

**PUNJAB STATE BOARD OF TECHNICAL EDUCATION &  
INDUSTRIAL TRAINING,  
CHANDIGARH, INDIA**

Opening of Technical Bid- 22/04/2013

Opening of Financial Bid- 22/04/2013 at 2.30 pm

Last date for submission of Completed Tender Document 22/04/2013 at 1.00 pm

**TENDER DOCUMENT**

**FOR**

**COMPUTER BASED SCANNING AND MARKING OF ANSWER BOOKS.**

Issued by

**The Punjab State Board of Technical Education and Industrial  
Training,  
Plot No. 1A, Sector 36-A, Chandigarh.**

**Tender Document Fee – Rs. 1000/-**

CONDITIONS GOVERNING THE TENDER  
FOR  
COMPUTER BASED SCANNING AND MARKING OF ANSWER BOOKS

**A GENERAL INFORMATION AND INSTRUCTIONS TO THE BIDDERS (i.e. Service Provider)**

1. The Board intends to select one or more service provider with previous relevant experience in “On Screen Marking Evaluation and Assessment”, in any Board , University, Deemed University and Educational Institutes formed under relevant Central/State Government Act, or any national examination conducted by examining bodies under centre/state government control to execute the Computer Based Scanning and Marking of Answer Books of polytechnic examination.
2. Two Bid document of this tender and tender document fee of Rs.1000/- should be submitted in third separate cover/envelope:

The Technical Bid ( Envelope No. 1)	Should contain all the relevant information and desired enclosures relating to qualifying conditions in the prescribed format along with Earnest Money Deposit (EMD).
The Financial Bid (Envelope No. 2)	Should contain only commercial information in prescribed format.

- a. Both covers be placed in sealed bigger envelop. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- b. In case the tender is downloaded from the Board’s web site , the cost of the tender document (Rs. 1000/-) in form of demand draft is to be kept in a separate envelope no 3. On top of this envelope “ Envelop Containing Tender Document Fee Rs. 1000/- in form of Demand Draft“ should be written and this envelope should also be kept in sealed bigger envelope along with envelope No. 1 and 2.

The Tender Document Available only at	Board’s web site ( <a href="http://www.punjabteched.net">www.punjabteched.net</a> ) and <a href="http://www.punjabteched.com">www.punjabteched.com</a>
Fee	Rs. 1,000/- (One Thousand) (non refundable/ non adjustable)
Demand Draft	In favour of Secretary, Punjab State Board of Technical Education and Industrial Training, payable at Chandigarh

- c. There is no exemption from payment of tender document fees. Tenders without requisite fees will not be accepted. The technical and financial documents should be kept separately in sealed envelopes and both these envelopes along with envelope containing tender document fee (Rs. 1000/- ) in form of DD (in case the tender document is downloaded from Board’s website) should be kept in one envelope super scribing “Tender for Computer Based Scanning and Marking of Answer Books” so as to reach Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh by prescribed date. The entire sealed tender document should be dropped at the marked tender box kept at the reception area at the Board’s office(Plot No. 1-A ,

Sector 36-A , Chandigarh) . Late tenders submitted shall not be accepted. The technical bid shall be opened on same day at 3.00 p.m at the same address first floor Committee Hall in presence of bidders who may like to be present.

3. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable in the case of the bidder, it should be stated as Not Applicable. However the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Tenders made by telegram or telex and those received late after prescribe date and time will not be entertained.
4. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The bidder's name , signature and stamp of authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.
5. The bidder should enclose with technical bid an earnest money of Rs. 5 lacs in form of Demand Draft in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh and payable at Chandigarh. Tender not accompanied with earnest money shall not be entertained. Earnest money in cash or by cheque shall not be accepted. No concession/exemption regarding deposit of earnest money will be given on any ground, what so ever and tenders not accompanied with earnest money will be rejected straightway.
6. Particulars of demand draft on account of earnest money must be filled in the Performa for Envelope No. 1 and the demand draft should be put in this envelope alongwith Performa for "Technical details of the Firm" in the tender document and other documents relating to qualifying conditions.
7. The EMD stands forfeited in case the bidder withdraws his bid after submission of tender document. The EMD of successful bidder will be returned to him only after successful completion of work.
8. Rate should be quoted per Answer book in the Performa of "Commercial Bid" attached with Schedule 'A', which should be including taxes/charges as may be applicable at any time during the execution of the order by the firm.
9. The firm to which the work is allotted will have to deposit 7.5% of value of tender allotted as security for the due performance of contract, in the form of Fixed deposit for at least 1 year duly pledged in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh within 7 days from the date of issue of order, failing which earnest money received with the tender will be forfeited and work will be entrusted to any other firm without any notice. In case contract is further extended for six months, then renewed Fixed Deposit will be deposited with the Board within seven days of extension of the contract. Tender once submitted will not be allowed to be withdrawn, altered , or cancelled in part or in whole. In case of forfeiture of earnest money, the decision of the Secretary of the Board shall be final

