

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 on behalf of the Regional Officer CBSE for the supply of pre-printed continuous computer stationery such as Admission Cards, Attendance Sheets, Letter Heads, Blank EZRs etc for the Board's Examination, 2012 from the Printers and who have annual turnover of approx. Rs.50 lacs each in last three financial years. The samples of the stationery can be seen at the Admn. Branch (ROD) CBSE C-Wing 2nd floor PS, 1-2, Institutional Area, Patparganj, I.P.Extn. Delhi-110092.

The tender is to be submitted in two-bid system in two separate sealed envelopes. The first envelopes 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-printed Computer Stationery** ” addressed to Regional Officer, CBSE, PS, 1-2, Institutional Area, Patparganj, I.P Extension, Delhi-92 and can be sent by post or put in the Tender Box kept on the ground floor with the Security Guard up to 2.30 P..M. on 19/10/2011.

Tender form having specification terms and conditions and other details can be had from the Syndicate Bank, CBSE , Patparganj, Delhi-92 between 10:00 A.M. to 1:00 P.M. on payment of Rs. 500/- each in cash (non refundable) on any working day up to 19/10/2011. The tender form can also be down loaded from CBSE website www.cbse.nic.in & the cost of the tender form i.e. Rs. 500/- be sent along with tender, accompanied with an earnest money of Rs. 50,000/- each in the shape of Bank Draft drawn on any scheduled bank and in favour of Secretary, CBSE payable at Delhi.

The technical bids only will be opened on 19/10/2011 at 3:00 P.M. in the presence of the tenderers who may like to be present. The financial bids will be opened at a later stage. The Regional Officer, CBSE, Delhi reserves the right to accept or reject any or all the tender without assigning any reason thereof.

REGIONAL OFFICER(DELHI)

Serial No. _____

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

Price: Rs. 500/-

Tender Form No. **ROD\ Admn & Ptng\2011-12**

M/s. _____ are hereby authorized to submit their tender in response to the Tender Notice appeared in the Newspapers on _____ and website for printing and supply of various Computer stationary items for Exams, 2012.

Regional Officer (Delhi)

Last date for submission of Tender: 19/10/2011 upto 2:30 P.M
Opening of Tender: 19/10/2011 at 3:00 P.M.

**Tender Form
Part 'A' –TECHNICAL BID**

Tender form for Printing and supply of various Computer Stationary items For 2012 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. : _____
- (i) Year of Registration along-with the No.(with documentary evidence): _____
- (ii) Any other Organization with whom the Agency is registered: _____
- (iv) Office Address with Tel No. : _____
- (iii) Name(s) of the Proprietor/ Partner(s) : _____

Contd. 2....

2. Past Experience (for last three years).

2.1

Sl. No.	Year	Name of the Organization/ Institution	Details of Computer Printing Work Executed and supply thereof
a.	2009	i)	
		ii)	
		iii)	
b.	2010	i)	
		ii)	
		iii)	
c.	2011	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 Details and reasons thereof.) : _____

3. 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 25-30 days : Yes/No

b) Financial

i. Annual turn over (during last : Year-2008-09
Three financial years & attach : Year-2009-10
copy of balance sheets duly audited) : Year-2010-11

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

c) Personnel

Number of employees (Technical and Non – Technical)

4. Particulars of Demand Draft paid as Earnest money:

- i) Amount : Rs 50,000/-
- ii) DD No. : _____
- 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
120 GSM paper for the items mentioned in the tender form		
60 GSM paper for the items mentioned in the tender form		
100 GSM Paper for the items mentioned in the tender form		
106 GSM Paper for the items mentioned in the tender form		

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

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

PAN NO. _____

TEL NO. _____

DATE: _____

PLACE: _____

NOTE: -

1. The tender for Technical Bid should contain sample of the paper to be used mentioning the name of the mill duly signed and stamped and earnest money of **Rs. 50,000/-** in the shape of **Bank Draft in favour of Secretary, CBSE**, payable at Delhi.
2. Please see enclosed form for financial bid and terms and conditions.

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

TENDER FORM

PART 'B' - FINANCIAL BID

Tender File No. Admn & Ptng/2011

M/sare hereby authorized to submit their tender in response to the Tender Notice appeared in the newspaper onFor the Printing & supply of pre-printed Computer Stationery items for the Exam. 2012.

REGIONAL OFFICER (DELHI)

Rates for printing & supply of pre-printed computer stationery items for the Exam. 2012.

