

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE
PREET VIHAR, DELHI-110092

“CHANGE OF TITLE COVERS OF OLD ANSWER BOOKS FOR 2014”

SHORT TERM TENDER NOTICE

Limited sealed Tenders are invited under two-bid system from reputed Firms/Printers, who were participated in the year 2012 for Examination 2013 for Change of Title Covers of Old Answer Books of different specifications as per details given in the Tender document for Board's Exam. 2014. The paper to be used shall be of 60 GSM White Maplitho and 60 GSM of Red colour of one 'A' Class Mill only for the whole supply. Old answer books are to be lifted from our Regional Offices at Ajmer, Bhubneshwar, Panchkula, Guwahati, Chennai, Allahabad, Patna & Delhi and delivery of main answer books shall be taken at the respective Regional Offices in regular installments as per requirement to be specified in the work order. Whole supply of Answer Books must be completed within three months or as specified in the work order.

The printers must have experience of printing of answer books for public examination. The printer may quote rates for one or more regions. Firms/Printers quoting for all the regions shall have Turnover of Rs. 50 Lac and firms quoting for only one Region shall have turnover of Rs. 25 Lac.

In case a firm quotes the lowest rates for more than one Region, the Board reserves the right to allot the work to one firm quoting lowest rates or to more than one firm on the same rates.

Tender Form having all the specifications, terms and conditions can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110092 between 10.00 A.M. and 1.00 P.M. on any working day upto 10.07.2013 on payment of Rs.1000/- in cash (non-refundable) or can also be down loaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form of Technical Bid in favour of Secretary, CBSE payable at Delhi.

The technical bid shall contain:-

1. Sample of white paper to be used for change of title covers and red paper for slips of Answer Books duly signed and stamped.
2. Earnest Money of Rs.115000/- 3% of estimated value of work assigned last years in the form of Bank Draft in favour of Secretary, CBSE.
3. Enclosures as required in the tender.

The financial bid shall contain only price/rates inclusive of all taxes.

Both the bids duly completed in all respect and sealed with sealing wax be kept in a bigger envelope superscribing **“Tender for Change of Title Covers of Old Answer Books with paper for 2014 Exam.”** The tender should be put in the Tender Box kept on ground floor of CBSE Building with Security guard on or before 10.07.2013 upto 3.00 PM at the above address. The technical bid shall be opened by a committee on 12.07-2013 at 3.00 PM in the presence of the tenderers, who may like to be present. The date for opening the financial bids will be intimated to the tenderers, who qualify the Technical Bids.

A specimen of Answer Book may be seen in Admn.III Section at the above mentioned address. The Secretary, CBSE reserves the right to accept or reject any or all the tenderers without assigning any reason.

Joint Secretary (A&L)

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CENTRAL BOARD OF SECONDARY EDUCATION

TERMS AND CONDITIONS OF THE QUOTATIONS FOR "CHANGE OF TITLE COVERS for 2014 Exam"

01. The financial bid kept in a sealed envelope superscribed "Quotation for change of title covers of Answer Books for 2014 Examinations" should reach this office up to 10-07-2013 and shall be opened on 12-07-2013 at 3.00 pm in presence of the agencies who wish to be present.
02. For changing the title cover of old answer books, the rates be quoted after deducting the cost of waste cover but inclusive of printing charges, thread stitching, numbering, perforation as – 'CBSE-14', packing, cartage and F.O.R. delivery etc.
03. The old answer books which are required to be title changed and slips changed shall have to be collected by the agency from the ROs at Ajmer, Bhubneshwar, Panchkula, Guwahati, Chennai, Allahabad Delhi ,Patna and delivery of answer books will be taken in the Regions as per requirement to be intimated by the Board.
04. Rates should be quoted for delivery upto the CBSE Godown including all taxes. Delivery of answer books will be taken at office premises as per requirement to be mentioned in the work order. Freight charges have to be borne by the supplier upto the Godowns of the Board. (F.O.R.). The Answer Books are of 40 & 48 pages but some may have 32 pages also. The supplementary Answer Books are of 08 pages. This may be taken into consideration for quoting rates.
05. The size of old answer books, which shall be given to the printer shall be of 22x28 cms. (approx) therefore, the size of answer books after changing the cover and trimming should not be less than 20 x26 cms.
06. The successful agency shall be required to submit a Bank Guarantee from any nationalized bank for an amount equivalent to 10% of work assigned.
07. In the event of any agency withdrawing after submitting the rates without sufficient reasons acceptable to the Competent Authority; Security Deposit shall be forfeited.
08. Paper shall be arranged by Manufacturer or printer of 90 GSM and 60 GSM White/Coloured Maplitho. For the whole supply, paper of 'A' Class one/single Mill shall be used..
09. Delivery in regular installments shall be completed as specified in the work order.
10. The supplier shall be responsible to make all arrangements to ensure complete security and secrecy with regard to safe custody and timely supply of the answer books to the Board. In case of any loss of answer book(s) from the Godown of the supplier or while in transit, the supplier concerned shall liable to be black listed besides legal action and/or penalty as the Board may decide
11. The printer shall ensure that the serial number to be printed on each answer books is clearly legible and that no duplicate serial number/missing number is in the packet. A certificate shall be submitted by the contractor that the answer books have been counted physically and there is no error in putting serial number and counting. If errors are noticed in numbering and counting in the answer books, major penalty shall be imposed and deductions shall be made from the bill. The printers shall also have to replace the cover page at their own cost.

