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**CENTRAL BOARD OF SECONDARY EDUCATION**

(Regional Office)

(An autonomous Organization under the Union Ministry of HRD, Govt. of India)

Todarmal Marg, Ajmer (Raj.) – 305001

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No. F.2-05/RO/AJM/Admn./Printing/2014

**TENDER NOTICE**

Sealed tenders are invited on behalf of the Regional Director, CBSE for supply of pre-printed continuous computer stationary such as Attendance Sheet, blank EZRs etc. for the Board's Examination, 2015 from the Printers located in Ajmer & Jaipur having annual turnover of approx. Rs 25 lacs per annum for each of last three financial years. The samples of the stationary can be seen at the Admn. Branch, CBSE, Ajmer. The delivery shall be made at store located at Regional Office, Ajmer. The rates quoted shall be "All inclusive".

The tender is to be submitted in two-bid system in two separate sealed envelopes. The first envelope should contain Technical Bid and the other envelope should contain Financial Bid. Both the envelopes should be kept in another bigger envelope superscribing "**Tender for supply of pre-printer Computer Stationery**" addressed to Regional Director, CBSE Ajmer and can be sent by post or put in the **tender Box kept with the Security Guard up to 3:00 P.M till 10.06.2014.**

**Tender form having specifications, terms and conditions and other details can be have from the Cashier, CBSE, Ajmer between 9:00 A.M. to 3:00 P.M. on payment of Rs 200/- each in cash (non refundable) from 27.05.2014 to 09.06.2014. The tender from can also be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) & the cost of the tender from i.e. Rs. 200/- be sent alongwith tender, along-with earnest money of Rs. 10,000/- each in the shape of Bank Draft drawn on any scheduled bank and in favour of Secretary, CBSE, payable at Ajmer.**

The technical bids only will be **opened on 10.06.2014 at 4:00 P.M.** in the presence of the tenderers who may like to be present. The Regional Director, CBSE, Ajmer reserves the right to accept or reject any or all the tender without assigning any reason thereof.

-Sd-

**REGIONAL DIRECTOR (AJMER)**



**CENTRAL BOARD OF SECONDARY EDUCATION  
(REGIONAL OFFICE)**

*(An autonomous Organization under the Union MHRD, Govt. of India)*  
**TODARMAL MARG, AJMER- 305030 (Raj.)**

**Price: Rs. 200/-**

Tender Form No.: **RO/AJM/Admn./Comp. Stat./2014/05**

**Last date for submission of Tender: 10.06.2014 upto 3:00 P.M.**  
**Opening of Tender : 10.06.2014 at 4:00 P.M.**

M/s. \_\_\_\_\_ are hereby authorized to submit their tender in response to the Tender Notice appeared in the Newspapers and website for printing and supply of various Computer stationary item for Exams. 2015.

**(Regional Director)**

**Part 'A' – TECHNICAL BID**

**Tender form for Printing and supply of various Computer Stationary items For 2015 Exams.**

(Note :- The Tenderer must read the enclosed terms and Conditions carefully before filling up the particulars in this Form.)

**1. Particulars of Tender:**

- (i) Name of the Press. : .....
- (ii) Year of registration along-with the No.(with documentary evidence) : .....
- (iii) Any other Organization with whom the Agency is registered : .....
- (iv) Office Address with Tel No. : .....
- (v) Name (s) of the proprietor/ : .....

**2. Past experience (for last three years).**

Sl. No.	Year	Name of the organization/Institution Details of Computer Printing Work Executed and supply thereof	Details of Computer Printing Work Executed and supply thereof
a.	2012	i) ----- ii) ----- iii) -----	
b.	2013	i) ----- ii) ----- iii) -----	

c.	2014	i)	
		ii)	
		iii)	

Note = Attach separate sheet, if required

2.2 Whether the firm has ever been Debarred/black listed by any Organization? (if 'yes' the Detail and reasons thereof.)

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3. Infrastructural Details :-

a) Physical/Capital.

i. Type and total No. of machines available for such work

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ii. Capacity of the machine to print And deliver all the allotted work Within 25-30 days

: Yes/No

b) Financial

i. Annual turn over (during last Three financial years & attach copy of balance sheet duly audited

: Years- 2011-12  
: Years- 2012-13  
: Years- 2013-14

ii. Availability of finance/ Bank Guarantee

: Yes/No

4. Particulars of Demand Draft paid as Earnest money:

i) Amount of Earnest Money

: Rs 10,000/-

ii) DD No. and date

.....

iii) Issuing Bank with date of issue

.....

5. Samples with Specification: Samples of paper to be used attached duly signed and stamped along-with the name of the paper mill.

Specification	Name of Paper mill	No. of Samples Attached
80GSM paper for the items mentioned in the tender form		
60 GSM paper for the items mentioned in the tender form		

The terms and conditions appended with the tender form are acceptable to me/ us.

