

# केन्द्रीय माध्यमिक शिक्षा बोर्ड

"शिक्षा केन्द्र", 2, कम्युनिटी सेंटर

प्रीत विहार, दिल्ली-110092

## निविदा सूचना

सचिव, सीबीएसई की ओर से प्रतिष्ठित मुद्रकों से, जिन्हें इस कार्य में न्यूनतम 3 वर्षों का अनुभव तथा जिनकी पिछले तीन वर्ष में न्यूनतम औसत वार्षिक आय (टर्नओवर) 50 लाख अथवा उससे अधिक हो, निम्नलिखित पूर्व मुद्रित कंप्यूटर स्टेशनरी मदों की मुद्रण और आपूर्ति हेतु तकनीकी और वित्तीय दो बोलियों में सीलबंद निविदाएं आमंत्रित हैं :-

क्रम संख्या	मद का नाम	प्रयोग किए जाने वाले पेपर का जीएसएम	विनिर्देशन	* अनुमानित मात्रा	* शीटों में अनुमानित मात्रा
01	पंजीकरण कार्ड कक्षा 9 रंग-लाल	150	दो रंगों में एक तरफ ए-4 साइज पर छपाई और 'ए' ग्रेड मिल मेट फीनिश शीट पर सीबीएसई लोगो छिद्रण के साथ दोनों तरफ 4 जगह (कार्ड शीट पर प्रत्येक साइज 11.5"x8.5")	20,80,000	5,20,000
02	पंजीकरण कार्ड कक्षा 11 रंग-नीला	150	दो रंगों में एक तरफ ए-4 साइज पर छपाई और 'ए' ग्रेड मिल मेट फीनिश शीट पर सीबीएसई लोगो छिद्रण के साथ दोनों तरफ 4 जगह (कार्ड शीट पर प्रत्येक साइज 11.5"x8.5")	14,68,000	3,67,000
03	प्रवास प्रमाणपत्र	120	(15x12x1) (वाटरमार्क के बिना) पार्चमेंट पेपर पर सिंगल पार्ट दो रंग में। सीबीएसई के सिक्वोरिटी ब्लॉक के साथ ग्राउंड प्रिंटिंग। प्रत्येक शीट में छिद्रण एक सपाट और एक सीधा होना चाहिए। प्रत्येक शीट पर ऑटो मशीन नम्बर के साथ 7.5x6 आकार के 4 प्रवास प्रमाण पत्र होंगे	21,56,000	5,39,000
04	प्रवास प्रमाणपत्र	120	8x10x1 (ए-4 साइज) (वाटरमार्क के बिना) ऑटो मशीन नम्बर के साथ एक तरफ पार्चमेंट पेपर पर सिंगल पार्ट दो रंग में। सीबीएसई के सिक्वोरिटी ब्लॉक के साथ ग्राउंड प्रिंटिंग।	3,95,000	3,95,000
05	एलओसी फार्म-कक्षा-10 रंग-लाल	106	15x12x1 (वाटरमार्क के बिना) पार्चमेंट पेपर पर सिंगल पार्ट	2,13,000	2,13,000
06	एलओसी फार्म-कक्षा-12 रंग-नीला	106	15x12x1 (वाटरमार्क के बिना) पार्चमेंट पेपर पर सिंगल पार्ट	1,55,000	1,55,000
07	अस्थायी प्रमाणपत्र	120	8x10x1 (ए-4 साइज) (वाटरमार्क के बिना) ऑटो मशीन नम्बर के साथ एक तरफ पार्चमेंट पेपर पर सिंगल पार्ट दो रंग में। सीबीएसई के सिक्वोरिटी ब्लॉक के साथ ग्राउंड प्रिंटिंग।	3,000	3,000