10. Reference, information and certificates from the respective clients certifying technical and execution capability in On Screen Marking of the bidder should be signed and the contact numbers of all such clients should be mentioned. The Board may also independently seek information regarding the performance from the clients and visit referred customers in India.
11. The bidder is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. No further information will be entertained after tender document is submitted.
12. Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work or black listed earlier by the Board in any earlier projects.
13. Tenderer should not be blacklisted by any Institution/Govt. Organisation.
14. Tenderer has to attach minimum three performance certificates from at least three different Institutes/ Board/university etc.
15. Prospective bidders may seek clarification if any regarding the project/contract or the requirements for pre-qualification upto **12/04/2013** upto 5:00 P.M.
16. Notwithstanding anything else contained contrary to this Document, The **Secretary, PSBTE & IT** reserves the right to accept or reject any Bid or to annul the bidding process fully or partially, or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

**17. TERMINATION OF CONTRACT**

- a. Secretary, PSBTE & IT, may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security) by written notice of default sent to the service provider, terminate the work / task in whole or in part, after sending a notice to the bidder in this regard or If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in this tender Document, if the bidder fails to perform any other obligations under the terms and conditions.

**18. ARBITRATION & JURISDICTION**

- a. All disputes, differences, claims and demands arising under the contract shall be referred to the Chairman, PSBTE & IT, Chandigarh for final decision and the same shall be binding on all parties. All disputes arising shall be subject to the jurisdiction of appropriate court of Chandigarh ,India and shall be governed by the laws of India

**19. The Payment Terms**

- a. The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays.
- b. Payment will be released in four installments after completion of 25% , 50%, 75% and 100% of work which includes complete scanning , evaluation and handing over the data to the Board.
- c. In case there are any disputed cases , the damages will be as per clause A-20 and will be deducted before making the payment for any semester.

**20** Following penalties will be imposed on the service provider in case of failure in performing the duties with full responsibility :

i)	In case any answer sheet given to Service provider is found damaged to such extent that it cannot be evaluated /reevaluated.	A penalty of Rs. 50/- Per Answer Sheet will be levied.	
ii)	In case any answer sheet is untraceable	A penalty of Rs. 400/- Per Answer Sheet will be levied.	
iii)	In case of non-availability / non operational status of any system installed at scanning or evaluation centre	A penalty of Rs. 500/- Per day per system will be levied.	
iv)	a	Once the answer sheets are provided to firm, the data scanned on one day should be provided for the purpose of evaluation within next two days. In case of delay in work of scanning and providing the scanned data for evaluation beyond three days up to ten days	A penalty of Rs. 5/- Per Answer Sheet per day will be levied.
	b.	In case of delay in work of scanning ( for delay beyond ten days to maximum of 22 days after providing the answer sheets to firm)	A penalty of Rs. 10/- Per Answer Sheet per day will be levied.
	c.	In case of delay in work of scanning ( for delay beyond 22 days after providing the answer sheets to firm)	In case the bidder fails to execute the scanning work, the Board shall have right to cancel the remaining work and get it done through any other service provider with additional cost recoverable from the successful bidder in addition to damages and penalty & EMD / security deposit will stand forfeited.

