

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
PS, 1-2, Institutional Area, Patparganj,
I. P Extension, Delhi-110092
TENDER NOTICE**

The Director, C.B.S.E.(ROD), Delhi invites sealed tenders on behalf of the Secretary, CBSE New Delhi from the reputed printers established exclusively at **Delhi/New Delhi/ Ghaziabad/Noida** having good quality of offset printing machines of different sizes. The tenderers must have at least three years experience in printing in Government /Autonomous organizations for printing of different types of forms, etc. The firms/agencies possessing the necessary infrastructure may download the tender form from the CBSE Websites i.e www.cbse.nic.in. The last date for submission of tender is 09/01/2015 upto 2:30 P.M.

Samples of different types of forms and details of GSM etc. can be perused/seen/verified on all working days in Administration Branch during office hours between 10.00 a.m. to 03.00 p.m. Before quoting their price, tenderers are requested to acquaint themselves with terms and conditions of the tender.

The cost of the tender document is Rs. 200/- (Rupees Two Hundred only) which is non-refundable and non-adjustable. Tender fee and EMD of Rs. 50,000/- are to be deposited at the time of submission of bid document in the shape of demand draft only from any Scheduled Commercial Bank payable at Delhi and drawn in favour of "Secretary, CBSE". All the drafts should be enclosed with the technical bid only. The bid documents must be submitted by Hand Delivery/Regd. Post/Speed Post in sealed cover superscribing "TENDER FOR PRINTING" to the Regional Office, CBSE, Delhi at the address given above on or before 2:30 P.M. on 09/01/2015 and will be opened as per schedule indicated in the instructions to the bidders. **The technical bid & financial bid should be sealed in SEPARATE COVERS superscribing Technical & Financial Bid respectively.** These two bids should be kept separately in one large envelope superscribing Bids for participation in "TENDER FOR PRINTING AND SUPPLY OF VARIOUS FORMS". The Tender received incomplete or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

THE PROSPECTIVE BIDDERS ARE REQUESTED TO GO THROUGH THE COMPLETE TENDER DOCUMENT CAREFULLY REGARDING ELIGIBILITY & OTHER TERMS AND CONDITIONS BEFORE APPLYING.

JOINT SECY. (ROD)

**Central Board of Secondary Education
Regional Office, Delhi
PS 1-2, Institutional Area, Patparganj
I.P Extn., Delhi-110092**

**Tender Form
TECHNICAL BID**

Tender form for Printing and supply of various proforma for 2015-2016 Exams.

(Note: - The Tenderer must read the enclosed Terms and Conditions carefully before filling up the particulars in this Form.)

(1) Name of the Press. : _____

(2) Address : _____

Registered Office with Telephone No., Mobile

No, Fax No. Email address, website etc _____

(3) Factory Address with _____

Telephone No, Mobile No,

Fax No. Email address, website etc _____

(4) Date of establishment of the firm _____

(5) License/Registration No. _____

(6) PAN No. _____

(7) VAT/Sale Tax Registration No. _____

(8) Service Tax Registration No. _____

9. Experience(s) of previous three years: _____
(Please attach copies of work orders)

10. Other facilities such as:

- | | | |
|------|---|----------|
| i. | Binding/ Pad making | (Yes/NO) |
| ii. | Cutter Facility: | (Yes/NO) |
| iii. | Perforation Machine with quantity
(If Yes, mention the quantity details) | (Yes/NO) |
| iv. | Generator Facility | (Yes/NO) |
| v. | Numbering Machine | (Yes/NO) |
| vi. | Any Other. | |

11. Particulars of Demand Draft paid as Earnest money:

- i) Amount : Rs 50,000/-
 ii) DD No. : _____
 iii) Issuing Bank with date of issue : _____

12. Particulars of Demand Draft paid as Tender fee:

- i) Amount : Rs 200/-
 ii) DD No. : _____
 iii) Issuing Bank with date of issue : _____

13. Samples with Specification: Samples of paper to be used attached duly signed and stamped alongwith the name of the paper mill

Specification	Name of Paper Mill	No. of Samples Attached
70 GSM paper for the items mentioned in the tender form		

Note: - Supporting documents/proof in respect of all information mentioned above are enclosed.

14. Weekly Holiday on: _____

The terms and conditions and those appended with the tender form are acceptable to me /us. Copies of document in support of information furnished in S. No. 1-14 above are enclosed herewith. My tender can be rejected due to Non-submission of documents with technical bid.

