

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE: DELHI
PS 1-2, Institutional Area, Patparganj
I.P Extn., Delhi-110092
TENDER NOTICE**

Sealed tenders are invited for the Printing & Supply of pre-printed Computer Stationery items for the office. The approximate estimated cost is Rs. 20 Lacs. The firms/agencies possessing the necessary infrastructure at Delhi/New Delhi/NCR may download the tender form from the CBSE Websites. The last date for submission of tender is 14/10/2013 upto 2:30 P.M.

Note: For more information kindly log on to our website: www.cbse.nic.in

**DIRECTOR
CBSE,R.O Delhi**

The cost of the tender document is Rs. 500/- (Rupees Five Hundred only) which is non-refundable and non-adjustable & the cost of EMD is Rs.50000/- only. The same are to be deposited at the time of submission of bid document in the shape of demand draft only on any Scheduled Commercial Bank payable at Delhi and shall be drawn in favour of Secretary, CBSE. All the drafts should be enclosed with the technical bid only. The tender is to be submitted in two bid systems in two separate sealed envelopes. The first envelope should contain Technical bid and the other envelope should contain Financial bid. Both the envelopes should be kept in another bigger envelope superscribing "Tender for supply of Pre-Printed Computer Stationery". The bid documents must be submitted by Hand Delivery/Regd. Post/Speed Post in sealed cover to the Director, Regional Office, CBSE, Delhi at the address given above on or before 2:30 P.M. on 14/10/2013 and will be opened as per schedule indicated in the instructions to the bidders. The Tender received incomplete or beyond the stipulated period shall not be entertained under any circumstances. The technical bid will be opened on 14.10.2013 at 3.00 PM in the presence of tenderer who may like to be present. However, no separate communication will be issued in this regard. The Competent Authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

THE PROSPECTIVE BIDDERS ARE REQUESTED TO GO THROUGH THE COMPLETE TENDER DOCUMENT CAREFULLY REGARDING ELIGIBILITY & OTHER TERMS & CONDITIONS OF BID BEFORE APPLYING.

**DIRECTOR
CBSE,R.O, DELHI.**

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**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\2013-14**

M/s. _____ are hereby authorized to submit their tender in response to the Tender Notice appeared in the Newspapers on _____ and website for printing and supply of various Computer stationary items for Exams, 2014.

ASSISTANT SECRETARY(ADMN.)

**Last date for submission of Tender: 14/10/2013 upto 2:30 P.M
Opening of Tender: 14/10/2013 at 3:00 P.M.**

**Tender Form
TECHNICAL BID**

Tender form for Printing and supply of various Computer Stationary items For 2014. Exams.

(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) : _____

Contd. 4....

2. Past Experience (for last three years).

2.1

Sl. No.	Year	Name of the Organization/Institution	Details of Computer printing work Executed and supply thereof
a.	2011	i)	
		ii)	
b.	2012	i)	
		ii)	
c.	2013	i)	
		ii)	

Note= Attach separate sheet, if required

2.2 whether the firm has ever been debarred/black listed by any Organization? (If 'yes' the Details and reasons thereof) : _____

3. Infrastructural Details:-

a) Physical/Captial.

i. Type and total No. of machine available for such work : _____

ii) Capacity of the machine to print and deliver all the allotted work within 25-30 days : Yes/No

b) Financial

i. Annual turn over (during last three financial years & attach copy : Year-2010-11 Rs. _____
: Year-2011-12 Rs. _____

ii. Availability of Finance/Bank : Year-2012-13 Rs. _____
Guarantee(Attach financial solvency Certificate issued by Bank)

c) Personal Technical: _____
Number of employees Non-Technical: _____
(Technical and Non-Technical)

Contd.5.....

4. Particulars of Demand Draft paid as Earnest money:

- i) Amount : Rs 50,000/- each
- ii) DD No. : _____
- iii) Issuing Bank with date of issue: _____

5. Particulars of Demand Draft paid as Tender Fee:

- i) Amount : Rs 500/- each
- ii) DD No. : _____
- iii) Issuing Bank with date of issue: _____

6. Samples with Specification: Samples of paper to be used attached duly signed and stamped along with the name of the paper mill

Specification	Name of Paper Mill	No. of Samples Attached
120 GSM paper for the items mentioned in the tender form		
60 GSM Paper for the items mentioned in the tender form		
100 GSM Paper for the items mentioned in the tender form		
106 GSM Paper for the items mentioned in the tender form		

7. Weekly Holiday on: _____

8. For RTGS/NEFT details

- i) Bank Name:** _____
- ii) Nature of Account:** _____
- iii) Account No.:** _____
- iv) IFSC Code No.:** _____
- v) Beneficiary Name/Company Name:** _____

The terms and conditions and those appended with the tender form are acceptable to me/us. Copy of document in support of information furnished in S. No. 1-8 above are enclosed herewith. If any, over writing/cutting/non submission of documents found in my said tender, the same be rejected with technical bid.

