

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE**

**PS, 1-2, Institutional Area, Patparganj,  
I.P Extension, Delhi-110092**

**TENDER NOTICE**

The Regional Director, C.B.S.E., Delhi invites sealed tenders on behalf of The Secretary, CBSE from the reputed printers Established at **Delhi/New Delhi/Ghaziabad/Noida 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/Autonomous organizations for printing of different type of forms, etc. The firms/agencies possessing the necessary infrastructure at Delhi/New Delhi/Noida/Ghaziabad may download the tender form from the CBSE Websites i.e [www.cbse.nic.in](http://www.cbse.nic.in) . The last date for submission of tender is 01/08/2013 upto 2:30 P.M.

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.

The cost of the tender document is Rs. 200/- (Rupees Two Hundred only) which is non-refundable and non-adjustable. Tender fee and EMD of Rs. 25000/- are to be deposited at the time of submission of bid document in the shape of demand draft only on any Scheduled Commercial Bank payable at Delhi and drawn in favour of Secretary, CBSE. All the drafts should be enclosed with the technical bid only. The bid documents must be submitted by Hand Delivery/Regd. Post/Speed Post in sealed cover to the Regional Office, CBSE, Delhi at the address given above on or before 2:30 P.M. on 01/08/2013 and will be opened as per schedule indicated in the instructions to the bidders. The technical bid & financial bid should be sealed in separate cover superscribing Technical & Financial Bid respectively. These two bids should be kept separately in one large envelope superscribing Bids for participation in **“TENDER FOR PRINTING AND SUPPLY OF VARIOUS FORMS”**. The Tender received incomplete or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

**THE PROSPECTIVE BIDDERS ARE REQUESTED TO GO THROUGH THE COMPLETE TENDER DOCUMENT CAREFULLY REGARDING ELIGIBILITY & OTHER TERMS AND CONDITIONS OF BOTH BIDS BEFORE APPLYING.**

**Asstt. Secy (Admn.)**

**Central Board of Secondary Education  
Regional Office, Delhi  
PS 1-2, Institutional Area, Patparganj  
I.P.Extn., Delhi-110092**

Cost of Form : Rs. 200/- (Non-  
refundable)

Tender Form No. **ROD\ Admn & Ptng\2012-13**

M/s. \_\_\_\_\_ are hereby authorized to submit their tender in response to the Tender Notice on the CBSE website for printing and supply of various performas for 2013-2014 Exams.

**ASSISTANT SECRETARY(ADMN.)**

**Last date for submission of Tender: 01/08/2013 upto 2:30 P.M**  
**Opening of Tender: 01/08/2013 at 3:00 P.M.**

**Tender Form  
TECHNICAL BID**

**Tender form for Printing and supply of various performas for 2013-2014 Exams.**

(Note: - The Tenderer must read the enclosed Terms and Conditions carefully before filling up the particulars in this Form.)

(1) Name of the Press. : \_\_\_\_\_

(2) Address : \_\_\_\_\_

Registered Office with Telephone No., Mobile

No, Fax No. Email address, website etc \_\_\_\_\_

(3) Factory Address with \_\_\_\_\_

Telephone No, Mobile No,

Fax No. Email address, website etc \_\_\_\_\_

(4) Date of establishment of the firm \_\_\_\_\_

(5) License/Registration No. \_\_\_\_\_

(6) PAN No. \_\_\_\_\_

(7) VAT/Sale Tax Registration No. \_\_\_\_\_

(8) Service Tax Registration No. \_\_\_\_\_

9. Experience(s) of previous three years: \_\_\_\_\_  
(Please attach a copies of work orders)

10. Other facilities such as:

- i. Binding/ Pad making (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. Numbering Machine (Yes/NO)
- vi. Any Other.

11. **Particulars of Demand Draft paid as Earnest money:**

- i) Amount : Rs 25,000/- each
- ii) DD No. : \_\_\_\_\_
- iii) Issuing Bank with date of issue: \_\_\_\_\_

12. **Particulars of Demand Draft paid as Tender fee:**

- i) Amount : Rs 200/- each
- ii) DD No. : \_\_\_\_\_
- iii) Issuing Bank with date of issue: \_\_\_\_\_

13. **Samples with Specification:** Samples of paper to be used attached duly signed and stamped along-with the name of the paper mill

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

Note:- Supporting documents/proof in respect of all information mentioned above are to enclosed.

14. Weekly Holiday on: \_\_\_\_\_

The terms and conditions and those appended with the tender form are acceptable to me /us. Copy of document in support of information furnished in S. No. 1-14 above are enclosed herewith. My tender can be rejected due to Non-submission of documents with technical bid.

