

CENTRAL BOARD OF SECONDARY EDUCATION

Shiksha Kendra, 2, Community Centre

Preet Vihar, Delhi-110301

TENDER NOTICE

Sealed tenders are invited on behalf of the Secretary, CBSE for the supply of Marks Statements, Pass Certificates and Certificate of Continuous Comprehensive Evaluation (CCE) and Cover on 120 GSM white parchment paper for the Board's Examinations-2013 from Security Printers registered with IBA/Government Printing Departments and who have annual turnover of approx. Rs.100 Lacs each in the last three financial years. *Non-security printers may also participate in the tender for printing and supply of cover of the certificate of CCE only.*

The tender is to be submitted in two-bid system in two separate sealed envelopes. The first envelopes should contain Technical Bid and the other envelope should contain **Financial Bid**. Both the envelopes should be kept in another bigger envelope superscribing "**Tender for supply of Marks Statements, Pass Certificates and Certificate of Continuous Comprehensive Evaluation (CCE) and Cover for Examinations-2013**" addressed to Secretary, CBSE, Delhi and can be sent by post or put in the Tender Box kept on the ground floor with the Security Guard up to 2.00 P.M. on 10.12.2012.

Tender form having all the specifications, terms and conditions and other details can be down loaded from CBSE website www.cbse.nic.in & the cost of the tender form i.e. Rs. 500/- be sent along with tender, accompanied with an Earnest Money of Rs. 80,000/- each in the shape of Bank Draft drawn on any scheduled bank in favour of Secretary, CBSE payable at Delhi.

The Technical Bids only will be opened on 10.12.2012 at 3:00 P.M. in the presence of the tenderers who may like to be present. Date of opening of financial bids will be intimated to the tenderers who qualify the Technical Bids.

The samples of the documents can be seen in the Admn.III. Branch, 3rd Floor, CBSE (HQs), Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301. The Secretary, CBSE, Delhi reserves the right to accept or reject any or all the tender without assigning any reason thereof.

Joint Secretary (A&L)

निविदा सूचना

शिक्षा केन्द्र" 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली-110301

निविदा सूचना

सचिव, सीबीएसई की ओर से बोर्ड की वर्ष 2013 की परीक्षा के लिए 120 जी.एस.एम सफेद चर्मपत्र (पार्चमेंट) कागज पर अंक-तालिका, उत्तीर्ण प्रमाण पत्र एवं सी.सी.ई. प्रमाण पत्र कवर सहित की आपूर्ति हेतु उन सुरक्षा मुद्रकों से मोहरबंद निविदाएं आमंत्रित हैं जो आई.बी.एम./सरकार मुद्रक विभाग से पंजीकृत हो और पिछले 3 वित्तीय वर्षों के दौरान प्रतिवर्ष कम से कम रू0 100 लाख की वार्षिक बिक्री (टर्न ओवर) हो ।

निविदा सूचना

निविदा दो बोली प्रणाली में हो अलग-अलग, सील बंद लिफाफों में प्रस्तुत की जानी है। पहले लिफाफे में तकनीकी बोली एवं दूसरे लिफाफे में **फॉर्म, क्लॉस** होनी चाहिए। दोनों लिफाफे एक अन्य बड़े लिफाफे में रखने चाहिए जिस पर **2013 ds fy, val&rfydk m&h k i = , oa** सी.सी.ई. प्रमाण पत्र कवर सहित **dh vki frZ ds fy, fufonk*** लिखा हो तथा सचिव, सीबीएसई, दिल्ली के पते पर डाक द्वारा भेजा जा सकता है या कार्यालय के भू-तल पर सुरक्षा गार्ड के पास रखी "निविदा पेटिका" में दिनांक 10.12.2012 को अपराह्न 2.00 बजे तक डाला जा सकता है ।