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

PAN NO. _____

MOB NO. _____

DATE: _____

PLACE: _____

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE: DELHI
PS 1-2, INSTITUTIONAL AREA, PATPARGANJ
I.P EXTN., DELHI-110092**

TENDER FORM
FINANCIAL BID

Tender File No. Admn. & Ptng/2013-14

M/s..... are hereby authorized to submit their tender in response to the Tender Notice appeared in the newspaper onfor the Printing & supply of pre-printed Computer Stationery items for the Exam, 2014.

ASSISTANT SECRETARY(ADMN.)

Rates for printing & supply of pre-printed computer stationery items for the Exam, 2014.

S.No.	Name of the item(as per specification of the material given in tender form)	GSM of paper to be used	Required quantity in sheets/col.(r-Red for class X, B-Blue for Class-XII)	Rate per Thousand Sheets inclusive of all taxes and delivery F.O.R
1.	Admission Cards 15X12X1	60	(*R-94000 (47000 Sheets)	
		60	(*B-364000 (182000 Sheets)	
2.	Attendance Sheets 15X12X1	60	(*R-94000 (47000 Sheets)	
			(*B-364000 (182000 Sheets)	
3.	Admission Cards (A-41 Size) for Pvt. Candidate	100	(*R-20000 Sheets	
			(*B-35000 Sheets	
4.	Attendance Sheets (A-4 Size) for Pvt. Candidate	100	(*R-20000 Sheets	
			(*B- 35000 Sheets	
5.	Blank EZR: i) 10X12X1	60	25000 Sheets	
	ii)15X12X1	60	1450000 Sheets	
	iii)15X12X2	60	475000 Sheets	
	iv)15X12X3	60	225000 Sheets 50000 Sheets(without logo)	

06	Letter head (10X12X1)	60	200000 Sheets	
07	Migration Certificates (A-4 Size)8X10X1	120	(*)91000 Sheets	
08	Migration Certificates (15X12X1) each sheets having 4 M.C	120	(*)1164000 (291000 Sheets)	
09	Provisional Certificate (A-4 Size)8X10X1	120	(*)29400 Sheets	
10	Award List-Theory 15X12X3	60	R-40,000 Sheets	
		60	B-60,000 Sheets	
11	Award Lists-Practical 15X12X2	60	B-60000 Sheets	
12	Tabulation Register 15X12X1	120	R-270000 Sheets (Secondary)	
		120	B-130000 Sheets Sr. Secondary	
13	LOC Form 15X12X1	106	Red-160000 Sheets	
		106	Blue-125000 Sheets	
14	JNV Attendance Sheet 15X12X1	60	100000 Sheets	
15	Merit Certificate 15X16X1 (Single part) in two ups	120	R 60000 Sheets (240000 Certificates)	
			B- 10000 Sheets (40000 Certificates)	

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

Signature with the seal of the firm

PAN. No: _____ Complete Address _____

Mobile No: _____

Date.....

Place.....

(*)Note: The exact quantity which is to be printed depends upon the requirement and the quantity may change/Cancelled.

**SPECIFICATION OF THE MATERIAL TO BE SUPPLIED
(COMPUTER STATIONERY ITEMS FOR EXAM. 2014)**

1. Admission Cards (without water mark) single part on 60 GSM Paper of Size 15X12X1

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

QUANTITY

(a) 47000 sheets i.e. 94000 Admission cards in Red colour.

(b) 182000 sheets i.e. 364000 Admission cards in Blue Colour

(The above mentioned quantity is subject to change as per actual requirement)

2. Attendance sheets (without water mark) single part on 60 GSM paper of size 15x12X1

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

QUANTITY

a. 47,000 sheets i.e. 94000 Attendance sheets in Red colour.

b. 182000 sheets i.e. 364000 Attendance sheets in Blue Colour

(The above mentioned quantity is subject to change as per actual requirement)

3. Admission Cards (without water mark) single part both side printing on 60 GSM Papers of A-4 Size in loose sheets in A-4 Size with Auto Machine Numbering.

QUANTITY

(a) 20,000 sheets i.e. 20,000 Admission cards in Red colour.

(b) 35,000 sheets i.e. 35,000 Admission cards in Blue colour

(The above mentioned quantity is subject to change as per actual requirement)

4. Attendance sheets (without water mark) single part on 100 GSM papers of A-4 size in loose sheets.

To be printed on single side in English & Hindi i.e. bilingual in single colour. Each sheet of A-4 Size to have one attendance sheet. Each attendance sheet will be in loose sheet of A-4 Size with auto machine numbering.

