



# Bihar School Examination Board

Sinha Library Road, Patna-800017

## NOTICE INVITIG SHORT TERM TENDER

### Tender Notice No- ST/02/2017

Bihar School Examination Board, Patna invites sealed tenders under two bid systems from the reputed, experienced & technologically sound Firms /Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works of **“Printing and Supply of OMR based Marks Award file with carbon copy Barcode, Scanning of OMR sheets and Finalization of Data”**

SL No.	Scope of work	Cost of tender document (In Rupees)	Earnest Money (In Rupees)
1	2	4	6
01.	Selection of Agency for Printing and Supply of OMR based Marks Award file with carbon copy, Barcode, Scanning of OMR sheets and Finalization of Data	Rs. 500.00	Rs. 50000.00

### Tender Schedule/ Programme:

Sl. No.	Activity	Date/Time: Duration
1.	Sale/Download date of Tender documents	From 27-01-2017 to 02-02-2017 (11:00Hrs.)( <a href="http://www.biharboard.ac.in">www.biharboard.ac.in</a> )
2.	Pre-Bid Meeting	30-01-2017 at 11:00 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
3.	Submission of EMD, Tender fee & offer/Bid	02-02-2017 up to 15:00 Hrs.
4.	Date & time for opening of techno-commercial	02-02-2017 at 15:30 AM Hrs.
5.	Contact	Mob: 9990507237, 8544429120

Secretary

Bihar School Examination Board, Patna

## TABLE OF CONTENTS

SECTION	TITLE	PAGE NO
I.	INVITATION OF BIDS	3
II.	ELIGIBILITY CRITERIA	4
III.	SCOPE OF WORK	5
IV.	BID EVALUATION	8
V.	Financial Implications	9
VI.	GENERAL TERMS & CONDITIONS	10
VII.	PERFORMA & ANNEXURE	14

# **SECTION-I**

## **INVITATION OF BIDS**

### **1. Introduction**

Bihar School Examination Board (BSEB) invites short term sealed Tender from the reputed, experienced & technologically sound Firms /Companies/Agencies/Societies having adequate infrastructure and Experience.

**Brief description of Works:** Printing and Supply of OMR based Marks Award file with carbon copy, Barcode, Scanning of OMR sheets and Finalization of Data

**Location of Delivery:** Bihar School Examination Board, Sinha Library Road, Patna –800017, Bihar

Sealed tenders should be submitted prior to the last date of the submission.

Bihar School Examination Board, **reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever. No consortium bidding is allowed.**

### **Bid Submission**

The Bids should be submitted in two parts i.e. Technical Bid and Financial Bid.

**Technical Bid:-** The Technical Bid should be put in a single sealed cover super scribing the wordings “Technical Bid” for Printing and Supply of OMR based Marks Award file with carbon copy, Barcode, Scanning of OMR sheets and Finalization of Data with error correction for Bihar School Examination Board, Patna. The EMD/ Tender form fee must be enclosed with the technical bid.

**Financial Bid:-** Financial Bid should be put in a single sealed cover super scribing the wordings “Financial Bid” for Printing and Supply of OMR based Marks Award file with carbon copy, Barcode, Scanning of OMR sheets and Finalization of Data with error correction for Bihar School Examination Board, Patna.

### **Volume of work**

<b>Exam</b>	<b>Number of OMR sheets to be used for 2017 Annual Exam</b>
<b>Secondary &amp; Sr. Secondary</b>	<b>9 Lacs (Approximately)</b>

## **SECTION-II**

### **ELIGIBILITY CRITERIA**

Bidders are advised to study all requirements, check-lists and other information in the tender document carefully before submission of the proposal.

The bidder should have the below list of eligibility criteria to take participate in the bid.

