

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
35-B, M. G. MARG, CIVIL LINES, ALLAHABAD – 211001
0532 – 2407970, 2408971, 2407972 Fax No. -2408977

TENDER NOTICE

The Regional Officer, C.B.S.E., Regional Office, Allahabad invites limited tenders on behalf of The Secretary, CBSE from the reputed printers established at Allahabad only 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 type of forms, file, cards etc. Tender Form is enclosed along with brief detail of Terms & Conditions. Samples of different type 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 tender.

Tender in sealed cover superscribed “TENDER FOR PRINTING AND SUPPLY OF VARIOUS FORMS” should reach to the Regional Office, C.B.S.E., 35-B, Civil Station, M.G.Marg, Civil Lines, Allahabad-211001 (U.P.) latest by 29.09.2015 upto 03.00 P.M. Tender will be opened on the same day at 03.00 P.M. in the presence of the tenderers who may like to be present. Tender received after due date and time will not be accepted.

Tender should accompany an earnest money of Rs.5,000/- (Rs. Five thousand only) in the shape of Bank Draft drawn on any Nationalized Bank in favour of “Secretary, C.B.S.E. payable at Allahabad”. The tenders without E.M.D. will be summarily rejected. The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

REGIONAL OFFICER

केंद्रीय माध्यमिक शिक्षा बोर्ड

क्षेत्रीय कार्यालय

35-बी, सिविल स्टेशन, महात्मा गाँधी मार्ग, सिविल लाइन्स, इलाहाबाद -211001

दूरभाष : (0532) 2407970, 2408971, 2407972; फ़ैक्स : 2408977

निविदा सूचना

क्षेत्रीय अधिकारी, केंद्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, इलाहाबाद द्वारा सचिव, केंद्रीय माध्यमिक शिक्षा बोर्ड के तरफ से विभिन्न प्रकार के प्रपत्रों, फाइल, कार्ड, इत्यादि की छपाई एवं आपूर्ति हेतु केवल इलाहाबाद में स्थापित प्रतिष्ठित मुद्रक, जिनके पास अच्छे गुणवत्ता वाले विभिन्न प्रकार के ऑफसेट प्रिंटिंग मशीन हों, से लिमिटेड निविदा आमंत्रित की जाती है। एजेंसी के पास सरकारी/स्वायत्त संस्थान में विभिन्न प्रकार के प्रपत्रों, फाइलों व कार्डों, इत्यादि की छपाई कार्य के कम से कम तीन वर्ष का अनुभव अनिवार्य रूप से होने चाहिए। निविदा प्रपत्र सह नियम व शर्तें संलग्न है। विभिन्न प्रकार के प्रपत्रों के नमूने व जी-एस-एम- विवरण इत्यादि कार्यालय के प्रशासन शाखा में उक्त अवधि में किसी भी कार्यदिवस में प्रातः 10.00 बजे से सायं 3.00 बजे तक देखे जा सकते हैं। निविदा जमा करने वाली एजेंसी से अनुरोध है कि इसे जमा करने से पूर्व निविदा प्रपत्र में उल्लिखित सभी नियम व शर्तों को अवश्य देख लें।

सभी प्रकार से पूर्ण निविदा प्रपत्र धरोहर राशि सहित केंद्रीय माध्यमिक शिक्षा बोर्ड के क्षेत्रीय कार्यालय, इलाहाबाद के पते पर भेजें अथवा इस क्षेत्रीय कार्यालय परिसर के भूतल पर इस उद्देश्य से रखे गए निविदा बॉक्स में दिनांक 29.09.2015 को सायं 3.00 बजे तक या इससे पूर्व तक दस्ती डाले जा सकते हैं। इच्छुक निविदाकारों की उपस्थिति में निविदा उसी दिन सायं 3.00 बजे खोली जाएगी। बाद में अथवा देरी से प्राप्त निविदा स्वीकार नहीं किये जायेंगे।

