



CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
Todarmal Marg, Ajmer

TENDER NOTICE

No. F2-5/Comp. Stationery-12

Dt. 14.07.2011

Sealed tenders are invited from printers/firms having at least three years experience of manufacturing and supply of pre-printed computer stationery in bulk quantities to Central Govt./State Govt./Educational Board and having minimum turnover of twenty five lacs during last three years for the following works of Regional Office, Ajmer for Board Examination 2012.

The tender is for pre-printed continuous computer stationery i.e Admit Cards, Attendance Sheets, Letter heads, Blank EZR etc. for Exam. 2012 (without water mark paper).

The technical pre-requisites & tender forms along with the terms and conditions may be obtained from the Cashier, CBSE, Regional Office, Todarmal Marg, Ajmer on any working day between 10:00 AM to 1:00 PM on payment of Rs.200/- (non refundable) upto 1st August, 2011 or can be downloaded from website www.cbse.nic.in and cost of the form will be deposited alongwith tender form in the form of Demand Draft. Those who have submitted Tender in response to this office tender notice dated 21.06.2011 may also be submit fresh quotations without any tender fee alongwith photocopy of earlier Demand Draft.

Regional Officer

Serial No.....



CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
Todarmal Marg, Ajmer

Price: Rs. 200/-

No. F2-5/Comp. Stationery-12/11

M/s.are hereby authorized to submit their tender in response to the Tender Notice appeared in the Newspapers onand website for printing and supply of various Computer stationary items for Exams, 2012. The date schedule is as under:

Last date for submission of Tender	: 1 st August, 2011 upto 2:00 P.M.
Opening of Tender	: 1 st August, 2011 at 3:00 P.M.

REGIONAL OFFICER

Part – ‘A’ – Technical Bid
Tender form

(for printing & supply of various **computer stationery** items for 2012 Exams)

(Note:- Tenderer must read the enclosed terms and conditions before filling up the particulars in this Form.)

1. Particulars Of Tender:

- (i) Name of the Press.
- (ii) Year of Registration along-with the No.(with documentary evidence)
- (iii) Any other Organization with :
Whom the Agency is registered :
- (iv) Office Address with Tel No. :
:
:
- (v) Name(s) of the Proprietor/Partner(s) :

2. Past Experience (for last three years).

2.1 Details of last three years work executed:-

Sl. No.	Year	Name of the Organization/ Client	Place of printing & supply		Details of Work Executed
			From	To	
1	2008				
2	2009				
3	2010				

- 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/Capital.

- i. Type and total No. of machines available for such work :
- ii. Capacity of the machine to print and deliver all the allotted work within 15-20 days (Yes/No) :

b. Particulars of Demand Draft paid as Earnest money:

- i) Amount : Rs 20,000/-
 ii) DD No. :
 iii) Issuing Bank with date of issue :

c. Samples with Specification

Samples of paper attached duly signed and stamped along-with the name of the paper mill

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

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

SIGNATURE OF THE TENDERER
 WITH OFFICIAL SEAL & COMPLETE ADDRESS
 TEL NO.:

DATE :/...../2011

PLACE :

NOTE : -

(1) The tender for *technical bid* should contain sample paper alongwith the name of the paper mill duly signed and stamped to be used and earnest money of Rs.20,000/- in the form of Bank Draft in favour of Secretary, CBSE, payable at Ajmer.

(2) Please see enclosed form for financial bid and terms and conditions.

Part 'B' –Financial Bid**Rates for the supply of pre-printed Computer Stationary:-**

S.No.	Name of the items (as per specification of the material given in tender forms)	GSM	Quantity required in Sheets/Colour (R=Red for Class-X, B=Blue for Class XII)	Rates per thousand Sheets
1.	Admission Cards (15x12x1) Each sheet having 2 Admission Cards	60	X - 20000 Sheets (Red) XII - 53000 Sheets (Blue)	
2.	Attendance Sheets (15x12x1) Each sheet having 2 Attendance Sheets	60	X - 20000 Sheets (Red) XII - 45000 Sheets (Blue)	
3.	Blank EZR:60 GSM with CBSE Logo/Monogram	60 GSM		
	10X12X1	60 GSM	10000 Sheets	
	10X12X2 with Carbon	60 GSM	20000 Sheets	
	10X12X3 with Carbon	60 GSM	10000 sheets	
	15X12X1	60 GSM	20000 sheets	
	15X12X2 with Carbon	60 GSM	20000 sheets	
	15X12X3 with Carbon	60 GSM	15000 sheets	
4.	Letter Head(10x12x1)	60 GSM	10000 Sheets	

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

SIGNATURE OF THE TENDER
WITH OFFICIAL SEAL & COMPLETE ADDRESS

TEL NO. :
MOBILE NO.:
FAX NO. :
PAN NO. :

DATE :/...../2011
PLACE :

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, Todarmal Marg, Ajmer
Terms & Conditions

