

Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre,
Preet Vihar, Delhi-110092

TENDER NOTICE

Sealed tenders are invited from the quality printers for printing of 8000 copies of Quarterly Bulletin "CENBOSEC" and 9000 copies of "ANNUAL REPORT" (Bilingual) on Art Paper of 130 GSM in the size of 23"x36"/8 with 80% brightness. The printer with atleast three years experience and are having the following in-house complete facilities under one roof may submit their rates along with experience details in the prescribed Tender Form by 01.12.2011 upto 2.30 pm.

1. Complete designing, visualization.
2. In-house composing and page setting.
3. In-house digital scanning, planning system designing, image setting and film out putting.
4. Complete processing with proofing facilities.
5. Minimum one 18"x23"/ 23"x36" size four colours automatic printing machine.
6. Complete binding equipment with automatic perfect binding, laminations and automatic folding machine in-house.

The tender form having Terms and Conditions can be had from the Syndicate Bank, CBSE, Preet Vihar, Delhi-110092 against cash payment of Rs.200/- between 9.30 am to 1.00 pm on any working day upto 01.12.2011. Tender Form can also be down loaded from CBSE website www.cbse.nic.in for which Rs.200/- in cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the tender form or a B.D. of 200/- be enclosed with the Tender Form. All the instructions in the Tender Form must be complied with. The tender on prescribed form duly sealed with sealing wax superscribing "**Tender for printing of CENBOSEC and ANNUAL REPORT (Bilingual)**", addressed to the Secretary, CBSE, Delhi alongwith Earnest Money of Rs.80000/- in cash or through bank draft in favour of the Secretary, CBSE, Delhi-92 duly sealed should be put in the Tender Box kept on the ground floor with the security Guard Counter upto 2.30 pm on 01.12.2011.

Tenders shall be opened by a Committee on the same day at 3.00 pm in the presence of the tenderers who may like to be present. Secretary, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Joint Secretary (Admn.III)

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Preet Vihar, Delhi-110092

Tender Form No. _____

Price :Rs.200/-

Last date for submission of Tender Form	: 01.12.2011 upto 2.30 PM
Date of Opening of Tender Form	: 01-12-2011 at 3.00 PM

TENDER FORM FOR PRINTING OF QUARTERLY BULLETIN “CENBOSEC” AND ANNUAL REPORT (BILINGUAL) TO REACH BY 2.30 PM ON 01.12.2011

M/s. _____ are hereby authorized to submit their tender in response to the notice appeared in newspapers on _____ for printing of Quarterly Bulletin – CENBOSEC 8000 copies **to be printed quarterly** containing 80 pages approx. and ANNUAL REPORT (Bilingual) of the CBSE **once a year** approx. 9000 copies containing 106-120 pages approx.

Deputy Secretary (Admn.III)

I/We _____ hereby submit tender for the printing of bulletins CENBOSEC (Quarterly Publication) & ANNUAL REPORT (Yearly publication & Bilingual) at the rates given below which is inclusive of the cost of White Art Paper of 130 GSM of ‘A’ grade mill in the size of 23x36/8 with 80% brightness, composing including page make up and proof reading etc., processing in 4 colours, film output by image setting in 4 colours, scanning of 4 colours. TP or bromide, plate making- PS plate (m/m 4 pages a form), printing charges in 4 colours on Art Paper (m/m 4 pages a form), binding charges, matt lamination on out cover, designing charges of cover, plate making charges of cover, printing charges of cover, delivery F.O.R., tied with sutli in the packet of 25/50 and 7000 CDs are to be prepared in adobe reader software so that the same can be downloaded by opening Adobe Folder/Reader.

