

Price Rs.1200/-

Form No.

**Punjab School Education Board,
S.A.S. Nagar**

BID DOCUMENT

**TENDER FOR EXAMINATION DATA
PROCESSING AND OMR SHEETS PRINTING OF
CLASS X, XII & OPEN SCHOOL FOR THE
YEAR 2012-2013**

Receipt No.

Dated

Issued to
M/S

Secretary,
Punjab School Education Board,
S.A.S. Nagar-160062
(Ph. : 0172-3047131 Fax: 0172-3047129)

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Section I

PUNJAB SCHOOL EDUCATION BOARD, S.A.S. NAGAR.

On behalf of Punjab School Education Board, S.A.S. Nagar, Secretary, Punjab School Education Board, S.A.S. Nagar (PSEB) invites sealed tenders up to **21.2.2012** for Examination Data Processing and OMR Sheet Printing of class Secondary, Senior Secondary & Open School for academic year 2012-2013

NOTICE INVITING SHORT TENDER

Schedule to the invitation of Tender

1.	Time and last date of issue Of Bid Document	12.00 Hrs. of 21.2.2012 _____
2.	Time and Date of depositing Tender/bid	15.00 Hrs. of 21.2.2012 _____
3.	Time and date of opening of Technical Bid	15.30 Hrs. of 21.2.2012 _____
4.	Time and Date of opening of Financial Bid	Will be announced later on.
5.	Minimum Validity of tender offer	120 days from the date of opening
6.	Services to be provided	Examination Data Processing and OMR sheet printing of Class Secondary, Senior Secondary for the academic year 2012-2013

Intending eligible bidders may obtain Bid Document from the Deputy Director (**Computer Cell**) on payment of Rs **1200/- (Rs Twelve Hundred Only)** (non refundable) in cash or by DD in the name of Secretary, Punjab School Education Board, S.A.S. Nagar, payable at S.A.S. Nagar on any working day upto **12.00 hrs of 21.2.2012**. The tender document can also be downloaded from our website **www.pseb.ac.in** In this case a separate demand draft of **Rs. 1200/-**(tender document fees) in favour of Secretary, Punjab School Education Board, S.A.S. Nagar, at S.A.S. Nagar has to be submitted along with the bid, otherwise the bid will be cancelled. The bidders shall have to deposit Earnest Money Deposit (EMD) as Bid Security in the form of Bank Guarantee / Demand Draft along with the technical bid. The Tender document will not be issued by post / courier. Other terms and conditions will be as per Tender Document.

Secretary

SECTION II

INSTRUCTIONS TO BIDDERS

1. **Details of Work;**

Details of work are given in Section V

2. **Eligible Bidders**

The bidder should be registered with the Central Excise / Custom Department for the purpose of Service Tax. If not already registered, proof of application for registration for service Tax must be submitted, with the condition that registration will be produced within one month from date of opening of tender.

3. **Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of the bid. PSEB will in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

4. **Bid Document**

4.1 **Bid document includes:**

- a. Notice Inviting Tender.
- b. Instructions to bidders.
- c. General condition (Commercial) of the contract.
- d. Special conditions of contract.
- e. Detail of Work.
- f. Technical Bid.
- g. Financial Bid.
- h. Bid Form
- i. Bid Security Form.
- j. Performance Security Bond Form.
- k. Letter of Authorization to attend bid opening.
- l. Declaration regarding near relationship with PSEB employees.
- m. Consent for selective activities.

4.2 The bidder must have facility for scanning, processing, printing under one roof and a secured environment.

The bidder must have following facilities :-

- (i) Combined ICR & OMR scanner of speed 2500 sheets per hour,
 - (ii) OMR scanner of 4000 sheets per hour.
 - (iii) Line Matrix Printer 1000 Lpm (Total printing capacity should be at least-2000 Lpm)
 - (iv) Heavy Duty Laser Printer. (Total laser printing capacity at least 200 ppm)
 - (v) 15 Computer System with minimum P-IV configuration,
 - (vi) Data Transmission facility,
 - (vii) Power Backup Genset/UPS facility,
 - (viii) Broadband and FTP connection facilities.
 - (ix) 10 Permanent Professionals with PF account on Rolls of the agency .
- 4.3 The bidder is requested to examine all Instructions, Forms, Terms and Specification in the Bid Documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

