



Central Board of Secondary Education
(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi-110092.

SPEED POST

CBSE/ADMN.III/PTNG/2014/

Dated: 03.04.2014

M/s
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Sub: Limited Quotation for Composing/Printing & Supply of 1000 copies of Quarterly Bulletin "CENBOSEC" 2014 with paper and 11000 copies of its CDs on pdf format.

Sir,

The Board intends to get print the Quarterly Bulletin "CENBOSEC" and its CDs in Adobe Reader software so that the same can be downloaded by opening Adobe Folder/Reader as per specifications and quantity mentioned below:

S.N.	Items	Quantity to be printed	Size	Specifications
1.	Quarterly Bulletin "CENBOSEC" 2014 with paper	1000 copies	23"x36"/8	<ul style="list-style-type: none">➤ Inside pages on White Art Paper of 130 GSM of 'A' grade Mill in the size of 23"x36"/8 with 80% brightness.➤ Cover page on Art Card of 230 GSM of 'A' grade Mill with 80% Brightness.➤ Processing in 4 colours.➤ Complementary slip (multi colour) should be pasted on the page below the cover page.
2.	CDs of the above bulletin in pdf format.	11,000 copies		<ul style="list-style-type: none">➤ CDs should be in Adobe Reader software so that the same can be downloaded by opening Adobe folder/Reader.➤ CDs should be provided in a three folds cover and sticker label on CD with the design as per the cover page of the respective issue of the bulletin.

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 enclosed prescribed Limited Tender Form **by 23.04.2014 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.

All the instructions in the Tender Form must be complied with. The Tender on prescribed form duly sealed with sealing wax superscribing "**Limited Tender Forms for Printing of CENBOSEC 2014**", addressed to the Joint Secretary (A&L), CBSE, Preet Vihar, Delhi-110092 along with cost of Tender form of ` 500/- (non-refundable) in the shape of Bank Draft in favour of Secretary, CBSE payable at Delhi -92 and Earnest Money of ` 50,000/- in the shape of Bank Draft in favour of Secretary, CBSE payable at Delhi -92 duly sealed should be dropped in the Tender Box kept on the Ground Floor at Reception Hall, Preet Vihar, Delhi with the Security Guard Counter **upto 2.30 pm on or before 23.04.2014**. 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.

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

ASSISTANT SECRETARY (ADMN.III)

Encl: As above

Central Board of Secondary Education

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

Tender Form No. _____

Price : Rs.500/-

Last date for submission of Tender Form	: 23.04.2014 upto 2.30 PM
Date of Opening of Tender Form	: 23.04.2014 at 3.00 PM

LIMITED TENDER FORM

FOR COMPOSING/PRINTING 1000 COPIES OF QUARTERLY BULLETIN "CENBOSEC"
AND 11000 ITS CDs IN PDF FORMAT

M/s. _____ are hereby authorized to submit the Tender for printing of 1000 copies of Quarterly Bulletin – CENBOSEC 2014 and 11000 its CDs in pdf format of the Central Board of Secondary Education **to be printed quarterly** containing 200 pages approx.

ASSISTANT SECRETARY (ADMN. III)

I/We _____ hereby submit Tender for the printing of bulletin 'CENBOSEC' of the Central Board of Secondary Education (Quarterly Publication) with complementary slip pasted on the page below the Cover page at the rates given below which is inclusive of the cost of White Art Paper of 130 GSM and Art Card of 230 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 11000 CDs are to be prepared in Adobe Reader software so that the same can be downloaded by opening Adobe Folder/Reader. CDs will be provided in a three folds cover and sticker label on CD with the design as per the cover page of the respective issue of the bulletin.

1. Rate (including cost of paper, designing, visualization, composing, paper setting, digital scanning, image setting, film out putting, lamination, binding, delivery charges and all taxes etc.) per 1000 (thousand) copies of '**CENBOSEC**' Textual matter on 130 GSM Art Paper and Cover on 230 GSM Art Card 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. _____)
- y. Containing 305-312 pages : Rs._____ (Rs. _____)
- z. Containing 313-320 pages : Rs._____ (Rs. _____)

2. Rates for preparation of CD in Adobe Reader Software (in PDF Rs._____ (Rs. _____) format) per 1000 CDs alongwith Cover and label.

3. Minimum time required for supply after receiving final proof: ____ days for CENBOSEC 2014.

4. 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	2010-2011				
2	2011-2012				
3	2012-2013				

(Attach extra sheets, if required)

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)) : _____

iv. Quality certificate if any (Attach Copy) : _____

5. WCT/PAN is : _____

6. Tender must be accompanied with work order(s) executed by the firm.

The terms and conditions for composing/printing of Quarterly Bulletin CENBOSEC 2014 with paper given alongwith tender form are acceptable to me/us. A sum of ` 50,000/- 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 :

Central Board of Secondary Education

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

TERMS & CONDITIONS

1. Limited Tenders in sealed envelopes superscribed "Tender for Composing/Printing of 1000 Copies of Quarterly Bulletin "CENBOSEC and Preparation of its 11000 CDs" should reach the Joint Secretary (A&L) **upto 2.30 P.M. on or before 23.04.2014** alongwith an Earnest Money of ` 50000/- 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 1000 and its 11000 CDs in pdf format which can be increased/decreased as per requirements. The number of pages in each CENBOSEC Bulletin may vary between 113-320 pages (approximately) with textual matter on 130 GSM Art Paper and Cover on 230 GSM Art Card.
3. In case the bulletin is not printed on 130 GSM white Art Paper of 'A' Grade Mill and Cover on 230 GSM Art Card 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/art card.
4. The quality of printing of photographs must be of superior standard. In case of poor quality, a deduction upto 6% shall be imposed in the bills.
5. Good quality Art paper of 130 GSM and 230 GSM with 80% brightness shall be arranged by the Printer for printing the 'CENBOSEC'. Sample of art paper mentioning on it name of the mill should also be enclosed duly stamped and signed along with Tender and the same would be used for works.
6. **Rates should be quoted including cost of paper, designing, visualization, composing, paper setting, digital scanning, image setting, film out putting, lamination, binding, 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 of 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 are not supplied within the stipulated period.
9. Tenderers are required to produce evidence of their previous experience in the line. Those who have appropriate experience and done 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.

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11. Tax deductions at source 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 Bulletins 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.
14. No advance payment will be made by the Board.
15. No revision of rate shall be entertained by the Board during pendency of the contract except taxes levied/notified by the Government.
16. The payment will be made of after successful completion of file i.e. testing of GSM of paper and brightness 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 : _____
