

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

The Regional Officer, C.B.S.E., Regional Office, Allahabad invites sealed tenders on behalf of The Secretary, CBSE from the reputed printers established at Allahabad only having good quality of offset printing machines of different sizes. The tenderers must have at least three years experience in printing that to in Government/Autonomous organizations for printing of different type of forms, file, cards etc. Tender Form can be had from Regional Office, Central Board of Secondary Education, Regional Office, Allahabad on any working day between 10.00 A.M. to 03.00 P.M. from 30.07.2014 to 19.08.2014 by paying Rs.500/- (Non refundable) in cash or can be downloaded through Board's Website www.cbse.nic.in. In case of downloaded forms the cost of tender form may be paid through DD in favour of Secretary CBSE payable at Allahabad. Samples of different type of forms and details of GSM etc. can be perused/seen/verified on all working days in Administration Branch during office hours between 10.00 A.M. to 03.00 P.M. Before quoting their price tenderers are requested to acquaint themselves with terms and conditions of tender.

Tender in sealed cover superscribed "TENDER FOR PRINTING AND SUPPLY OF VARIOUS FORMS" should reach to the Regional Office, C.B.S.E., 35-B, Civil Station, M.G.Marg, Civil Lines, Allahabad-211001 (U.P.) latest by 20.08.2014 upto 01.00 P.M. Tender will be opened on the same day at 03.00 P.M. in the presence of the tenderers who may like to be present. Tender received after due date and time will not be accepted.

Tender should accompany 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, C.B.S.E. payable at Allahabad". The tenders without E.M.D. will be summarily rejected. The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

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

क्षेत्रीय अधिकारी, केन्द्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, इलाहाबाद द्वारा सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड के तरफ से विभिन्न प्रकार के प्रपत्रों, फाईल, कार्ड, इत्यादि की छपाई एवं आपूर्ति हेतु केवल इलाहाबाद में स्थापित प्रतिष्ठित मुद्रक, जिनके पास अच्छे गुणवत्ता वाले विभिन्न प्रकार के ऑफसेट प्रिंटिंग मशीन हों, से सीलबंद निविदाएँ आमंत्रित की जाती हैं। एजेन्सी के पास सरकारी/स्वायत्त संस्थान में विभिन्न प्रकार के प्रपत्रों, फाइलों व कार्डों, इत्यादि की छपाई कार्य के कम से कम तीन वर्ष का अनुभव अनिवार्य रूप से होने चाहिए। निविदा प्रपत्र, क्षेत्रीय कार्यालय, केन्द्रीय माध्यमिक शिक्षा बोर्ड, इलाहाबाद से किसी भी कार्यदिवस में प्रातः 10.00 बजे से 3.00 बजे तक दिनांक 30.07.2014 से 19.08.2014 के मध्य रु.500/- (अप्रतिदेय) जमा कर प्राप्त किया जा सकता है अथवा, बोर्ड की वेबसाईट www.cbse.nic.in से डाउनलोड किया जा सकता है तथा डाउनलोड करने की स्थिति में निविदा प्रपत्र की कीमत रुपये पाँच सौ का अलग डिमांड ड्राफ्ट जो सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड के पक्ष में इलाहाबाद में देय हो, के द्वारा निविदा प्रपत्र के साथ जमा करें। विभिन्न प्रकार के प्रपत्रों के नमूने व जी.एस.एम. वितरण इत्यादि कार्यालय के प्रशासन शाखा में उक्त अवधि में किसी भी कार्यदिवस में प्रातः 10.00 बजे से अपराह्न 3.00 बजे तक देखे जा सकते हैं। निविदा जमा करने वाली एजेन्सी से अनुरोध है कि इसे जमा करने से पूर्व निविदा प्रपत्र में उल्लिखित सभी नियम व शर्तों को अवश्य देख लें।

सभी प्रकार से पूर्ण निविदा प्रपत्र धरोहर राशि सहित केन्द्रीय माध्यमिक शिक्षा बोर्ड के क्षेत्रीय कार्यालय, इलाहाबाद के पते पर भेजे अथवा इस क्षेत्रीय कार्यालय परिसर के भूतल पर इस उद्देश्य से रखे गए निविदा बॉक्स में दिनांक 20.08.2014 को दोपहर 1.00 बजे तक या इससे पूर्व तक दसती डाले जा सकते हैं। इच्छुक निविदाकारों की उपस्थिति में निविदा उसी दिन सायं 3.00 बजे खोली जाएगी। बाद में अथवा देरी से प्राप्त निविदा स्वीकार नहीं किए जाएंगे।