- 4.4 A prospective bidder requiring any clarification on the Bid document shall notify the Board in writing. The Board shall respond in writing to any request for the clarification of bid document which it receives not later than 5 days prior to the date of opening of Tender.
5. Copy of Documents required to be submitted for establishing Bidders Eligibility and Qualifications:-
- 5.1 Bidders should have required infrastructure located within 300 KM from H.Q Punjab School Education Board, S.A.S. Nagar, and under one roof.
 - 5.2 Bidders should have turnover of at least **Rs one crore**. (exclusive examination work) of last three years each .
 - 5.3 Bidders should not be blacklist / debarred/prohibited by Govt. of India/Govt of Punjab or by any other state Govt. nor may case including criminal, civil or any enquiries pending against them
 - 5.4 Bidder should not undertake or continue any kind of work/contract with any of the school/institute affiliated to PSEB during the currency of their work.
 - 5.5 **Bidders should have at least three years experience in examination processing (pre & post) continuously of any Board / University with minimum 2 lakh candidates.**
 - 5.6
 - i Proof of hardware facilities described in clause 4.2
 - ii. Registration certificate for service tax, else, copy of application submitted to Custom / Central Excise Deptt. for Service Tax Registration,
 - iii Partnership Deed or Articles / Memorandum of Association in the case of partnership / Pvt. Ltd. firm,
 - iv PAN Card and Latest Income Tax Return.
 - v ISO , CMMI or any quality Certification.

6. **Amendment to bid document**

- i) At any time, prior to the date of submission of bid, PSEB may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- ii) The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.

7. **Documents comprising the bid**

The bid prepared by the bidder shall comprise the following components.

- a. Documentary Evidence established in accordance with clause 2 and as detailed in clause 5, that the bidder is eligible to bid and is qualified to perform the contract.
- b. Bid Security furnished in accordance with clause 11.
- c. A clause by clause compliance as per clause 10.
- d. Bid Form and price schedule completed in accordance with clause 8 and 9.

8 **Bid Form**

The bidder shall complete the Bid Form and the appropriate price schedule furnished in the bid document covering the services to be rendered and price schedule as per Section-V.

9. **Bid Price.**

- i) **The supplier shall quote strictly as per Financial Bid given in section-VII.**
- ii) **The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.**

10. **Clause by clause compliance.**

A clause- by - clause compliance of services to be provided (Section VI), and special conditions (Section IV) shall be given. In case of deviation, a statement of deviation shall be given.

11. **Bid Security**

11.1 Pursuant to clause 7(b), the bidder must deposit Rs. 2,00,000/- (Rupees two lacs only) for examination data processing for all classes, Rs. 50,000/- (Rupees Fifty Thousand only) for admission forms printing as Bid Security. The Bid Security shall be in the form of Bank Guarantee / Demand Draft valid for 120 days from the date of tender opening and may be submitted in separate cover.

11.2 The successful bidder's security will be discharged upon the bidder's acceptance of the award of contract satisfactorily in accordance with clause 15 and furnishing the performance security.

11.3 **The Bid Security may be forfeited :**

- a) If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.
- b) If the successful bidder fails
 - i) to sign contract in accordance with clause 18
 - ii) to furnish performance security in accordance with clause 2 of Section III
 - iii) A bid not secured in accordance with para 11.1 shall be rejected by the PSEB as non-responsive at the bid opening state and returned to the bidder unopened,
 - iv) The bid security of unsuccessful bidder will be discharged / returned as early as possible but not later than 30 days after the expiry of the period of bid validity.

12. **Format and Signing of Bid.** The bidder shall prepare one complete set of original bid and one copy of the same clearly marking "Original" and "Copy". In the event of any discrepancy, the original shall govern.

12.1 The original copy of the bid shall be typed or printed and all pages numbered consecutively and shall be signed by the bidder or by a person duly authorized to sign the contract.

12.1.1 The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.

13. **Submission of Bid.**

i) The bid should be submitted duly sealed (Technical & Financial separately) and addressed to the Secretary, Punjab School Education Board, S.A.S. Nagar, and delivered in person on or before 15.00 hrs of due date.

ii) Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder.

14. **Bid opening**

Punjab School Education Board, S.A.S. Nagar, shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in section XI).

15. **Evaluation**

15.1 Punjab School Education Board, S.A.S. Nagar, shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.

15.2 If there is a discrepancy between words and figures the amount in words shall prevail prior to detail evaluation, Punjab School Education Board, S.A.S. Nagar, will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid document without material deviation. A bid determined as substantially non-responsive will be rejected by PSEB.

15.3 Technical bids will be evaluated by a committee.

15.4 PSEB shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the Financial Bid in section VII of the bid document.

15.5 Premises of technically qualified agencies shall be visited / inspected by the committee of Board's officers to ensure competency and capability of the agency without disclosing the date of visit.

15.6 Financial bids of only those bidders will be opened who are found suitable and eligible as per technical bids and inspection.

