

Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre,
Preet Vihar, Delhi-110301

Limited Tender Notice

Limited sealed Tenders are invited from the Govt. Agencies for Conversion & Preparation of 2000 copies of OTBA Text in Braille for Session 2015-16 for Classes X/XII with Paper.

The Agency with atleast two years experience and are having in-house complete facilities under one roof may submit their rates along with experience details in the prescribed Limited Tender Form **by 15.12.2015 upto 2.30 pm**. The relevant specifications of the books are as below

1. The paper should be standard quality of Braille paper used in India.
2. The size of book should be approx. 11.5”width x 12”length [29.21 cms x 30.48 cms]
3. GSM of Paper for Text/Inside pages is on 140 GSM and Cover is on 160 GSM.
4. Approximate number of pages is 35 per book and about 2000 books to be converted.
5. The cover page of the book must also contain the Title of the book in Braille and in English Alphabets.
6. The agency may quote cost per page and which should be inclusive of all cost delivery charges at CBSE Office at Shiksha Sadan, 17, Rouse Avenue, Delhi and taxes.

The Form be kept in an envelope duly sealed with superscribing “**Conversion & Preparation of 2000 copies of OTBA Text in Braille for Session 2015-16 for Classes X/XII with Paper**” along with Earnest Money of Rs.10,000/- in Cash or through Bank Draft in favour of the Secretary, CBSE, Delhi duly sealed should be dropped into Tender Box kept at Reception Counter at above address **on or before 15.12.2015 upto 2.30 PM** in the office.

A copy of the Braille Book may be seen in Admn.III Section at the above mentioned address. The quotations shall be opened by a Committee on the same day at 3.30 pm in the presence of the representatives of the agencies who may like to be present.

The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre,
Preet Vihar, Delhi-110092

Quotation Form

M/s. _____ are hereby authorized to submit their Quotation in response to the work for **Conversion & Preparation of 2000 copies of OTBA Text in Braille for Session 2015-16 for Classes X and XII with Paper** of the CBSE **once in a year** approx. 2000 copies.

Assistant Secretary (Admn.III)

I/We _____ hereby submit tender for the **Conversion & Preparation of 2000 copies of OTBA Text in Braille for Session 2015-16 for Classes X and XII with Paper** at the rates given below which is inclusive of the cost of paper in the required size and GSM, binding, printing on cover, delivery F.O.R., packing & all taxes.

1. Rate per page for 2000 copies of with paper. *The quantity may be increased/decreased.*

S.No.	Description of work	Rates (Rs.) inclusive of all i.e. production cost, with paper, printing, binding, packing delivery & Taxes etc.
1	Braille Book of approx. 35 pages in the size of 11.5"x12" on 160 GSM for Cover and 140 GSM for inside pages with good quality of paper per page.	@Rs. _____ per page
2	Rate for increase/decrease of 1 leaf i.e. 02 pages.	@Rs. _____ per page

2. Maximum time required for supply after receiving final proof: **Within 15 days.**

3. i. Past Experience (Last 02 years) (**Attach photocopy of relevant work orders**)

Sl. No.	Year	Name of the Organization	Type of work	Value of the work (in Rs.)	Quantum of books/ publications printed.
1	2012-2013				
2	2013-2014				

Contd...3/-

- ii. Has the agency ever been debarred/ Black listed by any organisation? If 'Yes' the details thereof. : _____
- iii. Details of Award/Certificate of Merit etc. received from any Organisation. (Please attach Copy of certificate(s)) : _____
- iv. Quality/Performance certificate if any (Attach Copy) : _____
- 4. Our WCT/PAN No. : _____
- 5. Your Form must accompany with work order executed by your firm.

The Terms and Conditions for **Conversion & Preparation of 2000 copies of OTBA Text in Braille for Session 2015-16 for Classes X and XII with Paper** given along with the Form are acceptable to me/us. A sum of Rs.10,000/- has been deposited in cash in Board's office vide CBSE Receipt No./Demand Draft No. _____ dated _____ in favour of the Secretary, CBSE, Delhi drawn on _____ bank as earnest money.

