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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.

SPEED POST

F.No.123/CBSE/Admn.III/Ptng./2011-12/1659-1677

Date: 14.09.2011

As per list of Printers enclosed.

Subject: **Quotations through LIMITED TENDER for Printing and Supply of CBSE Almanac/Diary-2012**

Dear Sir/Madam,

The Board is in the process of printing 10000 copies of CBSE Almanac/Diary-2012. A copy of the blank Quotation Proforma alongwith Limited Tender Notice, Tender Form and Terms & Conditions is being sent. The printers having atleast three years experience may submit their rates in the prescribed proforma so as to reach CBSE Preet Vihar, Delhi latest by **28.09.2011 upto 2.30 PM.**

In case, your firm fulfill the conditions, kindly submit lowest rates in the enclosed proforma duly signed, stamped and accompanied with the EMD of Rs.10,000/- and DD of Rs.100/- as cost of Tender. Samples of diary printed by your firm may be attached alongwith Tender to avoid rejection.

The offer not accompanied with the EMD and cost of Tender shall be rejected.

Yours faithfully,

Sd/-
(TRILOKI NATH)
Assistant Secretary (Admn.III)

Encl: As above.

List of Printers

1. M/s. Nutan Printers, Delhi
2. M/s. Public Printing Delhi Services, New Delhi
3. M/s. Shakun Printers, Delhi
4. M/s. Pearl Offset Press Pvt. Ltd. New Delhi
5. M/s.Mehak Offset Printers
6. M/s.Thomsons Press Indin Ltd.,
7. M/s. Berry Art Press, New Delhi
8. M/s. I.G. Printers, New Delhi
9. M/s. Rave Scans Pvt. Ltd. Delhi
10. M/s. Multi Graphics, Delhi
11. M/s. Arihant Offset, New Delhi
12. M/s. Global Ads, New Delhi
13. M/s. NHP Offset Press, Delhi
14. M/s. Deep Printers
15. M/s. Prabh Print Solution
16. M/s. Quick Offset
17. M/s. Vijaylakshmi Printing Works
18. M/s. Abhinav Prints
19. M/s. Deekay Printers

CENTRAL BOARD OF SECONDARY EDUCATION
SHIKSHA KENDRA, 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI – 110301

TENDER NOTICE

Sealed limited tenders are invited on behalf of the Secretary, CBSE for the following work from reputed printing agencies of 'A' Class situated in Delhi and NCR, having at least three years experience of the similar work/i.e. printing of Diary and Almanac etc.

Description of Work	Qty. (in nos.)	E.M.D. (in Rs.)	Last Date of Submission of Tender	Date of opening of Tender	Price of Tender Form
Printing & supply of CBSE Telephone Diary/ Almanac 2012	10000 copies	Rs. 10,000/- in the form of BD/DD drawn in favour of Secretary, CBSE, Delhi	28.09.2011 upto 2.30 pm	28.09.2011 at 3.00 PM	Rs. 100/- (Non-refundable)

The sealed envelope containing Tender Form complete in all respect along with sample and EMD/cost of form, addressed to the Deputy Secretary (Admn-III), CBSE, Delhi may be kept in the tender box on the ground floor of the building upto 2.30 PM on 28.09.2011. Tenders shall be opened on the same day in the presence of the tenderers who may like to be present.

Tenderers having prior experience in the similar work will only be considered. Please attach documentary proof to this effect.

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

Joint Secretary (Admn.III)

CENTRAL BOARD OF SECONDARY EDUCATION
SHIKSHA KENDRA, 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI – 110301

Form No. _____

Tender Form No.: Admn.-III/Diary/44/2011/

Price Rs.100/-

Last date for submission of Tender	- 28.09.2011 upto 2.30 p.m.
Opening of sealed Tenders	- 28.09.2011 at 3.00 p.m.

TENDER FORM
FOR PRINTING & SUPPLY OF CBSE DIARY/ALMANAC-2012

M/s _____ are hereby authorized to submit their Tender in response to the letter dated 14.09.2011 for Printing & supply of CBSE Diary/Almanac-2012. The specifications, terms and conditions are enclosed. The Tender should be superscribed as ‘Tender for Printing & Supply of CBSE Diary/Almanac-2012’.

Deputy Secretary (Admn.III)

I/We _____ hereby submit tender for printing and supply of Diary/Almanac -2012 as per specifications given with Tender Form at the rates given below which are inclusive of all i.e. cost of paper, Hard Board with coloured sheet, printing, binding, taxes, delivery F.O.R. etc.

