

Price Rs. 500/-

Tender No. 934/EDP



**Board of School Education Haryana  
Bhiwani**

**BID DOCUMENT**

**EMPANELMENT TENDER FOR SCANNING AND ICR OF OMR SHEETS WITH  
VALIDATION, ALL TYPES OF EDITING WORK AND PROVIDING OUTPUT.  
APPLYING KEY, AWARD POSTING IN CANDIDATE MASTER, APPLYING  
PASS FORMULA TO TABULATE THE FINAL RESULT**

Secretary,  
Board of School Education Haryana,  
Bhiwani - 127021  
(Ph.: 01664- 243336 , E-mail- secretary@bseh.org.in)

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# BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

(An ISO Certified Organization)

## NOTICE INVITING TENDER

On behalf of Board of School Education Haryana, Secretary of the Board of School Education Haryana Bhiwani invites E-tenders under two bid system from the reputed, experienced & Technologically sound Firms /Companies/Agencies/Societies having adequate infrastructure to handle the work of **Scanning and ICR of OMR sheets with validation, all types of editing work and providing output. Applying Key, Award posting in Candidate Master, Applying pass formula to tabulate the final result.** The Tender Document is available and it can be downloaded from Board's Website [www.bseh.org.in](http://www.bseh.org.in) and Govt. e-tender Website [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in). Last date for submission of bid documents is **17/02/2023** at **06.00 PM** Any amendment /correction in the Tender Document will be done by the Board Authority through [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in). Prospective bidders are requested to regularly visit/check the Board's Website. The cost of bid document is Rs. **500/-** and EMD Rs. **20,000/-** to be deposited online through [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) portal. Completely filled-up Bid Document must be submitted only online to Secretary, Board of School Education Haryana, Bhiwani through [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in). The Technical Bids shall be opened on **20/02/2022** at **10.00 AM** by the committee authorized by the Secretary for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. The Financial Bids for the bidder who's Technical Bids found complete and confirm the eligibility criteria, shall be opened later. No tender by E-mail will be entertained. Conditional tender will not be accepted. Incomplete bids shall be rejected. The competent authority of the Board reserves the right to accept or to reject any or all bids without assigning any reason.

SECRETARY

## TENDER SUMMARY

Sr. No.	Tender No	
1	Description	<b>Scanning and ICR of OMR sheets with validation, all types of editing work and providing output. Applying Key, Award posting in Candidate Master, Applying pass formula to tabulate the final result.</b>
2	EMD	Rs. 20,000/- (Rs. Twenty Thousand only)
3	Tender Document Cost	Rs. 500/- (Rs Five Hundred Only)
4	Last Date of bid Submission	17/02/2023 till 06.00 PM
5	Date & Time for opening Technical Bid	20/02/2023 at 10.00 AM
6	Date & Time for opening Financial Bid	
7	Validity of Contract	For the examination session 2022-2023
8	Contact Person for any Query Regarding Bid Document.	Assistant Secretary, Mob. No.- <b>9729095120,8168462682</b> Phone Number:- 01664-244171-76 (Ext. 600), E-mail: <a href="mailto:ascc@bseh.org.in">ascc@bseh.org.in</a>

## **Eligibility conditions and terms & conditions**

1. The bidder must produce two work experience certificate of similar nature in any board/organization/ university, each having at least one lakh candidate.
2. The bidder should have minimum annual turnover of 50 lakh in average or more for the last two (2020-2021, 2021-2022) financial years. The bidder should not have been forfeited of their EMD in any contract, debarred/ blacklisted by the Central Government/ State Government/ Government Departments./ Central and State Universities/ Central and State School Boards/ Educational Institutions/ Organisations, etc.
3. The firm will submit the attested copy of firm Registration No., GST, TAN and PAN.
4. The bidder must have sufficient number of OMR scanner and technical staff to complete the work in stipulated time.
5. The work will have to be completed as per schedule decided by the authorities. The Chairman of the Board shall also have the authority to impose penalty to the tune of at least Rs 1000/- per day.
6. 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.
7. The Chairman of the Board shall have the authority to allot the work in the manner he deems fit. It is made clear that the Work as shown in the work description will be allotted to firm at L-1(lowest) basis.
8. Successful bidder will be required to submit an agreement on Non-Judicial stamp paper of Rs. 100/- and deposit performance security equal to 10 % of the contract value in the shape of RTGS. EMD will be adjusted against performance security.
9. The firm will deposited the non-blacklisted/debarred affidavit on Non-judicial stamp paper of Rs. 100/-.
10. 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.