निविदा फार्म सभी विनिर्देशन, निबंधन एवं शर्तों तथा अन्य विवरण के साथ सिंडिकेट बैंक, सी.बी.एस.ई., प्रीत विहार दिल्ली-110301 से पूर्वाह्न 10.00 बजे से अपराह्न 1.00 बजे तक रू0 500/- (अप्रतिदेय) का नकद भुगतान करके किसी भी कार्य दिवस में दिनांक 10.12.2012 तक प्राप्त किये जा सकते हैं तथा निविदा फार्म सीबीएसई की वेबसाइट www.cbse.nic.in से भी डाउन लोड किया जा सकता है । निविदा फार्म की कीमत रू0 500/- एवं बयाना राशि रू0 80,000/- किसी अनुसूचित बैंक में तैयार बैंक ड्राफ्ट के रूप में सचिव, सीबीएसई, दिल्ली के नाम निविदा के साथ भेजा जाये ।

तकनीकी बोली निविदाकर्ताओं की उपस्थिति में दिनांक 10.12.2012 को अपराह्न 3.00 बजे खोली जायेगी, जो भी उपस्थित होना चाहें । वित्तीय बोली को खोलने की सूचना उन्हीं निविदाकर्ताओं को दी जायेगी जो तकनीकी बोली के लिए अर्हता प्राप्त कर लेते हैं ।

दस्तावेजों के नमूने प्रशासन-3 शाखा, सीबीएसई (मुख्यालय), तृतीय तल, शिक्षा केन्द्र, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली 110301 में देखे जा सकते हैं। सचिव, सीबीएसई, दिल्ली के पास किसी अथवा सभी निविदाओं को बिना कोई कारण बताये स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।

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CENTRAL BOARD OF SECONDARY EDUCATION

Shiksha Kendra, 2, Community Centre

Preet Vihar, Delhi-110301

Form No. _____

Tender Form No.23/CBSE-HQ/Admn.III/2012-13/

Price: Rs. 500/-

Sale of Tender Form	19.11.2012 to 10.12.2012 upto 1:00 PM
Last date for submission of Tender:	10.12.2012 upto 2:00 P.M
Opening of Tender:	10.12.2012 at 3:00 P.M

Tender Form

Part 'A' – Technical Bid

Tender Form for Printing and supply of Marks Statements, Pass Certificates and Certificates of Continuous Comprehensive Evaluation (CCE) and Cover for Exams.–2013

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

1. Particulars Of Tender:

- (a) Name of the Security Press. : _____
- (b) Registration No. and Year of Regn.
(with documentary evidence) : _____
Valid upto: : _____
- (c) Organization to whom the Agency is
registered with (Please attach Certificate
of Regn. Issued from IBA/other Statutory
Body/State Govt./Central Govt. as proof
of being Security Printer) : _____
- (d) Office Address and Tel No. : _____
- (e) Name(s) of the Proprietor/Partner(s)
and Mobile No. : _____

2. Past Experience (for last three years).

2.1

Sl. No.	Year	Name of the Board/University	Place of printing & supply		Details of Work Executed	Contact person in the Board/ University
			Printing	Supply		
a.	2009-2010					
b.	2010-2011					
c.	2011-2012					

Note : Total period of experience in manufacturing and printing of Marks Statements and Pass Certificates along with names of the Board/University.

Contd...2

2.2 Has the firm has ever been debarred/ black listed by any Organization? (If 'yes' the Details and reasons thereof.) : _____

2.3 Details of Award/Certificate : _____

3. Infrastructural Details: -

(a) Physical/Capital.

i) Type and total No. of machines available for such work : _____

ii) Capacity of the machine to print and deliver all the allotted work within 20-25 days FOR at CBSE, Preet Vihar, Delhi : Yes/No

iii) Facility of automatic serial numbering on the documents : _____

iv) Storage capacity in firms Godown (2500-3000 Sq.Fts. minimum) : _____

(b) Financial:

i. Annual turn over (during last three financial years & attach copy of balance sheets/ITR) : Year-2009-10 _____
: Year-2010-11 _____
: Year-2011-12 _____

ii. Availability of Finance/ Bank Guarantee (Attach financial solvency certificate issued by Bank) : _____

(c) Personnel:

Number of employees (Tech. and Non-Technical) : _____

4. Particulars of Demand Draft paid as Earnest money:

i) Amount : Rs 80,000/-

ii) D.D. No./Date : _____

iii) Issuing Bank with date of issue with address : _____

5. Samples with Specification:

Samples of paper attached duly signed and stamped along-with the name of the paper Mill.

