

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
35-B, M. G. MARG, CIVIL LINES, ALLAHABAD - 211001
0532 - 2407970, 2408971, 2407972 Fax No. -2408977

TENDER NOTICE

The Regional Officer, C.B.S.E., Allahabad invites sealed tenders on behalf of The Secretary, CBSE from the reputed printers Established at Allahabad only having good quality of offset printing machines of different sizes. The tenderers must have at least three year experience in printing that to in Government / Non-Government organizations for printing of different type of forms, file, cards etc. Tender Form can be had from Regional Office, Central Board of Secondary Education, Allahabad on any working day between 10.00 a.m. to 03.00p.m. from 25th July 2011 to 16th August 2011 by paying Rs.500/- in cash or can be downloaded through Board's Website www.cbse.nic.in. In case of downloaded forms the cost of tender form may be paid through DD in favour of Secretary CBSE payable at Allahabad. Samples of different type of forms and details of GSM etc. can be perused/seen/verified on all working days in Administration Branch during office hours between 10.00 a.m. to 03.00 p.m. Before quoting their price tenderers are requested to acquaint themselves with terms and conditions of tender.

Tender in sealed cover superscribed "TENDER FORM FOR PRINTING AND SUPPLY OF VARIOUS FORMS FOR OFFICIAL USE" should reach to the Regional Office, C.B.S.E., 35-B, Civil Station, M.G. Marg, Civil Lines, Allahabad - 211 001 latest by 17th August' 2011 upto 01:00 p.m. Tender will be opened on the same day at 03.00 pm in the presence of the tenderers who may like to be present.

Tender should accompany an earnest money of Rs.20,000/- (Rupees Twenty Thousands only) in the shape of Bank Draft drawn on any Nationalized bank in favour of the Secretary, C.B.S.E. payable at Allahabad. The tenders without E.M.D. will be summarily rejected. The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

REGIONAL OFFICER

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35-बी, सिविल स्टेशन, महात्मा गाँधी मार्ग, सिविल लाईन्स, इलाहाबाद-211001
दूरभा T: (0532) 2407970,2408971,2407972, फ़ैक्स: 2408977

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सचिव, के0मा0शि0बोर्ड की ओर से क्षेत्रीय कार्यालय, केंद्रीय माध्यमिक शिक्षा बोर्ड, इलाहाबाद विभिन्न प्रकार के प्रपत्रों, फाईल, कार्ड, इत्यादि की छपाई तथा आपूर्ति हेतु मात्र इलाहाबाद के उन प्रतिष्ठित मुद्रकों से ही मुहदबंद निविदाएं आमंत्रित करता है जिनके पास अच्छे गुणवत्ता वाले विभिन्न प्रकार के ऑफसेट प्रिंटिंग मशीन हों। निविदाकर्ताओं को विभिन्न सरकारी/गैर सरकारी संस्थान में छपाई का कम से कम तीन वर्ग का अनुभव होना आवश्यक है। निविदा फॉर्म, क्षेत्रीय कार्यालय, केंद्रीय माध्यमिक शिक्षा बोर्ड, इलाहाबाद से दिनांक 25 जुलाई 2011 से 16 अगस्त 2011 के बीच किसी भी कार्यदिवस में प्रातः 10 बजे से सायं 3 बजे तक रु.500/- नगद भुगतान कर प्राप्त किए जा सकते हैं अथवा इसे बोर्ड के वेबसाईट www.cbse.nic.in से भी डाउनलोड किया जा सकता है। डाउनलोड फार्म की स्थिति में निविदा प्रपत्र का मुद्रक डिमांड ड्राफ्ट के माध्यम से जो सचिव, केमाशिबो के पक्ष में इलाहाबाद के पक्ष में देय होगा। विभिन्न प्रकार के प्रपत्रों, फाइलों, कार्डों आदि के नमूने एवं जी0 एस0 एम0 इत्यादि के विवरण क्षेत्रीय कार्यालय, केंद्रीय माध्यमिक शिक्षा बोर्ड इलाहाबाद के प्रत्येक कार्यदिवस में अध्यापन/अवलोकन/जाँच हेतु हैं 10.00 बजे से 03.00 बजे तक प्रशासन शाखा उपलब्ध होगा। निविदाकर्ताओं से अनुरोध है कि निविदा जमा करने के पूर्व निविदा की शर्तों की जानकारी कर लें।

