



हरियाणा विद्यालय शिक्षा बोर्ड, भिवानी
Board of School Education Haryana, Bhiwani

(Established Under Haryana Board of Education Act, 1969)
(ISO 9001 : 2015 - Certified Organization)



TENDER NOTICE NO. BSEH/TENDER/2024/08/DATA PROCESSING

Date:-13.03.2024

Tender Fee Rs.5000/-



Board of School Education Haryana, Bhiwani

BID DOCUMENT

BID DOCUMENT FOR EMPANELMENT OF VENDORS FOR ONLINE REGISTRATION AND DATA PROCESSING OF VARIOUS WORKS.

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

Signature of the Bidder with Seal



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Notice Inviting E-Tender

The Board of School Education Haryana, Hansi Road, Bhiwani invites E-Tenders under Two Bid System from the reputed, experienced & Technologically sound Agencies/Firms for providing services for **Online Registration and Data Processing of Various Works.**

For participation in the bid, agencies will fill the complete tender form available at the Board's Website www.bseh.org.in and <https://etenders.hry.nic.in> as per schedule as given in CRITICAL DATES as under. 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 Document Download Date	13-03-2024
Bid Submission Start Date	13-03-2024
Bid Submission End Date	08-04-2024 11:00 AM
Technical Bid Opening Date	08-04-2024 11:30 AM
Date & Time of Demonstration of Technically Qualified Bidders	09-04-2024
Financial Bid Opening Date	To be Intimated later on.

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. 5000/- (Rupees Five thousand only) which is non-refundable and Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two Lakh only) be submitted online through e-tender portal gateway and the Proof of deposited slip should be enclosed /uploaded with the tender document.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. The Competent Authority of the Board reserves the right to accept or reject any or all tenders without assigning any reason thereof. Conditional tender will not be accepted. The Technical Bids / Financial Bids shall be opened by the committee authorized by the Secretary/Chairman for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. Financial bids will be opened only of those bidders who will qualify 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. 9729095120, 9467842569

**Sd/-
SECRETARY**



TENDER SUMMARY

Sr. No.	Tender No	
1	Description of Work	Affiliation of Schools/, Registration and Processing for Enrollment Work (9 th to 12 th) & Online Data Capturing for (9 th to 12 th) & Registration and Processing Work of Candidates of Diploma in Elementary Education for Session 2024-2026 & Registration and Processing of Candidates for Secondary/Sr. Secondary (Academic/Open)/NSQF Examination Work for The Academic Year 2024-25 and 2025-26.
2	EMD	Rs. 2,00,000/- (Rs. Two Lac only)
3	Tender Document Cost	Rs. 5000/- (Rs. Five Thousand Only)
4	Start date of Bid Submission	13-03-2024
5	Bid Submission End Date & Time	08-04-2024 upto 11:00 AM
6	Date & time for opening Technical Bids	08-04-2024 at 11:30 AM
7	Date of Demonstration	09-04-2024
8	Venue of Demonstration	Committee Room BSEH
9	Date & Time for Opening Financial Bids	To be intimated later on.
10	Validity of contract	Two years from date of award & can be extended for further one years on Satisfactory Performance on same terms & conditions
11	Contact person for any query regarding bid document.	Assistant Secretary(Tender Cell) BSEH, Bhiwani. Mob. No. 9729095120 E-mail: tendercell@bseh.org.in



INSTRUCTIONS TO BIDDERS

Eligibility Conditions (Qualification Criteria)

The bidder must fulfill the following Qualification Criteria / eligibility conditions