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

The Terms and Conditions and those appended with the tender form are acceptable to me /us.

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

TEL/MOB. NO. _____

E-mail ID: _____

DATE:

CENTRAL BOARD OF SECONDARY EDUCATION, HQ, DELHI

Tender Form No.23/CBSE-HQ/Ad. III/2012-13/

PART 'B' FINANCIAL BID

Rates for printing & supply of Marks Statements, Pass Certificates and Certificates of Continuous Comprehensive Evaluation (CCE) & Covers for the Exams.2013.

S.No.	Particulars	2013 Estimates*	Delivery schedule	Rate per thousand sheets including all taxes and delivery F.O.R at Delhi /NCR inclusive cost of watermark paper. Printing, Dandy making charges etc.
1.(a)	Certificate of CCE (Single Part) A3 Size –CBSE Watermark Paper -120 GSM	1400000 (1400000 sheets)		Rs.....
(b)	Secondary A3 Size			
	Cover of CCE Certificates on 300 GSM Art Card with 80% Brightness with Min. 45% gloss conforming BIS Specifications: 4658/1998 with latest amendments, printing in four colours on both sides. Ready Size 19x12 (including 01 inch folding on two sides) – i. Cover on Art Card only: ii. Cover with lamination : iii. Cover with UV coating :	1400000 Covers		Rs..... Rs..... Rs.....
(c)	Marks statements (Single Part) 15x12x1 –CBSE Watermark Paper -120 GSM	40000 (10000 sheets)		Rs.....
	Secondary	1000000 (250000 sheets)		Rs.....
	Sr. Secondary			
2.	Certificate (Single Part) –CBSE Watermark Paper			
(a)	Secondary (8x12x1) 120 GSM	10000 (10000 sheets)		Rs.....
(b)	Sr. Secondary (15x12x1)	750000 (375000 sheets)		Rs.....
(c)	CTET Certificates (8x12x1) -120 GSM	To be intimated later.		Rs.....
3.	Merit Certificate (Single part) (15x8x1) each sheet contains two certificates – 120 GSM	40000 sheets for X Class 10000 sheets for XII Class		

*Quantity may increase or decrease.

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

Signature with the seal of the Firm
Complete address:

Dated.....
Place.....

.....
Mobile No.....
E-mail ID _____

CENTRAL BOARD OF SECONDARY EDUCATION, HQ

(Agreement to be executed on a Non-judicial stamp paper of Rs.50/-)

TERMS & CONDITIONS

1. The terms and conditions of the tender shall be read in conjunction with the general condition of contract, bill of quantities and other documents being part of this contract.
2. Tender must be accompanied with EMD of Rs. 80,000/- in form of Bank Draft, EMD in any other form will not be accepted and such tender will be rejected. Tender without Earnest Money will not be accepted. Tender will be opened on 10.12.2012 at 3.00 P.M. 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.
3. Numbering on Certificates/Mark Statements: Seven digit machines numbering on each certificate/mark statement is to be given as per instructions of the Board. All certificates/ mark statements should have a unique number and there should not be any duplicate numbers. No certificate/mark statement should without number. There should not be any missing number. Discrepancy, if any will be assumed as error. M/s..... will be liable to pay charges @Rs.2000/- per error.
4. In case of excessive errors or in case the Board is of the view that the work has not been performed satisfactorily and cannot be performed by M/s.the Board would be entitled to terminate the agreement and in that case the Board would not be liable to pay any amount to M/s. under the agreement nor M/s. would be entitled to claim any amount on any account from the Board. And in case any amount is already paid to M/s. the Board would be entitled to claim refund of the amount with interest. Any amount which would be paid by the Board and which would be liability of the Board and which would be recovered from the Board by any person on account of errors/mistakes of M/s..... or any such damages besides the damages stipulated herein before would also be the liability of M/s.and would be paid by M/s. without any objection of any type.
5. M/s.shall have to destroy the plates, extra certificates/ mark statements printed, if any, including wastage and submit a certificate to this effect to the Controller of Examinations, CBSE.
6. The Earnest Money of the unsuccessful bidder will be refunded without any interest.
7. The Earnest Money of the successful bidder shall be retained and 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.
8. 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.
9. Rates should be quoted F.O.R. at DELHI/NCR including all taxes. Delivery will be taken in corrugated boxes inside the godowns of the offices. Cartage/Coolidge shall have to be borne by the supplier up to the godowns of the Board.
10. The paper to be used by the firm for the printing of material should be of the following mills:

