

# **CENTRAL BOARD OF SECONDARY EDUCATION**

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi – 110301

## **TENDER NOTICE**

Sealed Tenders are invited in two Bids –Technical and Financial on behalf of the Secretary, CBSE for **‘Printing & Supply of Affiliation Certificates’** from Security Printers registered with IBA/Govt. Printing Departments. Details are available on the Board’s website [www.cbse.nic.in](http://www.cbse.nic.in). The last date for submission of Tender Forms is 22<sup>nd</sup> February 2013.

**Joint Secretary (A&L)**

# केन्द्रीय माध्यमिक शिक्षा बोर्ड

शिक्षा केन्द्र, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110301

## निविदा सूचना

सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड की ओर से \*1 1c) rk i zkk i =k ¼fQfy, 'ku l fVZQdV1 ½ ds emzk , oa l Hk.k grw आई.बी.ए./सरकारी मुद्रक विभागों में पंजीकृत 'सिक्योरिटी प्रिंटर' से दो निविदा प्रणाली (तदनुसार तकनीकी निविदा तथा वाणिज्यिक निविदा) के अंतर्गत मुहरबंद निविदाएं आमंत्रित की जाती हैं। विस्तृत विवरण बोर्ड के वेबसाइट [www.cbse.nic.in](http://www.cbse.nic.in) पर उपलब्ध हैं। निविदा प्रपत्र जमा करने की अंतिम तिथि 22 फरवरी 2013 है।

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# CENTRAL BOARD OF SECONDARY EDUCATION

Shiksha Kendra, 2, Community Centre  
Preet Vihar, Delhi-110301

## TENDER FORM

CBSE/ADMN.III/2013/

Price : Rs. 500.00

LAST DATE FOR SUBMISSION OF TENDER FORM	22.02.2013 UPTO 2.30 PM
OPENING OF TECHNICAL BID	22.02.2013 AT 3.00 PM

### Part "A" – Technical Bid

#### For Printing and Supply of Affiliation Certificates

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

#### 1. Particulars of Tender:

- (a) Name of Security Press : \_\_\_\_\_
- (b) Registration No. and Year of Regn. : \_\_\_\_\_  
(with documentary evidence)  
Valid upto : \_\_\_\_\_
- (c) Organisation to whom the Agency is : \_\_\_\_\_  
Registered with (Please attach  
Certificate of Regn. Issued from  
IBA/other Statutory Body/  
State Govt./Central Govt. as proof  
of being Security Printer)
- (d) Office Address and Tel. No. : \_\_\_\_\_
- (e) Name(s) of the Proprietor/Partner(s) : \_\_\_\_\_

#### 2. Past Experience (for last three years)

2.1

Sl. No.	Year	Name of the Board/University	Place of Printing and Supply		Details of Work Executed	Contact person in the Board/University
			Printing	Supply		
a.	2009-2010					
b.	2010-2011					
c.	2011-2012					

Note : Total period of experience in manufacturing and printing of Certificates along with names of the Board/University. Attach the clear photocopy of work order for the last three year.

- 2.2 Has the firm ever been debarred/ : \_\_\_\_\_  
Black listed by any Organisation?  
(if 'yes' the Details and reasons thereof.)

- 2.3 Details of Award/Certificate : \_\_\_\_\_

#### 3. Infrastructural Details:-

##### (a) Physical/Capital

- i) Type and Total No. of machines  
Available for such work : \_\_\_\_\_
- ii) Capacity of the machine to print  
Document per day : \_\_\_\_\_

iii) Facility of automatic serial numbering on the documents : Yes/No

iv) Storage capacity in firms Godown: \_\_\_\_\_  
(2500-3000 Sq. Fts. minimum)

**(b) Financial :**

i. Annual turn over (during last three Financial years & attach copy of balance sheet/ITR) : Year 2009-10 \_\_\_\_\_  
: Year 2010-11 \_\_\_\_\_  
: Year 2011-12 \_\_\_\_\_

ii. Availability of Finance/Bank Guarantee (Attach financial solvency certificate issued by Bank) : \_\_\_\_\_

**(c) Personnel:**

Number of employees (Tech. and Non-Technical) : \_\_\_\_\_

**4. Particulars of Demand Draft paid as :**

	Earnest Money	Cost of Tender Form
Amount		
D.D. No./Date		
Issuing Bank with date of Issue with address		

5. Manuscript of the Certificate is enclosed. Please design in 2/3/4 colour and attach samples on A4/A3/Legal size papers. Paper with Specifications duly signed and stamped along-with the name of the paper Mill.

