

TENDER DOCUMENT FOR DIGITIZATION OF AFFILIATION RELATED RECORDS OF CBSE



CENTRAL BOARD OF SECONDARY EDUCATION

“SHIKSHA KENDRA” 2, COMMUNITY CENTRE, PREET VIHAR, DELHI 110092

DOCUMENT CONTROL SHEET

1.	Name of Organization	Central Board of Secondary Education
2.	Scope of Work	Scanning & Digitization of records
3.	Tender reference no	
4.	Tender Type	Open
5.	Tender category	Services
6.	Tender document download start date	02/12/2016
7.	Tender document download end date	22/12/2016
8.	Bid validity	180 days beyond the closing date of tender
9.	Location of work	Shiksha Kendra-2, Community centre, Preet Vihar – 110092
10.	Tender fee (non-refundable and non-adjustable)	Demand draft of Rs. 1,000/- in favour of "Secretary, CBSE" or Electronic Fund Transfer.
11.	Earnest money deposit (EMD)	Rs. 1,00,000/- in favour of "Secretary, CBSE" in the form of account payee demand draft, fixed deposit receipt, banker's cheque or bank guarantee from any commercial bank.
12.	Date of publication	02/12/2016
13.	Last date and time for submission of Bids	22/12/2016 upto 02:30 p.m.
14.	Date and time of opening of technical bids	22/12/2016 at 03:00 p.m.
15.	Tender should be addressed to	Secretary, CBSE, Shiksha Kendra-2, Community centre, Preet Vihar – 110092
16.	Address for communication	Deputy Secretary(A&L) Shiksha Kendra-2, Community Centre, Preet Vihar, Delhi – 110092
17.	Period of completion of work	The work will have to be completed in 2 months.
18.	Validity of contract/rates	Upto 1 year from date of award & can be extended for another year on satisfactory performance on same terms & conditions.

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A. INSTRUCTION TO THE BIDDERS

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids.

B. TENDER NOTICE

- 1) CBSE invites open tender in two bid format from professionally competent and experienced firms/organizations for the Scanning, Digitization & Digital preservation of record consisting of approximately 25 lakh pages accessible through a customised Document Management System (DMS) with pre defined search parameters as per the Board's requirements. This DMS should have features of seamless integration into the existing e-Affiliation software of CBSE developed in VB.NET.
- 2) The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another bigger envelope duly sealed and superscribed as "**Tender** for the Scanning, Digitization & Digital preservation of record along with their uploading" and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092. The Tender Form can be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or Electronic Fund Transfer (A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank ,Preet Vihar Branch, New Delhi) and enclosed copy of acknowledgement with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD & tender fee may be dropped in the Tender Box kept on the ground floor of the CBSE Building or sent by post **upto 2.30 pm on or before 22.12.2016**.
- 3) The Secretary, CBSE reserves the right to reject any or all tender without assigning any reason.

For details you may visit link "Tender" on CBSE website www.cbse.nic.in or CPP Portal.

**Sd/-
DEPUTY SECRETARY (A&L)**

C. TENDER FEE AND EARNEST MONEY DEPOSIT

- 1) The tender fee (non-refundable and non-adjustable) of Rs. 1000/- in shape of Demand draft of Nationalized/scheduled commercial bank shall be submitted in favour of the “Secretary, CBSE” payable at Delhi or could be paid through Electronic Fund Transfer (A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank ,Preet Vihar Branch, New Delhi).
- 2) Earnest money deposit (EMD) of Rs. 1,00,000/- only in shape of Demand Draft/Bank Guarantee/Fixed Deposit from Nationalized/Scheduled Commercial Bank shall be submitted in favour of the “Secretary, CBSE” payable at Delhi.
- 3) Both the tender fee and earnest money deposit will be submitted in sealed cover prominently marked as “Tender fee and EMD for tender for Scanning, Digitization and Digital preservation of records along with uploading”.
- 4) The bidders should write the name of their organization on the backside of the Demand Drafts.
- 5) Bids without tender fee and EMD shall be rejected.
- 6) No exemption from submission of tender Fee and EMD is allowed. However, the Bidders who are registered with NSIC under Single Point registration schemes for scanning/digitization of documents may be considered for exemption from furnishing the EMD by the Competent Authority. In such cases, an attested copy of the VALID Registration Certificate from NSIC must be furnished. Mere registration as a SSI Unit does not qualify the Bidders for claiming exemption from furnishing the tender fee and EMD. In the absence of valid certificate from the NSIC, such tenders shall be rejected straightway. The bidders claiming for exemption from furnishing the Tender Fee and/or EMD must submit the supported documents duly attested as per the tender notice in sealed envelopes super-scribing “Request for consideration for exemption from furnishing the Tender Fee and/or EMD” to the “Secretary, CBSE”.
- 7) In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalisation of technical bids.
- 8) Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee.

