



CENTRAL BOARD OF SECONDARY EDUCATION



(An Autonomous Organization under the Union Ministry of Human Resource Development Govt. of India)

website: www.cbse.gov.in

E-Mail : cbserodadm@gmail.com

Regional Office, Delhi

PS, 1-2, Institutional Area, I.P.Extn. Patparganj

Delhi-110 092

Phones : 22236199

Fax : 22248990

TENDER DOCUMENT

Sr. No.	Tender No./Brief Description of the products	Contact person
01	Printing and Supply of pre-printed Computer Stationery Items	Deputy Secretary (Admn. ROD) Tel.: 011-22236199 Address:- CBSE, Regional Office, PS 1-2, Institutional Area, I P Extension, Patparganj, Delhi 110092

IMPORTANT DATE & TIME

Last date of submission of Tender Documents	21.12.2015 upto 2.30pm
Date of opening of Technical Bid	21.12.2015 upto 3.00 pm



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Annexure-I

CENTRAL BOARD OF SECONDARY EDUCATION

Instruction to Bidder

1. The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another bigger envelope duly sealed with superscribing "Tender for Printing and Supply of Pre-printed computer stationery items" and addressed to the **CBSE, Regional Office Delhi, PS, 1-2, Institutional Area, I P Extension, Patparganj, Delhi-110092**. The Tender Form can be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 500/- (non-refundable) be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi. The Terms & Conditions duly signed by the Tenderer and the form complete in all respects along with EMD of Rs. 50,000/- in the shape of Bank Draft in favour of Secretary, CBSE payable at Delhi may be dropped in the Tender Box on the Ground Floor of the CBSE Building upto 2.30 pm on or before 21.12.2015. The EMD shall be valid till Bid Validity period and Bid validity period shall be reckoned as 120 days from the last date of receiving the tender documents.
1
2. The Tender should be sent by post or kept in the Tender Box on the Ground Floor of the CBSE RO Delhi, Patparganj, building upto 2.30 pm on or before 21.12.2015.
3. The Terms and conditions duly signed by the Tenderers should be accompanied with the specific Tender Form.
4. The Earnest Money of the Tender is Rs. 50,000/- in the form of bank draft as in other form in favour of the Secretary, CBSE, Preet Vihar, Delhi or Bank Guarantee from any of the Scheduled Commercial Banks as provided in GFR.
5. Those registered with the Central Purchase Organization, National Small Industries Corporation (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.
6. Tenders received after expiry of date, time and those without EMD shall be rejected. Technical bids will be opened on the same day at 3.00 pm in the presence of the Tenderers, who may like to be present.
7. Technical Bid shall be evaluated by a Committee constituted for the purpose. The technically qualified bidders shall be considered for Financial Bids.
8. The Chairman/Secretary, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason.
9. Conditional Bid shall not be accepted.



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Annexure II

TERMS & CONDITIONS

1. The pre-printed computer stationery items among the tentative quantity mentioned in the tender notice/ tender form are to be delivered at the CBSE, ROD, IP Extension, Patparganj, Delhi. The tenderer should quote their rates at per 1000 sheets of each of the pre-printed computer stationery item separately.
2. Rates should be quoted including all taxes. Delivery will be taken in corrugated boxes inside the godowns of the ROD Store, IP Extension, Patparganj, Delhi. Cartridge/Coolidge shall have to be borne by the supplier upto the godown(s) of the Board.
3. 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 or during the period of contract.
4. The terms and condition of the tenders shall be read in conjunction with the general condition of contract, bill of quantities and other documents being part of this contract.
5. The earnest money of the unsuccessful bidder will be refunded without any interest.
6. There should not be any overwriting or amendment in the rates offered and the terms & conditions of the contract are to be signed by the partner/owner/managing director of the firm.
7. The successful bidder shall have to deposit performance security @ 10% of the total contract value which can be in the form of Demand Draft, Fixed Deposit Receipt, Bank Guarantee in favour of Secretary, CBSE payable at Delhi from a commercial Bank in an acceptable form and shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The EMD shall be refunded on receipt of Performance Security.
8. In the event of any tenderer withdrawing after submitting the tender, the Earnest Money/ Security Deposit will be forfeited.
9. The paper to be used by the firm for the printing of material should be of the following mills:

1) Ballarpur	2) West Coast	3) JK (straw product)	4) Century
5) Andhra	6) Orient	7) HPCL	8) Any other Class Mill 'A'

The printer are required to submit sample of papers of the above said reputed Mill duly signed and stamped along-with the tender. The carbon to be used in two/three parts stationery should be of good quality.

