for each paper / subject as per regulations and norms of the Board.
5. To create result master file by merging marks file with candidate admission master for each candidate as per requirement of the Board
6. To print provisional list along with raw score data (if required) as per requirement of the Board.
7. To provide a copy of the result master file on CD for comparison as per requirement of the board.
8. To update the result master file with the corrections and print the update list for error cases only till all errors are removed.
9. To sequence the result master file as per requirement of the report and to print the following reports in the format approved by the Board.
 - a. To print tabulation register for all candidates (one copy).
 - b. To print state-wise, centre-wise, category wise statistics.

For Job I:

1. To print merit list and wait list roll number wise and rank wise as per requirement of the Board.
2. To print score cards with photographs, address and signatures of candidates placed in merit list and wait list on laser printer on pre-printed stationery as per instructions of the Board. Pre-printed stationery will be supplied by the agency. (Each A4 size sheet shall have three score card, two colour - both side on 106 GSM JK Maplitho / Bond/Sinarmas paper)

For Job II:

1. To print list of Qualified candidates - roll wise as per requirement of the Board.

2. To print Eligibility Certificate for Qualified Candidates on laser printer on pre-printed stationery of size A4 as per instructions of the Board. Pre-printed stationery will be supplied by the Board.
3. To print Marks Statement for each candidate with photograph, signature and address of the candidate through laser printer 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 Marks Statement, two colour - both side on 104-106 GSM JK Maplitho/ Bond/ Sinarmas/Century paper)

For Job III:

1. To print Proficiency Certificate for each candidate 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)
10. To provide updated result master with raw score marks on CD/ DVD as per requirement of the Board.

**Activity C-5: Post Examination – Processing and Collation – Job I, Job II and Job III
(Collating Agency)**

Input Document:

- 1 Raw Score data files created in activity C-3.
- 2 List of absentees.
- 3 Answer key for each paper and for each type of booklet code.
- 4 Update/correction data for the input data till the post exam data becomes 100 percent accurate.
- 5 CD containing raw score data and marks for each candidates and marks for each paper
- 6 Admission Master on CD.

Output Reports:

1. To create absentee file for each paper from list of absentees and
 - a) to collate absentee file with the absentee file supplied by the Board and print mismatch report. Update the absentee file till all errors are removed.
 - b) to merge the absentee file with raw score data file.
2. To print edit list – missing/extra/duplicate roll number list and update the raw score data file with corrections advised by the Board till all errors are removed. To print update list
3. To collate the raw score data file for each paper with the raw score data file supplied by the Board for each papers (may be required in parts, if need be) and point out the discrepancies.
4. To update the raw score data file with the corrections advised by the Board and print update list for error cases only till all errors are removed.
5. To calculate marks for each paper as per regulations and norms of the Board.
6. To create result master file by merging marks file with candidate admission master and to generate Eligibility Certificate code for each candidate for each paper as per requirement of the Board
7. To collate the result master file with Rank/Eligibility Certificate code created by the agency with the result master file with rank/Eligibility certificate code supplied by the Board and point out errors if any, till all errors are removed.
8. To update the result master file with the corrections and print the update list for error cases only till all errors are removed.
9. To provide updated result master with raw score marks and Rank/Eligibility Certificate Code on CD as per requirement of the Board.

Activity C-6 : Pre-Examination - Finalisation of Master and printing of reports - Job III

(i) Input Documents

1. Database of On-line Application Form received through Internet
2. List of Candidates received from schools
3. List of Centers.
- 4 Update/correction data for the input data till the data becomes 100 percent accurate.
5. Demand Draft submitted by the Schools.

