

**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**

Regional Officer, CBSE Regional Office, Allahabad invites sealed tender on behalf of Secretary, CBSE from reputed Agencies/Manufacturers in Allahabad, Lucknow and Kanpur only for supply of approximate 2,31,000 Printed Envelopes of different size and shape i.e. clothline envelopes without clothline envelopes as per details given below:-

Sl. No.	Description of Envelopes	Approx Qty.	Earnest Money (In Rs.)	Period of sale of Tender Form & submission thereof	Date of opening of tender	Cost of tender form (Non refundable)
01.	16"X12"/120 GSM Printed on khaki colour star paper with Flap 3" bottom 1" overlapping 1" wrap & wap of jali 24x24 in 1" of cotton cloth (Address/UFM/PH/Attendance Sheet etc Printed Envelope, as per sample provided by the Board)	30,000	Rs.30,000/- (Rs. Thirty thousand only) drawn on any Nationalized bank in favour of Secretary, CBSE payable at Allahabad	<b>Sale</b> 04/08/2014 To 25/08/2014 <b>Submission</b> 26/08/2014 upto 01.00 PM	26/08/2014 (03.00 PM)	Rs.500/- (Non refundable) (in case of downloading through website cost should be enclosed in the shape of DD in favour of Secretary, CBSE payable at Allahabad alongwith Tender)
02.	10"X12"/100 GSM Printed & inside laminated Practical/Flying Slip envelopes(As per sample provided by the Board)	20,000				
03.	10"X4.5"/100 GSM Printed white colour, superior quality envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2" <b>without window</b> (As per sample provided by the Board)	60,000				
04.	10"X4.5"/100 GSM Printed white colour, superior quality envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2" <b>window</b> (As per sample provided by the Board)	10,000				
05.	18"X12"x3"/120 GSM Printed on khaki colour star paper Packet type envelope jali 24x24 in 1" of cotton cloth (As per sample provided by the Board)	8,000				
06.	16"X12"/120 GSM Printed on khaki colour star paper envelope without cloth (As per sample provided by the Board)	3,000				
07.	11"x13"/120GSM Inside Laminated Fine Quality Craft Pink & Blue Colour Printed Envelope (As per sample)	20,000				
08.	10"X8"/100 GSM Printed on khaki colour star paper envelope without cloth (As per sample provided by the Board)	50,000				
09.	10"X12"/100 GSM Printed on khaki colour star paper clothline envelopes (As per sample provided by the Board)	30,000				

Tender form along with Terms and conditions can be obtained from the Cashier, CBSE, Regional Office, 35-B, M.G.Marg, Civil Lines, Allahabad as per schedule mentioned above on any working day or can be downloaded from the website [www.cbse.nic.in](http://www.cbse.nic.in). The tender form complete in all respects along with EMD kept in sealed envelope superscribing on it "TENDER FOR SUPPLY OF VARIOUS TYPES OF ENVELOPES", can be placed in Tender Box at ground floor of the office on or before 26.08.2014 by 01.00 PM. The tenders will be opened at 03.00 PM on the same day in the presence of tenderers, who may like to be present. The Secretary, CBSE reserves the right to accept or reject tender in whole or part without assigning any reason, thereof.

**REGIONAL OFFICER**

## केन्द्रीय माध्यमिक शिक्षा बोर्ड

### क्षेत्रीय कार्यालय

35-बी, सिविल स्टेशन, महात्मा गाँधी मार्ग, सिविल लाईन्स, इलाहाबाद-211001

दूरभाष: (0532 ) 2407970, 2408971, 2407972 फैक्स: 2408977

### निविदा सूचना

सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड की ओर से क्षेत्रीय अधिकारी, केन्द्रीय माध्यमिक शिक्षा बोर्ड, इलाहाबाद द्वारा लगभग 2,31,000 विभिन्न प्रकार के मुद्रित लिफाफों उदाहरणार्थ क्लोथलाईन लिफाफा/बिना क्लोथलाईन लिफाफा जिनका विवरण निम्नवत है, की आपूर्ति हेतु इलाहाबाद, लखनऊ तथा कानपुर में स्थापित प्रतिष्ठित एजेंसियों/निर्माताओं से मुहरबंद निविदाएँ आमंत्रित की जाती हैं।

