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

An Autonomous Organisation Under the Union Ministry of Human Resource Development (Govt. of India)  
PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

No. ROD/ADMN/09

Dated: 20/01/2009

**Sub: Quotation for printing and supply of Registration Forms & Cards of class IX for the Academic year 2009-2010(Class X Exam March 2011)**

Sir,

Sealed quotations are invited on behalf of Secretary, CBSE, Delhi from reputed agencies/firms for printing and supply of Registration Cards and Registration Forms for Class IX with CBSE logo with paper, delivery F.O.R. within 25 days from the date of issue of work order/final proof as per terms & conditions, quality and specification given below: -

**I) Registration Cards**

S.No.	Particulars	Specifications
1	No. of Cards	332800 Cards on A-4 Size (83200 sheets) 4 cards on each sheets with perforation
2	Paper	Super shine of A Grade Mill of 120 GSM
3	Printing	2 Colours on single side with auto machine numbering on each card and CBSE logo

**II) Registration Form**

S.No.	Particulars	Specifications
1.	No. of form	375100 on A-4 Size
2.	Paper	A Grade Mill of 100 GSM
3.	Printing	2 colours on both sides with auto machine numbering (1 page bilingual & other English only)

The quotation must be sent under Sealed cover with sealing wax superscribing "Quotation for supply of Registration Form and Card for Class IX" addressed to the Regional Officer, Regional Office (Delhi) at the above mentioned office address or put in the Tender Box kept on ground floor with the Security Guards upto **3.00 P.M by 04/02/2009** alongwith Earnest Money of Rs. 15,000/- (Rupees Fifteen Thousand only) in the shape of Bank Draft drawn in favour of the Secretary, CBSE, Delhi. Quotation received after expiry of date and time shall be rejected. The specimen copy of Registration Form and Cards may be seen in the CBSE, PS, 1-2, Institutional Area, I.P Extn., 2<sup>nd</sup> floor, C-Wing Patparganj Delhi-110092. Quotation will be opened on the same day at 3.30 P.M in the presence of the quotationers, who may wish to be present.

**(R.P. NAGPAL)  
ASSISTANT SECRETART (ADMN)**

Encl.: -

- i) Annexure-I
- ii) Copy of Terms & Conditions

**Note: Rates of the following items should be quoted after carefully reading the terms and conditions of the quotations.**

I/We \_\_\_\_\_ hereby submit Quotation for printing and supply of Registration Forms and Cards as per specification given below on the rates given below which are inclusive of all Taxes and Cost of paper etc. and delivery F.O.R.: -CBSE Godown.

S.No.	Particulars	Rates per 1000. Sheets (Rs.)
01.	<b>Registration Cards</b> Registration Cards Sheets 83200 (Registration Cards 332800) in A-4 Size single side printing in two colours on 120 GSM super shine paper of 'A' grade mill with Auto machine serial numbering at 4 places on a sheet with perforation	
02	<b>Registration Forms</b> 375100 Regn. Forms for students of class IX both side printing one page bilingual & one page English on superior quality paper of 100 GSM of 'A' grade mill in two colours. Every form shall be Auto machine numbered in A-4 Size. Packing and forwarding shall be done in polythene packets of 100 forms in each and thereafter in corrugated boxes (50 packets in each box).	

The terms & conditions given alongwith quotation forms are acceptable to me/us.

Pan No. is \_\_\_\_\_

WCT No. is \_\_\_\_\_

Bank Draft No. \_\_\_\_\_ dt. \_\_\_\_\_ drawn on \_\_\_\_\_ for Rs. 15,000/- as Earnest Money in favour of the Secretary, CBSE, Delhi is enclosed.

Signature of the quotationers  
Address & telephone nos.