निविदा, सील किए हुए लिफाफे में जिसके उपर “dk; kly; ea iz; ks ds fy, fofhkuu i xkj ds i zi =ka dh Ni kbz grq fufonk**” लिखा हो, केंद्रीय माध्यमिक शिक्षा बोर्ड क्षेत्रीय कार्यालय, 35-बी, एम0जी0मार्ग, सिविल लाईंस, इलाहाबाद-211001 में दिनांक 17/08/2011 दोपहर 1.00 बजे तक पहुंच जाने चाहिए। निविदा उसी दिन अपराह्न 3.00 बजे इच्छुक निविदाकारों की उपस्थिति में खोली जाएगी।

निविदा के साथ धरोहर राशि रु.20000/- (बीस हजार मात्र)का डिमांड ड्राफ्ट जो किसी भी राष्ट्रीयकृत बैंक द्वारा सचिव केंद्रीय माध्यमिक शिक्षा बोर्ड के पक्ष में इलाहाबाद में देय हो निश्चित रूप से लगाया जाना चाहिए। बगैर ई0 एम0 डी0 के प्राप्त निविदाएं सीधे रद्द कर दी जाएंगी। बोर्ड किसी भी/सभी निविदाओं को बिना कारण बताए स्वीकृत/अस्वीकृत करने का अधिकार रखता है।

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**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
35-B Civil Station, M.G. Marg, Civil Lines Allahabad -211001 (U.P.)**

TENDER FORM NO.RO(Alld)/ADMN. /Printing/2011 -2012/ Cost of form : 100/-

**TENDER FORM FOR PRINTING AND SUPPLY OF
VARIOUS FORMS FOR OFFICIAL USE**

Tender form duly filled in should reach the Regional Officer upto 1.00 P.M. on or before 17.08.2011. Tenders will be opened on the same day at 3.00 P.M. in the presence of the Tenderers, who may like to be present.

M/s _____ is / are hereby authorized to submit their tender for the printing and supply of various forms for official use. 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 superscribed "Tender for Printing & Supply of various forms for official use." The terms and conditions duly signed by the tenderers should accompany by the specific tender form.

Regional Officer

I/We _____ hereby submit tender for the printing and supply of various forms for official use as per specifications given in the tender form and terms & conditions enclosed. Before tendering the rates the requisite specifications has also been seen and verified through sample provided by the Board by me/us personally. The rates have been quoted in the enclosed tender form including the cost of paper. The terms and conditions enumerated from clause 01 to 18 have been read by me/us and are acceptable to me/us. A sum of Rs.20,000/- has been deposited in the Board's Office by demand draft No. _____ dated _____ in favour of the **Secretary, CBSE**, payable at Allahabad drawn on _____ as Earnest Money.

**Signature of the tenderer
Seal with complete address**

Telephone No. _____

Dated: _____

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)**

35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad -211001 (U.P.)

TERMS AND CONDITIONS



01. Tender in sealed cover superscribed "TENDER FORM FOR PRINTING AND SUPPLY OF VARIOUS FORMS FOR OFFICIAL USE" should reach the Regional Officer upto 1.00 P.M. on or before 17.08.2011 alongwith the earnest money of Rs.20,000/- by bank draft in favour of Secretary, CBSE payable at Allahabad. Tender will be opened on the same date at 03.00 PM.
02. Rates should be quoted F.O.R. at CBSE (REGIONAL OFFICE), 35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad -211001 (U.P.) including all taxes, etc. Delivery of forms will be taken inside the store of this Office at Allahabad. Cartage /cooliage shall have to be borne by the supplier upto stacking in CBSE.
03. Rates will be quoted including paper of required GSM.
04. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason.
05. 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.
06. The Board reserves the right to forfeit the earnest money in addition to the penalty if the tenderer fails to execute the order or the supply is not in accordance with the specification and samples provided or there is any breach of the terms of the contract on the part of printers.
07. The successful tenderer(s) will have to complete the work assigned to him/them within 20 days from the date of receipt of final proof positively, failing which penalty as mentioned above will be imposed.
08. Quantity of forms and other items etc. to be printed may increase/decrease as per requirements.
09. The payment will be made on the basis of GSM test reports of the paper. Initially 80%payment will be made. Balance Payment will be made after receipt of GSM Test Report. However, in this connection, decision of the Competent Authority of the Board will be followed.
10. Tenderers are required to produce evidence of their previous experience in this line along with copies of IT returns of the past 3 years.
11. 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.
12. In case of any dispute, the Competent Authority may appoint an arbitrator whose decision will be binding on both the parties.