16. **Award of Contract**

Punjab School Education Board, S.A.S. Nagar, shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall give his acceptance along with performance security (section X of the bid document) in conformity within 10 days of issue of letter of intent.

17. **Right to vary quantities**

Punjab School Education Board, S.A.S. Nagar, will have the right to increase or decrease the required quantity of services specified in the schedule of requirement without any change in charges of the offered quantity and in other terms and conditions at the time of award of contract.

18. **Signing of Contract**

18.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.

18.2 Upon the successful bidder furnishing the Performance Security the PSEB shall discharge its bid security in pursuant to clause 11.

19. **Annulment of Award**

Failure of the successful bidder to comply with the requirement of clause 18 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event PSEB may make the award to any other bidder at the discretion of PSEB or call for new bids.

20. **Period of validity of bids**

- (i) The bid shall remain valid for 120 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by PSEB as non-responsive.
- (ii) A bidder accepting the request of PSEB for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

21. **Life of BID**

The allotment of work will be made for 2012-13 examinations only in the first instance which may be extended upto 2014-2015 examination as per decision of the Board and subject to performance to be reviewed after each year.

SECTION III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. Application

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIT unless otherwise agreed by PSEB.

2. Performance Security

2.1 The successful bidder shall be required to deposit an amount equal to 10% of the tendered value of the assigned work within 10days of conveying PSEB's intention for accepting the bid as Performance Security.

2.2 Performance Security shall be submitted in the form of Bank Guarantee / Demand Draft/FDR issued by a scheduled Bank and the Performa provided in section IX of the bid document.

2.3 Performance Security will be discharged after completion of contractor's performance obligations under the contract.

2.4 If the contractor fails or neglects any of his obligations under the contract it shall be lawful for PSEB to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

3 EXECUTION TIME LIMIT

3.1 The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

4. PAYMENT TERMS

The payment will be made at two stages i. e. on completion of Pre Examination phase work and Post Examination Phase work. 60% payment of the total cost (Pre & Post Phase) shall be made within 30 days after the successful completion of work and submission of bills in duplicate. The balance 40% payment shall be made after deducting penalties for mistakes, delay etc., if any, as per terms and conditions of this agreement.

5. PENALTY TERMS:

Failure on the part of the tenderer to complete the job as per “ Time Schedule ” will render him liable to imposition of “ Penalty ” as per the following schedule

- a) For delay from 1 to 2 days Rs. 500/-.
- b) For delay from 3 to 4 days Rs. 1000/-.
- c) For delay from 5 to 6 days Rs. 5000/-.

5.1 In case the delay is more than 6 days the tenderer will be liable to be blacklisted for allotment of Examination works in addition to the penalties levied as per terms and conditions of the contract. However the decision of the Chairman of the Board in this regard will be final and binding.

- 5.2 Tenderer shall be liable to pay a penalty @ Rs 10/- per mistake for any type of error after first proofs of Pre / Post Phase work, separately in case error rate is above 2%.
- 5.3 Tenderer shall be liable to pay a penalty @ Rs 100/- and Rs 200/- per mistake for any type of error in Pre and Post Phase work respectively, separately.
- 5.4 If any of the two parties fails to run the project at any stage they will be mutually bound as follows:
- a) If the failure is on part of the Tenderer, They shall be liable to return the full amount advanced along with the interest @ 12% per annum for the period the amount remained with them together with a penalty of amount equal to 50% of the total cost of the project allotted.
 - b) If the failure / deficiency is on the part of the office, it shall be liable to compensate suitably for the loss incurred by the Tenderer.

6 RATES

- 6.1 Rates inclusive of all duties, taxes and other levies in Rs per candidate for Processing of examination forms and awards **using ICR technology, Data Entry of names in Gurmukhi/ Transliteration from English to Punjabi names, Scanning of coloured photographs, Processing and Printing of Reports in Punjabi Script for Registration, Pre/ Post Examination work** including Cost of Study, Design, Development & Testing of Application Software etc.
- 6.2 The rates quoted shall remain firm throughout the period of contract and this contract will remain valid upto the date of completion of the job by the tenderer and shall not be subject to any upward modification whatsoever. If during the tenure of the agreement any new activity is added to the scope of work or additional copies of reports are required, then the board shall pay additionally the cost of work done as per the mutually agreed rates for that activity. For any deletion in work the rate will be amended mutually.

7 TAXES AND DUTIES

The tenderer shall be solely responsible for the payment of all taxes, duties, license fees, octroi etc. incurred.. Income Tax, Sales Tax etc will be deducted at source as per prevalent rates announced by the competent authority from time to time.

8 INSURANCE

The Board's office will not pay for any insurance charges against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery etc.