निविदा के साथ धरोहर राशि ₹5,000/- (पांच हजार मात्र) का डिमांड ड्राफ्ट जो किसी भी राष्ट्रीयकृत बैंक द्वारा "सचिव, केंद्रीय माध्यमिक शिक्षा बोर्ड" के पक्ष में निर्गत व इलाहाबाद में देय हो, संलग्न करें। बिना धरोहर राशि के प्राप्त निविदा स्वीकार नहीं किये जायेंगे। बोर्ड के पास बिना कारण बताए किसी भी निविदा को स्वीकार व अस्वीकार करने के अधिकार सुरक्षित हैं।

क्षेत्रीय अधिकारी

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
35-B Civil Station, M.G. Marg, Civil Lines Allahabad –211001 (U.P.)**

TENDER FORM NO.RO(AIld)/ADMN. /Printing/2015-16/

Cost of form : NIL

**TENDER FORM FOR PRINTING AND SUPPLY OF
VARIOUS FORMS**

Tender form duly filled in should reach the Regional Officer upto **3.00 P.M. on or before 29.09.2015**. Tenders will be opened on the same day at 3.00 P.M. in the presence of the Tenderers, who may like to be present.

M/s _____ is / are hereby authorized to submit their tender for the printing and supply of various forms for official use. The specifications of items to be printed as given in the tender form and terms and conditions are also enclosed herewith. The tender should be submitted in sealed cover superscribed "Tender for Printing & Supply of various forms for official use." The terms and conditions duly signed by the tenderers should accompany by the specific tender form.

Regional Officer

I/We _____ hereby submit tender for the printing and supply of various forms for official use as per specifications given in the tender form and terms & conditions enclosed. Before tendering the rates the requisite specifications has also been seen and verified through sample provided by the Board by me/us personally. The rates have been quoted in the enclosed tender form including the cost of paper. The terms and conditions enumerated from clause 01 to 18 have been read by me/us and are acceptable to me/us. A demand draft No. _____ dated _____ in favour of the **Secretary, CBSE**, payable at Allahabad drawn on _____ as Earnest Money is enclosed.

Signature of the tenderer
Seal with complete address

Telephone No. _____

Dated: _____

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)**

35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad –211001 (U.P.)