08.	अवार्ड लिस्ट- थ्योरी कक्षा-12 रंग-नीला	60	15x12x3 (वाटरमार्क के बिना) तीन भाग एक तरफ एक रंग	90,000	90,000
09.	अवार्ड लिस्ट- थ्योरी कक्षा- 10 रंग-लाल	60	15x12x3 (वाटरमार्क के बिना) तीन भाग एक तरफ एक रंग	20,000	20,000
10.	अवार्ड लिस्ट- प्राैक्तिकल कक्षा-12 रंग-नीला	60	15x12x2 (दो भाग) (वाटरमार्क के बिना) एक तरफ एक रंग	60,000	60,000
11.	सारणीयन (टेबुलेशन) कक्षा-10 रंग-लाल	120	15x12x1 (वाटरमार्क के बिना) पार्चमेंट पेपर पर एक भाग। एक रंग की छपाई दोनों तरफ	4,50,000	4,50,000
12.	सारणीयन (टेबुलेशन) कक्षा-12 रंग-नीला	120	15x12x1 (वाटरमार्क के बिना) पार्चमेंट पेपर पर एक भाग। एक रंग की छपाई दोनों तरफ	2,00,000	2,00,000
13.	रिक्त ईजेडआर 10 x12 x1	60	10x12x1 (वाटरमार्क के बिना) जिस पर सीबीएसई का लोगो हो और ऑटोमशीन नंबर के साथ हो।	10,000	10,000
14.	रिक्त ईजेडआर 15 x12 x1	60	15x12x1 (वाटरमार्क के बिना) जिस पर सीबीएसई का लोगो हो और ऑटोमशीन नंबर के साथ हो।	3,00,000	3,00,000
15.	रिक्त ईजेडआर 15 x12 x2	60	15x12x2 (वाटरमार्क के बिना) जिस पर सीबीएसई का लोगो हो और ऑटोमशीन नंबर के साथ हो।	50,000	50,000
16.	रिक्त ईजेडआर 15 x12 x3	60	15x12x3 (वाटरमार्क के बिना) जिस पर सीबीएसई का लोगो हो और ऑटोमशीन नंबर के साथ हो।	10,000	10,000
17.	रिक्त ईजेडआर 10 x12 x3	60	15x12x3 (वाटरमार्क के बिना) जिस पर आटोमशीन नंबर के साथ हो। (लोगो के बिना)	25,000	25,000
18.	उत्कृष्टता प्रमाण पत्र कक्षा- 10 रंग-लाल	120	15x16x1 दो ंपरी भाग में, पार्चमेंट पेपर पर, सिंगल पार्ट	1,20,000	30,000
19.	उत्कृष्टता प्रमाण पत्र कक्षा- 12 रंग-नीला	120	15x16x1 दो ंपरी भाग में पार्चमेंट पेपर पर सिंगल पार्ट	24,000	6,000

\*मदों की मात्रा घटाई/बढ़ाई जा सकती है।

ऊपर दर्शाई मात्रा में से पूर्व मुद्रित कंप्यूटर स्टेशनरी सामान बोर्ड के विभिन्न क्षेत्रीय कार्यालयों अर्थात् अजमेर, इलाहाबाद, भुवनेश्वर, चेन्नई, दिल्ली, देहरादून, गुवाहाटी, पंचकूला, पटना, और तिरुवनंतपुरम, में भेजना है। निविदाकर्ताओं को उपर्युक्त शहरों में स्थित बोर्ड के सभी क्षेत्रीय कार्यालयों के लिए ऊपर दर्शाए पूर्व मुद्रित कंप्यूटर स्टेशनरी सामान की प्रत्येक की प्रति 1000 शीट के लिए उनकी दरें एफ.ओ.आर अलग से उद्धृत करनी चाहिए।

तकनीकी और वित्तीय बोली को दो अलग-अलग लिफाफों में रखें और दोनों लिफाफों को अन्य बड़े लिफाफे में रखें और विधिवत् सील करके उस पर "पूर्व मुद्रित कंप्यूटर स्टेशनरी सामान के लिए निविदा" अंकित करें तथा सचिव, सीबीएसई, शिक्षा केन्द्र, 2, सामुदायिक भवन, प्रीत विहार, दिल्ली-110092 को संबोधित करें।

