

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE**

35-B, M.G. MARG, CIVIL LINES, ALLAHABAD-211001 (UP)  
Ph: (0532) 2407970,2408971,2407972 Fax: (0532)2408977

**TENDER NOTICE**

Regional Officer, C.B.S.E., Regional Office, Allahabad invites sealed tenders on behalf of the Secretary, CBSE, for the supply of pre-printed computer stationary such as Admission Cards, Attendance sheets, Letter heads, Blank Ezrs etc.(On Maplitho paper without any watermark) for the Board's Examination 2012. The Printers who are registered with Govt./ Printing Department & having annual turnover of approx Rs.50 Lacs each in the last three financial years along with minimum three years experience of printing & supplying such materials in bulk quantities (for approx 2-3 lakhs candidates in the Central/State Govt. and/or in the Educational Institutions) may only submit their bids. The samples of the certificates can be seen either at the Regional Office, CBSE, Allahabad or in the office of Head (CC), CBSE, HQR, Preet Vihar, Delhi-92. Description of Work, Size, Approx Quantity etc can be verified from Tender Form/ documents. However, the quantity may vary as per actual requirement of the Board.

The tender is to be submitted in two-bid system in two separate sealed envelopes. The first envelope should contain Technical Bid which should include Technical specifications, terms and conditions, details of EMD, list of client, registration certificates and balance sheet etc and the second envelope shall contain Financial Bid. Both the envelopes should be kept in another bigger envelope superscribing "**Tender for supply of Pre-printed computer stationary**" which shall addressed to REGIONAL OFFICER, CENTRAL BOARD OF SECONDARY EDUCATION, 35-B, CIVIL STATION, M.G. MARG, CIVILLINES, ALLAHABAD-211001 (UP) The tender documents can be sent either by post or can be dropped by hand in the tender box kept in CBSE office upto 1.00 PM on or before 08.08.2011.

Tender form having specification, terms and conditions and other details can be obtained from the Board's office on any working day between 10.00 AM to 03.00 PM on payment of Rs.500/- (non refundable) in cash between 11/07/2011 to 07/08/2011 or can be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) (Rs.500/- in case downloading from website will be sent through Demand Draft along with earnest money). Tender must be accompanied with an earnest money of Rs.15,000/- in the shape of Bank Draft drawn on any Nationalized Bank in favour of "Secretary CBSE" payable at Allahabad. The earnest money in any other form will not be accepted and tenders without EMD will be rejected summarily.

The technical bids will be opened on 08.08.2011 at 03.00 PM in the presence of the tenderers who may like to be present. However, no separate communication will be issued in this regard. The financial bids of technically qualified bidders will be opened at a later date fixed by the committee. The Competent Authority of the Board reserves the right to accept any tender in whole or part or reject it entirely without assigning any reason.

**REGIONAL OFFICER**

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क्षेत्रीय कार्यालय, इलाहाबाद

35.बी, महात्मा गाँधी मार्ग, सिविल लाइन्स, इलाहाबाद.211001 (उ०प्र०)

दूरभा : (0532) 2407970,2408971,2407972; फ़ैक्स : (0532) 2408977

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क्षेत्रीय अधिकारी, केन्द्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, इलाहाबाद, द्वारा सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड की ओर से परीक्षा व र् 2012 के लिए विभिन्न प्रकार की प्री-प्रिंटेड कम्प्यूटर स्टेशनरी यथा प्रवेश-पत्रक, उपस्थिति पत्रक, लेटर हेड, ब्लैक ई.जेड. आर., आदि (मापलिथो पेपर पर बिना वाटरमार्क के), की आपूर्ति हेतु सीलबंद निविदा आमंत्रित करता है । इसके लिए ऐसे मुद्रक निविदा जमा कर सकते हैं जो सरकारी मुद्रण विभाग से पंजीकृत हो, जिनकी पिछले तीन वित्तीय व र् में आवर्त प्रतिव र् लगभग पचास लाख रू. हो तथा इस प्रकार की सामग्री को अधिक मात्रा (केन्द्र/राज्य सरकार एवं/या शैक्षिक संस्थानों में लगभग दो तीन लाख अभ्यर्थियों के लिए) में मुद्रण एवं आपूर्ति का न्यूनतम तीन व र् का अनुभव हो। प्रपत्रों के नमूने क्षेत्रीय कार्यालय, केन्द्रीय माध्यमिक शिक्षा बोर्ड, इलाहाबाद या हेड (कंप्यूटर सेंटर), के.मा.शि.बो., मुख्य कार्यालय, प्रीत विहार, दिल्ली-92 में किसी भी कार्य दिवस में देखे जा सकते हैं । कार्य का विवरण, साईज, मात्रा ईत्यादि निविदा प्रपत्र दस्तावेजों में देखे जा सकते हैं, तथापि बोर्ड की आवश्यकतानुसार इसकी मात्रा में परिवर्तन हो सकता है।