(ii) Output Reports

1. To finalise of Candidates master file after carrying out any updations given by the Board and to make data 100% accurate.
2. To print center wise list of candidates as per instruction of the Board.
3. To print Centre wise Question Paper statement as per instructions of the Board
4. To print Admit Card through laser printer on pre-printed stationery as per instructions of the Board. Pre-printed stationery to be supplied by the agency. (Each A4 size shall have three admit cards, front two colour and back single colour on 104-106 GSM JK Maplitho/ Bond/ Sinarmas/Century paper)
5. To print attendance sheets for each candidate through laser printer on pre-printed stationery as per instructions of the Board. Pre-printed stationery to be supplied by the agency (Each sheet of A4 size, single colour, one side on 104-106 GSM JK Maplitho/ Bond/ Sinarmas/ Century paper)
6. To print adhesive stickers of Centre/ Subject/Roll Number on laser printer for each candidate. Each A4 size sheet to have 24 adhesive stickers. Stickers are to be provided by the agency.
7. For Demand Draft received
 - a. To print reconciliation of fees statement.
 - b. To print Bank-wise list of Demand Draft received.
8. To provide updated candidates master

Activity C-7 Optional: Capturing of Bio-metric thumb impression at Examination Centres

Input Documents:

1. CD containing Roll Number, Candidate Details and Centre Number and Centre Details

Output Reports:

1. To capture bio-metric thumb impression of candidates at the centre by installing required hardware/ software/ manpower (one set per 100 candidates)
2. Store and link it with Roll No
3. To provide soft copy of thumb impression of the candidate with Roll No to the Board on CD/DVD

C-8. Opening of Envelopes. Job I and Job II

Input Documents:

- Postal bags received from the Post Office containing Application Forms.

Activities to be done:

1. The work will be done at Board premises only
2. Postal bags are to be lifted from ground floor to the place of opening of bags
3. The envelopes received by the Board will be opened and Dak related to Application form of related exam are to be sorted on a day to day basis
4. Other dak and Miscellaneous letters are to be handed over to R&I unit of CBSE.
5. Day-to-day account of application form received/opened are to be maintained and submitted in the following manner:
 - (a) Number of Total letters received
 - (b) Number of application forms received for related exam with Demand drafts.
 - (c) Number of application forms received for related exam without Demand drafts.
 - (d) Number of other letters.
 - (e) Total $a = b + c + d$
6. (a) Applications Forms with Demand Drafts are to be sorted Medium-wise and City-wise.
(b) Applications Forms without Demand Drafts are also to be sorted Medium-wise and City-wise.
7. Century-wise batches & their Control Sheet are to be prepared and handed over to the examination branch after taking a proper receipt
8. Demand drafts are to be handed over to Accounts section with their Control Sheet

TERMS AND CONDITIONS:

- 1 The rates may please be quoted separately for each job as per enclosed format Annexure-II-A, Annexure-II-B and Annexure-II-C 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/ for each of the job separately, if considered for allotment of job.
- 4 The computing agency to whom the job is allotted will be required to deposit 10 percent of the total likely amount payable to it for each the job as a security in the form of a Bank Guarantee for each of the job separately.
- 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 along with 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 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 Tenders Forms without assigning any reasons.
- 9 The computing agencies that 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 charges shall be paid on the actual number of candidates registered for pre-examination/ number of sheets scanned, number of candidates appeared for post examination. The payment shall be made after completion of work only.
- 11 The agency shall 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 shall be the property of the Board and the agency shall have to supply a copy of the updated data file on CD/DVD as and when required by the Board. Data shall not be erased without written permission of the Board.
- 13 The agency should have its own hardware.
- 14 Installation of Hardware :
 - a. The agency will have to install scanners and computers at Board's office for scanning of application forms at Pre-Examination stage. The work of input data preparation and processing will have to be done by the agency at its own computer centre and in no case shall be sub-contracted.
 - b. The agency will have to install OMR scanners and computers with printer at Board's office for scanning of response sheets at Post-Examination stage.
- 15 Blank EZR stationery for printing of reports will be supplied by the Board.