9 Termination of Contract

- 9.1 PSEB may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
- (a) If the contractor fails to execute the job within stipulated time frame or to the entire satisfaction of PSEB.
 - (b) If the contractor fails to perform any other obligation (s) under the contract.
- 9.2 PSEB may without prejudice, to other rights under law or the contract provided get the services of other agencies at the risk and cost of the contractor, in above circumstances.

10 Termination for insolvency

PSEB may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

11 **Force Majeure**

11.1 If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of PSEB as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

12. **Arbitration**

12.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the **Chairman, Punjab School Education Board, S.A.S. Nagar.** In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Chairman, Punjab School Education Board, S.A.S. Nagar, or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chairman, Punjab School Education Board, S.A.S. Nagar, or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Chairman, Punjab School Education Board, S.A.S. Nagar, or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

12.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

12.3 The venue of the arbitration proceeding shall be Office of the Chairman, Punjab School Education Board, S.A.S. Nagar, at S.A.S. Nagar or such other place as the arbitrator may decide.

13. **Set Off**

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by PSEB and set off the same against any claim of PSEB for payment of a sum of money arising out of this contract or under any other contract made by contractor with PSEB.

SECTION IV

SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the Instruction to Bidders as contained in Section II and General (Commercial) Conditions of the contract as contained in Section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of Punjab, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. PSEB reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with PSEB.
4. PSEB reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.
5. No Sub-Contracting is permissible by PSEB. The near relatives of all PSEB employees either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as :
 - (a) Members of a Hindu Undivided Family,
 - (b) They are husband and wife,
 - (c) The one is related to the other in the manner as father, mother son(s),son's wife(daughter-in-law), Daughter(s) & daughter's husband (son-in-law), brother(s)&brother's wife, sister(s) & sister's husband(brother-in-law).
6. The tenderer(s) should give a certificate (in format as Section-XI) to the effect that none of his / her such relative is working in PSEB as defined above. In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed. The PSEB will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
7. PSEB reserves right to counter offer price against price quoted by the bidder.
- 7(a) PSEB reserves the right to divide the work among more than one bidder depending on the capability of bidder.
8. The details of the system designing and programs will have to be provided to the Board. All Application software modules will be the property of Punjab School Education Board, S.A.S. Nagar. Agency will provide a working copy of all software Module(Source Code) with training to at least two employees of the board , if required by the Board.
9. The time schedule may be required to be adjusted as per requirements of the PSEB from time to time as the work of processing of results is highly time bound.
10. The allotment of work will be for Academic Year 2012-2013 Examination only in the first instance which may be extended for two more year i.e. Academic year 2013-2015 on the basis of concurrence of both parties. One year a time

The Board may allot the work for all examination or may divide the work between two or more agencies as the requirement of work of the Board. Board may rotate the activities among the agencies in any session in view of performance and capabilities.

11. 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 authorization from the Board. In case of lapse, the computing agency will be fully responsible for the consequence.
12. Plain stationary and pre-printed stationary for printing of reports to be given to the Board will be supplied by the agency. Blank certificates will be provided by the Board. Stationery will be of standard mentioned below:

(a)	Plain stationery	70 Gsm
(b)	Pre-printed stationery	
	Admit Cards	90 Gsm
	Signature Chart	90 Gsm
	Migration Cards	90 Gsm only for sr sec exam
(c)	OMR Sheets	105 Gsm
- **Agency will provide lab test report, of OMR sheets (sample provided by Board), from govt. recognized institute at their own cost.**
13. The eligible computer agencies who are bidding for the first time and have not done job of this Board previously will be required to do software development (STR) free of cost as per requirement and satisfaction of the Board within 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 and software development or processing, whatsoever.
14. The payment will be made after completion of work of Pre or Post Examination work only (As the case may be). The charges will be paid on the actual number of candidates registered for an examination / semester.
15. (a) Data will be delivered by the Board in phased manners as per schedule mutually decided,
(b) Output reports/Data will be delivered by the agency concerned as per schedule.
16. Reports will have to be supplied after removing the carbon papers. In case a report has been printed in two ups, the same will be supplied duly cut.
17. The data stored will be the property of the Board and the computing agency will have to supply all copy of the updated data file on CD as and when required by the Board. Data will not be erased without written permission of the Board.
18. The agency will be required to supply a number of edit / check lists and updates in pre and post-examinations processing till all mistakes are removed to the entire satisfaction of the Board.
19. The data checking will be the responsibility of the computing agency.
20. The check list will have to be supplied to the Board after scanning/data entry, verification, manual checking and updations and before supplying the check list/output file, the agency will have to ensure 99 % accuracy of the input data, either through verification and manual checking or through double entry, collation, manual checking and updations at the agency's end.

