

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE: DELHI**  
**PS 1-2, Institutional Area, Patparganj**  
**I.P Extn., Delhi-110092**

**TENDER NOTICE**

Sealed tenders are invited for the Printing & Supply of various Application Forms & Misc. Forms for the Board Examination-2014. The firms/agencies who possessing the necessary infrastructure at Delhi/New Delhi/ Ghaziabad/Noida may download the tender form from the CBSE Websites i.e. **www.cbse.nic.in**. The last date for submission of tender is 26/06/2013 upto 2:30 P.M.

The cost of the tender document is Rs. 200/- (Rupees Two Hundred only) which is non-refundable and non-adjustable & the cost of EMD is Rs. 50000/- only. The same are to be deposited at the time of submission of bid document in the shape of demand draft only on any Scheduled Commercial Bank payable at Delhi and shall be drawn in favour of Secretary, CBSE. All the drafts should be enclosed with the technical bid only. The bid documents must be submitted by Hand Delivery/Regd. Post/Speed Post in sealed cover to the Regional Office, CBSE, Delhi at the address given above on or before 2:30 P.M. on 26/06/2013 and will be opened as per schedule indicated in the instructions to the bidders. The technical bid & financial bid should be sealed in separate cover superscribing Technical & Financial Bid respectively. These two bids should be kept separately in one large envelope superscribing Bids for participation in printing & supply of various Applications Forms & Misc. Forms for the Board Examination 2014. The Tender received incomplete or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

**THE PROSPECTIVE BIDDERS ARE REQUESTED TO GO THROUGH THE COMPLETE TENDER DOCUMENT CAREFULLY REGARDING ELIGIBILITY & OTHER TERMS & CONDITIONS OF BOTH BIDS BEFORE APPLYING.**

**ASSISTANT SECRETARY (Admn.)**

**Central Board of Secondary Education  
Regional Office, Delhi  
PS 1-2, Institutional Area, Patparganj  
LP Extn., Delhi-110092**

Cost of Form : Rs. 200/-  
(Non-refundable)

Tender Form No. **ROD\ Admn & Ptng\2012-13**

M/s. \_\_\_\_\_ are hereby authorized to submit their tender in response to the Tender Notice on the CBSE website for printing and supply of various Application Forms & Misc. Forms for the Board Examinations 2014.

**ASSISTANT SECRETARY(ADMN.)**

**Last date for submission of Tender: 26/06/2013 upto 2:30 P.M**  
**Opening of Tender: 26/06/2013 at 3:00 P.M.**

**Tender Form  
TECHNICAL BID**

**Tender form for Printing and supply of various Application Forms & Misc. Forms for the Board Examinations 2014.**

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

- (1) Name of the Press. : \_\_\_\_\_
- (2) Address : \_\_\_\_\_
- Registered Office with Telephone No. \_\_\_\_\_
- (3) Factory Address with \_\_\_\_\_  
Telephone No. \_\_\_\_\_
- (4) Date of establishment of the firm \_\_\_\_\_
- (5) License/Registration No. \_\_\_\_\_
- (6) PAN No. \_\_\_\_\_
- (7) VAT/Sale Tax Registration No. \_\_\_\_\_
- (8) Service Tax Registration No. \_\_\_\_\_

**9. Past Experience (for last three years).**

Sl. No.	Year	Name of the Organization/ Institution	Details of Computer Printing Work Executed and supply thereof
a.	2011	i)	
		ii)	
		iii)	
b.	2012	i)	
		ii)	
		iii)	
c.	2013	i)	
		ii)	
		iii)	

Note = Attach separate sheet, if required

**10. Infrastructural Details: -**

**a) Physical/Capital.**

- i. Type and total No. of machines available for such work : \_\_\_\_\_
- ii. Capacity of the machine to print and deliver all the allotted work within 15-20 days : Yes/No

**b) Financial**

- i. Annual turn over (during last Three financial years & attach copy of balance sheets duly audited) : Year-2010-11 Rs. \_\_\_\_\_  
: Year-2011-12 Rs. \_\_\_\_\_  
: Year-2012-13 Rs. \_\_\_\_\_

**c) Personnel**

Number of employees : \_\_\_\_\_  
(Technical and Non – Technical)

Contd. 5...

