

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**

**CBSE/CU/AIEEE/2009**

**TENDER FORM**

**Form No. B**

**Price: 200/-**

**Pre Exam Processing of All India Engineering Entrance Examination (AIEEE) 2009**

<b>LAST DATE FOR SUBMISSION OF TENDER FORM</b>	<b>: 31.10.2008 UPTO 2.30 PM</b>
<b>OPENING OF TECHNICAL BID</b>	<b>: 31.10.2008 AT 3.00 PM</b>

**Eligibility conditions & Important Points :**

- 1 At least three years experience with proven track record of examination processing 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 three lakhs or more.
- 3 (a) The agency should have its own two 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 40-50 pages per minute each.**
- 4 The Minimum Average Annual turnover should be 50 lakhs or more for the last three financial years.
- 5 Earnest Money Deposit of Rs.50000/- shall be in the shape of Demand draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.
- 6 Agencies which are registered with Directorate of Service taxes need only apply.
- 7 The agency preferably must have in-house facility for capturing and matching of Bio-metric Identification information.
- 8 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.
- 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 scanning of Application Forms using automatic image scanner and preparation of Database through recognition from scanned images.
- 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 Examination processing of AIEEE 2009**"
  - b) The rates as per Annexure- II be sealed in another envelope superscribing "**Rates for Pre Examination processing of AIEEE 2009**"
  - c) Both these envelopes be sealed in an envelope superscribing "**Tender Forms for Computerisation of Pre Examination processing of AIEEE 2009**"
- 12 The technical bids will be opened on 31.10.2008 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**

Approx. number of candidates likely to appear: 9,00,000. The volume of work would be distributed almost equally among 1 or 2 agencies at Pre-Examination stage as per the decision of HOD(Spl.Exams).

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

## **B. PERIOD DURING WHICH THE WORK IS TO BE DONE:**

Pre-Examination : 1<sup>st</sup> January 2009 to 28<sup>th</sup> Feb. 2009

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

### **C-1.Pre-Examination Processing through Image scanning using ICR/OCR technology:**

#### **Input Documents:**

1. Application forms for ICR/OCR scanning – scanning to be done on both sides.
2. List of Centres.
3. Update/correction data for the input data till the data becomes 100% accurate.
4. Database and Application Form of On-Line Application Form received through Internet.
5. Demand Draft submitted by the Applicant.

#### **Output Reports:**

1. a) Putting of serial number on each Application Form
  - b) Creation of 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 has 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) Creation of Candidates master file after merging files created in (b) and database of On-Line Application Form received.
  - e) Printing of duplicate Application Form list as per instructions of the Board.
  - f) Creation of centre master file.
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 paper wise 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 candidate shall be of A4 - single colour, one side on 104-106 GSM JK Maplitho/ Bond/ Sinarmas/ Century paper)
    - e) 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 admit card shall be of 22 cm x 12 cm size, two colour - both side on 104-106 GSM JK Maplitho/ Bond/ Sinarmas/Century paper)

5. For applications received through on-line and Paper-II 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 is 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.

## **C-2.Processing of Attendance sheets (Optional)**

### **Input Documents:**

1. CD containing Roll number and Thumb impression as per Application Form of the candidate
2. Attendance sheets containing roll number and thumb impression of candidates. Each sheet of A4 size has 6 roll numbers.

### **Output Reports:**

1. To scan Attendance sheets containing roll number and thumb impression of candidates and create database of Roll number and thumb impression of the candidate.
2. To match roll number and thumb impression of the candidates created from Attendance sheet and CD supplied by the Board and print mismatch report, if any.

### **TERMS AND CONDITIONS:**

- 1 The rates may please be quoted separately as per enclosed format Annexure-II for the work indicated in the Tender Form.
- 2 The allotment of work will be made for 2009 examinations only in the first instance which may be extended upto 2011 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 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 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 charges shall be paid on the actual number of candidates registered. 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 reports shall have to be supplied after removing the carbon papers.
- 13 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.
- 14 The agency should have atleast two high end ADF Image scanners/hybrid scanners with capacity of 40-50 ppm each, atleast two Line Printers/Line Matrix Printers of printing capacity of atleast 600 lpm each and atleast two laser printers each having printing capacity of atleast 30-40 pages per minute.
- 15 The agency shall have to install ADF image scanners/hybrid scanners and computers at Board's office for scanning of application forms at Pre-Examination stage. The work of input data preparation and processing shall have to be done by the agency at its own computer centre and in no case shall be sub-contracted.
- 16 Blank EZR stationery for printing of reports will be supplied by the Board.
- 17 The agency shall have to install computer and printer at Board's office for issue of duplicate Admit cards.
- 18 The data checking shall be the responsibility of the agency
- 19 Forms rejected during scanning shall have to be entered through data entry by the computing agencies at their end.
- 20 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 (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:

<b><u>% of error</u></b>	<b><u>Deduction of Amount</u></b>	
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 mistake. For each mismatch Rs. 1000/- will be deducted. The error shall be counted after issue of Admit Cards.

(c) In case of compilation mistake at Pre\_examination, the company will be liable to pay charges @ Rs 1000 per compilation mistake.

- 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 Agency shall have to manually check data scanned and verify and update the same with corrections if any, to achieve 100% accuracy.
- 25 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.
- 26 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.
- 27 The agency shall have to install ADF image scanners/hybrid image scanners and computers at Board's office for capturing of thumb impress from Attendance Sheet.

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI  
(Technical Bid for AIEEE-2009 Pre Exam processing 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 : 2005-2006	:	
	2006-2007	:	
	2007-2008 (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:

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)
<b>(Use separate sheet for details)</b>					
2005-2006					
2006-2007					
2007-2008					
2008-2009					

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

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

**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 AIEEE-2009 Pre Examination Processing of the Board)**

**ANNEXURE - II**

**NOTE : TO BE SEALED SEPARATELY**

**RATES TO BE QUOTED IN THE FOLLOWING FORMAT :**

**(Rates must be quoted inclusive of all taxes and other charges including data capturing/ verification, checking, cost of input media, cost of stationery of Admit cards, Attendance sheets, and Adhesive Stickers, computer time and development of required software.)**

RATES FOR THE WORK INDICATED IN TENDER FORM:

Activities C1 ..... per candidate  
Activities C2 (Optional) ..... per candidate

Note : 1 Rates to be quoted inclusive of all taxes.

2 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 : Rs per 1000 Admit Cards

Attendance Sheet : Rs ..... per 1000 Attendance 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.: .....**