

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE
PREET VIHAR, DELHI – 110092

NOTICE

FOR PRODUCTION OF AUDIO CD'S FOR CLASS IX AND X FOR ENGLISH COMMUNICATIVE COURSE

Sealed quotations are invited in two bids Technical and Financial – on behalf of Secretary, CBSE from firms for executing jobs mentioned below:-

Production of Master Audio CD's and 30,000 copies of each of the CD's based on the Tape Script supplied by the Board for its Class IX and Class X-English Communicative course.

Job Details

- CBSE offers a course in English (Communicative) for Class IX & X. The course materials for both the classes have been revised. Hence the Board proposes to bring out Audio CD's for the listening tasks included in the course.
- The tape script has been prepared by the Board and can be seen in the office of the Deputy Secretary (Admn.III) to enable your firm to prepare the quotation for the job.
- The preparation and supply of the master audio CD's and 30,000 copies of each of the CD's along with suitably designed and printed cover will be allotted as a package deal.

Specifications

- The total time of the tape script is approximately: 150 minutes for Class IX and 100 minutes for Class X.
- The firm getting the order has to take the responsibility for:-
 - hiring of a studio with the necessary equipment and technical support.
 - hiring of recording artistes and technicians.
 - recording and editing the content.
 - incorporating appropriate sound effects and music including a signature tune.
 - producing master CD's and generating 30,000 copies of each of the CD's and supplying them to the Board within the stipulated time frame.
 - designing and printing a cover for the CD's with the following details:-
 1. Logo of the Board
 2. Logo of CCE
 3. Title : Listening Tasks–English Communicative, Class IX; Class X
 4. Address of the Board
 5. Price

E.M.D.

A caution deposit of Rs. 5000/- (Rs. Five Thousand only) in the form of a crossed Bank Draft drawn in favour of The Secretary, CBSE payable at Delhi should accompany the quotation.

The bidding pre-requisite

1. The tenderer must have at least **three years** of experience in the field of preparation of Master CD and generation of copies.
2. The agency must have Minimum Average Annual Turn Over (MAAT) of Rs. **10 lakhs** or more during last three years.

The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another bigger envelop duly sealed with superscribing “**Tender for preparation of AUDIO CD’s**” and addressed to The Joint Secretary (A&L), CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi – 110092. The tender form may be downloaded from the website www.cbse.nic.in for which Rs. **500/- (Non-refundable)** in the form of Bank Draft or in cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission or a B.D. in the name of the Secretary, CBSE be attached with the Technical Bid. The bid shall not be considered without the fee of the tender form. The Terms and Conditions duly signed by the tenderers and the form complete in all respect alongwith EMD may be dropped in the tender box on the ground floor of the building **upto 2.00 PM on or before 16.08.2011.**

Tenders received after expiry of date, time and those without EMD shall be rejected. Technical bids will be opened on the same date at 3.00 PM in the presence of the tenderers, who may like to be present.

The Secretary, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason.

DEPUTY SECRETARY (ADMN.III)

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE
PREET VIHAR, DELHI – 110092

| | |
|---|----------------------------------|
| Last date for submission of Tender | : 16.08.2011 upto 2.00 pm |
| Opening of sealed Tenders | : 16.08.2011 at 3.00 pm |

Form No.

Form No.....

Price: Rs. 500/-

M/s..... are hereby authorized to submit their tender in response to the Tender Notice given by the Board in the newspapers for preparation and supply of Audio CD's.

DEPUTY SECRETARY (ADMN.III)

QUOTATION/TENDER FORM

PART- 'A' - TECHNICAL BID

Tender form for preparation of Audio CD's.

(NOTE: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form.)

1. PARTICULARS OF TENDERER:

- I) Name of the firm : _____
- II) Registration No and year
of registration : _____
- III) Office Address and Tel. No : _____

- Whether registered. Yes/No
If, yes whom _____
- IV) Name(S) of the proprietor /
partners with Mobile No. : _____
- V) Service Tax No : _____
- VI) TAN / PAN / WCT No : _____

2. PAST EXPERIENCE:

(Attach photocopy of executed work orders)

| SL NO | YEAR | NAME OF ORGANIZATION / INSTITUTION | TYPE OF WORK | VALUE OF WORK (in Rs.) |
|-------|-----------|------------------------------------|--------------|------------------------|
| 1. | 2008-2009 | | | |
| 2. | 2009-2010 | | | |
| 3. | 2010-2011 | | | |