1. The Minimum Average Annual turnover should be Rs 2 Crore or more for the last three financial years i.e. during 2012 -13,2013-14 and 2014-15.
2. The Agency should have at least 5 year experience in the field of Printing, Scanning and Processing of Result, copy of work order/ performance certificate should be attached with the technical bid.
3. The Agency should have the experience of supplying at least 50 lakh OMR sheets per year for at least last three consecutive years i.e. during 2012-13, 2013-14 and 2014-15.TheAgency should have the experience of supplying OMR sheets with Barcode stickers in other Examination Boards/Universities/ Service Commissions for at least last three consecutive years i.e. during 2012-13, 2013-14 and 2014-15.
4. The Agency should have his own setup for printing work; certificate from concerned agency should be attached with the tender.
5. The Agency should have at least 8 Scanner Machine with scanning speed 5000 sheet/hour, copy of ownership document should be attached.
6. The Agency should have printing capacity of at least 2, 00,000 OMR Sheet per day.
7. Earnest Money Deposit shall be in the form of Demand draft of Rs. 50000/- drawn in favour of the Secretary, Bihar School Examination Board, Patna.
8. Agencies which are registered with Directorate of Service taxes need only apply.
9. Agencies which are registered with department of trade & taxes, copy of VAT No./ TIN No. Should be enclosed with the technical bid.
10. The agency should have quality certification preferably IS9001:2008.The copies of certificates should be enclosed with the technical bid.
11. The Tender Forms received without earnest money or incomplete in any respect will be summarily rejected.
12. The EMD of unsuccessful bidder shall be returned immediately and the EMD of the successful bidder will be returned after the receipt of performance guarantee.

#### **Important Points: -**

- (a) In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.
- (b) Relevant documents in support of the above criteria must be enclosed along with Tender Call documents failing which the bid will liable to be rejected.
- (c) The Tender Call documents of the vendors, unsuccessful in Pre-Qualification/eligibility criteria shall not be considered for evaluation.

## **SECTION- III** **SCOPE OF WORK**

### **DETAILS/ VOLUME OF THE WORKS TO BE DONE:**

**Designing, Printing & supply of pre-printed OMR based Marks Award list with carbon copy and printing of variable data and barcode (Pre Printed stationary will be supplied by the Agency). OMR sheet will be on A4 size single color, front side data & instructions over back side on 104-106 GSM.**

1. Optical Mark Reader (OMR) sheets for **Marks Award list.**
  - a) Designing of OMR sheets with carbon copy as per requirements of the Board.
  - b) Supply of Pre-printed Barcode numbers on **Marks award** OMR sheet with carbon copy (Fictitious no/Barcode series, Bag No to be printed will be provided by the board).
  - c) Pre-printed Master Barcode will be on top of the page.
  - d) Award mark will be with numeric bubble on OMR sheets on front side
  - e) OMR sheets will be subject wise.
  - f) Printing of OMR sheets on single side scannable to be used on OMR scanner.
  - g) Printing & supply of OMR with variable data like bag no, evaluation center code, total marks, total passed, total absent, total failed, subject code, master barcode, examiner and head examiner signature, subject details, exam details etc within scheduled time frame.
  - h) District wise, Exam centre wise & Date wise, Shift wise Packing and supply of OMR to the Board.
    - a) No of Students in an OMR sheet should be 25 approx.
    - b) 8 + 1 (extra with blank fictitious No) OMR Marks award sheets with common bag no having variable data for 200 students should be supplied in envelop with bag no/printed/written over the envelop.
    - c) Delivery to be done at BSEB office, Patna

Note:-

1. The agency will have to ensure that exact number of OMR sheets of size 11.25'' x 8.25'' as asked for are supplied to the Board.
2. The agency will have to ensure that the OMR sheet is as per sample approved by the Board.
3. The agency will have to ensure moisture free quality of paper (100 GSM JKMaplitho/Bond/Sinarmas paper), printing quality, ink used in printing and printing & spacing are as per industry standard to be used on OMR.
4. The agency will have to ensure that the colour of OMR sheets is as per specification given by the Board.
5. A security mark as per the requirement of the Secretary, BSEB will have to be indicated on each OMR sheet during proving.  
The agency will have to destroy the plates, extra OMR sheets printed, if any, including wastage and submit a certificate to this effect to the Secretary, BSEB along with a certificate that only proven sheets on the scanner have been supplied.
6. Numbering on OMR sheets: Nine digits or as directed by the Secretary, BSEB, machine numbering on each OMR sheet is to be given. All OMR sheets should have a unique number and there must not be any duplicate numbers. Any OMR sheet should not be without number. There should not be any missing number. Discrepancy if any will be assumed as error. The numbering sequence will be informed later.

## 2. Scanning of OMR Marks Award file with barcode and finalization of data:

### Input Document:

Pre-Printed OMR Marks Award file of size “11.25 X 8.25” having Exam Centre name, Exam Centre Code, Subject code with Barcode and Master Barcode specification (master Data will be provided by the Board) -Sheet of A4 size having 25 students in a single OMR-Subject Wise.

