

CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE,

SECTOR-5, PANCHKULA-134152

SHORT TERM TENDER NOTICE

Sealed tenders are invited for supply of Pre-printed computer stationery such as Admission Cards, Attendance Sheet, Blank EZRs, Letter Pads etc. [on maplitho paper without any water mark] in various sizes for the Board's Examination 2013. The Tender Form can be obtained at the Board Regional Office or can be downloaded from our website on any working day between 10 A.M to 1 P.M at a non-refundable payment of Rs. 200/- till 19.10.2012. The envelope super scribing "**TENDER FOR THE SUPPLY OF PRE-PRINTED COMPUTER STATIONERY**" addressed to **Regional Officer, Central Board of Secondary Education, Sector-5, Panchkula-134152, Haryana** can be sent by post or by hand in the Tender Box in the office of CBSE upto 1:00 PM on **19.10..2012**. For further details contact our website www.cbse.nic.in

REGIONAL OFFICER

REGIONAL OFFICE, CBSE, PKL

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
SECTOR-5
PANCHKULA-134152**

**Tender form for printing and supply of pre-printed computer stationery for the
Examination-2013**

Price Rs.200/- Tender Form No.PTG/2012

Sl.No. _____

M/s _____ are hereby authorized to submit their tender in response to the Tender Notice appeared in the newspaper on _____ for printing and supply of Pre-printed Computer Stationery for the Examination-2013.

REGIONAL OFFICER

TENDER FORM

PART 'A' - TECHNICAL BID

Tender Form for printing and supply of Pre-Printed Continuous Computer Stationery
for 2013 Examinations.

[Note: Tenderer must read the enclosed Terms & Conditions before filling up the particulars in this form].

1. Particulars of the Tendere :

[a] Name of the Press : _____

[b] Any other Organization : _____
with whom the Agency is _____
is registered _____

[c] Office address with Tel No. _____

[d] Name[s] of the Proprietor/
Partner[s] _____

2.

Past Experience [for last three years] :

:

| Sl.No. | Year | Name of the Organ/Client | Place of Printing & Supply | | Details of work executed |
|--------|---------|--------------------------|----------------------------|----|--------------------------|
| | | | FROM | TO | |
| A | 2009-10 | | | | |
| B | 2010-11 | | | | |
| C | 2011-12 | | | | |

2.2 Whether the firm has ever been debarred/black listed by any organization? If Yes the details & reasons thereof _____

2.3 Detail[s] of Award/Certificate of Merit etc [if any] received from any organization [please attach copy of certificate[s]]. _____

3 Infrastructural Details :

[a] Physical/Capital

- i] Type & total no. of machines available for such work _____
- ii] Capacity of the machines to print and deliver all the allotted work within 25-30 days [YES/NO]

[b] Financial :

- i] Annual turn over [during last three financial year [attach copy of balance sheet] Year-2009-10: _____
Year-2010-11 : _____
Year-2011-12: _____

- ii] Availability of Finance/Bank Guarantee [attach financial solvency Certificate issued by Bank].

- [c] **Personal :**
 No. of employees – Technical and Non-Technical : _____
- 4 Particulars of Demand Draft as Earnest Money :
- i] Amount : Rs.20,000/-
- ii] Demand Draft No. : _____
- iii] Issuing Bank with
 date of issue : _____

5. Samples with Specifications:

| | Specifications | Name of Paper Mill | No. of Samples attached |
|---|--|--------------------|-------------------------|
| a] Samples of paper attached duly signed & stamped alongwith the name of the paper mill | 100 GSM paper for the items mentioned in the tender form | | |
| | 120 GSM paper for the items mentioned in the tender form | | |
| | 60 GSM paper for the items mentioned in the tender form | | |

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

SIGNATURE OF THE TENDERER _____
 WITH OFFICIAL SEAL AND _____
 COMPLETE ADDRESS _____

TELEPHONE NO. _____

Date : _____

Note : 01] The tender for Technical Bid should contain sample paper of reputed Paper Mill to be used duly signed and stamped and earnest money of Rs.20,000/- in the shape of Bank Draft in favour of Secretary, CBSE, payable at Panchkula.

02] Please see enclosed for financial bid and terms & conditions.

TENDER FORM

PART 'B' – FINANCIAL BID

Tender File No. Printing/2012

M/s _____ is hereby authorized to submit their tender in response to the Tender Notice appeared in the newspaper on _____ for printing and supply of Pre-printed Computer Stationery for the Examination-2013.

