

**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 80,000 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 jail 24x24 in 1" of cotton cloth (UFM/PH/Attendance Sheet Printed Envelope, as per sample provided by the Board)	7,000	Rs.15,000/- (Rs. Fifteen thousand only) drawn on any Nationalized bank in favour of Secretary, CBSE payable at Allahabad	<b>Sale</b> 09/09/2013 To 23/09/2013 <b>Submission</b> 24/09/2013 upto 01.00 PM	24 <sup>TH</sup> SEPTEMBER 2013	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)	10,000				
03.	10"X4.5"/100 GSM Printed white colour, superior quality envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2" without window (As per sample provided by the Board)	50,000				
04.	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)	5,000				
05.	16"X12"/120 GSM Printed on khaki colour star paper envelope without cloth (As per sample provided by the Board)	7,000				
06.	11"x13"/120GSM Inside Laminated Fine Quality Craft Pink & Blue Colour Printed Envelope (As per sample)	12,000				

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 **24.09.2013** 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**

**dsUnzh; ek;/fed f'k{kk cksMZ**

**{ks=h; dk;kZy;**

35&ch] ffoy LVs'ku] egkRek xkWa/kh ekxZ] ffoy ykbZUI] bykgkckn&211001  
 nwiHkk"K% (0532 ) 2407970, 2408971, 2407972 QSDI% 2408977

**fufonk lwpuk**

lfpo] dsUnzh; ek;/fed f'k{kk cksMZ dh vksj ls {ks=h; vf/kdkjh] dsUnzh; ek;/fed f'k{kk cksMZ] bykgkckn }kjk yxHkx 80,000 fofHkUu izdkj ds eqfnzr fyQkQksa mnkgj.kkFkZ DyksFkykbZu fyQkQk@fcuk DyksFkykbZu fyQkQk ftudk foj.k fuEuor gS] dh vkiwfrZ gsrq bykgkckn] y[kum rFkk dkuiqj esa LFkfkir izfr"Br ,tsafl;ksa@fuekZrkvksa ls eqgican fufonk,Wa vkeaf=r dh tkrh gaS A

dz la-	fyQkQksa dk foj.k*	vuqekfu r la;k	/kjksgj jkf'k	fufonk QkeZ fcdzh rFkk tek djus dh vof/k	fufonk [kqyus dh rkjh[k	fufonk QkeZ dk ewY; ¼vizfrns;½
01.	16"X12"/120 th ,l ,e [kkdh jax LVkj isij ij Nik gqvk lkFk esa Qkbu tkyh DyksFkykbu fyQkQk ftlesa Q+ySi 3" ry 1" vksjySfiax 1" tkyh dk jSi rFkk oSi 24x24, 1"esa dkWVu DykWfK dk ;w-,Q-,e-@ih-,p-@mifLFkfr i=d Nik fyQkQk (cksMZ }kjk miyC/k dj, x, uewus ds vuqlkj)	7,000	Rs.15,000/-  (:lk, iUnzg gtkj ek=)dk fMekaM M~+kQ~V fdlh Hkh jk"Vªh;d`r cSad }kjk] lfpo dsUnzh; ek;/fed f'k{kk cksMZ ds i{k esa bykgkckn Eksa ns; A	<u>fcdzh</u>  09/09/2013 ls 23/09/2013  <u>Tkek djus dh frfK</u>  24/09/2013 nksigj 01.00 cts rd	24/09/2013 Lkk;a rhu cts	:-500/- ek= (osclkbV ls MkmuyksM djus dh fLFkfr esa ikWap lkS :lk, dk fMekaM M~+kQ~V fdlh Hkh jk"Vªh;d`r cSad }kjk] lfpo dsUnzh; ek;/fed f'k{kk cksMZ ds i{k esa bykgkckn esa ns; fufonk ds lkFk layXu dja)
02.	10"X12"/100 th ,l ,e Nik gqvk bulkbM ysfeusVsM izk;ksfxd@Q~ykbZax fLyI fyQkQk (cksMZ }kjk miyC/k dj, x, uewus ds vuqlkj)	10,000				
03.	10"X4.5"/100 th ,l ,e dk Nik gqvk IQsn jax] vPNs xq.koRrk okyk lknk fyQkQk lkFk esa Q+ySi 1 ¼" ry 1/2" vksjySfiax 1/2" (cksMZ }kjk miyC/k dj, x, uewus ds vuqlkj)	50,000				
04.	18"X12"x3"/120 th ,l ,e [kkdh jax LVkj isij ij Nik gqvk lkFk esa Qkbu tkyh DyksFkykbu iSdsV VkbZi fyQkQk (cksMZ }kjk miyC/k dj, x, uewus ds vuqlkj)	5,000				
05.	16"X12"/120 th ,l ,e Nik gqvk fcuk DyksFkykbu LVkj dzkQ~V fyQkQk (cksMZ }kjk miyC/k dj, x, uewus ds vuqlkj)	7,000				
06.	11"x13" 120 th ,l ,e dzkQ~V Nik gqvk bulkbM ysfeusVsM fiad o Cyw dyj dk fyQkQk (cksMZ }kjk miyC/k dj, x, uewus ds vuqlkj)	12,000				