निविदा दो अलग-अलग लिफाफों में दो बिड पद्धति से जमा किए जाने चाहिए । पहले लिफाफे में तकनीकी बिड हो (जिसमें तकनीकी ब्योरा, नियम व र् तर्त, धरोहर राशि का विवरण, ग्राहकों की सूची, पंजीयन प्रमाण-पत्र, बैलेंस-शीट/तुलन-पत्र, इत्यादि सम्मिलित हों) तथा दूसरे लिफाफे में वित्तीय बिड हो एवं दोनों ही लिफाफों को एक बड़े लिफाफे में रखे जाएं जिसके ऊपर "i h&fi M/M dEl; Wj LV's kujh dh vki frz grq fufonk" लिखा हो । निविदा दस्तावेज क्षेत्रीय अधिकारी, केन्द्रीय माध्यमिक शिक्षा बोर्ड, 35-बी, महात्मा गाँधी मार्ग, सिविल लाइन्स, इलाहाबाद-211001 उ.प्र. को डाक द्वारा अथवा कार्यालय में रखे गए संबंधित निविदा बॉक्स में दिनांक 08/08/2011 दोपहर 1.00 बजे तक या इससे पूर्व दस्ती डाले जा सकते हैं ।

विनिर्देशन विशि ट, नियम व र् तर्त तथा अन्य विवरण सहित निविदा प्रपत्र बोर्ड कार्यालय से किसी भी कार्यदिवस में दिनांक 11/07/2011 से 07/08/2011 के बीच प्रातः10.00 बजे से सायं 3.00 बजे तक रू.500/- नगद के भुगतान पर प्राप्त किए जा सकते हैं या के.मा.शि.बो. के वेबसाईट डब्लू डब्लू डब्लू.सीबीएसई.एनआईसी.ईन से डाउनलोड किए जा सकते हैं । तथा वेबसाईट से डाउनलोड करने की स्थिति में फॉर्म का मूल्य डिमांड ड्राफ्ट द्वारा निविदा के साथ जमा करें । निविदा के साथ रू.15000/- (पन्द्रह हजार रूपए मात्र) की धरोहर राशि डिमांड ड्राफ्ट के रूप में जो किसी भी रा ट्रीयकृत बैंक द्वारा l fpo] d\l\h; ek;/ fed f' k{k ckM के पक्ष में इलाहाबाद में देय हो, निश्चित रूप से संलग्न करें । किसी अन्य रूप में जमा धरोहर राशि स्वीकृत नहीं की जाएगी तथा बिना धरोहर राशि के प्राप्त निविदाएं भी सरसरी तौर पर निरस्त कर दी जाएंगी ।

टेक्नीकल बिड दिनांक 08/08/2011 सायं 3.00 बजे इच्छुक निविदाकारों की उपस्थिति में खोली जाएगी । यद्यपि इसके लिए अलग से कोई सूचना नहीं दी जाएगी । तकनीकी रूप से योग्य पाइ गइ एजेंसियों की वित्तीय बिड बाद में समिति द्वारा निर्धारित तिथि को खोली जाएगी । किसी भी निविदा को बिना किसी कारण बताए अंशतः या पूर्णतः अस्वीकार करने का अधिकार बोर्ड के सक्षम अधिकारी के पास सुरक्षित है ।

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**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE  
35-B, M. G. MARG, CIVIL LINES, ALLAHABAD -211 001**

Tender Form No. PTG/Computer Stationary/2011-12/

Price Rs. 500/-

M/s \_\_\_\_\_ are hereby authorized to submit their tender in response to the Tender Notice appeared in newspapers on \_\_\_\_\_ and \_\_\_\_\_ for Printing and supply of Pre-printed Computer Stationary for the Exam - 2012.