REGIONAL OFFICER

Last date for submission of tender : _____ upto 2:00 PM

Opening of tender : _____ at 3:00 PM

RATES FOR SUPPLY OF PRE-PRINTED COMPUTER STATIONERY

| Sl.No. | Name of the Item [as per specification of the material given in tender form] | GSM | Required quantity in sheets/col. [red for Class X and Blue for Class XII] | Rate per 1000 sheets |
|--------|---|-----|--|--|
| 1 | Admission Cards having 02 Admit Cards in each sheet | 60 | Red-70000 sheets Blue-85000sheets | Red-Rs. _____ Blue-Rs. _____ |
| 2 | Attendance Sheets having 02 Attendance Sheets in each sheet | 60 | Red-70000 sheets Blue-85000sheets | Red-Rs. _____ Blue-Rs. _____ |
| 3 | Blank EZR 10"12"x1 10"12"x2 [with carbon] 10"12"x3 [with carbon] 15"12"x1 15"12"x2 [with carbon] 15"12"x3 [with carbon] | 60 | 70000 sheets 25000 sheets 25000 sheets 25000 sheets 75000 sheets 35000 sheets | Rs. _____ Rs. _____ Rs. _____ Rs. _____ Rs. _____ Rs. _____ |
| 4 | LETTER PAD ON CONTINUOUS STATIONERY 10"12"x1 10"12"x2 [with carbon] 10"12"x3 [with carbon] | 60 | 35000 sheets 35000 sheets 25000 sheets | Rs. _____ Rs. _____ Rs. _____ |

| | | | | |
|---|-----------------------------|-----|--------------------------------------|-------------------------------|
| 5 | Admission Card [A-4 Size] | 100 | Red-8000 sheets Blue-16000 sheets | Red-Rs._____ Blue-Rs._____ |
| 6 | Attendance Sheet [A-4 Size] | 100 | Red-8000 sheets Blue-16000 sheets | Red-Rs._____ Blue-Rs._____ |

I/we hereby declared that all the terms and conditions and specifications of the tender have been ready by me/us carefully and are acceptable to me/us.

SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL AND
COMPLETE ADDRESS

TELEPHONE NO.
MOBILE NO.

Date : _____

Place : _____

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
SECTOR-5
PANCHKULA-134152**

[AGREEMENT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF RS.50/- AT THE TIME OF AWARDING THE ASSIGNMENT]

TERMS & CONDITIONS

- 1] The terms and conditions of the tender shall be read in conjunction with the General Conditions of contract, bill of quantities & other documents being part of this contract.
- 2] Tender must be accompanied with EMD of Rs.20,000/- in form of Bank Draft. EMD in any other form will not be accepted and such tender will be rejected. Tenders without earnest money will not be accepted. Tender will be opened at 3:00 PM on the same day in the presence of tenderers, who may like to be present at the time of opening. No separate communication will be sent in this regard.
- 3] The earnest money of the unsuccessful bidder will be refunded without any interest.
- 4] The earnest money of 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 submitted the tender without sufficient reasons acceptable to the competent authority, the Earnest money/security deposit will be forfeited.
- 6] Rates should be quoted FOR at Panchkula including all taxes. Delivery will be taken in corrugated boxes inside the godowns of this office at Panchkula. Cartage/cooliage shall have to be borne by the supplier upto the godowns of the Board.
- 7] The paper to be used by the firm for the printing of material should be of the following mills:
 - a] Ballarpur b] West Coast c] JK [Straw Product] d] Century
 - e] Andhra f] Orient g] HPCL h] Any other A class Mill

8] ELIGIBILITY

The tenderer must

- A] Have turnover of aprox. 1 crores each in last 3 financial years and
- B] 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].

9) **SCHEDULE OF DELIVERY**

The proof shall be supplied within 7 days from the date of placement of order and printed copies within 10 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 at the rate of 4% per week on the proportionate amount of the bill of the delayed supply will be imposed subject to maximum penalty of 10% of the amount of the bill.

- 10) The total quantities to be made under the contract cannot be guaranteed & quantities as mentioned in the tender are approximate.
- 11) The supplier shall 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 stationery. All transit risks will be to supplier's account.
- 12) Upon completion of work, the supplier shall furnish an undertaking that any shortage of deficit found by the Board shall be made good by the firm, the plates used for printing have been destroyed and no stationery shall be printed more than the specified quantity/number. 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.
- 13) The tenderers should offer all facilities for inspection of the Board by the officers, at their own cost and arrangements, if required.
- 14) The Board shall have the right to inspect and verify the stock of stationery manufactures of under process by its officer(s) at any time without notice.
- 15) Any document/work found at the time of delivery to be defective & not conforming to the relevant specifications, is liable to be rejected and shall be replaced by the supplier at his cost and arrangement at the earliest.
- 16) Rejected material shall be at the supplier's risk and they must be collected from the godowns of the office within a week from the 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.
- 17) 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 specifications and sample or there is any breach of terms of the contract on the part of the supplier.
- 18) The computer stationery is to be **machine (auto) numbered carefully**. Manual machine numbering or any numbering will not be accepted & supplier will replace at his cost.

