



**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE**

35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad-211001
Ph. 0532-2602970-72; Fax: 0532-2602977; E-Mail: cbseald@sancharnet.in

RO/Alld / Admn II /08

Date: 31.03.2008

FAX

The Joint Secretary (A &L)
Central Board of Secondary Education,
2 Community Centre, Shiksha Kendra
Preet Vihar, New Delhi-92

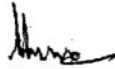
Sub: Information regarding tenders and work orders during 2007-2008 -reg.

Sir,

Please find enclosed herewith sixteen (16) letters of work orders placed to different parties /firms with regard to different nature of work allotted to them by floating tenders after approval from competent authority as desired by you vide letter no. JS (A&L)/2008/410-419 dated 31.03.2008.

Yours faithfully,

Encl: - As stated


(M V V Prasada Rao)
Regional Officer



**CENTRAL BOARD OF SECONDARY EDUCATION
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Ph. 0532-2602970 2602971 2602972 Fax: 0532-2602977 E-Mail: cbseald@sancharnet.in

CBSE/RO/Alld/Admn.II/F-44(Data Punching)/2007/

Date: 05/11/2007

To
M/s Real Time Computer Services
9-C, Auckland Road
Allahabad-211001

Subject: Work order for Processing of Registration Forms, Registration Card for the year 2007 (Exam-2009). Printing of Pass Certificate for Exam 2008 and Data Punching work of AISSE/AISSCE 2008 on the rate quoted/finalized by the agency against tender notification dated 24/06/2007 on agreed terms&conditions-reg.


Sir,

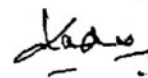
Please refer to our letter of even No. Dt.05/10/2007 point 6, vide which it was conveyed that, "In addition to the above, you are also required to deposit 10% of the total likely amount payable to you for the work as a security in the form of a bank guarantee. This amount shall be liable to be forfeited in whole or part in case of default as per decision of the Chairman of the Board(CBSE), which shall be final. On this account, the Board proposes to treat your earnest money remitted for Rs.20,000/- against 10%bank guarantee but to meet the requirement of 10%, an additional Rs.20,000/- in the form of demand draft in favour of Secretary, CBSE payable at Allahabad is required for the estimated work assigned value to meet the condition of tender.

All other terms and conditions in detail shall remain the same as per tender for which a formal contract between this office and the agency is to be executed on non-judicial stamp paper of Rs.50/-".

But, the conditions of the Work Order has not been comply with yet. Therefore, you are requested to do the needful at the earliest (within 02 days from the date of receipt of this letter).

Yours faithfully,


(G.L.Mittal)
Asstt.Secretary(Admn)


अनुभाग अधिकारी (प्रशासन)
के० मा० शिक्षा बोर्ड,
क्षेत्रीय कार्यालय, इलाहाबाद



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RO/Alld/Admn.II/F-44/07

Date: 03/01/2008

To
M/s Real Time Computer Services
9-C, Auckland Road
Allahabad-211001(UP)

Subject: Work-Order for Printing of Admit Cards & Attendance Sheets for Exam 2008

Sir,

Please refer to your tender dated 17/07/2007 on the subject cited above.

In this connection, I am directed to inform you that, the Competent Authority of the Board has approved your rates for the following printing works as per details tabulated below:-

Sl.No.	Description of Work	Nos.	Rate	Period allotted for completion of work
01.	Printing of Attendance Sheets for AISSE 2008 (in r/o Regular as well as Pvt. Candidates)	Approx 200000 (Approx Two Lacs)	Re.0.10 each	One Week from the date of issue of work order.
02.	Printing of Admit Cards for AISSE 2008 (in r/o Regular as well as Pvt. Candidates)	Approx 200000 (Approx Two Lacs)	Re.0.10 each	One Week from the date of issue of work order.
03.	Printing of Attendance Sheets for AISSCE 2008 (in r/o Regular as well as Pvt. Candidates)	Approx 150000 (Approx Two Lacs)	Re.0.10 each	One Week from the date of issue of work order.
04.	Printing of Admit Cards for AISSCE 2008 (in r/o Regular as well as Pvt. Candidates)	Approx 150000 (Approx Two Lacs)	Re.0.10 each	One Week from the date of issue of work order.