निविदा फार्म 10.00 पूर्वा. से 01.00 अप. तक **07.10.2015 से 27.10.2015** तक किसी भी कार्यदिवस में रु. 500/- के नकद भुगतान (अप्रतिदेय) पर सिंडिकेट बैंक, सीबीएसई प्रीत विहार शाखा, दिल्ली-110092 से खरीदा जा सकता है अथवा सीबीएसई वेबसाइट [www.cbse.nic.in](http://www.cbse.nic.in) से भी डाउनलोड किया जा सकता है जिसके लिए निविदा फार्म के साथ रु. 500/- का बैंक ड्राफ्ट संलग्न किया जाए जो सचिव, सीबीएसई के नाम दिल्ली में देय हो अथवा कैशियर, सीबीएसई के पास नकद भुगतान करें तथा रसीद की फोटोकॉपी निविदा फार्म के साथ इसे प्रस्तुत करने से पहले संलग्न करें। निविदाकर्ता द्वारा विधिवत् हस्ताक्षरित निबंधन एवं शर्तें तथा सभी तरह पूर्ण फार्म रु. 1,50,000.00 की बयाना राशि (ईएमडी) जो सचिव, सीबीएसई के नाम देय हो, के साथ सीबीएसई भवन के भूतल पर रखे निविदा बॉक्स में **2.30 अप. 27.10.2015** को या उससे पहले डाल देना चाहिए।

तिथि व समय की समाप्ति के बाद तथा बिना ईएमडी के प्राप्त निविदाएं रद्द कर दी जाएंगी। तकनीकी बोली उसी दिन 03.00 अप. में निविदाकर्ताओं की उपस्थिति में खोली जाएंगी, जो भी उपस्थित होना चाहें।

अध्यक्ष/सचिव, केमाशिबो को किसी या सभी निविदाओं को बिना कोई कारण बताए स्वीकार एवं रद्द करने का अधिकार है।

**संयुक्त सचिव (प्रशा. एवं विधि)**

**CENTRAL BOARD OF SECONDARY EDUCATION**SHIKSHA KENDRA, 2, COMMUNITY CENTRE,  
PREET VIHAR, DELHI - 110092**TENDER NOTICE**

Sealed Tenders are invited in two bids, Technical and Financial- on behalf of Secretary, CBSE for **Printing and Supply of following pre-printed computer stationery items** from reputed Printers who have atleast 03 years of experience in the field and have Minimum Average Annual Turn Over of Rs. 50 lacs or more during the last three years :-

S. No.	Name of the Item	GSM of paper to be used	Specification	* Estimated Quantity	* Estimated Quantity in sheets
01	Registration Cards Class-IX Colour - Red	150	A-4 Size single side printing in two colours and CBSE logo on super shine paper of 'A' grade mill Mat finish at 4 places on a sheet with Both side perforation (each size of card sheet 11.5"X8.5")	20,80,000	5,20,000
02	Registration Cards Class-XI Colour - Blue	150	A-4 Size single side printing in two colours and CBSE logo on super shine paper of 'A' grade mill Mat finish at 4 places on a sheet with Both side perforation (each size of card sheet 11.5"X8.5")	14,68,000	3,67,000
03	Migration Certificates	120	(15X12X1) <b>(without watermark)</b> Single part on parchment paper in two colour. Ground printed with security block of CBSE. Each sheet having one horizontal and one vertical perforation. Each sheet to have four Migration Certificates will be of size 7.5x6 with auto machine numbering.	21,56,000	5,39,000
04	Migration Certificates	120	8X10X1 (A-4 Size) <b>(without watermark)</b> Single part on parchment paper in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.	3,95,000	3,95,000
05	LOC Form Class -X Colour - Red	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	2,13,000	2,13,000
06	LOC Form Class-XII Colour - Blue	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	1,55,000	1,55,000
07	Provisional Certificate	120	8X10X1 (A-4 Size) <b>(without watermark)</b> Single part on parchment paper in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.	3,000	3,000
08	Award List-Theory Class-XII Colour - Blue	60	15X12X3 <b>(without watermark)</b> three part. Single colour on single side.	90,000	90,000
09	Award List -Theory Class-X Colour - Red	60	15X12X3 <b>(without watermark)</b> three part. Single colour on single side.	20,000	20,000
10	Award List-Practical Class-XII Colour - Blue	60	15X12X2 (two parts) <b>(without watermark)</b> on. Single colour on single side	60,000	60,000
11	Tabulation Class -X Colour - Red	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	4,50,000	4,50,000