10. An agreement will have to be entered between CBSE and successful tenderer on a Non-Judicial stamp paper of Rs. 100/-.

11. Schedule of Delivery



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The first proof have to be supplied within three days from the date of placement of order and the second proof, if necessary, shall have to be furnished within two days from the date of letter for the second proof and printed copies within thirty days from the date of approval of the final proof positively. The time schedule given in the work order will have to be strictly adhered to for the supply of proofs as well as for printed material. In case of delay in supply, a penalty @ the rate of 4% per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill. If the material supplied is not as per specifications, proportionate 0.50% penalty will be imposed and the amount will be deducted from the bill of the tenderer. Further additional penalty shall be levied for supply of computer stationery of lesser grammage as decided by the Board.

12. The supplier should be responsible to make all arrangements to ensure complete security and secrecy with regard to the printing, storage, supply and safe custody of all documents and stationary. All transit risk will be to supplier's account.
13. On completion of work, the supplier shall furnish an undertaking that any shortage or deficit found by the Board shall be made good by the firm: the plates used for printing have been destroyed and no stationary shall be printed more than the specified quantities/no. In case any discrepancy/ breach of contract is noticed by the Board, the firm will be black listed and appropriate penalty/action shall be taken by the Board.
14. The Board shall have the right to inspect and verify the stock of stationary manufactured or under process by its officer's at any time without notice.
15. The Board will take random samples from the material supplied to the Board. Any Document /Work found at the time of delivery to be defective and not conforming to the relevant specification, is liable to be rejected and the tenderer shall have to lift it at their own cost on "as is where is basis". In case of any dispute, the decision of the Director (ROD) of the Board shall be final and acceptable to the Tenderer, if the tenderer fails to lift the above rejected material within two weeks' time, the Board shall have the right to dispose it off by auction and no claim of the tenderer shall be permissible.
16. 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 said 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.
17. The Board reserves the right to terminate the contract at any time without notice and to forfeit whole of the Earnest Money, if the supplier fails to make the supply within the prescribed period or in accordance with the specification and sample or there is any breach of terms of the contract on the part of the supplier.



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18. The computer stationary is to be machine (auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and the supplier will replace it at his own cost.
 19. During the pendency of the contract, no revision in rates will allowed except such taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.
 20. The period of contract can be extended for a further period of two years with the consent of both the parties at the same agreed rate and terms and conditions. However, the agency has to submit an undertaking that has not supplied/ is not supplying the similar material at a price lower than that offered in the present bid in respect of any other Ministry/ Department of the Govt. of India and it is found at any stage that the similar material was supplied by the agency to 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 the difference in the cost would be refunded by the agency to the CBSE.
 21. **Penalty will be imposed by the Competent Authority by deducting an amount from the bill as under (item wise):-**
 - i) **Inferior Quality @ 5%.**
 - ii) **Matter misprinting @ 5%.**
 - iii) **Hole alignment/Carbon locking problem @ 10%**
 - iv) **Missing /Duplicate Numbering, if found any item @ 10% on total bill.**
 - v) **Short supply of any item @ 10%**
 - vi) **Supply of any item without corrugated boxes as per cost.**

Note: Incase large number of deficiencies as per clause (i) to (vi) then full replacement has to be made free of cost as per clause no. 21.

22. The Board reserve the sole right to accept or reject any or all tenders without assigning any reason, thereof. In case of any dispute, the decision of the Chairman of the Board shall be binding.
23. T.D.S. (tax deduction at source) at the rate applicable from time to time as per the provision of the Income Tax Act shall be made from the payment released to the firm against verified bills.
24. No advance payment will be made 80% payment shall be made only completion of the whole work order. The balance 20% payment will be made after completion of the other



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formalities such as GSM testing of papers/inspection and acceptance of the material etc as per norms/specification.

25. 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 of which price 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.
26. In the event of any dispute, the decision of the Chairman of the Board shall be final and binding upon the tenderer.
27. In-case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi only.
28. Regional Officer, CBSE, R.O, Delhi reserves the right to appoint an arbitrator, if needed so.

Sd/-

DEPUTY SECRETARY (ADMN.)



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Acceptance of the Tenderers

The Terms and the condition enumerated in this form clause No. 1 to 35 have been read by me / us and are acceptable to me / us.

