

BOARD OF SECONDARY EDUCATION RAJASTHAN, AJMER



To,
M/s -----

PHONE : 0145-2632867-873,
FAX : 0145-2627394

NO :- IT&C/2016/

Date:-.

E-TENDER NOTICE

Sub: Quotation for evaluation & processing of the State Talent Search Exams 2016 & National Talent Search Exam (First Level) through OMR Sheets for the Exams 2016-2017

1. The Board hereby invites Tenders for evaluation & processing of the State Talent Search Exams 2016 through OMR Sheets for the Exam National Talent Search Exam (First Level) 2016-2017. Only well reputed Data centers / firms of Rajasthan State only, having the experience of OMR sheet scanning works of the any Board / University or other similar organization Examinations required to quote their rates.
2. E-Tender form with terms and conditions can be download from website depositing a sum of Rs. 400/- in D.D. in favour of Secretary, Board of Secondary Education, Rajasthan, Ajmer.
3. The tenderers will have to send a draft of Rs. 1000 as a mandatory processing fee in the name of MD RISL payable at Jaipur Photocopy of the draft will have to be uploaded with other documents at the time of applying for the tender.
4. The E-Tender will be uploaded on e-Procurement website <http://eproc.rajasthan.gov.in>, State Public Procurement Portal <http://sppp.rajasthan.gov.in> and our Board website <http://rajeduboard.nic.in>. the E-Tender are to be submitted only through e-procurement.

Note :

- 1) Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical bid/cover.
- 2) Any of the bidders fails to physically submit the Banker's cheque/Demand Draft for Tender Fee, Bid Security, and RISL Processing Fee up to prescribed time, **its BID shall not be accepted.** The Banker's Cheque/Demand Draft for Bidding document fee and Bid Security should be drawn in favour of **"Secretary, Board of Secondary Education Rajasthan" Payable at** Ajmer and RISL Processing Fee in favour of

1

Web Site :- www.rajeduboard.nic.in
E-Mail Add. :- secy-boser-rj@nic.in

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“Managing Director, RajComp info Services Ltd.” Payable at “Jaipur” form any Scheduled Commercial Bank

- 3) To Participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronics bids, Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again)
- 4) BSER will not be responsible for delay in online submission due to any reason (internet connectivity, slow process power fail, virus, uploading delay etc. whatsoever reason thereof shall not be acceptable). For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
- 5) Bidders are also advised to refer “Bidders Manual Kit” available at eProc website for further details about the e-Tendering process.
- 6) Training for the Bidders on the usage of e-Tendering System (eProcurement) is also being arranged by DoIT&C on a regular basis. Bidders interested for training may contact e-Procurement Cell, DoIT&C for booking the training slot.
Email : eproc@rajasthan.gov.in
Address : e-procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
- 7) The Procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 8) No contractual obligation whatsoever shall arise form the biiding document/bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
- 9) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.
- 10) The provisions of RTPPA Act, 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act, 2012 and Rules thereto, the later shall prevail.

SECRETARY

Important Dates

S.No	Events	Date	Location
1.	Date of Issue of Notice Inviting Tender (NIT)	19-09-2016	In News papers and website of BSER (http://rajeduboard.nic.in)
2.	Date of availability of Tender Document on the website for Download	21-09-2016	http://rajeduboard.nic.in
3.	Last Date for receipt of queries for pre bid meeting	26-09-2016	bserajmer@gmail.com
4.	Date & Time of Pre Bid Meeting	27-09-2016	BSER, Ajmer
5.	Last Date & Time of Submission of Tender Document	06-10-2016	BSER, Ajmer
6.	Date & Time of Opening of Technical Bid	06-10-2016	BSER, Ajmer
7.	Date & Time of Opening of Financial Bid	Will be intimated to all the technically qualified bidders only	


BOARD OF SECONDARY EDUCATION, RAJASTHAN, AJMER
Tender Form

Subject: Quotation for evaluation & processing of the State Talent Search Exams 2016 & National Talent Search Exam (First Level) through OMR Sheets for the Exams 2016-2017.

