

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Tender No.- BSEH/Tender/2025/ 51/EDP

Date: 28-02-2025

Tender Fee: 1000/- (Non-refundable)



BID DOCUMENT

TENDER FOR EMPANELMENT OF VENDORS FOR SCANNING & ICR OF OMR SHEETS AND TABULATION OF RESULT FOR SECONDARY, SENIOR SECONDARY(ACADEMIC/OPEN)/D.EL.Ed. EXAM FOR THE YEAR-2025.

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

Signature of bidder with Seal

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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Section-I**DOCUMENT CONTROL SHEET**

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Description of work	As per scope of work
3.	Tender Type	OPEN
4.	Tender Category	Services
5.	Tender fee (non-refundable)	1000/- (Rupees One thousand only)
6.	Earnest money deposited (EMD)	20,000/- (Rupees Twenty thousand only)
7.	Bid Submission Start Date	28-02-2025
8.	Last date and time for submission of Bids	19-03-2025(10:00 AM)
9.	Date and time of opening Technical Bids	19-03-2025(10:30 AM)
10.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
11.	Bid Validity	180 Days from date of opening the Technical Bid.
13.	Validity of contract	Initially for One Year which can be extended further for three years on yearly basis on satisfactory services of the firm.

Section-II

NOTICE INVITING E-TENDER

The Board of School Education Haryana, Hansi Road, Bhiwani E-tender is invited under two bid systems (Technical & Financial) from the reputed Firms for the job work as per scope of work. For participation in the bid agencies will fill the complete tender form available on Board's Website www.bseh.org.in and <https://etenders.hry.nic.in> as per schedule given in CRITICAL DATES below: Interested agencies may download the tender document from Board's Website www.bseh.org.in(for perusal /reference only):

Critical Dates

Subject	Date and Time
Bid Submission Start Date	28-02-2025
Bid Submission End Date & Time	19-03-2025(10:00 AM)
Technical Bid Opening Date & Time	19-03-2025(10:30 AM)

Any amendment/correction in the Tender Document will be done by the Board Authority through <https://etenders.hry.nic.in>. Prospective bidders are requested to regular visit/check the Board's website. The cost of bid document is Rs. 1,000 /- (Rupees One Thousand only) (Non-refundable) and Earnest Money Deposit of Rs 20,000 /- (Rupees Twenty Thousand only) to be submitted online on e-tender portal and the proof of deposited slip should be enclosed /uploaded with the Technical Bid.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. The Secretary of the Board reserves the right to accept or reject any or all Bids without assigning any reason thereof. Conditional Bid will not be accepted. The Technical Bids/ Financial Bids shall be opened by the authorized committee in the Board's Committee Room in presence of the bidder who may wish to remain present. Financial bids will be opened only of those bidders who qualified in Technical Bid.

For any query/clarification/difficulty regarding tendering process flow, please contact us on:

Address:

Board of School Education Haryana,

Bhiwani-127021

E-mail: tendercell@bseh.org.in

Mob. 9306383433, 9416844989, 9729465400

Secretary

Section-III

Scope of Work

FOR SCANNING & ICR OF OMR SHEETS AND TABULATION OF RESULT FOR SECONDARY, SENIOR SECONDARY (ACADEMIC/OPEN)/D.El.Ed. EXAM FOR THE YEAR-2025.

Scanning and ICR of Awards and processing work will be done at board premises, the OMR sheets along with Bag number, marked on packets of each subject, (approx. 1laks OMR Sheets OR Approx. 5 lakhs Candidates).

1. Validation of award, with provided Subject Master and Award Blank files.
2. Providing list of invalid Awards.
3. Data entry of Awards/Marks not scanned by scanner and manual awards.
4. Provide final data to Board
5. Preparation of dummy result as per the Pass Formula provided by the Board.
6. Applying of Key (key file will be provided by Board)
7. Posting of Awards (theory/CC/Practical) as provided by the Board.
8. Preparation of Result and provide the Result Sheet of One district (Reappear and regular).
9. Preparation of result
 - a. Applying pass formula for Additional Candidates of Secondary/Sr. Secondary/Open School/D.El.Ed exam.
 - b. Applying pass formula for Improvement candidates of Secondary/Sr. Secondary/Open School/D.El.Ed exam.
 - c. Applying pass formula for Regular Candidates of Secondary/Sr. Secondary/Open School/D.El.Ed exam.
10. Preparation of result sheet in PDF Format. (As per directions given by the Board).
11. Preparation of General Pass Percentage (reports & Database).
12. Handed over the database in provided format (result file format database).
13. Handed over the reports, result sheets of mismatch, pass percentage.