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

PAN NO. \_\_\_\_\_

TEL NO. \_\_\_\_\_

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE  
PS, 1-2, Institutional Area, Patparganj,  
Delhi**

**FINANCIAL BID**

**LIST OF ITEMS & RATES FOR PRINTING & SUPPLY OF THE VARIOUS PERFORMA'S**

SI No	Name of the Items/ Forms	Approx Quantity reqd	GSM Reqd	Size	Rate per 1000 sheets/ set including tax (Single side printing) With pad making	Rate per 1000 sheets/ set including tax (Both side printing) With pad making
1.	Taxi Bill Form	1500	80	<u>17X27</u> 4		
2.	Inspection report of the surprise inspector	3000	80	<u>17X27</u> 4		
3.	Bill for Inspection of Examination centers	3000	80	<u>17X27</u> 4		
4.	Bill for Hon. and conveyance for delivery of Q.P.	3000	80	<u>17X27</u> 4		
5.	Inspection report of flying squad	2000	80	<u>17X27</u> 4		
6.	Duties and responsibilities to the performed by the staff of CBSE	1500	80	<u>17X27</u> 2		
7.	Examination duty card for centres 4.8"X5.5" on pulp Board	20000	300	As per sample		
8.	Examination duty card of staff of CBSE & D.D. alongwith their staff on Pulp Board	2000	300	As per sample		
9.	Bill form for observer	1000	80	<u>17X27</u> 4		
10.	Pvt. Form improvement of Performance Exams with Blank Slip for All India Scheme	2000	80	<u>17X27</u> 4 and <u>18X23</u> 4		
11.	Pvt. Form improvement of Performance Exams with Blank Slip for Delhi Sec.	6000	80	<u>17X27</u> 4 and <u>18X23</u> 4		
12.	Bank Slip	1000	80	<u>18X23</u> 4		
13.	L.O.C. Delhi. Sr.	3000	80	<u>17X27</u> 4		
14.	L.O.C. A.I. Sr.	2000	80	<u>17X27</u> 4		
15.	Pvt. Form with Bank Slip for All India Sr. School Compt. Exams.	2500	80	<u>17X27</u> 4 and <u>18X23</u> 4		
16.	Pvt. Form with Bank Slip for Delhi Sr. School Compt. Exams.	7000	80	<u>17X27</u> 4 and <u>18X23</u> 4		
17.	Bank Slip Extra (Loose)	1000	80	<u>17X27</u> 4		
18.	Performa for claims Medical Reimbursement	2000	80	<u>17X27</u> 4		

19.	Memo, return of 100 Rupees for re-checking	1000	80	<u>17X27</u> 4		
20.	Pay order (Both side in adjustment of pad, hindi & English)	5000	80	<u>17X27</u> 4		
21.	Acknowledgement	20000	80	<u>17X27</u> 4		
22.	Letter for Spot Evaluation	500	80	<u>17X27</u> 4		
23.	Corundum page of spot bill	1000	80	<u>17X27</u> 4		
24.	Forwarding letter of Spot Evaluation	500	80	<u>17X27</u> 4		
25.	Performa in lease cheque	500	80	<u>17X27</u> 4		
26.	Center fails of cheque	5000	80	<u>17X27</u> 4		
27.	Conveyance bill	5000	80	<u>17X27</u> 4		
28.	Stop Payment	1000	80	<u>17X27</u> 4		
29.	Letter to bank to convert of Cheque from Rs. to Dollar	500	80	<u>17X27</u> 4		
30.	Letter to bank	1000	80	<u>17X27</u> 4		
31.	Letter to Centre Suptd. discrepancy letter	500	80	<u>17X27</u> 4		
32.	Seal Impression	2000	80	<u>17X27</u> 4		
33.	Form 56 (Centre both side Eng. & Hindi)	10000	80	<u>17X27</u> 4		
34.	CBSE-82 (Stare for Both side Eng. & Hindi)	10000	80	<u>17X27</u> 4		
35.	Performa supply of A/Book in tempo (Both Side)	500	80	<u>17X27</u> 4		
36.	Proforma for auditing of A/B than this D/Page	500	80	<u>17X27</u> 4		
37.	Centre charges well page No 1-13 Compartment result.	1400	80	<u>17X27</u> 4		
38.	Conf./08 Assessment Report	1400	80	<u>17X27</u> 4		
39.	Conf./11 Remuneration bills of HE	16000	80	<u>17X27</u> 4		
40.	Conf./14 Report of Examiners	19000	80	<u>17X27</u> 4		
41.	Conf./18 Report of HE	1900	80	<u>17X27</u> 4		
42.	Conf./20 Script Marksheets	40000	80	<u>17X27</u> 4		
43.	Conf./25 Mark record of A/books	11400	80	<u>17X27</u> 4		