**SIGNATURE OF THE TENDERER WITH OFFICIAL
SEAL & COMPLETE ADDRESS**

PAN NO. _____

TEL NO. _____

DATE: _____

PLACE: _____

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
PS, 1-2, Institutional Area, Patparganj, Delhi
FINANCIAL BID

LIST OF ITEMS & RATES FOR PRINTING & SUPPLY OF THE VARIOUS PROFORMA'S

Sl No	Name of the Items/ Forms	Approx Quantity reqd	GSM Reqd	Size	Rate per 1000 sheets/ set including tax (Single side printing) With pad making	Rate per 1000 sheets/ set including tax (Both side printing) With pad making
1.	Taxi Bill Form	1500	70	<u>17X27</u> 4		
2.	Inspection report of the surprise inspector	3000	70	<u>17X27</u> 4		
3.	Bill for Inspection of Examination centers	3000	70	<u>17X27</u> 4		
4.	Bill for Hon. and conveyance for delivery of Q.P.	3000	70	<u>17X27</u> 4		
5.	Inspection report of flying squad	2000	70	<u>17X27</u> 4		
6.	Duties and responsibilities to the performed by the staff of CBSE	1500	70	<u>17X27</u> 2		
7.	Examination duty card for centres 4.8"X5.5" on pulp Board	20000	300	As per sample		
8.	Examination duty card of staff of CBSE & D.D. alongwith their staff on Pulp Board	2000	300	As per sample		
9.	Bill form for observer	1000	70	<u>17X27</u> 4		
10.	Pvt. Form improvement of Performance Exams with Bank Slip for All India Scheme	2000	70 45 Bank slip	<u>17X27</u> 4 and <u>18X23</u> 4		
11.	Pvt. Form improvement of Performance Exams with Bank Slip for Delhi Sec.	6000	70 45 Bank slip	<u>17X27</u> 4 and <u>18X23</u> 4		
12.	Bank Slip	1000	45	<u>18X23</u> 4		
13.	L.O.C. Delhi. Sr.	3000	70	<u>17X27</u> 4		
14.	L.O.C. A.I. Sr.	2000	70	<u>17X27</u> 4		
15.	Pvt. Form with Bank Slip for All India Sr. School Compt. Exams. Bank Slip	2500	70 45 Bank slip	<u>17X27</u> 4 and <u>18X23</u> 4		
16.	Pvt. Form with Bank Slip for Delhi Sr. School Compt. Exams. Bank Slip	7000	70 45 Bank slip	<u>17X27</u> 4 and <u>18X23</u> 4		
17.	Bank Slip Extra (Loose)	1000	45	<u>18X23</u> 4		
18.	Performa for claims Medical Reimbursement	2000	70	<u>17X27</u> 4		

19.	Memo, return of 100 Rupees for re-checking	1000	70	<u>17X27</u> 4		
20.	Pay order (Both side in adjustment of pad, hindi & English)	5000	70	<u>17X27</u> 4		
21.	Acknowledgement	20000	70	<u>17X27</u> 4		
22.	Letter for Spot Evaluation	500	70	<u>17X27</u> 4		
23.	Corundum page of spot bill	1000	70	<u>17X27</u> 8		
24.	Forwarding letter of Spot Evaluation	500	70	<u>17X27</u> 4		
25.	Performa inlease cheque	500	70	<u>17X27</u> 4		
26.	Center fails of cheque	5000	70	<u>17X27</u> 1		
27.	Conveyance bill Proforma	5000	70	<u>17X27</u> 4		
28.	Stop Payment Proforma	1000	70	<u>17X27</u> 4		
29.	Letter to bank to convert of Cheque from Rs. to Dollar	500	70	<u>17X27</u> 4		
30.	Letter to bank Proforma	1000	70	<u>17X27</u> 4		
31.	Letter to Centre Suptd. discrepancy letter Proforma	500	70	<u>17X27</u> 4		
32.	Seal Impression	2000	70	<u>17X27</u> 8		
33.	Form 56 (Centre both side Eng. & Hindi)	10000	70	<u>17X27</u> 4		
34.	CBSE-82 (Proforma for Both side (Eng. & Hindi)	10000	70	17X27 4		
35.	Proforma supply of A/Book in tempo (Both Side)	500	70	<u>17X27</u> 8		
36.	Proforma for auditing of A/B than this D/Page	500	70	<u>17X27</u> 4		
37.	Centre charges bill page No 1-13	1400	70	<u>17X27</u> 4		
38.	Conf./08 Assessment Report	1400	70	<u>17X27</u> 4		
39.	Conf./11 Remuneration bills of HE	16000	70	<u>17X27</u> 4		
40.	Conf./14 Report of Examiners	19000	70	<u>17X27</u> 4		
41.	Conf./18 Report of HE	1900	70	<u>17X27</u> 4		
42.	Conf./20 Script Mark sheets	40000	70	<u>17X27</u> 4		
43.	Conf./25 Marks record of A/books	11400	70	<u>17X27</u> 4		