क सं.	लिफाफों का विवरण*	अनुमानित संख्या	धरोहर राशि	निविदा फार्म बिक्री तथा जमा करने की अवधि	निविदा खुलने की तारीख	निविदा फार्म का मूल्य (अप्रतिदेय)
01.	16"X12"/120 जी एस एम खाकी रंग स्टार पेपर पर छपा हुआ साथ में फाइन जाली क्लोथलाईन लिफाफा जिसमें फ्लैप 3" तल 1" ओवरलैपिंग 1" जाली का पैप तथा पैप 24x24, 1"में कॉटन क्लॉथ का पता लिखा, यू.एफ.एम./पी.एच./उपस्थिति पत्रक इत्यादि छपा लिफाफा (बोर्ड द्वारा उपलब्ध कराए गए नमूने के अनुसार)	30,000	Rs.30,000/-	बिक्री 04/08/2014 से 25/08/2014	26/08/2014 सायं तीन बजे	रु.500/- मात्र (वेबसाइट से डाउनलोड करने की स्थिति में पॉच झौ रूपए का डिमांड किसी भी राष्ट्रीयकृत बैंक द्वारा, सचिव केन्द्रीय माध्यमिक शिक्षा बोर्ड के पक्ष में देय निविदा के साथ संलग्न करे)
02.	10"X12"/100 जी एस एम छपा हुआ इनसाइड लेमिनेटेड प्रायोगिक/फ्लाईंग स्लिप लिफाफा (बोर्ड द्वारा उपलब्ध कराए गए नमूने के अनुसार)	20,000		जमा करने की तिथि		
03.	10"X4.5"/100 जी एस एम का छपा हुआ सफेद रंग, अच्छे गुणवत्ता वाला बिना विण्डो का सादा लिफाफा साथ में फ्लैप 1 1/4" तल 1/2" ओवरलैपिंग 1/2" (बोर्ड द्वारा उपलब्ध कराए गए नमूने के अनुसार)	60,000		26/08/2014 दोपहर 01.00 बजे तक		
04.	10"X4.5"/100 जी एस एम का छपा हुआ सफेद रंग, अच्छे गुणवत्ता वाला विण्डो लिफाफा साथ में फ्लैप 1 1/4" तल 1/2" ओवरलैपिंग 1/2" (बोर्ड द्वारा उपलब्ध कराए गए नमूने के अनुसार)	10,000				
05.	18"X12"x3"/120 जी एस एम खाकी रंग स्टार पेपर पर छपा हुआ साथ में फाइन जाली क्लोथलाईन पैकेट टाईप लिफाफा (बोर्ड द्वारा उपलब्ध कराए गए नमूने के अनुसार)	8,000				
06.	16"X12"/120 जी एस एम छपा हुआ बिना क्लोथलाईन स्टार काफ्ट लिफाफा (बोर्ड द्वारा उपलब्ध कराए गए नमूने के अनुसार)	3,000				
07.	11"x13" 120 जी एस एम काफ्ट छपा हुआ इनसाइड लेमिनेटेड पिंक व ब्लू कलर का लिफाफा (बोर्ड द्वारा उपलब्ध कराए गए नमूने के अनुसार)	20,000				
08.	10"X8"/100 जी एस एम छपा हुआ बिना क्लोथलाईन स्टार काफ्ट लिफाफा (बोर्ड द्वारा उपलब्ध कराए गए नमूने के अनुसार)	50,000				
09.	10"X12"/100 जी एस एम खाकी रंग स्टार पेपर पर छपा हुआ साथ में फाइन जाली क्लोथलाईन लिफाफा (बोर्ड द्वारा उपलब्ध कराए गए नमूने के अनुसार)	30,000				

