

Price Rs.500/-

Form No.

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

BID DOCUMENT

**SHORT TENDER FOR STUDENT
REGISTRATION DATA PROCESSING 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 20.2.2013 for Student Registration Data Processing of 9th, 10th, 11th and 12th classes for academic year 2012-2013. The sealed bid document shall be submitted in the office of Secretary, Punjab School Education Board S.A.S Nagar Mohali before the due time and date. The place for opening technical and financial bid shall be office of Chairman, Punjab School Education Board.

NOTICE INVITING SHORT TENDER

Schedule to the invitation of Tender

1.	Time and last date of issue Of Bid Document	12.00 Hrs. of 20 .2.2013
2.	Time and Date of depositing Tender/bid	15.00 Hrs. of 20.2.2013
3.	Time and date of opening of Technical Bid	15.30 Hrs. of 20 .2.2013
4.	Time and Date of opening of Financial Bid	Will be announced later on.
5.	Minimum Validity of tender offer	90 days from the date of opening
6.	Services to be provided	Registration of students of 9 th , 10 th , 11 th and 12 th classes for academic year 2012-2013

Intending eligible bidders may obtain Bid Document from the Director (**Computer Cell**) on payment of Rs 500/- (**Rs five 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 of2.2013**. The tender document can also be downloaded from our website **www.pseb.ac.in** In this case a separate demand draft of **Rs. 500/-**(tender document fees) in favour of Secretary, Punjab School Education Board, S.A.S. Nagar, payable 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.

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-5 (five) (Total laser printing capacity at least 200 ppm)
 - (v) 20 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 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 3 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 The concerned party should have at least one years experience in the Registration of school students.

5.2 Performance certificate from the client regarding successful execution of similar application / project.

5.3 The concerned party should have turnover of at least Rs 1.00 Cr in last three financial years each .

5.4 The concerned party should not be blacklisted / debarred by any Board/University/Govt Department at the time of bid submission .

5.5 The concerned party should have adopted PF contribution system and ESI registration as per govt. norms.

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. 50,000/- (Rupees fifty thousand only) for Bar coding for all classes as Bid Security. The Bid Security shall be in the form of Bank Guarantee / Demand Draft valid for 90 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 5 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 90 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 academic year only in the first instance which may be extended upto 2013-2014 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 5 days 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

I. The payment will be made at the successful completion of work and submission of bills in duplicate after deducting penalties for mistakes, delay etc., if any, as per terms and conditions of this agreement

II. Performance security shall be released after completion of allotted project in all respects.

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 in first proofs, separately in case error rate is above 2%.

5.3 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 exclusive of all duties, taxes and other levies in Rs per candidate for Processing of 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

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 set the time frame for student registration data processing. 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.
- 12.4 Jurisdiction for all the matters related shall be district court S.A.S Nagar Punjab.

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 student registration of data processing is **highly time bound** and shall have to be complete allotted work within a period of 30 days
10. 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.

11. 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.
12. (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.
- 13 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.
- 14 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.
- 15 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.
- 16 The data checking will be the responsibility of the computing agency.
- 17 Wastage while testing of printing templates on stationery supplied by the Board should not exceed 0.5 %.
- 18 Updatations of the data if required will have to be done within 24 hours without any extra charges.
- 19 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 5 under section III .
- 20 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:

1. Volume :			
	9 th class	-	4 lac students (approx.)
	10 th class	-	20 thousand students (approx.)
	11 th class	-	3 lac students(approx.)
	12 th class-	-	15 thousand students(approx.).