- i) The tender document fee of Rs. 5000/- is non-refundable. Similarly the bidder must deposit the required amount of EMD 200000/- as prescribed on the e-tender portal.
- ii) The authorized person must have to submit information like, the name of the bidder, designation, address, email Id & telephone no. etc. mentioned on a separate paper while submitting the tender document. If the bidder is a partnership firm, then the name, designation, address & office telephone no of directors/partners are to be mentioned on a separate paper and must be furnished while submitting the tender document. Please refer **Annexure-1**.
- iii) Partnership deed in case of partnership firm, the bidder must have articles of association (In case of Company), by laws and certificate of registration (In case of registered co-operative society).
- iv) The bidder must submit an undertaking on a stamp paper of Rs 100/- as per the given format in **Annexure-2**.
- v) The bidder must have GST, PAN of firm/company/agency/society.
- vi) The Firm/company/agency must have ISO/IEC 27001:2013/ISO 9001:2015.
- vii) The Firm must have average turnover of One Crore of last three financial years (2020-21, 2021-22 & 2022-23). Attach copies of documents/ CA report.
- viii) The bidder should have handled assignments of similar nature with at least 5 Lakh candidates in any Board for the last five years. Assignments of similar nature must include the major activity such as online registration of candidates, collection of the examination fee through the gateway payment mode, reconciliation of examination fee, modification of candidates data, online award, generation of check lists, cut lists, admit cards, result compilation, generate result reports, printing of all type of certificate (end to end solution) by the bidder.
- ix) The bidders should neither have been debarred/ blacklisted by the central/state/govt. department/ universities/educational institutions/ organization etc. nor should have any litigation enquiry pending with any of these department or court of law with regards to the works executed.
- x) Proof of satisfactorily performance execution of two successful works as specified in the eligibility criteria (viii).
- xi) An affidavit that the Firm/Company/Agency/Society has not been debarred and/or blacklisted on a stamp paper of Rs 100/-.
- xii) The successful bidder shall be required to deposit Performance Security an amount equal to 10% of the tendered value of the assigned work within Seven days of conveying Board's intention for accepting the bid. EMD will be adjusted in performance security.
- xiii) The bidder should have its data hosting centre and it must be in India.
- xiv) The bidder must provide 24*7 support.



- xv) The bidder should have its own 3 OMR scanner and also required to furnish purchase bill of the same.
- xvi) Performance security shall be submitted in the form of Bank Guarantee/Demand draft in favour of Secretary, Board of School Education Haryana, Bhiwani and it cannot be withdrawn till the termination of the contract.
- xvii) Performance security will be discharged after successful work & request of the firm.
- xviii) If the contractor fails or neglects any of his obligations under the contract it shall be lawful for Board to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.
- xix) No advance payment will be made under any circumstances. Payment shall be made by the Board to the firm/agency on the basis of the total number of candidates for whose admit cards generated for appearing in the exam of the work concerned.
- xx) 50% payment shall be made after successful completion of pre examination work and submission of bills.
- xxi) 50% payment shall be made after successful completion of post examination work and submission of bills and after deducting mistakes / penalty/Lab test charges if any and completion of reconciliation of fee and lab test report of the various types of paper/stationery used by the firm.
- xxii) In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the **Chairperson, Board of School Education Haryana, Bhiwani or his nominee**. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Chairman, Board of School Education Haryana, Bhiwani or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chairman, Board of School Education Haryana, Bhiwani or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Chairman, Board of School Education Haryana or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
- xxiii) Photo recognition application/software will be used for Pre-phase work.
- xxiv) Firm will be made available application/software to collect centre supdt. bill and other documents by Centre Supdt.
- xxv) The validity/Work Order can be extended for further One years if work performance found satisfactory.
- xxvi) The bidder must have to fill Annexure-3.