Signature of the Tenderer
Seal with Complete Address

Telephone No.: _____ Dated: _____



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Annexure III

ELIGIBILITY CRITERIA

- A. The tenderer should have all the infrastructure under one roof and his ownership in the name of agency.
- B. The tenderer must have turnover of approximately Rs. 50 lakh each in last three financial year (Attach documentary Proof).
- C. The agency should have minimum three years past experience of manufacturing and supplying of such material in bulk quantities to the Central/State govt. and Educational institutions/ Any Board/University (attach documentary evidence in Technical bids).
- D. Attested photocopy of PAN/ TIN card of the firm to be submitted.
- E. NCT located tenders only are eligible to take part in the tender process.



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Annexure-IV

TENDER FORM

Part 'A' - TECHNICAL BID

TENDER FORM FOR PRINTING AND SUPPLY OF PRE-PRINTED COMPUTER STATIONARY ITEMS.

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

1. PARTICULARS OF TENDERER:

Name of the Press/ firm. : _____

(i) Registration No. and Year
of registration : _____
(With documentary Evidence)

(ii) Any other Organization
with whom the Agency is registered: _____

(iv) Office Address with Tel No. : _____

(iii) Name(s) of the Proprietor/ Partner(s) : _____

2. Past Experience (for last three years) - (Attach photocopy of relevant work orders)

Sl. No.	Year	Name of the Organization/Institution	Details of Computer printing work Executed and supply thereof
a.	2012-13	i)	
		ii)	
b.	2013-14	i)	
		ii)	
c.	2014-15	i)	
		ii)	

Note= Attach separate sheet, if required



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3. Has the firm been debarred/ Black listed by any organization?

(If 'yes' the details and reasons thereof) : _____

4. **INFRASTRUCTURAL DETAILS:-**

a) Physical/Captial.

i. Type and total No. of machine available for such work

: _____

ii) Capacity of the machine to print and deliver all the allotted work within 25-30 days

: Yes/No

b) Financial

i) Annual turnover during last three financial years
(Attach copy of audited financial statements)

: Year 2012-13: Rs. _____

: Year 2013-14: Rs. _____

: Year 2014-15: Rs. _____

ii. Availability of Finance/Bank Guarantee

: Year-2014-15 Rs. _____

(Attach financial solvency Certificate issued by Bank)

5. **DETAILS OF STAFF:**

i) Technical : _____

ii) Non-Technical : _____

6. **PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:**

i. Amount (in Rs.) : _____

ii. Demand Draft No. & Date : _____

iii) Issuing Bank with date of issue : _____

7. **Particulars of Demand Draft paid as Tender Fee:**

i. Amount (in Rs.) : _____



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Specification	Name of Paper Mill	No. of Samples Attached
60 GSM		
70 GSM		
80 GSM		

iii. Demand Draft No. & Date : _____

iii) Issuing Bank with date of issue : _____

8. **SAMPLES WITH SPECIFICATION:** Samples of paper to be used attached duly signed and stamped alongwith the name of the paper mill

9. **Weekly Holiday on** : _____

10. **For RTGS/NEFT details**

i) **Bank Name & Address** : _____

ii) **Nature of Account** : _____

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iii) Account No. : _____

iv) IFSC Code No. : _____

v) Beneficiary Name/Company Name: _____

The terms and conditions and those appended with the tender form are acceptable to me/us.

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

PAN NO. : _____

MOB. NO. : _____

DATE : _____

PLACE : _____



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IMPORTANT NOTES:

The Tender Form for Technical Bid should contain -

1. Sample of paper to be used duly signed and stamped.
2. Earnest money/ tender fee deposit.
3. Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Tenderer with seal on it.
4. The specified Annual Turn Over in the Tender Notice for each financial year should be from printing and supply. Audited financial statement should be attached with technical bid.
5. Certificate of registration with NSIC, Ministry/ Deptt. Concerned in case of non-submission of EMD amount.
6. Contractor shall submit solvency certificate from any schedule bank of value not less than 40% of estimated cost unless otherwise indicated in the NIT.
7. Copy of PAN should be attached with the tender.
8. Copy of Certificate of registration under VAT.



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Annexure V

TENDER FORM FINANCIAL BID

Tender File No. Admn. & Ptng/2015-16

I/ We hereby submit Tender for printing and supply of pre-printed computer stationery items as per Terms and Conditions given in the Tender form at the rate given below which are inclusive of all i.e. cost of paper as per specifications, all taxes including Excise Duty, VAT, CST etc. and delivery F. O. R at Delhi/New Delhi, no extra cost will be given.