QUANTITY

(a) 20,000 sheets i.e. 20000 Attendance sheets in Red colour.

(b) 35,000 sheets i.e 35000 Attendance sheets in Blue colour

(The above mentioned quantity is subject to change as per actual requirement)

5. Blank EZR (Without watermark) on 60 GSM paper with CBSE logo and Auto machine Numbering

(i) 10x12x1 : 25000 sheets

(ii) 15x12x1 : 145000 sheets

(iii) 15x12x2 : 475000 sheets

(iv) 15x12x3 : 225000 sheets

(without logo) 50000 sheets } Total 275000 Sheets

(The above mentioned quantity is subject to change as per actual requirement)

6. Letterhead (without watermark)

Single part on 60 GSM paper of size 10x12 in single colour.

QUANTITY

2,00,000 Sheets

(The above mentioned quantity is subject to change as per actual requirement)

7. Migration Certificates (without watermark) (A-4 Size)

Single part on 120 GSM parchment paper in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.

QUANTITY

(a) 8x10x1 (A-4 Size) : 91000 sheets

(The above mentioned quantity is subject to change as per actual requirement)

8. Migration Certificates (without watermark) Single part on 120GSM Parchment paper of size 15x12.

In two colour. Ground printed with security block of CBSE. Each sheet of 15x12 to have one horizontal and one vertical perforation. Each sheet of 15x12 to have four Migration Certificates will be of size 7.5x6 with auto machine numbering.

QUANTITY

(a) 291000 Sheets i.e 1164000 Certificates.

(The above mentioned quantity is subject to change as per actual requirement)

9. Provisional certificate (without watermark) (A-4 Size)

Single part on 120 GSM parchment paper on size 8x10 in two colour on single side with auto machine numbering. Ground printed with security block of CBSE.

QUANTITY

(a) 29400 Sheets of A-4 Size

(The above mentioned quantity is subject to change as per actual requirement)

10. Theory Award List (without watermark) three part on 60 GSM papers of 15x12x3 Single colour on single side.

QUANTITY

(a) 40,000 Sheets in Red colour.

(b) 60,000 sheets in Blue colour.

(The above mentioned quantity is subject to change as per actual requirement)

11. Award List Practical (two parts) (without watermark) on 60 GSM papers of 15x12x2 Single colour on single side

(a) 60000 sheets in Blue colour.

(The above mentioned quantity is subject to change as per actual requirement)

12. Tabulation Register (without watermark) single part on 120 GSM parchment paper of size 15x12X1

On parchment paper of 120 GSM. Single colour printing on both sides.

QUANTITY

(a) Secondary Exams 270000 Sheets (Red Colour) Class-X

(b) Sr. Sec. Exam. 130000 Sheets (Blue Colour) Class-XII

(The above mentioned quantity is subject to change as per actual requirement)

13. LOC (15X12X1) (without watermark) single part on 106 GSM parchment paper of size 15x12X1

QUANTITY

160000 in Red colour

125000 in Blue colour

14. JNV Attendance Sheet (without water mark)

Single part on 60 GSM paper of Size 15X12 in single colour on single side.

QUANTITY

100000 Sheets

(The above mentioned quantity is subject to change as per actual requirement)

15. Merit Certificate (single part) in two ups (15X16X1)

On parchment paper of 120 GSM

QUANTITY

Class-X: Red Colour-60000 Sheets (240000 Certificates)

Class-XII: Blue Colour-10000 Sheets (40000 Certificates)

(The above mentioned quantity is subject to change as per actual requirement)

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE: DELHI**

(Agreement to be executed on a Non-judicial stamp paper of Rs. 100/-)

Terms & Conditions

1. The rates shall be quoted inclusive of all taxes/levies. The rates will be valid for a period of one year w.e.f. date of award of tender/work order.
2. The estimated quantity of each item may be varied from month to month basis. The CBSE does not guarantee to any Printer for printing of any specific quantity in a particular month or during the period of contract.
3. The terms and condition of the tenders shall be read in conjunction with the general condition of contract, bill of quantities and other documents being part of this contract.
4. Tender must be accompanied with EMD of Rs. 50,000/- each in the form of Bank Draft, EMD in any other form will not be accepted and such tender will be rejected. **Tender without earnest money and cost of tender document will not be accepted being an autonomous organization and such quotation will be rejected.** Last date of receiving the tender is 14/10/2013 till 2:30 P.M. Tender will be opened on 14/10/2013 at 3.00 P.M on the same day in the presence of the tenderers, who may like to be present at the time of opening. No separate communication will be sent in this regard.
5. The earnest money of the unsuccessful bidder will be refunded without any interest.
6. 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.
7. 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 part or in whole, EMD will be forfeited.
8. 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.
9. **Rates should be quoted F.O.R. at DELHI/NEW DELHI including all taxes. Delivery will be taken in corrugated boxes inside the godowns of this office at Patparganj Delhi/Preet Vihar Delhi. Cartage/Coolidge shall have to be borne by the supplier up to the godown(s) of the Board.**
10. 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

The printer are required to submit sample of papers of the above said reputed Mill duly signed and stamped along-with the tender. The carbon to be used in two/three parts stationery should be of good quality.