S.No.	Name of the item (as per specification of the material given in tender form)	GSM of paper to be used	Required quantity in sheets/col.(R-Red for class X, B-Blue for class-XII).	Rate per Thousand Sheets inclusive of all taxes and delivery F.O.R.
01	Admission Cards 15X12X1	60	R-80000 (40000 Sheets) B-320000 (160000 Sheets)	
02	Attendance Sheets 15X12X1	60	R-80000 (40000 Sheets) B-320000 (160000 Sheets)	
03	Admission Cards (A-4 Size) for Pvt. Candidates	60	R-10000 Sheets B-30000 Sheets	
04	Attendance sheets (A-4 Size) for Pvt. Candidate	100	R-10000 Sheets B-30000 Sheets	
05	Blank EZR: i) 10X12X1	60	60000 Sheets	
	ii) 10X12X2		--	
	iii) 15X12X1		740000 Sheets	
	iv) 15X12X2		485000 Sheets 10000 Sheets (without logo)	
	v) 15X12X3		250000 Sheets 10000 Sheets (without logo)	
06	Letter head (10x12x1)	60	200000 Sheets	

07	Migration Certificates (A-4 Size) 8x10x1	120	91000 Sheets	
08	Migration certificates (15x12x1) each sheets having 4 M.C	120	1164000 (291000 sheets)	
09	Provisional Certificates (A-4 Size) 8x10x1	120	29400 Sheets	
10	JNV Attendance Sheets (15x12x1)	60	90000 Sheets	
11	Award Lists-Theory 15x12x3	60	R-60,000 Sheets B-50,000 Sheets	
12	Award Lists-Practical 15x12x2	60	R-NIL B-32000 Sheets	
13	Tabulation Register 15x12x1	120	R-250000 Sheets (Secondary) B-90000 Sheets Sr. Secondary	
14	Merit Certificate single part in two ups (15x16x1) (Each sheets containing two certificates)	120	Class X- 20000 Sheets Class XII- 5000 Sheets	
15	LOC Form 15X12X1	106	Red- 110000 Sheets Blue- 90000 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 the seal of the Firm

Complete address _____

Mobile No. _____

PAN No. _____

Dated.....

Place.....

Note: The quantity which is to be printed in Red Ink i.e. for Class X depends upon the requirement as the Exams. for Class X is going to be optional and the quantity may change.

SPECIFICATION OF THE MATERIAL TO BE SUPPLIED
(COMPUTER STATIONERY ITEMS FOR EXAM. 2009)

TERMS & CONDITIONS

- 1. Admission Cards (without water mark) single part on 60 GSM Paper of Size 15X12X1**
To be printed on both sides in English & Hindi i.e. bilingual. Each sheet of 15x12 to have one vertical perforation. Each sheet of 15x12 to have two admission cards i.e. each admission card will be in the size 7.5x12 with auto machine numbering.

QUANTITY

(a) 40000 sheets i.e. 80000 Admission cards in Red colour.
(b) 160000 sheets i.e. 320000 Admission cards in Blue Colour
- 2. Attendance sheets (without water mark) single part on 60 GSM paper of size 15x12X1**
To be printed on single side in English & Hindi i.e. bilingual. Each sheet of 15x12 to have one vertical perforation. Each sheet of 15x12 to have two attendance sheets i.e. each attendance sheets will be in the size 7.5x12 with auto machine numbering.

QUANTITY

a. 40,000 sheets i.e. 80000 Attendance sheets in Red colour.
b. 160000 sheets i.e. 320000 Attendance sheets in Blue Colour
- 3. Admission Cards (without water mark) single part both side printing on 60 GSM Papers of A-4 Size in loose sheets in A-4 Size with Auto Machine Numbering.**

QUANTITY

(a) 10,000 sheets i.e. 10,000 Admission cards in Red colour.
(b) 30,000 sheets i.e. 30,000 Admission cards in Blue colour.
- 4. Attendance sheets (without water mark) single part on 100 GSM papers of A-4 size in loose sheets.**
To be printed on single side in English & Hindi i.e. bilingual in single colour. Each sheet of A-4 Size to have one attendance sheet. Each attendance sheet will be in loose sheet of A-4 Size with auto machine numbering.