1. Name and Postal Address
M/s.....
.....
.....Phone.....
.....Fax.....E-Mail
2. Reference : Tender Notice No.Dated
3. Tender fee of Rs. 400/- (Four Hundred only) has been deposited by us through D.D. / Cash receipt no. Dated And the photocopy of the same is enclosed herewith.
4. A sum of Rs. 20,000 (in words Twenty thousand only) has been deposited by D.D. No.Dated..... or by cash receipt no. Datedin favour of Secretary, Board of Secondary Education Rajasthan, Ajmer as an earnest Money.
5. We agree to abide by all the terms and conditions mentioned in the Tender Notice issued by Board Of Secondary Education, Rajasthan, Ajmer dated We also agree to abide by all other conditions mentioned in the Performa enclosed, on each page of which we have put our signature in token of our acceptance
6. All Experience Certificates have been enclosed with Technical Bid.
7. Five Sample of OMR Sheet enclosed.
8. Availability of OMR Sheet Scanner at firms office is as under :-

Sr. NO.	NAME AND MAKE OF OMR SCANNER	NUMBER OF OMR SCANNERS AVAILABLE	SPEED PER HOUR	REMARKS, IF ANY
1				
2				
3				

4. Experience of work through OMR Sheets :- Please enclosed the experience certificate of any Board/University/Other Similar work Organization.

Tenderer Signature With Seal

4

**Web Site :- www.rajeduboard.nic.in
E-Mail Add. :- secy-boser-rj@nic.in**

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**BOARD OF SECONDARY EDUCATION, RAJASTHAN,
AJMER**

E-Tender Form

Subject: Quotation for evaluation & processing of the State Talent Search Exams 2016 & National Talent Search Exam (First Level) through OMR Sheets for the Exams 2016-2017.

RATES PER CANDIDATE

Our rates for OMR Sheets Supply Printing, Scanning, Data feeding and Result Processing for STS and NTS Exam.

1. STS Exam. (One + One Carbon Less OMR Sheet Per Candidates Use) Rs.(In Figures) Rs.(In words)
1. NTS Exam. (One + One Carbon Less OMR Sheet Per Candidates Use) Rs.(In Figures) Rs.(In words)

नोट :- शब्दों व अंको में अंकित दर में भिन्नता होने की स्थिति में नियम 64 के अनुसार दर पर विचार किया जावेगा ।

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घोषणा

उपरोक्त समस्त दरें मैंने/हमने निविदा शर्तों का अच्छी तरह अध्ययन कर ध्यानपूर्वक भरी हैं । मुझे/हमें यह भी स्वीकार है कि अध्यक्ष/सचिव, माध्यमिक शिक्षा बोर्ड राजस्थान, अजमेर का निर्णय हमारे लिए सर्वोपरि होगा । यह भी प्रमाणित किया जाता है कि हमारी फर्म उक्त कार्य हेतु रजिस्टर्ड है तथा फर्म द्वारा वास्तव में उक्त व्यवसाय किया जाता है तथा वांछित मशीन/ उपकरण/ तकनीकी जानकारी आदि उपलब्ध हैं । राज्य सरकार/ बोर्ड/ स्वायत्तशासी संस्थान/ निगम/ बैंक आदि के द्वारा हमारी फर्म को ब्लैक लिस्ट नहीं किया हुआ है ।

दिनांक :-

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BOARD OF SECONDARY EDUCATION, RAJASTHAN, AJMER



Terms and condition & Type of work for OMR Sheet Supply, Printing, Scanning, Data Entry and Result Processing work for S.T.S. & N.T.S. Examination (Likely to be held in the month of November)

ABOUT EXAMINATION

1- ABOUT STATE TALENT SEARCH EXAMINATION.

For this exam there shall be six subjects Viz.1. Physics 2. Chemistry 3. Biology 4. Maths 5. Latest development in the field of Science 6. General Knowledge Science comprising of 25 questions for each subject with a maximum of 25 marks each subject. The tabulation register will contain the centre name, District Code, Roll Number, Candidates Name, Father Name, Mother Name, Medium code, SC/ST/OBC/ code, Subject description with marks obtained and grand total of marks of all the six subjects.

(About 15,000 Candidates are expected to appear in the said Examination)

2- Security Deposited 5% of Work Order

3- ABOUT NATIONAL TALENT SEARCH EXAMINATION. (First Level)

(Three OMR Sheet Per Candidate) This Examination consists of two tests i.e. (1) Mental ability test (MAT) test. 50 and languages test 50 = SAT 100 Questions of one mark each are set in the mental ability test. In Scholastic aptitude test (SAT) there are 8 subjects i.e. (1). The minimum qualifying marks in each test is 40%. However in case of

6

SC/ST/Physically Disabled/Visually Challenged Candidates the qualifying marks 35%in each test. Separate answer OMR Sheets for mental ability test, languages and scholastic aptitude test are given to the candidates and they are required to en-circle the correct answer details & Scoring keys for both the test shall be supplied by this office along with the OMR answer Sheets.

