

CENTRAL BOARD OF SECONDARY EDUCATION
Shiksha Kendra, 2, Community Centre
Preet Vihar, Delhi-110301

TENDER NOTICE

Sealed tenders are invited on behalf of the Secretary, CBSE for the supply of Mark Statement and Pass Certificates on 120 GSM white parchment paper for the Board's Examination-2012 from the Security Printers registered with IBM/Government Printing Departments and who have annual turnover of approx. Rs.75 lacs each in the last three financial years.

The tender is to be submitted in two-bid system in two separate sealed envelopes. The first envelopes should contain Technical Bid and the other envelope should contain **Financial Bid**. Both the envelopes should be kept in another bigger envelope superscribing "**Tender for supply of Marks Statement and Pass Certificates for Examinations-2012**" addressed to Secretary, CBSE, Delhi and can be sent by post or put in the Tender Box kept on the ground floor with the Security Guard up to 2.00 P.M. on 11.11.2011.

Tender form having all the specifications, terms and conditions and other details can be had from the Syndicate Bank, CBSE, Preet Vihar, Delhi-110301 between 10:00 A.M. to 1:00 P.M. on payment of Rs. 200/- each in cash (non refundable) on any working day from 19.10.2011 to 11.11.2011. The tender form can also be down loaded from CBSE website www.cbse.nic.in & the cost of the tender form i.e. Rs. 200/- each be sent along with tender, accompanied with an earnest money of Rs. 65,000/- each in the shape of Bank Draft drawn on any scheduled bank and in Favour of Secretary, CBSE payable at Delhi.

The technical bids only will be opened on 11.11.2011 at 3:00 P.M. in the presence of the tenderers who may like to be present. Date of opening of financial bids will be intimated to the tenderers who qualify the technical bids.

The samples of the documents can be seen in the Admn.III. Branch, 3rd
Floor, CBSE (HQs), Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-
110301. The Secretary, CBSE, Delhi reserves the right to accept or reject any or all the
tender without assigning any reason thereof.

Sd/-
Joint Secretary (Admn.III)

दस्तावेज; एक/; फेड फ'क {कक कक
शिक्षा केन्द्र" 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली-110301

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सचिव, सीबीएसई की ओर से बोर्ड की वर्ष 2012 की परीक्षा के लिए 120 जी.एस.एम सफेद चर्मपत्र (पार्चमेंट) कागज पर अंक विवरण और उत्तीर्ण प्रमाण पत्रों की आपूर्ति हेतु उन सुरक्षा मुद्रकों से मोहरबंद निविदाएं आमंत्रित हैं जो आई.बी.एम./सरकार मुद्रक विभाग से पंजीकृत हो और पिछले 3 वित्तीय वर्षों के दौरान प्रतिवर्ष कम से कम रु0 75 लाख की वार्षिक बिक्री (टर्न ओवर) हो ।

निविदा दो बोली प्रणाली में हो अलग-अलग, सील बंद लिफाफों में प्रस्तुत की जानी है। पहले लिफाफे में तकनीकी बोली एवं दूसरे लिफाफे में forRh; cksyh होनी चाहिए। दोनों लिफाफे एक अन्य बड़े लिफाफे में रखने चाहिए जिस पर ^ijh{k 2012 ds fy, v d foj.k , oamRrh.k i ek.k i =k dh vki r l ds fy, fufonk** लिखा हो तथा सचिव, सीबीएसई, दिल्ली के पते पर डाक द्वारा भेजा जा सकता है या कार्यालय के भू-तल पर सुरक्षा गार्ड के पास रखी "निविदा पेटिका" में दिनांक 11.11.2011 को अपराह्न 2.00 बजे तक डाला जा सकता है ।

निविदा फार्म सभी विनिर्देशन, निबंधन एवं शर्तों तथा अन्य विवरण के साथ सिंडिकेट बैंक, सी.बी.एस.ई., प्रीत विहार दिल्ली-110301 से पूर्वाह्न 10.00 बजे से अपराह्न 1.00 बजे तक रु0 200/- (अप्रतिदेय) का नकद भुगतान करके किसी भी कार्य दिवस में दिनांक 19.10.2011 से 11.11.2011 तक प्राप्त किये जा सकते हैं तथा निविदा फार्म सीबीएसई की वेबसाइट www.cbse.nic.in से भी डाउन लोड किया जा सकता है । निविदा फार्म की कीमत रु0 200/- एवं बयाना राशि रु0 65,000/- किसी अनुसूचित बैंक में तैयार बैंक ड्राफ्ट के रूप में सचिव, सीबीएसई, दिल्ली के नाम निविदा के साथ भेजा जाये ।

तकनीकी बोली निविदाकर्ताओं की उपस्थिति में दिनांक 11.11.2011 को अपराह्न 3.00 बजे खोली जायेगी, जो भी उपस्थित होना चाहें । वित्तीय बोली को खोलने की सूचना उन्हीं निविदाकर्ताओं को दी जायेगी जो तकनीकी बोली के लिए अर्हता प्राप्त कर लेते हैं ।