fufonk QkeZ ,oa lacaf/kr 'krsZa]dUnzh; ek;/fed f'k{kk cksMZ] {ks=h; dk;kZy;} bykgkckn ds dsf'k;] ls mijksDr vof/k ds nksjku fdlh Hkh dk;Zfnol esa izkr% 10-00 cts ls 'kk;a 3-00 cts rd izklr fd, tk ldrs gSa ;k osclkbV MCyW0MCyW0MCyW0-lhch,lbZ- ,uvkbZih-bu ls Hkh MkmuyksM fd, tk ldrs gSa A IHkh izdkj ls iw.kZ fufonk QkeZ /kjksgj jkf'k ds lkFk eqgican fyQkQs esa ftl ij ^fofHkUu izdkj ds fyQkQksa ds fy, fufonk\*\* fy[kk gks 24.09.2013 rd nksigj 1.00 cts rd dsOek0f'k0cks0 ifjll Hkwry ij j[ks x, fufonk ckWDI esa Mky nsa A fufonk mlh fnu lk;a 3.00 cts bPNqd fufonkdjkksa dh mifLFkfr esa [kksyh tk,xh A lfpo] dsUnzh; ek;/fed f'k{kk cksMZ ds ikl ;g vf/kdkj lqjf{kr gS fd os fdlh ;k IHkh fufonkvksa dks fcuk fdlh dkj.k crk;s Lohdkj ;k j] dj ldrs gSa A

**{ks=h; vf/kdkjh**

**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/2013 –2014/

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 24/09/2013**. 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 forms for official use. 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 forms 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**

Sl. No	specification	Approx Quantity Required*	Rates(in Rs.) offered per 1000 envelopes including cost of paper, printing, delivery, all taxes, packing etc.
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 (UFM/PH/Attendance Sheet Printed Envelope, as per sample provided by the Board)	7,000	
02.	10"X12"/100 GSM Printed & inside laminated Practical/Flying Slip envelopes(As per sample provided by the Board)	10,000	
03.	10"X4.5"/100 GSM Printed white colour, superior quality envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2" without window (As per sample provided by the Board)	50,000	
04.	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)	5,000	
05.	16"X12"/120 GSM Printed on khaki colour star paper envelope without cloth (As per sample provided by the Board)	7,000	
06.	11"x13" Inside Laminated Fine Quality Craft Pink & Blue Colour Printed Envelope (As per sample)	12,000	

\*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 24/09/2013 alongwith the earnest money of Rs.15,000/- 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 will be quoted including 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 subject to a maximum penalty of 10% on the admissible amount of the bill.
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 23/09/2013.
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.

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

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

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