- 16 The agency shall have to install computer and printer at Board's office for issue of duplicate Admit cards if needed.
- 17 The data checking shall be the responsibility of the agency
- 18 Forms rejected during scanning shall have to be entered through data entry by the computing agencies at their end.
- 19 The check list shall have to be supplied to the Board after data 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.
- 21 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 i.e. variation between document and database at Pre-Examination stage, the following penalty clause shall be applicable:
- | % of error | Deduction of Amount | |
|-------------------------------|----------------------------|---|
| Upto 0.5% | Nil | } the errors shall be counted after issue of Admit Cards. |
| Greater than 0.5% and upto 1% | 2% | |
| Greater than 1.0% and upto 2% | 5% | |
| Greater than 2.0% and upto 5% | 10% | |
| Greater than 5% | 100% | |
- b. Agency shall have to ensure 100% matching of particulars of the candidates, photograph, address and signature of the candidate on photo Admit Card and photo Attendance Sheet. And also ensure that the photographs of the candidates are not mis-identified and wrongly attributed. Mismatch in Photographs/ Signature/ Address, if any, will be treated as error. For each mismatch/error Rs. 1000/- will be deducted. The error shall be counted after issue of Admit Cards.
- c. 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.
- d. 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.
- 22 The reports shall 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 shall have to ensure 100 percent accuracy.
- 23 The agency shall have to supply upto three copies of each report wherever number of copies required is not mentioned.
- 24 The reports shall have to be supplied after removing the carbon papers.
- 25 The Agency shall have to manually check data scanned and verify and update the same with corrections if any, to achieve 100% accuracy.
- 26 In order to ensure 100% accuracy, the agency shall have to do data entry of key fields of Application Forms and collate the same with the scanned data and update the data with the corrections if any.
- 27 In case of less grammage in paper of Admit Card and Attendance Sheets, proportionate deduction based on cost of paper shall be made from the bill.

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 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	:	
	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: **(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:

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

5) Laser Printer :

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

6) 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

7) 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

(e) 1) Software being used for capturing and matching of Bio-metric information(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)

Job	Applying for	Activities	Amount of EMD	Details of EMD
Job I (MEE)	Pre-Examination Processing	C1, C8	Rs.40,000	
	Post-Examination Processing – Main Agency	C2, C3, C4	Rs.40,000	
	Post-Examination Processing – Collating Agency	C3, C5		
Job II (CTET)	Pre-Examination Processing	C1, C8	Rs.60,000	
	Post-Examination Processing – Main Agency	C2, C3, C4	Rs.60,000	
	Post-Examination Processing – Collating Agency	C3, C5		
Job III (Proficiency Test)	Pre-Examination Processing	C6	Rs.5,000	
	Post-Examination Processing – Main Agency	C2, C3, C4	Rs.25,000	
	Post-Examination Processing – Collating Agency	C3, C5		

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 MEE – 2012 Pre & Post Examination Processing of the Board)

ANNEXURE - II - A

NOTE : TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN THE TENDER FORM
for Pre & Post Examination Processing for MEE 2012:

- a. Rates must be quoted **Exclusive of all taxes and other charges including data scanning, capturing/ verification, checking, cost of input media, toner, cost of stationery of Admit Card, Attendance Sheet , OMR Sheet, Rank Card, computer time and development of required software.)**

Activity	Rate
C1 Pre- Examination	Rs. Per candidate Registered
C2 Supply of OMR response Sheet (Main Agency)	Rs. Per sheet
C3 Scanning of Response Sheet :	
without images of response sheets	Rs. Per sheet without images
with images of response sheets	Rs. Per sheet with images
C4 Processing & Printing of Reports (Main Agency)	Rs. Per candidate Appeared
C5 Processing and Collation (Collating Agency)	Rs. Per candidate Appeared
C7 Optional : Capturing of Bio-metric thumb impression	Rs Per thumb impression
C8 Opening of Envelope	Rs. Per envelope opened

b. **Taxes** Applicable and Rate of Tax:

c. Cost of Paper Component:

1. Rates quoted above for Activity C1 are inclusive of the component - Cost of Paper for Admit Card and Attendance Sheets. The Cost of Paper component estimated in the above quoted rates are as follows :

Admit Card Stationery : Rs per 1000 Sheets of A4 size
Attendance Sheet Stationery : Rs per 1000 Sheets of A4 size

2. Rates quoted above for Activity C2- Supply of OMR response sheet are inclusive of Cost of Paper component. The Cost of Paper componet in the above quoted rates for Activity C2 are as follows :

OMR Response Sheet : Rs per 1000 OMR response sheets

3. Rates quoted above for Activity C4 are inclusive of the components – Cost of Paper for Score Cards. The Cost of Paper component in the above quoted rates are as follows :