d.	The software being used should work at optimum speed so that an evaluator is able to mark a minimum of 40 answer sheets per day. In case any evaluator is not able to mark a minimum of 40 answer sheets per day	A penalty of Rs.1000/- Per day per evaluator will be levied.
v) a	In case of delay in submission of data of evaluated answer sheets ( for delay up to two days after evaluation of the answer sheets )	A penalty of Rs. 5/- Per evaluated Answer Sheet per day will be levied.
b	In case of delay in submission of data of evaluated answer sheets ( for delay beyond two days to maximum of 5 days after evaluation of the answer sheets )	A penalty of Rs. 10/- Per evaluated Answer Sheet per day will be levied.
c	In case of delay in work of scanning ( for delay beyond 5 days after providing the answer sheets to firm)	In case the bidder fails to execute the scanning work, the Board shall have right to cancel the remaining work and get it done through any other service provider with additional cost recoverable from the successful bidder in addition to damages and penalty & EMD/security deposit will stand forfeited.

## 21 Amendment of Tender Document

At any time before the deadline for submission of bids, PSBTE & IT reserve the right to modify the Tender Document by amending, modifying and/or supplementing the same. All prospective Bidders shall be notified of any amendments on PSBTE & IT web sites [www.punjabteched.com](http://www.punjabteched.com) and [www.punjabteched.net](http://www.punjabteched.net) and all such amendments shall be binding on them without any further act or deed on PSBTE & IT's part. The prospective bidders are advised to periodically browse this website to find out any further corrigendum / addendum / notice published with respect to this tender. In the event of any amendment, PSBTE & IT reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.

### B. TECHNICAL PRE REQUISITE/ CRITERION

- 1) The service provider shall be single point of contract with PSBTE & IT and shall be solely responsible for the execution and delivery of the work.

- 2) The service provider should be an Indian company registered in India and having undertaken similar work/operation for more than one year in India.
- 3) The service provider should have successfully executed On Screen Marking project in India. The documentary evidence in form of work/contract and client report must be enclosed. Similar nature of work means computer based scanning, scoring, evaluation, marking of answer books of any reputed examination body as specified in the tender.
- 4) The service provider should have experience in an end to end Assessment, doing application processing, test development, test design, test administration and result processing as a service provider.
- 5) Service Provider should own or have the rights to access the complete source code of the software being used for conducting the Evaluation and this module is to be customized according to the requirements of the Board.
- 6) Service Provider should have all the necessary processes in place for entire Software Development Life Cycle (SDLC) of the software being used for conducting the evaluation
- 7) Service Provider should have authorized and globally accepted software certification.
- 8) Service Provider should have all the necessary components of source code in place and any change required in any of the components of the software, in-house technical skill should be available to make necessary changes.
- 9) Software code should be versioned, labeled and base lined appropriately in a standard version Control system within the organization.
- 10) Software code should have multiple backup systems in place so that anytime source code can be recovered in case of any disaster
- 11) Service Provider should own the test cases and regression testing code to produce that they have done necessary testing for the software to scale up to conduct large assessments
- 12) Service Provider should have in-house quality assurance group and a strong quality management System to do quality check of the software
- 13) Proper security provision for source codes should be there.
  - a) The service provider should have on his pay roll sufficient Technical and Administrative employees for On Screen work in India for the proper execution of the contract.
  - b) The service provider should be registered with appropriate tax authorities such as Income Tax, service tax etc. and should submit the certificate of registration with these authorities.
  - c) The service provider Average Annual Turnover during last three years should not be less than Rs 10 crores per annum in India.
  - d) The service provider should have its own or leased infrastructure in building, computers, appropriate technology, hardware and software, trained staff, adequate security measures and due diligence.
  - e) The contract shall be on outsource basis and the service provider should have arrangements for at least 80 operational branded computer system with latest configuration at each designated site for conducting the On Screen Marking in the Chandigarh and Jalandhar or any designated city decided by the Board.
  - f) The service provider should have a proven capability to scan at least 5 lacs A4 size pages (23000 answer books) in a single day. They should be able to demonstrate the capability on any day if called for technical presentation.
- 14) Even though service provider may satisfy the above requirements, they may be disqualified if they have:

- i) Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- ii) Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses in any institution as mentioned in the tender
- iii) If anything contrary to the information provided by the bidder is found

15) The technical bid shall consist of –

- a) Technical information as desired in prescribed format.
- b) The financial information as per Annexure –I
- c) The details of experience of similar works as per Annexure –II, III & IV
- d) Organizational Structure and information as per Annexure V
- e) Technical and Administrative manpower available for this work as per Annexure VI
- f) Annexure VI I (Declaration) , EMD.
- g) ISO or relevant certification document.