SPECIAL CONDITIONS OF CONTRACT

1. Chairman of the Board reserves right to counter offer price against price quoted by the bidder.
2. The bidder shall provide complete backup of data and PPT of all operational steps with tutorials.
3. The time schedule may be required to be adjusted as per requirements of the Board from time to time as the work of affiliation/enrollment/registration/ processing of results is very crucial and is highly time bound. In case of any delay in supplying the desired report on the part of the computing agency, it shall be liable to pay charges of **Rs 1000/- per day** to the Board. The **Chairman of the Board is empowered** to penalize the agency up to maximum limit 2 lakh or decide the penalty as per circumstances. If any cost is incurred by the Board in the form of over-time or any other means because of any delay on part of the contractor, the same shall also be recovered from the contractor either fully or partially.
4. The computing agency shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Board. In case of lapse, the computing agency will be fully responsible for the consequence.
5. All type of stationery for printing of reports will be supplied by the agency. Blank certificates/reappear cards will be provided by the Board. Stationery will be of following standard:-
 - (a) Plain stationery 70 GSM (A-4/FS/C.S)
 - (b) Pre-printed stationery
Signature chart 90 GSM (A-4/FS)
 - (c) OMR sheets 105+- GSM as per IS Standard
 - (d) Migration 90 GSM
6. **For NSQF work:-**
 - A. To provide plain stationery with result sheet in single copy (A-4 size)
 - B. To provide signature chart & practical award (online).
 - C. To provide the hard copy of skill certificate (270 GSM A-4).
 - D. To capturing the marks of practical assessment under NSQF.
7. Grammage test (Lab test) of the stationery , supplied by the agency to the Board or used for printing of various examination reports , will be got done by the Board on random sample drawn and cost of lab test shall be deducted from the bill of the agency. In case of under or over grammage (other than specified IS+- standard), agency will be penalized of **Rs. 10000/-** for each stationery. Besides imposing of penalty decided by the Secretary but not less than **Rs. 30,000/**. Lab testing of stationery items will be done of each exam separately.
8. The payment will be made by the Board to the firm/agency only after successful completion of work concerned (as the case may be) on the basis of the actual number of candidates for whom their admit cards are generated for appearing for the examination of the work concerned.
9. Data / reports delivery to the Board and receipt of data from Board, as per schedule, will be the responsibility of the agency.
10. The volume of candidates for the work is approximately 10 lakhs and value of tender is approximately 95 lakhs.



11. The data prepared will be the property of the Board and the computing agency will have to supply all copy of the updated data file on portable hard disk as and when required by the Board. Data will not be erased without written permission of the Board at least for two years from the date of completion of work as a precautionary measure.
12. The agency will have to ensure 100% accuracy of the inputs and outputs.
13. Wastage of stationery supplied by the Board while testing/printing should not exceed 0.5 % of total stationery provided.
14. The errors other than input documents errors (i.e. all types of documents/information, poor quality of photo/signature or any kind of stationery supplied by the Board) shall be the responsibility of the computing agency. For a mistake observed after completion of work, the agency will have to pay charges as under:-
 - (a) Any mistake in particulars @ Rs.100/- per candidate.
 - (b) For change in photo/signature on certificates/not qualified card @ Rs. 300/- per candidate
 - (c) For wrong declaration of result @ Rs. 500/- per candidate.
 - (d) Wrong printing in particulars on certificates/compartments card/ not qualified card @ Rs. 100 per certificate.
15. Any kind of updates of the data after declaration of the result if required will have to be done by the agency within 24 hours without any extra charges.
16. The reports will have to be prepared as per instructions of the Board in the formats given/approved by the Board after getting clearance in writing from the Board and will have to ensure 100% accuracy.
17. The agency will have to supply copies of each report as intimated by the Board.
18. The bidder/firm must handover all the data related to pre-exam and post-exam activities with full documentation. (The source code of web based/internet based software is not required by the Board).
19. Firm will declare the result on own server and link will be provide to computer cell to display on Board's website.
20. All awards related exam will be collected online.
21. The agency will have to provide all reports/data timely as intimated by Board in between the whole process.
22. For any point which is not covered under the provisions of the tender, the Chairman of the Board of School Education Haryana shall be the supreme authority, whose orders in any of such issues at all stages shall be final for one and all as matter in the interest of the Board.



SCOPE OF WORK

SCOPE OF WORK FOR AFFILIATION WORK AND REGISTRATION AND PROCESSING FOR ENROLLMENT WORK (9TH TO 12TH) AND ONLINE DATA CAPTURING FOR (9TH TO 12TH) FOR THE ACADEMIC YEAR 2024-25 & 2025-26 .

DETAILS OF AFFILIATION WORK

Online Data processing work for Affiliation form and fee of Schools/SanskritGurukuls/D.Eld. Institutes for Academic session 2024-25 & 2025-26 .