1. Rate per 1000 (thousand) copies of ‘CENBOSEC’ Textual matter on 130 GSM Art Paper and Cover with 80% brightness.

In Figures

In words

- a. Containing 113-120 pages : Rs. _____ (Rs. _____)
- b. Containing 121-128 pages : Rs. _____ (Rs. _____)
- c. Containing 129-136 pages : Rs. _____ (Rs. _____)
- d. Containing 137-144 pages : Rs. _____ (Rs. _____)
- e. Containing 145-152 pages : Rs. _____ (Rs. _____)
- f. Containing 153-160 pages : Rs. _____ (Rs. _____)
- g. Containing 161-168 pages : Rs. _____ (Rs. _____)

Contd...2/-

- h. Containing 169-176 pages : Rs._____ (Rs. _____)
- i. Containing 177-184 pages : Rs._____ (Rs. _____)
- j. Containing 185-192 pages : Rs._____ (Rs. _____)
- k. Containing 193-200 pages : Rs._____ (Rs. _____)
- l. Containing 201-208 pages : Rs._____ (Rs. _____)
- m. Containing 209-216 pages : Rs._____ (Rs. _____)
- n. Containing 217-224 pages : Rs._____ (Rs. _____)
- o. Containing 225-232 pages : Rs._____ (Rs. _____)
- p. Containing 233-240 pages : Rs._____ (Rs. _____)
- q. Containing 241-248 pages : Rs._____ (Rs. _____)
- r. Containing 249-256 pages : Rs._____ (Rs. _____)
- s. Containing 257-264 pages : Rs._____ (Rs. _____)
- t. Containing 265-272 pages : Rs._____ (Rs. _____)
- u. Containing 273-280 pages : Rs._____ (Rs. _____)
- v. Containing 281-288 pages : Rs._____ (Rs. _____)
- w. Containing 289-296 pages : Rs._____ (Rs. _____)
- x. Containing 297-304 pages : Rs._____ (Rs. _____)

2. Rate per 1000 (thousand) copies of ‘**ANNUAL REPORT (BILINGUAL)**’ Textual matter on 130 GSM Art Paper and Cover (cover on Art Card in the size of 24x37/230 GSM) with 80% brightness.

S.No.	Description of work	Rates (Rs.)
1	Annual Report (Bilingual) of approx 160 pages in the size of 23x36/8	@Rs._____ per copy @Rs._____ per 1000 copies
2	Rate for increase/decrease of 1 leaf i.e. 02 pages	@Rs._____ per copy @Rs._____ per 1000 copies
3	Rate for increase/decrease of 2 leaf i.e. 04 pages	@Rs._____ per copy @Rs._____ per 1000 copies
4	Rate for increase/decrease of 4 leaf i.e. 08 pages	@Rs._____ per copy @Rs._____ per 1000 copies
5	Rate for increase/decrease of 6 leaf i.e. 12 pages	@Rs._____ per copy @Rs._____ per 1000 copies
6	Rate for increase/decrease of 8 leaf i.e. 16 pages	@Rs._____ per copy @Rs._____ per 1000 copies
7	Rate for increase/decrease of 10 leaf i.e. 20 pages	@Rs._____ per copy @Rs._____ per 1000 copies

Contd...3/-

8	Rate for increase/decrease of 12 leaf i.e. 24 pages	@Rs. _____ per copy @Rs. _____ per 1000 copies
9	Rate for increase/decrease of 14 leaf i.e. 28 pages	@Rs. _____ per copy @Rs. _____ per 1000 copies
10	Rate for increase/decrease of 14 leaf i.e. 28 pages	@Rs. _____ per copy @Rs. _____ per 1000 copies
11	Rate for increase/decrease of 16 leaf i.e. 32 pages	@Rs. _____ per copy @Rs. _____ per 1000 copies
12	Rate for increase/decrease of 18 leaf i.e. 36 pages	@Rs. _____ per copy @Rs. _____ per 1000 copies
13	Preparation of CDs in Adobe Reader Software	@Rs. _____ per copy @Rs. _____ per 1000 copies

3. Minimum time required for supply after receiving final proof: as ____ days for CENBOSEC
 4. Minimum time required for supply after receiving final proof: as ____ days for ANNUAL REPORT
 5. i. Past Experience (Last three years) (**Attach photocopy of relevant work orders**)

Sl. No.	Year	Name of the Organization	Type of work	Value of the work (in Rs.)	Quantum of books/publications printed
1	2008-2009				
2	2009-2010				
3	2010-2011				

- ii. Has the firm ever been debarred/ Black listed by any organisation?
 If 'Yes' the details thereof. : _____
- iii. Details of Award/Certificate of Merit etc. received from any Organisation. (Please attach Copy of certificate(s)) : _____

Contd...4/-

- iv. Quality certificate if any (Attach Copy) : _____
6. Our WCT/PAN is _____.
7. Your Tender must accompany with work order executed by your firm.