44.	Conf./26 Eval. of A/books	15000	70	<u>17X27</u> 4		
45.	Conf./28 Forwarding of Eval. of A/books	21000	70	<u>17X27</u> 4		
46.	Conf./29 Certificate of central eval.	18000	70	<u>17X27</u> 4		
47.	Conf./30 Attendance Certificate	16000	70	<u>17X27</u> 8		
48.	Conf./33 Consolidated claim Bill	2300	70	<u>17X27</u> 4		
49.	Conf./34 Manual A/lists	2000	70	<u>17X27</u> 4		
50.	Conf./38 Eval. Monitoring slip	2200	70	<u>17X27</u> 4		
51.	Conf./39 Relation appearing proof	1600	70	<u>17X27</u> 4		
52.	Conf./41 Compilation of errors	5700	70	<u>17X27</u> 4		
53.	Bill Form for CNS	2000	70	<u>17X27</u> 4		
54.	Eval charges bill for non spot Evaluation	1000	70	<u>17X27</u> 4		
55.	Proforma for Single side printing	1000	70	<u>17X27</u> 4		
56.	Proforma for Both side printing	1000	70	<u>17X27</u> 4		
57.	Printing of Visiting cards Single side printing	100		As per sample		
58.	Printing of Visiting cards Both side printing	100		As per sample		
59.	Printing of D.O. Letter head (Big Size)	100		As per sample		
60.	Printing of D.O. Letter head (Medium Size)	100		As per sample		
61.	CBSE/AB cell 18 Guidance of examiner for practical exam (8pages)	2000	70	<u>23X36</u> 8		
62.	CBSE /AB Cell 10 Attendance as well as LOC practical	1000	70	<u>17X27</u> 2		
63.	CBSE/AB Cell/11 Statement of candidate	1000	70	<u>17X27</u> 4		
64.	CBSE/AB Cell 11A Remuneration bill form for Examiners	1000	70	<u>17X27</u> 2		
65.	CBSE/AB Cell/16 Proforma for Scrutiny of Answer book	1000	70	<u>17X27</u> 2		
66.	Receipt book for (AB Cell branch in duplicate)one book contains 100 pages in each receipt book.	1000	70	<u>17X27</u> 8		

67.	CBSE/AB Cell/33 Practical award list in Triplicate	1000	70	<u>17X27</u> 4		
68.	Application form for obtaining the duplicate certificate	5000	70	<u>17X27</u> 2		
69.	Entry register for M&M branch on ledger paper with leather binding and numbering	20 Register	80	<u>17X27</u> 2		
70.	Notes and order on ledger paper	1000	95	<u>17X27</u> 4		
71.	Proforma for Single side printing	1000	70	<u>17x27</u> 2		
72.	Proforma for Both side printing	1000	70	<u>17x27</u> 2		
73.	Printing Charges of one side Proforma	1000	70	<u>17x27</u> 8		
74.	Cash Register 17X27/2 (cash book 200 pages each Register both side printing with perfect/ leather binding with numbering)	05 Register	80	<u>17x27</u> 2		
75.	Income Register 18X23 (200 pages each Register both side printing, with perfect/ leather binding with numbering)	05 Register	80	<u>18x23</u> 1 And <u>18x23</u> 2		

PAN NO. -----

Dated.....

Signature with the seal of the firm

CENTRAL BOARD OF SECONDARY EDUCATION REGIONAL OFFICE- DELHI

(Agreement to be executed on a Non-Judicial stamp paper of Rs. 100/-)

TERMS AND CONDITIONS

1. The rates shall be quoted inclusive of all taxes/levies. The rates will be valid for a period of one year w.e.f. date of award of tender/work order.
2. The estimated quantity of each item may be varied from month to month basis. The CBSE does not guarantee to any Printer for printing of any specific quantity in a particular month during the period of Contract.
3. Tender in sealed cover super-scribed "TENDER FORM FOR PRINTING AND SUPPLY OF VARIOUS FORMS FOR OFFICIAL USE" should reach the Regional Officer upto 2 .30 P.M. on or before 09.01.2015 alongwith tender fee of Rs. 200/- and the earnest money of Rs.50,000/-by bank draft in favour of Secretary, CBSE payable at Delhi. Tender will be opened on the same day at 03.00 PM.
4. Rates should be quoted F.O.R. at CBSE (REGIONAL OFFICE), Delhi including all taxes, etc. Delivery of forms will be taken inside the store of this Office at Delhi. Cartage/ cooliage shall be borne by the supplier upto stacking in CBSE. Paper should be used 'A' Grade Mill only for all items.
5. The earnest money of the unsuccessful bidder will be refunded without any interest.
6. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason.
7. In case of delay in the supply, penalty @ 4% per week on the proportionate amount of the bill of delayed supply will be imposed subject to a maximum penalty of 10% on the admissible amount of the bill.
8. The Board reserves the right to forfeit the earnest money in addition to the penalty if the tenderer fails to execute the order or the supply is not in accordance with the specification and samples provided or there is any breach of the terms of the contract on the part of printers.
9. The successful tenderer(s) will have to complete the work assigned to him/them within Twenty days/ as per requirement of the Board from the date of receipt of final proof positively, failing which penalty as mentioned above will be imposed. **Quantity of forms and other items etc. to be printed may increase/decrease as per requirements.**
10. The payment will be made on the basis of GSM test reports of the paper. Initially 80% payment will be made. Balance Payment will be made after receipt of GSM Test Report. Proportionate deduction will be made on account of less GSM of paper. However, in this connection, decision of the Competent Authority of the Board will be followed.
11. The Paper to be used by the firm for printing of material should be of the following mills:-1.Ballarpur 2.Sunshine 3. JK (Straw Product) 4. Any other 'A' Class Mills
12. Tenderers are required to produce evidence of their previous experience in this Line along with copies of IT returns of the past two years.
13. The rates quoted will be valid for one year only but can be extended for a further period of two years year with the consent of both the parties.
14. In case of any dispute, the Competent Authority may appoint an arbitrator whose decision will be binding on both the parties.
15. Income Tax/WCT/TDS will be deducted on all bills. In lieu of a certificate on the prescribed form will be issued to the party.

16. The tenderer shall sign these terms and conditions which shall be final and legally binding in to-to.
17. The sample of the items may be seen by the authorized representative or the interested printer on any working day between 10.00 AM to 03.00 PM upto 09.01.2015.
18. The quality of the items should be strictly similar to the samples provided by the Central Board of Secondary Education, failing which the CBSE will be free to impose penalty /compensation of damage as decided by the Board's.
19. Before submission of tender, "the tenderers should also undertake that the specifications have been seen and verified through sample provided by the Board by me/us personally".
20. Rates for required items should be quoted including costs of paper, composing, processing, plate making, printing, pad making & packing, cartridge, transportation/labour charges, other tax levies etc. in the prescribed form of tender only.
21. Rejected material shall be at the supplier's risk and they must be collected from the godowns of the office within a week from date of rejection. If supplier fails to remove the material: the Board shall have the right to dispose off the same and the supplier shall have no claim over the Board in respect of the said rejected material.
22. During the pendency of the contract, no revision in rates will be allowed, except such taxes as may be levied by the Central or the State Govt. duly notified a Govt. order and quoted extra in tender.
23. In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the order shall be cancelled and will be given to the next successful tenderer and the penalty as deemed fit by the Competent Authority shall be imposed on the tenderer who fails to execute the work order in addition to forfeiture of EMD/Security Deposit/black listed.
24. In the event of any dispute, the decision of the Chairman of the Board shall be final and binding upon the quotationer.
25. The legal jurisdiction will be Delhi in case of any dispute.
26. Penalty will be imposed by the Competent Authority by deducting of amount from the bill as under:-
 - (1) Inferior Quality of any item @ 5%.
 - (2) Misprinting Data/Matter of any item @5%.
 - (3) Short supply of any item @ 10%.
27. The Board shall have the right to inspect and verify the stock of stationery manufacturer or under process by its officer's at any time without notice.

Joint Secretary (ROD)

Acceptance of the tenderer:-

I _____ hereby undertake that, before submission of tender the terms and conditions enumerated in this form from clause 01 to 27 have been read by me/us and are acceptable to me/us.

Signature of the tenderer: _____

Seal with complete address: _____

Telephone No. (if any): _____