## C ---- SCOPE OF THE WORK-

### 1. Scanning of Answer Books

First Phase May 2013	Scanning and Evaluation Of Answer Books	Volume Around 4(four) Lakhs Answer Books
Second Phase Dec 2013	Scanning and Evaluation Of Answer Books	Volume Around 10(ten) Lakhs Answer Books
Venue for Scanning of Answer Books	Scanning Of Answer Books	Scanning is to be done at one location only. The location of scanning will be at Chandigarh. <b>The location of scanning centre has to be different from evaluation centre.</b>
Venue for Evaluation Of Answer Books	Evaluation Of Answer Books	Evaluation is to be done at two location only. The location of scanning will be in Chandigarh and Jalandhar or any other designated city decided by the board.
Examiners / Evaluators	For Evaluation of Answer Books	Will be appointed by PSBTE & IT, CHD .
Nodal Centres	For Evaluation	Agency will arrange suitable secured Nodal centres in consultation with Board.
The complete Designing of evaluation plan and evaluation process is to be done in consultation with Board's official for scanning and evaluation Centres, security of these centres of which step by step auditing will be done .		

### 2. Answer Book Specifications

<b>Answer Books Specification</b> There will be sufficient margin for guillotine process on both sides of all answer books	(a) A4 Horizontal normal Standard Size (b) 1st page of Answer Book will be of OMR bar coded type. (c) Student write both side of the Answer Books
Number of Pages	(a) Each Answer Book Contains 22 pages including the cover page

### 3. General Facilities For Evaluators at Evaluation Centre

- i) Service provider will also ensure suitable drinking water and clean ,separate toilet facilities both for men and women.

### 4. Complete Procedure

#### 1) Handling of Answer Books

- i. The Answer Books in sealed bags/Packets received from examination centre will be handed over to the service provider by the Examination Section of the Board after fixing coded sticker`s or numbers or direct bar coded Answer Books for counting, comparing with Answer Books Performa submitted by exam centre superintendent giving details on actual number of Answer Books received from exam centre for processing leading to scanning and On Screen Marking.

- ii. The suitable number of trained manpower for opening sealed packets/bags contains Answer Books and statements shall be supplied by the service provider and would be employed by them.
- iii. Data base should contain the details of no. of answer books (packet wise class / semester wise course wise subject wise ) received from Board's office for the purpose of scanning and evaluation and proper reporting of the same should be supplied to the Board through internet web based application. Officers authorized by Board should be given username/password to access this application to view the details at any time.

## **2) Infra structure for Scanning Of Answer Books and Evaluation centre**

- i. Service provider must have sufficient space for scanning and evaluation purpose which should be secured. **Location of scanning centre should be different from evaluation centre.** Separate dedicated resources should be allocated to each centre.
- ii. All efforts would be made by the service provider, for adequate power point and also uninterrupted power supply at the place of scanning and evaluation centre other than regular power supply.
- iii. Computers/nodes, software and LAN connectivity for scanning and evaluation centre would be organized and arranged by the service provider. They will also ensure that no internet is available at the scanning and evaluator's machine during the process of scanning and evaluation at the scanning and evaluation centre.
- iv. To Install hard disk based Digital Video Recorders (minimum of 60 days recording capacity) along with DVR security camera system for local and remote monitoring and supervision of scanning and evaluation Centre activities by the competent authority of the Board from Board's office.
- v. The UPS/Generator Set would also be arranged by the service provider at the place of scanning as well as evaluation centre.
- vi. The service provider would ensure local and centralized server deployment. All administration and scoring-related functionality must be accessed through commonly used web browser installed at local server(intranet) . The central server must be installed inside customer facilities and data transmission between local server to central server should be in encrypted format.
- vii. Periodic audit at the scanning and Evaluation Centre will be done for the efficient working of ( ) Hardware ( Operating System, Processor Speed, RAM etc.) and Software .Computers installed should be of latest configuration .
- viii. All the manpower involved in the scanning work should be engaged by the service provider and the secrecy of the Answer Books will be the responsibility of the service provider.
- ix. High speed Scanners should be installed to scan answer books . The service provider should have a proven capability to scan at least 5 lacs A4 size pages (23000 answer books) in a single day. They should be able to demonstrate the capability on any day if called for technical presentation.
- x. While scanning the answer books should not get damaged physically and skilled workers should be employed for guillotine process , scanning work, and answer books should remain intact and should be binded together again and serial no. of pages of this binded answer books should be in proper order.