दस्तावेजों के नमूने प्रशासन-3 शाखा, सीबीएसई (मुख्यालय), तृतीय तल, शिक्षा केन्द्र, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली 110301 में देखे जा सकते हैं। सचिव, सीबीएसई, दिल्ली के पास किसी अथवा सभी निविदाओं को बिना कोई कारण बताये स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है ।

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CENTRAL BOARD OF SECONDARY EDUCATION

Shiksha Kendra, 2, Community Centre
Preet Vihar, Delhi-110301

Form No. _____

Tender Form No.23/CBSE-HQ/Ad. III/2011-12/

Price: Rs. 200/-

Sale of Tender Form	19.10.2011 to 11.11.2011 upto 1:00 PM
Last date for submission of Tender:	11.11.2011 upto 2:00 P.M
Opening of Tender:	11.11.2011 at 3:00 P.M

M/s. _____ are hereby authorized to submit their tender in response to the Tender Notice for printing and supply of Marks Statement & Pass Certificate for Examinations, 2012.

Deputy Secretary(Admn.III)

Tender Form **Part 'A' –Technical Bid**

Tender Form for Printing and supply of Marks Statement & Pass Certificate for Examination- 2012

(Note: - Tender must be read the enclosed Terms and Condition before filling up the particulars in this Form.)

1. Particulars Of Tender:

- (a) Name of the Security Press. : _____
- (b) Registration No. and Year of Regn.(with documentary evidence) : _____
- (c) Organization to whom the Agency is registered with (Please attach Certificate of Regn. Issued from IBA/other Statutory Body/State Govt./Central Govt. as proof of being Security Printer) : _____
- (d) Office Address and Tel No. : _____
- (e) Name(s) of the Proprietor/Partner(s) and Mobile No. : _____

2. Past Experience (for last three years).

2.1

Sl. No.	Year	Name of the Board/University	Place of printing & supply		Details of Work Executed
			From	To	
a.	2008-2009				
b.	2009-2010				
c.	2010-2011				

Note : Total period of experience in manufacturing and printing of Marks Statements and Certificates alongwith names of the Board/University.

Contd...2

2.2 Has the firm has ever been debarred/ black listed by any Organization? (If 'yes' the Details and reasons thereof.) : _____

2.3 Details of Award/Certificate : _____

3. 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 20-25 days FOR at Ajmer, Panchkula, Guwahati, Bhubneswar, Patna, Chennai, Allahabad and Delhi for Class X Certificates and at CBSE, Preet Vihar, Delhi for rest of the documents : Yes/No

iii) Facility of automatic serial numbering on the documents : _____

iv) Storage capacity in firms Godown : _____

(b) Financial:

i. Annual turn over (during last three financial years & attach copy of balance sheets) : Year-2008-09 _____
: Year-2009-10 _____
: Year-2010-11 _____

ii. Availability of Finance/ Bank Guarantee (Attach financial solvency certificate issued by Bank) : _____

(c) Personnel:

Number of employees (Tech. and Non-Technical) : _____

4. Particulars of Demand Draft paid as Earnest money:

- i) Amount : Rs 65,000/-
- ii) D.D. No. :
- iii) Issuing Bank with date of issue :

5. Samples with Specification.

Samples of paper attached duly signed and stamped along-with the name of the paper Mill.

Specification	Name of Paper Mill	No. of Samples Attached
120 GSM white parchment paper for the items mentioned in the tender form		

The terms and conditions and those appended with the tender form are acceptable to me /us.

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

TEL NO. _____

DATE: _____

CENTRAL BOARD OF SECONDARY EDUCATION, HQ, DELHI

Tender Form No.23/CBSE-HQ/Ad. III/2011-12/

PART 'B' FINANCIAL BID

M/sare hereby authorized to submit their tender for the Printing & supply of Marks Statement & Pass Certificates for the Examination-2012.

Rates for printing & supply of Marks Statement & Pass Certificates for the Exams. 2012.

S.No.	Particulars	2012 Estimates	Delivery schedule
1.(a)	Marks statement/ Certificate (Single Part) A3 Size –CBSE Watermark Paper Secondary A3 Size	1300000 (1300000 sheets)	March 2012
(b)	Marks statement (Single Part) 15x12x1 –CBSE Watermark Paper Secondary	80000 (20000 sheets)	March 2012
	Sr. Secondary	1000000 (250000 sheets)	March 2012
2.	Certificate (Single Part) –CBSE Watermark Paper		
(a)	Secondary (8x12x1)	40000 (40000 sheets)	March 2012
	Sr. Secondary (15x12x1)	750000 (375000 sheets)	March 2012

***Quantity can increase and decrease.**

I/We hereby declare that all the terms and conditions and specification of the tender have been read by me/us carefully and are acceptable to me/us.

Signature with the seal of the Firm
Complete address with telephone No.

.....
.....

Mobile No.....

E-mail ID _____

Dated.....

Place.....

