

**CENTRAL BOARD OF SECONDARY EDUCATION**  
(REGIONAL OFFICE)  
**SECTOR - 5, PANCHKULA-134 152, HARYANA**

**LIMITED TENDER NOTICE**

Sealed tenders are invited on behalf of the Secretary, CBSE from reputed printers having similar experience for following items:

Description of Work	Quantity In Nos.	EMD Amount (In Rs)	Period of sale of Tender	Date of Opening of Tender	Cost of Tender Form (Non-refundable)
Printing & Supply of Pvt. Application Forms for Exams-2014 Class-X Class-XII	X - 8000 Approximate  XII - 15000 Approximate	Rs.20,000.00 drawn in favour of Secretary CBSE Payable at Panchkula	On Working days from 25.10.13 to 07.11.13 up to 1.00 p.m.	07.11.2013 at 3.00 p.m.	Rs.200/-

**S.No.2**

General Printing & Supply of Various Forms	Work Cost Rs. 3 lakh approximate (Annual)	Description of printing work
		Extra Code List Class X & XII
		Proforma for Numerical Class X & XII
		Application Form for Private Candidates Class X & XII
		Single side printing on 17 x27/4 on 60 GSM
		Both side printing on 17 x27/4 on 60 GSM
		Single side printing on 17 x27/2 on 60 GSM
		Both side printing on 17 x27/2 on 60 GSM
		Note Sheet 17 x 27/4 on 90 GSM
		Letter Head 16 x 26/4 on 80 GSM
		Identity Cards of Secrecy Officer
		Post card size card (Blue, Red, Green & white)
Receipt book for receipt of Parcel		

Tender Form along with Terms & Conditions can be purchased from the Cashier, CBSE, Regional Office, Sector-5, Panchkula on any working days or can be downloaded from website [www.cbse.nic.in](http://www.cbse.nic.in). The Tender Form completes in all respects along with the requisite EMD and kept in a sealed envelope superscribing. On it "**TENDER FOR PRINTING & SUPPLY OF THE LIST OF CANDIDATES/PVT APPLICATION FORMS ETC FOR 2014 EXAMS**" should reach the Regional Office, CBSE, Sector-5, Panchkula (Haryana) on or before **07.11.2013 up to 01:00 P.M.** The Tenders will be **opened at 3.00 P.M. on the same day** in the presence of tenderers who may like to be present. The specimen copies of the items can be seen at the Regional Office CBSE, Sector – 5, Panchkula on any working day. The Secretary, CBSE reserves the right to accept or reject a tender in whole or part without assigning any reason thereof.

**REGIONAL OFFICER**

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**TENDER FORM NO.RO/PKL/ADMN/2013**

**Cost of form Rs.200/-**

**TENDER FORM FOR PRINTING AND SUPPLY OF PRIVATE APPLICATION FORMS  
AND PRINTING OF VARIOUS FORMS FOR THE EXAMINATION 2014**

Tender form duly filled in should reach the Regional Officer up to 01.00 P.M on or before **07.11.2013**. Tenders will be opened on the same day at 03.00 P.M. in the presence of the Tenderers, who may like to be present.

M/s. \_\_\_\_\_

is/are hereby authorized to submit their tender in response to the Notice appeared in the Newspapers on \_\_\_\_\_ for the printing and supply of **Private Application Forms for 2014 Examinations to be conducted by the CBSE and other General Printing work** The specifications of items to be printed as given in the tender form and terms and conditions are also enclosed herewith. The tender should be submitted in sealed cover super scribed “ **Tender for Printing & supply of Private Application Forms 2014 Examinations to be conducted by the CBSE and other General Printing work.**” The terms and conditions duly signed by the tenderers should accompany by the specific tender form. The tentative cost of all the items is Rs. 3 Lakhs Approximate (Annuals).

**Regional Officer**

I/We \_\_\_\_\_ hereby submit tender for the printing and supply of Private **Application Forms for 2014 Examinations to be conducted by the CBSE and other General Printing work** as per specifications given in the tender form and terms and conditions enclosed. The rates have been quoted in the enclosed tender form including the cost of paper. The terms and conditions enumerated from clause 01 to 22 have been read by me/us and are acceptable to me/us. I/We have seen the manuscripts before tendering the rates. A sum of Rs. 20,000/- has been deposited in the Board's Office by Demand draft/ CBSE Cash receipt no. \_\_\_\_\_ dated \_\_\_\_\_ in favour of the Secretary, CBSE, Sector 5, Panchkula drawn on \_\_\_\_\_ as Earnest Money.

**Signature of the tenderer**

**Seal with complete address**

**Telephone No. \_\_\_\_\_**

**Mobile No. \_\_\_\_\_**

Dated: \_\_\_\_\_

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**TERMS AND CONDITIONS**

01. Tender in sealed cover super scribed "TENDER FOR PRINTING & SUPPLY OF of **Private Application Forms for 2014 Examinations to be conducted by the CBSE and other General Printing work** should reach the Regional Office up to 01.00 P.M. on or before \_\_\_\_\_, along with the Earnest Money of Rs. 20,000/- in cash or by Bank Draft in favour of the Secretary, CBSE payable at Panchkula. Tender will be opened on the same date at 3.00 P.M.
02. Rates should be quoted F.O.R. at CBSE, Regional Office, Sector 5, Panchkula, including all taxes etc. Delivery of forms will be taken inside the Store of this Office at Sector - 5, Panchkula. Cartage/ Cooliage shall have to be borne by the Supplier upto stacking in CBSE.
03. Paper, Envelopes will be arranged by the supplier. The material will be supplied /duly packed in cartons to the CBSE Office at Sector -5, Panchkula.
04. The paper for printing of Application Forms, List of Candidates and other items of Class X & XII will be used as mentioned in enclosed Annexure. The GSM of paper will be as follows (The paper to be used should be of 'A' Grade Mill only of BIS specification).