Score Card Stationery : Rs per 1000 Sheets of A4 size

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 CTET – 2012 Pre & Post Examination Processing of the Board)

ANNEXURE - II - B

NOTE : TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN THE TENDER FORM
for Pre & Post Examination Processing for CTET 2012:

a **Rates must be quoted Exclusive of all taxes and other charges including data scanning, capturing/ verification, checking, cost of input media, toner, cost of stationery of Admit Card, Attendance Sheet , OMR Sheet, Rank Card, computer time and development of required software.)**

Activity	Rate
C1 Pre- Examination	Rs. Per candidate Registered
C2 Supply of OMR response Sheet (Main Agency)	Rs. Per sheet
C3 Scanning of Response Sheet :	
without images of response sheets	Rs. Per sheet without images
with images of response sheets	Rs. Per sheet with images
C4 Processing & Printing of Reports (Main Agency)	Rs. Per candidate Appeared
C5 Processing and Collation (Collating Agency)	Rs. Per candidate Appeared
C7 Optional : Capturing of Bio-metric thumb impressiont	Rs Per thumb impression
C8 Opening of Envelope	Rs. Per envelope opened

b. Taxes Applicable and Rate of Tax:

c. Cost of Paper Component:

1. Rates quoted above for Activity C1 are inclusive of the component - Cost of Paper for Admit Card and Attendance Sheets. The Cost of Paper component estimated in the above quoted rates are as follows :

Admit Card Stationery : Rs per 1000 Sheets of A4 size
Attendance Sheet Stationery : Rs per 1000 Sheets of A4 size

2. Rates quoted above for Activity C2- Supply of OMR response sheet are inclusive of Cost of Paper component. The Cost of Paper componet in the above quoted rates for Activity C2 are as follows :

OMR Response Sheet : Rs per 1000 OMR response sheets

3. Rates quoted above for Activity C4 are inclusive of the components – Cost of Paper for Marks Statements. The Cost of Paper component in the above quoted rates are as follows :

Marks Statement Stationery : Rs per 1000 Sheets of A4 size

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 Proficiency Test – 2012 Pre & Post Examination Processing of the Board)

ANNEXURE - II - C

NOTE : TO BE SEALED SEPARATELY

RATES FOR THE WORK INDICATED IN THE TENDER FORM
for Pre & Post Examination Processing for Proficiency Test 2012:

- a. Rates must be quoted **Exclusive of all taxes and other charges including data scanning, capturing/ verification, checking, cost of input media, toner, cost of stationery of Admit Card, Attendance Sheet , OMR Sheet, Proficiency Certificate , computer time and development of required software.)**

Activity	Rate
C6 Pre- Examination	Rs. Per candidate Registered
C2 Supply of OMR response Sheet (Main Agency)	Rs. Per sheet
C3 Scanning of Response Sheet :	
without images of response sheets	Rs. Per sheet without images
with images of response sheets	Rs. Per sheet with images
C4 Processing & Printing of Reports (Main Agency)	Rs. Per candidate Appeared
C5 Processing and Collation (Collating Agency)	Rs. Per candidate Appeared

b. **Taxes** Applicable and Rate of Tax:

c. Cost of Paper Component:

1. Rates quoted above for Activity C6 are inclusive of the component - Cost of Paper for Admit Card and Attendance Sheets. The Cost of Paper component estimated in the above quoted rates are as follows :

Admit Card Stationery : Rs per 1000 Sheets of A4 size
Attendance Sheet Stationery : Rs per 1000 Sheets of A4 size

2. Rates quoted above for Activity C2- Supply of OMR response sheet are inclusive of Cost of Paper component. The Cost of Paper component in the above quoted rates for Activity C2 are as follows :

OMR Response Sheet : Rs per 1000 OMR response sheets of A4 size

3. Rates quoted above for Activity C4 are inclusive of the components – Cost of Paper for Proficiency Certificate. The Cost of Paper component in the above quoted rates are as follows :

Proficiency Certificate Stationery : Rs per 1000 Sheets of A4 size

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. :