S.No.	Name of the item(as per specification of the material given in tender form)	GSM of paper to be used	Required quantity in sheets/col.(r-Red for class X, B-Blue for Class-XII)	Rate per Thousand Sheets inclusive of all taxes and delivery F.O.R
1.	Admission Cards (A-4 Size) for Pvt. Candidate	80	(*)R-20000 Sheets	
		100	(*)R-20000 Sheets	
		80	(*)B-100000 Sheets	
		100	(*)B-100000 Sheets	
2.	Attendance Sheets (A-4 Size) for Pvt. Candidate	80	(*)R-20000 Sheets	
		100	(*)R-20000 Sheets	
		80	(*)B- 100000 Sheets	
		100	(*)B- 100000 Sheets	
	Blank EZR	60	400000 Sheets	
	i)15X12X1			
	ii)15X12X2	60	100000 Sheets	
iii)15X12X3	60	100000 Sheets 50000 Sheets(without logo)		
4.	Letter head (10X12X1)	60	100000 Sheets	



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		70	100000 Sheets	
5.	Letter Head- (Pre-Printed matter-single colour) (different Pre-Printed matter-Min. Qty. 500 sheets) Letter-1 (CNS Letter) both side printing (10X12X1)	60	20000 Sheets	
		70	20000 Sheets	
6.	Letter-2 (HE Letter) both side printing (10X12X1)	60	20000 Sheets	
		70	20000 Sheets	
7.	Letter-3 (Examiner Letter) single side printing (10X12X1)	60	150000 Sheets	
		70	150000 Sheets	
8.	Letter-4 (Principal Letter) single side printing (10X12X1)	60	20000 Sheets	
		70	20000 Sheets	
9.	Letter-5 (Acceptance of CNS) single side printing (A4 Size Sheet) TO BE PRINTED ON MAPLITHO PAPER	60	20000 Sheets	
		70	20000 Sheets	
10.	Letter-6 (Acceptance of HE) single side printing (A4 Size Sheet) TO BE PRINTED ON MAPLITHO PAPER	60	20000 Sheets	
		70	20000 Sheets	
11.	Letter-7 (Acceptance of EXMR) single side printing (10X12X1) TO BE PRINTED ON MAPLITHO PAPER	60	150000 Sheets	
		70	150000 Sheets	
12.	Letter-1 (Practical Examiner) both side printing (10X12X1)	60	100000 Sheets	
		70	100000 Sheets	



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13.	Letter-2 (Practical Relieving Teacher) Single Side (10X12X1)	60	10000 Sheets	
		70	10000 Sheets	
14.	Letter-3 (Practical Exmr. From other Schools) Single Side (10X12X1)	60	10000 Sheets	
		70	10000 Sheets	
15.	Letter-4 (Practical Acceptance) Single Side (A4 Size Sheet) TO BE PRINTED ON MAPLITHO PAPER	60	100000 Shees	
		70	100000 Shees	
16.	Letter-5 (Practical Observers) Single Side (10X12X1)	60	20000 Sheets	
		70	20000 Sheets	

The terms and conditions for 'Printing and supply of pre-printed computer stationery items etc. given along with the tender are acceptable to me/us.

Taxes as applicable shall be deducted as per rules.

Name and Signature of the Tenderer_____

Address/Rubber Stamp_____

Telephone/ Mobile No. _____

PAN. No : _____

Date: : _____

(*Note: The exact quantity which is to be printed depends upon the requirement and the quantity may change/Cancelled.

Annexure VI

**SPECIFICATION OF THE MATERIAL TO BE SUPPLIED
(COMPUTER STATIONERY ITEMS FOR EXAM. 2016)**



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- 1. Admission Cards (without water mark) single part both side printing on 60 GSM Papers of A-4 Size in loose sheets in A-4 Size with Auto Machine Numbering.**

QUANTITY

(a) 20,000 sheets i.e. 20,000 Admission cards in Red colour.

(b) 1,00,000 sheets i.e. 1,00,000 Admission cards in Blue colour

(The above mentioned quantity is subject to change as per actual requirement)

- 2. Attendance sheets (without water mark) single part on 100 GSM papers of A-4 size in loose sheets.**

To be printed on single side in English & Hindi i.e. bilingual in single colour. Each sheet of A-4 Size to have one attendance sheet. Each attendance sheet will be in loose sheet of A-4 Size with auto machine numbering.