<b>S.N</b>	<b>Items</b>	<b>Paper Quality</b>	<b>GSM</b>
01.	Application Forms & Admit Card	White Maplitho	100
03.	Code List	White Maplitho	80
04.	Numerical Proformas	White Maplitho	80
05	Various General Forms	As specified in work order	As specified in work order

The paper will be tested in Laboratories as per BIS specifications & in case paper of inferior quality or lesser GSM is found, proportionate penalty will be imposed on the whole amount of the bill.

05. Ink colour should be as under :-  
  
Class X      Red  
Class XII    Blue
06. The Board/Competent Authority reserves the sole right to accept or reject any or all tenders without assigning any reason.
07. In case of delay in the supply, penalty @ 4% per week on the proportionate amount of the bill of delayed supply will be imposed subject to a maximum penalty of 10% on the admissible amount of the bill.
08. The Board reserves the right to forfeit the earnest money in addition to the penalty if the tenderers fails to execute the order or the supply is not in accordance with the specification and samples provided or there is any breach of terms of the contract on the part of supplier.

09. *The successful tenderer(s) will have to complete the work assigned to him/them within 20 days from the date of final print order, failing which penalty as mentioned above will be imposed.*
10. *Quantity of Application forms and other items etc. to be printed may increase/decrease as per requirements.*
11. *The payment will be made on the basis of GSM test reports of the paper. 10% of total amount will be deducted if GSM of paper will not as per our specification.*
12. *Tenderers are required to produce evidence of their previous experience in this line along with copies of IT returns of the past 3 years.*
13. *The rates quoted will be valid for one year only but can be extended for one more year with the consent of both the parties.*
14. *In case of dispute, the Chairman may appoint an arbitrator whose decision will be binding on both the parties.*
15. *Income Tax/WCT/TDS applicable will be deducted on all bills. In lieu of this a certificate on the prescribed forms will be issued to the party.*
16. *The tenderer shall sign these terms and conditions, which shall be final and legally binding in toto.*
17. *The same sample of paper of "A" Grade mill to be used, mentioning the name of reputed paper mill such as Ballarpur, West Coast, J.K.(Straw Product), Century, Andra, Orient & HPCL etc. and signed and stamped should be attached.*
18. *The tenderer will allow the duly authorized officials of the Board to visit the premises where the printing is done. 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 lot for rejection and tenderer shall have to lift the material supplied at his own cost on "as is where is basis"*
19. *In the event of mistake, errors and defects found in the supplied material, the tenderer would be liable to change or rectify such mistake/errors and defects at his own risk and cost to the satisfaction of the Board.*
20. *The payment will be made after completion of the supply of the ordered item to the Board's satisfaction. No advance payment will be made under any circumstances.*
21. *The tenderers shall put his signature with date on each page. Tender form without signature will be treated as rejected and cannot be considered.*

**REGIONAL OFFICER**

**Acceptance of the tenderer:**

*The terms and conditions enumerated in this form from clause 01 to 21 have been read by me/us and are acceptable to me/us.*

*Signatures of the Tenderer:* \_\_\_\_\_

*Seal with complete address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone No. (s)* \_\_\_\_\_

*FAX No:* \_\_\_\_\_

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**ANNEXURE -A**

<b>S.No.</b>	<b>Name of the Item</b>	<b>Rate per 1000(inclusive of all taxes)</b>
1	Extra Code List Class X & XII	
2	Proforma for Numerical Class X & XII	
3	Application Form for Private Candidates Class X & XII	
4	Single side printing on 17 x27/4 on 60 GSM	
5	Both side printing on 17 x27/4 on 60 GSM	
6	Single side printing on 17 x27/2 on 60 GSM	
7	Both side printing on 17 x27/2 on 60 GSM	
8	Note Sheet 17 x 27/4 on 90 GSM	
9	Letter Head 16 x 26/4 on 80 GSM	
10	Identity Cards of Secrecy Officer	
11	Post card size card (Blue, Red, Green & white)	
12	Receipt book for receipt of Parcel	

The paper for printing of above item will be used \_\_\_\_\_ Mill (Name of the Mill)

The terms and conditions are acceptable to me/us.

**Signatures of the Tenderer** : \_\_\_\_\_

**Seal with complete address** : \_\_\_\_\_

\_\_\_\_\_

**Telephone/Mobile No. (s)** : \_\_\_\_\_

The terms and conditions are acceptable to me/us.

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

Rubber Stamp with Address \_\_\_\_\_

Please indicate the following

Telephone No. (if any) \_\_\_\_\_

PAN No \_\_\_\_\_

Mobile No. (if any) \_\_\_\_\_

WCT No., if any \_\_\_\_\_

Dated \_\_\_\_\_