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13. Income Tax/WCT/TDS will be deducted on all bills. In lieu of a certificate on the prescribed form will be issued to the party.
14. The tenderer shall sign these terms and conditions which shall be final and legally binding in to-to.
15. The sample of the items may be seen by the authorized representative or the interested printer on any working day between 10.00 AM to 05.00 PM upto 16.08.2011.
16. The supply of the items should be strictly similar to the samples provided by the Central Board of Secondary Education, failing which the CBSE will be free to impose penalty /compensation of damage as decided by the Board.
17. Before submission of tender, the specifications have also been seen and verified through sample provided by the Board by me/us personally.
18. Rates for required items should be quoted including cost of paper, packing, cartridge, transportation/labour charges, other tax levies etc. in the prescribed form of tender only.

REGIONAL OFFICER

Acceptance of the tenderer:

I _____ hereby undertake that, before submission of tender the terms and conditions enumerated in this form from clause 01 to 18 have been read by me/us and are acceptable to me/us.

Signature of the tenderer: _____

Seal with complete address: _____

Telephone No. (if any): _____

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)**

35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad -211001 (U.P.)

LIST OF ITEMS & RATES FOR SUPPLY OF THE FOLLOWING ITEMS

S1 No	Name of the Items/ Forms	Approx Quantity required	specification	Rates Per 1000 form/sets
1	Note Sheet Pad	400 Pads(each pad containing 100 pages)	Size 17x27/4 One page One side printed on 80 GSM Ledger Paper.	
2	CBSE/57-B	100 pads (each pad 25x4=100 sheets)	Size 17x27/2 (Different in a set) Four pages One side printed), As per sample provided by the Board 60 GSM	
3	CBSE/86	1200 sets (each set containing 07 pages)	Size 17x27/4 (6pg.single side & 1pg.both sidePrinted) Orient Paper As per sample provided by the Board 60 GSM	
4	BSE/82	600 sets(each set containing 10 pages)	Size 17x27/4 One page Both side printed Orient Paper As per sample provided by the Board 60 GSM	
5	CBSE/66	600 pads (each pad containing 100 pages)	Size 18x22/5 One page Both side printed Orient Paper As per sample provided by the Board 60 GSM	
6	CBSE/55	---	Size 18x22/8 One page one side printed, As per sample provided by the Board 60 GSM	
7	CBSE/91	1200 sets (each set containing 05 pages)	Size 18x22/3 One page One side printed Orient Paper As per sample provided by the Board 60 GSM	
8	CBSE/Conf/08	8000*	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
9	CBSE/AB Cell/11	8000 *	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
10	CBSE/Conf/14	8000*	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
11	CBSE/Conf/18	8000*	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
12	CBSE/Conf/20	8000*	Size 18x22/2 One page single side printed Orient paper 60 GSM	
13	CBSE/Conf/25	8000*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
14	CBSE/Conf/26	8000*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
15	CBSE/Conf/28	8000*	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
16	CBSE/Conf/29	8000*	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
17	CBSE/Conf/30	8000*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
18	CBSE/Conf/33	10000 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
19	CBSE/Conf/38	8000 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
20	CBSE/Conf/39	3000 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
21	CBSE/Conf/41	4000 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
22	CBSE/AB Cell/11 Practical	5000*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
23	CBSE/Conf/11-A	7000*	Size 42x67/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
24	CBSE/AB CELL/10	6000 *	Size 20x30/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
25	TA/DA Forms	15000 *	Size 20x30/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
26	Circular for conduct of Practical Exam	2000(in pasted form)	Size 18x22/2 two pages both side printed & 18x22/4 one pg. both side printed on 60GSM Orient Paper, as per sample provided by the Board	
27	Circular No.10	2000*	Size 17x27/2 one page both side printed Orient paper As per sample provided by the Board 60 GSM	
28	Applications for scrutiny Class X Red Colour (CBSE/AB Cell/13/5-X)	8000*	Size 42x67/4 One page both side printed in Red Colour Orient paper As per sample provided by the Board 60 GSM	

Signature with the seal of the firm

Dated.....

Contd.....