The Terms and Conditions and those appended with the tender form are acceptable to me/us.

Signature of the Tenderer  
with Official Seal &

Tel./Mob. No. \_\_\_\_\_

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

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

# CENTRAL BOARD OF SECONDARY EDUCATION

Shiksha Kendra, 2, Community Centre  
Preet Vihar, Delhi-110301

## TERMS & CONDITIONS

1. Tender must be accompanied with EMD of Rs. 20000/- in form of Bank Draft, drawn in favour of Secretary, CBSE payable at Delhi 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 on 22.02.2012 at 03:00 P.M. in the presence of the tenderers, who may like to be present at the time of opening. No separate communication will be sent in this regard.
2. The Tenderer shall be Registered Security Printer approved by the Indian Bank Association (IBA), Mumbai with a minimum turnover of Rs. 100 lakhs per annum in the previous 2 years and ISO Company having a valid certificate.
3. **Numbering on Certificates:** Six digit machines numbering on each certificate is to be given as per instructions of the Board. All certificates should have a unique number and there should not be any duplicate numbers. No certificate should be without number. There should not be any missing number. Discrepancy, if any will be assumed as error. M/s..... will be liable to pay charges @Rs.2000/- per error.
4. In case of excessive errors or in case the Board is of the view that the work has not been performed satisfactorily and cannot be performed by M/s. ....the Board would be entitled to terminate the agreement and in that case the Board would not be liable to pay any amount to M/s. ....under the agreement nor M/s. ....would be entitled to claim any amount on any account from the Board. And in case any amount is already paid to M/s. .... the Board would be entitled to claim refund of the amount with interest. Any amount which would be paid by the Board and which would be liability of the Board and which would be recovered from the Board by any person on account of errors/mistakes of M/s..... or any such damages besides the damages stipulated herein before would also be the liability of M/s. ....and would be paid by M/s. without any objection of any type.
5. M/s. ....shall have to destroy the plates, extra certificates printed, if any, including wastage and submit a certificate on Non Judicial Stamp Paper to this effect to the Chairman, CBSE.
6. The printer should have in-house facilities for the entire processes for printing the certificate. Outsourcing the job in full or part is not allowed.
7. The Earnest Money of the unsuccessful bidder will be refunded/returned without any interest.
8. 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. However, if the tenderer fails to accept the work order, EMD will be forfeited.
9. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the Earnest Money/ Security Deposit will be forfeited.
10. Rates should be quoted F.O.R. at DELHI/NCR including all taxes. Delivery will be taken in corrugated boxes inside the godowns of the offices. Cartage/Coolidge shall have to be borne by the supplier up to the godowns of the Board.
11. The paper to be used by the firm for the printing of certificate should be :
  - (a) highly tear resistant, Water resistant, Chemical resistant made up of thermally bonded high density polythene fibers with a basic weight of about approx 110 GSM thickness of about 10.3 mils, tensile strength of about 66 to 72 lbs/inch opacity of about 97 percent and with excellent tear resistance having an Elmendorf Tear index of about 1.2 in both transverse and machine directions (Like DuPont Tyvek 1085D).

(b) 120 GSM white parchment paper of

- |                       |           |
|-----------------------|-----------|
| 1. Ballarpur          | 5. Andhra |
| 2. West Coast         | 6. Orient |
| 3. JK (Straw Product) | 7. HPCL   |
| 4. Century            |           |

The printers are required to submit sample of papers of the above said reputed Mill duly signed and stamped along-with the tender.