11. The Chairman of the Board reserves the right to accept or reject any or all the tenders without assigning any reasons and allot the work to even such Agency which did not offer its rates.
12. Conditional offer will not be accepted and offer shall remain valid for a period of six months from the date of opening of tenders. Rates once submitted will not be allowed altered/withdrawn.
13. If a tenderer refuses to execute the allotted work or delays the work unnecessarily, EMD will be forfeited and the firm may be blacklisted for a specific period. The decision of the Chairman of the board in such cases will be final and binding on the tenderer.
14. 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.
15. 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.
16. No advance payment will be released.
17. No lodging & boarding shall be provided by the board.
18. In all matters and disputes arising there under, the appropriate courts at Bhiwani shall have jurisdiction to entertain.
19. The allotment of works will be for the session of 2022-2023 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.
20. The value of the work is approx. 08 Lakhs.
21. 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.
22. The firm will sent technical and financial bid in two different files.
23. The bidder must have to fulfill the annexure 1 to 4.
24. The Firm/Company/Agency must have ISO certification.

**Acceptance of Terms & Conditions**

Terms and Conditions enumerated in this form clause No. 1 to 24 have been read by me/us and are acceptable to me/us.

SIGNATURE OF THE TENDERER  
WITH OFFICIAL SEAL

COMPLETE ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TEL No. : \_\_\_\_\_

MOBILE No.: \_\_\_\_\_

FAX No. : \_\_\_\_\_

PAN No. : \_\_\_\_\_

DATE : \_\_\_\_\_

PLACE : \_\_\_\_\_

## **SCOPE OF WORK**

**Scanning of Awards and processing work will be done at board premises, the OMR sheets along with Bag number, marked on packets of each subjects, (approx. 2 lakhs OMR Sheets OR Approx. 8 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.





**Board of School Education Haryana, Bhiwani**

**Financial Bid(B)**

Sr. No.	Work/Work description	Basic Rates (Per Candidate)
1.	<b>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.</b>	

**\*\* Rates should be excluding all taxes as applicable.**

The terms and conditions appended with the tender form are acceptable to me/us. I/We submit my/our rates excluded of taxes as applicable.

SIGNATURE OF THE TENDERER  
(Authorized Representative/Signatory)  
WITH OFFICIAL SEAL & COMPLETE ADDRESS

Dated: \_\_\_\_\_

Place \_\_\_\_\_

**TENDER FORM FOR .....**

1. Cost of Tender: Rs 500.00
2. Due date for submission of tender \_\_\_\_\_ up to 05:00 P.M.
3. Opening time and date of Technical Bid \_\_\_\_\_ at 11:00 A.M.
4. Names, address of firm/Agency \_\_\_\_\_  
\_\_\_\_\_  
and Telephone numbers \_\_\_\_\_
5. Registration No. of the Firm/Agency. \_\_\_\_\_
6. Name, Designation, Address \_\_\_\_\_  
And Telephone No. of the Bidder or Authorized person of Firm/Agency to deal  
with \_\_\_\_\_
7. Please specify as to whether \_\_\_\_\_  
Tenderer is sole proprietor/ \_\_\_\_\_  
Partnership firm Name and \_\_\_\_\_  
Address and Telephone No \_\_\_\_\_  
Of Directors/partners should \_\_\_\_\_  
specified.
8. Pan No. & GST no. \_\_\_\_\_
9. Details of Bid Security deposited:  
(a) Amount: Rs. \_\_\_\_\_  
(Rupees in words also) \_\_\_\_\_
10. Details of ISO Certification: \_\_\_\_\_
11. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)  
Name and Address (with  
seal)

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

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,

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 provide a sum not exceeding 10% of the contract sum as a performance security via RTGS/ Demand draft.
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 .....2023

Signature of

In capacity of

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

Witness .....

