

Gram : CENBOSEC, Delhi-92
E-mail : cbseedi@nda.vsnl.net.in
Website : www.cbse.nic.in



Phones : 22509256-59
Fax : 22515826

Central Board of Secondary Education

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi-110 301.

F.No. 44/CBSE/Admn.III/Ptng./2011/

Speed Post
Dated : 25.10.2011

M/s. Arihant Offset
B-8, Juneja Tower-II,
Distt. Centre Janakpuri
New Delhi-110058

Subject: Printing and Supply of 10000 copies of CBSE Diary-2012

Sir,

This has reference to your quotation dated 28.09.2011 on the subject noted above. I am to inform you that the work for printing and supply of CBSE Diary-2012 has been allotted to you @Rs.33.93 per diary (inclusive of all taxes), delivery FOR with rates for increase/decrease per leaf @Rs.0.30 only. The supply should be completed **within 20 days and be supplied in regular installments** after receipt of final proof from PRO Unit of this office (Tele.No.22520083). Manuscripts of the same may be collected from Smt. Rama Sharma, PRO, CBSE (HQ), Preet Vihar, Delhi immediately. The work shall be done under the supervision of the PRO. The diaries should be supplied strictly as per specifications given here under:-

S.No.	Items	Description
1	Quantity	10000 diaries
2	Size of Diary	22x14 cms.
3	Cover of Diary	Superior quality hard board with coloured sheet, Cover Design, Embossing in gold colour- Year, Logo & Office Name with Duplex Box Packing.
4	Colour Scheme	In single colour
5	Quality of paper	80 GSM Maplitho of 'A' Class Mills.
6	Total leaves	110 leaves (220 pages): i. 26 printed leaves about CBSE, theme pages and personal profile/planner. ii. 80 ruled leaves date wise diary calendar/planner iii. 02 leaves telephone directory blanks iv. 02 leaves blank for notes
7	Binding	Section sewing with end paper of having superior quality.

Contd..2/-

The entire work is subject to terms and conditions as agreed and accepted by you in quotation documents.

A penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the material will be imposed. In case, there is more delay, the Board may consider the case further as per appropriate rules.

For further clarification in this regard, if any, Public Relations Officer may be contacted.

Yours faithfully,



(Pushpa Wadhwa)

Deputy Secretary (Admn.III)