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12. The supplier shall furnish an undertaking with each bill that any shortage or deficit found by the Board shall be made good by the firm and after completion of the job that plates used for printing have been destroyed. The board shall make payment upon receipt of material.
13. The agency shall have sufficient storage capacity in the firm's Godowns for keeping the Board's answer books safely.
14. The Board shall have the right to get the stock of answer books checked and verified by its officer at any time without notice at the premises of the manufacturer.
15. The Board reserves the right to terminate the contract at any time without notice and to forfeit Bank Guarantee be got done in favour of the Board if the supplier fails to make the supply in accordance with the specifications and samples or there is any breach of the terms of the contract on the part of the supplier, and if the agencies on approval of his rates by the Board, fails to accept it.
16. Printer shall be required to give an undertaking that no answer books/supplementary answer books, has been left with them after completion and final supply of the answer books is made over to the Board. He shall also certify that no answer book has gone out of the press by unscrupulous methods. In case any contravention/discrepancy is noticed by the Board during the course of examination or subsequently the manufacturer concerned shall be liable to be black-listed besides any penalty/appropriate action the Board may deem fit to take.
17. A penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of the delayed supply of the material shall be imposed in case the supply is not made within the stipulated period. The period of delivery shall be as per work order.
18. Agencies are required to produce evidence of their previous experience in this line.
19. The rates quoted shall be valid for a year that can be extended for three years with the consent of both the parties on the year to year basis subject to satisfactory performance of work.
20. The Board reserves the sole right to accept or reject any or all quotations without assigning any reason.
21. In case of dispute, the decision of the Chairman, CBSE shall be binding on both the parties.
22. Tax will be deducted as applicable as per rules on all bills.
23. Rejected material shall be at the supplier's risk and the same must be collected from the Godown of the office. It shall be replaced at the earliest by the agency.
24. During the pendency of the contract, no revision in rates will be allowed, except taxes levied by the Central/State Govt. duly notified by a Govt. order/notification..
25. 80% payment of the bill amount of each installment shall be released on supply of answer books in good condition and remaining 20% shall be released after other formalities etc.

All the terms and conditions stated under clause 1 to 25 are accepted to me/us.

Date : _____

Signature of Agency. _____
Seal/stamp
Address _____

Mob No. _____

E-mail ID: _____

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE

PREET VIHAR, DELHI-110092

QUOTATION FOR CHANGE OF TITLE COVERS OF VARIOUS TYPE OF OLD ANSWER BOOKS FOR 2014 EXAMINATION

I/We _____ hereby submit quotation for changing title covers + coloured slips of old main answer books and coloured slips of supplementary answer books as per specifications given in the quotation form at the rate given below which are inclusive of the cost of paper of 60 GSM white maplitho and coloured paper of 60 GSM to be used for changing 4 pages of Main Answer Books+slips of supplementary answer books, transportation, octroi & other taxes as applicable.