**REGIONAL OFFICER**

Last date for submission of tender : 08<sup>th</sup> August' 2011 upto 1.00 p.m.  
Opening of Tender : 08<sup>th</sup> August'2011 at 03:00 p.m.

**TENDER FORM  
PART 'A' - Technical Bid**

**Tender form for Printing and supply of Pre-printed Continuous Computer Stationary  
for the 2012 Exams**

(Note : Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form)

**1. Particulars of Tenderer :**

- (i) Name of the Press : \_\_\_\_\_
- (ii) Any other organization : \_\_\_\_\_  
with whom the agency is registered \_\_\_\_\_
- (iii) Office address with : \_\_\_\_\_  
Telephone No. \_\_\_\_\_
- (iv) Name(s) of the Proprietor/: \_\_\_\_\_  
Partner(s)

**2. Past Experience (for last three years) :**

2.1

Sl.No.	Year	Name of the Organization / Client	Place of Printing & Supply		Details of work executed
			From	To	
a	2009				
b	2010				
c	2011				

Contd 2/-

2.2 Whether the firm has ever been debarred / Black listed by any organization?

If Yes, the details & reasons thereof \_\_\_\_\_

2.3 Detail(s) of Award / Certificate of Merit etc. (if any) received from any Organization. (Please attach Copy of Certificate(s))

\_\_\_\_\_  
\_\_\_\_\_

**3. Infrastructural details :**

**(a) Physical / Capital :**

i. Type & total no. of machines : \_\_\_\_\_  
available for such work

ii. Capacity of the machines to : (Yes / No)  
print and deliver all the allotted  
work within 25-30 days

**(b) Financial : Year**

i. Annual Turnover : 2009

(During last three financial years) 2010

(Attach copy of balance sheet) 2011

ii. Availability of Finance/Bank : \_\_\_\_\_  
Guarantee (Attach financial solvency  
Certificate issued by the Bank)

**(c) Personnel :**

Number of employee - : \_\_\_\_\_  
Technical and Non-technical

**4. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY :**

(i) Amount : Rs. 15, 000/-

(ii) D.D. No. : \_\_\_\_\_

(iii) Issuing Bank : \_\_\_\_\_  
with date of issue

Contd 3/-

**5. Samples with specification :**

<b>Samples of paper attached duly signed &amp; stamped alongwith the name of the paper mill.</b>	<b>Specification</b>	<b>Name of Paper mill</b>	<b>No. of samples attached</b>
	60 GSM paper for the items mentioned in the tender form.		

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

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

**TELEPHONE NO. :** \_\_\_\_\_

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

**Note :**

- 01. The tender for Technical Bid should contain sample paper of reputed Paper Mill to be used duly signed and stamped and earnest money of Rs. 15,000/- in the shape of B.D. in favour Secretary, CBSE, payable at Allahabad.**
- 02. Please see enclosed form for Financial Bid and terms and conditions.**

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE**

**35-B, M. G. MARG, CIVIL LINES, ALLAHABAD -211 001**

**Tender Form No. PTG/Computer Stationary/2011/**

**TENDER FORM**

**PART 'B' - Financial Bid**

M/s \_\_\_\_\_ are hereby authorized to submit their tender in response to the Tender Notice appeared in newspapers on \_\_\_\_\_ and \_\_\_\_\_ for Printing and supply of Pre-printed Computer Stationary for the Exam - 2012.