### Output Reports:

1. To scan the OMR Marks Award file through OMR scanner with scanned number printed on each OMR Marks Award file and to create complete raw score data file.
2. To carry correction of Subject Code, School code and marks awarded which have been scanned wrongly, if any.
3. To check and update the list, update the data file with corrections till all errors are removed.
4. To create a database of marks award file with master barcode wise, aggregate marks of marks award file.
5. To provide a copy of updated database on CD as per requirement of the board with All Scanned OMR.
6. To merge the absentee file with raw score data file
7. To print edit list - missing/extra/duplicate roll number list and update list and update the raw score data file with corrections advised by the Board till all errors are removed.
8. To provide a copy of the raw score data file for each paper on CD for collation (may be required in parts, if need be) as per requirements of the Board and update the raw score data file with the corrections advised by the Board till all errors are removed.
9. To update the raw score data file with the corrections advised by the Board and print update list for error cases only till all errors are removed.
10. To calculate marks for each paper / subject as per regulations and norms of the Board.
11. To create result master file by merging marks file with candidate master data for each candidate as per requirement of the Board
12. To print provisional list along with raw score data (if required) as per requirement of the Board.
13. To provide a copy of the result master file on CD for comparison as per requirement of the board.
14. To update the result master file with the corrections and print the update list for error cases only till all errors are removed.
15. To sequence the result master file as per requirement of the report and to print the reports in the format approved by the Board.
16. To print award pending list school/college wise, roll number wise or as per requirement of the Board.
17. To provide updated result master with raw score marks on CD/ DVD as per requirement of the Board.
18. To finalise of Candidates marks award after carrying out any updations given by the Board and to make data 100% accurate.
19. Manual entry & correction of data to make data 100% complete & accurate.

### 3. Delivery time line

The bidder has to Supply OMR based Marks Award file with Barcode, Scanning of OMR sheets and Finalization of Data within the below time frame.

1	Printing and Supply of OMR based Marks Award file with carbon copy, Barcode.	Before 9.02.2017
2	Scanning of OMR sheets and Finalization of Data with error correction	<b>As per the schedule of the Board</b>

The Bihar School Examination Board, Patna will accept part delivery of the material, if required.

<b>Exam</b>	<b>Number of OMR sheets to be used for 2017 Annual Exam</b>
<b>Secondary &amp; Sr. Secondary</b>	<b>8.5 Lacs (Approximately)</b>

## **SECTION IV**

### **BID EVALUATION**

#### **1.1 Technical Evaluation Criteria**

Criteria for evaluation of technical bids have been specified below of this section:

- i. The technical evaluation will be done only on the basis of the specifications provided in the bid document.
- ii. The commercial bids of only the technically qualified bidders will be opened for further processing.

#### **1.2 Evaluation of Financial bid**

Lowest Financial bid will be adopted for selection of the bidder

- i. The Financial Bids of the technically qualified bidders will be opened on the prescribed date.
- ii. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- iii. The bid price will include all taxes and levies and shall be in Indian Rupees.
- iv. Errors & Rectification: Arithmetical errors will be rectified on there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.



## **SECTION-V**

### **Financial Implications**

The Financial Implication shall be provided in the below mentioned format and in the attached format mentioned in **Annexure 3 (Price Schedule)**:

Our financial proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal, i.e. 90 (days).

We undertake in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption to force in India namely Prevention of Corruption Act 1988. We understand that you are not bound to accept any proposal you receive.

The total (inclusive of all taxes) of financial bid shall be taken into consideration for Selection of Agency for Printing and Supply of OMR Absentee Sheets and OMR based Marks Award file with Barcode, Scanning of OMR sheets and Finalization of Data for Bihar School Examination Board, Patna”.

#### **1. Payment Terms**

- i. No advance payment will be made under any circumstances.
- ii. The payment to the respondent shall be made by BSEB, Patna based on the services provided by the respondent to the BSEB, Patna as per the Scope of Work under this Tender and the Contract signed between the respondent and the BSEB, Patna.
- iii. Payment will be made in Indian Rupee Only.
- iv. The 60% payment shall be made after successful Printing & Supply of full quantity as per requirement of OMR sheet. 20% payment shall be made after the GSM testing report. The proportionate deduction will be made on the bill, if the GSM of OMR sheet is not as per the specification. The payment shall be made for the actual number of OMR sheets supplied. Remaining 20% payment shall be made after completion of Scanning and Finalization of data.