QUANTITY

(a) 20,000 sheets i.e. 20000 Attendance sheets in Red colour.

(b) 1,00,000 sheets i.e 1,00,000 Attendance sheets in Blue colour

(The above mentioned quantity is subject to change as per actual requirement)

- 3. Blank EZR (Without watermark) on 60 GSM paper with CBSE logo and Auto machine Numbering**

(i) 10x12x1 : 10000 sheets

(ii) 15x12x1 : 400000 sheets

(iii) 15x12x2 : 100000 sheets

(iv) 15x12x3 : 100000 sheets

(without logo) 50000 sheets } Total 150000 Sheets

(The above mentioned quantity is subject to change as per actual requirement)

- 4. Letterhead (without watermark)**

Single part on 60 GSM paper of size 10x12 in single colour.

QUANTITY

1,00,000 Sheets

(The above mentioned quantity is subject to change as per actual requirement)

- 5. Letter Head- (Pre-Printed matter-single colour)**

(different Pre-Printed matter-Min. Qty. 500 sheets)

Letter-1 (CNS Letter) both side printing (10X12X1)

Qty: 20000 Sheets

Single part on 60 GSM paper of Size (10X12X1) in single colour on single side.

(The above mentioned quantity is subject to change as per actual requirement)

- 6. Letter-2 (HE Letter) both side printing (10X12X1)**

Qty: 20000 Sheets



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-
- Single part on 60 GSM paper of Size (10X12X1) in single colour on single side.
(The above mentioned quantity is subject to change as per actual requirement)
7. Letter-3 (Examination Letter) single side printing (10X12X1)
Qty: 20000 Sheets
Single part on 60 GSM paper of Size (10X12X1) in single colour on single side.
(The above mentioned quantity is subject to change as per actual requirement)
8. Letter-3 (Examiner Letter) single side printing (10X12X1)
Qty: 150000 Sheets
Single part on 60 GSM paper of Size (10X12X1) in single colour on single side.
(The above mentioned quantity is subject to change as per actual requirement)
9. Letter-4 (Principal Letter) single side printing (10X12X1)
Qty: 10000 Sheets
Single part on 60 GSM paper of Size (10X12X1) in single colour on single side.
(The above mentioned quantity is subject to change as per actual requirement)
10. Letter-5 (Acceptance of CNS) single side printing (A4 Size Sheet)
Qty: 20000 Sheets
Single part on 60 GSM paper of Size (A4 Size Sheet) in single colour on single side.
(The above mentioned quantity is subject to change as per actual requirement)
11. Letter-6 (Acceptance of HE) single side printing (A4 Size Sheet)
Qty: 20000 Sheets
Single part on 60 GSM paper of Size (A4 Size Sheet) in single colour on single side.
(The above mentioned quantity is subject to change as per actual requirement)
12. Letter-7 (Acceptance of EXMR) single side printing (10X12X1)
Qty: 150000 Sheets
Single part on 60 GSM paper of Size (A4 Size Sheet) in single colour on single side.
(The above mentioned quantity is subject to change as per actual requirement)
13. Letter-1 (Practical Examiner) both side printing (10X12X1)
Qty: 20000 Sheets
Single part on 60 GSM paper of Size (10X12X1) in single colour on single side.
(The above mentioned quantity is subject to change as per actual requirement)
14. Letter-2 (Practical Relieving Teacher) Single Side (10X12X1)
Qty: 20000 Sheets
Single part on 60 GSM paper of Size (10X12X1) in single colour on single side.
(The above mentioned quantity is subject to change as per actual requirement)
15. Letter-3 (Practical Exmr. From other Schools) Single Side (10X12X1)
Qty: 150000 Sheets
Single part on 60 GSM paper of Size (10X12X1) in single colour on single side.



CENTRAL BOARD OF SECONDARY EDUCATION



(An Autonomous Organization under the Union Ministry of Human Resource Development Govt. of India)

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(The above mentioned quantity is subject to change as per actual requirement)

16. Letter-4 (Practical Acceptance) Single Side (A4 Size Sheet)

Qty: 100000 Sheets

Single part on 60 GSM paper of Size (A4 Size Sheet) in single colour on single side.

(The above mentioned quantity is subject to change as per actual requirement)

17. Letter-5 (Practical Observers) Single Side (10X12X1)

Qty: 20000 Sheets

Single part on 60 GSM paper of Size (10X12X1) in single colour on single side.

(The above mentioned quantity is subject to change as per actual requirement)