Terms & Conditions will remain same as per Tender Agreement Time Schedule may be followed strictly, failing which necessary penalty shall be imposed. **You are also requested to collect Blank Stationery from this office at the earliest in consultation with A.S.(Exam).**

Yours faithfully,

(G.L.Mittal)

Asstt.Secretary(A&L)

Copy to;

1. A.S.(Exam) with the request to monitor the Printing and Check the adjustment of date as per column provided in attendance sheet and Admit Card and dates & subjects are as per date sheet, to avoid awkward position in time.
2. Programmer for similar action and ensure Printing by Agency in time.

Asstt.Secretary(A&L)

अनुभाग अधिकारी (प्रशासन)
 के० मा० शिक्षा बोर्ड,
 क्षेत्रीय कार्यालय, इलाहाबाद



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CBSE/RO/Alld/Admn.II/F-16/08
28/02/2008

Date: 28.2.08

The Manager
M/s First Flight Couriers Ltd.
5B/1 Colvin Road, Civil Lines,
Allahabad

Subject: Work Order for providing of Covered Vehicle –reg.

Sir,

This has reference to your tender dt.18/12/2007. In this connection, I am directed to place you work order for providing of Covered Vehicle i.e. TATA 709 or equivalent as per dates & schedule mentioned in the enclosed sheet on the rates mentioned as under:-

TATA 709 or equivalent (Covered)	
Rates per Km. for one side (including all taxes i.e. Road Tax, Octroi and Service Tax etc.)	Rates per Km. for To & Fro (including all taxes i.e. Road Tax, Octroi and Service Tax etc.)
Rs.16/- per km.	Rs.15/- per km.

All Terms & Condition shall remain same as per Tender Notification. However, before commencement of work you are required to deposit the performance security of Rs.20000/- in the shape of DD in favour of "Secretary CBSE" payable at Allahabad.

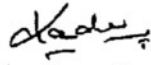
The Schedule is subject to change as per requirement of this office. The Vehicle shall be provided as per office requirement and should be of high road worthyness condition. Any delay in providing of vehicle shall leads to deduction in payment/action as per Board rules.

faithfully,

Yours faithfully,

— See —
(G.L.Mittal)

Asstt.Secretary(A&L)
Enclosure: Copy of Date Schedule.


 अनुभवा अधिकारी (प्रशासन)
 के० मा० शिक्षा बोर्ड,
 क्षेत्रीय कार्यालय, इलाहाबाद



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RO/Alld/Admn.II/F-4A/2007

Dt.: 31/10/2007

To

M/s P.Kumar & Co.
40, Cantt Road,
Lucknow-226001

Subject: Work Order for Supply of various kinds of Envelopes-reg.

Sir,

This is with reference to the tender dated 15/05/2007 which was opened in the presence of tenderers on the same day for supply of various kinds of envelopes.

Being the lowest rates quoted by the firm and on approval of the Competent Authority, the supply order for following items were given in the tender form have been allotted on rates quoted by you and noted against each:-

Sl.No.	Item to be supplied	Quantity	Rate quoted per thousand
01.	10"X8"/100 GSM Printed on khaki colour star paper with Flap 3" bottom 1" overlapping 1"wrap	52,000	748/-
02.	10"X4.5"/100 GSM Printed on white colour, superior quality window type envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2"	1,10,000	438/-
03.	10"X4.5"/100 GSM Printed white colour, superior quality envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2" without window	25,000	378/-

You are requested to supply the above listed items within 15days from the date of issue of this work order. A penalty @4% per week subject to maximum of 10% on the delayed supply will be imposed in case the supply is not made in accordance with the time schedule given by the Board.

Yours faithfully,

(G.L.Mittal)

Asstt.Secretary(Admn.)