21. Wastage while testing of printing templates on stationery supplied by the Board should not exceed 0.5 % .
22. Updatons of the data after declaration of the result if required will have to be done within 24 hours without any extra charges.
23. 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 99 percent accuracy. For a mistake the agency will have to pay charges as defined in clause -22 .
24. The agency will have to supply upto two copies of each report wherever number of copies required is not mentioned.

SECTION-V

A. VOLUME OF WORK:

APPROX. NO OF CANDIDATES

<u>Class</u>	<u>Secondary</u>	<u>Sr. Secondary</u>
Regular	300000	200000
Private	120000	100000
Re-appear	120000	60000
Open School	70000	20000

B. SCOPE OF WORK:

Basic Activities:

1. System Analysis & Design
2. Software Development and its testing on the data provided by the Board.
3. Printing of Sheets for Admission Form - OMR + ICR Based.
4. Printing of Sheets for C.C.E./Practical/Theory Awards / General awareness & life skills Awards -ICR Based.
5. Printing of Stationery for Admit Cards and Signature Chart.
6. Admission Data Processing.
7. Result Processing
8. Data conversion (English to Punjabi)

C. PRE EXAMINATION:

1) Input Documents

- I) Examination forms with photographs
- II) List of Schools
- III) List of Centres
- IV) Updation / correction data for the input data till the data becomes 100% accurate
- V) List of Roll Numbers (series) to be allotted to private candidates District-wise
- VI) Seating Plan of different Dists. in various examination centres
- VII) Details of fee received from Private candidates.
- VIII) Updation / correction data for the input data till the data becomes 100% accurate

2) Output Reports

- I) Creation of master files
 - a) Candidates master file in English and Punjabi
 - b) School master file in Punjabi
 - c) Centre master file in Punjabi
- II) Printing of following Reports:
 - a) Alphabetical list of schools -District wise, High & Sr. Sec-3 copies
 - b) List of Examination Centres 6 copies each Distt.
 - c) Centre Statement (One Line) Pvt. & School-6 copies each Distt
 - d) Centre Statement (One Line) list for Centre Supdt.-2 copies
 - e) Cutlist- 3 copies
 - f) Centrewise list (confidential list for centre Supdt.) –2 copies.
 - g) Signature Chart (Theory & Practical), with photographs and Signatures, entre-wise –1 copy
 - h) Admit card (Roll No. Slip) –1 copy (with centre no.) and date sheet, photograph
 - i) Alphabetical list of students (Private only) Sex wise., Distt.-wise –2 copies
 - j) Alphabetical list of Centres, Distt-wise along with building –2 copies (with center code)
 - k) Award list with Roll Nos. (Centre wise and Roll No. wise)
 - l) Reconciliation of fee, Admission fee statement for Regular and Private Candidates Distt-wise –2 copies.

- III) Printing of discrepancy in the cutlist information on the basis of criterion supplied by the Board
- IV) Soft copy of various dbf/ image files
- V) Printing of discrepancies in the cutlist-information on the basis of criterion supplied by the Board.
- VI) Soft copy of control no. Award list and corresponding page No. subject paper centre Roll No.-1, Roll No-2,.....Roll No.-20
- VII) Soft copy of various dbf/ image files

D. POST EXAMINATION

1) Input Documents

- I) Award list with # totals.
- II) Signature Chart from each Centre for Absentees.
- III) With held results (i.e. RLF, UMC, RLE, Fees/Conduct, cancelled etc.),
- IV) Updation / correction data for the input data – Pre Exam and Post Exam till the data becomes 100% accurate.

2) Output Reports

- I) Printing of following reports:
 - a) List of Absentees Centre-wise
 - b) Merging of raw award data file with absentee data file and printing of missing / wanted awards, duplicate awards and awards with invalid roll numbers. Removal of discrepancies and update both the files with corrections. Both the files are to be handled independently till all the mistakes are removed.
 - c) Print out of Partial result sheet of random cases or as desired by the Board for checking.
 - d) Result Sheet – 1 copy (to be supplied on the date of declaration of the result).
 - e) Certificate cum Detail Marks with Secretary's stamp and date / Reappear Fail detail marks card – 1 copy (to be supplied on the date of declaration of the result).
 - f) Laser copy of Pass percentage Subject wise-one copy (to be supplied on the date of declaration of the result).
 - g) Laser copy of result gazette – 1 copy.
 - h) Laser copy of Merit lists overall – one copy
 - i) SC, ST, BC, General statement including SC/ST/BC Statement Total appeared pass, fail division wise.
 - j) 10 toppers in Punjabi .
 - k) 10 Toppers in Hindi
 - l) 10 Toppers in Sanskrit.
 - m) 10 Toppers in Science
 - n) 20 Toppers in each distt. Sex wise
 - o) Any other report required by the Board.
- II) Printing of discrepancy in the award list data/ information on the basis of criterion supplied by the Board.
- III) Soft copy of
 - a) Absentees
 - b) Forced Results
 - c) Complete dbf/ image files.