Section-IV

Technical Qualifying Criteria:-

1. Tender Fee 1000/-(One thousand only) (Non-refundable) & EMD Rs.20,000/- (Twenty thousand only) to be deposited through E-tender portal. Both Amount deposited slips should be enclosed/uploaded with Technical Bid.
2. The Firm should be in existence for minimum last 2 years. Registration copy must be attached.
3. The Annual turnover of the firm should be 20 Lacs during the last two financial years i.e. 2022-2023 and 2023-2024. Balance sheet and CA certified report should be attached.
4. The Bidder should have an ISO Certificate.
5. The Firm should possess GST Number, PAN Number (Scan Copies to be attached).
6. The firm should have minimum two years' experience in the relevant field from Central Govt./any State Govt./Board/University/PSU etc. The firm should enclose at least one Successful Execution Certificate.
7. MSME Firms registered only in Haryana state are entitled/eligible for relaxation under this provision as per instructions of the appropriate Government/Authority.
8. The bidder must submit an Undertaking on Non-Judicial Stamp Paper of Rs.100/- duly signed by the Notary as per given format (Section-vi) including non-blacklisting/debarred of the firm.

Section-V

Terms& Conditions.

1. Firm can undertake software solution related jobs.
2. The bidder must produce two work experience certificates of similar nature in any board/organization/ university, each having at least one lakh candidate.
3. The firm will provide service with quality to satisfaction of the Board. The bidder must have sufficient number of OMR scanner and technical staff to complete the work in stipulated time.
4. The firm will not sublet the work to any other firm.
5. The firm should install the required hardware at the premises of the Board's office, Bhiwani at their own expenses like computer/scanner/Any other requirement as per need of service delivery.
6. The firm will be responsible for maintaining the hardware in working condition and replace the faulty hardware at once.
7. The firm will not leak any data/information, if found so, the EMD will be forfeited, all payment will be withheld, firm will be blacklisted and appropriate legal action will be taken against the firm.
8. Firm is required to give Certificate that it possesses the required hardware in advance and abide all the terms and conditions given in the documents with proper signature and stamp and will start the project within 7 (Seven) days from the date of issuance of work order.
9. The contract period will be initially of one year which can be extended further three years on basis of satisfactory completion of work after approval of the appropriate authority.
10. Within seven (7) days after receiving notification of award, firm have to submit an Agreement as per contract form on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary along with 10% Performance Security/Bank Guarantee of the total value of the tender failing which a penalty of rupees 1000/- per day will be imposed for five days. Thereafter EMD may be forfeited and firm may be blacklisted as deemed fit by the Secretary.
11. The Secretary, Board of School Education Haryana, Bhiwani reserves the right to reject any or all bids without assigning any reason at any stage/time what so ever.
12. Negotiation of rates can be held as per negotiation policy of the Govt. of Haryana.
13. Arbitrator clause: All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulation of arbitrator. The sole arbitrator

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shall be appointed on mutual concurrence of both parties. However, it is the discretion of the Chairman to accept or not decision of the Arbitrator. The courts at Bhiwani only will have the legal jurisdiction in case of any dispute.

14. During contract period, if the firm found delays the job unnecessarily for any unjustified reason, Secretary will have the power to impose any penalty as he deems fit. It may extent to forfeiture of EMD & Performance Security.
15. 100% Payment for execution of this work will be made after completion of work & satisfaction to the Board.
16. Penalty Provisions: -
 - a) For delay in start of work Rs. 1000/- per day.
 - b) For delay in completion of work @ Rs.1000/- per day.
 - c) For not providing the complete data on HDD (2TB-sony made), All payment may be withheld, forfeited of EMD & Performance Security and firm may be blacklisted.
 - d) Any other issue as and when noticed, penalty may be imposed as deemed fit by the Secretary.
17. The bidder must submit an undertaking on a stamp paper of Rs 100/- as per the Section-VI.
18. 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 newspapers.
19. 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.
20. 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.
21. 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.
22. In case of bidders whose tenders are not considered for placing the work/service order, the earnest money deposit (EMD) will be refunded normally within one month of issuance of work order. In case of selected bidder, the earnest money deposit will be adjusted against performance security and will be retained till the completion of work and all liabilities & obligations of the firm. The EMD deposited will not earn any interest & Board will not pay any interest on EMD to the bidder.
23. EMD of unsuccessful Bidders will be returned through the e-tender portal in due course.

