

<b><u>Sr. No.</u></b>	<b><u>Index.</u></b>	<b><u>Page No.</u></b>
	<b>Welcome</b>	<b>2</b>
	<b>Tender Notice Publication</b>	<b>3</b>
	<b>Technical Bid / Request for Qualification - PART A</b>	<b>5</b>
<b>1.</b>	<b>Scope of Work</b>	<b>6</b>
<b>2.</b>	<b>Qualifying Criteria</b>	<b>12</b>
<b>3.</b>	<b>General Conditions</b>	<b>14</b>
<b>4.</b>	<b>Tender Submission</b>	<b>16</b>
<b>5.</b>	<b>Earnest Money Deposit, Bank Guarantee etc.</b>	<b>21</b>
<b>6.</b>	<b>Work Order</b>	<b>21</b>
<b>7.</b>	<b>Payment Terms</b>	<b>21</b>
<b>8.</b>	<b>Testing</b>	<b>22</b>
<b>9.</b>	<b>Withdrawal/Cancellation &amp; Purchase Policy of Tendering Authority</b>	<b>22</b>
<b>10.</b>	<b>Penalty Clause</b>	<b>22</b>
<b>11.</b>	<b>Appeal</b>	<b>24</b>
<b>12.</b>	<b>Agreement</b>	<b>25</b>
<b>13.</b>	<b>Performance Bank Guarantee</b>	<b>25</b>
<b>14.</b>	<b>In case of Incorrect/Fabricated Documents</b>	<b>25</b>
<b>15.</b>	<b>Rights of Authority</b>	<b>25</b>
<b>16.</b>	<b>Application Form</b>	<b>26</b>
<b>17.</b>	<b>Performa showing Details of to be attached with technical bid</b>	<b>27</b>
<b>18.</b>	<b>Annexure A- Details of Tenderer</b>	<b>28</b>
<b>19.</b>	<b>Annexure B - Details of work experience and other certificates of the Tenderer</b>	<b>31</b>
<b>20.</b>	<b>Annexure C - Showing Details of Infrastructure, Machineries, Printers, Computers, Scanners, Software, Man-power</b>	<b>32</b>
<b>21.</b>	<b>Annexure D - Audit Reports</b>	<b>35</b>
<b>22.</b>	<b>Self-Declaration</b>	<b>36</b>
<b>23.</b>	<b>Financial Bid - PART B</b>	<b>37-38</b>

WELCOME

STATE EXAMINATION BOARD, GUJARAT STATE

WELCOMES WITH THANKS

TO ALL THE TENDERERS

WHO HAVE PREFERRED

TO TENDER THEIR SERVICES.

WE ARE SURE TO GET BEST RESULTS

WITH

YOUR CO-OPERATION

AND

SERVICES PROVIDED TO

STATE EXAMINATION BOARD, GUJARAT STATE.

WELCOME AGAIN

§

BEST OF LUCK



**STATE EXAMINATION BOARD, GUJARAT STATE**  
Opp. Government Library, Sector – 21, Gandhinagar.

Price Rs.:5000/-  
Non refundable

## **TENDER NOTICE**

Tender Notice No.SEB/001/15.07.2017/2017-19

**TENDER FOR PRINTING OF OMR, QUESTION PAPER,  
RESULT PROCESSING WORK AND ONLINE EXAMINATION**

*Note: Please read all the terms and conditions carefully before submitting the tender*

### **1. Purpose of Tender:-**

The State Examination Board invites sealed tender(s) for the Empanelment of agencies for (1) Printing of question papers (2) Printing of OMRs (3) Result/Data processing work AND (4) Online Examination conduction in the most confidential manner. High quality printing of question paper is required to be carried out by the security press with utmost secrecy, accuracy and self-sufficiency.

Companies having RBI/IBA certified press, minimum CMMI Level 3 accreditation and experience of secrecy printing and Online Examination conduction shall apply.

### **2. Tender Fee:-**

INR 5000 for Draft in favor of State Examination Board is required to be submitted along with the tender.

Tenders, submitted without tender fee will be treated as a cancelled.

**3. Addressed from where to obtain tender.**

All the prospective tenderers are requested to download the tender from the website <http://gujarat-education.gov.in/seb/>

Date of uploading the tender:-15/07/2017

**4. Time limit for submission of the tender.**

The tenderer will have to take utmost care to submit the tender BY HAND of the below mentioned address during 10:00 AM to 11:00 AM everyday to reach to the Secretary, State Examination Board on or before 29/07/2017.

Address:-Shri D. R. Saradava

Plot No.533/2,

VastuNirman Society,

Near Jain Temple,Sector-21,

Gandhinagar-382021.Gujarat.

**5. Maintenance of secrecy of the tenderer's identification.**

Prospective tenderers fulfilling all the conditions, eligibility and criteria may send their tender in sealed envelope bearing name of the addressee as given and should be superscribed "Confidential Printing and Online Examination Work 2017-19 (Part -A: Technical Bid and Part-B Financial Bid in separate envelopes)". This should be enclosed in an outer cover without giving the name of the tenderer and should be delivered BY HAND on the address mentioned above during 10:00 AM to 11:00 AM to reach the Secretary, State Examination Board on or before dated 29/07/2017.

**6. Payment of Earnest Money.**

Tender Earnest Money of Rupees 12,00,000.00 (Twelve lac) payable at Gandhinagar in favour of "Secretary, State Examination Board" should be deposited along with the Part A of the bid

**IMPORTANT NOTE:** Tender selection authority reserves the rights to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

**Any inquiry regarding the tender: +91 9428724666**

Sd/-  
(P.A. Jalu)  
Chairman  
State Examination Board  
Gandhinagar



**STATE EXAMINATION BOARD, GUJARAT STATE**  
Opp. Government Library, Sector – 21, Gandhinagar.

Tender Price  
Rs.:5000/-Non refundable

**TENDER FORM (PART-A)**

**Request for Qualification/Technical Bid**

Tender Notice No.SE/001/15.07.2017/2017-19

**TENDER FOR PRINTING OF OMR, QUESTION PAPER,  
RESULT PROCESSING WORK & ONLINE EXAMINATION**

*Note: Please read all the terms and conditions carefully before submitting the tender*

Sealed Tenders are invited from the experienced organizations for the work involves the Printing of OMR sheet, Printing of Question Paper, Result processing work using OMR/ICR/OCR Technology with Barcode system and Uploading of Result and OMR Images on web server and conduct of Online Examination

The Tenders should be submitted in Two Bid System viz. 1) Technical Bid and 2) Financial Bid.

Both Technical Bid and Financial Bid envelopes are sealed in the Bigger Envelope and submitted BY HAND to the Secretary, State Examination Board as mentioned in the Tender Notice.