अनुभाग अधिकारी (प्रशासन)
के० मा० शिक्षा बोर्ड,
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RO/Alld/Admn.II/F-4A/2007

Dt.: 31/10/2007

To

M/s Kanhaiya Pustak Bhandar
727, Old Katra
Allahabad.

Subject: Work Order for Supply of various kinds of Envelopes-reg.

Sir,

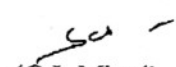
This is with reference to the tender dated 15/05/2007 which was opened in the presence of tenderers on the same day for supply of various kinds of envelopes.


Being the lowest rates quoted by the firm and on approval of the Competent Authority, the supply order for following items were given in the tender form have been allotted on rates quoted by you and noted against each:-

Sl.No.	Item to be supplied	Quantity	Rate quoted per thousand
01.	16"X12"/120 GSM Printed on khaki colour star paper with Flap 3" bottom 1" overlapping 1"wrap & wap of jail 24x24 in 1" of cotton cloth	29,000	3370/-
02.	10"X12"/100 GSM Printed on khaki colour star paper with Flap 3" bottom 1" overlapping 1"wrap & wap of jail 24x24 in 1" of cotton cloth (As per sample enclosed)	20,000	1940/-

You are requested to supply the above listed items within 15days from the date of issue of this Work order. A penalty @4% per week subject to maximum of 10% on the delayed supply will be imposed in case the supply is not made in accordance with the time schedule given by the Board.

Yours faithfully,


(G.L.Mittal)
Asstt.Secretary(Admn.)


अनुभाग अधिकारी (प्रशासन)
के० मा० शिक्षा बोर्ड,
क्षेत्रीय कार्यालय, इलाहाबाद



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RO/Alld/Admn.II/F-4A/2007

Dt.: 31/10/2007

To

M/s Shriram Enterprises
7, Attarsuiya,
Allahabad.

Subject: Work Order for Supply of Envelopes-reg.

Sir,

This is with reference to the tender dated 04/10/2006 which was opened in the presence of tenderers on the same day for Printing & Supply of various kinds of forms/envelopes.

Being the lowest rates quoted by the firm and on approval of the Competent Authority, the supply order for following items were given in the tender form have been allotted on rates quoted by you and noted against each:-

Sl.No.	Item to be supplied	Quantity	Rate quoted per thousand
01.	Practical Award List Envelope of 10"x12" inside Laminated for Class -X of Yellow Colour (As per sample provided by the Board)	2,500	1680.00
02.	Practical Award List Envelope of 10"x12" inside Laminated for Class -X of Brown Colour (As per sample provided by the Board)	10,000	1680.00

You are requested to supply the above listed items within 15 days from the date of issue of this work order. A penalty @4% per week subject to maximum of 10% on the delayed supply will be imposed in case the supply is not made in accordance with the time schedule given by the Board.

Yours faithfully,

G.L. Mittal
(G.L.Mittal)
Asstt. Secretary (Admn.)

G.L. Mittal
अनुभाग अधिकारी (प्रशासन)
के० ना० शिक्षा बोर्ड,
क्षेत्रीय कार्यालय, इलाहाबाद



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Ph. 0532-2602970 2602971 2602972 Fax: 0532-2602977 E-Mail: cbseald@sancharnet.in

RO/Alld/Admn.II/F-4A/2007

Dt.: 22/10/2007

To

M/s Kanhaiya Pustak Bhandar
727, Old Katra
Allahabad.

Subject: Work Order for Supply of various kinds of Envelopes-reg.

Sir,

This is with reference to the tender dated 15/05/2007 which was opened in the presence of tenderers on the same day for supply of various kinds of envelopes.

Being the lowest rates quoted by the firm and on approval of the Competent Authority, the supply order for following items were given in the tender form have been allotted on rates quoted by you and noted against each:-

Sl.No.	Item to be supplied	Quantity	Rate quoted per thousand
01.	16"X12"/120 GSM Printed on khaki colour star paper with Flap 3" bottom 1" overlapping 1"wrap & wap of jail 24x24 in 1" of cotton cloth	3000	3370/-

You are requested to supply the above listed items within 15days from the date of issue of this work order. A penalty @4% per week subject to maximum of 10% on the delayed supply will be imposed in case the supply is not made in accordance with the time schedule given by the Board.