QUANTITY

(a) 10,000 sheets i.e. 10000 Attendance sheets in Red colour.
(b) 30,000 sheets i.e 30000 Attendance sheets in Blue colour
- 5. Blank EZR (Without watermark) on 60 GSM paper with CBSE logo and Auto machine Numbering**

(i) 10x12x1	:	60000 sheets
(ii) 10x12x2	:	--
(iii) 15x12x1	:	740000 sheets
(iv) 15x12x2	:	485000 sheets 10000 sheets (without logo)
(v) 15x12x3	:	250000 sheets 10000 sheets (without logo)
- 6. Letterhead (without watermark)**
Single part on 60 GSM paper of size 10x12 in single colour.

QUANTITY
2,00,000 Sheets
- 7. Migration Certificates (without watermark) (A-4 Size)**
Single part on 120 GSM parchment paper in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.

QUANTITY

(a) 8x10x1 (A-4 Size) : 91000 sheets

8. Migration Certificates (without watermark) Single part on 120GSM Parchment paper of size 15x12.

In two colour. Ground printed with security block of CBSE. Each sheet of 15x12 to have one horizontal and one vertical perforation. Each sheet of 15x12 to have four Migration Certificates will be of size 7.5x6 with auto machine numbering.

QUANTITY

(a) 291000 Sheets i.e 1164000 Certificates.

9. Provisional certificate (without watermark) (A-4 Size)

Single part on 120 GSM parchment paper on size 8x10 in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.

QUANTITY

(a) 29400 Sheets of A-4 Size

10. JNV Attendance Sheets (without watermark)

Single part on 60 GSM Papers of Size 15x12 in single colour on single side.

QUANTITY

(a) 90000 Sheets

11. Theory Award List (without watermark) three part on 60 GSM papers of 15x12x3 Single colour on single side.

QUANTITY

(a) 60,000 Sheets in Red colour.

(b) 50,000 sheets in Blue colour.

12. Award List Practical (two parts) (without watermark) on 60 GSM papers of 15x12x2 Single colour on single side

(a) NIL in Red colour.

(b) 32000 sheets in Blue colour.

13. Tabulation Register (without watermark) single part on 120 GSM parchment paper of size 15x12X1

On parchment paper of 120 GSM. Single colour printing on both sides.

QUANTITY

(a) Secondary Exams 250000 Sheets (Red Colour) Class-X

(b) Sr. Sec. Exam.90000 Sheets (Blue Colour) Class-XII

14. Merit certificate (single part) in two ups (15x16x1)

On parchment paper of 120 GSM

QUANTITY

Class X- 20000 Sheets

Class XII- 5000 Sheets

15. LOC (15X12X1) (without watermark) single part on 106 GSM parchment paper of size 15x12X1

QUANTITY

110000 in Red colour

90000 in Blue colour

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE: DELHI

(Agreement to be executed on a Non-judicial stamp paper of Rs. 50/-)

Terms & Conditions

1. The terms and condition 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. 50,000/- in 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 3.00 P.M. on the same date in the presence of the tenderers, 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. However, if the tenderer fails to accept the work order, EMD will be forfeited.
5. 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.
6. Rates should be quoted F.O.R. at DELHI/NCR including all taxes. Delivery will be taken in corrugated boxes inside the godowns of this office at Patparganj Delhi/Preet Vihar Delhi/Ncr. Cartage/Coolidge shall have to be borne by the supplier up to the god owns of the Board.
7. The paper to be used by the firm for the printing of material should be of the following mills:

1 Ballarpur	5 Andhra
2 West Coast	6 Orient
3 JK (straw product)	7 HPCL
4 Century	8. Any other 'A' Class Mill

The printer 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 An agreement will have to be entered between CBSE and successful tenderer on a Non-Judicial stamp paper of Rs. 50/-.

9 **ELIGIBILITY**

The Tender must

- B. Have turnover of approximately 50 lakh each in last three financial year and
- C. 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 in Technical bids).

10 **Schedule of Delivery**

The first proof have to be supplied within five days from the date of placement of order and the second proof, if necessary, shall have to be furnished within two days from the date of issue of the letter for the second proof and printed copies within thirty 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 @ the rate of 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.

11 The total quantities to be made under the contract cannot be guaranteed and quantities as mentioned in the tender is approximate and may increase/ decrease.

12 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 stationary. All transit risk will be to supplier's account.

13 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 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.

14 The tenderers should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.

15 The Board shall have the right to inspect and verify the stock of stationary manufactured or under process by its officer's at any time without notice.

16 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.

17 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.

18 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.

19 The computer stationary 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.

20 During the pendency of the contract, no revision in rates will allowed, such taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.