The dates of the tender availability and tender submission are given in the Tender Notice.

## **INTRODUCTORY FUNCTIONS OF SEB:-**

State Examination Board conducts the TET-I, TET-II, HTAT(Primary), TAT (Secondary), TAT (Higher Secondary) and HTAT (S & HS) of Gujarat State and Other OMR based and Non-OMR based Examinations. The Board conducts these examinations with utmost accuracy, secrecy, confidentiality to prevent malpractices. This work involves OMR sheet with variable barcode, Question paper printing, and Scanning of OMR sheet, Result processing work and Uploading of Result and OMR Images on web server for various examinations as per requirement of the Board. For conducting such exams, the State Examination Board has to take services from the agencies who provides such services with utmost accuracy, secrecy and confidentiality.

### **1. SCOPE OF WORK.**

#### **[A]. For Printing of OMR Sheets and Question papers and packing with Delivery.**

The Agency has to print OMR sheet with variable barcode, Question paper printing. The post examination phase need to collect the filled OMR sheets as per instruction of the Board then after Scanning of OMR sheets, Preparation of Provisional and Final Answer Key, Result processing work and Uploading of Result with OMR Images on web server for various examinations as per requirement of board using OMR/ICR/OCR Technology with Barcode system. The tenderer is required to apply all sort of validations, cross checking to deliver the correct data files of part- wise & total marks from OMR sheets to make final mark data of each candidate along with the various reports to be delivered at Board as per details below:-

#### **Printing of Question Paper in Gujarati, English, Hindi, Marathi and Urdu medium**

Printing of Question Paper Booklet in three different languages 16, 24 or 32 pages, using 60 gsm maplitho paper of good quality. Hand written manuscript will be provided by Board. The tenderer has to compose the same and make the proof reading and corrections accordingly. Preparing of master set accordingly pattern of examination. On basis of master set, jumbling to be done in 10 sets viz. including jumbling of each question as well as Answer, after that proof reading of each jumbled set to be done for ensuring correctness and accuracy.

#### **Printing of OMR Sheets and question paper packing:-**

- a) The agency has to print OMR sheets with barcode as per approval of the Board.
- b) The question paper and printed OMR sheet with barcode is to be inserted in individual question paper booklet and pasting / sealing of each question paper booklet with Roll numbered seal sticker. Serial No. of OMR sheet and Seal Sticker No. Of Question Paper Booklet must be matched perfectly at the time of insertion of OMR sheet.

- c) Each such ready individual sealed Question Paper Booklet inserted with OMR sheet to be packed individually in Security PVC Bag and to close with Security Tape.
- d) Such 30 PVC bag of Question Paper booklets to be packed in Temper evident PVC Bag of fine quality with one Steel Cutter to be fixed on each Bag with Cello Tape. Each Temper evident PVC Bag pasted with sticker showing information regarding District Name, Center Name, Block number, No. of question booklets & details of serial numbering etc.
- e) Such 10 Temper evident PVC bags (Block wise) containing 30 question booklets each to be packed in 7 Ply Corrugated box showing District Name, Center Name, No. of question booklets & details of serial numbering etc.
- f) Block wise Temper evident PVC bag with self-adhesive flap, pasting of sticker with instructions with presence report of candidates for returning of filled OMR Sheet of present candidates to be put in above 7 ply corrugated box.
- g) 7 Ply corrugated small empty box to be put in above bigger 7 ply corrugated box for returning filled OMR Sheet which is packed in Temper evident PVC bag of each center for safely and comfortably movement. Pasting of Sticker with present, absent details of center.
- h) Delivery of such ready corrugated boxes of question paper booklets at various districts or the destination as per instruction of Board & pickup of filled OMR Sheets from Board office.
- i) All Printing and Packing activity of Question Paper Booklet must be done outside of Gujarat State.

**[A.1] Printing of OMR Sheets:**

- a) Printing of OMR Sheet on 100 gsm super fine maplitho quality paper, Two / Three colour printing with proper cutting to make enable for perfect scanning of OMR sheets
- b) Serial Numbering and Barcode generation as per 10 jumbling codes /pattern.
- c) Printing of serial numbering and Barcode on each OMR Sheet.

**[B]. For OMR Answer Sheet Scanning with OMR/ICR/OCR Technology and Result Processing Work.**

- a) Scanning of present candidate OMR Answer Sheet with high speed OMR/ICR/OCR scanner machine. Scanner machine should have minimum speed of 60 OMR sheets per minute.
- b) Generation of scan image of each OMR sheet with high resolution.

- c) Generation of soft data from scanned image.
- d) Editing/Verification of soft data with scanned image with data entry.
- e) Preparation and Validation of answer key in 10 sets
- f) Result processing work as per instructions of Board.
- g) Synchronization / Linkup of retrieved data with Pre Exam Data.
- h) Preparation of various reports as per the requirement of the Board.
- i) Preparation of Qualifying / Selection / Merit List.
- j) S.R. Printing of Examination on A4 or legal Size paper.
- k) Submission of complete database with scanned images on external storage device with searching software for easy search of OMR images with marks and details of the candidate after completion of exam.

**[B.1] Uploading of Result with OMR Images on web server:**

- a) Tenderer should have enough technical knowledge and infrastructure like hardware, servers, leased line with appropriate bandwidth for huge volume of login and downloading of data and images at a time.
- b) After preparation of Result, uploading of OMR Images and Result database of each candidate on web server with searchable application for viewing of online result and downloading of OMR Image.

**[B.2] Printing of Mark Sheet:**

Printing of Mark Sheet on 106 gsm Parchment paper with Hologram & Security Features with envelope as per requirement of Board.

**[C]. For Printing of Question Papers (Non-OMR based) and Packing with Delivery.**

- a) The State Examination Board conducts some of the Examinations as per the traditional manners wherein answers are obtained in descriptive manner. For that purpose, printing of question paper are also required and printed as per board's instructions and packing and delivery of the same requires to be made as per the Board instruction. The tenderer has to quote the price on per page bases as per the format indicated in the financial bid.
- b) Pri-printed Question Paper on 70 White Paper in A4 Size For Various Examinations.
- c) Data Entry of Manuscript Supplied By Board.



- d) Proof Reading with Manuscript of Question Paper.
- e) Printing of Question Paper.
- f) Folding/Pinning/Gumming/Cutting of Each Question Paper.
- g) Counting of Question Paper in 30 Nos. For Each Block.
- h) Packing of Such 30 Nos. Question Paper in PVC Bag with Sealing.
- i) Center Wise Packing of Such PVC Bag with Sealing.
- j) Center Wise/TalukaWise/District Wise Boxes for Packing of Such PVC Bag As Per Instruction Of Board.
- k) Pre-printed PVC Bag (Dhaman Bag) For Collecting, Returning of Filled Answer Books.