A. PERIOD DRUING WHICH THE WORK IS TO BE DONE

The entire work of Affiliation is to be completed in such a time bound/scheduled manner as per the schedule provided by the Board office.

B. OBLIGATIONS OF BOARD

1. To supply soft copy of school master duly coded as per session 2024-25 & 2025-26 .
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.



Details of Enrollment Work

Registration and Data Processing of Schools for Enrollment work Academic Year 2024-25 & 2025-26 and Online Data capturing for 9th to 12th Classes (Subject Count) for the academic year 2024-25 & 2025-26 (End to End Solution) , marks uploading for class 9th and 11th & Online Data Correction.

A. PERIOD DURING WHICH THE WORK IS TO BE DONE

The entire work of enrollment is to be completed in such a time bound /scheduled manner as per the schedule provided by the Board office.

B. OBLIGATIONS OF BOARD

1. To supply soft copy of schools/center duly coded.
2. To supply hard/ soft copy of input documents/ layouts used in the system.
3. To supply hard/soft copy of various reports to be prepared.
4. To supply hard/soft copy of important instructions/policies affecting the system.
5. To prepare time line of the system to provide end to end solution.
6. To approve layout of report formats.
7. To provide any other intermediate information required for the system.
8. To provide pre-printed stationery.
9. To provide updated soft copy of school master.

C. OBLIGATIONS OF AGENCY

1. To submit Software Requirement Specification (SRS) after feasible study and its approval from the Board strictly in a time bound manner.
2. Arrangement of Dedicated High-end Server on Cloud.
3. User Acceptance Test (UAT) of each application and obtain approval of the same from end user branches.
4. Hosting of application as per time line decided.
5. Processing of Data Base after closing Date in a phased manner.
6. The Firm will provide the Services of Technical Person for HELP DESK in the Board's premises during whole period of the work. Apart from Help Desk, a **Toll Free Number** is to be arranged Round the Clock. **SMSs and E-mail** alerts are also to be provided as and when required by the system.
7. Back up of Data Base and images on Hard Disk are required by the Board for all the different stages (along with the first stage of Data Base i.e. at the time of registration of schools and staff within one week after the last date of registration).



SCOPE OF WORK For D.El.Ed

Registration and data processing of candidates of Diploma in Elementary Education for session 2024-2026.

A. The Board conduct Diploma in Elementary Education (Two Years Course) examination under yearly system that is first year, second year for the candidates who are the regular students (Pupil-Teacher) of the institutes running Diploma in Elementary Education course and affiliated with this Board. As per rules & regulations of D.El.Ed. Examination, a candidate can complete his/her D.El.Ed course in maximum three years. If a candidate drop examination/disqualify under unfair means cases for a specific period, he/she must complete his/her course within three years. There may be four hundred (400) institutes (Govt. as well as Pvt. institutes). The re-appear candidates i.e. the students of the institutes who got re-appear in one or more subjects also appear in Diploma in Elementary Education examination. The examination is likely to be held in the month of July 2025 and the second year examination is likely to be held in month of July 2026 and reappear exam will be held in January 2025 & January-2026. Candidates belonging to the re-appear category (Those candidates belonging to the previous academic years, having re-appears papers) will also appear in Diploma in Elementary Education examination along with the candidates of the institutes during the academic years 2024-2026. The online registration of the regular candidates is to be done only once along with collection of due examination fees. The online registration of the re-appear candidates is to be done for half yearly examination. There will be different sets of pre & post examination activities. All type of exams (including re-appear/mercy chance exam) during session 2024-2026 will be conducted by firm. There are various stages and activities in the schedule which is to be finalized by the Board for the smooth completion of pre- phase examination and post-phase examination related to Diploma in Elementary education. The Board expects from the prospective bidders to provide "End to End Solution" for the above works with least paper work. All types of teaching staff exam duties and the duties for evaluation of answer book (marking duty of teaching staff) to be performed by the firm. The data related to the staff (teachers) of the institute are to be captured online along with the registration of the candidates. The awards of internal assessments of the registered candidates are also to be collected online and processed as per schedule decided by the Board. For further details please visit Board's website.