निविदा के साथ धरोहर राशि रु.15,000/- (पन्द्रह हजार रूपए मात्र) डिमांड ड्राफ्ट जो किसी भी राष्ट्रीयकृत बैंक द्वारा “सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड” के पक्ष में निर्गत व इलाहाबाद में देय हो, संलग्न करें। बिना धरोहर राशि के प्राप्त निविदा स्वीकार नहीं किए जाएंगे। बोर्ड के पास बिना कारण बताए किसी भी निविदा को स्वीकार व अस्वीकार करने के अधिकार सुरक्षित 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 FORMS**

Tender form duly filled in should reach the Regional Officer upto **1.00 P.M. on or before 20/08/2014**. 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 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 PRINTING & SUPPLY OF THE FOLLOWING ITEMS

| Sl. No. | Name of the Items/ Forms | Approx Quantity required# | Specification | Rates(in Rs.) offered per 1000 form/set including cost of paper, printing, delivery, all taxes, packing etc. |
|---------|--|---|--|--|
| 1 | CBSE/57-B | 500 pads (each pad 25x4=100 sheets) | Size 17x27/2 (Different in a set) Four pages One side printed), As per sample provided by the Board 60 GSM | |
| 2 | CBSE/86 | 700 sets (each set containing 07 pages) | Size 17x27/4 (6pg.single side & 1pg.both side Printed) Orient Paper As per sample provided by the Board 60 GSM | |
| 3 | BSE/82 | 400 sets(each set containing 10 pages) | Size 17x27/4 One page Both side printed Orient Paper As per sample provided by the Board 60 GSM | |
| 4 | CBSE/66 | 400 pads (each pad containing 100 pages) | Size 18x22/5 One page Both side printed Orient Paper As per sample provided by the Board 60 GSM | |
| 5 | CBSE/91 | 1200 sets (each set containing 05 pages) | Size 18x22/3 One page One side printed Orient Paper As per sample provided by the Board 60 GSM | |
| 6 | CBSE/55 | 500 pads (each pad 100 sheets) | Size 17x27/6 (1pg.single side Printed) Orient Paper As per sample provided by the Board 60 GSM | |
| 7 | CBSE/AB Cell/11-B | 8800 * | Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM | |
| 8 | CBSE/Conf/14 | 8800* | Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM | |
| 9 | CBSE/Conf/18 | 8800* | Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM | |
| 10 | CBSE/Conf/20 | 8800* | Size 18x22/2 One page single side printed Orient paper 60 GSM | |
| 11 | CBSE/Conf/25 | 8800* | Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM | |
| 12 | CBSE/Conf/26 | 8800* | Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM | |
| 13 | CBSE/Conf/29 | 8800* | Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM | |
| 14 | CBSE/Conf/30 | 8800* | Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM | |
| 15 | CBSE/Conf/33 | 11000 * | Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM | |
| 16 | CBSE/Conf/38 | 8800 * | Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM | |
| 17 | CBSE/Conf/39 | 3300 * | Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM | |
| 18 | CBSE/Conf/41 | 4400 * | Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM | |
| 19 | Circular No.10 | 2200* | Size 17x27/2 one page both side printed Orient paper As per sample provided by the Board 60 GSM | |
| 20 | Applications for scrutiny Class X Red Colour (CBSE/AB Cell/13A/5-X) | 4400* | Size 42x67/4 One page both side printed in Red Colour Orient paper As per sample provided by the Board 60 GSM | |
| 21 | Applications for scrutiny Class XII Blue Colour (CBSE/AB Cell/13A/5-XII) | 8800 * | Size 42x67/4 One page both side printed in Blue Colour Orient paper As per sample provided by the Board 60 GSM | |
| 22 | Proforma to be filled by Comparer during comparison | 3300* | Size 42x67/4 One page both side printed Orient Paper As per sample provided by the Board 60 GSM | |
| 23 | Comparison Account Form | 8800* | Size 18x22/4 One page one side printed Orient paper As per sample provided by the Board 60GSM | |
| 24 | Comparison Mistake Proforma | 2200* | Size 42x67/4 One page one side printed Orient paper As per sample provided by the Board 60GSM | |
| 25 | Theory Award List folder for class X | 600 Nos(Printed) 600Nos(Plain) | Mustered colour, as per sample provided by the Board (One page one side printed size 14x16/1) 60 GSM (Subject to approval of sample by committee as well as user branch) | |
| 26 | Theory Award List folder for class XII | 1700 Nos(Printed) 1700Nos(Plain) | Red colour, as per sample provided by the Board (One page one side printed size 14x16/1) (Subject to approval of sample by committee as well as user branch) | |
| 27 | CBSE/Conf/34 (Tripil) | 8800 (in form of pad each containing 100x3=300 pgs) | Size 18x22/4 Tripil 60 GSM each (1st Copy-Red, IInd Copy-Blue, IIIrd Copy-B/W) As per sample provided by the Board | |