PERFORMANCE SECURITY DEPOSIT/BANK GUARANTEE

The successful bidders shall submit an unconditional and irrevocable performance bank guarantee in the favour of "Secretary, CBSE, Delhi" of an amount equivalent to 10% of contract value valid for 90 days beyond the date of completion of Contract from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

D. ELIGIBILITY CRITERIA

- 1) Bidder must have 5 year experience in the field of scanning/digitization, indexing, storing and providing retrieval/facility of records.
- 2) Bidders must have 1 contract scanned/digitized at least of 50 lakh pages in Central/State Government Offices/PSUs/Autonomous organizations of Government.

OR

2 projects of 25 lakh pages each should have been scanned using standard scanning technology including uploading, retrieval etc.

- 3) Bidders should have annual turnover of Rs. 1 Crore each during 3 preceding financial years i.e. 2015-16, 2014-15 & 2013-14 from the digitization, indexing, storing and providing retrieval/facility of records.
- 4) Bidder should have capability to scan & digitize atleast 60,000 pages per day in the space made available to the bidders.
- 5) Bidder should have Certification of ISO-9001 and ISO/IEC 27001.
- 6) Documentary evidence in support duly certified by Authorized Signatory is required completion certificate of projects must be enclosed.

E. TERMS AND CONDITIONS

The technical bid shall contain the documents specified or claimed by the bidder fulfilling the Eligibility and should be signed by the bidders failing which the bid will be summarily rejected.

- 1) The quantity of pages to be digitized/scanned/upload would be approximately 25 lakhs pages pertaining to school records of the CBSE along with tailor made Document Management System (DMS) capable of seamless integration into the existing VB.NET based Affiliation software of CBSE. This quantity may increase/decrease as per the actual requirement.
- 2) The scanned images should be at minimum 300 dpi resolution in B/w or Grey scale image size 2048 X 1536 for B/w and 1024 X 468 for Greyscale.
- 3) The rates so quoted should be all inclusive. The available space and electricity will be provided by CBSE free of charge.
- 4) The rates offered should be valid for 1 year from the date of award of work and can extended for one more year on satisfactory performance on same term and conditions.
- 5) The bidder shall have to arrange its own staff. The CBSE would neither bear any expenses nor accept responsibility for the same and there would be no relationship between the CBSE and the staff of the bidder. However, complete secrecy and confidentiality with regard to the data that is scanned and digitized, is required to be maintained by the firm and its employees. Any deviation from the same shall attract severe penal liability against the firm and the erring employee. An undertaking duly notarized shall be submitted by Bidder in this regard.
- 6) The scanner should be duplex and capable of handling fragile, old, delicate documents which may be stapled also.
- 7) The CBSE reserves the right to deny the entry to any staff member of the bidder, is so deemed appropriate by it.
- 8) No person engaged by the bidder shall claim any right of employment contractual or otherwise with the CBSE.
- 9) The bidder will ensure that the staff engaged are disciplined and maintain full decorum of the office.
- 10) The successful bidder shall undertake the job of scanning/digitizing in the premises of the CBSE.