Yours faithfully,

Sol
(G.L.Mittal)
Asstt. Secretary(Admn.)

[Signature]
अनुभाग अधिकारी (प्रशासन)
के० मा० शिक्षा बोर्ड,
क्षेत्रीय कार्यालय, इलाहाबाद



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CBSE/RO/Alld/Admn.II/2007

Date:06/09/2007

To

**M/s Methodex System Ltd.,
F/F, House No.264/14A,
Ashok Nagar, Allahabad**

Subject: Work Order for supply of Furniture for Library-reg.

Sir,

This is with reference to the tender dated which was opened in the presence of tenderers on 22.08.2007 for supply of furniture for Library.

Being the lowest rates quoted by the furniture marts/agencies and on approval of the Competent Authority, the supply order for following items were given in the tender form have been allotted on rates quoted by you and noted against each:-

Sl. No.	Name of Articles	Qty. Required	M/s Methodex System Ltd., F/F, House No.264/14A, Ashok Nagar, Allahabad		Cost (In Rs.)
			Model No.	Rate(In Rs.) including all taxes	
1	Book Selves having four drawer	04	-	7201.00	28804.00
2	Steel Table of size 4½x2'3	01	-	7,275.00	7,275.00
3	Cane seat chair with	01	FAC	1,557.00	1,557.00
Total Cost					37,636.00

You are requested to supply the above listed items within 21 days from the date of issue of this work order. Penalty @ 4%per week subject to maximum of 10% on the delayed supply will be imposed in case the supply is not made in accordance with the time schedule given by the Board. Other terms and conditions as per tender will remain same.

Yours faithfully,

— *GLM* —
(G. L. Mittal)
Asstt. Secretary (Admn)

— *GLM* —
अनुभाग अधिकारी (प्रशासन)
के० मा० शिक्षा बोर्ड,
क्षेत्रीय कार्यालय, इलाहाबाद



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CBSE/RO/Alld/Mant./F-01/2007/

Dated: 01.08.2007

M/s Allied Refrigeration & Electrical Works,
5/32, Panna Lal Road,
Indian Press Crossing,
Allahabad

Sub: Work Order for Extension of AMC for RMO of Electrical & Mechanical installations of C.B.S.E., Regional Office building, Allahabad

Sir,

This is with reference to your letter No. Nil dated 16.04.2007 on the subject noted above.

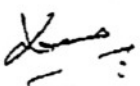
In this connection, I am directed to convey the approval of the competent authority for extension of contract of RMO of E&I of this office building for another period of one year w.e.f. 01.07.2007 to 30.06.2008 @ Rs.20,427.00 (Rupees Twenty Thousand Four Hundred Twenty Seven only) per month. The terms and conditions of AMC will remain same as per tender dated 5th June, 2006.

This is for your information & further necessary action.

Yours faithfully,

— G L —
(G. L. MITTAL)

ASSISTANT SECRETARY (A&L)


 अनुभाग अधिकारी (प्रशासन)
 केन्द्र माध्यम शिक्षा बोर्ड,
 क्षेत्रीय कार्यालय, इलाहाबाद



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Ref.No.: CBSE/RO/Alld/Admn.II/F-06/07

Date: 07/11/2007

M/s Ganpati Enterprises
20/22, Industrial Colony, Naini
Allahabad

Subject: Work Order for Lifting of Used Answer Books & other materials-reg.

Sir,

With reference to your tender dated 18/09/2007 thereby acceptance the terms and conditions on the subject cited above.