S1 No	Name of the Items/Forms	Approx quantity required	specification	Rates Per 1000 form/sets
29	Applications for scrutiny Class XII Blue Colour (CBSE/AB Cell/13/5-XII)	8000 *	Size 42x67/4 One page both side printed in Blue Colour Orient paper As per sample provided by the Board 60 GSM	
30	Proforma to be filled by Comparer during comparison	2000*	Size 42x67/4 One page both side printed Orient Paper As per sample provided by the Board 60 GSM	
31	Comparison Account Form	8000*	Size 18x22/4 One page one side printed Orient paper As per sample provided by the Board 60GSM	
32	Comparison Mistake Proforma	3000*	Size 42x67/4 One page one side printed Orient paper As per sample provided by the Board 60GSM	
33	Observer report for Practical	2000 *	Size 42x67/4, Ledger Paper, Light Green One page one side printed, As per sample provided by the Board., 80 GSM	
34	Theory Award List folder for class X	1000 Nos(Printed) 1000Nos(Plain)	Mustered colour, as per sample provided by the Board (One page one side printed size 14x16/1) 60 GSM (Subject to approval of sample by committee as well as user branch)	
35	Theory Award List folder for class XII	1000 Nos(Printed) 1000Nos(Plain)	Red colour, as per sample provided by the Board (One page one side printed size 14x16/1) (Subject to approval of sample by committee as well as user branch)	
36	CBSE/Conf/34 (Tripil)	10000 (in form of pad each containing 100 pagesx3=300 pgs))	Size 18x22/4 Tripil 60 GSM each Ist Copy-Red IInd Copy-Blue IIIRD Copy-B/W As per sample provided by the Board	
37	CBSE/Conf/34-1 (Tripil)	7000(in form of pad each containing 100 pagesx3=300pgs)	Size 18x22/4 Tripil 60 GSM each Ist Copy-Red Paper IInd Copy-Yellow Paper IIIRD Copy-White Paper As per sample provided by the Board	
38	Evaluated Answer Book bundle cards (File Cards) for Class X Yellow Colour	10000 Nos	Size 22x28/16 One page one side printed, Font Red, As per sample provided by the Board (Subject to approval of sample by committee as well as user branch)	
39	Evaluated Answer Book bundle cards (File Cards) for Class XII White Colour	10000 Nos	Size 22x28/16 One page one side printed, Font Red, As per sample provided by the Board (Subject to approval of sample by committee as well as user branch)	
40	Bag Statement card size 6"x4" for Class X	8000 Nos	Size 22x28/25 Size of Yellow colour, One page one side printed Front Red As per sample provided by the Board	
41	Bag Statement card size 6"x4" for Class XII	8000 Nos	Size 22x28/25 Size of White colour, One page one side printed, As per sample provided by the Board	
42	File Cover	4000 Nos	As per sample provided by the Board	
43	File Board	4000 Nos	As per sample provided by the Board	
44	Duties & Responsibilities of the Examiner	2000 Nos*	Size 18x22/2 One page both side printed on Yellow Colour 80GSM Card Sheet Paper/As per sample provided by the Board.	
45	Instruction for the coordinators	2000 Nos*	Size 18x22/4 One page both side printed on Red Colour 80GSM Card Sheet Paper/As per sample provided by the Board.	
46	Pay Order Proforma	10000 Nos*	Size 18x22/4 One page one side printed Orient paper As per sample provided by the Board 60GSM	
48	Data Bank Performa	10000 Nos*	As per sample	
49	Performa for sponsoring the name for appointment of CS	5000 Nos*	As per sample	
50	Performa for fixation of examination centre i.e. custodian performa	5000 Nos*	As per sample	
51	Performa for data of Principal for appointment of CNS	2000 Nos*	As per sample	
52	10"x8" Craft Envelope inside laminated printed on 100GSM paper	3000 Nos	As per sample	
53	Receipt Book-Publn(Store)	30Nos (each containing 100pg)	As per sample	
54	Receipt Book-Text Bk(Store)	30Nos (each containing 100pgs)	As per sample	
55	Slip Book	300pads (each containing 50pgs)	As per sample	
56	Correction Proforma (M&M)	20000 (each containing 100pgs)	Size 17x27/4 One page Both side printed Orient Paper As per sample provided by the Board 60 GSM	

*(in form of pad each containing 100 pages)

Signature with the seal of the firm

Dated.....

CENTRAL BOARD OF SECONDARY EDUCATION

1. DETAILS ABOUT THE FIRM :

- (a) Year of establishment :
- (b) Type of firm/organization :
(Proprietary/Private/Public/Government)
- (c) Activities of the organization :
- (d) Make of Printing Press :
- (e) No. of printing machine with its size :
and colour
- (f) Experience (s) of previous three years :
(Please attach experience certificate from
the organisation to whom you have rendered
services)
- (g) Other facilities such as :
 - (i) Binding : (Yes/No)
 - (ii) Cutter Facility : (Yes /No)
 - (iii) Perforation Machine with quantity: (Yes /No)
(If yes, mention the quantity details):
 - (iv) Generator Facility (Yes /No)
 - (v) Any other:
- (h) Permanent Account Number(PAN):
- (i) Sales Tax Registration No.:

Name and Address of the Firm with seal

Signature_____

Telephone/Mobile_____

Dated: