

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE: DELHI
PS 1-2, Institutional Area, Patparganj, I.P Extn., Delhi-110092

TENDER NOTICE

Sealed tenders are invited for the Printing & Supply of various Application Forms & Misc. Forms for the Board Examination-2016. The firms/agencies who possessing the necessary infrastructure at Delhi/New Delhi may download the tender form from the CBSE Websites i.e. **www.cbse.nic.in**. The last date for submission of tender is 22/06/2015 upto 2:30 P.M.

The cost of the tender document is Rs. 200/- (Rupees Two Hundred only) which is non-refundable and non-adjustable & the cost of EMD is Rs. 30000/- only. The same are to be deposited at the time of submission of bid document in the shape of demand draft only on any Scheduled Commercial Bank payable at Delhi and shall be drawn in favour of Secretary, CBSE. All the drafts should be enclosed with the technical bid only. The bid documents must be submitted by Hand Delivery/Regd. Post/Speed Post in sealed cover to the Regional Office, CBSE, Delhi at the address given above on or before 2:30 P.M. on 22/06/2015 and will be opened as per schedule indicated in the instructions to the bidders. The technical bid & financial bid should be sealed in separate cover superscribing Technical & Financial Bid respectively. These two bids should be kept separately in one large envelope superscribing Bids for participation in printing & supply of various Applications Forms & Misc. Forms for the Board Examination 2016. The Tender received incomplete or beyond the stipulated period shall not be entertained under any circumstances. The technical bid will be opened on 22/06/2015 at 03:00 PM in the presence of tenderer who may like to be present. However, no separate communication will be issued in this regard. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

THE PROSPECTIVE BIDDERS ARE REQUESTED TO GO THROUGH THE COMPLETE TENDER DOCUMENT CAREFULLY REGARDING ELIGIBILITY & OTHER TERMS & CONDITIONS OF BOTH BIDS BEFORE APPLYING.

REGIONAL OFFICER (DELHI)

Central Board of Secondary Education
Regional Office, Delhi
PS 1-2, Institutional Area, Patparganj, I.P Extn., Delhi-110092

Cost of Form: Rs. 200/- (Non-refundable)

Tender Form No. **ROD/Admn & Ptng/2015-16**

M/s _____ are hereby authorized to submit their tender in response to the Tender Notice on the CBSE website for printing and supply of various Application Forms & Misc. Forms for the Board Examinations 2016.

REGIONAL OFFICER (DELHI)

Last date for submission of Tender: 22/06/2015 upto 2:30 P.M
Opening of Tender: 22/06/2015 at 3:00 P.M.

Tender Form
TECHNICAL BID

Tender form for Printing and supply of various Application Forms & Misc. Forms for the Board Examinations 2016.

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

(1) Name of the Press. : _____

(2) Registered Office Address : _____

with Telephone No. _____

(3) Factory Address with : _____

Telephone No. _____

(4) Date of establishment of the firm : _____

(5) License/Registration No. : _____

(6) PAN No. : _____

(7) VAT/Sale Tax Registration No. : _____

(8) Service Tax Registration No. : _____

(9) Past Experience (for last three years).

Sl. 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

10. Infrastructural Details: -**a) Physical/Capital.**

- i. Type and total No. of machines available for such work : _____
- ii. Capacity of the machine to print and deliver all the allotted work within 15-20 days : Yes/No

b) Financial

Annual turnover (during last Three : Year-2012-13 Rs. _____
 financial attach years & copy of : Year-2013-14 Rs. _____
 balance sheets duly audited) : Year-2014-15 Rs. _____

c) Personnel

Number of employees : Technical: _____
 (Technical and Non – Technical) Non-Technical: _____

11. Particulars of Demand Draft paid as Earnest money:

- i) Amount : Rs 30,000/- each
 ii) DD No. : _____
 iii) Issuing Bank with date of issue: _____

12. Particulars of Demand Draft paid as Tender fee:

- i) Amount : Rs 200/- each
 ii) DD No. : _____
 iii) Issuing Bank with date of issue: _____

- 13. 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
100 GSM paper for the items mentioned in the tender form		
80 GSM paper for the items mentioned in the tender form		
45 GSM Paper for the items mentioned in the tender form		

14. Whether generator is installed if so, indicate the capacity: _____KVA

15. Weekly Holiday on: _____

The terms and conditions and those appended with the tender form are acceptable to me /us. Copy of document in support of information furnished in S. No. 1-15 above are enclosed herewith. **My tender can be rejected due to Non-submission of any documents with technical bid.**