Address .....

Signature

**CHECKLIST FOR TECHNICAL BID**

<b>S.No</b>	<b>Documents asked for</b>	<b>Page number at which document is placed</b>
1	Audited Balance Sheets (Last two Financial Years) 2020-2021,2021-2022.	
2	Successful two work completion certificates	
3	Annual Turnover 50 lakhs in average of last 2 years.	
4	Firm should not be blacklisted/debarred/disqualified on a affidavit of Rs. 100/-	
5	Copy of PAN/TAN/GST	
6	Copy of Registration of the Firm	
7	Undertaking on Non Judicial Stamp Paper of Rs. 100/-. (Annexure 2)	

Signature of the Bidder with seal

## Annexure-4

### AGREEMENT

This Agreement entered into the \_\_\_\_ day of \_\_\_\_\_ 2023 between The Board of School Education, Haryana, Bhiwani (hereinafter referred To as BOARD which expression shall include its successors and Assignees) through its secretary (SECRETARY) on one part and M/S\_\_\_\_\_Incorporated under the Companies ACT, 2013 (herein after referred to As the Company which expression shall include its successors and Assignees) on the other part. Whereas the BOARD is desirous of Getting the work of Pre and Post phase examination processing /Printing work work as per Scope of work of\_\_\_\_\_Examination (computerized/scanning) for about \_\_\_\_\_ lakh candidates(Regular/private) and the \_\_\_\_\_ has Agreed to undertake the said work, on terms and conditions mentioned Hereinafter.

#### **Obligations of Board:**

1. To supply hard/soft copy of input documents/layouts used in the system.
2. To supply hard/soft copy of various reports to be prepared.
3. To supply hard/soft copy of important instructions / policies affecting the System.
4. To prepare time line of the system to provide end to end solution.
5. To approve layout of report formats.
6. To provide any other intermediate information required for the system.

#### **Obligations of Agency:**

1. Processing of Database as per Board's requirement mentioned in section of terms and conditions.
2. Scanning of Awards and processing work will be done at organization premises, the OMR sheets along with Bag number, marked on packets of each subjects, (approx. 2 lakhs OMR Sheets OR Approx. 8 lakhs Candidates).
3. Validation of award, with provided Subject Master and Award Blank files.
4. Providing list of invalid Awards.
5. Data entry of Awards/Marks not scanned by scanner and manual awards.
6. Provide final data to Organization.
7. Preparation of dummy result as per the Pass Formula provided by the organization.
8. Applying of Key (key file will be provided by organization)
9. Preparation of result sheet in PDF Format. (As per directions given by the organization).

10. Preparation of General Pass Percentage (reports & Database).
11. Handed over the database in provided format (result file format database).
12. Handed over the reports, result sheets of mismatch, pass percentage.

**GENERAL CONDITIONS:**

- a) Terms and conditions sent with the tender and accepted by the Company will form a part of this agreement in addition to other conditions of the agreement.
- b) The **Chairman reserves the right** to carry out the capability assessment of the company and the chairman's decision shall be final in this regard.
- c) The Board will not pay any charges for Boarding, lodging and transportation facilities for the company or its representative.
- d) The Board will have free access to the company premises for ascertaining progress of work at any time without any prior notice. Lodging and boarding arrangements of authorized officers of the board, as and when required shall be borne by the company.

Signature of the Board Authority\_\_\_\_\_

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

Name of the Board Authority \_\_\_\_\_

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

Designation of the Board Authority\_\_\_\_\_

Designation of Bidder\_\_\_\_\_

Board of School Education Haryana,  
Bhiwani-127021

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

Witness Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Designation \_\_\_\_\_

Witness Designation \_\_\_\_\_

Board of School Education Haryana,  
Bhiwani-127021

For and behalf of Bidder