**REGIONAL OFFICER**

**Rates for supply of pre-printed computer stationary :**

Sl. No.	Name of the item (as per specification of the material given in tender form)	GSM	Required quantity* in sheets / col. (R=Red for Class-X, B=Blue for Class-XII)	RATES (inclusive of all taxes)
01.	Admission Cards	60	R - 1,50,000	
			B - 1,80,000	
02.	Attendance sheets	60	R - 1,50,000	
			B - 1,80,000	
03.	Blank EZR 10"x12"x 1	60	1,00,000	
	10"x12"x 2 (with carbon)		1,00,000	
	10"x12"x 3 (with carbon)		40,000	
	15"x12"x 1		25,000	
	15"x12"x 2 (with carbon)		1,20,000	
	15"x12"x 3 (with carbon)		50,000	
04.	Blank Letter Head 10"x12"x 1	60	10,000	
05.	Blank Letter Head 10"x12"x 2 (with carbon)		25,000	
06.	Blank Letter Head 10"x12"x 3 (with carbon)		10,000	

**\*The quantity may vary as per actual requirement of the Board.**

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

**Date :** \_\_\_\_\_

**Place :** \_\_\_\_\_

**Signature with the seal of the Firm  
Complete address with telephone no.**

**SPECIFICATION WITH QUANTITY OF THE MATERIAL TO BE SUPPLIED (COMPUTER STATIONARY ITEMS)**

**01. Admission Cards (without watermark) single part on 60 GSM paper of size 15"x12".**

To be printed on both side in English & Hindi i. e. bilingual. Each sheet of 15"x12" to have one vertical perforation. Each sheet of 15"x12" to have two admission cards i. e. each admission card will be in the size 7.5"x12" with auto machine numbering.

**QUANTITY:**

A. 75,000 sheets i. e. 1,50,000 admission cards in Red colour.

B. 90,000 sheets i. e. 1,80,000 admission cards in Blue colour.

**02. Attendance Sheet (without water mark) single part on 60GSM paper of size 15"x12".**

To be printed on single side in English & Hindi i. e. bilingual. Each sheet of 15"x12" to have one vertical perforation. Each sheet of 15"x12" to have two attendance sheets i.e. each attendance sheet will be in the size 7.5"x12" with auto machine numbering.

**QUANTITY:**

A. 75,000 sheets i. e. 1,50,000 Attendance Sheets in Red colour.

B. 90,000 sheets i. e. 1,80,000 Attendance Sheets in Blue colour.

**03. Blank EZR(without watermark) on 60 GSM papers with CBSE logo and auto machine numbering.**

1.	10"x12"x 1	1,00,000 sheets	
2.	10"x12"x 2	1,00,000 sheets	(with good quality carbon)
3.	10"x12"x 3	40,000 sheets	(with good quality carbon)
4.	15"x12"x 1	25,000 sheets	
5.	15"x12"x 2	1,20,000 sheets	(with good quality carbon)
6.	15"x12"x 3	50,000 sheets	(with good quality carbon)

**04. Letter Head (without watermark)**

1.	10"x12"x 1	10,000 sheets	
2.	10"x12"x 2	25,000 sheets	(with good quality carbon)
3.	10"x12"x 3	10,000 sheets	(with good quality carbon)

**REGIONAL OFFICER**

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE  
35-B, M. G. MARG, CIVIL LINES, ALLAHABAD -211 001**