1. The terms and conditions 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.
2. Tender must be accompanied with EMD of Rs. 20,000/- 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 will not be accepted. Tender will be **opened at 3.00 P.M.** on the same date in the presence of the tenders, who may like to be present at the time of opening. No separate communication will be send 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 and converted into security deposit, which will be refunded without interest after execution of the order. However, if the tender fails to accept the work order, EMD will be forfeited.
5. In the event of any tender 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 F.O.R. at AJMER office including all taxes. Delivery will be taken in corrugated boxes inside the godowns of this office at AJMER. Cartage/Coolidge shall have to be borne by the supplier upto the godowns of the Board.
7. The paper to be used by the firm for the printing of material should be of the following mills:

a. Ballarpur	b. Andhra
c. Tamil Nadu Newsprint and Papers Limited	d. West Coast
e. Orient	f. JK (straw product)
g. HPCL	h. Century
i. Any other 'A' Class Mill	

The tenderer 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.
8. **ELIGIBILITY:-** The tenderer must
 - a. Have turnover of approximately 25 lacs each in last three financial year.
 - 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)
9. **Schedule of Delivery -**

The first proof 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 02 days from the date of issue of the letter for the second proof and printed copies within 15 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 @ 4% per week on the proportionate amount of bill of delayed supply will be imposed.
10. The total quantities to be made under the contract cannot be guaranteed and quantities as mentioned in the tender are approximate.
11. 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 stationery. All transit risk will be to supplier's account.
12. 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 been destroyed and no stationery shall be printed more than the specified quantities/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.
13. The tender should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.

14. The Board shall have the right to inspect and verify the stock of stationery manufactured or under process by its officer(s) at any time without notice.
15. 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 shall be replaced by the supplier at his cost and arrangement at the earliest.
16. 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.
17. 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.
18. The computer stationery 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 cost.
19. 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.
20. The period of contract will be for one year from the date of execution of Agreement and can be extended for a further period of one year with the consent of both the parties.
21. 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 Competent Authority of the Board shall be binding.
22. 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 of cost shall be made and the decision of the Competent Authority of the Board for penalty imposed / deduction made shall be final and binding on the party.
23. 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.
24. No advance payment will be made 80% payment will be made only completion of the whole work order. The balance 20% payment will be made after completion of the other formalities like testing of papers/inspection of the material etc.
25. In case the successful tender 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 tender and the penalty as deemed fit by the competent authority shall be imposed on the tender who fails to execute the work order in addition forfeiture of EMD/S.D.
26. The Competent Authority, Ajmer reserves the right to appoint an arbitrator, if needed so.
27. Agreement to be executed on a Non-judicial stamp paper of Rs. 100/-.

Regional Officer

Acceptance of the Tender

The Terms and the conditions enumerated in this form clause No. 1 to 27 have been read by me / us and are acceptable to me/us

SIGNATURE OF THE TENDER
WITH OFFICIAL SEAL & COMPLETE ADDRESS

TEL NO. :
MOBILE NO. :
FAX NO. :
PAN NO. :

DATE :/...../2011
PLACE :

SPECIFICATION OF THE MATERIAL TO BE SUPPLIED
(COMPUTER STATIONERY)

TERMS & CONDITIONS

1. Admission Cards (without water mark) single part on 60 GSM paper of size 15" X 12"

To be printed on both sides in English and Hindi i.e. bilingual. Each sheet of 15" X 12" 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.

Required Quantity

- a. X Class - 20000 sheet (40000 admission cards in red colour).
b. XII Class - 53000 sheet (106000 admission cards in blue colour)

2. Attendance sheets (without water mark) single part on 60 GSM paper of size 15" X 12"

To be printed on both sides in English and Hindi i.e. bilingual. Each sheet of 15" X 12" to have one vertical perforation. Each sheet of 15" X 12" to have two attendance sheets i.e. each attendance sheet will be in the size 7.5" X 12" with auto machine numbering.

Required Quantity

- a. 20000 sheets i.e. 40000 attendance sheets in red colour.
b. 45000 sheets i.e. 90000 attendance sheets in blue colour

3. Blank EZR (Without watermark) on 60 GSM paper with CBSE logo and auto machine numbering.

Blank EZR:60 GSM with CBSE Logo/Monogram	GSM	Qty.	Remarks
10X12X1	60 GSM	10000 Sheets	
10X12X2 with Carbon	60 GSM	20000 Sheets	With Good Carbon
10X12X3 with Carbon	60 GSM	10000 sheets	With Good Carbon
15X12X1	60 GSM	20000 sheets	
15X12X2 with Carbon	60 GSM	20000 sheets	With Good Carbon
15X12X3 with Carbon	60 GSM	15000 sheets	With Good Carbon

4. Letter head (without watermark) single part on 60 GSM papers of size 10" X 12" in single colour.

Required Quantity: 10000 Sheets