12	Tabulation Class -XII Colour - Blue	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	2,00,000	2,00,000
13	Blank EZR 10 x 12x 1	60	10 x 12x 1 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering.	10,000	10,000
14	Blank EZR 15 x 12x 1	60	15 x 12x 1 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering.	3,00,000	3,00,000
15	Blank EZR 15 x 12x 2	60	15 x 12x 2 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering.	50,000	50,000
16	Blank EZR 15 x 12x 3	60	15 x 12x 3 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering.	10,000	10,000
17	Blank EZR 15 x 12x 3	60	15 x 12x 3 <b>(Without watermark)</b> with Auto machine Numbering <b>{Without Logo}</b>	25,000	25,000
18	Merit Certificates Class X Colour - Red	120	15X16X1 in two ups single part on parchment paper	1,20,000	30,000
19	Merit Certificates Class XII Colour - Blue	120	15X16X1 in two ups single part on parchment paper	24,000	6,000

\* **Quantity of items may increase/decrease.**

The **pre-printed computer stationery items** among the above noted quantity are to be delivered at the different Regional Offices of the Board i.e. **Ajmer, Allahabad, Bubneshwar, Chennai, Delhi, Dehradun, Guwahati, Punchkula, Patna and Thiruvananthapuram**. The Tenderer should quote their rates FOR per 1000 sheets of each of above noted **pre-printed computer stationery items** separately for all the Regional Offices of the Board situated at the above Cities.

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 Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092. The Tender Form can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110092 between 10.00 A.M. to 1.00 P.M. on any working day **from 07.10.2015 to 27.10.2015** on payment of Rs. 500/- in cash (non-refundable) or can also be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) for which Bank Draft of Rs. 500/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD of **Rs. 1,50,000.00** in the shape of Bank Draft in favour of the Secretary, CBSE, Delhi may be dropped in the Tender Box kept on the ground floor of the CBSE Building **upto 2.30 pm on or before 27.10.2015**.

Tenders received after expiry of date, time and those without EMD shall be rejected. Technical bids will be opened on the same date at 3.00 pm in the presence of the Tenderers, who may like to be present.

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

**JOINT SECRETARY (A&L)**

# TENDER DOCUMENT

Sr. No.	Tender No. / Brief Description of the products	Contact Person
01	<b>Printing and Supply of Pre-Printed Computer Stationery Items</b>	<b>ASSISTANT SECRETARY (ADMN.III)</b> Tel.: 011-22500143  <b>Address:-</b> Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre Preet Vihar, Delhi-110092

### IMPORTANT DATE & TIME

Date of availability of Tender documents at	Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110092 between 10.00 A.M. to 1.00 P.M. on any working day <b>from 07.10.2015 to 27.10.2015</b> on payment of Rs. 500/- in cash (non-refundable) or can also be downloaded from CBSE website <a href="http://www.cbse.nic.in">www.cbse.nic.in</a> for which Bank Draft of Rs. 500/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission.
Last date of collection of Tender documents	<b>27.10.2015 u p t o 2.30 p.m.</b>
Date of opening of Technical Bid	<b>27.10.2015 u p t o 3.00 p.m.</b>
EMD Amount to be submitted for the	<b>Rs. 1,50,000.00</b>
Item stated in requirement schedule	<b><u>As stated at Annexure IV &amp; V</u></b>

## CONTENT

Annexure	Description of Section
I	Instructions to bidders
II	Terms & Conditions on the basis of which order will be placed
III	Eligibility Criteria
IV	Requirement Schedule
V	Specification & allied technical details
VI	Tender form (Technical Bid)
VII	Tender form (Financial Bid)

**CENTRAL BOARD OF SECONDARY EDUCATION**

**INSTRUCTIONS TO BIDDERS**

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 Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092. The Tender Form can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110092 between 10.00 A.M. to 1.00 P.M. on any working day from **07.10.2015 to 27.10.2015** on payment of Rs. 500/- in cash (non-refundable) or can also be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) for which Bank Draft of Rs. 500/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD of **Rs. 1,50,000.00** in the shape of Bank Draft in favour of the Secretary, CBSE, Delhi may be dropped in the Tender Box kept on the ground floor of the CBSE Building **upto 2.30 pm on or before 27.10.2015**.
2. The Tender should be sent by post or kept in the Tender Box on the ground floor of the CBSE Preet Vihar, Building **upto 2.30 pm on or before 27.10.2015**.
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. 1,50,000.00** in the form of bank draft in favour of the Secretary, CBSE, Preet Vihar, Delhi or Bank Guarantee from any of the scheduled Commercial Banks. The EMD shall remain valid for a period of 60 days beyond the financial bid.
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 date 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 bidder 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.

