

तार सनबोसेक दिल्ली 92
Gram: CENBOSEC, Delhi-92
Email: cbosedli@nda.vsnl.net.in
Website: www.cbse.nic.in



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi-110 301.

No. CBSE/ADMN.III/DIARY-2016/

Dated: 14.10.2015

To

Sub:- Limited Quotation for Printing & Supply of 19,250 copies of CBSE Diary - 2016 with paper.

1. The Central Board of Secondary Education, Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi intends to invite a limited tender in two bids (Technical & Financial) in prescribed tender form for Printing & Supply of CBSE Diary - 2016 with paper.
2. Details of the tender given below:

S.No.	Particulars	
2.1	Tender No.	
2.2	Specification	Annexure III
2.3	Type of Tender	Limited Tender
2.4	Last date and time of submission of bid.	29.10.2015 upto 5.30 p.m.
2.5	Date, Time and venue of opening of tender.	At 3.00 p.m. on 30.10.2015 Venue: CBSE, Shiksha Kendra, 2, Community Centre Preet Vihar, Delhi-110301
2.6	Bid Validity.	45 days
2.7	EMD.	Rs. 70000/-
2.8	Performance Security.	7 % of contract Amount
2.9	Validity of Performance security	60 days beyond the completion of all the contractual obligation.
2.10	Contract Duration.	120 days from the date of issuing of the work order.

3. Scope of work and term and condition of the contract including format of bids etc. are enclosed to this tender as per following details-
- a) Eligibility criteria at **Annexure I**
 - b) Term & conditions at Annexure II.
 - c) Specifications at Annexure III
 - d) Format of technical bid at Annexure IV.
 - e) Format of Financial Bids at Annexure V.
4. The entire document including its annexure, except financial bid in Annexure V will be part of the technical bid which also must contain the EMD and all other requisites documents called for tender. The technical bid (including entire tender documents and its annexure except financial bid) is required to be signed on each and every page of the form otherwise the bid may be primarily treated as technically disqualified. Both the technical & financial bid (in separate envelopes put in one other envelopes) are to be submitted in the tender box either on or before the scheduled date and time. Bidders shall go through the entire tender documents carefully before submitting their tenders.
5. a) The technical bid (Annexure IV) and financial bid (Annexure V) should be put in two separate envelopes super scribed as "Technical Bid and Financial Bid" respectively and sealed separately. Both these envelopes should be put in a bigger envelope super scribed as "**Limited Tender for Printing & Supply of CBSE Diary - 2016**" and sealed and addressed to the Joint Secretary (A&L), CBSE, Preet Vihar, Delhi-110301.
- b) The sealed quotation duly super scribed "**Limited Tender for Printing & Supply of CBSE Diary - 2016**" addressed to the undersigned can be submitted in the tender box put near reception on or before 5.30 PM on date or Tender bids may also be submitted by speed post/registered post/ordinary post/courier addressed to "Joint Secretary (A&L), Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301".. The quotation mentioned after stipulated time and date shall not be entertained. The Quotation will be opened on the next date at 3:00 PM in the presence of the bidders or their representative who may like to be present.

Sd/-
Joint Secretary (A&L)

Eligibility Criteria

- A) The Tenderer should have all the required facility to printing and supplying of the Diary.
- B) The Tenderer must have Average Annual turnover of approximately 25 lakh each in last three financial year i.e. 2012-13, 2013-14 & 2014-15 with audited statements and balance sheets.
- C) The Tenderer should have minimum three years past experience of manufacturing and supplying of such material.
- D) The firm should not have been blacklisted by any Government department/ministry/any Autonomous body. An undertaking to this effect is to be submitted along with the Technical Bid.