E. LIST OF ACTIVITIES

PRE EXAMINATION:

Activity 1:

Scanning of admission forms received from private candidates in true colour. Data extraction using Intelligent Character Recognition from these forms and preparation of data base. The FIRM will be required to store the images of these forms in a data base and such images shall have to be suitably linked with details of candidates for easy retrieval.

Activity 2:

OMR Scanning of admission forms received from schools for regular candidates/ study centres of open school candidates in true colour. Data extraction using OMR from these forms and preparation of data base. The FIRM will be required to store the images of these forms in a data base and such images shall have to be suitably linked with details of candidates for easy retrieval.

Activity 3: Data entry of Names in Punjabi or transliteration to Punjabi and population of data base tables accordingly.

Activity 4: Printing of machine readable award / internal assessment lists in part 3 fanfold on 70gsm + 60 gsm + 60 gsm paper. These award lists are later to be read by machines and must be printed using a Digital / Web offset four colour / Plate Press strictly. Manual entry of roll numbers and marks will be made on digital coloured blocks provided in the pre printed blank award lists. 15 % blank award lists will be provided by the FIRM to each examination center to fill the non standard award suitable for ICR/OMR. The firm is responsible for the packing of awards district wise, centre wise or as told by the Board.

Activity 5:

Printing of following reports:

- a) Alphabetical list of Schools/ Study centres of Open Schools District wise High and Sr Sec, 2 copies each. This list of schools shall be provided by the office.
- b) List of Examination Centers, 3 copies each district. This list of examination centres shall be provided by the office.
- c) Center statement (one line), 5 copies each.
- d) Cutlist, 2 copies.
- e) Center wise list (confidential list for Center Supdt), 2 copies.
- f) Alphabetical list of students (Private/ Open School only) Sex wise, Distt wise, 2 copies.
- g) Centre code wise list of Centers, distt wise along with the name of the building (with center code) 2 copy.
- h) Award list with Roll Numbers (set wise/center wise, subject wise and roll number/school wise), 3 copies using line matrix printer.
- i) Reconciliation of fee, admission fee statement for Private candidates, distt wise, 2 copies.
- j) Reconciliation of fee, admission fee statement for Regular (Other than Open School) candidates, distt wise, 2 copies.
- k) Reconciliation of enrolment fee, registration fee and admission fee statement for Open School candidates, distt wise, 2 copies.

Activity 6

Printing of Signature Charts, Setwise/Center wise. These signature charts shall have to be machine readable forms printed on 90 gsm stationery. They shall be printed in two colours and later shall have to be used in data extraction for absentee candidates. These charts shall have candidate's photograph and signature in grey scale. These charts shall be printed using a Digital / Web offset four colour / Plate Press strictly.

Activity 7:

Printing of Admit Cards and Registration cards. These admit/ registration cards shall be printed on 90 gsm stationery. They shall be printed in two colours and shall have candidate's photograph and signature in grey scale. Admit cards must have center of examination and Date sheet printed on it.

POST EXAMINATION:

Activity 1:

Scanning the standard award lists received after evaluation in B/W. Data extraction using Intelligent Character Recognition from these lists and population of data base. The FIRM will be required to store the images of these lists in a data base and such images shall have to be suitably linked with details of candidates for easy retrieval.

Activity 2:

Scanning the non standard award lists received after evaluation in B/W. Data punching manually from these lists and population of data base. The FIRM will be required to store the images of these lists in a data base and such images shall have to be suitably linked with details of candidates for easy retrieval.

Activity 3:

Scanning the Signature Charts received from Examination Centers in B/W. Data extraction using Intelligent Character Recognition from these lists and population of data base. The FIRM will be required to store the images of these lists in a data base and such images shall have to be suitably linked with details of candidates for easy retrieval.

Activity 4:

Scanning the details of withheld result cases B/W. Data punching manually from these details and population of data base. The FIRM will be required to store the images of these details in a data base and such images shall have to be suitably linked with details of candidates for easy retrieval.

Activity 5:

Extraction of old data of the open school candidates for the purpose of carry credit from the old data bases.