LIST OF ITEMS & RATES FOR PRINTING & SUPPLY OF THE FOLLOWING ITEMS

Sl. No.	Name of the Items/ Forms	Approx Quantity required#	Specification	Rates(in Rs.) offered per 1000 form/set including cost of paper, printing, delivery, all taxes, packing etc.
1	CBSE/57-B	100 pads (each pad 25x4=100 sheets)	Size 17x27/2 (Different in a set) Four pages One side printed), As per sample provided by the Board 60 GSM	
2	CBSE/86	800 sets (each set containing 07 pages)	Size 17x27/4 (6pg.single side &1pg.both side Printed) Orient Paper As per sample provided by the Board 60 GSM	
3	BSE/82	450 sets(each set containing 10 pages)	Size 17x27/4 One page Both side printed Orient Paper As per sample provided by the Board 60 GSM	
4	CBSE/66	NIL	Size 18x22/5 One page Both side printed Orient Paper As per sample provided by the Board 60 GSM	
5	CBSE/91	1000 sets (each set containing 05 pages)	Size 18x22/3 One page One side printed Orient Paper As per sample provided by the Board 60 GSM	
6	CBSE/55	NIL	Size 17x27/6 (1pg.single side Printed) Orient Paper As per sample provided by the Board 60 GSM	
7	CBSE/AB Cell/8	3500*	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
8	CBSE/AB Cell/11-B	5000 *	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
9	CBSE/AB Cell/10	2500*	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
10	CBSE/AB Cell/11 PRACTICAL	2500*	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
11	CBSE/AB Cell/11 -A	2100*	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
12	CBSE/Conf/14	5000 *	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
13	CBSE/Conf/18	5700 *	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
14	Custodian Proforma	2200*	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
15	CBSE/Conf/20	5000 *	Size 18x22/2 One page single side printed Orient paper 60 GSM	
16	CBSE/Conf/25	5000 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
17	CBSE/Conf/26	5000 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
18	CBSE/Conf/28	5000 *	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
19	CBSE/Conf/29	5000 *	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
20	CBSE/Conf/30	5000 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
21	CBSE/Conf/33	5000*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
22	CBSE/Conf/38	3600 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
23	CBSE/Conf/39	3100*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
24	CBSE/Conf/41	3100*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
25	CBSE/Conf/42	3000*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
26	Circular No.10	650*	Size 17x27/2 one page both side printed Orient paper As per sample provided by the Board 60 GSM	
27	Proforma to be filled by Comparer during comparison	1100*	Size 42x67/4 One page both side printed Orient Paper As per sample provided by the Board 60 GSM	
28	Comparison Account Form	4400*	Size 18x22/4 One page one side printed Orient paper As per sample provided by the Board 60GSM	
29	Comparison Mistake Proforma	1100*	Size 42x67/4 One page one side printed Orient paper As per sample provided by the Board 60GSM	
30	Theory Award List folder for class X - MUSTERED	600 Nos(Printed) 600Nos(Plain)	Mustered colour, as per sample provided by the Board (One page one side printed size 14x16/1) 60 GSM (Subject to approval of sample by committee as well as user branch)	
31	Theory Award List folder for class XII - RED	950 Nos(Printed) 950 Nos(Plain)	Red colour, as per sample provided by the Board (One page one side printed size 14x16/1) (Subject to approval of sample by committee as well as user branch)	
32	CBSE/Conf/34 (Triple)	9000(in form of pad each containing 100x3=300 pgs)	Size 18x22/4 Tripil 60 GSM each (1st Copy-Red, IInd Copy-Blue, IIIrd Copy-B/W) As per sample provided by the Board	
33	CBSE/Conf/34-I (Triple)	7500(in form of pad each containing 100x3=300 pgs)	Size 18x22/4 Tripil 60 GSM each (1st Copy-Red, IInd Copy-Blue, IIIrd Copy-B/W) As per sample provided by the Board	