## 2) Online Evaluation Of scanned answer books

- i) The scanned answer sheets to be securely made available in the evaluation centres by the service provider. Complete class/semester wise , course wise , subject wise evaluation details must be available on database.
- ii) The system must be able to support multiple languages and multiple-language speakers simultaneously.
- iii) In case the Board provides answer book without any bar codes or secret/fictitious number on the answer book , the evaluation software should maintain anonymity, where evaluators only receive the image of the scanned answer book without any student information.
- iv) The service provider should have arrangements for at least **80 operational branded computer system** (at each designated site) **with latest configuration** along with centralized server connected through a speedy network for conducting the On Screen Marking in the Chandigarh and Jalandhar or any designated site decided by the Board.
- v) Evaluation software should be simple, user friendly web based application installed on locally installed server at the centre accessed through all browsers with a well defined database schema for storing retrieving ,managing and aggregating all the information , images related to evaluation procedure.
- vi) The database of evaluation software should be a normalized relation database management system with no redundancy and design of same is to be approved by computer section of the Board and it should have compatibility with already existing and being used database of examination system by Board.
- vii)** There should be an animated self tutorial with voice over ( showing all steps of evaluation software) in the evaluation software to train each evaluator before and during the evaluation.
- viii) To arrange/provide adequate displays and provide required instructions/ information to the evaluators at the evaluation Centres.
- ix) Service provider shall also undertake the training of Examination section / Head examiners / Examiners appointed by Board for using evaluation software. Online Help should be available to evaluator while using the evaluation software . Service provider should install a minimum of 10 dedicated computers at each of the evaluation center for the purpose of providing training to the evaluators.
- x) To securely transmit, download, install and upload OR enter evaluators / evaluation details received from examination section of the Board.
- xi) Each evaluator should be registered first and should be issued an identity card with a unique no. Registration Information details will be finalized by Computer section of the Board. For doing evaluation at evaluation centre. Each evaluator should also be issued a username( unique no.) /password to access the evaluation software. System should be able to generate daily attendance reports of evaluators at any evaluation centre. Relevant officers of Board should be given username/password to access this application to view the details of evaluators and evaluation procedure at any time from Board's office.
- xii) Database should maintain a complete log of scanned answer books assigned for the purpose of evaluation and exact no. of evaluation done by evaluator on particular date . Proper reporting format should be able to produce reports evaluator wise , class wise course wise subject wise no. of answer books evaluated by each evaluator and bills

should be generated for each evaluator for the purpose of payment through this application accessed by Board's officials.