## SECTION-VI

### GENERAL TERMS & CONDITIONS

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 the sole arbitration of **The Chairperson, Bihar School Examination Board, Patna** or his Nominee. 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, Bihar School Examination Board, Patna or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chairman, Bihar School Examination Board, Patna 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, Board of School Education Bihar or the said officer.
2. The venue of the arbitration proceeding shall be Office of the Chairman, Bihar School Examination Board, Patna or such other place as the arbitrator may decide.
3. Successful tenderers have to execute an agreement on stamp paper of Rs.1000/- as token of having accepted the rates, terms and conditions of this Contract.
4. Tenders without Earnest Money Deposit will not be accepted. EMD is to be paid by a DD only. Payment by any other mode except DD towards Earnest Money Deposit is not acceptable.
5. If a Tenderer withdraws their offer after submission and before acceptance of their tender, then the Earnest Money deposited by him is liable to be forfeited.
6. Bihar School Examination Board, Patna, reserves the right to accept or reject any tender in part or full at their discretion without assigning any reason.
7. The offers should be in full conformity with the terms and condition of this tender. Incorrect and incomplete tenders will be rejected.
8. Tenders not submitted on the prescribed forms will be rejected.
9. If a tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, Bihar School Examination Board, Patna, reserves the right to reject such tender at any stage.
10. The allotment of work will be made for 2017 Annual Examination only in the first instance which may be extended up to next session examinations as per decision of the Board and subject to performance to be reviewed after each year.
11. The agency shall have to execute an agreement on non-judicial stamp paper of Rs.1000/- if considered for allotment of the work.
12. The agency to which the work is allotted will be required to deposit 10 percent of the total likely amount payable to it for the work as a security in the form of a Bank Guarantee which

shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.

13. The time schedule may be required to be adjusted as per requirements of the BSEB and is to be observed strictly as per directions of the BSEB from time to time, as the work of processing of results is highly time bound. In case of any delay in supplying the desired report, on the part of the agency, it shall be liable to pay charges @ Rs 2,000/- per day to the BSEB.
14. In case the agency is not able to execute the job in time or to the entire satisfaction of the BSEB, the Secretary, BSEB may allot the work to any other agency at any time. The difference between the rates agreed to between the Board and the third party, which would undertake such work shall be liable to be payable by the defaulting firm alongwith the penalty, if any, imposed by the Secretary of the Board. The Bank Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the Secretary of the Board, which shall be final.
15. The agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorisation from the Board. In case of lapse, the computing agency will be fully responsible for the consequences.
16. The Board reserves the right to reject any or all the Tender Forms without assigning any reasons.
17. The Board reserves the right to reject any or all the Tenders Forms without assigning any reasons.
18. The agency shall arrange for collection of input documents/ data from the Board's office and return the same along with the output reports at the Board's office.
19. The data stored shall be the property of the Board and the agency shall have to supply a copy of the updated data file on CD/DVD as and when required by the Board. Data shall not be erased without written permission of the Board.
20. The agency should have its own hardware.
21. Installation of Hardware :
  - a. The agency will have to install scanners and computers at Board's office for scanning of application forms at Pre-Examination stage. The work of input data preparation and processing will have to be done by the agency at its own computer centre and in no case shall be sub-contracted.
  - b. The agency will have to install OMR scanners and computers with printer at Board's office for scanning of response sheets at Post-Examination stage.
22. Blank EZR stationery for printing of reports will be supplied by the Agency
23. The data checking shall be the responsibility of the agency
24. Forms rejected during scanning shall have to be entered through data entry by the computing agencies at their end.
25. The check list shall have to be supplied to the Board after data scanning, manual checking and updations and before supplying the check list/output file, the agency will have to ensure 100% accuracy.
26. The computing agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorisation from the Board. In case of lapse, the computing agency will be fully responsible for the consequences.
27. Forms rejected during scanning shall have to be entered through data entry by the computing agencies at their end.

28. The check list shall have to be supplied to the Board after data scanning, manual checking and updations and before supplying the check list/output file, the agency will have to ensure 100% accuracy of the input data. Only discrepancies will have to be referred to the Board.

