

**CENTRAL BOARD OF SECONDARY EDUCATION**  
SHIKSHA KENDRA, 2, COMMUNITY CENTRE,  
PREET VIHAR, DELHI – 110092

**TENDER NOTICE**

Sealed limited tenders are invited on behalf of the Secretary, CBSE for the following work from reputed printing agencies situated in Delhi and NCR, having at least three years experience of the similar work/i.e. printing of Diary and Desk Calendar etc.

Description of Work	Qty. (in nos.)	E.M.D. (in Rs.)	Last Date of Submission of Tender	Date of opening of Tender	Price of Tender Form
1). Printing & supply of CBSE Diary	15000 copies	Rs. 40,000/- in the form of BD/DD drawn in favour of Secretary, CBSE, Delhi	23.10.2013 upto 2.00 pm	23.10.2013 at 3.00 PM	Rs. 500/- (Non-refundable)
2). Desk Calendar for Year-2014	2000 copies				

The sealed envelope containing Tender Form complete in all respect along with sample and EMD/cost of form, addressed to the Assistant Secretary (Admn-III), CBSE, Delhi may be kept in the Tender Box on the ground floor of the building upto 2.00 PM on 23.10.2013. Tenders shall be opened on the same day in the presence of the Tenderers who may like to be present.

Tenderers having prior experience in the similar work will only be considered. Please attach documentary proof to this effect.

The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

**Joint Secretary (A&L)**

**CENTRAL BOARD OF SECONDARY EDUCATION**  
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PREET VIHAR, DELHI – 110092

Form No. \_\_\_\_\_

Tender Form No.: Admn.-III/Diary/44/2013/

Price Rs.500/-

<b>Last date for submission of Tender</b>	<b>- 23.10.2013 upto 2.00 p.m.</b>
<b>Opening of sealed Tenders</b>	<b>- 23.10.2013 at 3.00 p.m.</b>

**LIMITED TENDER FORM**

**“PRINTING & SUPPLY OF CBSE DIARY & DESK CALANDER-2014”**

M/s \_\_\_\_\_ are hereby authorized to submit the Tender for Printing & supply of CBSE Diary and Desk Calander-2014. The specifications, terms and conditions are enclosed.

**Assistant Secretary (Admn.III)**

I/We \_\_\_\_\_ hereby submit tender for printing and supply of Diary and Desk Calander-2014 as per specifications given with Limited Tender Form at the rates given below which are inclusive of all i.e. cost of paper, SBS Board with coloured sheet, printing, binding, taxes, delivery F.O.R. etc.

<b>Description of work</b>	<b>Rate per Diary</b>
<b>CBSE Diary -2014</b> (As per specification- Annexutre-1)	@Rs. _____ per Diary Rupees. _____ _____ Only)
Rates for increase/decrease 1 leaf i.e. 02 pages (130 GSM Art Paper)	@Rs. _____ per leaf/2 pages Rupees. _____ _____ Only)
Rates for increase/decrease 1 leaf i.e. 02 pages (100 GSM Superior Quality Maplitho Paper)	@Rs. _____ per leaf/2 pages Rupees. _____ _____ Only)
<b>CBSE Desk Calendar -2014</b> (As per specification- Annexutre-1)	@Rs. _____ per Desk Calender Rupees. _____ _____ Only)
Rates for increase/decrease 1 leaf i.e. 02 pages	@Rs. _____ per leaf/2 pages Rupees. _____ _____ Only)

The terms & conditions, specifications etc. given in the tender form are acceptable to me/us. A sum of Rs.40,000/- +Rs.500/- has been deposited in the Board's office vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ in cash/in favour of the Secretary, CBSE, Delhi drawn on \_\_\_\_\_ Bank as Earnest Money/cost of form.

Signature of the Tenderer \_\_\_\_\_

Address & Tel No. \_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

**Please indicate the following:-**

i. PAN No. \_\_\_\_\_

ii. TIN No., if any: \_\_\_\_\_

(Rubber Stamp)

## Annexure-1

### CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

#### SPECIFICATIONS & TERMS AND CONDITIONS “PRINTING & SUPPLY OF CBSE DIARY & DESK CALANDER-2014”

FOR CBSE DIARY -2014		
S.No.	Items	Description
1	Quantity	15000 Diaries
2	Size of Diary	23x19 cms approx.
3	Cover of Diary plus four separators in 04 Colours	Superior quality SBS Board [250 GSM+250 GSM=500 GSM pasted] with both sides printing in multi colour and mat lamination on both sides of the cover, embossing in gold colour- Year, design with logo such CCE, CBSE-i, etc. and Department Name. Four colour separators (04)
4	Colour scheme –Inside pages	04 Colours
5	Total leaves in multi colours	<b>110 leaves (220 pages):</b> i. 26 printed leaves about CBSE, theme pages and personal profile/planner on 130 GSM Art Paper mat finishing. ii. 80 ruled leaves date wise diary calendar/planner on 100 GSM Superior Quality Maplitho Paper. iii. 4 leaves telephone directory blanks on 100 GSM Maplitho Paper. iv. 2 leaves blank for notes on 100 GSM Maplitho Paper.
6	Binding	Wiro Binding
7	Packing	Each diary should be packed in separate duplex cover box.