Activity 6:

Printing of following reports:

- a) List of Absentees Center wise, 2 copies.
- b) Merging of raw data file with absentee data file and printing of missing / wanted awards, duplicate awards and awards with invalid roll numbers. Removal of discrepancies and updating both the files with corrections. Both the files are to be handled independently till all the mistakes are removed.
- c) Print out of partial result sheet of random cases or as desired by the Office for checking, 1 copy.
- d) Result sheet (Set wise), 1 copy to be supplied on the date of declaration of the result.
- e) Pass percentage - Subject wise, District wise, 50 Copies of each district and General – One laser print for printing press.
- f) Merit List overall, district wise 50 copies. – One laser print for printing press.
- g) SC, ST, BC, General/ Rural, urban statement including SC/ ST/BC statement, Total appeared, pass, fail, division wise, 1 copy.
- h) Result statistics/ reports regarding disabled/ handicapped candidates.
- i) Result statistics/ reports caste wise.
- j) 10 Toppers in each subject, 1 copy.
- k) Any other report required by the client.

Activity 7:

Printing of one copy of result gazette on a Laser Printer.

Activity 8:

Printing of Detailed Marks Cards for fail/ reappear candidates without photograph on laser printer. The blank Detailed Marks Cards will be got pre printed by the FIRM. 1000 blank Detailed Marks Cards will be supplied to the Board for later use.

Activity 9:

Printing of Certificates for pass candidates with detail of marks in bi-lingual with date of birth

with candidates photograph in colour or B/W, signatures in B/W. The blank certificates will be supplied by the office.

F. AFTER DECLARATION OF THE RESULT

Activity 1:

Preparation of result of RL/ML cases, revision of result and printing of DMC/certificates.

Activity 2:

Provision of printing of duplicate certificates

G. OMR Sheet Printing

Printing & pre-scanning and supply of Admission Forms OMR+ICR based.

Admission Forms:OMR sheets

Forms will be supplied in

Booklets of 25 Sheets with 9 extra leaves in two colours with double pin stitch

Booklets of 10 Sheets with single pin stitch

Note : Number of Booklets of 25 sheets /10 sheets will be intimated by the Board

SECTION VI

Punjab School Education Board, S.A.S. Nagar.

Technical Bid for Examination Data Processing of Class- Class-X , Class-XII
and Open school Examination 2012-2013

(Tick whichever is applicable)

NOTE : TO BE SEALED SEPARATELY WITH BANK DRAFT OF EARNEST MONEY

1. ABOUT THE FIRM

a)	Year of Establishment	
b)	Type of Firm (Proprietary/private/public/Govt.	
c)	Total turnover during (attach proof)	2011-2012 2010-2011 2009-2010
d)	Whether the firm is Income Tax Payee? (attach Tax clearance certificates)	
e)	Detail of premises (Sq feet)	Owned/Rented Area
f)	Quality certification No , if any (attach copy) Issuing authority validity	
g)	Activities of the Organization	
h)	Since when engaged in EDP services	

Past experience in handling traditional examination data processing job of other Boards/Universities with the name of the organisation(s), nature of jobs, volume of work in terms of No. of candidates handled every year:

Year	Name of Board/Univ.	Type of Exam.	Vol. of work	Contact person and phone no.
2011				
2010				
2009				

3. DETAILS OF POWER BACK-UP FACILITIES AVAILABLE :

4. Have you ever been blacklisted / debarred by any Board/University/Organisation in last five years ?

If Yes, Please mention why and when were you blacklisted / debarred.

5. Details of Earnest Money deposit:

6. Details of Quality Certification like ISO, CMM etc....

Certified that all the terms and conditions of this TENDER , in view of scope of work , are accepted by us.

SECTION VII

Punjab School Education Board, S.A.S. Nagar.

Financial Bid for Examination Data Processing of Class - Secondary, Sr. Secondary & Open school, Examination 2012-13 of the Board

NOTE : 1. TO BE SEALED SEPARATELY .
2. Rates are exclusive of taxes as applicable .

RATES FOR THE WORK INDICATED IN TENDER FORM:

	ANNUAL		SUPPLEMENTARY	
	PRE PHASE in Rs./candidate	POST PHASE in Rs./ candidate	PRE PHASE in Rs./ candidate	POST PHASE in Rs./ candidate
SECONDARY EXAMINATION				
SR. SEC. EXAMINATION				
SECONDARY OPEN SCHOOL				
SR. SEC. OPEN SCHOOL				

Additional rate for A4 size - Rs...../page

Additional rate for Legal size - Rs...../page

OMR forms printing (Booklets) Book of 25 sheets+9 extra leaves of 70Gsm+ two colors+2 Pin stitch. Rs...../Booklet

OMR forms printing(Booklets) Book of 10 sheets+one pin stitch Rs...../Booklet

Additional Rate for Certificate printing (Tyvek Paper) (Cold Fusion printing). Rs...../Candidate

**SECTION VIII
BID FORM**

Tender No

Dated at

A : (Name & Address of the Purchaser)

Dear Sir,

1. Having read the conditions of contract and services to be provided Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide Examination Data Processing with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within two week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 120 days form the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance there of in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisDay of 2012

Signature of In capacity of Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

SECTION IX

BID SECURITY FORM

Whereas(hereafter called "the Bidder") has submitted its bid datedfor Tender No dtd. at.....