(About 20000 Candidates are expected to appear at the said Examination).

The Firm will have to get the OMR answer sheets evaluated by computer machine and tabulate the results. The tabulation register will contain only the Roll Number, SC/ST, Subjects offered under scholastic aptitude test, marks obtained in mental ability, languages, test and in eight subjects under scholastic aptitude test and grand total of marks obtained in both the test with result.

The Firm will also prepare a tabulation register of the selected candidates (approx 155 candidates). The Tabulation Register will contain Centre Name, District Code, Roll No; Candidate Name, Father Name, Mother's Name, Address, Medium Code, SC/ST/OBC Code, Subjects and Marks etc, as per the required format approved by the Board.

4. The firm has to provide candidate database as per requirement to the Board on CD.
5. Specifications of OMR Sheets.
 - (A) Sheet size 8.5"x11.5"
 - (B) Paper:- Front OMR 100 GSM High brightness
 - (C) Carbonless OMR 45 GSM

Maplitho Paper (C) Colours of Printing as per sample (D) Design: - Above sheets shall be printed as per the design approved by Board. Instructions shall be printed on the back of sheet. Please attach five samples of OMR Sheets with tender as per given specifications.

4. Each sheet should be quality wise fit for scanning & must have holding system so that proper scanning is carried out. If any discrepancy is found then the deductions shall be made as per norms.
5. Only well reputed data centers/firms of Rajasthan State having the experience of OMR Sheet Scanning and processing work of the Board/University/Other Similar Examination are required to apply. Please Enclose the Experience Certificate.
6. The complete STR (System test run) will be done (Without any extra payment) as desired by the Board for the said examination.
7. The firm whom the work is allotted is responsible to supply the complete material, result etc. within 30 days from the date of last data / material supplied by the Board.
8. Penalty:- A penalty of Rs.500/- per day shall be charged, for delay if any.
9. Board agrees that Approved firm liability, if any, arising out of or in any way related to its performance of the services provided herein including but not limited to error which may be attributable to malfunction of approved firm controlled machines, operators program, programmers or programs provided under this agreement, is limited to money damages which shall not exceed the total amount paid by Board for that portion of the services containing errors for which approved firm is responsible. Board

may make following deduction from the bill to compensate problem caused due to delay or error by approved firm.

A. Rs.100/- per Major Mistake will be deducted.

The following types of mistakes would be treated as Major Mistakes.

1. Calculation mistakes in awarding Pass & Fail.
2. Validation and/or wrongly printing of marks more than maximum marks in TR & MS

B. Rs. 10/- per Minor Mistake.

The following types of mistakes would be treated as Minor Mistakes.

1. The Mistakes such as missing or print positions, misprinting in Candidate name, Father name, Mother name, District Code, Subject and marks etc. in all reports and TR & MS.
10. The Contractor shall not assign or sublet his contract or any substantial part hereof to any other agency.
11. The contract will be terminated by the Board at any time if the work is found unsatisfactory and as a result of this the security amount deposited by the firm will be forfeited and the work allotted would be withdrawn and the Board shall be free to get this Job done by other firm at the risk & cost of the original firm.
12. Firm will have to bear all the expenses in transporting all material brought to firm's work place and returning back to the Board office e.g. OMR Sheets, Exams. Forms & Blank Stationery etc.
13. Rates should included with all taxes (VAT, Service Tax etc.)
14. Any controversy or claim arising out of or related to this agreement or breach thereof will be settled by the Secretary of the Board. The decisions of the Secretary will be final and

binding. In case of any dispute, all legal proceeding shall be lodged in courts situated in Ajmer only.

