

CENTRAL BOARD OF SECONDARY EDUCATION

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

Short Term Tender Notice

Sealed Tenders are invited on behalf of Secretary, CBSE from 'A' Class Printers empanelled with Govt. of India/NCERT for Composing, Designing, Printing etc. & Supply of 50,000 copies of **Agriculture based Supplementary material of Maths for Class- IX/X (Bilingual) With Paper** of 'A' Grade Mill with its watermark as per specifications mentioned below-

Agriculture based Supplementary material of Maths for Class- IX/X (Bilingual) -50000 Copies

S.N.	Items	Pages	Specifications
1.	"Agriculture based Supplementary material of Mathematics for Class- IX/X (Bilingual)" With Paper in the size of Approx. 21x27 cms.	Approx. Inner Pages- 72+Cover page	<ul style="list-style-type: none">• Cover Pages on 300 GSM Art Card, Main outer cover in multi colour and mat lamination on both sides of the cover.• Inside pages on 130 GSM Art Paper, printing in multi colour.• Wiro binding with transparent separate PVC plastic sheets (80 micron) on cover of both sides of the book. Or <ul style="list-style-type: none">• With Perfect Binding with laminated cover

The Terms and Conditions duly signed by the Tenderers and the Form complete in all respects along with EMD of Rs.50,000/- in favour of Secretary CBSE in the form of D.D. may be dropped in the Tender Box on the ground floor of the building **upto 2.00 pm on or before 20-12-2013**.

Interested agencies may download the Tender Documents from www.cbse.nic.in and can submit the same to the Secretary, CBSE, Delhi.

Complete Tender documents can be dropped by 2.00 PM on 20th Dec.2013 in the Tender Box kept at the Reception in CBSE Building at Preet Vihar, Delhi.

The Tenders received after the specified closing date and time shall be rejected. The Tenders will be opened on the same date at 3.00 pm in the presence of the Tenderers, who may like to be present.

The Chairman, CBSE, Delhi reserves the right to accept or reject any or all the Tender without assigning any reason thereof.

Joint Secretary (A&L)
CBSE, Delhi

CENTRAL BOARD OF SECONDARY EDUCATION
SHIKSHA KENDRA 2, COMMUNITY CENTRE
PREET VIHAR, DELHI – 110092

SHORT TERM TENDER FORM

Composing, designing, Printing etc. & Supply of 50,000 copies of Agriculture based Supplementary material of Maths for Class- IX/X (Bilingual) **With Paper of the Printer** of 'A' Grade Mill with its watermark.

INTRODUCTION

1. CBSE is one of the premier organizations of the country that fulfils National obligations by providing a uniform curriculum with a flexible scheme of studies catering the needs of students of the country and abroad also. Besides, CBSE also gets books printed in bulk quantities for the students every year. CBSE intends to invite rates from the 'A' Class Printers for printing and supply of said book with Paper.

PROPOSAL

2. Sealed tenders are invited for and on behalf of Secretary, CBSE from reputed 'A' Class Printers with proven expertise and competency in undertaking printing work.
3. Any clarification regarding terms and conditions etc. can be had from Joint Secretary (A&L) by sending an email to js.al.cbse@gmail.com or in his office.

SEALING OF ENVELOPES

4. Financial bid as per **Annexure-I** be sealed in an envelope superscribing "Financial Bid" details for inviting rates in the tender for printing etc.& supply of CBSE Book **with Paper**.

Last Date of submission of Tender	20.12.2013 upto 2.00 pm
Cost of Tender Form	Nil
Earnest money	Rs.50000/- (Refundable Security Deposit)
Opening of Financial Bids	20.12.2013 at 3.00 pm in the presence of Tenderers, who may like to be present.

5. Tender must be accompanied with EMD of Rs.50000/- 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.

6. 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.
7. 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.
8. Incomplete/Conditional tenders or received after due date/time shall be summarily rejected. The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also forfeit whole of Earnest Money, if the supplier fails to make the supply in accordance with the specifications and sample are there is any breach of terms of the contract on the part of the supplier.

SCOPE OF WORK

9. The CBSE will supply the required Manuscript/CD of Material to the printer. The Printer shall not make any change in the content issued by Board without specific instructions.
10. The printer shall stack and pack the books in water tight packaging in set of 25 books and tied with plastic strings/machine strapping to bear the weight of the bundle. Any loss, damage or shortage in transit or otherwise shall be borne by the Printer. Charges for unloading of books at Publication Store of CBSE will be borne by the Printer. Printer may also be required to deliver the books to transporters, if required, for onward despatch.
11. The total quantities to be made under the contract cannot be guaranteed and a quantity mentioned in the Tender is approx., which can be increased or decreased.