In this connection, I am directed to inform you that the Competent Authority of the Board has accorded approved the rates for lifting of Used Answer Books and other waste papers for examination 2007 in favour of your firm at the rate noted against each:-


Sl.No.	Detail of Items	Rate quoted per quintal
01.	Used Answer Books	Rs.1,461/-
02.	Old Papers weeded, LOC, Pvt.Forms	Rs.955/-

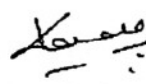
You are requested to convey the schedule for lifting of the above material so as all material is lifted latest by lift the material latest by 27/11/2007 and also convey the schedule for lifting the above material.

Besides you are also requested to deposit Additional Security Money of Rs.20000/- (Rs. Twenty thousand only) in Board's Account as per terms and conditions of the tender. It will be appropriate to attend the office immediately so that schedule for lifting of material is finalized.

An early reply is solicited.

Yours faithfully,


(G.L.Mittal)
Asstt.Secretary(Admn)


अनुभाग अधिकारी (प्रशासन)
के० मा० शिक्षा बोर्ड,
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Ref.No.: CBSE/RO/Alld/Admn.II/F-06/07

Date: 12/11/2007

M/s Sri Sai Trading Co., 893,
Y-1, Yashoda Nagar, Kidwai Nagar
Kanpur

Subject: Work Order for Lifting of Waste papers-reg.

Sir,
With reference to your tender dated 18/09/2007 thereby acceptance the terms and conditions on the subject cited above.

In this connection, I am directed to inform you that the Competent Authority of the Board has accorded approved the rates for lifting of Used Answer Books and other waste papers for examination 2007 in favour of your firm at the rate noted against each:-

Sl.No.	Detail of Items	Rate quoted per quintal
01.	Waste Papers i.e. News Papers & Magazines	Rs.711/-

You are requested to convey the schedule for lifting of the above material so as all material is lifted latest by lift the material latest by 27/11/2007 and also convey the schedule for lifting the above material.

Besides you are also requested to deposit Additional Security Money of Rs.20000/-(Rs.Twenty thousand only) in Board's Account as per terms and conditions of the tender. It will be appropriate to attend the office immediately so that schedule for lifting of material is finalized.

An early reply is solicited.

Yours faithfully,

sel
(G.L.Mittal)
Asstt.Secretary(Admn)

Copy to;

1. A.S.(Conf.) with request to make sure that, copies of AISSE/AISSCE Main/Comptt. Pertaining to Court Cases/RTI/Other Reference cases have been preserved & also submit a written report in this regard before lifting of material.
2. Store Keeper, with request to make proper arrangement for disposal of Old Papers weeded, LOC, Pvt.Forms & other waste papers.

sel
Asstt.Secretary(Admn)

kanwar
अनुभाग अधिकारी (प्रशासन)
के० मा० शिक्षा बोर्ड,
क्षेत्रीय कार्यालय, इलाहाबाद



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RO/Alld/Admn./Comp.Stationary/2007

Date: 29/09/2007

M/s Shree Datawares Pvt.Ltd.
112/335, Swaroop Nagar
Kanpur (UP)

Subject: Printing and supply of Computer Stationary for Class X & XII Exam 2008-reg.

Sir,

This is with reference to your tender dated 25/07/2007 on the subject cited above.

In this connection I am to inform you that the Competent Authority of the Board has approved the rates quoted by you and noted against each item for printing and supply of Computer Stationary items strictly as per specifications given in the tender form and tender notice. The quantity for supply of Computer Stationary items, their specifications for respective items are as follows:-

Sl. No	Name of Item	Serial No. to be inserted	Specification	GSM	Quantity Required	Rates per 1000 sheets/ sets (in Rs.)
01	(a) Admission Cards Class -X (In Red Colour)	0500001 to onwards	To be printed on both 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 admission cards i.e. each admission card will be in the size 7.5"x12" with auto machine numbering.	60GSM (single part without watermark of size 15"x12" on Maplitho paper)	150000 sheets i.e. 300000 admission cards	328.00
	(a) Admission Cards Class -XII (In Blue Colour)	0200001 to onwards			100000 sheets i.e. 200000 admission cards	
02	(a) Attendance Sheets Class -X (In Red Colour)	0800001 to onwards	To be printed on both 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 admission cards i.e. each admission card will be in the size 7.5"x12" with auto machine numbering.	60GSM (single part without watermark of size 15"x12" on Maplitho paper)	150000 sheets i.e. 300000 Attendance Sheets	328.00
	(b) Attendance Sheets Class -XII (In Blue Colour)	0400001 to onwards			100000 sheets i.e. 200000 Attendance Sheets	