1 Ballarpur	5 Andhra
2 West Coast	6 Orient
3 JK (straw product)	7 HPCL
4 Century	8. Any other 'A' Class Mill

The printers are required to submit sample of papers of the above said reputed Mill duly signed and stamped along-with the tender.

Contd....2

8. The following 13 Security Checks to be provided:

- | | |
|---------------------------|----------------------------|
| 1. Jal Mudra | 8. Illuminating Fibre |
| 2. High Resolution Border | 9. Raster Image |
| 3. Sookshmakshar | 10. Super Imposed Letters |
| 4. U-Verify | 11. Guilloche Designs |
| 5. Copy-N-Check | 12. Latent Text |
| 6. Mask-A-Print | 13. Special Numbering Font |
| 7. Number Aarpar | |

The above Security Checks may be increased/decreased. In case, missing of any of security checks, the competent authority of the Board reserves the right to impose suitable penalty on proportionate amount of the bill(s).

9 **ELIGIBILITY**

The Tender must:

- A. Have turnover of approximately 100 lakh each in last three financial year with audited statements and balance sheets.
- B. Minimum three years past experience of manufacturing and supplying of such material in bulk quantities to Educational institutions (attach documentary evidence in Technical bids).
- C. Minimum 5 lakhs documents for each year in a single order.

10 **Schedule of Delivery:**

The first proof have to be supplied within five days from the date of placement of order and the second proof, if necessary, shall have to be furnished within two days from the date of issue of the letter for the second proof. 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 and also as informed by the Computer Unit. In case of delay in supply, a penalty @ the rate of 4% per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill.

11 The total quantities to be made under the contract cannot be guaranteed and quantities as mentioned in the tender is approximate, which can be increased or decreased.

12 The supplier should be responsible to make all arrangements to ensure complete security and secrecy with regard to the printing, storage, supply and safe custody of all documents. All transit risk will be to supplier's account.

13 Upon completion of work, the supplier shall furnish an undertaking that any shortage or 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 manufactured of the Dandy and printed more than the specified quantities/no. 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.

14 The tenderers should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.

15 The Board shall have the right to inspect and verify the stock of documents manufactured or under process by its officer's at any time without notice.

16 Any Document /Work found at the time of delivery to be defective and not conforming to the relevant specification, is liable to be rejected and shall be replaced by the supplier at his cost and arrangement at the earliest.

- 17 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 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.
- 18 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 specification and sample or there is any breach of terms of the contract on the part of the supplier.
- 19 The documents are to be machine(auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and penalty as deemed fit by the `Competent Authority shall be imposed on the supplier.
- 20 During the pendency of the contract, no revision in rates will allowed, such taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.
- 21 The period of tender can be extended for further period of one year(s) with the consent of both the parties.
- 22 The Board reserve 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.
- 23 In the event of specification / grammage not found in consonance with the specification/ grammage prescribed by the BIS/Board against the items. Necessary proportionate deduction @ 0.5% on total value as per actual grammages arrived at from the MSME Lab shall be made and the decision of the Chairman of the Board for penalty imposed / deduction made shall be final and binding on the party.
- 24 T.D.S.(tax deduction at source) at the rate applicable from time to time as per the provision of the Income Tax Act shall be made from the bill.
- 25 No advance payment will be made. 80% payment will be made only on completion of the whole work order. The balance 20% payment will be made after completion of the other formalities like testing of papers/inspection of the material etc.
- 26 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.
- 27 Chairman, CBSE, Delhi reserves the right to appoint an arbitrator, if needed so.

