

CENTRAL BOARD OF SECONDARY EDUCATION : REGIONAL OFFICE
1630-A, 'J-Block', 16th Main Road, Anna Nagar West, Chennai – 40

TENDER NOTICE

Sealed tenders are invited for Pre-printed continuous computer stationery for Examination work of 2013 by the Regional Officer, Central Board of Secondary Education, Chennai -40. The tender documents can be downloaded from website www.cbse.nic.in or collected in person from 17.09.2012 to 08.10.2012 on payment of Rs.100/- by cash or Demand Draft drawn in favour of Secretary, CBSE, Chennai. The last date for submission of tender is 08.10.2012 upto 1.00 pm. The tenders will be opened on the same day at 3.00 pm. (Ph: 26162213/14, 26161100)

REGIONAL OFFICER
CBSE: RO: CHENNAI

CENTRAL BOARD OF SECONDARY EDUCATION
Regional Office Plot No.3 (old No.1630-A), J-Block, Annanagar West
CHENNAI – 600 040

Tender File No.PTG/2012

Price Rs.100/-

M/s. _____ are hereby authorized to submit their tender in response to the Tender Notice appeared in the newspapers on ----- for printing and Supply of Pre-printed Computer Stationery for the Exam 2013.

REGIONAL OFFICER

TENDER FORM
Part 'A' – TECHNICAL BID

**Tender Form for printing and supply of Pre-printed Continuous
Computer Stationery for 2013 Exam.**

(NOTE: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form.)

1. Particulars of Tenderer:

(i) Name of the Press _____

(ii) Any other Organisation with
Whom the Agency is registered _____

(iii) Office Address with Telephone No. _____

iv) Name(s) of the Proprietor/Partner(s) _____

2. Past Experience (for last three years).

Sl.No.	Year	Name of the Orgn./ Client	Place of Printing & Supply		Details of work executed
			From	To	
a.	2009				
b.	2010				
c.	2011				

2.2 : Whether the firm has ever been debarred/
Black listed by any organization?

If 'Yes' the details & reasons thereof. _____

2.3 Details of Award/Certificate of
Merit etc. (if any) received from any
Organisation. (Please attach copy of
Certificate(s) _____

3 Infrastructural details-

a) Physical/capital:

- i) Type & total no. of machines available
For such work _____
- ii) Capacity of the machines to print and deliver
All the allotted work within 25-30 days (Yes / No)

b) Financial:

- i. Annual turn over (during last three financial year : Year – 2009
(Attach copy of balance sheet) - 2010
- 2011

- ii. Availability of Finance/Bank Guarantee :
(Attach financial solvency certificate issued by Bank)

c) Personnel:

Number of employees-Technical and Non-Technical :

4 PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:

- il) Amount : Rs. 20,000/-
- ii) D.D. No. : _____
- iii) Issuing Bank with : _____
Date of issue : _____

5 Samples with specification :

	<u>Specification</u>	<u>Name of the Paper Mill</u>	<u>No. of samples attached</u>
a) Samples of paper attached duly signed & stamped alongwith the name of the paper mill.	60 GSM paper for the items mentioned in the tender form		

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

SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL AND
COMPLETE ADDRESS
TELEPHONE No. _____

Date : _____

Note : 01. The tender for Technical Bid should contain sample paper of reputed Paper Mill to be used duly signed and stamped and earnest money of Rs.20,000/- in the shape of D.D. in favour of Secretary, CBSE, payable at Chennai.

02. Please see enclosed form for financial bid and terms and conditions.

CENTRAL BOARD OF SECONDARY EDUCATION:

REGIONAL OFFICE:

Plot No.1630-A, J-Block, 16th Main Road, Anna Nagar West, Chennai 600040

TENDER FORM

PART 'B' – FINANCIAL BID

Tender Form No:

Tender File No.CBSE/RO(M)/PTG/2012

COST : Rs.100/-

M/s.are hereby authorized to submit their tender in response to the Tender Notice appeared in the newspaper on for the supply of pre-printed computer stationery.

REGIONAL OFFICER

Last date for submission of tender : 08.10.2012 upto 01.00 PM

Opening of tender : 08.10.2012 at 03.00 PM

Rates for supply of pre-printed computer stationery.

S.No.	Name of the Item (as per specification of the material given in tender form)	GSM	Required quantity in sheets/col. (R=Red for Class-X, B=Blue for Class-XII)	Rates per 1000 sheets
01.	Admission Cards	60	Red-70,000 Blue-50,000	
02.	Attendance Sheets	60	Red-70,000 Blue-50,000	
03.	Blank EZR: 60 GSM 10"x12"x1 (with CBSE & CCE logo) 10"x12"x2 do 15"x12"x2 do 15"x12"x3 do Plain 60 GSM 10" x 12"x 1 Letter Head 10" x 12"x 2 Letter Head	60 First quality with good carbon	 1,00,000 25,000 75,000 25,000 25,000 25,000	

I/We hereby declare that all the terms and conditions and specifications of the tender have been read by me/us carefully and are acceptable to me/us.

Dated Signature with the seal of the Firm

Place Complete address with telephone No.

SPECIFICATIONS OF THE MATERIAL TO BE SUPPLIED (COMPUTER STATIONERY ITEMS) & TERMS & CONDITIONS:

01. Admission Cards (without water mark) single part on 60 GSM paper of size 15"x12"

To be printed on both sides in English & Hindi i.e. bilingual. Each sheet of 15"x12" to have one vertical perforation. Each sheet of 15" x 12" to have two admission cards i.e. each admission card will be in the size 7.5" x 12" with auto machine numbering.