## CENTRAL BOARD OF SECONDARY EDUCATION

### TERMS AND 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 different Regional Offices of the Board i.e. **Ajmer, Allahabad, Bhubaneswar, Chennai, Delhi, Dehradun, Guwahati, Panchkula, Patna and Thiruvananthapuram**. The Tenderer should quote their rates for per 1000 sheets of each of the **pre-printed computer stationery item** separately FOR all the Regional Offices of the Board situated at the above Cities.
  2. 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.
  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 & conditions of the tender shall be read in conjunction with the general condition of contract, bill of quantities and other documents being part of this contract.
  5. Tender must be accompanied with EMD of **Rs. 1,50,000/-** in the form of Bank Draft in favour of the Secretary, CBSE, Delhi. Tenders without earnest money and cost of tender document will be rejected. Last date of receiving the tender is **27.10.2015** till 2:30 P.M. Tender will be opened on the same day i.e. on **27.10.2015** at 3.00 P.M in the presence of the Tenderers, who may like to be present. No separate communication will be sent in this regard.
  6. The earnest money of the unsuccessful bidder will be refunded without any interest.
  7. 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 Partners/Owner/Managing Director of firm.
  8. The earnest money of the successful bidder shall be retained and converted into security deposit, which will be refunded without interest after execution of the order. However, if the Tenderer fails to accept the work order part or in whole, EMD will be forfeited.
  9. The successful Tenderer shall have to deposit Performance Security @ 7% of the total contract value which can be in the form of Demand Draft, Fixed Deposit Receipt, Bank Guarantee, from a Commercial Bank in an acceptable form and shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The EMD shall be refunded on receipt of Performance Security.
  10. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the Earnest Money/Security Deposit of the same will be forfeited.
  11. **Rates should be quoted including all taxes. Delivery will be taken in corrugated boxes inside the godowns of the Different Regional Offices of the Board. Cartage/Coolidge shall have to be borne by the supplier up to the godown(s) of the Board.**
  12. 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) J K (straw product), 4) Century, 5) Andhra, 6) Orient, 7) HPCL, 8) Any other 'A' Class Mill.**
- The Printers are required to submit sample of papers of the above said reputed Mills duly signed and stamped along with the tender. The carbon to be used in two/three parts stationery should be of best quality.
13. **An agreement will have to be entered between CBSE and successful Tenderer on a Non-Judicial stamp paper of Rs. 100/-.**

**14. Schedule of Delivery:**

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 **forty five 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 @ 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.

15. **The work can be allotted to one or more agencies on L-1 rates by the Competent Authority of the Board.**
16. **The total quantities to be made under the contract cannot be guaranteed and quantities as mentioned in the tender is approximate and may increase/ decrease.**
17. 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.
18. **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.**
19. The Tenderers should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.
20. 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.
21. The Board will take random samples from the material supplied to the Board. Any Document /Work found 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 Chairman 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 off it by auction and no claim of the Tenderer shall be permissible.
22. Rejected material shall be at the supplier's risk and they must be collected from the godowns of the Board 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.
23. 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.
24. 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.
25. 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.
26. 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 & conditions.

27. 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: In case 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.**

28. 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.
29. In the event of specification/grammage not found in consonance with the specification/grammage prescribed by the BIS/Board against the items. Necessary proportionate deduction on total value as per actual grammages arrived at from the RTC/MSME Lab (Govt. of India) 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.
30. 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 bill.
31. No advance payment will be made. 80% Payment shall be made only on completion of the whole work order. The balance 20% payment will be made after completion of the other formalities such as GSM testing of papers/inspection and acceptance of the material etc. as per norms/specification.
32. 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/Performance Security Deposit/black listed.
33. The Chairman, CBSE, Delhi reserves the right to accept or reject any or all the tender without assigning any reason.
34. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
35. The Chairman, CBSE, Delhi reserves the right to appoint an arbitrator, if needed so.

**ASSISTANT SECRETARY (ADMN.III)**

**ACCEPTANCE OF THE TENDERER**

The terms and conditions enumerated in this form from clause 01 to 35 have been read by me/us and are acceptable to me/us.

Signature of the Tenderer Seal  
with complete address

\_\_\_\_\_  
\_\_\_\_\_

Tel/Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Place : \_\_\_\_\_

Date: \_\_\_\_\_

### **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 Average Annual turnover of Rs. 50 lakh or more during the last three financial years i.e. 2012-13, 2013-14 & 2014-15.
- c) The agency should have minimum three years past experience of manufacturing and supplying of such material to the Central/State Govt. and Educational institutions/Any Board/University (attach documentary evidence in Technical bids).

**REQUIREMENT SCHEDULE**

The requirement for printing and supply of **pre-printed computer stationery items** and its specifications as per details below:

S. No.	Name of the Item	GSM of paper to be used	Specification	* Estimated Quantity	* Estimated Quantity in sheets	Tentative Delivery Schedule
01	Registration Cards Class-IX Colour - Red	150	A-4 Size single side printing in two colours and CBSE logo on super shine paper of 'A' grade mill Mat finish at 4 places on a sheet with Both side perforation (each size of card sheet 11.5"X8.5")	20,80,000	5,20,000	November 1 <sup>st</sup> Week
02	Registration Cards Class-XI Colour - Blue	150	A-4 Size single side printing in two colours and CBSE logo on super shine paper of 'A' grade mill Mat finish at 4 places on a sheet with Both side perforation (each size of card sheet 11.5"X8.5")	14,68,000	3,67,000	November 1 <sup>st</sup> Week
03	Migration Certificates	120	(15X12X1) <b>(without watermark)</b> Single part on parchment paper in two colour. Ground printed with security block of CBSE. Each sheet having one horizontal and one vertical perforation. Each sheet to have four Migration Certificates will be of size 7.5x6 with auto machine numbering.	21,56,000	5,39,000	January 2 <sup>nd</sup> Week
04	Migration Certificates	120	8X10X1 (A-4 Size) <b>(without watermark)</b> Single part on parchment paper in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.	3,95,000	3,95,000	January 2 <sup>nd</sup> Week
05	LOC Form Class -X Colour - Red	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	2,13,000	2,13,000	December 1 <sup>st</sup> Week
06	LOC Form Class-XII Colour - Blue	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	1,55,000	1,55,000	December 1 <sup>st</sup> Week
07	Provisional Certificate	120	8X10X1 (A-4 Size) <b>(without watermark)</b> Single part on parchment paper in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.	3,000	3,000	January 2 <sup>nd</sup> Week
08	Award List-Theory Class-XII Colour - Blue	60	15X12X3 <b>(without watermark)</b> three part. Single colour on single side.	90,000	90,000	January 2 <sup>nd</sup> Week
09	Award List -Theory Class-X Colour - Red	60	15X12X3 <b>(without watermark)</b> three part. Single colour on single side.	20,000	20,000	January 2 <sup>nd</sup> Week
10	Award List-Practical Class-XII Colour - Blue	60	15X12X2 (two parts) <b>(without watermark)</b> on. Single colour on single side	60,000	60,000	December 1 <sup>st</sup> Week
11	Tabulation Class -X Colour - Red	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	4,50,000	4,50,000	March 2 <sup>nd</sup> Week
12	Tabulation Class -XII Colour - Blue	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	2,00,000	2,00,000	March 2 <sup>nd</sup> Week
13	Blank EZR 10 x 12x 1	60	10 x 12x 1 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering.	10,000	10,000	March 2 <sup>nd</sup> Week