B. PERIOD DURING WHICH THE WORK IS TO BE DONE

The entire work from the registration of the candidates till the issuance of certificate of qualified/compartments/not qualified is to be completed in such a time bound/scheduled manner so that the candidates can take future course of action for re-exam/admission in next class. Pre phase and post phase examination activities are to be done as per the schedule provided by the Board office. Similarly pre and post-examination activities are to be done as per the schedule provided by the Board office for the supplementary examination for private candidates. The details of Pre and post phase examination activities and supplementary examination activities have been mentioned in **Annexure-4**.

C. OBLIGATIONS OF BOARD

1. To supply soft copy of schools / centre duly coded.
2. To supply hard/soft copy of input documents/layouts used in the system.
3. To supply hard/soft copy of various reports to be prepared.
4. To supply hard/soft copy of important instructions / policies affecting the system.
5. To prepare time line of the system to provide end to end solution.
6. To approve layout of report formats.
7. To provide any other intermediate information required for the system.
8. To provide pre-printed stationery like certificate.
9. To provide updated softcopy of school master.

D. OBLIGATIONS OF AGENCY

1. To submit software requirement specification (SRS) after feasible study and its approval from the Board strictly in a time bound manner.
2. Arrangement of dedicated high-end server on cloud.
3. Development of applications namely;
 - a) Staff statement of schools
 - b) Registration of candidates of D.El.Ed. examination (School & Ex-School candidates)
4. User acceptance test (UAT) of each application and obtain approval of the same from end user branches.
5. Hosting of application as per time line decided.



6. Processing of database after closing date in a phased manner.
7. The firm will provide the services of one technical staff in the Board's premises during the whole period of the work.
8. Firm will prepare the result of re-checking and re-evaluation after scanning of OMR according to concerned branch requirements.
9. To set up **HELP DESK** at Board premises having trained, qualified and suitable staff (Minimum two in number) to provide back-end support. Apart from help desk, a **Toll-free number** is to be arranged Round the Clock. **SMSs and Email** alerts are also to be provided as and when required by the system.
10. Backup of data base and images on hard disk are required by the Board for all the different stages (along with the first stage of data base i.e. at the time of registration of students and staff within one week after the last date of registration).



Scope of Work for Registration and processing of candidates for Secondary /Sr. Secondary (academic/open)/NSQF examination for the academic year 2024-2025 & 2025-2026.

A. SCOPE OF WORK (PRE & POST PHASE EXAM WORK)

The Board conducts Secondary/ Sr. Secondary (academic/open)/NSQF for the students, who are the regular students of the schools affiliated with the Board. The examination is likely to be commenced tentatively from the first week of February/March 2025 & February/March 2026 & their re-appear exams to be commenced in the month of July-2025 & Sept. 2025 and July-2026 & Sept. 2026. There will be different sets of pre & post examination activities for examinations. There are various stages and activities in the schedule which is to be finalized by the Board for the smooth completion of pre phase exam and post phase exam related to secondary/ Sr. Secondary (academic/open)/NSQF examination. The Board expects from the prospective bidders to provide “End to End Solution” for the above works with least paper work. All type of teaching staff exam duties and the duty for evaluation of answer books (marking duty of teaching staff) to be performed by the firm through capturing online data of teaching staff from the schools as per direction given by the office. All awards of the registered candidates are also to be collected online and processed as per scheduled decided by the Board. For further details please visit Board’s website. All the examination like supplementary/ mercy chance/ special chance during the above mentioned session is conducted by bidder.

B. PERIOD DURING WHICH THE WORK IS TO BE DONE

The entire work from the registration of the candidates till the issuance of certificate of qualification/compartments/not qualified is to be completed in such a time bound/scheduled manner so that the candidates can take future course of action for re-exam/admission in next class. Pre phase and post phase examination activities are to be done as per the schedule provided by the Board office. Similarly pre and post-examination activities are to be done as per the schedule provided by the Board office. The details of pre and post phase examination activities have been mentioned in an **Annexure-4**.