2.2 Has the firm ever been debarred / Black listed by any organization?

If Yes the details thereof : _____

2.3 Details of Award / Certificate of Merit etc. received from any Organization (Please attach copy of certificate(s))

: _____

3. INFRASTRUCTURE DETAILS:

4. FINANCIAL DETAILS:

i). Annual Turnover during last 03 financial Year: (Please attach duly audited statements of balance sheet, Trading A/c & Profit & Loss A/c

: 2008-09 _____
2009-10 _____
2010-11 _____

ii). **DETAIL OF STAFF WITH NO.:**

i) Technical : _____
ii) Non-Technical : _____

5. PARTICULARS OF EARNEST MONEY:

i) Amount : _____
ii) B.D. No. & Date : _____
iii) Name & Branch of Bank : _____

The terms and conditions of the tender are acceptable to me / us

Signature of the Tenderer _____

With official Seal & Complete Address _____

Telephone / Mobile Number _____

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PART 'B' – FINANCIAL BID

I/We _____ hereby submit tender for the preparation & supply of Audio CD's as per terms and conditions given in the tender form at the rates given below which are inclusive of all taxes.

| SL No | Specifications | Rates (in Rs.) | |
|-------|---|----------------|-------------|
| 1. | Cost of preparation of 01 Master Audio CD for 100 Minutes for Class X | | |
| 2. | Cost of preparation of 01 Master Audio CD for 150 Minutes for Class IX | | |
| 3. | Cost of making copy of 01 CD inclusive cost of CD for 100 minutes and 150 minutes | 100 minutes | 150 minutes |
| | | | |
| 4. | Cost of 01 cover inclusive of designing & printing charges | | |

The terms and conditions for preparation & supply of CD's given alongwith the tender are acceptable to me / us.

Signature of the Tenderer _____

With official Seal & Complete Address _____

Official telephone No. _____

Mobile No. _____

Email-ID _____

TERMS AND CONDITIONS

1. The expert Committee will examine the quotations and ask the short listed firms to show specimens of work that they have already executed in the field of production of Audio CD's. Further the firm should produce evidence that they have the required infrastructure and technical expertise such as audio studio, recording artistes, technicians etc or they have the capacity to hire such facilities.
2. After satisfying itself with the capability of the firm/firms short listed, the firm quoting the lowest rate from among the short listed firms will be awarded the job.
3. After the issue of job order, the firm getting the order will liaise with the expert Committee for further inputs and guidance.
4. Within a week of the issue of order the firm will submit a specimen audio recording of two full units along with sound effects and music to the expert committee for its assessment and approval. Only after this stage will the firm proceeds with the completion of the recording and production of CD.
5. Within a week, the firm will submit the specimens of CD covers to the expert Committee for its approval and selection.
6. If after examining the specimen units produced for approval, the expert Committee concludes that the quality of the production reflects lack of technical expertise and artistic finesse, the order will be cancelled without any cost. No further communication will be entertained by the Board in this regard.
7. There should not be any over writing or amendment in the rates quoted, the terms and conditions of the contract and annexure of the Partner/ Managing Director. All the forms should be duly signed with seal of the firm.
8. In the event of failure of the supply by the tenderer as per terms and conditions, the Board reserves the right to procure supply from any other source at the tenderer's risk and expenses. In case of any dispute regarding imposition of penalty, forfeiture of performance security on account of violation of terms & condition, the decision of the Chairman of the Board shall be final and binding upon the tenderer.
9. The successful tenderer will have to complete the whole supply within 40 days from the date of issue of work order. A penalty @ 4% per week on the proportionate amount shall be levied in case the supply are not completed in accordance with the given delivery time schedule.

10. No advance payment shall be made.
11. In case of default on any terms specified and / or in the event of non-fulfillment of the contract or otherwise, the performance security shall be forfeited.
12. Canvassing in any form shall be a disqualification and the Board reserves the right to reject the tender of such party / parties straight away without assigning any reasons.
13. The quantity of CD's may increase or decrease. Exact quantity shall be intimated at the time of placing order to the firm.
14. The Board may depute its official for inspection of the firm with or without notice.
15. The Chairman of the Board shall have the right to accept a tender in whole or part or reject it entirely without assigning any reason.
16. No changes of rates are permitted during the contract period except for taxes levied by Govt.
17. Taxes as applicable shall be deducted on all the bills.
18. Public Sector Enterprises are exempted from depositing security money.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 18 have been read by me / us and are acceptable to me / us.

Signature of the Tenderer_____

With official Seal & Complete Address_____

Official telephone No._____

Mobile No._____

Email-ID_____