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24. The successful Bidder's Earnest Money will be discharged after completion of job work and final payment of the bill.
25. Technical and financial Bids are to be submitted online only.
26. For any point if not covered under the provisions of the tender, the Secretary 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.
27. If the Bidder gives a false statement on any of the above information, the firm/supplier will not be considered and their quotation/tender shall be deemed to be rejected and the security deposited will stand forfeited.
28. Apart from maintaining secrecy, accuracy and efficiency are the major requirements of the work and therefore successful agency shall have to maintain secrecy and provide 100% accuracy in Data/reports to be supplied as per scope of work. For all type of checking work the concerned party shall be responsible. For each wrong tabulation (final result) penalty @ ten times of quoted rates per applicant shall be imposed. It shall be the responsibility of the firm to keep the data/report strictly confidential and the firm through any of its representative/worker shall in no case, pass it on or transfer it to any other firm whatsoever, to any third party. Failure to comply with this condition shall make the party liable to legal action and other damages as may be fixed by the Chairman/Administrative Head of the board.
29. The payments will be paid on the basis of actual number of the Candidates/ number of OMR sheets scanned 100%. Payment shall be made on submission of bill after satisfactory completion of work in all respects.
30. In the case of any dispute or any other point not covered under the above terms & conditions, the case will be referred for arbitration to the Sole Arbitrator i.e. Chairman/Administrative Head of the Board whose decision shall be final and binding on both the parties.
31. No advance payment will be released.
32. No lodging & boarding shall be provided by the board.
33. In all matters and disputes arising there under, the appropriate courts at Bhiwani shall have jurisdiction to entertain.
34. The allotment of works will be for the year 2025 only, in the first instance which may be extended for up to further three years on satisfactory execution of the work on year to year basis, on the basis of concurrence of both the parties.
35. The firms will be empanelled for the organization, so that the firm can be engaged for above mentioned works in future also wherever their services are needed.
36. The Firm/Company/Agency must have ISO certification.

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37. Successful bidder deposes their technical staff to complete the result processing work in the board premises till completion of entire work at their own cost.
38. If a bidder refuses to execute the allotted work or delays the work unnecessarily, EMD & Performance Security may be forfeited and the firm may be blacklisted for a specific period. The decision of Chairman of the Board in such cases will be final and binding on the bidder.

Notices

Any notice given by one party to the other pursuant to this contract shall be sent by 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 firm shall be entirely responsible for all taxes, duties, road permits etc.

SECTION-VI

UNDERTAKING

(ON A STAMP PAPER OF Rs. 100/- duly signed by Notary)

Tender No. _____

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,

- a) 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.
- b) We undertake to enter into agreement as early as possible or being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
- c) If our Bid is accepted, we will give a Bank Draft of 10% of the contract sum for the due performance of the Contract.
- d) 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 at any time before the expiration of this period.
- e) 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.
- f) Bid submitted by us is properly sealed and prepared so as to prevent any subsequent Re-placement.
- g) We understand that you are not bound to accept the lowest or any bid, you may receive.
- h) I/ We undertake that our firm is not blacklisted/debarred from Central Govt./State Govt./ any Board/University/PSU etc.

Dated thisDay of2025

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

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Section-VII

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:

ABOUT THE FIRM

1	Year of Establishment	
2	Type of firm (Proprietary/Private/Public/Govt.)	
3	Annual Turn over during last two financial year. (2022-2023 & 2023-2024) (Balance sheet and CA certified report attached)	
4	Two work completion certificates. Mention name of the organization (s), nature of works, volume of work in terms of No. of candidates handled every academic year/session (Attach copy of work orders)	
5	Mention PAN / GST	
6	ISO Certificate	
7	Have you ever been Blacklisted/Debarred. If no Attach affidavit	

Dated _____

Signature of Bidder _____

Name of Bidder _____

Address of Bidder _____

Mobile No. _____

Seal of company/firm

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Section-VIII

FINANCIAL BID

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 of tender document and abide all terms and conditions, given here under

Sr. No.	Work/Work description	Rates per Candidate to be quoted (inclusive of all taxes.)
1.	Scanning and ICR of OMR sheets with validation, all types of editing work and providing output based. Applying Key, Award posting in Candidate Master, applying pass formula to tabulate the final result.	

Dated _____

Place

Signature of Bidder _____

Name of Bidder _____

Address of Bidder _____

Mobile No _____

Seal of Company/Firm

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CHECKLIST FOR TECHNICAL BID

S.No	Documents asked for	Page number at which document is placed
1	Deposited slip of Tender Fee 1000/- (One thousand only) (Non-refundable) & EMD Rs.20,000/- (Twenty thousand only)	
2	The Firm should be in existence for minimum last 2 years. Copy of Registration of the Firm	
3	The Annual turnover of the firm should be 20 Lacs during the last two financial years i.e 2022-2023 and 2023-2024. Balance sheet and CA report should be attached.	
4	The Bidder should have an ISO Certificate.	
5	Copy of PAN and GST	
6	The firm should have minimum two years' experience in the relevant field from Central Govt./any State Govt./Board/University/PSU etc. The firm should enclose at least one Successful Execution Certificate.	
7	The bidder must submit an Undertaking on Non-Judicial Stamp Paper of Rs.100/- duly signed by the Notary as per given format (Section-vi) including non-blacklisting/debarred of the firm.	

CHECK LIST OF THE REQUIRED DOCUMENTS

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