

CENTRAL BOARD OF SECONDARY EDUCATION

Shiksha Kendra, 2, Community Centre

Preet Vihar, Delhi-110092

Form No. _____

Tender Form No.23/CBSE-HQ/Admn.III/2013-14/

Price: Rs. 500/-

Sale of Tender Form	01.10.2013 to 25.10.2013 upto 1:00 PM
Last date for submission of Tender:	25.10.2013 upto 2:00 P.M
Opening of Tender:	25.10.2013 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.-2014

(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 (a)

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.	2010-2011					
b.	2011-2012					
c.	2012-2013					

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

2.1 (b) Total period of experience

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 scheduled time 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-2010-11 _____
: Year-2011-12 _____
: Year-2012-13 _____

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 100000/- (Rs.One lakh only)

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/2013-14/

PART 'B' **FINANCIAL BID**

Rates for printing & supply of Marks Statements, Pass Certificates and Certificates of Continuous Comprehensive Evaluation (CCE) & Covers for the Exams.2014.

S. No.	Particulars	2014 Estimates*	Delivery schedule	Rate per 1000 sheets without variable data including all taxes and delivery F.O.R at Delhi /NCR inclusive cost of watermark paper. Printing, Dandy making charges etc.	Rate per 1000 sheets with variable data and signature printing including all taxes and delivery F.O.R at Delhi /NCR inclusive cost of watermark paper. Printing, Dandy making charges etc.
1 (a)	Mark Statement/Certificate (Single part) A3 Size -Watermark Paper-120 GSM		March 2014	Rs.....	Rs.....
	Secondary -A3 Size	16,00,000 1600000 Sheets			
(b)	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 :	16,00,000 Covers	March 2014	Rs..... Rs..... Rs.....	
(c)	Mark Statement (Single part), 15x12x1, Watermark Paper-120 GSM		March 2014	Rs.....	Rs.....
	Secondary	40,000 10000 Sheets			
	Senior Secondary	12,00,000 300000 Sheets			
(d)	Mark Statement (Single part), A4 Size single sheet –For duplicate	50,000 50000 Sheets	March 2014	Rs.....	
2 (a)	Certificate (Single Part) - Watermark Paper -120 GSM		March 2014	Rs.....	Rs.....
	Secondary-8x12x1	10,000 10000 Sheets			
	Senior Secondary-15x12x1	900000 450000 Sheets			
(b)	Certificate (Single Part) - A4 Size single sheet –For duplicate	50,000 50000 Sheets	March 2014	Rs.....	
3.	CTET Certificate -8x12x1 – 120 GSM	To be intimated later on	March 2014	Rs.....	Rs.....
4.	CCE Certificate for X under CBSE-i – 120 GSM 16.5"x11.75"	800	March 2014	Rs.....	Rs.....
5.	CCE Certificate for XII under CBSE-i – 120 GSM	To be intimated later on	March 2014	Rs.....	Rs.....
6.	CCE Mark Statement –XII under CBSE-i – 120 GSM	To be intimated later on	March 2014	Rs.....	Rs.....

*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. 100000/- 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 25.10.2013 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. **Variable data printing:** The Board will provide the data on CD (soft copy) for statement of marks/certificates for printing division wise. The printer has to collect these CDs from the Joint Secretary (IT) Office (Computer Unit), CBSE Preet Vihar, Delhi-110092 as and when they prepared.
5. **Signature printing:** Printing of date and signature of the Controller of Examinations, CBSE on the Statement of Marks/Certificates is to be done.
6. 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.
7. 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.
8. The Earnest Money of the unsuccessful bidder will be refunded without any interest.
9. 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.
10. 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.
11. 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.

12. 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.

13. 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).

14 **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.

15 **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.

- 16 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.

- 17 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.

- 18 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.

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

- 20 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.
- 21 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.
- 22 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.
- 23 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.
- 24 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.
- 25 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.
- 26 The period of tender can be extended for further period of two years with the consent of
both the parties on the year to year basis subject to satisfactory performance of work.
- 27 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.
- 28 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.
- 29 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.
- 30 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.
- 31 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.
- 32 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 32 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: _____

Date:

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. 2014)

1.	a.	<p>Marks Statements/Certificates (Single Part) A3 Size CBSE Water Mark Paper-120 GSM -For Secondary (X)</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. 1600000 sheets i.e. 1600000 Certificates For Secondary (X)</p>
	b.	<p>Cover of the Marks Statements/Certificates of (Single Part) A3 Size -For Secondary (X)</p> <p>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 with folding)</p> <p>CCE Certificate Covers: 1600000 Covers</p>
	c.	<p>Marks Statements on CBSE Watermark 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. 300000 sheets i.e 1200000 Mark Statements</p>
	d.	<p>Marks Statements (Single Part) A4 Size single sheet – For Duplicate</p> <p>50000 Mark Statement i.e. 50000 Sheets</p>
2.	a.	<p>Certificates (Single part) –Watermark Paper- 120 GSM</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 to have one certificate with auto machine numbering and security checks.</p> <p style="margin-left: 40px;">a. For Sec. Exams. 10000 sheets i.e 10000 Certificates -8x12x1 b. For Sr.Sec. Exams. 450000 sheets i.e 900000 Certificates -15x12x1</p>
	b.	<p>Certificates (Single part) –Watermark Paper- 120 GSM of A4 Size –For Duplicate</p> <p>For 50000 sheets i.e. 50000 Certificates</p>
3.		<p>CTET Certificates (8x12x1) -120 GSM (Quantity : To be intimate later on)</p>
4.		<p>CCE Certificate for Secondary Exam. under CBSE-i -120 GSM -16.5"x11.75" (Quantity : 800)</p>
5.		<p>CCE Certificate for Sr.Secondary (XII) Exam. under CBSE-i -120 GSM (Quantity : To be intimate later on)</p>
6.		<p>CCE Mark Statement for Sr.Secondary (XII) Exam. under CBSE-i -120 GSM (Quantity : To be intimate later on)</p>