C. OBLIGATIONS OF BOARD

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



8. To provide pre-printed stationery like certificate.
9. To provide updated softcopy of school master.
10. To provide Soft Copy of award received from evaluation firm with key.

D. OBLIGATIONS OF AGENCY

1. To submit Software Requirement Specification (SRS) after feasible study and its approval from the Board strictly in a time bound manner.
2. Arrangement of dedicated high-end server on cloud.
3. Development of applications namely;
 - a) Staff statement of schools
 - b) Registration of candidates of Secondary/ Sr. Secondary (academic/open)/NSQF (School & Ex-School candidates)
4. User acceptance test (UAT) of each application and obtain approval of the same from end user branches.
5. Hosting of application as per time line decided.
6. Processing of database after closing date in a phased manner.
7. The firm will provide the services of sufficient technical staff in the Board's premises during the whole period of the work.
8. Firm will prepare the result of re-checking and re-evaluation after scanning of OMR according to concerned branch requirements.
9. To set up **HELP DESK** at Board premises having trained, qualified and suitable staff (Minimum two in number) to provide back-end support. Apart from help desk, a **Toll-Free Number** is to be arranged round the clock. **SMSs and Email** alerts are also to be provided as and when required by the system.
10. Backup of data base and images on hard disk are required by the Board for all the different stages (along with the first stage of data base i.e. at the time of registration of students and staff within one week after the last date of registration).



Technical Bid

Technical bid for Online Database Preparation, Processing of Examination and Other application for the academic year/years 2024-2025 & 2025-2026.

ABOUT THE FIRM

1	Year of establishment & Registration of firm.	
2	Type of firm (Proprietary/Private/Public/Govt.)	
3	Total turnover with balance sheet 2020-21 2021-22 2022-23	
4	Quality certification no, if any details of issuing authority validity of certificate (attach proof)	
5	Two work completion certificates of five lakh candidates continuously last five years. Mention name of the organization (s), nature of jobs, volume of work in terms of No. of candidates handled every academic year/session (Attach copy of work orders)	
6	Mention PAN / GST Number	
7	Have you ever been blacklisted / debarred? If no Attach affidavit on Rs. 100/- stamp paper.	
8	Undertaking on a Stamp paper of Rs. 100/- as per the given Format (Annexure-2)	
9	Self-attested copy of ISO 27001/ ISO 9001:2008	

(Signature of the bidder)_____

Name and Address (with seal)_____



Financial Bid

Financial Bid for online Database preparation, Processing of examination and other application as mentioned in Obligations for the academic year/years 2024-2025 & 2025-2026.

NOTE: - Rates to be quoted Inclusive all of taxes.

RATES FOR THE WORKS INDICATED IN THE BID DOCUMENTS

Work No.	Work Name	Rates In Words and Figures (Rates to be quoted Inclusive all of taxes.)	Unit
1	For Affiliation work & Registration & Processing For Enrollment Work (9 th to 12 th) & Online Data Capturing For (9 th to 12 th) for the academic year 2024-2025 & 2025-2026.	Rs. _____ (In words) _____ _____	Per candidate
2.	Registration And Processing Work of Candidates of Diploma in Elementary Education for session 2024-2026 & Registration and Processing of Candidates for Secondary, Sr. Secondary (Academic/ Open), NSQF Examination (Academic) work for the Academic Year 2024-2025 & 2025-2026.	Rs. _____ (In words) _____ _____	Per candidate



Annexure-1

TENDER FORM FOR BIDDER

1. Cost of tender: Rs 5,000.00
2. Due date for submission of tender _____ up to 11:00 a.m.
3. Opening time and date of technical bid _____ at 11:30 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 _____
be 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



हरियाणा विद्यालय शिक्षा बोर्ड, भिवानी
Board of School Education Haryana, Bhiwani

(Established Under Haryana Board of Education Act, 1969)
(ISO 9001 : 2015 - Certified Organization)