CBSE Diary/Almanac -2012 of about 110 leaves (220 pages) in the size of 22x14 cms.	@Rs. _____ per diary Rupees. _____ _____ Only)
Rates for increase/decrease 1 leaf i.e. 02 pages	@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. 10,000/- +Rs.100/- has been deposited in the Board’s office vide Demand Draft No. _____ dated _____ in cash/in favour of the Secretary, CBSE, Delhi drawn on _____ Bank as Earnest Money/cost of form.

Signature of the Tenderer _____

Address & Tel No. _____

Mobile No. _____

Please indicate the following:-

i. PAN No. _____

ii. TIN No., if any: _____

(Rubber Stamp)

CENTRAL BOARD OF SECONDARY EDUCATION
SHIKSHA KENDRA, 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI-110301

SPECIFICATIONS & TERMS AND CONDITIONS FOR PRINTING
AND SUPPLY OF CBSE DIARY/ALMANAC -2012

1. Quantity - 10000 Diaries
2. Size of Diary - 22 x14 cms
3. Cover of Diary - Superior quality hard board with coloured sheet, Embossing in gold colour- Year, Logo & Office Name with Duplex Box Packing.
4. Colour Scheme - In single colour
5. Quality of Paper - 80 GSM Maplitho of 'A' Class Mills.
6. Total leaves - 110 leaves (220 pages):
 - (i) 26 printed leaves about CBSE, theme pages and personal profile/planner.
 - (ii) 80 ruled leaves date wise diary calendar/planner
 - (iii) 2 leaves telephone directory blanks
 - (iv) 2 leaves blank for notes
7. Binding - Section sewing with end paper of having superior quality.

The specimen copy may be seen on Third Floor, Admn.III Branch, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301 before quoting the rates and submission of sample Diary-2012.

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI-110301

TERMS AND CONDITIONS

1. Tender in a sealed cover superscribed 'Tender for supply of CBSE Diary/Almanac -2012' should reach the Deputy Secretary (Admn.III) **upto 2.30 PM on 28.09.2011 alongwith an Earnest Money of Rs. 10,000/- + Rs.100/- cost of form.** Tenders will be opened on the same day at 3.00 PM. No tender will be accepted without Earnest Money.
2. Tenderers having prior experience in the similar work will only be considered. Please attach documentary proof to this effect. They will also produce the samples of similar work.
3. Rates should be quoted inclusive of cost of paper, hard board, coloured sheet, printing as per above specifications with Duplex Box Packing, cartage, taxes, VAT and all other charges. Delivery will be taken in the CBSE Building at Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301.
4. Delivery of all the copies of the CBSE Diary/Almanac must be given within 20 days from the date of receipt of final proof/print order from the PRO.
5. The Board reserves the right to terminate the contract at any time without notice and to forfeit the earnest money if the supplier fails to make the supply in accordance with the specifications and samples. The earnest money will also stand forfeited if the tenderer on approval of his tender fails to accept it.
6. 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. If the unsatisfactory work report is found on a/c of printing, error in planner/calendar, binding etc., 10% penalty of total bill will be imposed.
8. Tenders will be rejected in respect of the firms, whose performance report has been found unsatisfactory in the previous years.
9. No change/correction is allowed in tender in any case after the submission of tender form in the office.
10. The final proofs of the documents shall be got approved by Public Relations Officer, CBSE, Delhi.
11. There should not be any overwriting or amendment in the rates offered and the terms and conditions are to be signed only by the authorized signatory of the firm.

Contd...2

12. The Board will take random samples from the material supplied to the Board. Any difference in the size, GSM of paper shall render the entire order for rejection and quotationer shall have to lift the material supplied at his own cost on "as is where is basis". In the event of mistake, errors and defect found in the supplied material, the quotationer would be liable to change or rectify such mistakes/errors and defects at his own cost to the satisfaction of the Board.
13. The samples of paper of A Grade Mill shall be enclosed alongwith 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.
14. The Quotationer will allow the official of the Board duly authorized by it to visit the premises where the printing is done.
15. Rejected material shall be at the supplier's risk and they must be collected from the godowns 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.
16. 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.
17. The Tender shall be valid for one year but can be extended further to be reviewed with mutual consent of both the parties subject to satisfactory work report.
18. No advance payment will be made by the Board.
19. No revision of rate shall be entertained by the Board during pendency of the contract except taxes levied/notified by the Govt.
20. 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.
21. 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.
22. The Board also reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

The terms and conditions enumerated in this form clause 1 to 22 have been read by me/us and are acceptable to me/us.

Signature of the Manger/Partner
with seal and complete address:

Mob/Fax No. _____

E-Mail ID . _____

Date: _____