**[D]. For Result Processing Work OF Non-OMR based Examination.**

**a) Pre Exam Barcode Printing**

- Printing of details like Roll No/Seat No, Barcode, Answer Book No., Block No., Exam Name,etc.
- This barcode is placed on each answer book with only barcode and exam name visible and other details are hidden by khakhi sticker.
- Exam wise, Subject wise, center wise, Block wise packing will be required to pack barcodes.
- Approx. Size of Barcode: 9.5 cm \* 2.5 cm.

**b) Post Exam Barcode Printing**

- Printing of details like barcode with number.
- This barcode is used to identify each answer book and will connect with student data by matching with Pre-Exam barcode.
- Agency has to manually stick each answer book with Post Exam Barcode.
- Generate data by matching both the barcodes. Also, solve any errors while matching the barcodes.
- Approx. Size of Barcode: 3.5 cm \* 2.5 cm.

**c) Scanning Of Answer Book**

- Scanning of front page of each answer book one by one and matching of pre exam barcode with post exam barcode.

**d) Data Entry of Marks**

- Data entry of section wise marks of written exam from scanned answer book.
- Marks of each question must be checked if they do exceed the maximum marks per question.
- Final total must be calculated. Final total must be also check with user final total.
- Appropriate error message to be displayed for each validation and any discrepancy shall be reported to board for its quick solutions.

**e) Result Processing**

- Calculation of Subject wise marks, Practical exam marks and theory exam marks. Subject wise total is also to be calculated as per requirement of board.
- Percentage, Grade, Percentile may be require to be calculated.
- Results reports to be provided after finishing result processing work.
- Statistic reports generation for each exam as per requirement of board.
- S.R. Printing of Examination on A4 or legal Size paper.

**f) Printing of Mark Sheet / Certificate.**

- Printing of Mark Sheet / Certificate on 106 gsm Parchment paper with Hologram & Security Features as per requirement of Board.
- Printing of Mark Sheet / Certificate on 106 gsm Parchment paper without Hologram & Security Features.

**[E]. For Conduct of Online Examination in Gujarat**

- Tenderer should have necessary wherewithal in terms of technology and infrastructure to conduct online examinations for the candidates registered by State Examination Board.
- The tenderer should own or be an authorized licensee for the application software to conduct online examinations duly certified by govt. empanelled auditors.
- The tenderer should have a direct or indirect supervision over the online examination centers.
- It would be the responsibility of tenderer to conduct the online examination at the place and center strictly as per the guidelines of State Examination Board.
- The frequency of conduct of Online Examination may vary depending on the requirements of State Examination Board.
- State Examination Board shall develop a question bank for each subject on the basis of which online examination is conducted. It would be the responsibility of the vendor to put in place all the security measures to protect this question bank from leakage, unauthorized access, hacking or any other security threats.
- State Examination Board reserves the rights to change the question bank for every examination cycle without additional cost.
- It would be the responsibility of the vendor to provide slots to the candidates at the center preferred by the candidate and also to communicate these details to the candidates immediately through SMS and email and online mode.
- The examinations shall be conducted as per the guidelines of State Examination Board. Any deviation in conduct of the examinations from these guidelines will not be acceptable and the liability arising out of the same is to be entirely borne by the vendor.
- The vendor must provide the candidates data in the format as desired by State Examination Board.
- The ownership of entire data will be solely on State Examination Board. The vendor shall retain the data of the candidates including the question paper & the answers up to one year from the date of examination.
- State Examination Board may demand such data as and when required. The tenderer should take a backup of the data before destroying and submit the same in encrypted and pass- word-protected format to State Examination Board.
- All the backups must be kept in fireproof vault while it is at tenderers premise. The

tenderer has to handover complete data in a restorable format within 2 working days whenever required by State Examination Board.

- The technically eligible tenderers shall be required to demonstrate the Proof of Concept (POC) on a test bed showing detailed functionalities of the software solution for the suggested workflow to the satisfaction of State Examination Board.
- Further the tenderer may specify the details of additional functionalities being offered to State Examination Board as part of their solution, without any extra cost.
- The service provider shall be responsible for providing a Tier3 Data Centers for Primary DC and DR facility within India .The DR should preferably be in a different seismic zone or minimum distance of 500 km from the primary DC facility. The service provider shall ensure and maintain following parameters
  - RPO – 15 Minutes
  - RTO– 30Minutes
- State Examination Board shall provide the guidelines for making of the forms/registration and other details as needed by the Tenderer team from time totime.
- State Examination Board shall also inform the window period during which the students can appear for the examinations at the said centers.
- In addition to the names and particulars, State Examination Board shall also inform the subjects required to be fixed/allotted to the respective student for the purpose of giving online examinations.
- State Examination Board shall forward the online multiple-choice questions in a form as specified by the tenderer only through uploading it in a minimum 128-bit encrypted File Transfer Management for authoring.
- The tenderer shall strictly take care that the concerned students are permitted to appear/give the online examination in the specified period and by going through the prescribed questions, that are sent by State Examination Board
- Tenderer shall provide the necessary Software and other Computer related help to the students for giving online examination.

## 2. QUALIFYING CRITERIA.

Sr.No.	Pre-qualification Criteria	Supporting Document to be submit-
1)	Bidder must be a company registered in India under the Companies Registration Act, 1956.	Copy of the valid registration certificate issued by competent authority.
2)	The Bidder must have an average annual turnover of at least INR 5 Crores during the last 3 financial years	Copy of Audited/Provisional Balance sheet for all 3 years & Certificate from the Company Secretary Certifying the Turn over amount.
3)	The Bidder should have a valid CMMi level 3 certification or above	Copy of SEICMMi level 3 certificate (the company should be listed at official site of CMMi <a href="https://sas.cmmiinstitute.com/pars/pars.aspx">https://sas.cmmiinstitute.com/pars/pars.aspx</a> )
4)	The Bidder must have the valid security Press certified by the Reserve Bank of India or India Banking Association (RBI/IBA)	Copy of the Registration certificate of the security press approved by RBI/ IBA
5)	The tenderer shall have CERT-IN certified tier-3 functional data center with ISO certification and minimum of 100 mbps speed to host the website of the department.	Copies of the relevant documentary evidence
6)	Bidder must have at least <b>3 end to end</b> experience in executing confidential examination work facilitating minimum 1.5 lakh candidates in each project during the last 3 years period with <b>at least 2 experience in Teachers Eligibility Test (TET) with Completion Certificate</b>	Copies of the relevant documentary evidence

7)	The Bidder must have experience of conducting Online Examination for any 3 projects with State/Central Government departments with successful completion of at-least 2 projects.	Copies of the relevant documentary evidence
8)	The Bidder must have experience of conducting Online Examination for any State /Central Government Departments for at-least 3000 candidates in one single day. The tenderer should have not been debarred from any Government bodies in India.	Copies of the relevant documentary evidence
9)	The tenderer should have capacity experience for supplying Confidential Question Paper and OMR for at least 5 lac students in one single exam in last 3 years	Copies of the relevant documentary evidence
10)	The tenderer should have experience of supply of confidential and secrecy question paper and OMR scanning in at-least 1 state in last 3 years (Confidential printing and scanning)	Copies of the relevant documentary evidence

- The tenderer should have its printing press and/or registered office outside the territorial limits of the State of Gujarat. **Gujarat-based printers are barred from participating in the tender process.**
- The bidder should have to submit all other documents as mentioned in **TENDER SUBMISSION.**
- Only the bidder qualifying the pre-qualification criterion would be considered for further evaluation.
- The bidder should not have been unsuccessful in any project or left any project in midway in any state and should have successfully completed all projects assigned.