Dated : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office \_\_\_\_\_

Mobile \_\_\_\_\_

Residence address \_\_\_\_\_

Rubber stamp

**TERMS & CONDITIONS**

1. No tender will be accepted after expiry of date and time.
2. The rates should be quoted for delivery upto CBSE godown including all taxes.
3. No change/correction is allowed in tender in any case after the submission of tender form in the office.
4. The agencies have to submit the Earnest Money of Rs. 15,000/- in the shape of B.D in favour of Secretary CBSE, Delhi which is refundable after the satisfactory completion of work. Quotation without Earnest Money will not be accepted and such quotation will be rejected.
5. 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.
6. The printing and supply of Registration Forms and Cards may be made within 25 days time from the date of issuing work order/receipt of final proof whichever is later as per terms & conditions quality and specifications.
7. The Board will take random samples from the material supplied to the board. Any difference in the size, GSM of paper shall render the entire order for rejection and quotationer shall have to lift the material supplied at his own cost on "as is where is basis". In the event of mistake, errors and defect found in the supplied material, the quotationer would be liable to change or rectify such mistakes/errors and defects at his own cost to the satisfaction of the board.
8. The samples of paper of A Grade mill mention and also the name of reputed paper mill such as Ballarpur, West Coast, JK(Straw Product) century, Andhra, Orient & HPC etc. to be used duly signed and stamped should accompany the quotation stating on the body of the sample brand, name of the mill for which rates have been quoted.
9. The printer shall print and deliver all the material within specified time mentioned in the work order. In the event of delay in supply by the quotationer, the board reserves the right to impose penalty @ 4% per week subject to a maximum of 10% and forfeiture of caution money/earnest money, if firm fails to execute the work order within the time schedule.
10. The quotationer will allow the official of the board duly authorized by it to visit the premise where the printing is done.
11. The exact quantity will be intimated at the time of placing order to the firm.
12. TDS and work contract Tax at the rate applicable from time to time as per the provision of the Income Tax Act, Govt. of India/NCT of Delhi shall be made from the bill.
13. The Earnest Money of the unsuccessful bidder will be refunded without any interest.
14. The Earnest Money of the successful bidder shall be retained and will convert into Security Deposit, which will be refunded without interest after execution of the order. However, if the quotationer fails to accept the work order, EMD will be forfeited
15. The printer will pack 100 forms in each polythene packets and thereafter 50 such packets are to be packed in corrugated boxes. The delivery is to be made at the godown of this office at Delhi/NCR Cartage/Cooliage shall have to be borne by the supplier upto the godown of the Board.
16. The Chairman of the Board at his discretion may increase or decrease the requirement, if needed.

17. The allotment of work will be for one year from the date of issue of work order on approved rates, which may be extended further upto 3 years subject to satisfactory service.
18. The Chairman of the Board reserves the right to accept/reject the lowest or any quotation without assigning any reason.
19. In the event of any quotationer withdrawing after submitting the quotation without sufficient reasons acceptable to the Competent Authority the Earnest Money/ Security Deposit will be forfeited.
20. Rejected material shall be at the supplier's risk and they must be collected from the godowns of the office within a week from the date of its 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 r/o the said rejected material.
21. 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 samples or there is any breach of terms of the contract on the part of the supplier.
22. The forms/cards are to be machine auto numbered carefully. Manual machine numbering or any mistake in the numbering will not be accepted and supplier will replace it at his own cost.
23. In the event of specification/grammage not found in consonance with the specifications/grammage prescribed by the BIS/Board against the items, necessary proportionate deduction of cost 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.
24. In case the successful quotationer 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 quotationer and the penalty as deemed fit by the Competent Authority shall be imposed on the quotationer who fails to execute the work order in addition to forfeiture of EM/S.D.
25. No advance payment will be made. The 80% payment will be made after the completion of the whole work order. The balance 20% payment will be made after completion of the other formalities like testing of paper etc.
26. In the event of any dispute, the decision of the Chairman of the Board shall be final and binding upon the quotationer.
27. The jurisdiction is Delhi in case of any dispute.

**ASSISTANT SECRETART (ADMN)**

**ACCEPTANCE OF THE QUOTATIONER**

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

Signature of the Quotationer  
Address & Tele No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_