14	Blank EZR 15 x 12x 1	60	15 x 12x 1 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering.	3,00,000	3,00,000	March 2 <sup>nd</sup> Week
15	Blank EZR 15 x 12x 2	60	15 x 12x 2 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering.	50,000	50,000	March 2 <sup>nd</sup> Week
16	Blank EZR 15 x 12x 3	60	15 x 12x 3 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering.	10,000	10,000	March 2 <sup>nd</sup> Week
17	Blank EZR 15 x 12x 3	60	15 x 12x 3 <b>(Without watermark)</b> with Auto machine Numbering <b>{Without Logo}</b>	25,000	25,000	January 2 <sup>nd</sup> Week
18	Merit Certificates Class X Colour - Red	120	15X16X1 in two ups single part on parchment paper	1,20,000	30,000	March 2 <sup>nd</sup> Week
19	Merit Certificates Class XII Colour - Blue	120	15X16X1 in two ups single part on parchment paper	24,000	6,000	March 2 <sup>nd</sup> Week

Note:

- a. The quantities may be increased or decreased. Exact quantity shall be intimated at the time of placing order.
- b. The paper should be used as per specifications mentioned above.
- c. Samples of offered Paper shall be enclosed with the Technical Bid.

## Annexure-VI

### TENDER FORM

#### Part 'A' - Technical Bid

#### **TENDER FORM FOR PRINTING AND SUPPLY OF PRE-PRINTED COMPUTER STATIONERY ITEMS.**

(NOTE: Tenderer must read the enclosed Terms & Conditions before filling up the particulars in this form.)

#### **1. PARTICULARS OF TENDERER:**

- i) Name of the Press : \_\_\_\_\_
- ii) Registration No. and Year of Registration  
(with documentary evidence) : \_\_\_\_\_
- iii) Any other Organization with whom the  
Agency is registered : \_\_\_\_\_
- iv) Office Address and Tel. No. : \_\_\_\_\_
- v) Name(s) of the Proprietor/ Partners/Director  
with Mobile No. : \_\_\_\_\_

#### **2. PAST EXPERIENCE (Last three years) - (Attach photocopy of relevant work orders)**

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

Note= Attach separate sheet, if required

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

If 'Yes' the details thereof. : \_\_\_\_\_

#### **4. INFRASTRUCTURAL DETAILS:-**

- a) Physical/Capital:
- 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 : Year-2012-13 : Rs. \_\_\_\_\_  
(attach copies of audited financial statements) : Year-2013-14 : Rs. \_\_\_\_\_  
: Year-2014-15 : Rs. \_\_\_\_\_
- ii) Availability of Finance/Bank Guarantee (Attach  
financial solvency Certificate issued by Bank consisting  
of 40% of estimated value)

#### **5. DETAILS OF STAFF:**

- i. Technical : \_\_\_\_\_
- ii. Non-Technical : \_\_\_\_\_

**6. PARTICULARS OF EARNEST MONEY:**

- i) Amount (in Rs.) : \_\_\_\_\_
- ii) Demand Draft No. & Date : \_\_\_\_\_
- iii) Name of the Bank & Branch : \_\_\_\_\_

**7. PARTICULARS OF TENDER FEE:**

- i) Amount (in Rs.) : \_\_\_\_\_
- ii) DD No./Cashier Receipt No. & Date : \_\_\_\_\_
- iii) Name of the Bank & Branch : \_\_\_\_\_

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

Specification	Name of Paper Mill	No. of Samples Attached
60 GSM		
106 GSM		
120 GSM		
150 GSM		

**9. Weekly Holiday on** : \_\_\_\_\_

**10. For RTGS/NEFT details:**

- i) Bank Name : \_\_\_\_\_
- ii) Nature of Account : \_\_\_\_\_
- iii) Account No. : \_\_\_\_\_
- iv) IFSC Code No. : \_\_\_\_\_
- v) Beneficiary Name/Company Name : \_\_\_\_\_

The Terms and Conditions of the Tender are acceptable to me/us.