12. The following 13 Security Checks to be provided:

- |                           |                            |
|---------------------------|----------------------------|
| 1. Jal Mudra              | 8. Illuminating Fibre      |
| 2. High Resolution Border | 9. Raster Image            |
| 3. Sookshmakshar          | 10. Super Imposed Letters  |
| 4. U-Verify               | 11. Guilloche Designs      |
| 5. Copy-N-Check           | 12. Latent Text            |
| 6. Mask-A-Print           | 13. Special Numbering Font |
| 7. Number Aarpar          |                            |

**The above Security Checks may be increased/decreased. In case, missing of any of security checks, the competent authority of the Board reserves the right to impose suitable penalty on proportionate amount of the bill(s).**

13. **Schedule of Delivery:** The first proof have to be supplied within seven days from the date of placement of order and the second proof, if necessary, shall have to be furnished within three days from the date of issue of the letter for the second proof. 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 and also as informed by the Computer Unit. In case of delay in supply, a penalty @ 4% per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill.
14. The tenderer should have executed three order of similar supply for Universities, Examination Boards or Government Sectors clients and enclose proof of their expertise to print on Tyvek.
15. 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. All transit risk will be to supplier's account.
16. 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 stationary have been manufactured/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.
17. The tenderers should offer all facilities for inspection of the Board by its officers, if required.
18. The Board shall have the right to inspect and verify the stock of documents manufactured or under process by its officer's at any time without notice.
19. Any Document /Work found at the time of delivery to be defective and not conforming to the relevant specification are liable to be rejected and shall be replaced by the supplier at his cost and arrangement at the earliest.
20. 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.
21. 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.

22. The documents are to be machining (auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and penalty as deemed fit by the Competent Authority shall be imposed on the supplier.
23. During the pendency of the contract, no revision in rates will be allowed, such taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.
24. The period of tender can be extended for further period of one year(s) with the consent of both the parties.
25. The Board reserve 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 Chairman of the Board shall be binding.
26. 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 @ 0.5% on total value as per actual grammages arrived at from the MSME Lab 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.
27. 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.
28. No advance payment will be made. 80% payment will be made only on completion and supply 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.
29. In case the successful tenderer 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 tenderer and the penalty as deemed fit by the competent authority shall be imposed on the tenderer who fails to execute the work order in addition to forfeiture of EMD/Security Deposit.
30. Chairman, CBSE, Delhi reserves the right to appoint an arbitrator, if needed so.

**Acceptance of the Tenderers:**

The Terms and the condition enumerated in this form clause No. 1 to 30 have been read by me /us and are acceptable to me /us.

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

**Seal with Complete Address** \_\_\_\_\_

**Name & Designation** \_\_\_\_\_

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

**E-Mail ID:** \_\_\_\_\_

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

# CENTRAL BOARD OF SECONDARY EDUCATION, DELHI

ANNEXURE - II

## **Part "B" – Financial Bid For Printing and Supply of Affiliation Certificates**

**NOTE: 1. TO BE SEALED SEPARATELY**

**2. Rates are to be quoted F.O.R in the premises of CBSE Office, Delhi and inclusive of all taxes.**

**Quantity required 40000.**

<b>Size</b>	<b>Rate per 1000 Certificates – paper specification as per 11 (a)</b>		
	<b>Two Colour</b>	<b>Three Colour</b>	<b>Four Colour</b>
A4	Rs.	Rs.	Rs.
A3	Rs.	Rs.	Rs.
Legal	Rs.	Rs.	Rs.

<b>Size</b>	<b>Rate per 1000 Certificates – paper specification as per 11 (b)</b>		
	<b>Two Colour</b>	<b>Three Colour</b>	<b>Four Colour</b>
A4	Rs.	Rs.	Rs.
A3	Rs.	Rs.	Rs.
Legal	Rs.	Rs.	Rs.

**Certified that all the terms and conditions of this TENDER are accepted by us.**

**Authorised Signatory  
(With full name,  
designation and stamp)**

**Contact Person** : .....  
**Mobile No.** : .....  
**E-mail ID:** : .....