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**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE, DELHI**

An Autonomous Organisation Under the Union Ministry of Human Resource Development (Govt. of India)  
PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

CBSE/ROD/ADMN/Printing/2012

**Speed Post**

Dated: 18/10/2012

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Perforation in Old Answer Books “2013”**

Sir,

This office has approx. 402648 Answer Books/ Drawing Sheet of different specification as per details given below. It is required to get “2013” Perforated on these Answer Books. You are, therefore, requested to quote your lowest rates for perforating “2013” on these answer books including all taxes and delivery F.O.R. The entire work is required to be completed within thirty days. The firms who are able to complete the work within specified time may send their tender/quotations:

S.No	Name of the Answer Books	No. of pages	Quantity
1.	Main Answer Book- Class XII	32	98300
2.	Graph Answer Book- Class X	48	4250
3.	Graph Answer Book- Class XII	48	25250
4.	Supplementary Answer Book- Class X	08	237448
5.	Supplementary Answer Book- Class XII	08	14400
6.	Practical Answer Book	08	16600
7.	Drawing Sheet	01	6400
8.		Total	402648

**Tender document can be downloaded from our website [www.cbse.nic.in](http://www.cbse.nic.in)**

The quotation must be sent under Sealed cover with sealing wax superscribing “Quotation for perforation in Old Answer books 2013 addressed to the Regional Officer, Regional Office (DELHI) at the above mentioned office address or put in the Tender Box kept on ground floor with the Security Guards upto 2:30 P.M by 12/11/12 alongwith Tender fee of Rs.200/- and earnest money of Rs.5000/- (Rupees Five Thousand Only) in the shape of Bank Draft drawn in favour of the Secretary, CBSE Delhi.

The tender/quotations will be opened on the same day i.e.12/11/2012 at 3:00 p.m. by the committee in the presence of the tenderer, who wish to be present.

A copy of terms and conditions is enclosed herewith.

**ASSTT. SECY. (ADMN-ROD)**

Encl: As above

**The Regional Officer  
CBSE,  
PS-1-2, Institutional Area,  
I.P. Extension, Patparganj,  
Delhi- 110092**

Sir,

I/We/M/s \_\_\_\_\_ hereby submit tender for the Perforation in Old Answer Books “2013” and quote the lowest rates including perforation and all kinds of taxes, cartages, etc.

S.No	Name of the Answer Books	No. of pages	Quantity	Rates per 1000 copies including all kind of taxes, Cartage & delivery F.O.R. etc.
1.	Main Answer Book- Class XII	32	98300	
2.	Graph Answer Book- Class X	48	4250	
3.	Graph Answer Book- Class XII	48	25250	
4.	Supplementary Answer Book- Class X	08	237448	
5.	Supplementary Answer Book- Class XII	08	14400	
6.	Practical Answer Book	08	16600	
7.	Drawing Sheet	01	6400	
	Total		402648	

Bank Draft No. \_\_\_\_\_ dt. \_\_\_\_\_ drawn on \_\_\_\_\_ for Rs.200/- as Tender Fee and Bank Draft No \_\_\_\_\_ dated \_\_\_\_\_ for Rs. 5000/- as Earnest Money in favour of the Secretary, CBSE, DELHI are enclosed.

I/We, M/s \_\_\_\_\_ undertake to do Perforation in Old Answer Books “2013”, in case my / our rates are approved/ accepted.

All the terms and conditions mentioned at S.No 1 to 22 are acceptable to me/us.

(Signature of the tenderer(s))

Full Address of the agency with pin code

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAN NO \_\_\_\_\_

Telephone No(s) \_\_\_\_\_

Dated \_\_\_\_\_

Office/Residence \_\_\_\_\_

Mobile No. \_\_\_\_\_

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE, DELHI**

**TERMS & CONDITIONS**

1. Tender must be accompanied with EMD of Rs. 5000/- in the 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 2:30 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 sent in this regard.
2. The earnest money of the unsuccessful bidder will be refunded without any interest.
3. 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.
4. 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.
5. Rates should be quoted F.O.R. at DELHI/NEW DELHI including all taxes. Delivery will be taken in inside the Godowns/Store of this office at DELHI/NEW DELHI. Cartage/Coolidge shall have to be borne by the supplier up to the Godowns/Store of the Board.
6. 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 stationery. All transit risk will be to supplier's account.
7. On 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 stationery 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.
8. The tenderers should extend all facilities for inspection of the work on site by its officers, at their own cost and arrangement, if required.
9. The Board shall have the right to inspect and verify the stock of stationery manufactured or under process by its officer's at any time without notice.
10. 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.
11. 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.

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. During the currency of the contract, no revision in rates will allowed except such taxes as may be levied/ revised by the Central or the State Govt. duly notified by a Govt. order.
14. 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.
15. Material shall be at the supplier risk and they must collect from the Godowns of the office within a week from the late of issuing work orders/ with the consultation of the storekeeper.
16. 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.
17. The Old Answer Books will have to be collected by the agency from CBSE Store at Patparganj, Delhi and will be delivered to store, Regional Office, Delhi after completion of work within a period of thirty days failing which penalty @ 4% per week subject to a maximum of 10% shall be imposed on the proportionate amount of the full on account of delayed supply.
18. No advance payment will be made. The payment will be made after completion of whole work order on receipt of bill in duplicate.
19. 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.
20. The No. of Answer Books for perforation may increase or decrease as per requirement and rates will be approved for one year and work can be extended upto three years on the same rates against the satisfactory services.
21. The Board can negotiate with any of the agency to allot the work.
22. The decision of the Chairman CBSE, Delhi will be final in all the matters.

#### **ACCEPTANCE OF THE TENDERERS**

The Terms and the condition enumerated in this form clause No. 1 to 22 have been read by me/us and are acceptable to me / us

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

DATED : \_\_\_\_\_

Telephone No.: \_\_\_\_\_