.....**KNOW ALL MEN** by these Presents that We of having our registered office at (hereafter called "the Bank") are bound unto Secretary, Punjab School Education Board, S.A.S. Nagar in the sum of Rs.For which payment will and truly to be made the Bank binds itself, its successors and assigns by these presents.

THE CONDITION of the obligation are :

- 1 If the Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- 2 If the Bidder, having been notified of the acceptance of its bid by the purchaser during the period of Bid Validity.
 - (a) fails or refuses to execute the Contract, if required, or
 - (b) fails or refuses to furnish performance security, in accordance with the instructions to Bidders.

We undertake to pay to the Secretary, Punjab School Education Board, S.A.S. Nagar up to the above amount upon receipt of its first written demand, without having to substantiate its demand, provided that in its demand, PSEB will note that the amount claimed by it is due to it owing to the occurrence of one or two or both conditions specifying the occurred condition or conditions.

This guarantee will remain in force as specified in clause 11 of section II of the Bid Document up to and including thirty (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/ dates.

Signature of Witness
Name of Witness
Address of Witness

Signature of the Bank
Name
Signed in Capacity of
Full Address of Branch
Tel. No. of Branch
Fax No. of Branch

SECTION X

PERFORMANCE SECURITY GUARANTEE BOND FORM

In consideration of Punjab School Education Board, S.A.S. Nagar (here in after called the PSEB) having agreed to exempt _____ (here in after called the said contractor(S) from the demand of security deposit / earnest money of Rs. _____ on production of Bank Guarantee for Rs. _____

For the due fulfillment by the said contractors of the terms & conditions to be contained in an _____ Agreement in connection with the contract for supply of le of the bank) "the Bank") at the request of Contractor's do hereby undertake to pay to the PSEB, an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the PSEB, by reason of any breach by the said contractor's of any of the terms & conditions contained in the said agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the PSEB, _____ stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the PSEB, _____ reason of breach by the said contractor's of any of the terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the PSEB, _____ in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____
3. We undertake to pay to the PSEB, _____ any money so demanded not withstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.
4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the PSEB, _____ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till PSEB, _____ certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.
5. We (name of the bank) further agree with the Secretary, Punjab School Education Board, S.A.S. Nagar that the Secretary, Punjab School Education Board, S.A.S. Nagar shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contactor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Secretary, Punjab School Education Board, S.A.S. Nagar against the said contractor(s) and to forbear or enforce any of the terms & conditions relating to the said

agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the Secretary, Punjab School Education Board, S.A.S. Nagar or any indulgence by the Secretary, Punjab School Education Board, S.A.S. Nagar to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would , but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s)
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by PSEB.

Dated: _____

For

(Indicating the name of the bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

SECTION XI

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To

Secretary,
Punjab School Education Board,
S.A.S. Nagar-160062

Subject-Authorization for attending bid opening in the Tender for Examination Data Processing of class X, XII and open school for the year 2012-2013.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
1		
2		

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid Documents on behalf of the bidder

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Section-XII

Declaration regarding near relationship with PSEB Employee

S/o

R/o

hereby certify that none of my relative(s) as defined in the Tender / Bid document is are employed in PSEB. In case at any stage, it is found that the information given by me is false/ Incorrect, PSEB shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature :

Name :

Signed in capacity of:

Date:

SECTION XIII

DECLARATION

I _____ do hereby declare that our firm is not blacklist, debarred or prohibited by Govt. of India / Govt. of Punjab or any other state Govt / Union Territory / any other Board / Authority during last five years. I also declare that no cases, criminal or civil, or enquiries are pending against the firm

Signature of M.D.

(or)

Authorised person

SECTION XIV

Whether Applying for:

Secondary Examination	Yes/No	
Sr Secondary Examination	Yes/No	
Secondary Open School Examination	Yes/No	
Sr Secondary Open School Examination	Yes/No	
Certificate printing (Tyvek paper)	Yes/No	

For Tender Related Queries Kindly Contact:-

Mr. Manvinder Singh

(Subject Expert)

Punjab School Education Board

Phone No.:- 0172-3070863

Email Id:- punjabschool@yahoo.com