SIGNATURE WITH SEAL

| Sl. No. | Name of the Items/ Forms | Approx Quantity required# | Specification | Rates(in Rs.) offered per 1000 form/set including cost of paper, printing, delivery, all taxes, packing etc. |
|---------|--|---|--|--|
| 28 | Evaluated Answer Book bundle cards (File Cards) for Class X Yellow Colour | 5500 Nos | Size 22x28/16 One page one side printed, Font Red, As per sample provided by the Board (Subject to approval of sample by committee as well as user branch) | |
| 29 | Evaluated Answer Book bundle cards (File Cards) for Class XII White Colour | 8800 Nos | Size 22x28/16 One page one side printed, Font Red, As per sample provided by the Board (Subject to approval of sample by committee as well as user branch) | |
| 30 | Bag Statement card size 6"x4" for Class X | 3300 Nos | Size 22x28/25 Size of Yellow colour, One page one side printed Front Red As per sample provided by the Board | |
| 31 | Bag Statement card size 6"x4" for Class XII | 5500 Nos | Size 22x28/25 Size of White colour, One page one side printed, As per sample provided by the Board | |
| 32 | File Cover | 1100 Nos | As per sample provided by the Board | |
| 33 | File Board | 1100 Nos | As per sample provided by the Board | |
| 34 | Duties & Responsibilities of the Examiner | 4400 Nos* | Size 18x22/2 One page both side printed on Yellow Colour 80GSM Card Sheet Paper/As per sample provided by the Board. | |
| 35 | Instruction for the coordinators | 4400 Nos* | Size 18x22/4 One page both side printed on Red Colour 80GSM Card Sheet Paper/As per sample provided by the Board. | |
| 36 | A/c Payee Vouchers | 10000 (200 pads each containing 50sheets) | Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM | |
| 37 | Self Voucher | 5000 (100 pads each containing 50sheets) | Size 17x27/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM | |
| 38 | SPOT EVALUATION REGISTER-X | 04 | As per sample provided by the Board | |
| 39 | SPOT EVALUATION REGISTER-XII | 04 | As per sample provided by the Board | |
| 40 | CENTRE CHARGES REGISTER | 04 | As per sample provided by the Board | |
| 41 | CCE REGISTER | 04 | As per sample provided by the Board | |
| 42 | CHEQUE ISSUE REGISTER | 08 | As per sample provided by the Board | |
| 43 | ADVANCE REGISTER | 06 | As per sample provided by the Board | |
| 44 | ALL HEAD REGISTER | 06 | As per sample provided by the Board | |
| 45 | CASH BOOK | 04 | As per sample provided by the Board | |
| 46 | INCOME REGISTER | 04 | As per sample provided by the Board | |
| 47 | INCOME STATEMENT PROFORMA | 20 Pads (each containing 100pages) | As per sample provided by the Board | |
| 48 | CASH RECEIPT BOOK | 50 Book | As per sample provided by the Board | |
| 49 | DRAFT STATEMENT PROFORMA | 30 Pads (each containing 100pages) | As per sample provided by the Board | |

#Actual requirement may increase or decrease or any item may not be printed as per requirement of this office.

*(Item must be supplied in form of pad each containing 100 pages or as mentioned against each)

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 FORMS FOR OFFICIAL USE” should reach the Regional Officer upto 1.00 P.M. on or before 20/08/2014 alongwith the earnest money of Rs.15,000/- through 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. First proof must be submitted within a week from the date of issue of work order & subsequent proof as early as possible, but not later than a week.
08. Quantity of forms and other items etc. to be printed may increase/decrease as per requirement.
09. The payment will be made on the basis of GSM test reports of the paper (if required). Initially 80% payment will be made. Balance Payment will be made after receipt of GSM Test Report.

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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 year 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 20/08/2014.
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:

PAN.....

TAN.....

Service Tax Registration No.....

Signature of the tenderer: _____

Seal with complete address: _____

Telephone No. (if any): _____