15. The following reports will be required by the Board for the both Examination:-
 1. Tabulation Register of all the candidates (Two Part)
 2. Mark sheet for all candidates with candidate's full postal address only S.T.S. Exam.
 3. General merit list including SC/ST/OBC candidates for the first 40 candidates (two part)
 4. District wise merit list (first five candidates from each district) two part obtained 50% marks.
 5. Central merit list for first 300 candidates.
 6. Both Examination result on CD.
 7. Candidate information database from on CD
16. For NTS Examination the firm will have to print about 100 to 150 certificate of using laser Printing for the merit list student. The Board shall provide the Stationery for these certificates.
17. Inspection of firm by the inspection committee may be carried out whenever necessary.
18. The scoring keys will be supplied by the Board along with the OMR answer sheets. The firm will have to get the OMR answer sheets evaluated by the OMR scanners & computers.
19. The blank computer stationery required for the purpose will be supplied by the Board.
20. The data entry/verification of the data and checking of the checklists etc. will be done by the firm.
21. Please quote rates per candidate for evaluation & processing the result of the aforesaid examinations by OMR Sheets for the year 2016 for STS Exam & Year 2017 for NTS Exam (First Level)

10

22. Payment will be made after declaration of result of Exam. & Preparation of Mark sheet with candidate address. No advance payment shall be made at any stage.
23. The said job shall be assigned only to which firm / company who is working in the state of Rajasthan.
24. The Board would review contract after completion of exam process every year. Extension of the work for the subsequent years would be given only when services rendered by the Firm/Concern/ Company are found satisfactory. The Firm/Concern/Company has to agree the additional terms and conditions as per requirement at the time when extension is granted.
25. Any other terms and conditions not specifically mentioned above shall be as per The Rajasthan Transparency in Public Procurement Rules 2013.

हस्ताक्षर निविदादाता

Secretary

घोषणा

मैने/हमने उक्त समस्त शर्तों का अच्छी तरह अध्ययन कर लिया है और इसकी पालना करने हेतु वचनवद्ध हूँ । इसे प्रति स्वरूप प्रत्येक पृष्ठ पर मैने/हमने हस्ताक्षर कर दिये है । निर्धारित परिशिष्ट सं. ए.बी.सी. व डी. हस्ताक्षर कर सलंगन किए गये है ।

निविदाकार के हस्ताक्षर मय सील



माध्यमिक शिक्षा बोर्ड, राजस्थान, अजमेर

करार का प्रारूप

(रु.100/- के नॉन ज्यूडिशियल स्टाम्प पेपर पर)

1. यह करार आज दिनांक.....को एक ओर
..... (फर्म का नाम) (जिसे इसमें इसके पश्चात् "अनुमोदित प्रदायक"
कहा गया है, जिसकी अभिव्यक्ति, में जहां सन्दर्भ के अनुकूल हों, उसके वारिस,
उत्तराधिकारी, निष्पादक तथा प्रशासक सम्मिलित समझे जायेंगे ।) और दूसरी
ओर माध्यमिक शिक्षा बोर्ड, राजस्थान, अजमेर के अध्यक्ष (जिन्हें इसमें इनके
पश्चात् "बोर्ड" कहा गया है) जिस अभिव्यक्ति में, जहां सन्दर्भ के अनुकूल हों,
उनके उत्तराधिकारी तथा अभिहस्तांकित सम्मिलित समझे जायेंगे के बीच
सम्पन्न किया गया है ।
2. चूंकि अनुमोदित प्रदायक, बोर्ड, अजमेर को, उनके मुख्यालय पर इसके साथ
संलग्न अनुसूची में उल्लेखित समस्त वस्तुएं, इसके साथ संलग्न संविदा के पत्र
तथा संविदा के प्रतिबन्धों में दी गई रीति के अनुसार तथा उक्त अनुसूची के
स्तम्भ पत्र क्रमांक में उल्लेखित दरों से प्रदाय करने के लिये बोर्ड के
साथ सहमत हो गया है ।
3. चूंकि अनुमोदित प्रदायक ने रु.....की रकम रसीद संख्या.....दि.....
...../ड्राफ्ट संख्या.....दिनांक.....द्वारा उपर्युक्त करार के यथावत्
पालन करने के लिये प्रतिभूति के रूप में जमा करा दी है ।
4. अब यह लेख निम्नांकित का साक्ष्य है:-
 1. बोर्ड, अजमेर द्वारा सचिव के जरिये इसके साथ संलग्न अनुसूची में
उल्लेखित दरों से किये जाने वाले संदायों के बदले में अनुमोदित प्रदायक ...
..... (फर्म का नाम) संलग्न