### 3. GENERAL CONDITIONS.

- a) As being a confidential nature of work and to maintain secrecy all printing and packing activity of question paper booklet must be done outside of Gujarat state.
- b) The Board will provide hand written manuscript of question paper, layout of OMR sheet, and Quantity and Serial number details before 20 days from date of examination.
- c) The tenderer should complete composing, proofing, corrections and jumbling of questions and answers in 10 sets within 15 days after receiving of manuscript.
- d) The tenderer should complete the printing of OMR sheets with variable data within 3 days after approval of artwork of OMR sheet.
- e) Block wise, Center wise and District wise details with Roll No. will be provided by the Board for packing of Question Paper Booklets before 10 days from date of examination. Tenderer should have to prepare Packing Memo according to details given by the Board.
- f) The tenderer should complete Question Booklet Printing, insertion of OMR sheet and Packing of Question Paper Booklet Block wise, Center wise, District wise in corrugated boxes as per Packing Memo before 3 days of date of examination.
- g) The above confidential material should be dispatched on time and place as decided by the Board.
- h) The tenderer should make enough arrangement to collect filled OMR sheets from Board office on same date after the completion of examination or as per the instructions of the Board.
- i) The tenderer has to start scanning on same day of receipt of filled OMR sheets and has to report Board within 24 hours for missing / misplaced filled OMR sheets.
- j) All the scanning and data capturing work needs to be complete in 48 hours time.
- k) Tenderer has to prepare Provisional Answer Key as per the instruction by the Board.
- l) Tenderer has to prepare and submit 10 different set of Final Answer Key as per jumbling pattern in PDF format as well as XLS format within 24 hours as instructed by the Board.
- m) Tenderer has to prepare Final Result on the same day on approval of Final Answer Key.

- n) The tenderer has to upload Final Result and OMR Images on own web server on the same day of preparation of Final Result and provide at least two web links to the Board for web display and downloading OMR Image.
- o) The tenderer has to prepare Result Booklet with various types of reports as instructed by the Board.
- p) The tenderer has to print Mark sheet/Certificate with Hologram, security features and envelope.
- q) The tenderer has to print Variable Data Printing like Photo of Candidate, Candidate details, Address and Result on Pre-printed Mark sheet cum Certificate and same to be packed in window envelope for dispatch.
- r) The tenderer has to prepare and submit complete database with scanned images on external storage device with searching software for easy search of OMR images with marks and details of the candidate after completion of exam.
- s) The tenderer has to print Duplicate Mark sheet as and when asked by the Board.
- t) The proof of ownership of the specified printing machinery, variable data printers, computers, OMR/ICR/OCR scanners, servers, & other hardware should be given in a separate sheet.
- u) The premises of the Tenderer where the work will be executed should have adequate security arrangements like security guards, CCTV etc. as the work is highly confidential in nature.
- v) The technically qualified Tenderer will have to give live demonstration of the proposed system within 7 seven days if asked.
- w) The appropriate authorities of the Board do not bind themselves to accept in part or in full the lowest or any tender or assign any reasons for accepting or rejecting any tender whatsoever.
- x) Ambiguous, incomplete, conditional tenders, tenders received without earnest money, tenders received after due date and time, tenders not received in the manner prescribed, or received in consortium shall be rejected.
- y) Online Examination Software should be owned by the company and properly demonstrated to the board officials. No third party application or consortium shall be entertained.
- z) The Tenderer should have online integrated grievance management module to facilitate applicant's queries.
- aa) For any dispute Jurisdiction will be Gandhinagar.

**NOTE:-**

- a) Tender(s) received from the tenderers will be processed in concealed manner.
- b) The Chairman, State Examination Board reserves all the rights to reschedule, cancel or reject the tender without assigning any reasons thereof.

## 4. TENDER SUBMISSION.

The Tenderer should submit tender documents of “Technical Bid” and “Financial Bid” in separate envelope sealed and superscripted as “Technical Bid” and “Financial Bid” respectively BY HAND to the Secretary, State Examination Board as mentioned in the Tender Notice.

### 1. **Technical Bid:-**

Certified copies of the following documents must be enclosed in the Technical Bid.

- a) Demand Draft of Rs. 5,000/- as a Tender Form fee.
- b) Demand Draft of Rs. 12 Lac as an Earnest Money Deposit.
- c) Details of Tenderer – Annexure –A.
- d) Concerned Work Experience Certificate’s / Work orders and other documents showing the Pre- Qualification as per Qualification criterion mentioned above. Experience of doing such jobs – Annexure –B.
- e) Details of the infrastructure i.e. availability of equipment, man power, work-space with security arrangement as given in Annexure –C.
- f) Last 3 years annual turnover. (C.A. Certified) – Annexure –D.
- g) Strategy for conducting offline Exams in highly secured, fair and transparent manner (3-5 Slides PPT-CD).
- h) Strength and Capability of Bidder with respected to Computer Based online Exam Assignment (3-5 Slides PPT-CD).
- i) Self-declaration as Enclosed.
- j) Supportive Pre-Qualification documents (Qualifying Criteria) as shown below:-

#### 1. **Basic Certificates**

1. Registration Certification and Bye-Laws
2. PAN Card.
3. TAN Card.
4. TIN No. Certificate.
5. Professional Tax. (If applicable)
6. Service Tax/VAT/GST Registration.
7. Audited Balance Sheet for last 3 financial years
8. CMMI& ISO certificates (Print of CMMI from [cmminstitute.com](http://cmminstitute.com)).
9. RBI/IBA certified press Certificate/NDA
10. Proof of Cert-In certified Tier 3 Data Center with 100 mbps Bandwidth (Data Center Certificate)
11. Proof of 3 examination works including 2 TET experiences of 1.5 lac students each.
12. Proof of conducting Online Examination for any 3 projects with State/Central Government departments with successful completion of at-least 2 projects.