- xiii) The evaluation software must provide for a safe , secure scoring environment for both complex, multi level objective ( multiple choice, true or false , fill in the blanks) and subjective responses with efficient processing time. The software must have mechanism for heightened secrecy and accuracy for subjective question responses. There should be an option for storing and displaying the question paper/ solution of the question paper and evaluators should be given an option to see the same with a button click.
- xiv) The pages of the answer book should be displayed to the evaluator serially so that there is no mistake while doing online marking. The system should be able to capture the remarks and comments made on the answer sheet by the evaluators. Different functional key/ shortcuts should be used for common remarks to be given by evaluators so that marking may be done in speedy way.
- xv) The system should allow for flexibility in scoring supervision (e.g. Supervisors can monitor scorers assigned to one exam, to a group of exams or to a subject or group of subjects. The system should be able to allow for flexible work flow (e.g. the Head Examiner/Administrator should be able to define how much work one or more scorer receives.
- xvi) The system should allow for flexibility in the scoring process (e.g. flexibility in seeing entire question booklets or one at a time.). System should allow for individual parameters to be defined by the administrator for each test question. Class/category/criteria/standard should be able to be defined for each question, together with on-line help and additional information to help scoring process.
- xvii) System should allow for real time supervisor access to any scorer's work /answer book ( for reevaluation/rechecking or any other purpose) as well and to exams already scored, with the ability to mark /identify answer sheets for multiple marking.
- xviii) System should allow for multiple-scoring/marking of same answer book and should not show the previously marked answer to the second evaluator but head examiners /administrator should be able to see all scoring done for one answer book. The system should be able to alert the supervisor/ administrator when the multiple scores of an answer sheet result in very diverse scores. this parameter should be kept flexible and administrator should be given rights to define this parameter
- xix) System should allow for the real-time checking of scorer's work quality, allowing the system to stop the scorer work in case of low quality
- xx) The system must provide for a rapid-response framework for arbitration and handling scoring discrepancies. The system must provide for real-time, live reporting of scoring progress and accurate time projections for reporting of results.
- xxi) To maintain complete log of all activities of evaluators during the course of examination to enable complete audit ability of the evaluation process.
- xxii) To calculate marks obtained by each candidate as per requirement of the Board and software should be able to have flexible scoring standards.
- xxiii) To transfer/export the data in encrypted format including raw scores data from local server to Central server installed at Board's office.
- xxiv) Server data to be secured at a designated site by a responsible official of the agency in the presence of Head Examiners/any other officer designated by the Board and a back up

copy in C.D/ D.V.D/any other format to be handed over to The Nodal officer/Head examiner at the end of each day.

- xxv) The system should be able to archive the answer sheets for a defined retention period and the service provider will assist the Board in any Legal/RTI matter for disclosed of marked scripts & will be responsible for legal consequences & damages arising out of any system deficiency.
- xxvi) System should support an internal messaging service to report news and problems between scorers and supervisors.
- xxvii) The system should support the digital signing of the answer sheet or daily evaluation report post scoring by the scorer.
- xxviii) System should support real time reports to monitor scorers' production and scoring operation progress
- xxix) Supply of data reports hard and soft copy as per format provided by the board during the entire period of contract to the computer section or any other officer designated by Board.
- xxx) Certificate to the effect that no data in any form concerning the project or its outcome will be shared /supplied /sold to any party/individual by the service provider and the selected service provider will be liable under relevant clauses of I.T. Act for any breach of this clause

## **6. Periodicity – Period of completion of work and contract**

The period of contract will be for May-2013 initially and if it is successful then it will be implemented for Dec-2013 examination .

## **C EVALUATION OF THE BIDS-**

### **1 Technical Evaluation-**

- i) Detailed technical evaluation shall be carried out pursuant to terms and conditions given at A (General Information and Instructions to the Bidders) and B (Technical pre requisite / criterion) and other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation.
- ii) The evaluation committee may call the responsive service provider who complies all terms and conditions of the tender for discussion and presentation to facilitate and assess their understanding of the scope of work and its execution the agency should give a detailed presentation in writing as well as P.P.T on how their technology is best suited for the board. However, the committee shall have sole discretion to call for discussion/presentation.
- iii) The service provider should propose a solution for the optional items shown in the financial bid of the Tender Documents as per suitable process. The solution quality of the optional items would also be considered for evaluating the technical bid.

## **2 Financial Evaluation-**

- i)** The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The Board shall inform the date, place and time for opening of financial bid.

**Performa For Envelope No. 1(Technical Bid)**

**ANNEXURE-I**

**FINANCIAL INFORMATION**

I. Financial Analysis : Details to be furnished duly supported by figures in BalanceSheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant, as submitted by the bidder to the Income-Tax Department (copies to be attached).

<b>FINANCIAL YEARS(Amount in lacs)</b>				
<b>S. No.</b>	<b>Details</b>	<b>(1) 2009-10</b>	<b>(2) 2010-11</b>	<b>(3) 2011-12</b>
i)	Gross annual turnover similar works			
ii)	Profit/Loss			
iii)	Financial Position: a) Cash b) Current Assets c) Current Liabilities d) Working Capital (b-c) e) Current Ratio: Current Assets/Current Liabilities (b/c)			

II. Income Tax Return Of last three years.

III. Certificate of financial soundness from Bankers of service provider.

IV. Financial arrangements for carrying out the proposed work.

Note: Attach additional sheets, if necessary.