Terms & Conditions

1. Limited Tenders in sealed envelopes superscribed “**Tender for printing & supply of CBSE Diary - 2016**” should reach the Joint Secretary (A & L) **upto 5.30 PM on or before 29.10.2015** along with an Earnest Money of Rs. 70000/- and cost of form of Rs. 500/- by Bank Draft in favour of the Secretary, CBSE payable at Delhi. Tenders will be opened on the next day at 3.00 pm. No Tender will be accepted without Earnest Money. No change/correction is allowed in Tender in any case after the submission of Tender Form in the office.
2. All the bidders are required to deposit earnest money except those who are registered with National Small Industries Corporation (NSIC). The tender is limited in nature, however, the agencies who are interested to participate in tender process may also participate in the tender and they are acceptable in Board.
3. Successful bidder should deposit Performance Security equal to 7 percent of tender Amount.
4. Tenderers having prior experience in the similar work as per Eligibility Criteria will only be considered. Please attach documentary proof to this effect. They will also produce the samples of similar work.
5. Rates should be quoted inclusive of all i.e. cost of paper, SBS Board coloured sheet, pre-press designing, visualization, composing, paper setting, digital scanning, image setting, film out putting, multi colour printing as per given specifications, binding, with Box Packing delivery F.O.R. and all taxes etc. **No additional/ extra cost would be admissible in additions to those quoted in Tender.** Delivery will be taken in the CBSE Building at Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301.
6. The earnest money will also stand forfeited if the tenderer fails to accept it on approval of his tender.
7. **Penalty/default clause:**
 - 7.1 A penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the material will be imposed in case supply is not made within the stipulated period.
 - 7.2 If the unsatisfactory work report is found on a/c of printing, error in diary, binding etc., 10% penalty of total Bill will be imposed.
 - 7.3 Tenders will be rejected in respect of the firms, whose performance report has been found unsatisfactory in the previous years.
 - 7.4 In the event of mistake, errors and defects found in the supplied material, the firm would be liable to change or rectify such mistakes/errors and defects at his own cost to the satisfaction of the Board.
 - 7.5 The Board reserves the right to terminate the contract at any time without notice and to forfeit the performance security if the supplier fails to make the supply in accordance with the specifications and samples.
 - 7.6 Rejected material shall be at the supplier’s risk and they must be collected from the stores of the office within a week from the date of its 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 r/o the said rejected material.
 - 7.7 In the event of specification/grammage not found in consonance with the specification/grammage prescribed by the Board against the items, necessary proportionate deduction of the cost shall be made and the decision of the Chairman of the Board for penalty imposed/deduction made shall be final and binding on the party.

8. Delivery of all the copies of the CBSE Diary -2016 must be given within 30 days from the date of receipt of final proof/print order from the Public Relations Officer (CBSE).
9. There should not be any overwriting or amendment in the rates offered and the terms & conditions are to be signed only by the authorized signatory of the firm.
10. The samples of paper of A Grade Mill shall be enclosed along with the Tender. The name of the paper to be used will be mentioned on the samples, GSM and Paper Mill be clearly mentioned in the sample duly signed and stamped.
11. The Bidder will allow the official(s) of the Board duly authorized to visit the premises where the printing is to be done.
12. 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 firm 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 of the govt. of India and if it is found at any stage similar item was supplied by the Bidder to any other ministry/department at a lower price, then that very price, with due allowances for elapsed time, will be applicable to the present case and difference in the cost would be refunded by the Bidder to the CBSE.
13. No revision of rate shall be entertained by the Board during pendency of the contract except taxes levied/notified by the Govt.
14. No advance payment will be made by the Board. 80% Payment will be made against successful supply of the entire ordered quantity executed by the firm after receiving satisfactory work report from the concerned Unit on receipt of the Bill. The remaining 20% shall be released after completing all other formalities including testing of GSM of paper from Govt. Lab. or any other reputed Lab. as may be decided by the Board.
15. Taxes as applicable will be deducted from the Bill and in lieu a Certificate in the prescribed form will be issued by the Board to the firm.
16. The Board also reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.
17. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.