11. An agreement will have to be entered between CBSE and successful tenderer on a Non-Judicial stamp paper of Rs. 100/-.

12. ELIGIBILITY

- A. The tenderer should have all the infrastructure under one roof and his ownership in the name of agency.
- B. The tenderer must have turnover of approximately Rs. 50 lakh each in last three financial year.
- C. The agency should have minimum three years past experience of manufacturing and supplying of such material in bulk quantities to the Central/State govt. and Educational institutions/Any Board/University (attach documentary evidence in Technical bids).
- D. Copy of PAN should be attached with the tender.

13. Schedule of Delivery

The first proof have to be supplied within three days from the date of placement of order and the second proof, if necessary, shall have to be furnished within two days from the date of letter for the second proof and printed copies within thirty days from the date of approval of the final proof positively. The time schedule given in the work order will have to be strictly adhered to for the supply of proofs as well as for printed material. In case of delay in supply, a penalty @ the rate of 4% per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill. If the material supplied is not as per specifications, proportionate 0.50% penalty will be imposed and the amount will be deducted from the bill of the tenderer. Further additional penalty shall be levied for supply of computer stationery of lesser grammage as decided by the Board.

14. The work can be allotted to one or more agencies on L-1 rates by the Competent Authority of the Board.

15. Quantity of Computer Stationery items to be printed may increase/decrease as per office requirement.

16. The total quantities to be made under the contract cannot be guaranteed and quantities as mentioned in the tender is approximate and may increase/ decrease.

17. The supplier should be responsible to make all arrangements to ensure complete security and secrecy with regard to the printing, storage, supply and safe custody of all documents and stationary. All transit risk will be to supplier's account.

18. On 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 been destroyed and no stationary shall be printed more than the specified quantities/no. In case any discrepancy/ breach of contract is noticed by the Board, the firm will be black listed and appropriate penalty/action shall be taken by the Board.

19. The tenderers should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.

20. The Board shall have the right to inspect and verify the stock of stationary manufactured or under process by its officer's at any time without notice.

21. Any Document /Work found at the time of delivery to be defective and not conforming to the relevant specification, is liable to be rejected and the tenderer shall have to lift it at their own cost on "as is where is basis". In case of any dispute, the decision of the Director (ROD) of the Board shall be final and acceptable to the Tenderer, if the tenderer fails to lift the above rejected material within two weeks time, the Board shall have the right to dispose it off by auction and no claim of the tenderer shall be permissible.

22. Rejected material shall be at the supplier's risk and they must be collected 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.

23. 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.

24. The computer stationary is to be machine(auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and the supplier will replace it at his own cost.

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

26. The period of tender can be extended for a further period of two years with the consent of both the parties.

- 27. Penalty will be imposed by the Competent Authority by deducting an amount from the bill as under (item wise):-**
- i) Inferior Quality @ 5%.**
 - ii) Matter misprinting @ 5%.**
 - iii) Hole alignment/Carbon locking problem @ 10%**
 - iv) Missing /Duplicate Numbering , if found any item @ 10% on total bill.**
 - v) Short supply of any item @ 10%**
 - vi) Supply of any item without corrugated boxes as per cost.**
- Note: Incase large number of deficiencies as per clause (i) to (vi) then full replacement has to be made free of cost as per clause no. 21.**
28. The Board reserve 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.
29. In the event of specification / grammage not found in consonance with the specification/grammage prescribed by the BIS/Board against the items. Necessary proportionate deduction on total value as per actual grammages arrived at from the RTC/MSME Lab(Govt. of India) 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.
30. T.D.S.(tax deduction at source) at the rate applicable from time to time as per the provision of the Income Tax Act shall be made from the bill.
31. No advance payment will be made 80% payment shall be made only completion of the whole work order. The balance 20% payment will be made after completion of the other formalities such as GSM testing of papers/inspection and acceptance of the material etc as per norms/specification.
32. 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/black listed.
33. In the event of any dispute, the decision of the Chairman of the Board shall be final and binding upon the quotationer.
34. Incase of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
35. Director, CBSE, R.O, Delhi reserves the right to appoint an arbitrator, if needed so.

ASSISTANT SECRETARY (ADMN.)

Acceptance of the Tenderers

The Terms and the condition enumerated in this form clause No. 1 to 35 have been read by me / us and are acceptable to me / us.

Signature of the Tenderer
Seal with Complete Address
Telephone No.: _____

Dated: _____