QUANTITY :

- a. 70,000 sheets i.e. 1,40,000 admission cards in red colour.
- b. 50,000 sheets i.e. 1,00,000 admission cards in blue colour.

02. Attendance Sheet (without water mark) single part on 60 GSM paper of size 15"x12"

To be printed on single side in English & Hindi i.e. bilingual. Each sheet of 15"x12" to have one vertical perforation. Each sheet of 15"x12" to have two attendance sheets i.e. each attendance sheet will be in the size 7.5"x12" with auto machine numbering.

QUANTITY :

- a. 70,000 sheets i.e. 1,40,000 attendance sheets in red colour.
- b. 50,000 sheets i.e. 1,00,000 attendance sheets in blue colour.

03. Blank EZR (without watermark) on 60 GSM paper with CBSE & CCE logo and auto machine numbering.

- (3.1) 10" x 12" x 1 : 1,00,000 sheets (first quality with good carbon)
- (3.2) 10" x 12" x 2 : 25,000 sheets "
- (3.3) 15" x 12" x 2 : 75,000 sheets "
- (3.4) 15" x 12" x 3 : 25,000 sheets "
- (3.5) 10" x12"x1 Letter Head : 25,000 sheets "
- (3.6) 10"x12"x2 Letter Head : 25,000 sheets "

CENTRAL BOARD OF SECONDARY EDUCATION
Plot No.3 (Old No.1630-A), J-Block, Annanagar West
CHENNAI – 600 040

(Agreement to be executed on a Non-Judicial stamp paper of Rs.50/-)

TERMS & CONDITIONS

1. The terms and conditions of the tender shall be read **in conjunction** with the General Conditions of contract, bill of quantities & other documents being part of this contract.
2. Tender must be accompanied with EMD of Rs.20000/- in form of Bank Draft. EMD in any other form will not be accepted and such tender will be rejected. Tenders without earnest money will not be accepted. Tenders will be opened at 03.00 p.m. on 08.10.2012 in the presence of the tendereres , who may like to be present at the time of opening. No separate communication will be sent in this regard.
3. The Earnest Money of the unsuccessful bidder will be refunded without any interest.
4. The Earnest Money of the successful bidder shall be retained & 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.
5. 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.
6. Rates should be quoted for at CBSE, RO, Chennai including all taxes. Delivery will be taken in corrugated boxes inside the godowns of this Office at Chennai. Cartage/cooliage shall have to be borne by the supplier upto the godown of the Board.
7. The paper to be used by the firm for the printing of material should be of the following mills :

(1) Ballarpur	(2) West Coast	(3) JK (Straw Product)	(4) Century
(5) Andhra	(6) Orient	(7) HPCL	(8) Any other 'A' Class Mill.
8. The printers are required to submit sample of paper of above said reputed mill(s) duly signed & stamped alongwith the tender. The carbon to be used in two/three parts stationery should be of good quality.

9. ELIGIBILITY

- a. The tenderer must have turnover of approx. 1 crore each in last 3 financial Year and have
- b. minimum three years past experience of manufacturing and supplying of such material in bulk quantities to the Central / State Govt. and Educational Institutions (attach documentary evidence in technical bids.)

10. Schedule of Delivery

The first proof shall have to be supplied within 10 days from the date of placement of order and the second proof, if necessary, shall have to be furnished within 07 days from the date of issue of the letter for the second proof and printed copies within 15 days from the date of the approval of the final proof positively. The time schedule given in the work order will have to be strictly adhered to or the supply of proofs as well as for printed material. In case of delay in supply, a penalty at the rate of 4% per week on the proportionate amount of the bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the bill.

11. The total quantities to be made under the contract cannot be guaranteed & quantities as mentioned in the tender is approximate.

12. The supplier shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the printing, storage, supply and safe custody of all document and stationery. All transit risk will be to supplier's account.

13. Upon 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 to be destroyed and no stationary shall be printed more than the specified quantity / 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.

14. The tenderer should offer all facilities for inspection of the Board by its officers, at their own cost and arrangements, if required

15. The Board shall have the right to inspect & verify the stock of stationery manufactured or under process by its officer(s) at any time without notice.

16. Any document/work found at the time of delivery to be defective & not confirming to the relevant specification, is liable to be rejected and shall be replaced by the supplier at his cost and arrangement at the earliest.

17. Rejected material shall be at the supplier's risk and they must collect it 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.

18. 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 specifications and sample or there is any breach of terms of the contract on the part of the supplier.

19. The computer stationery is 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 cost.

20. During the pendency of the contract, no revision in rates will be allowed, except of course, such taxes as may be levied by the Central or the State Govt. duly notified by a Govt. order.

21. The period of tender can be extended for a further period of one year with the consent of both the parties.

22. 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.

23. 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.

24. T.D.S (Tax deduction at source) at the rate applicable from time to time as per the provisions of the Income Tax Act shall be made from the bill.

25. No advance payment will be made, 80% payment will be made only after completion of the whole work order. The balance 20% payment will be made after completion of other formalities like testing of paper/inspection of the material etc.

26. 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 EMR/S.D.

R.O., CHENNAI reserves the right to appoint an arbitrator, if needed so.

REGIONAL OFFICER
CBSE: RO: CHENNAI

ACCEPTANCE OF THE TENDERER

The terms & conditions enumerated in this form from clause number 01 to 26 have been read by me/us and are acceptable to me/us.

Dated:

Signature of the Tenderer
Seal with complete address
Telephone Number: