

Price Rs.2000/-

Tender No. TD/SAB/SECURECY/BSEH/2018-2020



**Board of School Education Haryana,  
Bhiwani**

**BID DOCUMENT**

**Perform Image Capturing of Answer Books Through Scanning/Other  
Photo Capturing Mechanism and Their Retrieval**

To  
Secretary,  
Board of School Education Haryana,  
Bhiwani - 127021  
(Ph.: 01664- 243336 FAX : 01664- 241611)

Signature of bidder with Seal, Stamp and Address

## **TABLE OF CONTENTS**

Sr. No.	Section	TITLE	PAGE NO
1		Press Notice for inviting e-tender	1
2		Notice inviting e-tender	2
3		Key dates	3
4		Instruction to bidders on Electronic Tendering System	4
5		Important Notes	5
6	I	Brief information of Bid Document	6
7	II	Undertaking by Bidder	7
8	III	Scope of Work	8
9	IV	Instructions to Bidders	9-12
10	V	Technical Bid	13
11	VI	Financial Bid	14
12	VII	Check List	15-16

# Press Notice For Inviting E-Tender

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

The Secretary Board of School Education Haryana, Bhiwani invites online bids under two bid system from reputed firms for image capturing of used Answer Books through scanning/other photo capturing mechanism and their retrieval from time to time having minimum three years experience in the field of scanning of used answerbooks. The contract period will be for a period of two year initially which can be extended further two year on satisfactory completion of work, approval of the appropriate authority. Terms and conditions and the schedule can be downloaded from [www. bseh.org.in](http://www.bseh.org.in), the Board's website. Other details as given below:-

1-	Cost of Bid document.	2000/-	
2-	EMD	25000/-	
3-	Last date	15.12.2017	11.00 A.M.
4-	Date and time of opening	15.12.2017	03.00 P.M.

**Note:-** Bids shall be submitted through e-tendering only. For further detail, visit website <https://etenders.hry.nic.in>. The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. Bidders are advised to be present at the time of opening of bids.

Secretary,  
Board of School Education Haryana,  
Bhiwani.

**NOTICE INVITING TENDER**

E-Tender invited from the reputed firms for image capturing of used answerbooks through scanning/other photo capturing mechanism and their retrieval from time to time. Terms and conditions and schedule can be downloaded from [www.bseh.org.in](http://www.bseh.org.in), the Board's web site.

### Key Dates

Sr.No.	Deptt.Stage	Contractor Stage	Start date and Time for bids submission	Expiry Date and Time for bids submission
1.	_____	Download Tender, Online Bid Preparation & Submission	15.12.2017	up to 11:00 AM
2.	Opening of Technical Bids	_____	15.12.2017	at 03:00 PM
3.	Opening of Financial/Price-Bids of Eligible Bidders	_____	after opening of Technical Bids	

#### Important Note:

- 1) The bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder fails to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

### GENERAL:

Bidding documents (Technical Bid and Financial Bid) to be submitted online via e-procurement website: <https://etenders.hry.nic.in> latest by 11:00 hrs on dated 15-12-2017

The tender documents can be downloaded from e-procurement website <https://etenders.hry.nic.in> .

### Opening of Bids

The technical bids will be opened at 03:00 P.M. on 15.12.2017 by the committee constituted by the Chairman, Board of School Education Haryana, Bhiwani.

The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose.

The competent authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Chairman, Board of School Education Haryana, Bhiwani shall be final and binding.

## Instructions to bidder on Electronic Tendering System

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

1. The digital signature of the authorized user will be binding on the firm.
2. Tender document can be download from website <https://etenders.hry.nic.in> and Board website [www.bseh.org.in](http://www.bseh.org.in) .
3. The bidder are strictly advised to follow the date and time as indicated in the online notice inviting tender. The date and time shall be binding on all bidders.
4. The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification and all terms and conditions except the rates (price bid).
5. The bidder shall quote the prices in online price bid format.
6. If bidder fails to complete the online bid preparation and submission stage on the stipulated date and time, his/ hers bid will be considered as bid not submitted, and hence such bidder need not to appear during tender opening stage.
7. For further details please log in <https://etenders.hry.nic.in> .

## IMPORTANT NOTES:—

1. The price of this tender document is Rs.2000/-(Rupees Two thousand only) non-refundable which is to be deposited through online.
- 2- The Bids must be accompanied with an Earnest Money of Rs 25000/- (Twenty five Thousand) which is to be deposited through online in HDFC A/C No. 04791450000663, IFSC, HDFC 0000479.
- 3- The technical bids shall be opened at 03.00 P.M. on 15.12.2017 in the presence of the Bidders or their authorized representatives, who may wish to be present. If the date of opening of technical bid happens to be a holiday it shall be opened on next working day at the same place and time.
- 4- Bid Document can be downloaded from the website [https:// etenders.hry.nic.in](https://etenders.hry.nic.in) and Board website [www. bseh.org.in](http://www.bseh.org.in).
- 5- Financial Bids of only technically qualified firms shall be opened.
- 6- The contract period will be of two year initially which can be extended further two year on satisfactory completion of work, approval of the appropriate authority.
- 7- The said work will be conducted at Board of School Education Haryana, Bhiwani by the Bidder.
- 8- In case of dispute of any kind, Board and the firm shall make every effort to resolve the dispute amicably by direct informal negotiations and if after such negotiations they are unable to resolve the dispute amicably then either party may require that the dispute be referred for resolution to the formal mechanism specified in instructions to bidders for arbitration. Only after the decision of arbitration, either party can approach the court of law and for this purpose the legal jurisdiction will be Bhiwani (Haryana).
- 9- The Board's Address is :—  
Board of School Education Haryana,  
Hansi Road, Bhiwani-127021.  
Email: [asrec12@bseh.org.in](mailto:asrec12@bseh.org.in)  
Website [www.bseh.org.in](http://www.bseh.org.in)  
Phone No 01664-243336  
Fax No. 01664-241611
- 10- Important Phone Numbers:-

Assistant Secretary (Secrecy-II)	9468264149
Superintendent (Secrecy-II)	9813601010
Assistant (Secrecy-II)	9996596797

## SECTION-I

### BRIEF INFORMATION OF BID DOCUMENT

Tender No.	
Mode of Bid submission	Online Through <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>
Time for Completion	Approximately three months for each session after declaration of result of various classes for rechecking and re-evaluation works.
Last Date and time of Bid submission	15.12.2017 up to 11:00 A.M.
Date and time of opening of Technical Bids	15.12.2017 at 03:00 P.M.
Date and time of opening of financial bids for technically qualified bidder	after opening of Technical Bids
EMD	Rs. 25000/- (Twenty five Thousand) to be deposited through online in HDFC A/c No 04791450000663, IFSC, HDFC 0000479
Cost of Tender Document	Rs. 2,000/- (Rupees Two thousand only) to be deposited through online in HDFC A/c No 04791450000663, IFSC, HDFC 0000479
Validity of Bid	The contract period will be of two year initially which can be extended further two year on satisfactory completion of work, approval of the appropriate authority.
Space of work	Board of School Education Haryana Bhiwani
Cost of Project	Approximately (4,00,000/-) Four Lacs

**Note:- Scan Copies of Bank receipt for deposited of EMD and tender cost are to be submitted online with technical bid also.**



## SECTION-II

### (ON A STAMP PAPER OF Rs. 100/-) UNDERTAKING

Tender No. TD/SAB/SECURECY/BSEH/2018-2019

Dated:

To  
The Secretary  
Board of School Education Haryana,  
Bhiwani-127021

(Name of the Firm/Agency/Company)  
Name of the tender  
Due Date of Tender

Dear Sir,

1. Having read the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the required Services for the work 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 as early as possible 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 submitted DD in favour of Secretary, B.S.E.H., Bhiwani 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 90 days from 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 thereof 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 Re-placement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this ..... Day of ..... 2017