Sign. of the Tenderer _____
Address & Tele. No. _____

Mobile No.
Email ID

Date :

TERMS & CONDITIONS

1. Tender in sealed envelopes superscribed “Form for **Conversion & Preparation of 2000 copies of OTBA Text in Braille for Session 2015-16 for Classes X and XII with Paper**” should be dropped into Tender Box kept at Reception Counter of CBSE, HQ, Preet Vihar, Delhi on or before 15.12.2015 upto 2.30 pm along with an Earnest Money of Rs.10,000/- in Cash or by Bank Draft payable at Delhi in favour of the Secretary, CBSE to be opened on the same day at 3.30 pm.
2. Good quality paper required by the office shall be arranged by the agency for preparing the Braille Books. Sample of paper mentioning on it name of the mill should also be enclosed duly stamped and signed along with tender and the same would be used for works.
3. In case the Book is not prepared on required GSM of paper with good quality, the deduction on a/c of less GSM etc. shall be made proportionately on the basis of testing report of the paper. In case of poor quality, deduction as it may deem fit shall be imposed in the bills.
4. Rates should be quoted per page including paper, printing, packing, delivery charges and all Taxes/VAT etc. No additional/extra cost would be admissible in additions to those quoted in tender.
5. The Agency will get the proofs approved by the concerned Academic Unit, CBSE Office at Shiksh Sadan, 17, Rouse Avenue, Near Bal Bhawan, New Delhi-110002.
6. A penalty @3% per week subject to a maximum of 10% on the proportionate amount of the Bill on account of delayed supply will be imposed in case the Books are not supplied within the stipulated period.
7. Agencies are required to produce evidence of their previous experience in the line. Those who are appropriate experience and similar work of without in-house infrastructure as in notice would not be considered.
8. Those registered with the Central Purchase Organization, National Small Industries Corpn. [NSIC] or the concerned Ministry or Deptt. are exempted for submission of the earnest money. The tender should invariably accompany the proof to this effect.
9. The Tender shall be valid for one year but can be extended further period of two years with the consent of both the parties on the year to year basis subject to satisfactory performance of work. However, in case of extension of contract the bidder shall submit an undertaking that the agency has not supplied/is not supplying the similar item at a price lower than that offered in the present in respect of any other ministry/department at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and difference in the cost would be refunded by the bidder to the CBSE.

Contd....

10. Canvassing in any form is strictly prohibited and will lead to summary rejection of the bid.
11. In case of any dispute, the same shall be subject to the legal jurisdiction of Courts within the Union Territory of Delhi/New Delhi.
12. In case of any dispute arising under this contract the same shall be referred to the sole arbitration of Chairman, CBSE, Delhi or any person nominated by him in this regard.
13. Tax deductions at source & VAT as applicable shall be deducted on all the bills. In lieu, a certificate will be issued to the party by the Board.
14. The Chairman, CBSE also reserves the right to terminate the contract at any time without notice and to forfeit the Earnest Money if the agency fails to prepare and supply the books within prescribed time or there is any breach of the terms and conditions on the part of the agency. The earnest money will also stand forfeited, if the agency on approval of their quotation fails to accept it.
15. No advance payment will be made by the Board.
16. No revision of rate shall be entertained by the Board during pendency of the contract except taxes levied/notified by the Govt.
17. The 80% payment will be made to the Agency after execution of complete work and 20% payment will be released after receiving of testing of GSM of paper from Govt. Lab. i.e. MSME Testing Centre, Okhla, Phase-I, New Delhi-110020.

The above terms and conditions are acceptable to me/us.

Signature of Tenderer _____

Address _____

Mobile No. _____

Rubber Stamp _____

E-mail ID . _____

Date : _____