Signature of the Tenderer \_\_\_\_\_  
with Official Seal and Complete  
Address \_\_\_\_\_  
Telephone/Mobile No. \_\_\_\_\_  
PAN NO. \_\_\_\_\_  
DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_

**Important Notes:**

**The Tender Form for Technical Bid should contain -**

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

## CENTRAL BOARD OF SECONDARY EDUCATION

**Part 'B' - Financial Bid**

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 the respective Regional Office, no extra cost would be given:-**

S. No	Name of the Item	GSM of paper to be used	Specification	* Estimated Quantity in sheets	Tentative Delivery Schedule	Rates per 1000 sheets inclusive of all to be delivered at the following Regional Office in Rs												
						Ajmer	Allahabad	Bubneshwar	Chennai	Delhi	Dehradun	Guwahati	Punchkula	Patna	Trivendrum			
01	Registration Cards Class-IX Colour-Red	150	A-4 Size single side printing in two colours and CBSE logo on super shine paper of 'A' grade mill Mat finish at 4 places on a sheet with Both side perforation (each size of card sheet 11.5"X8.5")	5,20,000	November 1 <sup>st</sup> Week													
02	Registration Cards Class-XI Colour-Blue	150	A-4 Size single side printing in two colours and CBSE logo on super shine paper of 'A' grade mill Mat finish at 4 places on a sheet with Both side perforation (each size of card sheet 11.5"X8.5")	3,67,000	November 1 <sup>st</sup> Week													
03	Migration Certificate	120	(15X12X1) <b>(without watermark)</b> Single part on parchment paper in two colour. Ground printed with security block of CBSE. Each sheet having one horizontal and one vertical perforation. Each sheet to have four Migration Certificates will be of size 7.5x6 with auto machine numbering.	5,39,000	January 2 <sup>nd</sup> Week													
04	Migration Certificate	120	8X10X1 (A-4 Size) <b>(without watermark)</b> Single part on parchment paper in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.	3,95,000	January 2 <sup>nd</sup> Week													
05	LOC Form Class -X Colour-Red	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	2,13,000	December 1 <sup>st</sup> Week													
06	LOC Form Class-XII Colour-Blue	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	1,55,000	December 1 <sup>st</sup> Week													
07	Provisional Certificate	120	8X10X1 (A-4 Size) <b>(without watermark)</b> Single part on parchment paper in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.	3,000	January 2 <sup>nd</sup> Week													
08	Award List Theory Class-XII Colour-Blue	60	15X12X3 <b>(without watermark)</b> three part. Single colour on single side.	90,000	January 2 <sup>nd</sup> Week													

09	Award List Theory Class-X Colour-Red	60	15X12X3 <b>(without watermark)</b> three part. Single colour on single side.	20,000	January 2 <sup>nd</sup> Week												
10	Award List Practical Class-XII Colour-Blue	60	15X12X2 (two parts) <b>(without watermark)</b> on. Single colour on single side	60,000	December 1 <sup>st</sup> Week												
11	Tabulation Class -X Colour-Red	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	4,50,000	March 2 <sup>nd</sup> Week												
12	Tabulation Class-XII Colour-Blue	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	2,00,000	March 2 <sup>nd</sup> Week												
13	Blank EZR	60	10 x 12x 1 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering	10,000	March 2 <sup>nd</sup> Week												
14	Blank EZR	60	15 x 12x 1 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering	3,00,000	March 2 <sup>nd</sup> Week												
15	Blank EZR	60	15 x 12x 2 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering	50,000	March 2 <sup>nd</sup> Week												
16	Blank EZR	60	15 x 12x 3 <b>(Without watermark)</b> with CBSE logo and Auto machine Numbering	10,000	March 2 <sup>nd</sup> Week												
17	Blank EZR	60	15 x 12x 3 <b>(Without watermark)</b> with Auto machine Numbering <b>{Without Logo}</b>	25,000	January 2 <sup>nd</sup> Week												
18	Merit Certificates Class X Colour-Red	120	15X16X1 in two ups single part on parchment paper	30,000	March 2 <sup>nd</sup> Week												
19	Merit Certificates Class XII Colour-Blue	120	15X16X1 in two ups single part on parchment paper	24,000	March 2 <sup>nd</sup> Week												

**\* Quantity of items may increase/decrease.**

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.

WCT No. \_\_\_\_\_ PAN No. \_\_\_\_\_ Date: \_\_\_\_\_

Name & Signature of the Tenderer \_\_\_\_\_

Address/ Rubber stamp \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

**Note: The rates may be quoted as per Clause No. 32 of Terms & Conditions.**