Scope of Work

1. The Contractor will arrange all Registration Forms in order of District wise, School wise, School code and Form No./Roll No. wise.
2. The Contractor will prepare batch of 100 Registration Forms in above said order in Board Premises,
3. The Contractor will give the Unique Number to each batch and all Registration Forms.
4. The Registration Forms may be in different formats as per the school convenience.
5. The Registration Forms may be in English/Punjabi. The Contractor will convert English to Punjabi or Punjabi to English.
6. The Registration Forms contain Dist, School name, School code, Roll no., Name, Date of Birth, Registration No. (If any), date of admission, and Fee Details (name of bank, demand draft no., date of submission, amount deposited).
7. The Contractor will receive Registration Forms (i.e. Application Data) in batches, which have the information of candidates of class IX & XI.
8. Each batch will have a control sheet. The batches will be unique for District/School. The contractor will do all the work strictly by the data entry system (In English/Punjabi).
9. After proper validation and verification of all the errors found in the Registration forms the contractor will prepare a checklist indicating only those errors which can not be removed by verifying the forms. The correctness of application data as per registration form shall be the responsibility of the Contractor.
10. The Contractor will receive corrections to checklist, and prepare a checklist of corrections.
11. The Contractor will sort the corrections, incorporate and print the update list and create the updated application data till 100% accuracy.
12. The Contractor will prepare the school data from Registration Forms and prepare the checklist. After receiving the corrections, prepare the updated School list and Print Registration List till 100% accuracy.
13. The Contractor will generate the Registration Number as per the instruction of Board.
14. The Contractor will generate all reports in Punjabi Only.
15. All Output Reports (A4 / Legal) to be Printed on Laser Printer Only.
16. The following Reports will be supplied by the contractor to the office :-

- a) Check list of application data (i.e. Registration Forms)
- b) Batch wise summary report of application data
- c) Check-List of corrections and update list
- d) School list
- f) Registration Number Range (District wise/School wise)
- g) Printing of Registration Cards (80 GSM, Pre-Printed Stationary to be printed by Contractor)
- h) List of Fee Discrepancy
- i) Preparation of Fee Demand letter for School
- j) List of Fee detail district wise
- k) List of Fee detail School Wise
- l) Any other report as and when required
- m) CD of the final data, which contains all the data of the candidates including their Registration Number.
- n) The CD will be used for data transfer and printing of photograph on the certificate of the passed candidates of Class X and Class XII.
- o) The contractor will retain the master file (tape) in good working condition till it not advised to be erased.
Transportation - Inputs to be taken from Board & Output reports supplied there by Contractor.

SECTION VI

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

Technical Performa

Name of Company	
Address/contact/Email	
Type of company Prop./partners/private ltd	
Year of establishment	
Total Experience in relevant field	
Turnover of last year	2011-12 2010-11 2009-10
Service tax/Income tax payee ?	
ISO certification (Mention type of certification)	Yes/No
PF contribution / ESI registration	Yes/no
Blacklisted / Debarred ?	Yes/No
No of technical persons working	
About company premises	Owned/rented Area

Enclosure : CA report/IT returns of last 3 years , proof of last service tax paid (if applicable), Affidavit (non-judicial stamp paper) denying blacklisting / debarring .Copy of certification , proof of last PF contribution & ESI registration. Copy of performance certificate .

Details of few latest projects/similar applications executed :

Name of application / project	Name of Client	Contact person	Contact number	Volume of work	Duration of work

Details of Hardware:

Systems	Model	Nos	Specification
OMR scanners			
Laser printers			

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.

Rates for Students Registration data processing of students of 9th, 10th, 11th and 12th classes (As per scope of work)

Certified that after going through the above terms & conditions with scope of work attached, I/We submit our rates exclusive of taxes as applicable ;

Job work description	Rates Rs.	Units
Registration of students of 9 th , 10 th , 11 th and 12 th classes (As per scope of work)		Per student.

Authorized signatory
(with name & seal)

Firm : _____ Phone : _____

Address: _____

Fax _____ Email _____

**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 fulfilment by the said contractors of the terms & conditions to be contained in an _____ Agreement in connection with the contract for student registration data processing "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 notwithstanding 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 contractor(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 Registration of students of 9th, 10th, 11th and 12th classes

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 nay 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