FOR CBSE CALENDAR -2014		
S.No.	Items	Description
1	Quantity	2000 Calendars
2	Size of Calender	28x19 cms approx.
3	Colour scheme –Inside pages	Hardboard stand 7 leaves, both sides printing in multi colour and mat lamination in all leaves.
4	Quality of paper	300 GSM Mat Art Card
5	Packing	Each Calendar should be packed in separate duplex cover box.
6	Binding	Wiro Binding

**Note:** Samples of Diary and Desk Calendar may be seen at Third Floor, Admn.III Branch, CBSE Office at Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092 before quoting the rates and submission of sample Diary and Desk Calendar.

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# **CENTRAL BOARD OF SECONDARY EDUCATION**

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,  
PREET VIHAR, DELHI-110092

## **TERMS AND CONDITIONS**

1. Tender in a sealed cover superscribed 'Tender for supply of CBSE Diary & Desk Calendar -2014' should reach the Assistant Secretary (Admn.III) **upto 2.00 PM on 23.10.2013 along with an Earnest Money of Rs. 40,000/- + Rs.500/- cost of form.** Tenders will be opened on the same day at 3.00 PM. No tender will be accepted without Earnest Money.
2. Tenderers having prior experience in the similar work will only be considered. Please attach documentary proof to this effect. They will also produce the samples of similar work.
3. Rates should be quoted inclusive of cost of paper, SBS board, multi colour printing as per given specifications with Box Packing, transportation, taxes, VAT and all other charges. Delivery will be taken in the CBSE Building at Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092.
4. Delivery of all the copies of the CBSE Diary & Desk Calendar -2014 must be given within 20 days from the date of receipt of final proof/print order from the Public Relations Officer (CBSE).
5. The Board reserves the right to terminate the contract at any time without notice and to forfeit the earnest money if the supplier fails to make the supply in accordance with the specifications and samples. The earnest money will also stand forfeited if the tenderer fails to accept it on approval of his tender.
6. A penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the material will be imposed in case supply is not made within the stipulated period.
7. If the unsatisfactory work report is found on a/c of printing, error in planner/calendar, binding etc., 10% penalty of total Bill will be imposed.
8. Tenders will be rejected in respect of the firms, whose performance report has been found unsatisfactory in the previous years.
9. No change/correction is allowed in Tender in any case after the submission of Tender Form in the office.
10. The final proofs of the documents shall be got approved by Public Relations Officer, CBSE, Preet Vihar, Delhi.
11. There should not be any overwriting or amendment in the rates offered and the terms and conditions are to be signed only by the authorized signatory of the firm.

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12. The Board will take random samples from the material supplied to the Board. Any difference in the size, GSM of paper shall render the entire order for rejection and quotationer shall have to lift the material supplied at his own cost on "as is where is basis". In the event of mistake, errors and defect found in the supplied material, the quotationer would be liable to change or rectify such mistakes/errors and defects at his own cost to the satisfaction of the Board.
13. The samples of paper of A Grade Mill shall be enclosed along with the Tender. The name of the paper to be used will be mentioned on the samples, GSM and Paper Mill be clearly mentioned in the sample duly signed and stamped.
14. The Quotationer will allow the official of the Board duly authorized by it to visit the premises where the printing is done.
15. 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 its 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 r/o the said rejected material.
16. In the event of specification/grammage not found in consonance with the specification/ grammage prescribed by the Board against the items, necessary proportionate deduction of the cost 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.
17. The Tender shall be valid for one year but can be extended further to be reviewed with mutual consent of both the parties subject to satisfactory work report.
18. No advance payment will be made by the Board.
19. No revision of rate shall be entertained by the Board during pendency of the contract except taxes levied/notified by the Govt.
20. 80% payment will be made against successful supply of the entire ordered quantity executed by the firm after receiving satisfactory work report from the concerned Unit on receipt of the Bill. The remaining 20% shall be released after completing all other formalities including testing of GSM of paper from Govt. Lab. or any other reputed Lab. as may be decided by the Board.
21. Taxes as applicable will be deducted from the Bill and in lieu a Certificate in the prescribed form will be issued by the Board to the firm.
22. The Board also reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

The terms and conditions enumerated in this form clause 1 to 22 have been read by me/us and are acceptable to me/us.

Signature of the Manger/Partner  
with seal and complete address:

\_\_\_\_\_

Mob/Fax No. \_\_\_\_\_

E-Mail ID . \_\_\_\_\_

Date: \_\_\_\_\_