11. **Particulars of Demand Draft paid as Earnest money:**

- i) Amount : Rs 50,000/- each
- ii) DD No. : \_\_\_\_\_
- iii) Issuing Bank with date of issue: \_\_\_\_\_

12. **Particulars of Demand Draft paid as Tender fee:**

- i) Amount : Rs 200/- each
- ii) DD No. : \_\_\_\_\_
- iii) Issuing Bank with date of issue: \_\_\_\_\_

13. **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
100 GSM paper for the items mentioned in the tender form		
80 GSM paper for the items mentioned in the tender form		
45 GSM Paper for the items mentioned in the tender form		

14. Whether generator is installed if so, indicate the capacity: \_\_\_\_\_KVA

15. Weekly Holiday on: \_\_\_\_\_

The terms and conditions and those appended with the tender form are acceptable to me /us. Copy of document in support of information furnished in S. No. 1-15 above are enclosed herewith. My tender can be rejected due to Non-submission of documents with technical bid.

**SIGNATURE OF THE TENDERER  
WITH OFFICIAL SEAL &  
COMPLETE ADDRESS**

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

TEL NO. \_\_\_\_\_

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

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

NOTE: \_\_\_\_\_

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**TENDER FORM**

**FINANCIAL BID**

**(CLASS – X)**

<b>S.No.</b>	<b>Name of examination Form</b>	<b>Qty. Set/ Form</b>	<b>No. of enclosures to be printed and attached with each set of application form to size</b>	<b>Rates offered per 1000 sets/sheets of form including composing, processing , Plate making, printing, wire stitching, auto machine numbering, pad making, cost of paper and delivery F.O.R. etc.</b>
1	Application Form for All India Sec. Exam. 2014 for Pvt. Candidates with Bank slip and code list and instructions for filling up the Application Form	5000 Sets	i) Bank receipt both sides printing in 23x36/8 including cost of paper of 45 GSM with numbering in 2 colours ii) Computer Form both side printing in 23x36/8 on 100 GSM white paper with numbering in 2 colours iii) Instructions for All India Sec. School Pvt. Candidates- both sides printing in 23x36/4 on white paper 80 GSM	
2	Application Form for Delhi Sec. Exam. 2014 for Pvt. Candidates with Bank slip and code list and instructions for filling up the Application Form	5000 Sets	i) Bank receipt both sides printing in 23x36/8 including cost of paper of 45 GSM with numbering in 2 colours ii) Computer Form both sides printing in 23x36/8 on 100 GSM white paper with numbering in 2 colours iii) Instructions for Delhi Sec. School both sides printing 23x36/4 on white paper 80 GSM	

3	SC/ST Proforma	3000 Sheets	Single side printing in 17x27/4 on white paper 80 GSM each pad shall contains 100 sheets	
4	Bank Slip extra	2000 sheet	Bank receipt both sides printing in 23x36/8 including cost of paper of 45 GSM with numbering in 2 colours (each pad shall contains 100 sheets)	

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

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

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

WCT No \_\_\_\_\_

Telephone No. Office \_\_\_\_\_

Residence \_\_\_\_\_

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

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**REGIONAL OFFICE: DELHI**  
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**DELHI-110092**

**Financial Bid**

**(CLASS – XII)**

<b>S.No.</b>	<b>Name of Examination Form</b>	<b>Qty. Set/ Form</b>	<b>No. of enclosures to be printed and attached with each set of application form to size</b>	<b>Rates offered per 1000 sets/sheets of Exams. Form including composting, processing, plate making, printing, wire stitching, numbering cost of paper and delivery F.O.R. etc.</b>
1	Application Form for All India Sr. School Exam. 2014 for Pvt. Candidate with Bank Slip and code list and instructions for filling up the Application Form	12000 Sets	i) Bank receipt both sides printing in 23x36/8 including cost of paper of 45 GSM with numbering in 2 colours ii) Computer Form both side printing in 23x36/8 on white paper with numbering in 2 colours iii) Instruction for All India Sr. School Pvt. Candidates both side printing in 23x36/4 on white paper 80 GSM.	
2	Application Form for Delhi Sr. School Exam. 2014 for Pvt. Candidate with Bank Slip and code list and instructions for filling up the Application Form	31000 Sets	i) Bank receipt both side printing in in 23x36/8 of 45 GSM with numbering in 2 colours ii) Computer Form both side printing in 23x36/8 on white paper 100 GSM with numbering in 2 colours iii) Instruction for Delhi Sr. School Pvt Candidates both side printing in 23X36/4 on white paper 80 GSM.	