SIGNATURE OF THE TENDERER  
WITH OFFICIAL SEAL &  
COMPLETE ADDRESS

PAN NO. \_\_\_\_\_

TELE NO. \_\_\_\_\_

DATE : \_\_\_\_\_

PLACE : \_\_\_\_\_

NOTE :-

1. The tender for technical Bid should contain samples of the paper to be used mentioning the name of the mill duly signed and stamped and earnest money of **Rs. 10,000/-** in the shape of **Bank Draft in favour of Secretary, CBSE**. Payable at Ajmer.

2. Please see enclosed form for financial bid and terms and conditions.

**Part 'B' – Financial Bid**

S. No.	Name of the items (as per specification of the material given in tender forms)	GSM	Tentative Quantity required in Sheets / Colour (R=Red for Class-X, B=Blue for Class XII)	Rates per thousand Sheets inclusive of all taxes, for
1.	Attendance Sheets (15x12x1) Each sheet having 2 Attendance Sheets	60	X-50,000 Sheets (Red)	
			XII-80,000 Sheets (Blue)	
2.	Blank EZR : 60 GSM with CBSE Logo/ Monogram			
	10X12X1	60	20000 pages 20000 Sheets	
	10X12X2 with Carbon	60	20000 Sheets	
	10X12X3 with Carbon	60	10000 sheets	
	15X12X1	60	20000 Pages 20000 Sheets	
	15X12X2 with Carbon	60	4000 sheets	
	15X12X3 with Carbon	60	15000 sheets	
3.	Letter Head (10x12x1)	60	10000 Sheets	

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 Seal of the Firm)

Complete Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

PAN No.: \_\_\_\_\_

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

Place: \_\_\_\_\_

Note : The quantity is tentative and may increase or decrease.

**Tender form for Printing and supply of various Computer Stationary items For 2015 Exams.**

**Terms & Condition**

- 1 The terms and conditions of the tenders 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. 10,000/- in the 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 at 4:00 P.M.** on the same date in the presence of the tenders, who may like to be present at the time of opening. No separate communication will be send in this regard.
- 3 The earnest money of the unsuccessful bidder will be refunded without any interest.
- 4 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/completion of contract. However, if the tender fails to accept the work order, EMD will be forfeited.
- 5 In the event of any bidder withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the Earnest Money/ Security Deposit will be forfeited.
- 6 Rates should be quoted F.O.R. at AJMER office including all taxes. Delivery will be taken in corrugated boxes inside the godowns of this office at AJMER. Cartage/Coolidge shall have to be borne by the supplier upto the godowns of the Board.
- 7 The paper to be used by the firm for the printing of material should be of the following mills:
  - (a) Ballarpur
  - (b) Andhra
  - (c) Tamil Nadu Newsprint and Papers Limited
  - (d) West Coast
  - (e) Orient
  - (f) JK (straw product)
  - (g) HPCL
  - (h) Century
  - (i) Any other 'A' Class Mill

The tenderer are required to submit sample of papers of the above said reputed mill duly signed and stamped along-with the tender. The carbon to be used in two/three parts stationery should be of good quality.

- 8 ELIGIBILITY:- The tenderer must
  - a. Have turnover of approximately 25 lacs each in last three financial year.
  - 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)
- 9 Schedule of Delivery -

The first proof 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 02 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 @ 4% per week on the proportionate amount of bill of delayed supply will be imposed.
- 10 The total quantities to be made under the contract cannot be guaranteed and quantities as mentioned in the tender are approximate.
- 11 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 and stationery. All transit risk will be to supplier's account.
- 12 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 stationery shall be 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.
- 13 The tender should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.

- 14 The Board shall have the right to inspect and verify the stock of stationery manufactured or under process by its officer(s) at any time without notice.
- 15 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.
- 16 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.
- 17 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. If the required stationery is not supplied within stipulated time, Board may procure the same from open market or L-2 bidder/agency.
- 18 The computer stationery is to be machine (auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and the supplier will replace it at his cost.
- 19 During the pendency of the contract, no revision in rates will be allowed, except of course, such taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.
- 20 The period of contract will be for one year from the date of execution of Agreement and can be extended for a further period of one year with the consent of both the parties.
- 21 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 Competent Authority of the Board shall be binding.
- 22 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 of cost shall be made and the decision of the Competent Authority of the Board for penalty imposed / deduction made shall be final and binding on the party.
- 23 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.
- 24 No advance payment will be made, only 80% payment will be made after 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.
- 25 In case the successful tender 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 tender and the penalty as deemed fit by the competent authority shall be imposed on the tender who fails to execute the work order in addition forfeiture of EMD/S.D.
- 26 The Competent Authority, Ajmer reserves the right to appoint an arbitrator, if needed so.
- 27 Agreement to be executed on a Non-judicial stamp paper of Rs. 100/-.**

**Acceptance of the Tender**

The Terms and the conditions enumerated in this form clause No. 1 to 27 have been read by me / us and are acceptable to me/us.

\_\_\_\_\_

**(Signature of Bidder)**

**with official Seal & Complete Address)**

**Telephone No. :** \_\_\_\_\_

**Mobile No. . :** \_\_\_\_\_

**Fax No. :** \_\_\_\_\_

**PAN No. :** \_\_\_\_\_

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

**Place :** \_\_\_\_\_