TIME FRAME

12. 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.
13. 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.
14. The work should be completed within 15 days from the issue date of work order/final proof of the book, whichever is later. Extension of time may be accorded at the sole discretion of the Board for reasons found acceptable by it. Reasons within control of the printer like electricity failure/breakdown etc. shall not be acceptable.

15. After completion of the work order the printer shall submit the bills in two copies and the final CD of the books shall be returned immediately with CBSE and receipt taken. Undertaking on the following points shall be submitted by the printer –
- a. *The plates prepared for doing this job have completely been destroyed after executions of the job.*
 - b. *Final composed CD.Negatives/positives of the book(s) has/have been returned in the office of CBSE on _____.*
 - c. *We have printed only specified books as per quantity given in the work order by the Board and no extra quantity of the book(s) has/have been printed by us in excess of work order given for this purpose.*

GENERAL INFORMATION

16. The ink to be used has to be of standard quality for sharp printing without any scum or tint on the printed pages.
17. Any misuse of the material shall be construed as a breach of trust and shall be actioned accordingly. The full liability shall lie with the printer.
18. The rates once accepted by the CBSE will hold good till the completion of the agreement. No increase or decrease will be considered on the any account at any time.
19. Tax deductions at source and VAT as applicable shall be deducted on the bills. In lieu, a certificate will be issued to the party by the Board.
20. No advance payment will be made by the Board. 90% payment will be made only on completion of the whole work order. The balance 10% payment will be made after completion of the other formalities like testing of paper specification & GSM & Brightness etc.
21. Any person authorised by CBSE shall be permitted to enter the premises of the Printer where the printing/binding work is being carried out to inspect the work and monitor its progress during the work schedule of the press. CBSE shall also have right to verify the capacity of the printing press possessed by the Printer.

PENALTY

22. In case of delay of supply, penalty @ 3% per week on the proportionate amount of the bill of delayed supply will be imposed subject to maximum penalty of 15% of the amount of the bill and 6% penalty will be imposed in case printing work is not found satisfactory.
23. However, CBSE has right to wave off the penalty if the delay is caused due to circumstances beyond control of Printer or other reasons as accepted by the Board. The decision of the Board shall be final in this regard.

QUALIFICATION CRITERIA:

The printers must:-

1. have minimum turnover/printing work must not be less than Rs.50 Lakhs in a year.
2. minimum two years past experience in the printing work and supplying of such books to Educational Institutions.
3. Duly attested copy of Income Tax Returns and audited balance sheet of the last two years.
4. Tenderer should submit self attested copy of valid Sales Tax and Central Sales Tax/VAT registration.
5. Self attested copy of Valid Registration Certificate of the Printing Unit issued by Competent Authority.
6. Self attested copy of PAN Card of proprietor/all the partners/company.
7. The firm should not be debarred/ Black listed by any Organisation.

Certificate to be recorded & enclosed by the Tenderer while submitting offer:

I/We have carefully read and understood the above Important Instructions, Terms and Conditions and I/We hereby agree to abide them without any prejudice and reservation. A sum of Rs..... has been deposited in Cash in Board's office vide receipt no.dated..... (Receipt enclosed) or enclosed a DD No.....dated..... for Rs.payable at in favour of Secretary, CBSE Delhi as Earnest Money.

Date :-

Tenderer's Official Signatory

Place :-

Name and Designation

with Rubber Stamp of Official Seal of the Firm

Mobile No.-----

E-mail ID: -----

Annexure-I

CENTRAL BOARD OF SECONDARY EDUCATION: DELHI

FINANCIAL BID

Composing, designing, Printing etc. & Supply of 50,000 copies of Agriculture based Supplementary material of Maths for Class- IX/X (Bilingual) **With Paper of the Printer** of 'A' Grade Mill with its watermark.

S. N.	Specifications of the Books	RATE FOR COMPOSING, DESIGNING, PRINTING & SUPPLY
		Rate for 50000 copies (Quantity may increase/decrease 10% - +)
I.	50000 Copies of "Agriculture based Supplementary material of Mathematics for Class- IX/X (Bilingual)" With Paper of 'A' Grade Mill with its watermark in the size of Approx. 21x27cms. of approx. 72 pages +Cover page <u>Specifications-</u> <ul style="list-style-type: none"> Cover Pages on 300 GSM Art Card, Main outer cover in multi colour and mat lamination on both sides of the cover. Inside pages on 130 GSM Art Paper, printing in multi colour. Rate Wiro binding with transparent separate PVC plastic sheets (80 micron) on cover of both sides of the book. <ul style="list-style-type: none"> Rate with Perfect Binding with laminated cover 	Rs..... Rs.only) Rs..... Rs.only)
II.	Rate for increase/decrease of 01 page [i.e. 02 leaves]	Rs..... per page. Rs.only)

Date :-

Tenderer's Official Signatory

Place :-

Name and Designation
 with Rubber Stamp of Official Seal of the Firm
 Mobile No.-----
 E-mail ID: -----