- 19) During the pendency of the contract, no revision in rates will be allowed, except of course, such taxes as may be levied by the Central/State Govt. duly notified by a Govt. Order.
- 20) The period of tender can be extended for a further period of one year with the consent of both the parties.
- 21) The Board reserves 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.
- 22) In the even of specification/grammage not found in consonance with the specification/grammage prescribed by the BIS/Board against the items, necessary proportionate deduction of cost 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.
- 23) TDS (Tax Deduction at Source) at the rate applicable from time to time as per the provisions of the Income Tax Act shall be made from the bill. Copy of PAN is to be attached with the Tender.
- 24) No advance payment will be made. 80% payment will be made only after completion of the whole work order. The balance 20% payment will be made after completion of other formalities like testing of paper/inspection of the material etc.
- 25) 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 tendered who fails to execute the work order in addition to forfeiture of EMR/SD.
- 26) The tender is to be submitted in two-bid system in two separate sealed envelopes, the first envelope should contain “**TECHNICAL BID**” [i.e. Technical Specifications, Terms & Conditions, details of EMD, List of Clients, Registration Certificate, Balance Sheet etc but no Price] and the other envelope should contain “**FINANCIAL BID**”. Both the envelopes should be kept in another bigger envelope super scribing “**Tender for the supply of Pre-printed Computer Stationery**” addressed to **Joint Secretary, Central Board of Secondary Education, Sector-5, Panchkula-134152, Haryana** and can be sent by post or by hand in the Tender Box in the office of CBSE upto 1:00 PM on **19.10..2012**.
- 27) Regional Officer, Panchkula reserves the right to appoint an Arbitrator, if needed so.

REGIONAL OFFICER

ACCEPTANCE OF THE TENDERERS

The terms & conditions enumerated in this form from Clause No. 01 to 26 have been read by me/us and are acceptable to me/us.

Signatures of the Tenderer _____

With official seal and Complete address _____

Telephone No. _____

Mobile No. _____

**SPECIFICATIONS OF THE MATERIAL TO BE SUPPLIED [COMPUTER STATIONERY ITEMS] AND
TERMS & CONDITIONS**

- 1] Admission Cards [without water mark] single part on 60 GSM paper of size 15"x12" to be printed on both sides in English & Hindi, i.e. bilingual . Each sheet of 15"x12" to have one vertical perforation. Each sheet of 15"x12" with auto machine cards, i.e. each admission card will be in the size 7.5"x12" with auto machine numbering.

QUANTITY

- A] 80000 sheets i.e. 160000 admission cards in Red colour.
B] 95000 sheets i.e. 190000 admission cards in Blue colour.

- 2] Attendance Sheets [without water mark] single part on 60 GSM paper of size 15"x12". To be printed on single sides in English & Hindi, i.e. bilingual. Each sheet of 15"x12" to have vertical perforation. Each sheet of 15"x12" to have two attendance sheet, i.e. each attendance sheet will be in the size 7.5"x12" with auto machine numbering.

QUANTITY

- A] 80000 sheets i.e. 160000 attendance sheets in Red colour.
B] 95000 sheets i.e. 190000 attendance sheets in Blue colour.

- 3] Blank EZR [without water mark] on 60 GSM paper with CBSE logo and auto machine numbering.

QUANTITY

- | | | |
|----------|---|---|
| 10"12"x1 | : | 70000 sheets |
| 10"12"x2 | : | 25000 sheets [with good quality carbon] |
| 10"12"x3 | : | 25000 sheets [with good quality carbon] |
| 15"12"x1 | : | 25000 sheets |
| 15"12"x2 | : | 75000 sheets [with good quality carbon] |
| 15"12"x3 | : | 35000 sheets [with good quality carbon] |

- 4] **Letter Pad** on 60 GSM paper with CBSE Logo & Full Address in continuous Pre-printed computer Stationery.

QUANTITY

- | | | |
|----------|---|---|
| 10"12"x1 | : | 35000 sheets |
| 10"12"x2 | : | 35000 sheets [with good quality carbon] |
| 10"12"x3 | : | 50000 sheets [with good quality carbon] |

5] **Admission Cards** [without water mark] single part on 100 GSM papers of A-4 size in loose sheets.

To be printed on both sides in English and Hindi, i.e. bilingual in single colour. Each sheet of A-4 size to have one admission card. Each admission card will be in loose sheet in the A-4 size with auto machine numbering.

QUANTITY [in loose sheets]

- A] 8000 sheets i.e. 12000 admission cards in Red colour
- B] 25000 sheets i.e. 20000 admission cards in Blue colour

6] **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 and 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 in the A-4 size with auto machine numbering.

QUANTITY [in loose sheets]

- A] 8000 sheets i.e. 12000 attendance sheets in Red colour
- B] 25000 sheets i.e. 20000 attendance sheets cards in Blue colour