



Central Board of Secondary Education  
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

F-28/CBSE/Admn-II/Outsource Photocopying work/495-528

Dated: 25.11.2013

Subject: Limited Quotation for outsourcing of the photocopying work at CBSE, Preet Vihar, Delhi-reg.

Dear Sir,

The Board intends to outsource the photocopying work at its Headquarters at Preet Vihar, Delhi as per the terms and conditions enclosed with this letter. The rates quoted should be inclusive of all taxes. An earnest money of Rs. 15,000/- (Rs. Fifteen Thousand only) in the shape of demand draft drawn in favour of Secretary, CBSE, payable at Delhi may also be enclosed with the quotation. Quotations without earnest money will be summarily rejected. The rates may be quoted in the prescribed performa (Annexure-I) and must be sealed in an envelope. The envelope should be superscribed "Limited Quotation For Outsourcing of the Photocopy Work" and may be dropped in the Tender Box kept at reception counter at ground floor on or before 18.12.2013 up to 2.30 PM positively. Quotations will be opened at 3.00. PM on the same day in the presence of the bidders who would like to be present. Please be informed that the Board reserves the right to accept or reject any or all the quotations without assigning any reason.

Yours Faithfully

(Ram Saroop)  
Assistant Secretary (Admn-II)

Encl:

1. Terms and conditions.
2. Performa for quotations.



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Terms and Conditions

1. Sealed quotations in an envelope complete in all respects along with a demand draft for Rs. 15,000/- (Rupees Fifteen Thousand Only) towards earnest money drawn in favour of the Secretary, CBSE, payable at Delhi, should be dropped in the Tender Box kept at reception counter at Ground Floor, CBSE office, Preet Vihar, Delhi latest by 2.30 p.m. on or before **18.12.2013**. Incomplete/conditional/late quotations or those without earnest money will be summarily rejected. Quotations will be opened at 3:00 p.m. in the presence of the bidders or their authorized representatives who would like to be present. Please note that there should not be any overwriting or amendment in the rates quoted or in the terms and conditions of the contract. All the forms/Annexure-I should be duly signed under the seal of the firm. Bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board and may not get included in consideration of bids for openings.
2. Photocopying work will be provided by the firm on rate per copy basis including all taxes & Government levies. The rate per copy should be specified separately for single side/both sides respectively in the prescribed performa.
3. The Rate Contract shall be valid for a period of three years from the date mentioned in the notification of the rate contract/work order. However, the award of the contract, subject to satisfactory services, will be made, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.
4. No advance payment shall be made. Payment will be made on monthly basis by the Board. Any revision in the rate will not be allowed during the contract period and taxes shall be deducted as per rule. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/regulations change.
5. The number of Machines can be increased/ decreased depending on the requirement of the office and execution of the work has to be ensured in an uninterrupted manner and for this standby arrangement also will be made by the agency. The machine must be installed maximum within a week of placement of order.
6. No transport charges or any other charges will be paid by the office.
7. The contracted firm will be responsible for maintaining the photocopy machine in good condition. The cost for supply of stationery viz., good quality paper (at least 75 GSM paper), toner, staplers, stapler pins, binding etc. will be borne by the contracted firm. Manpower to operate photocopy machine and expenditure incurred on their engagement will also be borne by the contracted firm.
8. It will be the responsibility of the contracted firm to install/provide stand by machine to ensure that the photocopy work in the office goes on smoothly to avoid any interruption in execution of work, failing which a penalty of Rs. 500/- per day will be imposed. Besides that, expenditure incurred for the photocopying work done from the market will also be deducted from the pending bills /Performance Security of the firm.
9. The photocopy machine to be installed at the Board for photocopying works should not be more than one year old and the agency will provide a proof of the purchase order of the machine to be installed in order to verify the model/year.



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10. The proof of service tax registration, PAN/TIN No, and list of Central Government Ministries/Departments/other Government offices/Undertaking to whom the outsourcing services for photocopy are being provided by the firm may be submitted along with documentary proof and satisfactory services report with full details like address, name of contact person, phone numbers etc.
11. It will be the responsibility of the firm to ensure that no outsider gets access to any official document of the office. Breach of this clause is liable to attract stringent action under the provision of Official Secret Act and contract of the firm is also liable to be terminated without further notice besides forfeiture of the EMD/Performance Security and pending bills.
12. The Board will provide only electricity connection and space. The Board will extend no other facility to the agency.
13. The average photocopies per month will be around 50,000. However, there will be no minimum/maximum workload commitment from the Board. The quantum of work may vary time to time. Good quality of A-4 size and A-3 size paper (at least 75 GSM) must be used for photocopying work.
14. The Board reserves the right to terminate the contract at any time without any notice in case of unsatisfactory services of the concerned vendor. The earnest money will be forfeited, if the vendor, after approval of its quotation fails to accept it within the prescribed time.
15. The Board reserves the right to reject any tender or reject in entirety without assigning any reason.
16. In the case of any dispute regarding imposition of penalty, forfeiture of earnest money, debarment of the agency for a period of two years due to unsatisfactory work as per the approved specifications, the decision of the Board shall be final and binding upon the vendor.
17. In the case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.

**Acceptance of the Terms and conditions by the vendor/bidder**

The terms and conditions incorporated in this form from clause 01 to 17 have been read by me/us and are acceptable to me/us.

(Signature of the bidder)  
(Seal with complete Address)



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ANNEXURE-I

Limited quotation for outsourcing of the photocopy work.

1. Rate, inclusive of all taxes:

SL. NO.	PARTICULARS	Rate per copy inclusive of cost of Paper & Manpower (A-4 size 75 gsm Paper)			Rate per copy inclusive of cost of Paper & Manpower (A-3 size 75 gsm Paper)		
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
01	Single side photocopy on one page						
02	Photocopy on back to back side on one page						

2. Machine Model No. and Make \_\_\_\_\_

3. Earnest money details demand draft:

Demand Draft No. \_\_\_\_\_ date \_\_\_\_\_ for

Rs.15,000/- Drawee Bank \_\_\_\_\_

4. PAN No. \_\_\_\_\_ TIN No. \_\_\_\_\_

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

Signature \_\_\_\_\_

Name & address with seal & Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone (O)

\_\_\_\_\_

(M)

(R) \_\_\_\_\_

Note:

1) For evaluating the bids, average price for the three years will be considered, i.e

$$\frac{1^{\text{st}} \text{ Year Price} + 2^{\text{nd}} \text{ Year Price} + 3^{\text{rd}} \text{ Year Price}}{3} = \text{Average Price.}$$

2) However, payment will be applicable on the basis of price for respective year, on year to year basis.