ANNEXURE-2

**(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 tenderer

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.
8. The firm agrees to transfer ownership of all modules/software/applications related to roll number generation, center allotment, admit card generation, center superintendent allotment, supervisory staff allotment, Preparation of result and any associated components, collectively referred to as "the system," to the Board. This transfer includes providing the complete source code, comprehensive documentation, and necessary training. The Board shall have full ownership rights over the system, including the source code and any intellectual property contained therein. The firm commits to providing detailed documentation outlining the functionalities, technical specifications, and operational procedures of the system. Furthermore, the firm will conduct training sessions for the Board's personnel to ensure proficient utilization and maintenance of the system. The training will cover aspects such as system administration, troubleshooting, and any customizations specific to the Board's requirements. By transferring the system and associated assets, the firm relinquishes all rights and claims over the software, acknowledging the Board as the sole owner and beneficiary of its functionalities and benefits.

Dated thisDay of

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature



Annexure-3

CHECKLIST FOR TECHNICAL BID

PART-A

Sr. No	Documents asked for	Page number at which document is placed
1	Tender fee and earnest money deposited Slip be attached	
2	Self-attested copies of partnership deed/articles of association/certificate of registration	
3	undertaking on a stamp paper of Rs. 100/- as per the given format, Annexure-2	
4	Self-attested copy of PAN card. Self-attested copy of GST Certificate Self-attested copy of registration number of the firm/agency	
5	Self-attested copy of ISO 27001/ ISO 9001:2008	
6	Average turnover of One Crore of last three financial years (2020-21, 2021-22 & 2022-23). Attach copies of documents/ CA report.	
7	Proof of two satisfactory execution of similar work in last five years.	
8	An affidavit that the firm/company/agency/society has not been debarred and/or black listed on stamp paper of Rs. 100/-	

Signature of the Bidder with seal



Annexure-4

(Online data capturing/registration, Pre-Phase exam and Post-Phase exam activities for Secondary/ Sr.Secondary(Academic/HOS)/ D.El.Ed/ NSQF Exam)

Pre-Phase examination activities after registration of candidates:

1. Checklist of re-appear candidates with photo and signature. Apart from this, the forwarding letter in the prescribed format with all necessary and required details, is to be generated for the school heads.
2. Roll number generation as per directions of Board.
3. Centre allotment of students based on list of centres and centre allotment policy of the Board. agency will supply reports in desired format
 - (a) Superintendent PAD - One copy
 - (b) Final List - One copy with centres marked.
 - (c) Agency will provide the statistical reports for distributing the question paper to different districts/centres as required by Board, these are:
 - (i) District wise , centre wise and subject wise number of candidates
 - (ii) Packing slips
 - (iii) Packing memo/challan
 - (iv) One line report (Unit summary)
 - (v) Any other report(s) required.
 - (vi) Soft/ Hard copy provided by evaluation firm.
4. Demand for checking of fee (regular and private) as per format approved by Board.
5. Downloading of cut lists for school heads and generation of admit cards as per format approved by Board.
6. Signature chart with photo (coloured) & signature - One copy Centre-wise
7. Board will supply list of UMC/Cancel/GAP/RLE/RLF/Absentees. Agency will mark their records in database for non-declaration of their results and to block the downloading of admit cards as per the case applicable.
8. Softcopy/link of admit cards with photo/sign. (Private candidates) to upload on Board's website for downloading.
9. Online registration/entering of marks for INA with (School+Subject+Roll No. order) with all validation checks.
10. Online registration/entering of marks for practical subjects (School+Subject+Roll No. order) with all validation checks.
11. Old posting of re-appear candidates.
12. Exam Duties:-
 - a) Supply the list of centre superintendents and supervisory staff (scroll/letters/key etc.) as per policy supplied by the Board.
 - b) Supply of list of head examiners and sub examiners for evaluation of answer book (Marking duty) as per policy supplied by the Board.
 - c) Supply of all type of programme chart for practical exam (internal and external) as per policy supplied by the Board.



