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**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, DELHI**

An Autonomous Organisation Under the Union Ministry of Human Resource Development (Govt. of India)
PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

SPEED POST

No. ROD/ADMN/2012/

Dated: 12/10/2012

M/s. _____

Sub : Quotation for printing and supply of Computer Stationery i.e. JNV Attendance Sheets and Merit Certificates for 2013 Exam.

Sir,

Sealed quotations are invited on behalf of the Regional Officer, CBSE, Delhi from reputed agencies/firms whose press is situated in Delhi/New Delhi only for printing and supply of JNV Attendance Sheets and Merit Certificates with CBSE logo with paper, delivery F.O.R. within 20 days from the date of issue of work order/final proof as per terms & conditions, quality and specification given below:-

S.No	Particulars	Specifications	Quantity
1.	JNV Attendance Sheets	Single part on 60 GSM Papers of Size 15×12×1 in single colour on single side.	90,000 Sheets
2.	Merit Certificates	Single part in two ups 15×16×1 On parchment paper of 120 GSM	40,000 Sheets (80,000 Certificates) Class-X (Red Colour) 5000 Sheets (10,000 Certificates) Class-XII (Blue Colour)

The quotation must be sent under Sealed cover with sealing wax superscribing "Quotation for supply of JNV Attendance Sheets & Merit Certificates addressed to the Regional Officer, Regional Office (Delhi) at the above mentioned office address or put in the Tender Box kept on ground floor with the Security Guards upto **2:30 P.M by 01/11/2012** alongwith Tender fee of Rs. 200/- and Earnest Money of Rs. 20000/- (Rupees Twenty Thousand only) in the shape of Bank Draft drawn in favour of the Secretary, CBSE, Delhi. Quotation received after expiry of date and time shall be rejected. The specimen copy of JNV Sheets / Merit Certificate may be seen in the Admn Branch, CBSE, PS, 1-2, Institutional Area, I.P Extn., 2nd floor, C-Wing, Patparganj, Delhi-110092. Quotation will be opened on the same day at 3:00 P.M. in the presence of the quotationers, who may wish to be present.

Assistant Secretary (Admn.)

Note : Rates of the following items should be quoted after carefully reading the terms and conditions of the quotations.

I/We _____ hereby submit Quotation for printing and supply of JNV Attendance Sheets & Merit Certificates as per specification given below on the rates given below **which are inclusive of all Taxes and delivery F.O.R.:** - CBSE Godown (Patparganj & Preet Vihar)

S.No	Name of the item	GSM of paper	Quantity	Rate per Thousand Sheets inclusive of all taxes and delivery F.O.R.
01.	JNV Attendance Sheets (15×12×1)	60	90000 Sheets	
02.	Merit Certificates single part (15×16×1) (Each sheet contains two ups)	120	Class X- 80000 Certificates (40000 Sheets)* Class XII- 10000 Certificates (5000 Sheets) *	

The terms & conditions given alongwith quotation forms are acceptable to me/us.

Bank Draft No. _____ dt. _____ drawn on _____ for Rs. 200/- as Tender Fee and Bank Draft No. _____ dated _____ for Rs. 20000/- as Earnest Money in favour of the Secretary, CBSE, Delhi are enclosed.

Signature of the quotationers
Address & telephone nos.

Dated: _____

PAN No. _____

Office _____

Mobile _____

Residential Address _____

Rubber stamp

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE: DELHI

(Agreement to be executed on a Non-judicial stamp paper of Rs. 100/-)

Terms & Conditions

1. 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.
2. 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.
3. The terms and condition of the tenders shall be read in conjunction with the general condition of contract, bill of quantities and other documents being part of this contract.
4. Tender must be accompanied with EMD of Rs. 20,000/- each in the form of Bank Draft, EMD in any other form will not be accepted and such tender will be rejected. **Tender without earnest money and cost of tender document will not be accepted being an autonomous organization and such quotation will be rejected.** Last date of receiving the tender is 01/11/2012 till 2:30 P.M. Tender will be opened on 01/11/2012 at 3.00 P.M on the same day in the presence of the tenderers, who may like to be present at the time of opening. No separate communication will be sent in this regard.
5. The earnest money of the unsuccessful bidder will be refunded without any interest.
6. 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 partner/owner/managing director of the firm.
7. 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.
8. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the Earnest Money/ Security Deposit will be forfeited.
9. Rates should be quoted F.O.R. at DELHI/NEW DELHI including all taxes. Delivery will be taken in corrugated boxes inside the godowns of this office at Patparganj Delhi/Preet Vihar Delhi. Cartage/Coolidge shall have to be borne by the supplier up to the god owns of the Board.
10. The paper to be used by the firm for the printing of material should be of the following mills:

1 Ballarpur	5 Andhra
2 West Coast	6 Orient
3 JK (straw product)	7 HPCL
4 Century	8. Any other 'A' Class Mill

The printer 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.

11. An agreement will have to be entered between CBSE and successful tenderer on a Non-Judicial stamp paper of Rs. 100/-.

12. 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 25 lakh each in last three financial year and Minimum three years past experience of manufacturing and supplying of such material in bulk quantities to the Central/State govt. and Educational institutions (attach documentary evidence in Technical bids).

13. **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 twenty 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.
14. Quantity of Computer Stationery items to be printed may increase/decrease as per office requirement.
15. 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.
16. 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.
17. Upon 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 is noticed by the Board, the firm will be black listed and appropriate penalty/action shall be taken by the Board.
18. The tenderers should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.
19. 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. Sample be provided before mass printing is started.
20. Any Document /Work found at the time of delivery to be defective and not conforming to the relevant specification, is liable to be rejected and shall be replaced by the supplier at his cost and arrangement at the earliest. No payment will be made for defective articles / material supplied.
21. Rejected material shall be at the supplier's risk and they must be collected from the godowns of the office 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.
22. 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.
23. 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 cost.
24. During the pendency of the contract, no revision in rates will allowed, such taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.
25. The period of tender can be extended for a further period of one year with the consent of both the parties.

26. 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.
27. 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.
28. 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.
29. No advance payment will be made 80% payment will be made only completion of the whole work order. The balance 20% payment will be made after completion of the other formalities like testing of papers/inspection of the material / quality report etc.
30. 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.
31. In the event of any dispute, the decision of the Chairman of the Board shall be final and binding upon the quotationer.
32. The jurisdiction will be Delhi in case of any dispute.

ASSISTANT SECRETARY (ADMN.)

Acceptance of the Tenderers

The Terms and the condition enumerated in this form clause No. 1 to 32 have been read by me / us and are acceptable to me / us.

**Signature of the Tenderer
Seal with Complete Address**

Telephone No.: _____

Dated: _____