

CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE  
35-B, M.G.MARG, CIVIL LINES, ALLAHABAD-211001 (UP)  
Ph.:(0532)-2407970, 2408971, 2407972 Fax: 2408977

TENDER NOTICE

Regional Officer, CBSE, 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 2014 to be conducted by CBSE Regional Office, Allahabad. 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-110301. 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, CIVIL LINES, 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 10.07.2013(Wednesday).

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 17.06.2013 to 09.07.2013 or can be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) (In case downloading from website cost of tender form Rs.500/- will be sent through Demand Draft along with earnest money). Tender must be accompanied with an earnest money of Rs.15,000/-(Rs.Fifteen thousand only) 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 10.07.2013 at 03.00 PM in the presence of 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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CENTRAL BOARD OF SECONDARY EDUCATION  
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TENDER FORM NO.RO(Alld)/Admn./F-43/2013-14/..... Cost of form: Rs.500/-

**TENDER FORM FOR PROCUREMENT OF PRE-PRINTED COMPUTER  
STATIONARY FOR EXAM 2014**

M/s .....is/are hereby authorized to submit their tender in response to the Notice appeared in the Newspapers on.....&.....for Printing and Supply of Pre-printed Computer Stationary for the Examinations 2014 to be conducted by CBSE Regional Office, Allahabad.

**Regional Officer**

**Last date for submission of Tender : 10.07.2013 upto 1.00 P.M.**  
**Opening of Tender(Technical Bid) : 10.07.2013 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 Examinations 214.**

(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	2011				
B	2012				
C	2013				

2.2 Whether the firm has ever been debarred/Black listed by any organization? If yes, the details & reason 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 of 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 | Amount |
|--------------------|------|--------|
| i. Annual Turnover | 2011 |        |
| (During last three | 2012 |        |
| Financial years)   | 2013 |        |
- ii. (Attach copy of balance sheet)  
Availability of Finance/Bank : \_\_\_\_\_  
Guarantee (Attach financial solvency  
Certificate issued by the Bank)
- iii. PAN/VAT/S.Tax Regn.Nos : \_\_\_\_\_  
(Enclose a duly verified copy)
- (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

5. Samples with specification :

Samples of paper attached duly signed & stamped along with the name of the paper mill.	Specification	Name of Paper Mill	No. of samples attached
	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 of Secretary, CBSE, payable at Allahabad.
02. Please see enclosed form for Financial Bid and terms and conditions.

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(approx) i.e. 1,50,000 admission cards in Red colour.

B. 1,00,000 sheets(approx) i.e. 2,00,000 admission cards in Blue colour.

(The above mentioned quantity is subject to change as per actual requirement)

02. Attendance Sheet (without watermark) single part on 60 GSM 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 sheet i.e. each attendance sheet will be in the size 7.5"x12" with auto machine numbering.

QUANTITY:

C. 75,000 sheets(approx) i.e. 1,50,000 admission cards in Red colour.

D. 1,00,000 sheets(approx) i.e. 2,00,000 admission cards in Blue colour.

(The above mentioned quantity is subject to change as per actual requirement)

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

1. 10"x12"x1	:	25,000 sheets
2. 10"x12"x2	:	1,00,000 sheets (with good quality carbon)
3. 10"x12"x3	:	50,000 sheets (with good quality carbon)
4. 15"x12"x1	:	25,000 sheets
5. 15"x12"x2	:	1,25,000 sheets (with good quality carbon)
6. 15"x12"x3	:	60,000 sheets (with good quality carbon)

(The above mentioned quantity is subject to change as per actual requirement)

04. Letter Head (without watermark)

1. 10"x12"x1	:	10,000 sheets
2. 10"x12"x2	:	25,000 sheets (with good quality carbon)
3. 10"x12"x3	:	15,000 sheets (with good quality carbon)

(The above mentioned quantity is subject to change as per actual requirement)

REGIONAL OFFICER

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(Agreement to be executed on a Non-Judicial Stamp paer of Rs.100/-)

TERMS & 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 16.06.2013 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 will be converted into Security Deposit, which shall be 10% of the contract value i.e. total 30,000/-. The balance amount towards Security shall have to be deposited by the tenderer after award of work. The tenderer shall have to execute contract document within 21 days of the issue of work order, failing which E.M.D. 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, 354-B, Civil Station, M.G.Marg, Civil Lines, Allahabad-211001. Cartage/cooliage shall have to be borne by the supplier upto the godowns of the Board.
- 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 along with 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).
  - (c) Copies of PAN, VAT Regn. (TIN) & Service Tax Regn. Should necessarily be attached with the tender.

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 of supply 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. On 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 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 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 responsive bidder at the risk and cost of defaulter bidder and the penalty shall be imposed on the tenderer at the risk & cost of defaulter tenderer who fails to execute the work order in addition to forfeiture of EMD/S.D.
- z. Regional Officer, CBSE, 35-B, Civil Station, M.G.Marg, Civil Lines, Allahabad-211001 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.a to z have been read by me/us and are acceptable to me/us.

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

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

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TENDER FORM NO.RO(Alld)/Admn./F-43/2013-14/.....

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 2014.

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) per 1000 sheets	
01.	Admission Cards	60 GSM	R-75,000 sheets i.e. 1,50,000 Admission Cards		
			B-1,00,000 sheets i.e. 2,00,000 Admission Cards		
02.	Attendance Sheets	60 GSM	R-75,000 sheets i.e. 1,50,000 Attendance Sheets		
			B-1,00,000 sheets i.e. 2,00,000 Attendance Sheets		
03.	Blank EZR	60 GSM	25,000		
	10"x12"x1				
	10"x12"x2		1,00,000		
	10"x12"x3		50,000		
	15"x12"x1		25,000		
	15"x12"x2		1,25,000		
04.	Blank Letter Head	60 GSM	60,000		
			10"x12"x1	10,000	
			10"x12"x2	25,000	
			10"x12"x3	15,000	

\*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.