



Regional Officer's Office

फोन Phone: 0145-2627460,

फैक्स Fax: 0145-2421543

Admn Section

फोन Phone: 2634109

E-mail: roajmer.cbse@nic.in

E-mail: cbse_ajm@dataone.in

केन्द्रीय माध्यमिक शिक्षा बोर्ड

(क्षेत्रीय कार्यालय)

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

टोडरमल मार्ग, अजमेर 305030 (राज.)

Central Board of Secondary Education

(REGIONAL OFFICE)

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

Todarmal Marg, Ajmer- 305030 (Raj.)

No.: F.2-5/CBSE/RO/AJM/ADMN/2016

Dated : 04.01.2016

BY – MAIL

Sh. Antriksh Johri
Director (IT)
Central Board of Secondary Education,
PS 1-2, Institutional Area
I.P. Extn., Patparganj,
Delhi -110090

Sub.: Uploading of Tender Notice & Tender Form for Printing & Supply of Misc. Proformae -reg.

R/Sir,

Please find enclosed an attachment file of tender notice and tender form for "**Printing & Supply of Misc. proformae**". The contents may be displayed on the CBSE's Website at appropriate place.

With kindest regards,

Encl.: As above

Yours faithfully,

Vikas Akora
(Vikas Akora) 4/1/16
Assistant Secretary(Admn)



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

(क्षेत्रीय कार्यालय) / (Regional Office)
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
(An autonomous Organization under the Union Ministry of HRD, Govt. of India)
टोडरमल मार्ग, अजमेर 305001 (राजस्थान) / Todarmal Marg, Ajmer (Raj.) - 305001

Cost of Form Rs. 100/-

TENDER FORM NO -

TENDER FORM

(FOR PRINTING AND SUPPLY OF MISC. PRINTING MATERIAL)

Tender Date Schedule

Schedule	Date	Time
Last date of Submitting the Tender	22-01-2016	3:00 PM
Date of Opening the tender	22-01-2016	4:00 PM

Earnest Money

Rs. 10,000/- payable in the shape of Bank Draft in favour of the "Secretary, CBSE payable at Ajmer. **No tender form without D.D. of earnest money shall be entertained.**

M/s _____ is/are hereby authorized to submit their tender in response to the Notice appeared in the Newspapers for the printing and supply of various forms and printing material etc. The tender should be submitted in sealed cover superscribed as "Tender for Printing and Supply of various office materials" The terms and conditions duly signed by the bidders should accompany the specific tender form.

REGIONAL DIRECTOR

I/we _____ hereby submit tender for the printing and supply of various forms, printing material & Envelopes etc. as per specifications given in the tender form and terms and conditions enclosed. The rates have been quoted in the enclosed tender form including the cost of paper. The terms and conditions enumerated from clause 01 to 24 have been read by me/us and are acceptable to me/us. I/We have also seen the manuscripts before tendering the rates. A sum of Rs. 10,000/- has been deposited in the Board's Office by Demand Draft No. _____ dated _____ in favour of the Secretary, CBSE, Ajmer drawn on Ajmer as Earnest Money.

Signature of the Tenderer

Seal with Complete Address

Telephone No. : _____

**SUB.- TENDER FORM FOR INVITING QUOTATIONS FOR
PRINTING OF VARIOUS OFFICE MATERIALS**

Sealed Tenders are invited for various printing materials of the Board such as Office-Performa, Envelopes, Note-Sheets etc. The quality and size of papers have been mentioned here-under. All the rates should include the cost of paper, printing, Numbering, Set Making, Perforation, Földing and composing charges and sales tax whatever applicable for a period of one year.

Printing rates (including Cost of Paper and all taxes)

SIZE OF PAPER
("A" class Mill Paper)
Maplitho

	<u>RATE PER THOUSAND</u>	
	Single Side	Both Side
(A)		
1. 17" x 27" (Full) 80 GSM	_____	_____
2. 17" x 27"/2 80 GSM	_____	_____
3. 17" x 27"/3 80 GSM	_____	_____
4. 17" x 27"/4 80 GSM	_____	_____
5. 17" x 27"/8 80 GSM	_____	_____
(B)		
1. 20" x 30" (Full) 80 GSM	_____	_____
2. 20" x 30"/2 80 GSM	_____	_____
3. 20" x 30"/3 80 GSM	_____	_____
4. 20" x 30"/4 80 GSM	_____	_____
5. 20" x 30"/8 80 GSM	_____	_____
6. 20" x 30"/16 80 GSM	_____	_____
(C)		
1. 18"x22" (Full) 80 GSM	_____	_____
2. 18"x22"/2 80 GSM	_____	_____
3. 18"x22"/4 80 GSM	_____	_____
4. 18"x22"/8 80 GSM	_____	_____

	<u>RATES PER HUNDRED</u>	
(D)		
1. File Board 15"x10" Quality 36 OZ (With Printing)	_____	_____
2. File Cover 14"x12" Sirpur colour triplex (With printing and lamination)	_____	_____

(E)		
D.O. Letter-Head Screen Printing 18"x22"/5 (Executive bond paper)	_____	_____

(F)		
Note sheets 17"x24"/4 ledger paper of sirpur mills in light Green colour 95 GSM	_____	_____

(G)		
Coloured Maplitho Paper Printing		
A-4 Size 120 GSM	_____	_____
Legal Size 120 GSM	_____	_____

	<u>RATES PER 10 REGISTERS</u>
(H)	
Register bound 17"x27"	
One Qr. Register 58 GSM	_____
Two Qr. Register 58 GSM	_____
Four Qr. Register 58 GSM	_____
Six Qr. Register 58 GSM	_____

(I)

Register (Ledger paper)
Canvas binding including
Double colour printing

17"x27"/4(200 sheets)
20"x30"(Full Size) (200 Sheets)
General (postal) register 80 GSM
100 page (in duplicate) total 200 pages
with perforation.