S. N.	Name of Item	Region	Rates (in figure) (Rs.)	Rates (in words) (Rs.)
1	Changing the title cover (4 pages+ duly printed on 60 GSM paper) +Stitching +Numbering + Stappling+ Perforation "CBSE-2014"with Coloured flying slip of 60 GSM on Main/Graph Answer Books for Class X with Adhesive Seal.	Ajmer	@ Rs._____per 1000	
		Allahabad	@ Rs._____per 1000	
		BBSR	@ Rs._____per 1000	
		Chennai	@ Rs._____per 1000	
		Delhi	@ Rs._____per 1000	
		Guwahati	@ Rs._____per 1000	
		Panchkula	@ Rs._____per 1000	
		Patna	@ Rs._____per 1000	
2	Changing the title cover (4 pages+ duly printed on 60 GSM paper +Stitching +Numbering + Stappling+Perforation "CBSE- 2014" on Main/ Graph Answer Books for Class XII & affixing OMR sheet of 105 GSM duly printed in 02 colours on the Answer Books with Adhesive Seal.	Ajmer	@ Rs._____per 1000	
		Allahabad	@ Rs._____per 1000	
		BBSR	@ Rs._____per 1000	
		Chennai	@ Rs._____per 1000	
		Delhi	@ Rs._____per 1000	
		Guwahati	@ Rs._____per 1000	
		Panchkula	@ Rs._____per 1000	
		Patna	@ Rs._____per 1000	
3	Changing the coloured slip of Supplementary Answer Books duly printed & Serial No. on 60 GSM paper besides perforation as "CBSE-2014" on Answer Books.	Ajmer	@ Rs._____per 1000	
		Allahabad	@ Rs._____per 1000	
		BBSR	@ Rs._____per 1000	
		Chennai	@ Rs._____per 1000	
		Delhi	@ Rs._____per 1000	
		Guwahati	@ Rs._____per 1000	
		Panchkula	@ Rs._____per 1000	
		Patna	@ Rs._____per 1000	

4	Changing the title cover (4 pages+ duly printed on 60 GSM paper) +Stitching +Numbering + Stappling+ Perforation "CBSE-2014" on Practical Answer Books for Class XII.	Ajmer	@ Rs._____per 1000	
		Allahabad	@ Rs._____per 1000	
		BBSR	@ Rs._____per 1000	
		Chennai	@ Rs._____per 1000	
		Delhi	@ Rs._____per 1000	
		Guwahati	@ Rs._____per 1000	
		Panchkula	@ Rs._____per 1000	
		Patna	@ Rs._____per 1000	
5	Adhesive paper seal duly printed "CBSE 2014" of size 2.3 cms.x 3 cms. to be affixed on Class- X & XII Main/Graph Answer Books	@Rs. _____ per 1000 (In words) _____ _____		

The Terms and conditions for change of title cover of old answer books printing, thread stitching, numbering, stapling, with perforation 'CBSE-2014' and packing etc. given along with the quotation are acceptable to me/us.

The rates are inclusive of all taxes and deliver F.O.R.

WCT/PAN No. _____

Dated _____

Signature of the Agency _____

Address/ Rubber Stamp _____

Tele. No. _____

E-mail ID: _____

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE
PREET VIHAR, DELHI-110092

QUANTITY OF OLD ANSWER BOOKS REQUIRED TO BE CHANGED OF TITLE COVERS

Name of Ans.Book	Ajmer	Allab.	BBSR	Chennai	Delhi	Guw.	Panch.	Patna	TOTAL
Main X	0	195000	3000	10200	20000	20000	33500	91715	373415
Graph X	0	44900	2000	6500	18000	8000	18000	19615	117015
Main XII	0	55000	5000	10200	70000	0	110000	33300	283500
Graph XII	0	16000	2000	5000	20000	0	41000	11000	95000
Practical	0	0	0	9000	40000	10000	38000	92000	189000
Supple. X	0	0	3000	32000	200000	20000	224000	101330	580330
Supple.XII	0	0	4000	0	432000	20000	314000	33600	803600
Draw.Sheet	0	0	0	0	30000	0	0	0	30000
Blind X	0	0	0	0	0	0	0	400	400
Blind XII	0	0	0	0	0	0	0	190	190
TOTAL	0	310900	19000	72900	830000	78000	778500	383150	2472450

Note: The quantities are indicative, which may increase or decrease.

