

# **CENTRAL BOARD OF SECONDARY EDUCATION**

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

No. F.CBSE/Admn.III/Printing/2013/

## **TENDER NOTICE**

**Inviting rates for printing of 8000 copies of CBSE Textbook containing 86 pages” in the size of 23”x36” (approx. 8¾”x11”) in four colour Text with (White Maplitho Paper plus) of the Printer of 80 GSM and 230 GSM Art Card for Cover Page.**

Sealed Tenders are invited in two bids (Technical and Financial) on behalf of the Secretary, CBSE Delhi from the quality Printers. The Tender Form having terms & conditions with specifications can be had on payment of Rs.500/- in cash (non-refundable) from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi between 10.00 A.M. to 1.00 P.M. on any working day from 04.12.2012 to 20.12.2012. Tender Form can also be down loaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) for which Bank Draft of Rs.500/- as Cost of Tender Form and Earnest Money of Rs.20000/- (as refundable security) in favour of Secretary, CBSE payable at Delhi be enclosed with the Tender Form (Technical Bid envelope). Photocopy of cash deposit receipt is required to be enclosed with the Tender Form in case of purchase from Bank. The Tenders received after the specified closing date and time shall be rejected.

The Secretary, 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**

# दशहरा एक; फेड फ' कलक कलम

शिक्षा केन्द्र" 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली-110301

## निविदा सूचना

फा.स./सीबीएसई/प्रशा.3/मुद्रण/2013

प्रिंटर के उपयोगार्थ 80 जी.एस.एम सफेद मैपलीथो पेपर तथा आवरण पृष्ठ के लिए 230 जी.एस.एम. आर्ट कार्ड के साथ सीबीएसई की 86 पृष्ठ की चार रंगीय पाठ्यपुस्तक की 23"x36" (approx. 8¾"x11") के आकार में 8000 प्रतियों के मुद्रण के लिए दरें आमंत्रित की जाती हैं।

सचिव, सीबीएसई, दिल्ली की ओर से प्रतिष्ठित प्रिंटिंग एजेंसियों से दो बोलियों (तकनीकी एवं वित्तीय) में मुहरबंद निविदाएं आमंत्रित की जाती हैं। निबंधन एवं शर्तें तथा विशिष्टियों सहित निविदा फार्म रु.500/- के नकद भुगतान (अप्रतिदेय) पर सिंडिकेट बैंक, सी.बी.एस.ई., प्रीत विहार दिल्ली-110301 से दिनांक 04.12.2012 से 20.12.2012 तक किसी भी कार्य दिवस में पूर्वाह्न 10.00 बजे से अपराह्न 1.00 बजे के मध्य में प्राप्त किया जा सकता है।

निविदा फार्म सीबीएसई की वेबसाइट [www.cbse.nic.in](http://www.cbse.nic.in) से भी प्राप्त किया जा सकता है जिसके लिए निविदा फार्म की कीमत रु0 500/- व धरोहर राशि रु0 20,000/- (प्रतिदेय प्रतिभूति) का बैंक ड्राफ्ट, जो सचिव, सीबीएसई के पक्ष में दिल्ली देय हो, निविदा फार्म (तकनीकी बोली का लिफाफा) के साथ सलंगन की जाए। बैंक से इसके क्रय की स्थिति में नकद जमा रशीद की छायाप्रति निविदा फार्म के साथ सलंगन की जाए। निर्दिष्ट अंतिम तिथि व समय के उपरांत प्राप्त निविदाएं निरस्त कर दी जाएंगी।

सचिव, सीबीएसई, दिल्ली के पास किसी अथवा सभी निविदाओं को बिना कोई कारण बताये स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।

l a Dr l fpo (i z k k l u , o a f o f / k)  
सीबीएसई, दिल्ली

# CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA 2, COMMUNITY CENTRE

PREET VIHAR, DELHI – 110301

## TENDER FORM

**Printing of 8000 copies of CBSE Textbook containing 86 pages” in the size of 23”x36” (approx. 8¾”x11”) in four colour Text with (White Maplitho Paper plus) of the Printer of 80 GSM and 230 GSM Art Card for Cover Page.**

### 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 printers for printing of CBSE Textbook.

### PROPOSAL

2. Sealed tenders are invited for and on behalf of Secretary, CBSE in two bids - Technical and Financial from reputed offset 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](mailto:js.al.cbse@gmail.com).