CENTRAL BOARD OF SECONDARY EDUCATION, HQ

(Agreement to be executed on a Non-judicial stamp paper of Rs.50/-)

TERMS & CONDITIONS

1. The terms and 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.
2. Tender must be accompanied with EMD of Rs. 65,000/- in form of Bank Draft, EMD in any other form will not be accepted and such tender will be rejected. Tender without earnest money will not be accepted. Tender will be opened on 11.11.2011 at 3.00 P.M. 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.
3. The earnest money of the unsuccessful bidder will be refunded without any interest.
4. 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, EMD will be forfeited.
5. 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.
6. Rates should be quoted F.O.R. at DELHI/NCR including all taxes except for class-X certificates which will be delivered at CBSE, Regional Offices at Ajmer, Bhubneswar, Patna, Panchkula, Guwahati, Chennai, Allahabad and Delhi. Delivery will be taken in corrugated boxes inside the godowns of the offices. Cartage/Coolidge shall have to be borne by the supplier up to the godowns of the Board.
7. 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 printers are required to submit sample of papers of the above said reputed Mill duly signed and stamped along-with the tender.

8. The following 13 security checks to be provided :

1. Jal Mudra	8. Illuminating Fibre
2. High Resolution Border	9. Raster Image
3. Sookshmakshar	10. Super Imposed Letters
4. U-Verify	11. Guilloche Designs
5. Copy-N-Check	12. Latent Text
6. Mask-A-Print	13. Special Numbering Font
7. Number Aarpar	

The above security checks may be increased / decreased.

9 **ELIGIBILITY**

The Tender must:

- A. Have turnover of approximately 75 lakh each in last three financial year with audited statements and balance sheets.
- B. Minimum three years past experience of manufacturing and supplying of such material in bulk quantities to Educational institutions (attach documentary evidence in Technical bids).

Contd....2

10 **Schedule of Delivery:**

The first proof have to be supplied within five 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 issue of the letter for the second proof and printed copies within ten 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.

- 11 The total quantities to be made under the contract cannot be guaranteed and quantities as mentioned in the tender is approximate, which can be increased or decreased.
- 12 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. All transit risk will be to supplier's account.
- 13 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 manufactured of the Dandy and 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.
- 14 In case of existing printer/agency is applying and in possession of dandy shall have to give discount of Rs. 2.5 Lac.
- 15 The tenderers should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.
- 16 The Board shall have the right to inspect and verify the stock of documents manufactured or under process by its officer's at any time without notice.
- 17 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.
- 18 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.
- 19 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.
- 20 The documents are 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.
- 21 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.
- 22 The period of tender can be extended for further period of one year(s) with the consent of both the parties.
- 23 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.

- 24 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 MSME Lab 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.
- 25 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.
- 26 No advance payment will be made. 80% payment will be made only on 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 etc.
- 27 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.
- 28 Chairman, CBSE, Delhi reserves the right to appoint an arbitrator, if needed so.

Acceptance of the Tenderers

The Terms and the condition enumerated in this form clause No. 1 to 28 have been read by me /us and are acceptable to me /us.

Signature of the Tenderer
Seal with Complete Address

Telephone No.: _____

E-Mail ID: _____

Dated: _____

CENTRAL BOARD OF SECONDARY EDUCATION, HQ

SPECIFICATIONS OF THE MATERIAL TO BE SUPPLIED (MARKS STATEMENT AND PASS CERTIFICATES)

1. a). Mark Statement cum Pass Certificates on CBSE water mark paper- A3 Size

On white parchment paper of 120 GSM with CBSE Water mark logo to be printed on both sides in English & Hindi i.e. bilingual in two colours. Each sheet of A3 size to have one certificate with auto machine numbering and security checks.

(a) For Sec. Exams. 1300000 sheets i.e. 1300000 Certificates

b). Marks Statement on CBSE water mark paper : Single part of Size 15"x12x1".

On white parchment paper of 120 GSM with CBSE Water mark logo to be printed on both sides in English & Hindi i.e. bilingual in two colours. Each sheet of 15"x12x1" to have one horizontal and one vertical perforation. Each sheet of 15"x12x1" to have four mark statement i.e. each mark statement will be in the size 7.5"x6" with auto machine numbering and security checks.

(a) For Sec. Exams. 20000 sheets i.e 80000 Mark Statements

(b) For Sr. Sec. Exams. 250000 sheets i.e 1000000 Mark Statements

2. a). Pass Certificates (on CBSE water mark paper) single part of size 8"x12x1".

On white parchment paper of 120 GSM with CBSE Water mark logo to be printed on both sides in English & Hindi i.e. bilingual in two colours. Each sheet of 8"x12x1" to have one certificate with auto machine numbering and security checks.

(a) For Sec. Exams. 40000 sheets i.e 40000 Mark Statements

b). Pass Certificates (on CBSE water mark paper) single part of size 15"x12x1".

On white parchment paper of 120 GSM with CBSE Water mark logo to be printed on both sides in English & Hindi i.e. bilingual in two colours. Each sheet of 15"x12x1" to have two certificate i.e. each certificate will be of the size 7.5"x12" with auto machine numbering and security checks.

(a) For Sr. Sec Exams. 375000 sheets i.e. 750000 Certificates (**size 15"x12"x1"**)