Authorised signatory

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI

**SPECIFICATIONS of
"PRINTING & SUPPLY OF CBSE DIARY - 2016"****FOR CBSE DIARY - 2016**

S.No.	Items	Description
1.	Quantity	19,250 Diaries
2.	Size	23x17 cms approx.
3.	Cover of Diary	Superior quality SBS Board 250 gsm coloured sheet with both sides printing in multi colour of the cover, embossing in gold colour- Year, design with logo and Department Name, and Transparent plastic sheet of superior quality on the cover.
4.	Separators	Four colour separators (12)
5.	Colour scheme Inside pages:	04 Colours
6.	Total leaves in multi colours :	142 leaves (284 pages): i. 32 printed leaves about CBSE & personal profile etc. and 12 printed leaves of separators/Drawings of the students /planner i.e. total 44 leaves on 130 GSM Art Paper mat finishing. ii. 96 ruled leaves date wise diary calendar and 2 leaves telephone directory blanks i.e. total 98 leaves on 100 GSM Superior Quality Maplitho Paper.
7.	Binding :	Wiro/Spiral Binding
8.	Packing :	Each diary should be packed in separate duplex cover box.

Note: Samples of Diary may be seen at PRO Unit, Mezzanine floor, CBSE, Preet Vihar, Delhi before quoting the rates and submission of sample Diary.

Technical Bid

S.No.	Description	Detail to be given by bidder
1.	Name Of the firm/Company	
2.	Name(s) of the Proprietor/ Partners/Director with Mobile No.	
3.	Email Id	
4.	Firm Detail (Company, proprietorship, partnership etc.) with PAN No	
5.	Service tax registration no.	
6.	VAT registration no.	
7.	a) Detail of experience b) Infrastructure Details c) Copy of Audited Financial statement	
8.	EMD Detail: i) Amount (in Rs.) ii) Demand Draft No. & Date iii) Name of the Bank & Branch	
9.	Tender Fee: i) Amount (in Rs.) ii) DD No./Cashier Receipt No. & Date iii) Name of the Bank & Branch	

(All the bidders shall submit Earnest Money Deposit (EMD) except those who are registered with central purchase organisation, National Small Industries Corporation (NSIC) or the concerned ministry or department.)

I/We hereby agree to the general as well as special term & condition of the contract as detailed in the tender document. I/We undertake that documents enclosed herewith are genuine and no material /facts have been concealed or suppressed. We are not debarred by any government organisation. We also understand the contract is liable to be cancelled if found to be obtained through fraudulent measure or by concealment of information/facts.

Signature of the Tenderer _____
with Official Seal and Complete
Address _____
Telephone/Mobile No. _____
PAN NO. _____

DATE: _____

PLACE: _____

ANNEXURE - V

Financial Bid

I/We _____ hereby submit Tender for printing & Supply of CBSE Diary- 2016 as per specifications given with Limited Tender Form at the rates given below which are inclusive of all i.e. cost of paper, SBS Board coloured sheet, pre-press designing, visualization, composing, paper setting, digital scanning, image setting, film out putting, multi colour printing as per given specifications, binding, with Box Packing delivery F.O.R. and all taxes etc.

Description of work	Rate per Diary
CBSE Diary -2016 (As per specification- Annexure-III)	@ Rs. _____ per Diary Rupees _____ _____ Only)
Rates for increase/ decrease of 1 leaf i.e. 02 pages (130 GSM Art Paper)	@ Rs. _____ per leaf/2 pages Rupees _____ _____ Only)
Rates for increase/ decrease of 1 leaf i.e. 02 pages (100 GSM Superior Quality Maplitho Paper)	@ Rs. _____ per leaf/2 pages Rupees _____ _____ Only)

The terms & conditions, specifications etc. given in the tender form are acceptable to me/us. A sum of Rs. 70,000/- + Rs. 500/- (As EMD and cost of Tender form) 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 & cost of form.

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

Mobile No.
Email ID

Please indicate the following:-

- i. PAN No. _____
ii. TIN No.: _____

(Rubber Stamp)