- अनुसूची में उल्लेखित उक्त वस्तुएं/सेवाएं संविदा तथा निविदा की शर्तों एवं प्रतिबन्धों में बतलाई गई रीति से यथावत रूप से प्रदाय करेगा ।
2. निविदा और सांविदा की शर्तें जो निविदा सूचना संख्या.....दिनांक.....के साथ संलग्न थी और इस करार के साथ भी संलग्न है, इस करार का अंग समझी जायेगी और इस करार को निष्पादित करने वाले पक्ष इनसे बाध्य होंगे ।
 3. बोर्ड, अजमेर एतद् द्वारा यह करार करता है कि यदि अनुमोदित प्रदायक उपर्युक्त रीति से उक्त शर्तों तथा प्रतिबन्धों को मानेगा और उनका पालन करेगा तो बोर्ड, अजमेर सचिव के जरिये अनुमोदित प्रदायक को उक्त प्रतिबन्धों में उल्लेखित रीति से तथा समय पर, प्रत्येक सामान के लिये देय रकम का संदाय करेगी या करवायेगी ।
 4. सम्पूर्ण ओ.एम.आर.प्रलेख कागज के ग्लेज साईड में ही प्रिन्ट होंगे । अनग्लेज्ड साईड पर प्रिन्ट होने पर दुबारा प्रिन्ट किये जायेंगे जिसका कोई भुगतान देय नहीं होगा व पैनल्टी भी की जावेगी । कार्बन पेपर भी उच्च क्वालिटी का उपयोग में लिया जायेगा ।
 5. सम्पूर्ण परिणाम घोषित होने से पूर्व कोई भी प्रलेख बोर्ड कार्यालय की अनुमति के बिना नष्ट नहीं की जायेगी । अतिरिक्त स्टेशनरी छपवाने पर प्लेट मेकिंग का कोई अलग चार्ज देय नहीं होगा ।
 6. बोर्ड द्वारा दी गई स्टेशनरी पर NTS परीक्षा के योग्यता सूचि में आये 155 परीक्षार्थियों के प्रमाण पत्र लेजर प्रिन्टर से मुद्रित किये जायेंगे ।
 6. स्टेशनरी की कमी होने की स्थिति में वांछित संख्या में पूर्व निर्धारित दरों पर पुनः मुद्रण कर यथाशीघ्र आपूर्ति करनी होगी ।
 7. सम्पूर्ण सामग्री देने के पश्चात् 12 दिन में कार्य पूर्ण किया जाना होगा ।
 8. निविदा प्रपत्र की शर्तों के अनुसार मेजर व माईनर त्रुटि हेतु शुल्क वसूला जायेगा ।
 9. निविदा प्रपत्र के अनुसार चाही गई रिपोर्ट दी जायेगी ।

5. यदि निविदाकार, निविदा प्रारूप में विनिर्दिष्ट कालावधि के भीतर माल की सुपुर्दगी न कर पाये तो क्रय अधिकारी रू. 500/- प्रति दिन के हिसाब से वसूला जायेगा । यदि प्रदायक कोई भी बाधा उत्पन्न होने के कारण संविदात्मक प्रदाय पूर्ण करने का समय बढ़ाने की अपेक्षा करें तो वह इसके लिए उस प्राधिकारी को, जिसने प्रदाय का आदेश दिया है, बाधा उत्पन्न होने पर तुरन्त लिखित में आवेदन करेगा लेकिन प्रदाय पूर्ण करने की निर्धारित तारीख के पश्चात् नहीं लेकिन प्रदाय की आवश्यकता को देखते हुए यह आवश्यक नहीं होगा कि प्रदाय को समयावधि बढ़ाने की स्वीकृति दे दी जाये ।
6. इस करार के सम्बन्ध में उत्पन्न होने वाले समस्त विवाद तथा इस करार के निर्वचन सम्बन्धी समस्त प्रश्न बोर्ड द्वारा विनिश्चित किये जायेंगे तथा बोर्ड अध्यक्ष का विनिश्चय ही अन्तिम होगा ।
7. अन्य नियम एवं शर्तें जिनका उल्लेख उपर नहीं किया गया है, राजस्थान लोक उपापन में पारदर्शिता नियम, 2013 प्रावधानों के अनुसार होंगी ।
- जिनके साक्ष्य में, इसके दोनों पक्षों ने दिनांक को अपने हस्ताक्षर किये ।

अनुमोदित प्रदायक के हस्ताक्षर
मय सील
तारीख :
साक्षी सं. 1

साक्षी सं. 2

बोर्ड के लिए तथा की ओर से
हस्ता. व पदनाम मय सील
तारीख :
साक्षी सं. 1

साक्षी सं. 2