**(Agreement to be executed on a Non-Judicial Stamp paper of Rs. 50/-)**

**TERMS AND CONDITIONS**

- a. The terms and conditions of the tender shall be read in conjunction with the General conditions of contract, bill of quantities & other documents being part of this contract.
- b. Tender must be accompanied with EMD of Rs. 15, 000/- in the form of Bank Draft. EMD in any other form will not be accepted and such tender will be rejected. Tenders without earnest money will not be accepted. Technical Bid of the tenders will be opened at 03:00 P.M. on 08.08.2011 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.
- c. The earnest money of the unsuccessful bidder will be refunded without any interest.
- d. The Earnest Money of the successful bidder shall be retained & 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.
- e. 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. No alteration/modification in the bid after receipt of bids shall be permitted.
- f. Rates should be quoted FOR at Regional Office, CBSE, 35-B, Civil Station, M.G. Marg, Civil Lines, Allahabad - 211001 **including all taxes**. Delivery will be taken in corrugated boxes inside the godowns of this office at Regional Office, CBSE, 35-B, Civil Station, M.G. Marg, Civil Lines, Allahabad - 211 001. Cartage / colliage shall have to be borne by the supplier upto the godowns of the Board.<sup>87</sup>
- g. The paper to be used by the firm for the printing of material should be of the following mills:
  - (i) Ballarpur;   (ii) West Coast;   (iii) JK (Straw Product);   (iv) Century
  - (v) Andhra;   (vi) Orient;   (vii) HPCL;   (viii) Any other 'A' Class Mill.

The printers are required to submit sample of paper of above said reputed mill(s) duly signed & stamped alongwith the tender. The carbon to be used in two/three parts stationary should be of good quality.



- h. **ELIGIBILITY:** The tenderer must
- (a) Have turnover of approx. 50 lacs each in last three financial years and;
  - (b) Minimum three years past experience of manufacturing and supplying of such material in bulk quantities to the Central / State Govt. and Educational Institutions (attach documentary evidence in technical bids).
- i. **Schedule of Delivery**
- The first proof shall have to be supplied within 10 days from the date of placement of order and the second proof, if necessary, shall have to be furnished within 07 days from the date of issue of the letter for the second proof and printed copies within 15 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 at the rate of 4% per week on the proportionate amount of the bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the bill. No extension of schedule delivery or completion date shall be granted.
- j. The total quantities to be made under the contract cannot be guaranteed & quantities as mentioned in the tender are approximate.
  - k. The supplier shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the printing, storage supply and safe custody of all document and stationary. All transit risk will be to supplier's account.
  - l. Upon completion of work, the supplier shall furnish an undertaking that any shortage of 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 printed more than the specified quantity/number. 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.
  - m. The tenderers should offer all facilities for inspection of the Board by the its officers, at their own cost and arrangements, if required.
  - n. The Board shall have the right to inspect & verify the stock of stationary manufactured or under process by its officer(s) at any time without notice.
  - o. Any document/work found at the time of delivery to be defective & not conforming to the relevant specification, is liable to be rejected and shall be replaced by the supplier at his own cost and arrangement at the earliest.
  - p. Rejected material shall be at the supplier's risk and they must be collected from the godowns of the office within a week from the 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.
  - q. 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 specifications and sample or there is any breach of terms of the contract on the part of the supplier.

- r. The computer stationary is to be machine (auto) numbered carefully. Manual machine numbering or any mistake in the numbering will not be accepted and supplier will replace it at his cost.
- s. During the pendency of the contract, no revision in rates will be allowed.
- t. The period of tender can be extended for a further period of one year with the consent of both the parties.
- u. The Board reserves 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.
- v. In the event of specification / grammage not found in consonance with the specifications / grammage prescribed by the BIS / Board against the items, necessary proportionate deduction of cost shall be made. The decision of the Chairman of the Board for penalty imposed / deduction made shall be final and binding on the party.
- w. T.D.S. (Tax Deduction at source) at the rate applicable from time to time as per the provisions of the Income Tax Act shall be made from the bill.
- x. No advance payment will be made. 80% payment will be made only after completion of the whole work order. The balance 20% payment will be made after completion of other formalities like testing of paper / inspection of the material etc.
- y. 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 EMR / S.D.
- z. Regional Officer, CBSE, 35-B, Civil Station, M.G. Marg, Civil Lines, Allahabad - 211 001 reserves the right to appoint an arbitrator, if needed so.

**REGIONAL OFFICER**

**ACCEPTANCE OF THE TENDERERS**

The terms & conditions enumerated in this form from clause no. 01 to 26 have been read by me / us and are acceptable to me / us.

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

SIGNATURE OF THE TENDERER  
SEAL WITH COMPLETE ADDRESS  
TELEPHONE NO.: \_\_\_\_\_