निविदा फार्म एवं संबंधित शर्तें, केन्द्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, इलाहाबाद के कैशियर से उपरोक्त अवधि के दौरान किसी भी कार्यदिवस में प्रातः 10.00 बजे से शायं 3.00 बजे तक प्राप्त किए जा सकते हैं या वेबसाइट डब्ल्यू0डब्ल्यू0डी0सीबीएसई.एनआईसी.इन से भी डाउनलोड किए जा सकते हैं। सभी प्रकार से पूर्ण निविदा फार्म धरोहर राशि के साथ मुहरबंद लिफाफे में जिस पर "विभिन्न प्रकार के लिफाफों के लिए निविदा" लिखा हो 26-08-2014 तक दोपहर 1.00 बजे तक के0मा0शि0बो0 परिसर भूतल पर रखे गए निविदा बॉक्स में डाल दें। निविदा उसी दिन सायं 3.00 बजे इच्छुक निविदाकारों की उपस्थिति में खोली जाएगी। सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड के पास यह अधिकार सुरक्षित है कि वे किसी या सभी निविदाओं को बिना किसी कारण बताये स्वीकार या रद्द कर सकते हैं।

**क्षेत्रीय अधिकारी**

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

TENDER FORM NO.RO(AIld)/ADMN. /Printing/2014 –2015/

Cost of form Rs.500/-

**TENDER FORM FOR PRINTING AND SUPPLY OF  
VARIOUS TYPES OF ENVELOPES**

Tender form duly filled in should reach the Regional Officer upto **1.00 P.M. on or before 26/08/2014**. 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 Envelopes. 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 Envelopes 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 demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ in favour of the **Secretary, CBSE**, payable at Allahabad drawn on \_\_\_\_\_ as Earnest Money is enclosed.

**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.)**

**LIST OF ITEMS & RATES FOR SUPPLY OF THE FOLLOWING ENVELOPES**

<b>Sl. No</b>	<b>specification</b>	<b>Approx Quantity Required*</b>	<b>Rates(in Rs.) offered per 1000 envelopes including cost of paper, printing, delivery, all taxes, packing etc.</b>
01.	16"X12"/120 GSM Printed on khaki colour star paper with Flap 3" bottom 1" overlapping 1" wrap & wap of jail 24x24 in 1" of cotton cloth (Address/UFM/PH/Attendance Sheet etc Printed Envelope, as per sample provided by the Board)	30,000	
02.	10"X12"/100 GSM Printed & inside laminated Practical/Flying Slip envelopes(As per sample provided by the Board)	20,000	
03.	10"X4.5"/100 GSM Printed white colour, superior quality envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2" <b>without window</b> (As per sample provided by the Board)	60,000	
04.	10"X4.5"/100 GSM Printed white colour, superior quality envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2" <b>window</b> (As per sample provided by the Board)	10,000	
05.	18"X12"x3"/120 GSM Printed on khaki colour star paper Packet type envelope jali 24x24 in 1" of cotton cloth (As per sample provided by the Board)	8,000	
06.	16"X12"/120 GSM Printed on khaki colour star paper envelope without cloth (As per sample provided by the Board)	3,000	
07.	11"x13"/120GSM Inside Laminated Fine Quality Craft Pink & Blue Colour Printed Envelope (As per sample)	20,000	
08.	10"X8"/100 GSM Printed on khaki colour star paper envelope without cloth (As per sample provided by the Board)	50,000	
09.	10"X12"/100 GSM Printed on khaki colour star paper clothline enlopes (As per sample provided by the Board)	30,000	

\*Actual requirement may increase or decrease.

SIGNATURE WITH SEAL

**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 TYPES OF ENVELOPES FOR OFFICIAL USE” should reach the Regional Officer upto 1.00 P.M. on or before 26/08/2014 alongwith the earnest money of Rs.30,000/- by bank draft in favour of Secretary, CBSE payable at Allahabad. Tender will be opened on the same date at 03.00 PM. The amount of EMD in respect of successful bidder will be converted into Performance Security and will be returned after successful completion of the work.
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 be quoted as per 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.
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 15 days from the date of issue of final print order positively, failing which penalty as mentioned above will be imposed. Final proof must be submitted within a week from the date of issue of work order.
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.

Contd...

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 years 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.
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 25/08/2014.
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, cartage, 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.

Mention following details and enclose a copy of the same with tender:

REGN.NO. OF AGENCY :.....(ATTACH SELF ATTESTED COPY)

PAN.....(ATTACH SELF ATTESTED COPY)

TAN.....(ATTACH SELF ATTESTED COPY)

SERVICE TAX REGISTRATION NO..... (ATTACH SELF ATTESTED COPY)

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

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

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