I enclose herewith manuscripts/samples of the above items. You are requested to supply a copy of proof of each item before final printing of the materials. The final printing is to be carried out only after the clearance of proof certified by Asstt. Secretary (Exam). Any deviation and subsequent loss/rejection of the material, the responsibility would rest upon the agency.

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 20 days from the date of approval of the final proof positively.

It is further clarified that all the terms and conditions of the above supply order would strictly remain as stipulated in the tender form and tender notice.

Yours faithfully,

(G.L. Mittal)

Asstt. Secretary (Admn.)

Enclosure: Specimen copy of the above said items.

Copy to:-

1. Asstt. Secretary (Conf.) CBSE, RO, Allahabad, for information
2. Asstt. Secretary (Exam) CBSE, RO, Allahabad, for information

Asstt. Secretary (Admn.)

अनुभाग अधिकायी (प्रशासन)
म. ग. मार्ग विद्या बोर्ड,
क्षेत्रीय कार्यालय, इलाहाबाद



**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE**

35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad-211001
Ph. 0532-2602970 2602971 2602972 Fax: 0532-2602977 E-Mail: cbseald@sancharnet.in

RO/Alld/Admn./Comp.Stationary/2007

Date: 29/09/2007

M/s Security Printers of (I) Pvt. Ltd.
PO Box No.124, Lakshmi Bldg., MG Road
Kanpur-208001.

Subject: Printing and supply of Computer Stationary for Class X & XII Exam 2008-reg.

Sir,

This is with reference to your tender dated 25/07/2007 on the subject cited above.

In this connection I am to inform you that the Competent Authority of the Board has approved the rates quoted by you and noted against each item for printing and supply of Computer Stationary items strictly as per specifications given in the tender form and tender notice. The quantity for supply of Computer Stationary items, their specifications for respective items are as follows:-

Sl. No.	Name of Item	Specification	GSM	Quantity Required	Rates per 1000 sheets/ sets (in Rs.)
01.	Blank EZRs 15"x12"x1"	Without watermark with CBSE logo and auto machine numbering	60GSM	87000	267.00
02.	Blank EZRs 15"x12"x2" (with good quality Carbon)			38000	710.00
03.	Blank EZRs 15"x12"x3" (with good quality Carbon)			210000	1180.00

I enclose herewith manuscripts/samples of the above items. You are requested to supply a copy of proof of each item before final printing of the materials. The final printing is to be carried out only after the clearance of proof certified by Asstt.Secretary(Exam). Any deviation and subsequent loss/rejection of the material, the responsibility would rest upon the agency. Further, you are also intimated that, you request for rectification in rate submitted after finalization of Tender has not been acceded to by the Competent Authority of the Board.

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 07days from the date of issue of the letter for the second proof and printed copies within 20 days from the date of approval of the final proof positively.

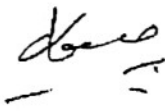
It is further clarified that all the terms and conditions of the above supply order would strictly remain as stipulated in the tender form and tender notice.

Yours faithfully,

(G.L.Mittal)

Asstt.Secretary(Admn)

Enclosure: Specimen copy of the above said items.


 अनुभाग अधिकारी (प्रशासन)
 के.ए.ए. विभाग, सी.बी.ई.
 क्षेत्रीय कार्यालय, इलाहाबाद



**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE**

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Ph. 0532-2602970 2602971 2602972 Fax: 0532-2602977 E-Mail: cbseald@sancharnet.in

RO/Alld/Admn./Comp.Stationary/2007

Date: 29/09/2007

M/s Jeetjatan Compuforms(P)Ltd.
HO:209, Ambedkar Shopping Centre,
Near:Mandarwaja, Fire Station Ring Road,
Surat-2

Subject: Printing and supply of Computer Stationary for Class X & XII Exam 2008-reg.