The terms and conditions for printing of Quarterly Bulletin CENBOSEC & ANNUAL REPORT (Bilingual) including paper given alongwith tender form are acceptable to me/us. A sum of Rs.80000/- has been deposited in cash in Board's office vide CBSE Receipt No./Demand Draft No. _____ dated _____ in favour of the Secretary, CBSE, Delhi drawn on _____ bank as earnest money.

Sign. of the tenderer _____

Address & Tele. No. _____

Mobile No.

Email ID

Date :

TERMS & CONDITIONS

1. Tenders in sealed envelopes superscribed “Tender for Printing of Quarterly Bulletin “CENBOSEC & ANNUNAL REPORT (Bilingual) and Preparation of 7000 CDs of Annual Report” should reach the Deputy Secretary (Admn-III) upto 2.30 P.M. on 01.12.2011 alongwith an Earnest Money of Rs.80000/- in cash or by Bank Draft payable at Delhi in favour of the Secretary, CBSE to be opened on the same day at 3.00 pm.
2. The number of quarterly bulletins “CENBOSEC” to be printed will be approximately 9000 and 1000 copies ANNUAL REPORT (Bilingual) with its 7000 CDs which can be increased/decreased as per requirements. The number of pages in each Cenbosec bulletin may vary between 113-304 pages (approximately) in the size of 23”x36”/8 with 80% brightness.
3. In case the bulletin/Annual Report is not printed on 130 GSM white Art Paper of ‘A’ Grade Mill with 80% brightness, the deduction on a/c of less GSM etc. shall be made proportionately on the basis of test report of the paper.
4. The quality of printing of photographs must be of superior standard. In case of poor quality, deduction as it may deem fit shall be imposed in the bills
5. Good quality Art paper of 130 GSM with 80% brightness shall be arranged by the printer for printing the ‘CENBOSEC’ and ‘ANNUAL REPORT (BILINGUAL)’. Sample of art paper mentioning on it name of the mill should also be enclosed duly stamped and signed alongwith tender and the same would be used for works..
6. Rates should be quoted including paper, delivery charges and all taxes etc. No additional/ extra cost would be admissible in additions to those quoted in tender.
7. The printer will get the proofs approved by the concerned officer.
8. A penalty @3% per week subject to a maximum of 15% on the proportionate amount of the bill on account of delayed supply will be imposed in case the bulletins/Annual Report are not supplied within the stipulated period.
9. Tenderers are required to produce evidence of their previous experience in the line. Those who are appropriate experience and similar work of without in-house infrastructure as in notice would not be considered.
10. The Tender shall be valid for one year but can be extended for a further period of 01 year to be reviewed every year with the consent of both the parties subject to satisfactory work report.

Contd....

11. Tax deductions at source & VAT as applicable shall be deducted on all the bills. In lieu, a certificate will be issued to the party by the Board.
12. The Board reserves the sole right to accept or reject any or all the tenders without assigning any reason.
13. The Board also reserves the right to terminate the contract at any time without notice and to forfeit the earnest money if the printer fails to print and supply the CENBOSEC & ANNUAL REPORT (BILINGUAL) within prescribed time or there is any breach of the terms and conditions on the part of the printer. The earnest money will also stand forfeited, if the tenderer on approval of his tender fails to accept it.
15. No advance payment will be made by the Board
16. No revision of rate shall be entertained by the Board during pendency of the contract except taxes levied/notified by the Govt.
17. The payment will be made of after successful completion of file i.e. testing of GSM of paper from MSME Testing Centre, Okhla, New Delhi-110020.

The above terms and conditions are acceptable to me/us.

Signature of Tenderer _____

Address _____

Mobile No. _____

Rubber Stamp _____

E-mail ID . _____

Date : _____