### SEALING OF ENVELOPES

4. a) Technical details as per Annexure I be sealed in an envelope superscribing “Technical details for inviting rates in the tender for printing of CBST Textbook.
- b) Financial bids as per Annexure-II be sealed in an envelope superscribing “Financial details for inviting rates in the tender for printing of CBST Textbook.
- c) Both envelopes be kept in another bigger envelope duly sealed with superscribing “Tender for printing of CBSE Textbook.

Sale of Tender Form	04.12. 2012 to 20.12.2012 (10.00 am to 1.00 pm)
Cost of Tender form	Rs. 500/- (Rupees Five Hundred Only) (Non-refundable)
Earnest money	Rs.20000/- (refundable security deposit)
Last Date of submission of tender	20.12.2012 upto 2.00 pm
Opening of Technical Bids	20.12.2012 at 3.00 pm in the presence of tenderers, who may like to be present.

5. 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. 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 validity of rates shall be for one year. Secretary, 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 name of CBSE Textbook shall be intimated at the time of placing work order for printing and the CBSE will supply the required manuscript/CD/positives and negatives to the printers. The Printer shall not make any change in the content issued by Board without specific instructions. They will return original designs, illustrations, art-pulls, CD, Negatives and Positives etc. supplied by the CBSE in good condition along with the last lot of the ordered books.
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 textbook 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.
12. The printing of textbook containing 86 pages in four colours shall be done on white Maplitho paper plus of Hindustan Paper Corporation Ltd. in the size of 23"x36" (approx. 8¾"x11") with 85% brightness on 80 GSM Paper and cover page on 230 GSM Art Card with 80% brightness of Rainbow Papers Ltd. which are to be purchased by the printer for use of printing Board's Textbook.

### **TIME FRAME**

13. 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.

14. 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.
15. The work should be completed within 20 days from the issue date of work order. 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.
16. After completion of the work order the printer shall submit the bills in two copies and the negatives/positives provided by the Board 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. Negatives/positives of the book(s) has/have been returned in the office of CBSE on \_\_\_\_\_.
  - c. We have printed only 8000 copies as per quantity given in the aforesaid 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**

17. The ink to be used has to be of standard quality for sharp printing without any scum or tint on the printed pages.
18. 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.
19. 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.
20. 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.
21. No advance payment will be made by the Board. 80% payment will be made only on completion of the whole work order. The balance 20% payment will be made after completion of the other formalities like testing of paper specification & GSM etc.
22. 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.
23. At the time of awarding work order for printing of textbook, the printer shall have to submit an Agreement on Non-Judicial paper of Rs.10/- as per prescribed Performa of the Board against guarantee towards the value of paper issued for printing. In addition, the insurance cover at 100% of the value of the paper for a period of six months in favour of Secretary, CBSE shall be made as security deposit against the paper which will be returned after releasing final payment.

## **PENALTY**

24. 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.
25. 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.
26. The printing firm will be responsible for safe custody of MSS, Proof, Negatives/Positives, Paper, CD and other relevant material. If any damage is caused to the material, the proportionate amount along with 20% administrative cost may be deducted from the Bills.