Sir,

This is with reference to your tender dated 25/07/2007 on the subject cited above.

In this connection I am to inform you that the Competent Authority of the Board has approved the rates quoted by you and noted against each item for printing and supply of Computer Stationary items strictly as per specifications given in the tender form and tender notice. The quantity for supply of Computer Stationary items, their specifications for respective items are as follows:-

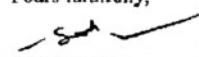
Sl. No.	Name of Item	Specification	GSM	Quantity Required	Rates per 1000sheets/ sets (in Rs.)
01.	Letter Head 10"x12"x1"	Without watermark with CBSE logo and auto machine numbering	60GSM	15000	230.00
02.	Letter Head 10"x12"x2" (with good quality Carbon)			25000	585.00
03.	Letter Head 10"x12"x3" (with good quality Carbon)			10000	940.00

I enclose herewith manuscripts/samples of the above items. You are requested to supply a copy of proof of each item before final printing of the materials. The final printing is to be carried out only after the clearance of proof certified by Asstt.Secretary(Exam). Any deviation and subsequent loss/rejection of the material, the responsibility would rest upon the agency.

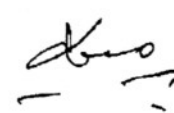
The first proof shall have to be supplied within 10 days from the date of placement of order and the second proof, if necessary, shall have to be furnished within 07days from the date of issue of the letter for the second proof and printed copies within 20 days from the date of approval of the final proof positively.

It is further clarified that all the terms and conditions of the above supply order would strictly remain as stipulated in the tender form and tender notice.

Yours faithfully,


 (G.L.Mittal)
 Asstt.Secretary(Admn)

Enclosure: Specimen copy of the above said items.


 अनुमाना अधिकारी (प्रशासन)
 केंद्र, म. ग. मार्ग, अलीगढ़,
 उत्तर प्रदेश, भारत



**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE**

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Ph. 0532-2602970 2602971 2602972 Fax: 0532-2602977 E-Mail: cbseald@sancharnet.in

RO/Alld/Admn./Comp.Stationary/2007

Date: 28/12/2007

M/s K B Computer Forms,
D-5, Industrial Area
Patel Nagar, Dehradun-248001

Subject: Printing and supply of Computer Stationary for Class X & XII Exam 2008-reg.

Sir,

This is with reference to your tender dated 25/07/2007 on the subject cited above.

In this connection I am to inform you that the Competent Authority of the Board has approved the rates quoted by you and noted against each item for printing and supply of Computer Stationary items strictly as per specifications given in the tender form and tender notice. The quantity for supply of Computer Stationary items, their specifications for respective items are as follows:-

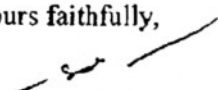
Sl. No.	Name of Item	Specification	GSM	Quantity Required	Rates per 1000sheets / sets (in Rs.)
01.	Blank EZRs 15"x12"x1"	Without watermark with CBSE logo and auto machine numbering	60GSM	87000	309.00
02.	Blank EZRs 15"x12"x3" (with good quality Carbon)			210000	1275.00

Samples of the above EZRs will remain same as per earlier work order for 10x12x1,...etc. only size will be changed, however, for reference a sample of previous year EZR is enclosed. Also Sl.No. may be inserted on the top of Logo in each seat starting from 0000001 onwards in each size separately. Any deviation and subsequent loss/rejection of the material, the responsibility would rest upon the agency.

You are requested to supply the materials within 20days from the date of issue of this work order, without fail.

It is further clarified that all the terms and conditions of the above supply order would strictly remain as stipulated in the tender form and tender notice.


Yours faithfully,


 (G.L.Mittal)
 Asstt. Secretary(Admn)

Enclosure: Specimen copy of the above said items.