13. Proof of conducting Online Examination for at-least 3000 candidates in single day.
14. Proof of capacity experience for supplying Confidential Question Paper and OMR for at least 5 lac students in one single exam in last 3 years.
15. Proof of supplying confidential and secrecy question paper and OMR scanning in at-least 1 state in last 3 years (Confidential printing and scanning).
16. Work Order and completion certificate for printing and scanning of min 2 lac records (separately) for any single project

## **2. Financial Certificates**

- i. P/L & Balance sheet of 2014-2015 & 2015-16 and 2016-17
- ii. Income Tax returns of last 3 (three)years
- iii. Latest return of CST/GST/Service Tax as applicable.
- iv. GST Registration Certificate.
- v. Factory Act /SSI/FICCI/CII/MSME Registration Certificate.
- vi. No due certificate of any tax as on 30.06.2017 (by C.A.)

## **3. Credential Certificates**

- i. Current No-conviction certificate or affidavit of non-conviction affirmed before a First Class Magistrate (affidavit sworn after 1st January 2017).
- ii. Certificate regarding non-pending of litigation.
- iii. Document regarding non-performance of contract as part of contractors default if any (affidavit sworn after 1st January 2017).

#### 4.1.1 Technical Evaluation Criteria:-

S. No.	Technical Parameters – Checklist	Max Score
1	Average Annual Turnover of Prime Tenderer during each of the last three (3) financial years (FY 2014-15 , 2015-16 & 2016-17)– >= INR 20 Crores (20 marks) >= INR 10 Crores and < INR 20 Crores (10 marks) >= INR 5 Crores and < INR 10 Crores (5 marks)	20
2	The Bidder’s experience printing and scanning (separately) of minimum 2 lakhs records for each project >= 5 projects :(10 marks) >= 3 and < 5 projects :( 5marks) >= 2 and < 3 projects (2 marks)	10
3	Tenderer’s experience of conducting end to end TET examination in the last 3 years for any State government 5 or more TET examinations :(25 marks) More than 3 but less than 5 examinations:( 10 marks) 2 examinations (5 marks)	25
4	Tenderer experience of Online Examination >= 50000 candidates per Exam (15 marks) >= 25000 and less than 50000 candidates per Exam (10 marks) >= 3000 and less than 25000 candidates per Exam (5 marks)	15
5	Maximum capacity experience in one single exam for supply of Question paper and OMR in last 3 years >= more than 10 lac students ( 15 marks) >= 5 lacs and <10 lacs (5 marks)	15
6	ISO/CMMI Certification CMMIL5 and ISO 27001:2013 and ISO 9001:2015 (25 marks) CMMIL3 and ISO 27001:2013 and ISO 9001:2015 (10 marks) CMMIL3 only (5 marks)	25
	Tenderer should have experience of Confidential examination work in minimum 1 state in India. >= 5 State (10 Marks) >= 3 State (5 Marks) <1 State (2 Marks)	10
8	CERT-IN certified Tier-3 functional Data center with ISO certification and Bandwidth certificate of having data center with bandwidth: >= 1 Gbps (10 marks) < 1 Gbps (5 marks)	10

9	<p>Valid security printer Certificate/NDA by RBI/IBA</p> <p><b>Printing Capacity:</b></p> <p><u>Criteria 1:</u>          &gt;=8 Lakhs/day prints of the OMR sheets &amp;          &gt;=4 lakhs/ day prints of the 32 page booklet (20 marks)</p> <p><u>Criteria 2:</u>          &lt; 8 Lakhs/day prints of the OMR sheets &amp;          &gt;=4 lakhs/ day prints of the 32 page booklet (10Marks)</p>	20
10	<p>Methodology and Process for overall execution of projects. A presentation of all the bidders that qualify for the technical evaluation round shall be called. The bidders shall be evaluated on the following aspects:</p> <ul style="list-style-type: none"> <li>i. Understanding of Scope of Work</li> <li>ii. Approach &amp; Methodology</li> <li>iii. Solution design &amp; architecture</li> <li>iv. Execution / Implementation Strategy</li> <li>v. Quality of Manpower to be deployed</li> <li>vi. Project Plan /Timelines</li> </ul> <p>Demonstration of online Examination software and site visits</p>	50
	<b>Total</b>	<b>200</b>

**Important Note:**

1. Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 70% and Commercial Bid Score a weightage of 30%.
2. The bidder would be technically evaluated out of 200 marks. All the bidders who secure overall minimum of 70% (140 Marks out of 200 across all the components together) will be considered as technically qualified. Final score of all bidders will be calculated on the basis of the following formula:

$$F_s = (0.70*(T_s/200) + 0.30*(C_{min}/C_b)) * 100$$

Where

F<sub>s</sub>= Overall score of bidder under consideration

T<sub>s</sub>=Technical Score for the bidder under consideration out of 200

C<sub>b</sub>= T<sub>1</sub> + T<sub>2</sub> +T<sub>3</sub> + T<sub>4</sub>+T<sub>5</sub> Financial Bid Value for the bidder under consideration

C<sub>min</sub>= Lowest financial bid value (C<sub>b</sub>) among the financial proposals under consideration

2. **Financial Bid:-**

The Financial Bid document is enclosed with this Tender Form.

In the Financial Bid the rate is to be quoted inclusive of all cost per OMR sheet with variable barcode, Question paper printing, Scanning of OMR sheet, Result processing work and Uploading of Result and OMR Images on webserver.

The financial Bid for online examination should also include all expenses.

3. **Further:-**

Further the both Envelope “Technical Bid” and “Financial Bid” should be packed in a larger envelope & should be super scribed as **TENDER FOR PRINTING OF OMR, & QUESTION PAPER / RESULT PROCESSING and ONLINE EXAM WORK**

## **5. EARNEST MONEY DEPOSIT, BANK GUARANTEE ETC.**

- i** No exemption for submitting the EMD will be given to any tenderer including SSI Units.
- ii** The Earnest Money Deposit of the unsuccessful tenderer will be refunded by the board on written request only after the finalization of the tender.
- iii** The successful Tenderer will have to sign an agreement with the Board in such format as decided the Board.
- iv.** The successful Tenderers will have to give a security deposit of Rs.25 Lac (Rupees Twenty Five Lac Only) in form of bank guarantee.
- v.** Each bidder must deposit Demand Draft showing that Earnest Money and tender cost of Rs12,00,000/- (Rupees Twelve Lakh only) and Rs. 5000/- ( Rupees Five Thousand Only) respectively in favour of Secretary, State Examination Board, Gujarat payable at Gandhinagar before opening of Bid – “A. A copy of the Demand Draft / Pay Order of the Earnest Money deposited should be included with the documents submitted in “Bid A”.
- vi.** The earnest money of the bidder will be liable to be forfeited if the Tenderer withdraws his tender as a whole or for any particular item at any stage after the opening of the tender, or fails / refuses to enter into written agreement for any or all of the items of his accepted tender within the time specified when requested to do so/fails to furnish Performance Bank Guarantee within the stipulated time.
- vii.** The Earnest Money of unsuccessful bidders will be refunded after finalization of the tender or within 3 (three) months from the date of opening of tender which- ever is later against the specific prayer of Tenderer.