**29. Errors and Deductions:**

a. Any variation in the particulars of the candidates in database and in the documents in any stage shall be treated as errors and shall be the responsibility of the agency. In case of error in data i.e. variation between document and database at any stage, the following penalty clause shall be applicable:

<b>% of error</b>	<b>Deduction of Amount (Error will be counted per candidate)</b>
Upto 0.5%	Nil
Greater than 0.5% and upto 1%	2%
Greater than 1.0% and upto 2%	5%
Greater than 2.0% and upto 5%	10%
Greater than 5%	100%

b. Agency shall have to ensure 100% matching of particulars of the candidates

**1. Relationship between the Parties**

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agenda between the Bihar School Examination Board, Patna and the Vendor. The Vendor subject to this contract has complete charge of personnel, performing the services under this project from time to time. The Vendor shall be fully (jointly and severally) responsible for the services performed by them or on their behalf hereunder.

**2. Delivery and Documents**

The Vendor shall submit all the deliverables on due date as per the delivery schedule.

**3. Payment Schedule**

The Payments would be made to the bidder and bidder would be the single point of contact for Bihar School Examination Board, Patna. No payment shall be made for partial work done. Payment will be made in phases as per the payment terms given in “Payment Term LD Charges”. If not installed and commissioned within given period of time, after receiving the LOI.5% will deducted from the total charges given in the tender

**4. Taxes and Duties**

The company shall be solely responsible for the payment of all taxes and duties, license fees, octroi etc. incurred until completion of the job in all respect. However, VAT or Bihar Sales Tax will be deducted at source at the prevailing rates in Bihar. The rates quoted must be inclusive of all Taxes as applicable.

**5. General Terms and Condition**

Submission of bid against this offer shall bind the bidder for the acceptance of all the

conditions specified herein by the BOARD.

## **6. Forfeiture of EMD**

EMD submitted by the vendor may be forfeited under the following conditions. If the bid or its submission is not in conformity with the instruction mentioned herein;

- i. If the vendor withdraws the tender before the expiry of the validity period.
- ii. If the vendor violates any of the provisions of the terms and conditions of the tender in the case of a successful vendor fails to
  - a) Accept award of work,
  - b) Sign the contract agreement with Bihar School Examination Board, Patna, after acceptance of communication on placement of award,
  - c) Furnish performance security, or the vendor violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of Bihar School Examination Board, Patna in timely finalization of this tender.
- iii. The decision of Bihar School Examination Board, Patna regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the vendor by Bihar School Examination Board, Patna.

**SECTION-VII**  
**PERFORMA & ANNEXURE**

**Annexure-1 (Tender Call Letter)**

To

Date: \_\_\_/\_\_\_/\_\_\_

Bihar School Examination Board  
Sinha Library Road  
Patna –800 017

**Sub: Selection of Agency for Printing and Supply of OMR based Marks Award file with carbon copy Barcode, Scanning of OMR sheets and Finalization of Data with error correction for Bihar School Examination Board, Patna**

Dear Madam/Sir,

1. With reference to your request of proposal document no. \_\_\_\_\_, Dated: \_\_\_/\_\_\_/\_\_\_, I/we, have examined the bid documents and understood the contents, hereby submit my/our proposal for the afore said project. The proposal is unconditional and unqualified.
2. All information provided in the proposal and appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Vendor for undertaking the Project.
4. I/We shall make available to the authority for any additional information it may find necessary or require to supplement or authenticate the bid.
5. I/We acknowledge the right of tendering authority to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/We declare that:
  - (i) I/We have examined and have no reservations to the Tender Call documents, including any addendum issued by the tending authority.
  - (ii) I/We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf have engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/We declare that we are not a member of any other firm submitting a proposal for this project.

9. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or against our CEO or any of our Directors.
12. In the event of my/ our being declared as the successful, I/We agree to enter into an agreement in accordance with the draft that has been provided to in the Tender Call document. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
13. The fee has been quoted by me/us after taking into consideration all the terms and conditions Stated in the Tender Call document.
14. I/We agree and understand that the Proposal is subject to the provisions of the Tender Call documents. In no case, I/We shall have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened.
15. I/We agree to keep this offer valid for 90 days from the proposal due date specified in the Tender Call.
16. I/We agree and undertake to abide by all the terms and conditions of the Tender Call document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the Tender Call document.