44.	Conf./26 Eval. of A/books	15000	80	<u>17X27</u> 4		
45.	Conf./28 Forwarding of Eval. of A/books	21000	80	<u>17X27</u> 4		
46.	Conf./29 Certificate of central eval.	18000	80	<u>17X27</u> 4		
47.	Conf./30 Attendance Certificate	16000	80	<u>17X27</u> 8		
48.	Conf./33 Consolidated claim Bill	2300	80	<u>17X27</u> 4		
49.	Conf./34 Manual A/lists	2000	80	<u>17X27</u> 4		
50.	Conf./38 Eval. Monitoring slip	2200	80	<u>17X27</u> 4		
51.	Conf./39 Relation appearing proof	1600	80	<u>17X27</u> 4		
52.	Conf./41 Compilation of errors	5700	80	<u>17X27</u> 4		
53.	Bill Form for CNS	2000	80	<u>17X27</u> 4		
54.	Eval chages bill for non spot Evaluation	1000	80	<u>17X27</u> 4		
55.	Performa for Single side printing	1000	80	<u>17X27</u> 4		
56.	Performa for Both side printing	1000	80	<u>17X27</u> 4		
57.	Printing of Visiting cards Single side printing	100		As per sample		
58.	Printing of Visiting cards Both side printing	100		As per sample		
59.	Printing of D.O. Letter head (Big Size)	100		As per sample		
60.	Printing of D.O. Letter head (Medium Size)	100		As per sample		
61.	CBSE/AB cell 18 Guidance of examiner for practical exam (8 pages)	2000	80	<u>23X36</u> 8		
62.	CBSE /AB Cell 10 Attendance as well as LOC practical	1000	80	<u>17X27</u> 2		
63.	CBSE/AB Cell/11 Statement of candidate	1000	80	<u>17X27</u> 4		
64.	CBSE/AB Cell 11A Remmunation bill form for Examiners	1000	80	<u>17X27</u> 2		
65.	CBSE/AB Cell/16 Performa dfor Scrutiny of Answer book	1000	80	<u>17X27</u> 2		
66.	Receipt book for AB Cell branch in duplicate	1000	80	<u>17X27</u> 8		

67.	CBSE/ABCell/33 Practical award list in Triplicate	1000	80	<u>17X27</u> 4		
68.	Application form for obtaining the duplicate certificate	5000	80	<u>17X27</u> 2		
69.	Entryregister for M&M branch on ledger paper with leather binding and numbering	100	95	<u>17X27</u> 2		
70.	Notes and order on ledger paper	1000	95	<u>17X27</u> 4		
71	Performa for Single side printing	1000	80	<u>17x27</u> 2		
72	Performa for Both side printing	1000	80	<u>17x27</u> 2		
73.	Printing Charges of one side Performa	1000	80	<u>17x27</u> 8		

Dated.....

Signature with the seal of the firm



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

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

**TERMS AND CONDITIONS**

01. 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.
02. 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 during the period of Contract.
03. Tender in sealed cover super-scribed "TENDER FORM FOR PRINTING AND SUPPLY OF VARIOUS FORMS FOR OFFICIAL USE" should reach the Regional Officer upto 2.30 P.M. on or before 01.08.2013 alongwith tender fee of Rs. 200/- and the earnest money of Rs.25,000/- by bank draft in favour of Secretary, CBSE payable at Delhi. Tender will be opened on the same date at 03.00 PM.
04. Rates should be quoted F.O.R. at CBSE (REGIONAL OFFICE), Delhi including all taxes, etc. Delivery of forms will be taken inside the store of this Office at Delhi. Cartage/ cooliage shall be to be borne by the supplier upto stacking in CBSE. Paper should be used 'A' Grade Mill only for all items
05. The earnest money of the unsuccessful bidder will be refunded without any interest.
06. The Board 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 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.
09. The successful tenderer(s) will have to complete the work assigned to him/them within Twenty days/ as per requirement of the Board from the date of receipt of final proof positively, failing which penalty as mentioned above will be imposed. Quantity of forms and other items etc. to be printed may increase/decrease as per requirements.
10. 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. Proportionate deduction will be made on account of less GSM of paper. However, in this connection, decision of the Competent Authority of the Board will be followed.
11. The Paper to be used by the firm for printing of material should be of the following mills: -  
1. Ballarpur 2. Sunshine 3. JK (Strsaw Product) 4. Any other 'A' Class Mills
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 any dispute, the Competent Authority may appoint an arbitrator whose decision will be binding on both the parties.

Contd....

15. 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.
16. The tenderer shall sign these terms and conditions which shall be final and legally binding in to-to.
17. 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 03.00 PM upto 01.08s.2013.
18. The quality 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.s
19. Before submission of tender, "the tenderers should also undertake that the specifications have been seen and verified through sample provided by the Board by me/us personally".
20. Rates for required items should be quoted including costs of paper, composing, processing, plate making, printing, pad making & packing, cartridge, transportation/labour charges, other tax levies etc. in the prescribed form of tender only.
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 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. During the pendency of the contract, no revision in rates will be allowed, except such taxes as may be levied by the Central or the State Govt. duly notified a Govt. order and quoted extra in tender.
23. 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.
24. In the event of any dispute, the decision of the Chairman of the Board shall be final and binding upon the quotationer.
25. The jurisdiction will be Delhi in case of any dispute.
26. Penalty will be imposed by the Competent Authority by deducting of amount from the bill as under:-
  - (1) Inferior Quality @5% on total bill
  - (2) Misprinting Data/Matter @2% on total Bill.

**Asstt. Secy (Admn.)**

**Acceptance of the tenderer:**

I \_\_\_\_\_ hereby undertake that, before submission of tender the terms and conditions enumerated in this form from clause 01 to 26 have been read by me/us and are acceptable to me/us.

Signature of the tenderer: \_\_\_\_\_

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

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

