

**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")	17,60,000	4,40,000
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")	13,20,000	3,30,000
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.	17,60,000	4,40,000
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.	3,00,000	3,00,000
05	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.	2,000	2,000
06	Award List-Theory Class-XII	60	15X12X3 <b>(without watermark)</b> three part. Single colour on single side.	70,000	70,000
07	Award Lists-Practical Class-XII	60	15X12X2 (two parts) <b>(without watermark)</b> on. Single colour on single side	2,80,000	70,000
08	Tabulation Class -X	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	3,60,000	3,60,000
09	Tabulation Class -XII	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	1,80,000	1,80,000
10	LOC Form Class -X	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	1,80,000	1,80,000
11	LOC Form Class -XII	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	1,45,000	1,45,000

\* 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. Delhi, Dehradun, Allahabad, Panchkula, Ajmer, Gowahati, Chennai, Thiruvananthapuram, Patna, Bhubaneswar. 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 17.07.2014 to 23.07.2014** 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. 1,00,000.00** 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 23.07.2014**.

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)**

# CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE

PREET VIHAR, DELHI-110092

Price: Rs. 500.00

Last date for submission of Tender	- 23.07.2014 up to 2.30 p.m.
Opening of sealed Tenders	- 23.07.2014 up to 3.00 p.m.

F. No. Admn.III/Computer Stationery/2015/

Tender Form No. \_\_\_\_\_

M/s. \_\_\_\_\_ are hereby authorized to submit their Tender in response to the Tender Notice given by the Board in the newspapers for Printing and Supply of pre-printed computer stationery items.

ASSISTANT SECRETARY (ADMN.III)

## 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 with  
Mobile No. : \_\_\_\_\_

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

##### 2.1

S.No.	Year	Name of the Organization/Institution	Details of Computer printing work Executed and supply thereof
a.	2011-12	i)	
		ii)	
		iii)	
b.	2012-13	i)	
		ii)	
		iii)	
c.	2013-14	i)	
		ii)	
		iii)	

Note= Attach separate sheet, if required

2.2 Has the firm ever been debarred/ Black listed  
by any organization?

If 'Yes' the details thereof.

: \_\_\_\_\_

**3. 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 (attach copy) : Year-2011-12 : Rs. \_\_\_\_\_  
: Year-2012-13 : Rs. \_\_\_\_\_  
: Year-2013-14 : Rs. \_\_\_\_\_
  - ii) Availability of Finance/Bank Guarantee(Attach financial solvency Certificate issued by Bank)
- c) Personal : Technical: \_\_\_\_\_  
Number of employees (Technical & Non-Technical) : Non-Technical: \_\_\_\_\_

**4. PARTICULARS OF EARNEST MONEY:**

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

**5. PARTICULARS OF TENDER FEE:**

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

**6. 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
120 GSM		
60 GSM		
106 GSM		

- 7. Weekly Holiday on : \_\_\_\_\_
- 8. 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.
- 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 on sale/manufacturing only.
- Certificate of registration with NSIC, Ministry/Deptt. concerned in case of non-submission of EMD amount.

# 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. Delhi, Dehradun, Allahabad, Panchkula, Ajmer, Gowahati, Chennai, Thiruvananthapuram, Patna, Bubneshwar. 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. 1,00,000/-** 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 **23.07.2014** till 2:30 P.M. Tender will be opened on the same day i.e. on **23.07.2014** 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. 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.
10. **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.**
11. 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 Mill duly signed and stamped along with the tender. The carbon to be used in two/three parts stationery should be of good quality.
12. **An agreement will have to be entered between CBSE and successful Tenderer on a Non-Judicial stamp paper of Rs. 100/-.**
13. **ELIGIBILITY:**
  - 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 years.
  - 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. Copy of PAN should be attached with the tender.

**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 **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.
15. **The work can be allotted to one or more agencies on L-1 rates by the Competent Authority of the Board.**
  16. **Quantity of Computer Stationery items to be printed may increase/decrease as per requirement.**
  17. **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.**
  18. 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.
  19. **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.**
  20. The Tenderers should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.
  21. 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.
  22. 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.
  23. 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.
  24. 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.
  25. 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.
  26. 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.
  27. The period of tender can be extended for a further period of two years with the consent of both the parties.

28. 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. 22.**

29. 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.
30. 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.
31. 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.
32. 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 formalities such as GSM testing of papers/inspection and acceptance of the material etc. as per norms/specification.
33. 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/Security Deposit/black listed.
34. In the event of any dispute, the decision of the Chairman of the Board shall be final and binding upon the Quotationer.
35. Incase of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
36. 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 36 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: \_\_\_\_\_



## CENTRAL BOARD OF SECONDARY EDUCATION

### INSTRUCTIONS TO BIDDERS

1. Technical Bid should contain Earnest Money, photocopy of payment of Tender fee, technical information as desired in the Tender Form, samples and copies of Certificates. 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.
2. The Financial Bid should contain the rates only. The rates be quoted per 1000 sheets as per Specifications/Size/GSM along with Cartage/Coolidge to deliver at the Godowns of respective Regional Offices of the Board, in the specimen Tender Form only.
3. Both the Technical and Financial Bids should be kept in a separate envelope and seal with wax and both the envelopes be kept in another bigger envelope duly sealed with sealing wax superscribed on it "**Tender for Printing and Supply of pre-printed computer stationery items**" addressed to the Secretary, CBSE, Preet Vihar, Delhi-110092.
4. 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 23.07.2014**.
5. Technical Bid shall be evaluated by a Committee constituted for the purpose. The Tenderer who meet all the technical pre-requisites shall only be considered for Financial Bids. The performance/services rendered in the past, if any may also be taken into account while examining the Technical Bid.
6. The terms and conditions duly signed by the Tenderers should accompany the specific Tender Form.
7. Technical Bid must be accompanied with the Earnest Money. Sample of paper and photocopies of relevant documents as required in the Tender.
8. Certificates with respect to total annual sale/manufacturing capacity must also be enclosed.
9. The Earnest Money of the Tender is **Rs. 1,00,000/-** in the shape of B.D. 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 period of 60 days beyond the final bid validity period.
10. Conditional bid shall not be accepted.

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# 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													
						Delhi	Dehradun	Allahabad	Punchkula	Ajmer	Gowahati	Chennai	Trivendrum	Patna	Bubneshwar				
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")	4,40,000	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")	3,30,000	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.	4,40,000	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.	3,00,000	January 2 <sup>nd</sup> Week														
05	Provisional Certificate	120	8X10X1 <b>(A-4 Size) (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.	2,000	January 2 <sup>nd</sup> Week														

06	Award List Theory Class-XII	60	15X12X3 <b>(without watermark)</b> three part. Single colour on single side.	70,000	January 2 <sup>nd</sup> Week												
07	Award List Practical Class-XII	60	15X12X2 (two parts) <b>(without watermark)</b> on. Single colour on single side	70,000	December 1 <sup>st</sup> Week												
08	Tabulation Class -X	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	3,60,000	March 2 <sup>nd</sup> Week												
09	Tabulation Class-XII	120	15X12X1 <b>(without watermark)</b> single part on parchment paper. Single colour printing on both sides.	1,80,000	March 2 <sup>nd</sup> Week												
10	LOC Form Class -X	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	1,80,000	December 1 <sup>st</sup> Week												
11	LOC Form Class-XII	106	15X12X1 <b>(without watermark)</b> single part on parchment paper	1,45,000	December 1 <sup>st</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: \_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_

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

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

**Note: The rates may be quoted as per Clause No. 34 of Terms & Conditions.**