(J)

Mailing envelops with Printing

RATES PER THOUSAND

1. 9"x4" star super white maplitho 80 GSM
2. 9"x4" window 80 GSM(star super white maplitho)
3. 11"x5" 80 GSM (star super white maplitho)
4. 12"x10" 80 GSM (star super white maplitho)
5. 11"x5" 80 GSM WINDOW(star super white maplitho)
6. 11"x5" yellow 100 GSM
7. 11"x5" blue/white 100 GSM
8. 12"x10" craft star 80 GSM (Brown)
9. 16"x12" craft star 80 GSM (Brown)

(K)

Brown Clothing/ mailing Envelope with printing
(star paper mills) sample attached

1. 12"x10" 100 GSM
2. 16"x12" 100 GSM
3. 16"x12" 100 GSM (Box Envelopes)
4. 19"x15" 100 GSM
5. 19"x15" 100 GSM (Box Envelopes)

(L)

Certificate for Hindi Week/Vigilance Awareness Week
A-4 Size on Card Sheet (Rate per 100 Certificates in
Two Colours

Signature with Rubber Stamp

OTHER TERMS AND CONDITIONS

1. The sample of each type of paper required vide this tender-form should be duly mentioned with name and rubber stamp of the printer. The G.S.M. of the paper and the Mills name should also be written thereon and be sent along-with the tender. The paper to be used should be of A Grade Mill only of BIS specification as mentioned in the tender form.
2. The tenders will be opened by a committee constituted by the Board in this office in presence of those bidders whosoever wish to present in this office at the time of opening the tenders. No tender will be accepted after expire of due date and time.
3. Ink colour and paper colour should be used only as per directions of the Board. It can be Blue, Black, Red, or 2-3 Colours.
4. The bidders should not quote any other terms and conditions than whatever mentioned in the tender-form so as to maintain uniformity of all the tenders in this regard. Rates should be quoted F.O.R. at Ajmer including all taxes and all other charges. Delivery will be taken in corrugated boxes inside the godown of the office at the Ajmer. The cartridge shall have to be borne by the suppliers upto godown of the Board.
5. The Regional Director has the right to re-tender or cancel all the tender or any tender without assigning any reason thereof to the bidders.
6. If the work of the printer is not found upto the level of Board's satisfaction, the contract will be terminated at any point of time. In case of any dispute, the decision of the Regional Director of the Board shall be binding and final.
7. Payments of the bill will be made after supply of printed office materials and verification thereof according to the samples supply by the agency and approved by the Board.
8. The tender duly filled-in all aspects should be dropped in the Tender Box placed in this office.
9. No tender form without earnest money will be entertained. The earnest of the unsuccessful bidders shall be refunded without interest.
10. The Board reserves the right to forfeit EMD in addition to the penalty, if the tenderer fails to execute the order or the supply is not in accordance with specification and samples provided or there is any breach of terms and contract on part of suppliers.
11. The successful tenderer will have to complete the work assigned to him/them within 15 days/time from the date of issuing the work order/final print order positively failing which penalty @ 4% Per Week on proportionate amount of the Bill of delayed of supplied will be imposed subject to maximum penalty of 10% on the admissible amount of the bill.
12. Income-tax/WCT/TDS will be deducted as per rules and a certificate on the prescribed forms will be issued to the party.
13. The quantity of the forms/proforma to be printed may increase/decrease as per requirement.
14. The bidders are required to produce evidence of their previous experience in this line alongwith copies of IT return of the past 03 years.
15. The rates quoted will be approved for 01 year however, it may be extended for 02 or 03 years with the consent of both the parties and subject to satisfactory services.
16. On completion of the work, the supplier shall furnished an undertaking that any shortage of deficit found by the Board at later stage shall be made by the firm. The Negative/Positive/Plate used for printing has been destroyed. The firm should give a certificate that no extra form/stationery have been printed.
17. No advance payment will be made, 80% payment will be made only after supply of the whole work.
18. The balance 20% will be released after completion of the other formalities like testing of papers/inspection of material etc.

19. An agreement may be executed within 07 days from the date of issue of work order on non-judicial stamp paper of ` 100/-.
20. All disputes will be subject to Ajmer Jurisdiction only.
21. The undersigned has gone through all the above mentioned terms and conditions and are fully acceptable to me. I/we will use the paper of _____ (name of the mill) mill for printing.
22. The agency has to print supply order no. and date on the printed materials as per instructions of the Board.
23. The material is to be supplied in the pad of 100 each or as per the direction of the Board.
24. Forms/Award Lists/Centre Charges Bills etc. is to be supplied in sets or as per directions of the Board.

Acceptance of the Tenderer – The above terms and conditions have been read by me/us which are acceptable to me/us IN TOTO.

Signature of tenderer/firm: _____

Name and Address of firm: _____

PAN No. : _____

Dated: _____

Rubber Stamp: _____