13. All types of communications with the heads of the institutions/schools or individuals candidates as and when required through SMS, e-mails and Board website.
14. All the updation in the examination data will be the responsibility of the firm, whenever, required by the office.
15. All Practical Awards capturing through online, a separate link will be provided with user Id & password.
16. A mobile application and web portal is to be prepared for information about the presence/absence of examinees/Centre Staff/Flying Squad and other officials involved in conduction of exam, UMC Report and other reports of candidates at the examination centres as per requirement of Board office.

Post Examination Activities:

1. Address slips of school/private candidates.
2. Agency will provide the dummy result based on pass formula provided by the Board.
3. Printing of Mis-match report for checking.
4. List of students for which marks are wanted.
5. Conversion of fictitious to original roll number, from the key database supplied by the Board, before result compilation.
6. Finalize the result data by following step 1-5.
7. Supply of dummy result for test checking.
8. Sample result of one distt. for checking before finalization and declaration of results.
9. Pass percentage & statistical report as per requirement of Board.
10. Prepare a final result sheet (One hard copy for branches and copy for downloading for schools.)
11. All type of statistical reports for pre and post exams as per performa/requirements supplied by the Board.
12. Updating the withheld cases in result file which are to be supplied by the Board.
13. Preparing the data on CD for uploading the result in internet and IVRS system.
14. Gazettes in triplicate copies as desired by the Board.
15. Result sheets as desired by the Board.
16. Complete merit list with merit certificate to be supplied by the firm.
17. Printing of certificates of qualification with colored photo and signature.
18. Printing of certificate of compartment/not-qualified.
19. Final backup of result files and images, on hard-disk, in a format as desired by the Board.
20. ICR of signature chart after examination (DPI-300).
21. Provide migration certificate.



Annexure-5

AGREEMENT

This Agreement entered into the ____ day of ____ 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 job work as per the scope of work of _____ examination (computerized/scanning) for about ____ lakh candidates(Regular/private) and the _____ has agreed to undertake the said job, on terms and conditions mentioned hereinafter.

Obligations of Board:

1. To supply soft copy of schools / centre duly coded.
2. To supply hard/soft copy of input documents/layouts used in the system.
3. To supply hard/soft copy of various reports to be prepared.
4. To supply hard/soft copy of important instructions / policies affecting the System.
5. To prepare time line of the system to provide end to end solution.
6. To approve layout of report formats.
7. To provide any other intermediate information required for the system.
8. To provide pre-printed stationery of certificate and re-appear cards.

Obligations of agency:

1. To submit Software requirement specification (SRS) after feasible study and its approval from the Board.
2. Providing URL/Hyperlink to "www.bseh.org.in".
3. Development of applications namely ;
 - a. Staff statement of schools
 - b. Registration of students of Secondary/ Sr. Secondary (academic/open)/NSQF (school & ex-school students) and D.El.Ed exam.
 - c. Online awards from schools.
4. User acceptance test (UAT) of each application and accord approval of the same from end user branches.



हरियाणा विद्यालय शिक्षा बोर्ड, भिवानी Board of School Education Haryana, Bhiwani

(Established Under Haryana Board of Education Act, 1969)
(ISO 9001 : 2015 - Certified Organization)



5. Processing of database as per Board's requirement mentioned in section of terms and conditions.
6. To Develop interface with bank for fee collection and make reconciliation of fee.

3. 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 **Secretary reserves the right** to carry out the capability assessment of the company and the secretary'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 post phase work will be allotted to the company only if pre phase job is completed as per schedule, satisfactorily well in time with utmost accuracy.
- e) The Board will have free access to the company premises for ascertaining progress of examination 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 _____
Name of the Board Authority _____
Designation of the Board Authority _____
Board of School Education Haryana,
Bhiwani-127021

Signature of Bidder _____
Name of Bidder _____
Designation of Bidder _____
Address of Bidder _____

Witness Signature _____
Witness Name _____
Witness Designation _____
Board of School Education Haryana,
Bhiwani-127021

Witness Signature _____
Witness Name _____
Witness Designation _____
For and behalf of Bidder