## **6. WORK ORDER.**

- i** The work order will be placed after taking into consideration the competence, capacity and experience of the tenderer.
- ii** The order will be placed to the tenderer before 20 days from the date of examination.

## **7. PAYMENT TERMS.**

- a) 30% payments will be made at the time of placing order.
- b) 30% payments will be made after successful delivery of the papers.
- c) 40% remaining will be paid only after completion of the exam work with complete satisfaction of the Board.

## **8. TESTING.**

- a) SEB (Govt. Of Gujarat) will be at liberty to get the services and software tested At Govt. Selected authority.
- b) A mock testing session for the software to SEB (Govt. Of Gujarat) will be arranged by the agency, as and when required.

## **9. WITHDRAWAL / CANCELLATION & Purchase Policy of Tendering Authority.**

- a) The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.
- b) The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.
- c) The tendering authority reserves the right to cancel the whole tender process if situation arises.

## **10. PENALTY CLAUSE**

- a) In case of supply of the sub- standard items / services, any such items determined by the appropriate authority will not be accepted and the payment for such items will not be made to the supplier.
- b) Debarment from participation in next tender processes of the SEB (Govt. Of Gujarat): The tender selection committee reserves the right to declare a firm / Company black- listed for five years due to the following reasons:  
If the supplier,
  - a) withdraws from agreement after being the “Lowest Quoted Tenderer”
  - b) Failure in supply within stipulated period.
  - c) For supply of substandard items within tender period as determined by the Competent Authority.
  - d) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on.

- e) Tenderer who have quoted absurdly high or low rate in the opinion of Tender selection Committee, with the intention to vitiate the tender process.
- f) Submission of tender for the product(s) for which the concerned company has been blacklisted either by the state Government other State / Central Government Organization.
- g) Submission of tender during the period of blacklisting of Concern / Company either by Tender Inviting Authority or by any State Government or by other State/ Central Government.

**c) Financial Penalties for deficiencies in services / supplies during the period of the tender and its subsequent extensions:**

- a) For supply of sub-standard items / services within tender period or its extensions.
- b) For delay in the supply of items / services ordered: The authority shall provide the evidence of sending the order to the successful Tenderer. Part supply will not be considered as supply in full unless specified in the supply order.
  - i. First time offence:**

If orders are not supplied in full within the stipulated time as mentioned in the work order - Caution to be sent along with the copy of the order.
  - ii. Second time offence for the same material & services / other materials & services:**

If orders are not supplied in full within stipulated time as mentioned in the work order or receipt of the caution notice as provided 5% of the total value of the order or Rs 10,00,000 (Ten Lakh) whichever is less will be deducted from the billed amount.
  - iii. For firms who fail to supply the full order on five occasions within the tender period and its extensions- the whole Performance Bank Guarantee will be forfeited and the firm and its principals will be debarred from participation in tenders of this Dept. for the next five years.**
- c) The names of the defaulting suppliers will be put up in the Departmental website.
- d) Enhancement of basic rates etc. or the fact that the tender period has been extended will not be acceptable as a plea for not supplying the materials within the stipulated period as provided in the work order.

**d) Non – supply / Risk Purchase:**

- a) If Tenderer fails to execute the supply within the stipulated period, the Tender inviting authority/ order placing authority, is at liberty to make alternative purchase of item/ items for which orders have been placed from any other source, following provisions of the existing Acts/ rules/Orders.
- b) For the situation as enumerated above, the supplier will be imposed penalty apart from forfeiture of Performance Guarantee. The excess expenditure over and above contracted prices incurred by the Tender inviting authority/ Order placing authority in making such purchases from any other sources or in the open market or from any other money due and will become due to the default supplier and in the event of such amount being insufficient, the balance will be recovered personally from the supplier or his pending bills, if any.

**e) Penalty for formation of cartel or furnishing of fraudulent / misleading documents:**

If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in whatsoever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false / misleading / fraudulent documents or made incorrect declarations. The penal measure will be

- a) Forfeiture of Earnest Money
- b) Forfeiture of Performance Bank Guarantee.
- c) Cancellation from the approved list of suppliers and debarment from further supply orders
- d) Black listing from all Departmental tenders, the Principals of the firm(s) and the concerned distributor(s) for a period of five years.

**f) In case of leakage of question papers at the Tenderer printer's end:**

Heavy penalty including Police Actions as per the Law will be imposed on tenderer printer and he will be black listed forever. The entire expenditure for reprinting of papers and other charges will have to be borne by him.

## **11. APPEAL**

Appeal against the decision to impose such a penalty will lie with the Tender Selection Authority, SEB (Govt. Of Gujarat). The concerned agency may appeal to the authority citing the proper reasons for non- imposing the penalty as stated.



## **12. AGREEMENT**

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by the SEB (Govt. Of Gujarat). Such intimation may be forwarded either in one lot or in different lots. After communication of the same, the Tenderer will have to execute agreement in the prescribed form with the SEB (Govt. Of Gujarat). This present document and the tender forms filled in by the Tenderer or copies thereof in so far as they are not inconsistent with these terms & Conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer.

### **VALIDITY PERIOD OF AGREEMENT.**

This contract stays valid for the period of 2 years from date of agreement. However, If the board is satisfied with the services of the agency and agency agrees to offer its services and material without any increase in price, then the board may extend the contract for a period of another two years only after approval of the EC of the Board.

## **13. PERFORMANCE BANK GUARANTEE.**

- a) The performance bank guarantee will be mandatory for successful Tenderer and will not be waived in anycase.
- b) The successful Tenderers will have to give a security deposit of Rs.25 Lac (Rupees Twenty Five Lac Only) in form of bank guarantee.
- c) Performance Bank Guarantee should be submitted within three weeks from the date of issue of supply order.
- d) The Performance Bank Guarantee will be liable to forfeiture as enumerated in Clauses above.

## **14. In Case of Incorrect / Fabricated Documents.**

During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected without any prejudice.

## **15. RIGHTS OF AUTHORITY.**

The Tender Selection Authorities reserves the right to cancel the Tender. Due to unavoidable circumstances and no claim in this respect will be entertained.