- 11) The successful bidder shall make arrangement for daily check-up of the scanner at his own cost and shall keep all the scanners in perfect working condition at all time, so as to ensure smooth running of work. In case of failure of any scanner, the bidder shall have to make alternative arrangement immediately so that the work does not suffer.
- 12) The scanning/digitizing of documents shall not be stopped on any ground, whatsoever, except for written communication from CBSE.
- 13) Continuance of the contract and payment of the work done shall be subject to evaluation of satisfactory performance of the bidder and fulfilling all the terms and conditions of the contract. The contract may be cancelled at any time without assigning any reason for the same. The decision of the Chairman, CBSE in this regard shall be final and binding. The bidder shall be able to do the scanning/digitization work on all working days between 10 AM to 8 PM and as when required by the CBSE. The bidder may also be allowed to work on holidays and odd hours to finish the work for which necessary permission in writing is to be obtained by the bidder from the CBSE.
- 14) The office of CBSE will provide the files to the authorised representative of the bidder, supervising the Scanning/digitizing work, on day to day basis under proper receipt and it will be the responsibility of the bidder to accomplish the task of scanning/digitizing after following all the process, namely Unbundling, Re-bundling, Super Indexing, Scanning/Digitizing, Splitting and Merger, page numbering, Storing, Retrieval, etc. It will be responsibility of the bidder to return the file to the CBSE staff under acknowledgement in the same shape and condition in which it was taken.
- 15) The bidder will ensure that the documents/files handed over to it are kept in proper condition and no document is soiled/lost/trimmed/damaged/misplaced.
- 16) Time is the essence of the contract and the bidder shall adhere to the time schedule as prescribed by the CBSE for execution of the work.
- 17) In case the bidder finds any original document, which is in very bad condition, it will make its best efforts to take out better print (either by typing on separate sheet of paper or taking out a better photocopy thereof) and then put the said data in the relevant data base. The original papers shall however be retained in the main file. All scanned/digitized files will be stamped and duly signed by the user indicating that the "File is scanned/digitized and duly reconstructed" and the bidder will be fully responsible for any loss/damage of any document.

- 18) At the end of every work, the bidder will hand over the complete scanned/digitized data to the CBSE as per Board's requirement and form. If it is found at any time that the scanning/digitizing, indexing, storing or retrievable has not been done in accordance with the agreed terms and conditions, the CBSE shall be entitled to withhold further payment of the bidder and forfeit the Bank Guarantee. The bidder will be required to digitize minimum 60,000 pages per day. The staff of the CBSE will carry out random checking of the working being done by the bidder and in the event, the bidder is not executing or completing the minimum decided volume of work, the CBSE may impose a penalty on pro rata basis and require the bidders to clear the backlog in succeeding day/week in addition to the recovery of other losses and damages that it may suffer, besides terminating the contract and getting the work executed at the cost and responsibility of the bidder. The penalty may be imposed for poor scanning, not scanning the required number of pages or in case the bidder stops, slow down or otherwise disrupts the work during the contract period. The bidder will ensure confidentiality of the documents handed over to it.
- 19) The bidder will ensure that the space provided to it by the CBSE is not misused in any manner.
- 20) Payment for scanning/digitization work done under the contract shall be made after completion of work, subject to statutory and other deductions and penalties if any levied and damages, if any recoverable under the contract provided that the work has been done as per agreed terms and to the satisfaction of the Board. The bidder will be responsible for liabilities of all kind including local and other taxes.
- 21) Over-writing/over-typing or erasing of figures is not allowed and shall render the tender invalid.
- 22) An appropriate agreement will be executed by the bidder with the Board, on the agreed terms and conditions. The Board will deal with the bidder directly and no sub-contract/agent/consultant etc. should be asked by the bidders to represent their cause and they will not be entertained by the Board.
- 23) The Board, in its discretion, reserves the right to reject or accept any or all the bids partly or completely at any time without assigning any reason thereof.

