

**BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

Tender No.- BSEH/Tender/2025/ 52 /Answer Books Scanning

Date:18-04-2025

Tender Fee: 1000/- (Non-refundable)



**BID DOCUMENT**

***TENDER FOR EMPANELMENT OF VENDOR FOR 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)

Signature of bidder with Seal

**BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

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**Section-I****DOCUMENT CONTROLL 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)	10,000/- (Rupees Ten thousand only)
7.	Bid Document Download Date	18-04-2025
8.	Bid Submission Start Date	18-04-2025
9.	Last date and time for submission of Bids	28-04-2025 (10:00 A.M.)
10.	Date and time of opening Technical Bids	28-04-2025 (10:30 A.M.)
11.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
12.	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****SHORT TERM NOTICE INVITING RE-TENDER**

The Board of School Education Haryana, Hansi Road, Bhiwani invites re-tender under two bid systems (Technical & Financial) from the reputed Firms/Service for image capturing of used Answer Books through scanning/other photo capturing mechanism and their retrieval from time to time fill the complete tender form available on Board's Website [www.bseh.org.in](http://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](http://www.bseh.org.in)(for perusal /reference only):

**Critical Dates**

Subject	Date and Time
Bid Document Download Date	18-04-2025
Bid Submission Start Date	18-04-2025
Bid Submission End Date & Time	28-04-2025 10:00 AM
Technical Bid Opening Date & Time	28-04-2025 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 10,000 /- (Rupees Ten Thousand only) be submitted online on e-tender portal 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 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 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](mailto:tendercell@bseh.org.in)

Mob.9467842569,9813301244

Secretary

## **Section-III**

### **Scope Of Work**

1. 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-checking/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 Exam wise, Roll No, Subject etc. and later on retrieved by a software solution.
2. Bidders needs to install their own computer system/scanner/Image Capturing Device/UPS other necessary hardware in Board premises and deploy skilled persons for successful completion of job.
3. Bidders needs to develop software for performing data entry (if required) and record retrieval along with Pdf File.
4. Bidders needs to supply the backup of database and Pdf files in an organized manner on DVDs and one complete backup on portable HDD.
5. The work will be performed session wise in a year for various examinations conducted by the Board of School Education Haryana. This may least almost for two to three months at each session. Approximate volume in a session will be approximately 40,000 answer books containing 24, 32 & 40 pages per answer book. These answer books may be horizontal or vertical or both.
6. Bidders 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 3000-3500 answer books in a single day.

## **Section-IV**

### **Technical Qualifying Criteria:-**

1. Tender Fee1000/-(One thousand only) (Non-refundable) & EMD Rs.10,000/- (Ten thousand only) to be deposited through E-tender portal. Both Amount deposited slips should be enclosed/uploaded with Technical Bid.
2. MSME Firms registered only in Haryana state are entitled/eligible for relaxation under this provision as per instructions of the appropriate Government/Authority.
3. The Firm should be in existence for minimum last 3 years.
4. The minimum turnover should be 10 Lacs during the last three financial years i.e 2021-22,2022-2023 and 2023-2024 duly verified by CA.
5. The Firm should possess GST Number, PAN Number (Scan Copies to be attached).
6. The firm should have minimum 3 years' experience of performing Image capturing of answer books through scanning/other photo capturing mechanism and their retrieval 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/- 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. Firm should possess following hardware.
  - i) At least four scanners of with minimum configuration given as under
  - ii) High Speed scanning up to 60ppm.
  - iii) Might have capacity to scan document up to 600 dpl.
  - iv) Interface: USB 2.0 interface.
  - v) At least four computers set of latest configurations.
  - vi) A Certificate as per point No 10 Page 07.
3. The firm will provide service with quality to satisfaction of the Board.
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 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. Board will not bear any financial/legal responsibility.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. Negotiation of rates can be held as per negotiation policy of the Govt. of Haryana.
15. 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 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.

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16. 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.
17. Payment for execution of this work will be made after completion of work & satisfaction to the Board.
18. 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 scanned 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.
19. The bidder must submit an undertaking on a stamp paper of Rs 100/- as per the Section-VI.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. The successful Bidder's Earnest Money will be discharged after completion of job work and final payment of the firm.
26. Technical and financial Bids are to be submitted online only.
27. 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.
28. 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.
29. **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.
28. **Taxes and duties**

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



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

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 this .....Day of .....2025

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:

Sr. No.	Description of Documents	Page No.
1.	Tender Fee & EMD	
2.	Registration Number/Proof of existence of last three years.	
3.	GST Number, PAN 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 Non-Judicial Stamp Paper of Rs. 100/- Section VI	

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 at page 6 of tender document and abide all term and conditions, given here under

Sr. No.	Description of work	Description of Answer Books	Rates per Answer Book (inclusive of all Taxes)
1.	2.	3.	4.
1.	Rate to perform image capturing of answer book through scanning/other photo capturing mechanism and their retrieval and other requirement mentioned in scope of work. Rates are to be quoted, inclusive of any types applicable taxes.	Answer Books (24 Pages)	Rs. _____ In words. _____
2.	Rate to perform image capturing of answer book through scanning/other photo capturing mechanism and their retrieval and other requirement mentioned in scope of work. Rates are to be quoted, inclusive of any types applicable taxes.	Answer Books (32 Pages)	Rs. _____ In words. _____
3.	Rate to perform image capturing of answer book through scanning/other photo capturing mechanism and their retrieval and other requirement mentioned in scope of work. Rates are to be quoted, inclusive of any types applicable taxes.	Answer Books (40 Pages)	Rs. _____ In words. _____
		<b>Total Rates of Column No.4</b>	Rs. _____ In words. _____

Note: L-1 firm will be decided on the total rates of all the three items as column No.4

Dated \_\_\_\_\_

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

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

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

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

Seal of Company/Firm

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**Check List**

<b>Sr. No.</b>	<b>Name of the Document</b>	<b>Page No.</b>
1.	Deposited Slip of Tender fee Rs. 1000/-	
2.	Deposited Slip of EMD Rs. 10,000/-	
3.	Minimum Turnover of Rs Ten Lacs during last three years 2021-22, 2022-23, 2023-24. Duly verified by CA.	
4.	Copy of GST Certificate.	
5.	Copy of PAN Number	
6.	The firm should have minimum 3 years' experience of performing Image capturing of answer books through scanning/other photo capturing mechanism and their retrieval from Central Govt./any State Govt./Board/University/PSU etc. The firm should enclose at least one Successful Execution Certificate	
7.	Undertaking on Non Judicial Stamp paper of Rs. 100/- as per Section-vi	

**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 thereof is also to be placed right below the forwarding letter of the firm.