**sd/-**  
**(P.A.Jalu)**  
**Chairman**  
**State Examination Board**  
**Gandhinagar**

16.

## Application Form.

(Duly signed and to be submitted under prequalification Folder)

To  
The Secretary  
State Examination Board,  
Gandhinagar, Gujarat

**Sub: application form for providing jobs/services related to end to end admission cum pre & post examination process for various exams under State Examination Board (Education Department Govt. of Gujarat) for the session 2017**

Ref: Ref. No: .....Dated .....

Sir,

Having examined the pre-qualification documents, I/ We here by submit all the necessary information and relevant documents for evaluation.

The application is made by me /us on behalf of ..... In the capacity .....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority as- signed to us on behalf of the group of Firms for Application and for completion of the contract documents is attached herewith.

We are interested in providing the services mentioned in the Bill of Quantities.

We understand that:

- Tender Selection Committee **State Examination Board (Education Department Govt. of Gujarat)** can amend the scope and value of the contract bid under this project.
- Tender Selection Committee **State Examination Board (Education Department Govt. of Gujarat)** reserves the right to reject any application without assigning any reason.

Date:

Signature of Applicant including Title  
And capacity in which application is made

**STATE EXAMINATION BOARD, GUJARAT STATE**  
**Opp. Government Library, Sector – 21, Gandhinagar.**

**Tender Notice No.SEB/001/15.07.2017/2017-19**

**TENDER FOR PRINTING OF OMR, QUESTION PAPER,  
RESULT PROCESSING WORK AND ONLINE EXAM WORK**

**The following documents must be certified and attach with Technical Bid**

Sr. No.	Requirement	Mark Tick and Page No.	Details if No.
1	D.D. of Tender Form fee		
2	D.D. of E.M.D.		
3	Details of Tenderer as per Annexure – A		
4	Work Experience Certificate's / Work orders and other documents showing the Pre- Qualification as per Qualification criterion mentioned above. Experience of doing such jobs – Annexure –B		
5	Details of the infrastructure as per Annexure –C. (All Annexure's to be attach)		
6	Annual Turnover Certificate (C.A. Certified) - Last 3 (three) years as per Annexure – D.		
7	Copy of Registration Certificate as a Security Printer approved by IBA / RBI along with Validity Certificate.		
8	SRS (System Requirement Study) of the system.		
9	Self-Declaration		
10	Copy of Company Registration Certificate		
11	Copy of Service Tax Registration Certificate		
12	Copy of Income Tax – PAN No., TAN No., TIN		
13	Copy of Income Tax Return – Last 3 (three)		
14	Copy of Audited Balance Sheet – Last 3 (three) years.		
15	Copy of Factory Act / SSI /FICCI/ CII/ MSME Registration Certificate		
16	Security Arrangement available		
17	Samples to be attach with authorized signatory and stamp with seal		

**STATE EXAMINATION BOARD, GUJARAT STATE**  
**Opp. Government Library, Sector – 21, Gandhinagar.**

Tender Notice No.SEB/001/15.07.2017/2017-19

**TENDER FOR PRINTING OF OMR, QUESTION PAPER,  
RESULT PROCESSING WORK AND ONLINE EXAM WORK**

**ANNEXURE – A**  
**DETAILS OF TENDERER**

1	Name of the Press / Tenderer	
2	Address of Registered Office	
3	Address of Working Place of the Press	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Pvt., and Ltd. Co.,)	
6	Name, Address, Telephone No. of Board of Directors of the Company / Pvt., Ltd., and Ltd., Co. / Partnership / Ownership.	
	Phone No. with STD Code of Office and Residence	
	Office / Regd. Office Address	
	Residence Address	
	Mobile No.	
	E-mail Address and or Website Address	
7	<b>Details of Tender Fee and EMD</b>	
	<b>Tender Fee</b>	
	(A) Amount in Rs.	
	(B) Demand Draft No. and Date	
	(C) Name of Bank and Branch	
	<b>Earnest Money Deposit (EMD)</b>	
	(A) Amount in Rs.	
	(B) Demand Draft No. and Date	
	(C) Name of Bank and Branch	

8	Total Annual Turnover for the Last Three Years (Enclose C.A. Certified copy) (As per Annexure – D)	
	2014-2015	
	2015-2016	
	2016-2017	
9	Total Annual Turnover for Last Three Years from such type of examination work (Enclose C.A. Certified copy) (As per Annexure – D)	
	2014-2015	
	2015-2016	
	2016-2017	
10	Total Building Area (With Press, Office, Storage Space and Scanning work space) (Proof of Ownership / Lease Agreement to be attached)	
11	Total No. of Staff	
	(A) Technically Skilled	
	(B) Administrative	
	(C) Skilled	
	(D) Semi-skilled	
	(E) Unskilled	
	(F) Security Staff (Own or Private Security)	
12	Registration Certificate No. as a Security Printer approved by IBA / RBI along with Validity Certificate and NDA	
13	CST/VAT/Service Tax Registration No. (Enclose copy)	
14	a) Income Tax – PAN No. (Enclose copy)	
	b) Income Tax – TAN No. (Enclose copy)	
	c) Income Tax – TIN No. (Enclose copy)	

15	Factory Act / SSI / MSME Registration No. (Enclose copy)	
16	Whether the tenderer has been Black Listed by any Govt. / Semi Govt. / Education Board / University and it is not been cancelled or stayed or nullified yet? (Yes or No) If No, submit the Self Declaration in given format.	
17	Has the Press its own Security arrangement? If Yes, OF what Type? Please give details.	

Note: For above details, attach separate sheet if required.

Seal and Signature of Authorized Person

Place:

Date:

## ANNEXURE – B

1. Copy of the valid registration certificate issued by competent authority.
2. Copy of Audited/Provisional Balance sheet for all 3 years & Certificate from the Company Secretary Certifying the average 3 yrs. turn over amount of more than 5 crores
3. Copy of CMMi level 3 certificate (<https://sas.cmmiinstitute.com/pars/pars.aspx>) and ISO certificates
4. Copy of the Registration certificate of the security press approved by RBI/ IBA and NDA of press along with printing capacity proof.
5. Proof of have CERT-IN certified tier-3 functional data center with ISO certification and minimum of 100 mbps speed to host the website of the department.
6. Experience proof of 3 end to end experience in executing confidential examination work facilitating minimum 1.5 lakh candidates in each project during the last 3 years period with at least 2 experiences in Teachers Eligibility Test (TET) with Completion Certificate.
7. Proof of capacity experience for supplying Confidential Question Paper and OMR for at least 5 lac students in one single exam in last 3 years
8. The tenderer should have experience of supply of confidential and secrecy question paper and OMR scanning in atleast 1 state in last 3 years (Confidential printing and scanning)
9. The Bidder must have experience of conducting Online Examination for any State /Central Government Departments for atleast 3000 candidates in one single day.
10. Proof of experience of conducting Online Examination for any 3 projects with State/Central Government departments with successful completion of at-least 2 projects and total experience certificate of online examination
11. Strategy for conducting offline Exams in highly secured, fair and transparent manner (3-5 Slides PPT-CD).
12. Strength and Capability of Bidder with respected to Computer Based online Exam Assignment (3-5 Slides PPT-CD).