- 21 The period of tender can be extended for a further period of two years with the consent of both the parties.
- 22 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.
- 23 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 on total value as per actual grammages arrived at from the RTC/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.
- 24 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.
- 25 No advance payment will be made 80% payment will be made only 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.
- 26 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.
- 27 Regional Officer, Delhi reserves the right to appoint an arbitrator, if needed so.

REGIONAL OFFICER (DELHI)

Acceptance of the Tenderers

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

**Signature of the Tenderer
Seal with Complete Address**

Telephone No.: _____

Dated: _____

केन्द्रीय माध्यमिक शिक्षा बोर्ड,
क्षेत्रीय कार्यालय, दिल्ली
पी.एस. १-२ इन्स्टीट्यूशनल एरिया, पटपड़गंज,
दिल्ली-११००६२

निविदा सूचना

क्षेत्रीय अधिकारी, केन्द्रीय माध्यमिक शिक्षा बोर्ड की ओर से बोर्ड परीक्षा २०१२ के लिए प्री-प्रिंटिड सतत कम्प्यूटर स्टेशनरी की आपूर्ति के लिए जैसे प्रवेश-पत्र, उपस्थिति-शीट्स, पत्र-शीर्ष, और रिक्त ई जैड आर आदि की आपूर्ति हेतु उन मुद्रकों से मुहरबंद निविदाएं आमंत्रित हैं और जिनकी वार्षिक बिक्री पिछले तीन वर्षों के दौरान कम से कम ५० लाख की प्रत्येक वर्ष में हो । स्टेशनरी के नमूने प्रशासन अनुभाग (क्षेत्रीय कार्यालय, दिल्ली), सीबीएसई, सी विंग, द्वितीय तल, पी. एस. १-२ इन्स्टीट्यूशनल एरिया, पटपड़गंज, दिल्ली-६२ में देख सकते हैं ।

निविदा दो बोली प्रणाली में दो अलग-अलग लिफाफों में प्रस्तुत की जानी हैं । पहले लिफाफे में तकनीकी बोली होनी चाहिए और दूसरे लिफाफे में वित्तीय बोली भेजी जानी चाहिए । दोनों लिफाफे एक अन्य बड़े लिफाफे में रखे जाएं जिस पर “प्री-प्रिंटिड सतत कम्प्यूटर स्टेशनरी की आपूर्ति के लिए निविदा“ लिखा हो, जो क्षेत्रीय अधिकारी दिल्ली, सीबीएसई को सम्बोधित होनी चाहिए और जिसे डाक द्वारा भेजा जाए अथवा दिनांक १६.१०.११ को अपराह्न २:३० बजे तक भूतल पर सुरक्षा-गार्ड के पास रखी निविदा- -पेटिका डाल दी जाए ।

निविदा फार्म जिसमें संबंधित नियम व शर्तें और अन्य विवरण हैं, सिंडिकेट बैंक, केन्द्रीय माध्यमिक शिक्षा बोर्ड, पटपड़गंज दिल्ली ६२ के काउंटर से किसी भी कार्य दिवस में दिनांक १६.१०.११ तक अपराह्न १:०० बजे तक लिए जा सकते हैं जिसके लिए ५००/-रु. नकद (अप्रतिदेय) प्रति निविदा-प्रपत्र का भुगतान किया जाना है । निविदा-प्रपत्र सीबीएसई की वेबसाइट www.cbse.nic.in पर भी डाउनलोड किए जा सकते हैं और निविदा प्रपत्र की लागत अर्थात् ५००/-रु. प्रति निविदा के साथ भेजे जाएं । निविदा के साथ ५०,०००/-रु. की बयाना राशि किसी निर्धारित बैंक के बैंक ड्राफ्ट के रूप में जो सचिव, सीबीएसई, दिल्ली के पक्ष में देय हो, संलग्न की जाए ।

केवल तकनीकी बोली दिनांक १६.१०.११ को अपराह्न ३:०० बजे उपस्थित इच्छुक निविदाकारों की उपस्थिति में खोली जाएंगी । वित्तीय बोली बाद में खोली जाएंगी । क्षेत्रीय अधिकारी, सीबीएसई, दिल्ली के पास यह अधिकार सुरक्षित है कि वे किसी भी निविदा को पूर्ण रूप से स्वीकृत करें अथवा बिना कोई कारण बताए पूरी तरह से रद्द कर सकते हैं ।

क्षेत्रीय अधिकारी, (दिल्ली)