Acceptance of the Tenderers

The Terms and the condition enumerated in this form clause No. 1 to 27 have been read by me /us and are acceptable to me /us.

Signature of the Tenderer
Seal with Complete Address

Name & Designation _____
Telephone No.: _____
E-Mail ID: _____

Dated:_____

CENTRAL BOARD OF SECONDARY EDUCATION, HQ

SPECIFICATIONS OF THE MATERIAL TO BE SUPPLIED (MARKS STATEMENTS, PASS CERTIFICATES AND CERTIFICATES OF CONTINUOUS COMPREHENSIVE EVALUATION (CCE) WITH COVERS FOR EXAM.2013)

1.	a.	<p>Certificates of Continuous Comprehensive Evaluation (CCE) on CBSE water mark paper- A3 Size</p> <p>On white parchment paper of 120 GSM with CBSE Water mark logo to be printed on both sides in English & Hindi i.e. bilingual in two colours. Each sheet of A3 size to have one certificate with auto machine numbering and security checks.</p> <p>For Sec. Exams. 1400000 sheets i.e. 1400000 Certificates</p>
	b.	<p>Cover of the Certificates of Continuous Comprehensive Evaluation (CCE)</p> <p>On 300 GSM Art Card with 80% Brightness with Min. 70% gloss conforming BIS Specifications: 4658/1998 with latest amendments, printing in four colours on both sides (Ready Size 19x12 with folding)</p> <p>CCE Certificate Covers: 1400000</p>
	c.	<p>Marks Statements on CBSE water mark paper : Single part of Size 15"x12x1".</p> <p>On white parchment paper of 120 GSM with CBSE Water mark logo to be printed on both sides in English & Hindi i.e. bilingual in two colours. Each sheet of 15"x12x1" to have one horizontal and one vertical perforation. Each sheet of 15"x12x1" to have four mark statement i.e. each mark statement will be in the size 7.5"x6" with auto machine numbering and security checks.</p> <p>(a). For Sec. Exams. 10000 sheets i.e 40000 Mark Statements (b). For Sr. Sec. Exams. 250000 sheets i.e 1000000 Mark Statements</p>
2.	a.	<p>Pass Certificates (on CBSE water mark paper) single part of size 8"x12x1".</p> <p>On white parchment paper of 120 GSM with CBSE Water mark logo to be printed on both sides in English & Hindi i.e. bilingual in two colours. Each sheet of 8"x12x1" to have one certificate with auto machine numbering and security checks.</p> <p>For Sec. Exams. 10000 sheets i.e 10000 Pass Certificates</p>
	b.	<p>Pass Certificates (on CBSE water mark paper) single part of size 15"x12x1".</p> <p>On white parchment paper of 120 GSM with CBSE Water mark logo to be printed on both sides in English & Hindi i.e. bilingual in two colours. Each sheet of 15"x12x1" to have two certificate i.e. each certificate will be of the size 7.5"x12" with auto machine numbering and security checks.</p> <p>For Sr. Sec Exams. 375000 sheets i.e. 750000 Certificates (size 15"x12"x1")</p>
3.		CTET Certificates (8x12x1) -120 GSM
4.		<p>Merit Certificate (single part) 15x8x1 each sheet contains two certificates</p> <p>(a) For Sec. Exams. 40000 sheets i.e. 80000 Certificates (size 15"x8"x1") (a) For Sr. Exams. 10000 sheets i.e. 10000 Certificates (size 15"x8"x1")</p>