3	SC/ST Proforma	4000 Sheets	Single side printing in 17x27/4 on white paper 80 GSM each pad shall contains 100 sheets	
4	Bank Slip extra	3000 sheets	Bank receipt both sides printing in 23x36/8 including cost of paper of 45 GSM with numbering in 2 colours (each pad shall contains 100 sheets.)	

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

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

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

WCT No\_\_\_\_\_

Telephone No. Office\_\_\_\_\_

Residence \_\_\_\_\_

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



## CENTRAL BOARD OF SECONDARY EDUCATION

### REGIONAL OFFICE: DELHI

P-S, 1-2, INSTITUTIONAL AREA, I.P EXTN. PATPARGANJ,

DELHI-110092

### “TERMS AND CONDITIONS”

1. **Tender in sealed envelopes superscribed “Tender for supply of printed Application Forms Misc. Forms for the Exam-2014” should reach or dropped in the box kept at reception of the office upto 2:30 p.m. on 26/06/2013. Tender without Earnest Money will not be accepted and such quotation will be rejected**
2. No tender will be accepted after expiry of the due date and time.
3. The Earnest Money of the unsuccessful bidders shall be refunded without interest.
4. Rates should be quoted F.O.R. at DELHI including all taxes and all other charges. Delivery will be taken in corrugated boxes inside the godowns of the office at DELHI. Cartage shall have to be borne by the supplier upto the godowns of the Board.
5. Earnest Money of Rs. 50,000/- shall be accepted in the form Bank of Draft only drawn in favour of the Secretary CBSE, payable at Delhi.
6. The paper for printing of Application Forms and other items of class X & XII will be used as mentioned in enclosed Annexure. The GSM of paper will be as follows. The paper to be used should be of ‘A’ grade mill only of BIS specification as mentioned in the tender form.

White Maplitho	80 GSM on Misc. Forms
White Maplitho	100 GSM on Application Forms
	45 GSM on Banks receipt

7. Ink colour should be as under: -  
Class X Red/Black  
Class XII Blue/Black  
(For further clarification, if any, Dy. Secy. (Exams.) or Asstt.Secy. (Admn.) may be contacted
8. The successful bidder has to deposit Performance Security for an amount equivalent to ten percent of the value of order/contract. E.M.D of successful bidder will be refunded on receipt of Performance Security.
9. The Board reserves the right to forfeit the Performance Securities in addition to the penalty if the tenderer fails to execute the order or the supply not in accordance with the specifications and samples provided or there is any breach of the terms of the contract on the part of supplier.
10. The successful tenderer(s) will have to complete the work assigned to him/them within 25 days times from the date of issuing the work orders/final proof positively failing which penalty as mentioned in clause No 17 will be imposed.
11. Quantity of Application Forms and other items etc. to be printed may increase/decrease as per requirement
12. Tenderers are required to produce evidence of their previous experience in this line alongwith copies of IT returns of the past three years.
13. The rates quoted will be approved for one year however it may be extended for three more years with the consent of both the parties and subject to satisfactory services.

14. Upon completion of work, the supplier shall furnish an undertaking that any shortage or deficit found by the Board at later stage 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 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.
15. Penalty will be imposed by the Competent Authority by deducting of amount from the bill as under:-
  - (i) Inferior quality @ 5 % on total bill.
  - (ii) Misprinting Data @2 % on total bill.
16. No advance payment will be made 80% payment will be made only after supply/completion of the whole work order and inspection of material by the appropriate authority/committee of the Board. The balance 20% payment will be released after completion of the other formalities like testing of papers etc. The paper will be tested in Govt. laboratories as per BIS specifications and in case paper of inferior quality or lesser GSM is found, proportionate penalty will be imposed on the whole amount of the bill.
17. 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.
18. Income Tax/WCT/TDS as applicable will be deducted on all bills. In lieu of this, a certificate on the prescribed forms will be issued to the party.
19. The tenderer shall sign these terms and conditions, which shall be final and legally binding to both the parties.
20. An agreement may be executed within seven days from the date of issue of work order on a non- judicial stamp paper of Rs. 100/-.
21. In case of dispute, the Chairman may appoint an arbitrator whose decision will be binding on both the parties.
22. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason
23. No change/correction is allowed in tender in any case after the submission of tender form in the office.
24. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the Earnest Money/ Performance Security Deposit will be forfeited.

**Acceptance of the Tenderer**

The terms and conditions enumerated in this form from clause 1 to 24 have been read by me/us and are acceptable to me/us.

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

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

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

Place \_\_\_\_\_

Telephone No.\_\_\_\_\_

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