**Yours faithfully,**

**(Authorized signatory)**

**Date:**

**Name:**

**Designation:**

## Annexure-2 (Vendor Company Profile)

### 1 ABOUT THE FIRM

a)	Year of establishment	
b)	Type of firm/Organization (Proprietary/Private/Public/Govt.)	
c)	Copy of Registration, if applicable	
d)	Total Turnover during (Attach photocopies of Audited Balance Sheet) :	
	2012-13	
	2013-14	
	2014-15	
e)	PAN No:	
f)	Details of premises : Owned/ Rented	
	Area in Sq.m	
g)	Quality Certification No, if any	
h)	Details of Issuing Authority	
i)	Validity of Certificate	From: to:
j)	Activities of the organisation:	
k)	Since when engaged in EDP(For Scanning)	
	Traditional Method	:
	OMR Processing	:

### 2. Past Experience:

#### a.) For Supply of OMR sheet with bar code:

Year	Name of the organization	Quantity of OMR sheet supplied	Attach the copy of work orders
2012-13			
2013-14			
2014-15			

Note: - Attach performance Certificate from the organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.

#### b) For OMR Scanning and Finalization of Data:

Year	Name of Organization and contact person along with T. Phone no	Nature of work & Technology used	No of Answer sheet handled	Duration for completion of job	Value of the job(Copy of work order to be enclosed)
2012-13					
2013-14					
2014-15					

### PROFESSIONAL SUPPORT AVAILABLE:

a) Manpower:- Number of persons available at different level on regular roll and their experience



in relevant field i.e. in examination processing of Board/ Universities.

b) In house arrangement for preparation of input data.

- i) Number of computers for data preparation activities.
- ii) Number of data entry operators
- iii) Shifts being worked upon
- iv) Number of Quality Checking Staff
- v) Capacity in terms of scanning and finalization of records per day

c) In house hardware for processing (Owned by the firm):-

1) Computer system and their configuration

2) Line printers/ Line Matrix Printers/Laser printers:

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

3). OMR Scanners:

OMR Scanners- make and specifications	No.Available	Manufacturing year	Speed of each scanner	Whether scanner has provision for printing of number during scanning

**3.DETAILS OF BACK-UP FACILITIES AVAILABLE :In the event of any emergency / break down in:**

- i. Computer for Data Preparation and Processing
- ii. Power
- iii. Software Personnel
- iv. Printers (LMP/Laser)
- v. OMR scanners

**4. a. Have you ever been debarred by any Board/University/Organisation for examination related processing**

**b. If yes, Please mention why and when were you debarred.**

**5. Details of Tender Fee & Earnest Money deposit: (Please attach draft with this annexure) Tender Fee Bank Draft Details:**

**Draft No.    Date        Name of the Bank        Amount**  
 .....    .....    .....**Rs.500/-**

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

**Contact Person :** .....  
**Off: Telephone No.:** .....  
**Mobile No.:** .....

### Annexure-3 (Price Schedule)

To,

Secretary

Bihar School Examination Board

Sinha Library Road, Patna – 800017, Bihar

**Sub: Printing and Supply of OMR based Marks Award file with carbon copy Barcode, Scanning of OMR sheets and Finalization of Data with error correction for Bihar School Examination Board, Patna**

Dear Madam/Sir,

We, the undersigned, offer to provide above service in accordance with your Tender Call. Our Financial proposal for project is given as below:

#### **RATES FOR THE WORK INDICATED IN THE TENDER FORM**

- a. **Rates must be quoted Inclusive of all taxes and other charges including for supply of OMR sheet for examination of the Board.**
- b. **Rates should be quoted - Inclusive of all cost (transportation Cost of Man power and Hardware)**

S.n	Activity	Per 1000 OMR sheet
1	Supply of OMR Sheet with carbon copy & pre-printed barcode.	
2	Variable printing for OMR Marks Award File	
3	Scanning of OMR Marks Award File with Barcode and finalization of data.	

**NOTE: The Bidder will have to provide:**

(a) **Cloth Lined Envelope with pasting facility for packeting of OMR Sheets. No additional amount will be paid.**

(b) **Corrugated Boxes of seven ply so as to contain 4000 OMR sheets,for which no additional amount will be paid.**

**For the purpose of selection, financial bid with lowest rate will be qualified for awarding the tender:-**

**Note:**

- i. Service Tax is not applicable as Bihar School Examination Board is exempted from Service Taxes.
- ii. All the columns for price must be filled up even if the amount is zero (0.00) for any item. The Cost must be given as per the specification mentioned in the Bid.

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

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

**Contact Person** : -----  
**Telephone No. (Off)** : -----  
**(Mobile)** : -----