- 24) In the event of termination of contract, the Board shall be entitled to forthwith forfeit the security deposit either full or in part apart from taking such legal remedies as are available in law. The bidder shall thereupon forthwith remove all its equipments and material and hand over the records, which are in its possession. The bidder shall hand over and shall not claim any right in any manner over the digitized data, which will be the property of the Board.
- 25) The bidder shall not be allowed to take away any file/record etc. either in the shape of hard copy or soft copy and the work is to be carried out in the Board premises itself.
- 26) No paper trimming, tearing or cutting methods or instruments should be used in the process and only such equipments should be used, that safely work also with old and fragile papers of the case record.
- 27) The DMS software solution to be provided for this project shall be compatible with existing VB.NET application of CBSE Affiliation unit and in such a form that conforms to all other requirements of the tender. The documents of the specific school will open from the e-Affiliation system in a separate tab/window based on affiliation number. Further quick search should be possible based on indexing parameters mentioned in 7 (v) of this document.
- 28) The software solution to be provided for this project shall be open source and in such a form that conforms to all other requirements of the tender.
- 29) All the scanned documents will be watermarked, digitally signed and stored in searchable PDF format.
- 30) The bidder shall ensure that archiving is in 'read only' mode, and that its scanning equipment and storage media are tamper-proof and shall not permit additions/insertions/deletions/omissions/alterations in the scanned and stored data.
- 31) The company shall generate (comma-separated-value) based CSV file containing tagged/indexed key fields as decided by the Board.
- 32) The payments of work done on number of pages will be calculated taking into consideration successful completion of all the parameters of those numbers of pages as per the terms and conditions.

33) If the rate quoted by any of the bidders appears to be unreasonable/abnormally low in comparison to prevalent market rate at the relevant point of time, the tender may be rejected.

34) If work gets stopped on any working day due to fault of the bidder, then penalty shall be levied for every day of such stoppage at such rate as given in penalty clause.

35) **PENALTY CLAUSE**

a) Mismatch/wrong scanning of file/document shall be treated as error/discrepancy. If any discrepancy/error is found, penalty shall be charged @ Rs. 100/- per error/discrepancy.

b) If at any stage it had been found that partial scanning of file/document has been done and/or portions of one file/documents is merged with another one in scanning work, it shall also be treated as error/discrepancy and a penalty shall be charged @ Rs. 100/- per error/discrepancy.

c) If any file/document is found un-scanned, penalty of @ Rs. 1000/- per file/documents shall be charged.

d) The firm is responsible to keep the original file/document in their safe custody. If any file/document is found missing, it will be treated seriously and appropriate penalty/action including black listing/debarment of the bidder, as deemed fit shall be imposed by the Board in addition to the forfeiture of performance security. The decision of the Chairman, CBSE in such case shall be final and binding on the bidder.

e) In case of excessive errors as defined above i.e. in more than 5% of file/document or in case the Board is of the view that the work has not been performed satisfactorily and cannot be professionally performed by the bidder, the Board shall in addition to forfeiture of performance security shall be entitled to terminate the agreement without giving any notice and in that case the Board would be entitled to claim the refund of the amount with interest or any other consequential loss. Any amount which would be paid by the Board and which would be liability of the Board and which may be recovered from the Board by any person on account of errors/mistakes of the bidder or any loss incurred by the Board in executing the remaining work by any other service provider or any such damages besides the damages stipulated hereinbefore would also be the liability of bidder and would be paid by bidder to the Board without any objection of any type.

- f) Liability of bidder to be full and absolute to the value of the work award.
- g) If the bidder is not able to scan/digitize the minimum number of pages or stops or slows down the work, penalty on pro-rata basis or maximum @ Rs. 10,000/- per day shall be levied for maximum 04 days & thereafter the contract shall be terminated with forfeiture of performance security.
- 36) If a dispute arises out of or in connection with this contract, decision of the Chairman ,CBSE shall be final and binding.
- 37) The agency shall be governed by the laws and procedures established by Government of India/ State of Delhi, within the Framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing.
- 38) All disputed in this connection shall be settled in Delhi Jurisdiction only.
- 39) The Board reserves the right to cancel this tender or modify the requirements, at any stage of Tender process cycle.
- 40) Board also reserves the right to modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.
- 41) The terms and conditions duly signed by the Tenderers should accompany the specific Tender Form.
- 42) The CBSE, in its discretion, reserves the right to reject all or any part of the tender without assigning any reason thereof.