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature

## SECTION-III

### BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

#### Scope of Work

Properly sealed rates in an envelope indicating “tender to perform image capturing of answer books through scanning/other photo capturing mechanism and their retrieval,” containing **Technical Bid** and **Financial Bid** and name, contact number of Firm separately are invited by Board of School Education, Haryana, Bhiwani from the eligible vendors for following services:

**Name of work : Perform Image Capturing of Answer Books Through Scanning/Other Photo Capturing Mechanism and Their Retrieval.**

#### Scope of Work

- I. Electronic Management of Record: After Examination, used answer books are being stored physically in store room at Board of School Education, Haryana, Bhiwani premises. The used answer books are being sent outside store room for re-rechecking/re-evaluation/photocopies. The image in JPEG format of each page of answer book which is going outside store room are to be captured electronically on daily basis and stored into a Pdf file and make a relevant data entry in database with parameter like Roll No, Subject etc. and later on retrieved by a software solution.
- II. Vendor needs to install their own computer system/scanner/Image Capturing Device/ UPS other necessary hardware in Board premises & deploy skilled persons for successful completion of job.
- III. Vendor needs to develop software for performing data entry (if required) and record retrieval along with Pdf file.
- IV. Vendor needs to supply the backup of database and Pdf files in an organized manner on DVDs and one complete backup on portable HDD.
- V. The work will be performed twice in a year for almost for two to three months at each occasion. Approximate volume in a session will be 25,000 answer books containing 24-32-40 pages per answer book.
- VI. Vendor needs to install the required hardware along with skilled manpower for three months per session. Also the capacity of hardware installed should be able to scan 700 answer books in a single day.
- VII. Size of answer book will be 20½ 28 cm or even bigger. Vendor need to install A3 size scanner or any other device to capture the complete image.

## SECTION-IV

### BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

#### INSTRUCTIONS TO BIDDERS

1. Eligibility Criterion for the bidders:-
  - The Firm should be in existence for minimum last 3 Years.
  - The Firm should have turnover at least Rs. 5 Lac in each last three years balance sheets etc.
  - The Firm should possess Service Tax Number, PAN, TAN. (Scan Copies Attach)
  - The Firm should possess at least Three Years of scanning work experience. The firm should produce work order satisfaction any letter of work, certificate from appropriate authority supporting related work experience. The firm should have performed the government/PSU department/Limited Company projects successfully which include scanning/Image capturing, data entry jobs of minimum One Lac Records in a project at single/multiple location(s).
  - If any of the vendor at any time is found or was declared 'black listed' by any of the government organization/institutions/university for any of the reasons or so, then the same vendor would also be treated as black listed from our organization and further tender would be treated terminated and complete EMD would be forfeited. An undertaking on affidavit of Rs. 10 that the firm has never been black listed been deposited.
  - Firm can undertake software solution related jobs.
  - Firm should possess following hardware
    - At least four scanners of with minimum configuration given as under
      - High speed scanning up to 30 ppm.
      - Might have capacity to scan document Up to 600 dpi
      - Interface : USB 2.0 interface
      - At least four computer set of latest configuration.
      - A Certificate as at point No.11 Page 10.
      - EMD as at point No.13 page 10.
2. The firm will provide service with quality up to satisfaction of concerned authority.
3. The firm will have to give presentation 'How the service will be provided and give details about hardware and software required for the same' along with BID.
4. The firm will not sublet the work to any other firm.
5. The firm should install the required hardware in B.S.E.H, Bhiwani premises at their own like computer/scanner/Any Other Image Capturing Device/UPS or any other requirement as per need of service delivery.
6. The firm shall maintain record on daily basis in a database and this database will be property of department.