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

PAN NO. _____

MOBILE NO. _____

DATE: _____

PLACE: _____

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PS 1-2, Institutional Area, Patparganj, I.P Extn., Delhi-110092

TENDER FORM

FINANCIAL BID

(CLASS – X)

S.No.	Name of Examination Form	Qty. Set/Form	No. of enclosures to be printed and attached with each set of application form	Rates offered per 1000 sets/sheets of form including composing, processing, Plate making, printing, wire stitching, auto machine numbering, pad making, cost of paper and delivery F.O.R. etc.
1	Application Form for All India Secondary School (Class X) Exam 2016 for Pvt. Candidates with Bank slip and code list and instruction for filling up the Application form	8000 Sets	i) Bank receipt both sides printing in 23x36/8 including cost of paper of 45 GSM with numbering in 2 colors ii) Computer Form both side printing in 23x36/8 on 100 GSM white paper with numbering in 2 colors iii) Instructions for All India Sec. School Pvt. Candidates- both sides printing in 23x36/4 on white paper 80 GSM	
2	Application Form for Delhi Secondary School (Class X) Exam 2016 for Pvt. Candidates with Bank slip and code list and instruction for filling up the Application form	12000 Sets	i) Bank receipt both sides printing in 23x36/8 including cost of paper of 45 GSM with numbering in 2 colors ii) Computer Form both sides printing in 23x36/8 on 100 GSM white paper with numbering in 2 colors iii) Instructions for Delhi Sec. School both sides printing 23x36/4 on white paper 80 GSM	
3.	SC/ST Proforma	3500 Sheets	Single side printing in 17X24/4 on white paper 80 GSM. Each pad shall contains 100 sheets.	
4.	Bank Slip Extra	500 Sheets	Both side printing in 23X36/8 including cost of paper of 45 GSM with numbering in 2 colors. Each pad shall contains 100 sheets.	

5.	Numerical Return proforma for All India Sec. Exam 2016 and details of Examination Fee.	2000 Sheets	Both side printing in 17X27/4 including cost of paper of 80 GSM in one or two colors. Each pad shall contains 100 sheets.	
6.	Numerical Return proforma for Delhi Sec. Exam 2016 and details of Examination Fee.	2000 Sheets	Both side printing in 17X27/4 including cost of paper of 80 GSM in one or two colors. Each pad shall contains 100 sheets.	

PAN NO. _____

WCT No _____

Signature of the tenderer _____

Seal with complete address _____

Telephone No. Office _____

Residence _____

Mobile No. _____

CENTRAL BOARD OF SECONDARY EDUCATION

**REGIONAL OFFICE: DELHI
PS, 1-2, INSTITUTIONAL AREA, I.P EXTN. PATPARGANJ,
DELHI-110092**

Financial Bid

(CLASS – XII)

S.No.	Name of Examination Form	Qty. Set/ Form	No. of enclosures to be printed and attached with each set of application form	Rates offered per 1000 sets/sheets of form including composing, processing, Plate making, printing, wire stitching, auto machine numbering, pad making, cost of paper and delivery F.O.R. etc.
1	Application Form for All India Sr. School Certificate (Class XII) Exam 2016 for Pvt. Candidates with Bank slip and code list and instruction for filling up the Application form	15000 Sets	i) Bank receipt both sides printing in 23x36/8 including cost of paper of 45 GSM with numbering in 2 colors. ii) Computer Form both side printing in 23x36/8 on white paper 100 GSM with numbering in 2 colors. iii) Instruction for All India Sr. School Pvt. Candidates both side printing in 23x36/4 on white paper 80 GSM.	
2	Application Form for Delhi Sr. School Certificate (Class XII) Exam 2016 for Pvt. Candidates with Bank slip and code list and instruction for filling up the Application form	35000 Sets	i) Bank receipt both side printing in 23x36/8 of 45 GSM with numbering in 2 colors ii) Computer Form both side printing in 23x36/8 on white paper 100 GSM with numbering in 2 colors. iii) Instruction for Delhi Sr. School Pvt Candidates both side printing in 23X36/4 on white paper 80 GSM.	
3.	SC/ST Proforma	3000 Sheets	Single side printing in 17X24/4 on white paper 80 GSM. Each pad shall contains 100 sheets.	

Signature of the tenderer _____

PAN NO. _____

Seal with complete address _____

WCT No _____

Telephone No. Office _____

Residence _____

Mobile No. _____

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REGIONAL OFFICE DELHI
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“TERMS AND CONDITIONS”

1. **Tender in sealed envelopes superscribed “Tender for supply of printed Application Forms/ Misc. Forms for the Exam-2016” should reach or dropped in the box kept at reception counter of the office upto 2:30 p.m. on 22/06/2015. Tender without Earnest Money will not be accepted and such tender will be rejected.**
2. No tender will be accepted after expiry of the due date and time.
3. The Earnest Money of the unsuccessful bidders shall be refunded without interest.
4. Rates should be quoted F.O.R. at DELHI including all taxes and all other charges. Delivery will be taken in corrugated boxes inside the store ROD of the office at DELHI. Cartage shall have to be borne by the supplier upto the godowns of the Board.
5. Earnest Money of Rs. 30,000/- shall be accepted in the form Bank of Draft only drawn in favour of the Secretary CBSE, payable at Delhi.
6. The paper for printing of Application Forms and other items of class X & XII will be used of ‘A’ grade mill only of BIS specification as mentioned below. The GSM of paper will be as follows.

Paper mill name: Ballarpur, HPCL, Century, JK (Straw Product), Any other “A” class mill.

White Maplitho	80 GSM on Misc. Forms
White Maplitho	100 GSM on Application Forms
	45 GSM on Bank receipt

(GSM shall be verified through MSME testing centre)

7. Ink colour should be as under: -
 Class X Red/Black
 Class XII Blue/Black
 (For further clarification, if any, Dy. Secy. (Exams.) or Asstt. Secy. (Exam) may be contacted
8. The successful bidder has to deposit Performance Security for an amount equivalent to ten percent of the value of order/contract. E.M.D of successful bidder will be refunded on receipt of Performance Security.
9. The Board reserves the right to forfeit the Performance Securities in addition to the penalty if the tenderer fails to execute the order or the supply not in accordance with the specifications and samples provided or there is any breach of the terms of the contract on the part of supplier.
10. The successful tenderer(s) will have to complete the work assigned to him/them within twenty days times from the date of issuing the work orders/final proof positively failing which penalty as mentioned in clause **No 9** will be imposed.
11. Quantity of Application Forms and other items etc. to be printed may increase/decrease as per requirement
12. Tenderers are required to produce evidence of their previous experience in this line along with copies of IT returns of the past three years.
13. The rates quoted will be approved for one year however it may be extended for three more years with the consent of both the parties and subject to satisfactory services.
14. Upon completion of work, the supplier shall furnish an undertaking that any shortage or deficit found by the Board at later stage shall be made good by the firm. The plates used for printing will be destroyed and no stationary shall be printed more than the specified quantities/no. In case any discrepancy/ breach is noticed by the Board, the firm will be black listed and appropriate penalty/action shall be taken by the Board.
15. Penalty will be imposed by the Competent Authority by deducting of amount from the bill as under:-
 (i) Inferior quality @ 5 % on total bill.
 (ii) Misprinting Data @2 % on total bill.
 (iii) Short supply of any item @ of 10 % on total Bill.

16. No advance payment will be made 80% payment will be made only after supply/completion of the whole work order and inspection of material by the appropriate authority/committee of the Board. The balance 20% payment will be released after completion of the other formalities like testing of papers etc. The paper will be tested in Govt. laboratories as per BIS specifications and in case paper of inferior quality or lesser GSM is found, proportionate penalty will be imposed on the whole amount of the bill.
17. In case of delay in the supply, penalty @ 4% per week on the proportionate amount of the bill of delayed supply will be imposed subject to a maximum penalty of 10% on the admissible amount of the bill.
18. Income Tax/WCT/TDS as applicable will be deducted on all bills. In lieu of this, a certificate on the prescribed forms will be issued to the party.
19. The tenderer shall sign these terms and conditions, which shall be final and legally binding to both the parties.
20. An agreement may be executed within seven days from the date of issue of work order on a non-judicial stamp paper of Rs. 100/-.
21. In case of any dispute, the Chairman may appoint an arbitrator whose decision will be binding to both the parties.
22. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason.
23. No change/correction is allowed in tender in any case after the submission of tender form in the office.
24. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the Earnest Money/ Performance Security Deposit will be forfeited.
25. The legal jurisdiction will be Delhi in case of any dispute.
26. If any participant/bidder changes or alters any one of the condition given above, the Board shall have the right to reject his bids without assigning any reason or at the later stage.

Acceptance of the Tenderer

The terms and conditions enumerated in this form from clause 1 to 26 have been read by me/us and are acceptable to me/us.

Signature of the tenderer _____

Seal with complete address _____

Dated: _____

Mobile No. _____

Place _____

Landline No. _____

E-mail _____