F. SCOPE OF SCANNING AND DIGITIZATION WORK

The guidelines provided by the Affiliation Unit for Scanning/Digitizing of the records will be used and the bidder will be abiding by the instruction and procedure to ensure seamless integration with workflow in e-Affiliation software used by the Board which besides the other aspects includes the followings:-

- 1) Scanning, Digitization & digital preservation of record consisting of approximately 25 lakh pages accessible through a customized Document Management System (DMS) with pre defined search parameters as per the Boards requirements. This DMS should have features of seamless integration into the existing e-Affiliation software of CBSE developed in VB.NET.
- 2) Bidder must be authorized service provider of Document management solution (DMS) software in India. It must have support letter from authorized service provider for the proposed software in India.
- 3) Scanning and storing the data in scanned form with mirroring facility and one additional back-up on hard disk drive.
- 4) The quantity of pages to be digitized/scanned/upload would be approximately 25 lakhs pages pertaining to school records of the CBSE along with tailor made Document Management System (DMS) capable of seamless integration into the existing VB.NET based Affiliation software of CBSE. This quantity may increase/decrease as per the actual requirement.
- 5) The DMS software solution to be provided for this project shall be compatible with existing VB.NET application CBSE Affiliation unit and in such a form that conforms to all other requirements of the tender. The documents of the specific school will open in a separate tab/window based on affiliation number. Further quick search should be possible based on indexing parameters mentioned in G(5) of this document.

- 6) Documents/pages identified by the Board or which are either torn or not in a proper condition or illegible should be converted by data entry through keyboard typing.
- 7) Scan and digitize each document of the file and data is to be stored in portable documents format PDF/A with adequate resolutions with free text search facility and ensure the readability and ease in retrieval including cleaning and spot reduction. The images so stored in the database should be properly indexed as per the requirements of the Board and should be capable of adding more images, at later stage if need be, in an old stored file. The data so stored shall be in a non-editable form.
- 8) The bidder after successfully storing the data on its own computer shall transfer the same on the computer/server/SAN storage along with the documentation, technical and user manual. However, the bidder shall be fully responsible for the proper archiving, storing and retrieval of the scanned/digitized data for a minimum period of one year after completion of work on CBSE servers. Bidder shall suggest the configuration and the number of computers and other hardware for archival and retrieval of digitized data, including back up.
- 9) For a period of three years after initial delivery an annual requirement of scanning of approximately 1.5 lakh pages per year exists along with maintenance of the DMS. Annual extensions will be given based on satisfactory performance.
- 10) Searchable PDF should be created in one single step by processing the input image file thus ensuring that no intermediate manipulation of content is possible. Should be enabled for interactive use (applying digital signatures, annotations, comments) with free Adobe reader or any other popular free PDF software. PDF/A should be digitally signed (Using available digital signature in batch mode). Also it should be possible to digitally sign these PDF files using free Adobe Reader. The PDF/A output should also accompany XML output simultaneously with PDF/A and during porting the same to storage.

- 11) Automated Meta data insertion in the PDF files - Metadata available in Spread sheet or text file should be inserted into the PDF file in a single step during the creation of the PDF file itself. The metadata inserted inside the PDF should conform to the XMP specification for storing rich metadata. This will enable any content management system that supports XMP to import this metadata as indexes.
- 12) Indexing the stored digitized data.
- 13) Handing over the files back to the Board in their original condition.
- 14) These PDF files should be easily searchable on metabase using standard PDF viewer search utility on the local computer.
- 15) Multipage PDF/A output should be possible to be extracted for a particular document (petition, judgement, order, statement, formal/stay order, counter/ rejoinder etc. or the whole case from the storage retrieval software being used by the vendor.
- 16) The output of scanning and digitisation will have to be stored in the server by the vendor as per the meta-data to be finalised by Board from time to time and handing over the digitized data on an appropriate electronic media.
- 17) Imparting adequate training to the staff of the Board.
 - a) Archival (scanning and storing)
 - b) Retrieval and printing
- 18) Full maintenance and support for one year after the completion of the work.
- 19) The methodology to be adopted should ensure seamless integration with the record information system (RIS) software used by the Board.
- 20) The PDF/A output will have to be water marked with the image to be provided by the Board.
- 21) Security features for the required output PDFs – Apart from above functionalities, bidders should be ready to provide available security provision for below mentioned functionalities, if require by the Board.

All these security features should be applied to PDFs in a single step while creating the PDF files:-

- a) Password protected.
- b) Certificate protected.
- c) FIPS-140 compliant AES-256 encryption.
- d) Policy-protected – it should be possible to apply persistent and dynamic policies that help maintain confidentiality and control use of PDFs. The CBSE should be able to change usage rights for a PDF, even after the file is distributed to users.
- e) It should be possible to apply dynamic watermark on these PDFs (in one step while creation) based on the policy used to create the PDF.

22) The successful bidders shall compile and make an instruction manual for scanning/digitizing, storing and retrieval operations and the same shall be provided to the Board for use of its staff for carrying out the operation of future scanning/digitizing and retrieval. The bidder should have its own sufficient latest state-of-the-art scanners/computers (e.g. scanmax with at least 100 PPM or any other High end scanner of 100 PPM or more speed), other equipments/parts, sufficient infrastructure and qualified professionals at Delhi. The hardware including the scanner will be approved by the Board.

23) The DMS should have the following features:

- (1) At least 100 concurrent users over the internet
- (2) Meta data creation using comprehensive data entry templates should be possible
- (3) Allowing creation of users and user groups
- (4) DMS should be Unicode compatible
- (5) DMS should allow multiple user access level and authorization of users depending on roles
- (6) DMS should provide comprehensive statistics to evaluate the usage of digital repository
- (7) Easy to access repository
- (8) Single interface search for faster access
- (9) Allows customization to provide for future organizational needs
- (10) It should provide facility to append additional data i.e new scanned image to files already scanned in databases which would be scanned further in future. It should add such new documents with proper indexing in correct sequence as defined by CBSE.
- (11) User friendly interface
- (12) Documents of any format like MS office, XML, Tiff, jpeg, pdf, PDF/A etc should be supported.

- (13) The contractor shall provide training to staff of CBSE on usage
- (14) Retrieval of digitized documents
 - (a) The hyper linking of the data should be done with the bookmarking for the faster retrieval of relevant information.
 - (b) Indexing of scanned files and existing files in softcopies along with that metadata entry should be done before uploading to Document management system (DMS).
 - (c) The system should allow scaling at any point in future.
 - (d) It should support a) Digital signature, b) Time stamping, c) Retime stamping and d) Encryption
 - (e) It should be a Modular system, designed using Microsoft .NET Framework platform
 - (f) It should be Xml Signature compliant.
 - (g) It should be WS-Security, WS-Secure Conversation; WS-Reliable Messaging enabled transport channels complaint.
 - (h) It should also support Mutual certificate-based, protected communication.

G. OPERATIONAL PROCEDURE

The process by which the bidder will scan/digitize the Board records will include in batches as following:-

- 1) The workflow of functioning of scanning cell (where scanning activity by the vendor will be carried out) will be formulated and finalised by the Board so as to sync it with functioning of other concerned sections.
- 2) The output of scanning/digitization will be verified by authorised officer of the Board on the basis of all the technical parameters of this tender including the economy of storage of the output.
- 3) Authorized representative of bidder will receive files from staff of the Board under proper receipt and maintain in the register.
- 4) Prepare the files for scanning / digitization after the removal of tags, pins, dust, etc.
- 5) Index the stored scanned data with following indexing parameters: -
 - a) Noting
 - b) Society Registration/Trust Deed
 - c) NOC and Recognition
 - d) All types of Sanction letters
 - e) All types of inspection reports
 - f) Land certificates and land documents
 - g) Latest teaching staff list
 - h) Infrastructure and facilities details
 - i) Safety certificates including building safety, fire safety, health and sanitation and safe drinking water
 - j) All types of orders including show cause notice, disaffiliation order, restoration of affiliation order etc.
- 6) Security audit and test check of DMS system
- 7) After scanning is completed the DMS and digitized images will be uploaded in CBSE servers

H. BID OPENING PROCESS

- 1) Technical bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at CBSE Office.
- 2) The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders and the same will be evaluated by a duly constituted Committee.
- 3) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid of such defaulting bidders will be rejected.

TECHNICAL BID

1.	Name and address of the Firm / Company with contact details :-			
	Telephone/Mobile:		Fax :-	Email.
	Contact details of the Person authorized to make communication with CBSE			
	Name			
	Designation			
	Phone/Mobile No.			
	Fax NO.			
E-Mail ID				
2.	Company /Firm Details			
	Type of Company (PSU, Pub. Ltd /OEM / Authorized Business Partner			
	Company / Firm Registration No. & Date OF registration			
	Year of incorporation / establishment			
	PAN No. (Copy to be enclosed)			
	VAT Registration No. (Copy to enclosed)			
Service Tax Registration (Copy to enclosed)				
3.	Financial Information			
	Details	2015-16	2014-15	2013-14
a.	Gross annual turnover similar works			
b.	Profit/loss			
c.	Financial Position <ul style="list-style-type: none"> • Cash • Current assets • Current liabilities • Working capital • Current ratio : current assets/current liabilities 			
4.	Proposed (tentative) manpower to be deployed by the bidder			
5.	Project completed			
	a.	Name of Project		
	b.	Name Of Client		
	c.	Name of Client personnel involved		
	d.	Phone number of client personnel		
	e.	e-mail id of client personnel		
	f.	Name of state		
	g.	Duration of the Project		
	h.	Years of Execution of the Project		
	i.	Project Value		
	j.	Remarks, IF any		
	6.	Details of Tender Fee and Earnest Money Deposit		
a.		Details of Demand draft towards Tender Fee		
		Demand Draft Amount		
		Issuing Bank Of the Demand Draft		
		Demand Draft No		
b.		Details of Demand Draft towards Earnest Money Deposit		
		Demand Draft Amount		
		Issuing Bank of the demand Draft		
		Demand Draft NO.		

Note: Following must be attached with technical bid.

1. Copy of PAN Card of the Firm
2. Copy of Certificate of Service Tax Registration NO.
3. Copy Of IT Clearance Certificate for the Assessment Year 2016-17
4. Copy of Balance sheet of last 3 years with details of turn over from scanning /digitization work
5. Copy of Experience Certificates of 5 years in the field of scanning / digitization as specified in para-3 under "Terms and Condition".
6. Copy of Work Completion Certificate of at least 2 projects as specified in para-3 under "Terms and Condition"
7. ISO-9001 and ISO /IEC 27001 certification
8. Bidder should attach solvency certificate.
9. All documents to support technical eligibility must be enclosed duly certified by Authorised signatory.

FINANCIAL BID

The Financial Bid should be submitted as per the BOQ given in the following format.

Financial Bid as per BoQ

1. Price in the Financial Bid should be quoted as per the BoQ (Bill of Quantity) in the e- Procurement Portal of the State Government in the following Format.
2. Prices should be quoted in Indian Rupees (INR) and indicated both in figure sand words. Figures in words will prevail.

Sl. NO.	Item description	Quantity (Total nos. Of Pages to be scanned)	Unit Rs. P	Rate per Page	Total Amount Quoted (in Rs.)	Total Amount (In Words)
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1.03	Photographs					INR _____ only
Total in Figures						INR _____ only
Quoted Rate in Words		INR _____ Only				

Note: - Quantity of the pages to be scanned and digitized may increase or decrease as per requirements of Board.

FORWARDING LETTER SELF DECLARATION FORM

(To be submitted on Bidder's letter head)

Dated_____

To

Deputy Secretary (A&L)
Central Board of Secondary Education
Shiksha Kendra, 2 Community Centres,
Preet Vihar, Delhi-110092

Ref: Yours tender Notice NO. _____ dated_____

Sir,

This is with reference to your above mentioned tender for Scanning, Digitization Storage and integrated retrieval of Records of the Affiliation Unit of the Board. Having examined the tender documents, we hereby submit our proposal along with the necessary documents, we hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government /PSU in the country of India

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that the Board reserves the right to consider / reject any or all bids without assigning any reason thereof.

Date:

Authorised Signatory:

Name

Designation

Place

Contact NO:

Email:

Company Seal