

Gram: CENBOSC, Delhi-92
E-Mail: rodelhi. cbse@nic.in
Website: www.cbse.nic.in



Phones: 22239177-80

**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

SPEED POST

No. ROD/ADMN/2012/

Dated: 19/09/2012

M/s. _____

Sub : Quotation for printing and supply of Student's Registration Cards (Plastic of Class IX / XI for the Academic year 2013)

Sir,

Sealed quotations are invited on behalf of the Regional Officer, CBSE, Delhi from reputed agencies/firms whose press is situated in Delhi/New Delhi only for printing and supply of Student's Registration Cards Plastic for Class IX / XI with CBSE logo (PVC) with lamination, delivery F.O.R. etc. within 20 days from the date of issue of work order/final proof as per terms & conditions, quality and specification given below:-

1) Registration Cards

S.No	Particulars	Specifications
1.	No. of Cards	4000
2.	Material	PVC with Lamination
3.	Printing	Printing of Student Registration Cards (SRC) has to be done by the selected Vendor as per the quality specifications, design, colour scheme (four colour printing), specimen and technical specifications indicated from time to time and approved by CBSE. Cards are printed by using the conventional printing methods such as 'DIGITAL Printing' or any other relevant technology.
4.	Size	The standard size of the card under ISO standards is 85X54X0.76 (mms) i.e. CR-80 type.

Tender document can be downloaded from our website www.cbse.nic.in

The quotation must be sent under Sealed cover with sealing wax superscribing "Quotation for supply of Student's Registration Card Plastic for Class IX/XI" 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 **2:00 P.M by 08/10/2012** alongwith Tender fee of Rs. 500/- 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 technical bid & financial bid should be sealed in separate covers super scribing Technical & Financial Bid respectively. These two bids should be kept separately in one large envelope super scribing Bids for participation in printing of Plastic student registration cards. Quotation received after expiry of date and time shall be rejected. The specimen copy of Student Registration Cards may be seen in the CBSE, PS, 1-2, Institutional Area, I.P Extn., 2nd floor, C-Wing, Patparganj, Delhi- 110092. Quotation will be opened on the same day at 2:30 P.M. in the presence of the quotationers, who may wish to be present.

REGIONAL OFFICER (DELHI)

**Central Board of Secondary Education
Regional Office, Delhi
PS 1-2, Institutional Area, Patparganj
I.P Extn., Delhi-110092**

Cost of Form : Rs. 500/-
(Non-refundable)

Tender Form No. **ROD\ Admn & Ptng\2012-13**

M/s. _____ are hereby authorized to submit their tender in response to the Tender Notice appeared in the website for printing and supply of Student's Registration Cards (Plastic of Class-IX/XI)

REGIONAL OFFICER (DELHI)

Last date for submission of Tender: 08/10/2012 upto 2:00 P.M

Opening of Tender: 08/10/2012 at 2:30 P.M.

**Tender Form
TECHNICAL BID**

Tender form for Printing and supply of Student's Registration Cards (Plastic of Class-IX/XI)

(Note: - The Tenderer must read the enclosed Terms and Conditions carefully before filling up the particulars in this Form.)

1. Particulars Of Tender:

(i) Name of the Press. : _____

(i) Year of Registration along-with
the No.(with documentary evidence): _____

(ii) Any other Organization with
whom the Agency is registered: _____

(iv) Office Address with Tel No. : _____

(iii) Name(s) of the Proprietor/
Partner(s) : _____

2. Past Experience (for last three years).

Sl. No.	Year	Name of the Organization/ Institution	Details of Line of Business
a.	2010	i)	
		ii)	
b.	2011	i)	
		ii)	
c.	2012	i)	
		ii)	

3. Whether the firm has ever been debarred/black listed by any Organization? (If 'yes' the Details and reasons thereof.) : _____
4. Quality Certifications : _____
5. Address of its manufacturing concern : _____
in Delhi/New Delhi

6. Particulars of Demand Draft paid as Earnest money:

Bank Draft No. _____ dt. _____ drawn on _____ for Rs. 500/- as Tender Fee and Bank Draft No. _____ dated _____ for Rs. 5000/- as Earnest Money in favour of the Secretary, CBSE, Delhi are enclosed.

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

**SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL & COMPLETE ADDRESS**

PAN NO. _____

TEL NO. _____

DATE: _____

PLACE: _____

Financial Bid

I/We _____ hereby submit Quotation for printing and supply of Registration Cards as per specification given below on the rates given below **which are inclusive of all Taxes with Plastic Card etc. and delivery F.O.R.:** - CBSE Godown.

S.No	Particulars	Rates per card (in words and figures)
01.	Personalization of Student Registration Card with cover	Rs. _____(in Figures) Rs. _____ _____ (in words)
02.	Personalization of Student Registration Card with Cover Card lamination	Rs. _____(in Figures) Rs. _____ _____ (in words)
03.	Charges of Duplicate Card Cover, if required	Rs. _____(in Figures) Rs. _____ _____ (in words)

The terms & conditions given alongwith quotation forms are acceptable to me/us.