## **QUALIFICATION CRITERIA:**

### **The printers must:-**

1. i) have minimum turnover/printing work must not be less than Rs.50 Lakhs in a year.  
ii) minimum two years past experience in the printing work and supplying of such textbooks to Educational Institutions.
  2. Duly attested copy of Income Tax Returns and audited balance sheet of the last two years.
  3. Tenderer should submit self attested copy of valid Sales Tax and Central Sales Tax/VAT registration.
  4. Self attested copy of Valid Registration Certificate of the Printing Unit issued by Competent Authority.
  5. Self attested copy of PAN Card of proprietor/all the partners/company.
  6. The applicant should have ownership documents in support of printing and binding machines as equipments as under -
    - a) **Plate making:**  
Full fledged plate making unit with pasting table and printing down frame.
    - b) **Printing Machines:**
      - i. 1(One), 4(Four) colours sheet fed offset printing machines of not less than 23"x36" size.
      - ii. 1(One), 2(Two) colours sheet fed offset printing machines of not less than 23"x36" size.
      - iii. 1(One), single colour sheet fed offset printing machines of not less than 23"x36" size.
    - c) **Binding Machinery and Equipment:**
      - i. 1(One) folding machines of not less than 30" size capable of performing 3 or 4 folds.
      - ii. 2 (Two) wire stitching machines capable of stitching atleast 250-300 pages of a book printed on 80 GSM Paper.
      - iii. 1(One) perfect binding machines of 03 clamps or 3 machines of 1 clamp each.
      - iv. 2 (Two) Cutting machines of not less than 36" size.
- Note: Attach aforesaid documentary evidence in Technical Bid.**
- d) **Storage Space:**  
Sufficient (50 Sq.mts) space for the safe storage of paper and printed formes.

7. All the procedures must be carried out preferably in one unit.
8. The cut off year for the age of printing machine is 1990. Printing machine manufactured before the cut of year (1990) should not be included in the list of printing machines.
9. The Applicant Printer must be in existence for the last five years.(attach documentary proof)
10. The Applicant Printer should have ownership documents in support of printing and binding machines, on the basis of which an affidavit giving make, model and date of manufacturing of the machines duly attested by the notary be submitted (in the format given in Annexure-III **alongwith Technical Bid**).
11. An affidavit on Non-Judicial stamp paper of Rs.10/- stating that no case is pending against the printer under copyright act and the printer has never been blacklisted by any Government/Semi Government/Government Undertaking or by any autonomous organization. (attach with Technical Bid)
12. An affidavit on non-judicial stamp paper of Rs.10/- (Ten) only stating that all the information provided in the Application is correct to the best of his/her knowledge and belief. (attach with Technical Bid)
13. The rights to accept or reject any tender or all the tenders without assigning any reasons thereof are reserved by the CBSE.

**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

**Annexure-I**

**CENTRAL BOARD OF SECONDARY EDUCATION**

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

Tender Form No.....

Price : Rs.500/-

**Last Date for submission of Form: 20.12.2012 upto 2.00 pm**

**Date of opening of Tender Form: 20.12.2012 at 3.00 pm**

**Printing of 8000 copies of CBSE Textbook containing 86 pages” in the size of 23”x36” (approx. 8¾”x11”) in four colour Text with (White Maplitho Paper plus) of the Printer of 80 GSM and 230 GSM Art Card for Cover Page.**

M/s. \_\_\_\_\_ are hereby authorized to submit their Tender in response to the Tender Notice appeared in .....

**Deputy Secretary (Admn.II&III)**

**Part ‘A’ – Technical Bid**

I/We \_\_\_\_\_ hereby submit tender along with particulars for printing of CBSE Textbook with paper.

**1. Particulars of Tenderer:-**

(i). Name of the Offset Printer \_\_\_\_\_

(ii). Registration No. and Year of Registration  
(with documentary evidence) \_\_\_\_\_

(iii). Organisation with whom the Agency has  
been registered with (Please attach  
Certificate of Regn.) \_\_\_\_\_

(iv). Office Address and Mobile Nos. \_\_\_\_\_

(v). Name(s) of the Proprietor/ Partners Name \_\_\_\_\_  
E-mail ID & Mobile No.:-

Mobile No./E-mail ID . \_\_\_\_\_

(vi) RST No.....CST No.....TIN No.....  
(Enclose documentary proof)

Contd...2



**2. Particulars of Plant & Machinery:**

1. Area of Press in sq.fts: \_\_\_\_\_ : \_\_\_\_\_  
2. Details of working Printing Machines & equipments available in the Press: \_\_\_\_\_ : \_\_\_\_\_

(i). Offset Machines :

S.No.	Name of Machine	Make & Year	Size	Speed/Hour	Colour System
1					
2					
3					
4					
5					

(ii). Plate Making System (Please give details of all equipments) :

S.No.	Type of plates	Size	Remarks
1			
2			
3			
4			

(iii). Machines used in Binding Work:

S.No.	Make	Size	Speed /Hours	Other details
1				
2				
3				
4				
5				
6				

Above referred information are correct to the best of my knowledge. If anything is found incorrect the Board has right to reject the Tender.