7. The firm will be responsible for maintaining the hardware in working condition and replace the faulty hardware at once.
8. The firm will be the principal employer of the manpower deployed to perform the above mentioned tasks and liable for all legal requirements. Department will not bear any financial/legal responsibility.
9. The firm will not leak any data/information, if found so, the EMD will be forfeited and all payment will be stopped and firm will be blacklisted and appropriate legal action will be taken against the firm.
10. Firm is required to give Certificate that it possesses the required hardware in advance and abide all the term and condition given in the document with proper signature and stamp and will start the project within 7 days of award of contract.
11. Cost of this bid document is Rs. 2000/- which is to be deposited in HDFC Bank Bhiwani MISC A/c No.04791450000663 through RTGS.
12. Earnest money of Rs. 25000/- (Rs. Twenty Five Thousand) is to be deposited in HDFC Bank Bhiwani A/c No.04791450000663 through RTGS.
13. The contract period will be of two year initially which can be extended further two year on satisfactory completion of work, approval of the appropriate authority.
14. After allotment of work order, the firm will deposit Performance Security as 10% of the total yearly payment as DD in favour of Secretary, B.S.E.H, Bhiwani within ten days, from the issuance of work order.
15. For any further clarifications about the tender, contact Assistant Secretary (Secrecy), BSEH Bhiwani.
16. The Secretary, Board of School Education Haryana, Bhiwani reserves the right
  - a) To reject any or all bids without assigning any reason what so ever and he is not bound to accept the lowest (L1) rate and also keep in view about technical ability to perform the job.
  - b) To negotiate with bidders as per negotiation policy.
  - c) Committee will judge the technical/professional capability of the firm.
  - d) To change/add any clauses/items/condition on the tender document.
  - e) Either to execute the project or not.
  - f) To execute the rate contract from a single vendor or multiple vendors based on the rates/specifications.
17. Arbitrator: Chairman, Board of School Education Haryana, Bhiwani will be the sole arbitrator in case of any dispute.

18. The contract will be subject to Jurisdiction at Bhiwani only.
19. If any time during contract period vendor back out or delay the job unnecessarily for any unjustified reason, Secretary will have be power to impose any penalty as he deems proper beside forfeit of performance security.
20. Penalty Provisions:-
  - a) For delay in start of work Rs. 1000/- per day.
  - b) For delay in completion of work for each day work for entire period Rs. 1000/- per day.
  - c) For not providing the compete scan data on HDD. All payment will be withheld. (1 GB Sony Made)
  - d) Any other issue as and when noticed penalty imposed as decided by authority.
21. The bidder must submit an undertaking on a stamp paper of Rs 100/- as per the section-II.
22. At any time prior to the deadline for submission of Bids, the Board may amend the Bidding Documents by issuing an addendum/corrigendum on the website only. No addendum/corrigendum will be published in the news papers.
23. The Bidder shall complete and submit the Bid Submission Form and Price Schedule by using the form furnished in Section .... Online. **These forms must be completed without any alterations to its format or any cutting/overwriting and no substitutes shall be accepted. All blank spaces must be filled in with the required information.**
24. The Bidder shall indicate on the Bid Submission Form and Price Schedule, inclusive of cost of all jobs, related services and all other taxes etc., which their firm proposes to perform works under the contract. No Extra payment will be made for any job related service/Tax/octroi.
25. **Bid Prices will not be adjusted for any unconditional or conditional discount offered by the Bidder and such bids are liable to the rejected for which the firm will be responsible and the Board will not entertain any correspondence on this issue.**
26. The Earnest Money of unsuccessful bidders will be discharged/returned, as soon as possible, but not later than 30 days, after the award of contract to the successful Bidders. However, in disputed cases, the Board will not be bound to release the earnest money.
27. The successful Bidder's Earnest Money will be discharged after completion of job work and final payment of the firm.
28. Technical and financial Bids are to be submitted online only
29. For any point if not covered under the provisions of the tender, the Chairman of the Board shall be the supreme competent authority, whose orders in any of such issues at all stages shall be final for one and all as a matter of binding in all respects.