Signature of the quotationers
Address & telephone nos.

Dated: _____

PAN No. _____

Office _____

Mobile _____

Residential Address _____

Rubber stamp

Note : Rates of the following items should be quoted after carefully reading the terms and conditions of the quotations.

TERMS & CONDITIONS

1. No tender will be accepted after expiry of date and time.
2. The rates should be quoted for delivery upto CBSE godown including all taxes.
3. No change/correction is allowed in the tender in any case after the submission of tender form in this office.
4. The agencies have to submit the Earnest Money of Rs. 5000/- in the shape of B.D in favour of Secretary CBSE, Delhi which is refundable after the satisfactory completion of work. Quotation without Earnest Money will not be accepted and such quotation will be rejected.
5. There should not be any overwriting or amendment in the rates offered and the terms & conditions of the contract are to be signed by the partner/owner/managing director of the firm.
6. The printing and supply of Student's Registration Cards (Plastic) may be made within 20 days time from the date of issuing work order as per terms & conditions, quality and specifications. CBSE will provide the data in soft copy in an appropriate format and the Image of photo and signature of the students along with all relevant information relevant to the school. Tenderer will be liable for legal action for any type of Mis-use of data.
7. The Board will take random samples from the material supplied to the Board. Any difference in the size shall render the entire order for rejection and quotationer shall have to lift the material supplied at his own cost on "as is where is basis". In the event of mistake, errors and defect found in the supplied material, the quotationer would be liable to change or rectify such mistakes/errors and defects at his own cost to the satisfaction of the Board.
8. The printer shall print and deliver all the material within specified time mentioned in the work order. In the event of delay in supply by the quotationer, the Board reserves the right to forfeit performance security/EMD. Cartage/Cooliage shall have to be borne by the agency upto the godown of the Board.
9. The quotationer will allow the official of the Board duly authorized by it to visit the premises where the printing is done.
- 10. The firm should have previous experience with national assignments like PAN Card/Adhar Card/Driving Licence to bid for this work as well as should have base in Delhi/New Delhi.**
11. Any Increase / decrease of quantity will be intimated at the time of placing order to the firm.
12. TDS and work contract Tax at the rate applicable from time to time as per the provision of the Income Tax Act, Govt. of India/NCT of Delhi shall be made from the bill.
13. The Earnest Money of the unsuccessful bidder will be refunded without any interest.
14. Successful bidder has to deposit Performance Security @ 10% of total value of work order placed with him.
15. The Earnest Money of the successful bidder shall be retained and will convert into part payment of Performance Security Deposit, which will be refunded without interest after execution of the order. However, if the quotationer fails to accept/complete the work order, EMD and performance security will be forfeited.
16. The allotment of work will be for one year from the date of issue of work order on approved rates, which may be extended further upto three years subject to satisfactory service.
17. Only agencies having office, staff, infrastructure to complete the work at Delhi/New Delhi need apply.

18. PENALTY CLAUSE: any variation in printing of Data/Photo/Signature and other particulars shall be treated as errors and the agency shall be solely responsible. In case of error in data i.e. variation between documents and database. The following penalty shall be applicable.

(1) ERROR RATE	PAYMENT
1. 2%	2% Deduction
2. 4%	4% Deduction
3. 6%	6% Deduction
4. 8%	8% Deduction
5. 10%	No Payment

- (2) In case delay in submission of SRC penalty @ 5% per day on proportionate quantity will be deducted.
19. The Chairman of the Board reserves the right to accept/reject the lowest or any quotation without assigning any reason.
20. In the event of any quotationer withdrawing after submitting the quotation, the Earnest Money will be forfeited.
21. 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 its 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 r/o the said rejected material.
22. 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 samples or there is any breach of terms of the contract on the part of the supplier.
23. The Plastic cards are to be machine auto numbered carefully. Manual machine numbering or any mistake in the numbering will not be accepted and supplier will replace it at his own cost.
24. In the event of specification/grammage not found in consonance with the specifications/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.
25. In case the successful quotationer 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 quotationer E.M.D./Performance Security (Bank Guarantee) of the quotationer who fails to execute the work order shall be forfeited.
26. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs. 100/-, if considered for allotment of the work.
27. No advance payment will be made. The 80% payment will be made after the completion of the whole work order. The balance 20% payment will be made after completion of the other formalities like quality report etc.
28. In the event of any dispute, the decision of the Chairman of the Board shall be final and binding upon the quotationer.
29. The jurisdiction will be Delhi in case of any dispute.

REGIONAL OFFICER (DELHI)

ACCEPTANCE OF THE QUOTATIONER

The terms and conditions enumerated in this form from clause No. 1 to 29 have been read by me/us and are acceptable to me/us.

Signature of the Quotationer

Address & Tele No. _____

Date: _____

Place: _____