Copy to:

1. A.S.(Conf.), for information
2. A.S.(Exam), for information
3. Store Keeper, for information.


 31/12/2007
 31/12/2007
 31/12/2007



CENTRAL BOARD OF SECONDARY EDUCATION

(REGIONAL OFFICE)

SPEED POST

35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad-211001

Ph. 0532-2602970, 2602971, 2602972 Fax: 0532-2602977 E-Mail: cbseald@sancharnet.in

No.: RO/Alld./Accounts/ 2007-08

Date: 31st March, 2008

Sh. S.B. Baluja,
Section Officer,
Central Board of Secondary Education,
SHIKSHA KENDRA, 2 Community Centre,
Preet Vihar, New Delhi – 110092.

Subject: Feedback on various forms and formats for maintenance of accounts on accrual basis and interactive session

Sir,

With reference to your letter no. SAO/HQ/AC&BW/2008 dated 08.03.08 regarding above cited subject. The following points may kindly be noted for preparation of consolidated list of performas.

- 1). **T.A. Advance Register:** There should be separate page(s) for each Board employee who remain on frequent tours for office work to note down the T.A. Advance taken by them from time to time in chronological order during the financial year and their submission of T.A. Bills for adjustment of advances. So a little change in some columns is required in T.A. Advance Register. Amended format is enclosed in this connection as Annexure A-1.
- 2). **Valuable Register:** Valuable register format may also be amended as per the enclosed format as Annexure A-2. This has been developed, keeping in view almost all the known and unknown sources of income heads of the board in consideration. It may be mentioned here that during the peak season (September – October) the receipt of Examination Fee, it is not possible to make entry of all the D.D.'s in the bulky register. In this office there are more than thousand D.D.'s to be received and posted to Valuable Register in a single day which is presently being done by dividing the Dak between two-three dealing hands who make separate lists indicating the details as per the format of Valuable Register by giving chronological serial No./V.R. No. to each D.D. so received.

In the present scenario these lists will be later pasted on the Valuable Register in the chronological order. Format of such loose lists used during Examination Fee receipt in bulk is enclosed as Annexure A-3.

- 3). **Formats Advance Register:** Formats of Advance register has been found to be satisfactory, but the column showing "Name of Supplier/Contractor", "Name of the Official", "Name of the Examiner/Paper Setter/Centre" etc. may be removed and inserted at the top of the page. In fact more than two pages may be kept in these registers for noting all the transactions concerning one individual/official/examiner/contractor/centre etc. during the financial year.

Contd...



CENTRAL BOARD OF SECONDARY EDUCATION

(REGIONAL OFFICE)

35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad-211001

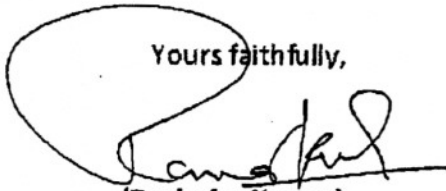
Ph. 0532-2602970, 2602971, 2602972 Fax: 0532-2602977 E-Mail: cbseald@sandharnet.in

from pre page...

So name of each such person under each head of Account will appear on the top of the page which will be serially numbered. There should be an index page at the beginning of each such register where page No. and name of each such advance taking official may be noted at one place to keep a proper watch for speedy recovery of the same.

Rest all other formats are found to be in order. Preparation of monthly account for the month of March 2008 on accrual based system is in progress which will be forwarded in due course of time please.

Yours faithfully,


(Ravinder Kumar)
Accounts Officer

✓
End: Annexure A-1 to A-3.

Copy to:

PA to Secretary
Central Board of Secondary Education,
SHIKSHA KENDRA, 2 Community Centre,
Preet Vihar, New Delhi – 110092.

for information and further action please.

Sh. Ajay Mishra
Senior Accounts Officer,
Central Board of Secondary Education,
SHIKSHA KENDRA, 2 Community Centre,
Preet Vihar, New Delhi – 110092.

for information and further action please.

(Ravinder Kumar)
Accounts Officer