**30. Arbitration**

(a)	A dispute or difference arising between the Board and Firm relating to any matter arising out of or connected with the contract, such dispute or difference is mandatory to be referred to the sole arbitration by the Chairman, Board of School Education, Haryana, Bhiwani or his nominee as a provision of providing initial remedy to the firm. The award of the Arbitrator shall be final and binding on the parties to the contract. The venue of arbitration shall be within the discretion of the arbitrator to be appointed by the Chairman.
b)	The Indian Conciliation and Arbitration Act, 1996, the rules there under and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.

iv. Only after award of arbitration a firm can approach for the courts of law and the legal jurisdiction for this purpose will be Bhiwani, Haryana.

**31. Notices**

Any notice given by one party to the other pursuant to this contract shall be sent by Regd. Post, FAX and E-mail to other party in writing and confirmed in writing to the other Party's address specified for the purpose in the notification of award/contract. The notice will be effective when delivered. In case the other party refuses to accept the notice, the notice shall be deemed to have become effective one week after the date of dispatch through registered post.

**Taxes and duties**

The supplier shall be entirely responsible for all taxes, duties, octroi, road permits etc.

## SECTION-V

### BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

#### TECHNICAL BID

To

The Secretary,

Board of School Education, Haryana

Bhiwani

Subject: Technical Bid.

Dear Sir,

Please find enclosed the page numbered documents as per list given below:

1. EMD
2. Registration Number/Proof of existence of last three years.
3. Service Tax Number, PAN, TAN Number.
4. Document supporting Turnover(duly certified by C.A. & attested by the Bidder)
5. Certificate of possession of required Hardware with list.
6. Certificate of Government. PSU Department/Limited Company of part three year satisfactory completion of work.
7. Undertaking on affidavit section II.
8. Affidavit.

Dated \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Address of Bidder \_\_\_\_\_

\_\_\_\_\_

Mobile No \_\_\_\_\_

**Seal of Company/Firm**

## SECTION-VI

### BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

#### Financial Bid

(To be kept in a Separate Sealed Cover )

To

The Secretary,  
Board of School Education, Haryana  
Bhiwani

**Subject: Financial Bid**

Having examined the tender documents, terms and conditions stipulated therein etc., the under signed offers to provide the rates, for all work mentioned at scope of work at page 8 of tender document and abide all term and conditions, given here under

Rate to perform image capturing of answer books through scanning/other photo capturing mechanism and their retrieval and other requirement mentioned in scope of work. Rates are to be quoted, exclusive of any types applicable taxes.	Rates (Exclusive)	Mention All types applicable Taxes if any
All types of Applicable taxes are to be mentioned separately.	In Words _____  In figure _____	

Dated \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Address of Bidder \_\_\_\_\_  
\_\_\_\_\_

Mobile No \_\_\_\_\_

**Seal of Company/Firm**



## Section VII

<b>Sr. No.</b>	<b>Name of the Document</b>	<b>Available on page No.</b>
1	Scanned copy of Hard copy of deposited cost of tender Rupees 2000/-	
2	Scanned copy of Hard copy of deposited earnest Money of tender Rupees .25,000/-	
3	Undertaking of the Bidder as per Section-2 on 100/- stamp Paper	
4	Scanned copy of Certificates of satisfactory completion/ execution of the job work allotted to the firm in the last three years.	
5	Annual Turnover of Rs Five Lacs each for last three years 2012-13, 2013-14 & 2014-15. Trading account Profit and loss account and Balance sheet.	
6	Registration certificate of the firm.	
7	Service Tax Number PAN/TAN Certificate.	
8	Certified bills of the hardware to be used with list.	

### Check list of the Required Documents

Note:-1. All documents to be submitted online along with the bid. All pages should be numbered and arranged as per check list and an Index thereof is also to be placed right below the forwarding letter of the firm.

Committee has checked the draft of tender documents and necessary amendment have been made as per requirement of Board office, tender documents for approval please.

S.S.E.

A.S.(Secrecy-I)

Supdt.(Secrecy-I)

D.S.(Publication)

D.S.(Exam/Admn.)

C.A.O./A.S.(Account)

D.S.(Secrecy)

Secretary

Chairman