(Seal/Signature of Bidder)

**Performa For Envelope No. 1(Technical Bid)**

**ANNEXURE -II**

**DETAILS OF ON SCREEN MARKING WORKS COMPLETED During the last three years.**

<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	<b><u>9</u></b>	<b><u>10</u></b>

(Seal/Signature of Bidder)



**Performa For Envelope No. 1(Technical Bid)**

**ANNEXURE-III**

**WORKS/PROJECT OF ON SCREEN MARKING UNDER EXECUTION OR  
AWARDED**

S N	Name of Work/ Project & Location	Owner of sponsoring organizati- on	Cost of Work (in lakhs/ crores)	Date of Commence- ment as per contract	Stipulated date of completi- on	Upto date percentage progress of work	Slow progress if any, and reasons thereof	Name and Address/telephone number of officer to whom reference may be made	Rem arks
1	2	3	4	5	6	7	8	9	10

(Seal/Signature of Bidder)

**Performa For Envelop No. 1(Technical Bid)**

**ANNEXURE IV**

**PERFORMANCE REPORT OF WORKS REFERRED IN ANNEXURE II & III**

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of Work/Project  
And Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of Start
6. Date of Completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
7. Amount of compensation  
Levied for delayed  
Completion, if any
8. Performance reports (Supported by documentary evidence, if any)
  - (a) Quality of work   Excellent/  
                                  Very Good/  
                                  Good/Fair
  - (b) Resourcefulness   Excellent/  
                                  Very Good  
                                  Good/Fair

Date:

(Seal/signature of Organization)

**Performa For Envelope No. 1(Technical Bid)**

**ANNEXURE –V**

**STRUCTURE OF THE ORGANIZATION**

1. Name and address of bidder:
2. Telephone No. /Fax No. /Email address:
3. Legal status (Attach copies of original document defining the legal status).
  - a) An Individual/ Consortium:
  - b) A Proprietary/ Partnership firm:
  - c) A Trust/ Society
  - d) A Limited Company or Corporation:
4. Particulars of Registration with various Government bodies (attach attested photocopy)
  1. Registration Number:
  2. Organization/Place of registration:
  3. Date of validity:
5. Names and titles of Directors & Officers with Designation to be concerned with this work  
With designation of individuals authorized to act for the organization.
6. Were you or your company ever required to Suspend the work for a period of more Than six months continuously after you Commenced the works? If so, give the Name of the project and reasons for not Completing the work.
7. Have you or your constituent partner(s) ever Left the work awarded to you incomplete? If So, give name of the project and reasons for Not completing the work.
8. Have you or your constituent partner(s) been Debarred/black listed for tendering in any Organization at any time? If so, give details.
9. Area of specialization and Interest
10. Any other information considered necessary but not included above.

**Performa For Envelope No. 1(Technical Bid)**

**ANNEXURE VI**

**DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE  
EMPLOYED FOR THE WORK**

S N	Name	Designa- tion	Date of appoint in the company	Qualifi- cation	Professional experience and details of work carried out	Total number of employ- ees in that category	In what capacity these would be involve d in this work	Number available for this work	Re- mark
1	2	3	4	5	6	7	8	9	10

(Seal/Signature of bidder)

**ANNEXURE VII**

**TECHNICAL BID-FORMAT**

(Space for any additional information that the bidder would like to add pertaining to technical bids.)

**DECLARATIONS**

I/we have read all the Terms & Conditions in Section II to VI of the tender and agree to the same and failing which, the EMD will be forfeited and any action taken by the board will be abide by the bidder.

**Particulars of Earnest Money**

Earnest Money: Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Signature of Bidder

Name of the Bidder	
Address	
Mobile No.	
Telephone No. (Office)	

Date

(Seal/Signature of bidder)

**Performa For Envelope No. 2**  
**FINANCIAL/COMMERCIAL BID FORMAT**

Cost Per Answer Scripts for scanning and On Screen Marking (OSM) service(including all taxes) for complete pre and post evaluation process as per tender document.  
= Rs \_\_\_\_\_ (per copy)

Name of the Bidder	
Address	
Mobile No.	
Telephone No. (Office)	

Date

(Signature/Seal of the Bidder)