**3. i. Past Experience (Preferably for last 02 years)**

Sl.No.	Year	Name of the Board/ University/Institution	Quantity	Value of Contract	Details of work executed (with proof)
1	2010-11				
2	2011-12				

**\*Total period of experience in printing/reprinting of books along with the names of the Board/University. The copy of work orders for each year may be enclosed.**

- ii. Has the firm ever been debarred/ Black listed by any Organisation? If 'Yes' Enclose the details thereof. Yes/No
- iii. Details of Award/Certificate of Merit etc. received from any Board/ University/Organisation. (Please attach Copy of Certificate(s)) Yes/No

**4. PHYSICAL/CAPITAL:**

1	Capacity of the machines to print and deliver all the allotted work within 30-45 days F.O.R. at Delhi	(Yes/No)
2	No. of employees working	<b>Technical</b>
		<b>Non-Technical</b>

**FINANCIAL:**

1	Annual turnover (during last three Financial Years):	<b>2010-11</b>	<b>Rs.</b>
		<b>2011-12</b>	<b>Rs.</b>

**Note: Attach duly audited statements for each Financial Year.**

**5- Samples with specifications :**

Samples of Paper/Art Card attached duly signed and stamped along with the name of the Paper/ Art Card Mill.

Specification	Name of Paper/Art Card Mill	No. of copies attached

Place :-

Date:-

Tenderer's Official Signatory  
Name and Designation with Rubber Stamp  
of Official Seal of the Firm

**Annexure-II**

**CENTRAL BOARD OF SECONDARY EDUCATION: DELHI**

**FINANCIAL BID**

**Inviting rates for printing of 8000 copies of CBSE Textbook containing 86 pages" in the size of 23"x36" (approx. 8¾"x11") in four colour Text with (White Maplitho Paper plus) of the Printer of 80 GSM and 230 GSM Art Card for Cover Page.**

Sl. No	Specification/ Sizes	PRINTING	
		Rate for 1000 copies	Rate per addl. 1000 copies upto 8000 copies
I.	Rate of four color printing on the text containing 86 pages in the size of 23"x36" (8 ¾" x11".) and on cover page including plate making, binding, packing & forwarding and cartage charges upto CBSE Publication Store, Patparganj, PS-1&2, Delhi-110092.	Rs. _____  (Rs..... ..... .....only)	Rs. _____  (Rs..... ..... .....only)

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**On Non-Judicial Paper of Rs.10/-**

Annexure-III

**AFFIDAVIT**

I/We.....S/o Shri.....  
Proprietor/Partners/Managing Director of M/s. ....  
hereby declare the following –

The all the machinery and equipment as listed below have been purchased by me/us,  
possessed by me/us in the name of M/s. ....

**PRINTING MACHINES**

Sl. No.	Name of Machines	Size	Colour	Make	Model (Year of manufacture)
	Unit-I				
	Unit-II				
	Unit-III				

All the above printing machines are installed at (addresses)

Unit-I .....  
Unit-II .....  
Unit-III .....

**BINDING MACHINES**

- No. of folding machines ..... Size(s) .....Folds .....
- No. of cutting machines ..... Size(s) .....
- No. of perfect binding machines ..... No. of clamps .....
- ..... No. of clamps .....
- ..... No. of clamps .....
- No. of stitching machines ..... Single staple Double.....

All the above binding machines are installed at (address) .....

.....

**VERIFICATION**

I/We .....S/o Shri .....  
Proprietor/Partners/Managing Director of M/s. ....  
(address)..... do hereby  
verify that all the information contained above are true to the best of my knowledge and  
belief.

Place:

Deponent