Sl. No.	Name of the Items/ Forms	Approx Quantity required#	Specification	Rates(in Rs.) offered per 1000 form/set including cost of paper, printing, delivery, all taxes, packing etc.
34	Evaluated Answer Book bundle cards (File Cards) for Class X Yellow Colour	3000 Nos (YELLOW)	Size 22x28/16 One page one side printed, Font Red, As per sample provided by the Board (Subject to approval of sample by committee as well as user branch)	
35	Evaluated Answer Book bundle cards (File Cards) for Class XII White Colour	6000 Nos (WHITE)	Size 22x28/16 One page one side printed, Font Red, As per sample provided by the Board (Subject to approval of sample by committee as well as user branch)	
36	Bag Statement card size 6"x4" for Class X (YELLOW)	2000 Nos	Size 22x28/25 Size of Yellow colour, One page one side printed Front Red As per sample provided by the Board	
37	Bag Statement card size 6"x4" for Class XII (WHITE)	3000 Nos	Size 22x28/25 Size of White colour, One page one side printed, As per sample provided by the Board	
38	File Cover	1000 Nos	As per sample provided by the Board	
39	File Board	1000 Nos	As per sample provided by the Board	
40	Duties & Responsibilities of the Examiner	2100 Nos*	Size 18x22/2 One page both side printed on Yellow Colour 80GSM Card Sheet Paper/As per sample provided by the Board.	
41	Instruction for the coordinators	2100 Nos*	Size 18x22/4 One page both side printed on Red Colour 80GSM Card Sheet Paper/As per sample provided by the Board.	
42	Observer Report for Practical	650*	As per sample provided by the Board	
43	CIRCULAR FOR CONDUCT OF PRACTICAL EXAM	1100 NOS	AS PER SAMPLE PROVIDED BY THE BOARD	
44	A/c Payee Vouchers	3000 (100 pads each containing 50sheets)	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
45	TA/DA Bill	15000 Nos (100 pads each containing	As per sample provided by the Board	
46	Self Voucher	2000 (40 pads each containing 50sheets)	Size 17x27/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
47	SPOT EVALUATION REGISTER-X	04	As per sample provided by the Board	
48	SPOT EVALUATION REGISTER-XII	04	As per sample provided by the Board	
49	CENTRE CHARGES REGISTER	04	As per sample provided by the Board	
50	CCE REGISTER	04	As per sample provided by the Board	
51	CHEQUE ISSUE REGISTER	08	As per sample provided by the Board	
52	ADVANCE REGISTER	06	As per sample provided by the Board	
53	ALL HEAD REGISTER	06	As per sample provided by the Board	
54	CASH BOOK	NIL	As per sample provided by the Board	
55	INCOME REGISTER	NIL	As per sample provided by the Board	
56	CASH RECEIPT BOOK	30 Books	As per sample provided by the Board	
57	DRAFT STATEMENT PROFORMA	NIL	As per sample provided by the Board	
58	SOTORES RECEIPT BOOK	20 BOOKS	As per sample provided by the Board	
59	STORES LEDGER BOOK	04	As per sample provided by the Board	
60	DESPATCH LEDGER BOOK	NIL	As per sample provided by the Board	
61	DESPATCH REGISTER	NIL	As per sample provided by the Board	
62	DIARY REGISTER	NIL	As per sample provided by the Board	
63	M&M CERTIFICATE REGISTER OR EQUIVALENT	NIL	As per sample provided by the Board	
64	M&M (VERIFICATION, REQUIREMENT OF DOCUMENTS, ETC. PROFORMA)	NIL	As per sample provided by the Board	
65	ATTENDANCE REGISTER	10	As per sample provided by the Board	
66	CL FORM	20 PADS (EACH CONTAINING 50PAGES)	As per sample provided by the Board	
67	EL FORM	20 PADS (EACH CONTAINING 50PAGES)	As per sample provided by the Board	
68	QLY MEDICAL PROFORMA	20 PADS (EACH CONTAINING 50PAGES)	As per sample provided by the Board	
69	CHEQUE FORWARDING LETTER	40 PADS (EACH CONTAINING 50PAGES)	As per sample provided by the Board	
70	BNPL PROFORMA	60 PADS (EACH CONTAINING 50PAGES)	As per sample provided by the Board	

#Actual requirement may increase or decrease or any item may not be printed as per requirement of this office.

*(Item must be supplied in form of pad each containing 100 pages or as mentioned against each)

SIGNATURE WITH SEAL

10. Tenderers are required to produce evidence of their previous experience in this line along with copies of IT returns of the past 3 years.
11. The rates quoted will be valid for one year only but can be extended for one more year with the consent of both the parties.
12. In case of any dispute, the Competent Authority may appoint an arbitrator whose decision will be binding on both the parties.
13. 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.
14. The tenderer shall sign these terms and conditions which shall be final and legally binding in to-to.
15. 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 28.09.2015.
16. The supply 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.
17. Before submission of tender, the specifications have also been seen and verified through sample provided by the Board by me/us personally.
18. Rates for required items should be quoted including cost of paper, packing, cartage, transportation/labour charges, other tax levies etc. in the prescribed form of tender only.

REGIONAL OFFICER

Acceptance of the tenderer:

I _____ hereby undertake that, before submission of tender the terms and conditions enumerated in this form from clause 01 to 18 have been read by me/us and are acceptable to me/us.

Mention following details and enclose a copy of the same with tender:

PAN.....

TAN.....

Service Tax Registration No.....

Signature of the tenderer: _____

Seal with complete address: _____

Telephone No. (if any): _____