**ANNEXURE – C**  
**Infrastructure Details**

**The details of infrastructure available with us are as under –**

1. A) Name :  
Address :  
Registered Office and Works :
- B) Date of  
Registration of  
: firm / date of  
incorporation as a  
company
2. Availability of Machines : For below annexures, attach separate sheets

**ANNEXURE – C1**

**Details of printing and other machineries:**

Sr.	Type of Machine	No. of Machine	Size	Mfg. Capacity/ speed per machine	Combined Capacity

Total Printing capacity (A4Size) : \_\_\_\_\_per hour

i.e.Total Printing capacity (A4 Size) : \_\_\_\_\_per Day



## ANNEXURE – C2

### Printers :

Sr.	Make of the Printer	Type ( Laser / Inkjet)	No. of	Speed A4 size pages / hour

Total Printing capacity (A4 Size) : \_\_\_\_\_pages per hour

i.e.Total Printing capacity (A4 Size) : \_\_\_\_\_per Day

## ANNEXURE – C3

### Computers :

Sr. No.	PC's / Work Station	Quantity	Make & Other Description	Year of Installation

## ANNEXURE – C4

### Servers :

Sr. No.	Server Name	Quantity	Make & Other Description	Year of Installation

### ANNEXURE – C5

#### Scanners :

Sr. No.	Type and Details of OMR scanner	Nos.	Make & Tech. Specification	Speed - Sheet Per Hr	Total Speed Sheet/Hr

Total Scanning capacity (A4Size) : \_\_\_\_\_pages per hour  
i.e.Total Scanning capacity (A4 Size) : \_\_\_\_\_per Day

### ANNEXURE – C6

#### Details of Licensed Software's mentioned all available software including (OMR/ICR/OCR)

Sr. No.	Name of software	Features

### ANNEXURE – C7

#### Available Strength of Man Power :

Sr. No.	Department	Full Time	Part Time

### ANNEXURE – D

Turnover of the Firm/ company for the last following years

(Audited Balance Sheet is to be produced) (Enclose C.A. Certified copy as per below)

Sr. No.	Year	Total Annual Turnover	Total Annual Turnover from such type of examination
1.	2014-2015 (Audited)		
2.	2015-2016 (Audited)		
3.	2016-2017 (Provisional/ Audited)		

**SELF DECLARATION**

I, .....,  
do hereby declare that our firm is not Debarred / Black listed / prohibited / suspended by the  
any of the Government department / Public Examination Body / University / Education Board  
nor any of the criminal / or civil / or any enquiry is pending against us.

SEB is entitled to forfeit our security deposit in case of any such information coming to the  
notice of the SEB.

I further undertake that if above declaration proves to be wrong / incorrect or misleading our  
tender / contract stands to be cancelled / terminated.

Place :

Seal and Signature of Authorized Person

Date :

**STATE EXAMINATION BOARD, GUJARAT STATE**  
**Opp. Government Library, Sector – 21, Gandhinagar.**

Tender Notice No.SEB/001/15.07.2017/2017-19

**TENDER FOR PRINTING OF OMR, QUESTION PAPER,  
RESULT PROCESSING WORK AND ONLINE EXAM WORK**

**FINANCIAL BID (PART-B)**

Before quoting the rate please read the scope of work carefully.

**Note: Quote all the rate inclusive of all taxes and other charges.**

**[A]. For Question Paper (OMR Based & Non-OMR based) Printing:**

Sr.	Description	Size	Rate Per Copy(Rs.)
1.	1) Printing of Question Paper Booklet in Three different languages on 60 gsm white paper for <b>16 pages as per the scope of work –A &amp; C</b>	21 cms x 28 cms	
	2) Printing of Question Paper Booklet in Three different languages on 60 gsm white paper for <b>24 pages as per the scope of work –A &amp; C</b>	21 cms x 28 cms	
	3) Printing of Question Paper Booklet in Three different languages on 60 gsm white paper for <b>32 or above pages as per the scope of work –A &amp;C</b>	21 cms x 28 cms	
	<b>TOTAL (T1)</b>	<b>(T1) =(1+2+3)/ 3</b>	

**[B] For OMR Printing &Result Processing Work (OMR Based Exam)**

Sr.	Description	Size	Rate Per Copy (Rs.)
2.	1) Printing of OMR sheet on 100 gsm superfine maplitho quality paper with variable barcode and serial numbering <b>as per the scope of work –A.1</b>	19.5 cms x 27 cms	
	2) Scanning of OMR sheet and Result Processing Work <b>as per the scope of work B</b>	–	
	3) Uploading of Result with OMR images on server <b>as per the scope of work B.1</b>	–	
	4) Printing of Marksheet <b>as per the scope of work - B.2.</b>	–	
	<b>TOTAL (T2)</b>	<b>T2 = (1+2+3+4)</b>	

**[C]. For Printing of Question Papers (Non-OMR based) and Packing with Delivery as Per the Scope of Work -C.**

3.	No. Pages as per the scope of work-C.	Size	Rate PerCopy (Rs.)
	1) For 01 Page	21 cms x 28 cms	
	2) For 02 Page	21 cms x 28 cms	
	3) For 04 Page	21 cms x 28 cms	
	4) For 08 Page	21 cms x 28 cms	
	5) For 12 Page	21 cms x 28 cms	
	<b>TOTAL (T3)</b>	$T3 = (1+2+3+4+5)/5$	

**[D]. For Result Processing Work OF Non-OMR based Examination as per the scope of work D.**

4.	Description	Rate PerCopy (Rs.)
	1) Printing of Pre Exam Barcode	
	2) Printing of Post Exam Barcode	
	3) Scanning Of Answer Book	
	4) Data Entry of Marks	
	5) Result Processing Work	
	6) Printing of Mark Sheet / Certificate. (with Hologram & Security Features)	
	7) Printing of Mark Sheet / Certificate. (Without Hologram & Security Features)	
	<b>TOTAL (T4)</b> $T4 =(1+2+3+4+5+6+7)$	

**[E]. For End to End Online Examination as per scope of work-E**

Sr. No.	Online Examination As per the scope of work-E	Rate
5.	Rate per candidate per paper	
	<b>TOTAL (T5)</b>	

Place :

Seal and Signature of Tenderer

Date :