



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के आधीन एक स्वायत्त संगठन)

सैक्टर 5, पंचकूला - 134 109 (हरियाणा)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

SECTOR 5, PANCHKULA - 134 109 (HARYANA)

पत्रांक

No. ....CBSE/RO/PKL/ADMN/perforation/2007

दिनांक

18  
09.10.2007

Dated.....

M/s Parmar Binding House,  
House No.3144, Sector - 19 D,  
Chandigarh

Subject: Allotment of work for perforation of Answer Book

Sir,

This is with reference to your tender dated 14.09.07 and your letter dated 20.09.07 giving us the revised rate after negotiation with the tender committee for the work of Perforation of Answer Books for '08'. In this connection, it is informed that the Competent Authority of the Board has approved the following rates as quoted by you and accordingly the work is awarded to you subject to the terms and conditions mentioned and accepted by you in the tender form and as well as following conditions:

S.No	Work allotted	Rate per 1000 Answer Book
01	Perforation of Answer Book of CBSE mentioned "-08" on each Answer book	Rs.68/- per thousand Ans. Book

### Terms and Conditions

1. The blank answer books are available in our Store Section at CBSE, Regional Office Sector - 5, Panchkula and the same is to be collected for the assigned perforation work. After perforation, the entire lot is to be deposited back to our Stores at the Regional Office, Panchkula at your transport/expenses.
2. The agency will lift the Answer Books in Serial Number wise from bundle for perforation and the same shall be handed over back to the Section Officer (Store) with statement of quantity.
3. The Agency will maintain custody of the answer books and shall ensure that each and every Answer Book is intact at their work place. The agency is liable to be debarred in case of any theft or pilferage if brought to the notice of the Board at any stage.

RTI  
Gram

4. The approximate quantity of answer books are 10 lacs. The actual quantity for perforation work may increase or decrease.
5. The Agency shall complete the perforation work within one month from the date of awarding the work.
6. Penalty of 4% will be imposed on total bill if the work has not been completed within the stipulated period.
7. The perforation of "-08" is to be made just parallel to the work CBSE, 2007 (i.e. CBSE-2007"-08") of the Answer Books.
8. The Agency may carry one truck material (Answer Books) once and after completion of work, the same may be deposited immediately in this office and the same pattern may be followed so on.
9. The Answer Sheets to be perforated are presently packed in Hessian Cloth (Serially). After completion of required perforation, these are to be packed again in similar manner in Hessian Cloth serially.
10. Your Firm i.e. M/s Parmar Birding House, Chandigarh is required to furnish a Bank Guarantee for a sum of Rupees One Lakh for the above said job immediately. In case of any breach or lapse on the part of the Agency, the Board will be entitled to invoke the Bank Guarantee without any objection of any type from the M/s Parmar Binding House, Chandigarh.

You are requested to approach our Section Officer (Store) for further immediate action for taking up the job of perforation urgently with the prescribed Bank Guarantee.

Yours faithfully,

*h*

(M K SRIVASTAVA)  
ASSISTANT SECRETARY

Copy to

1. PA to JS for kind information of JS.
2. Accounts Officer
3. Section Officer (Store)/Dealing Assistant(Stores): For information and necessary action. He is requested for necessary coordination and proper accounting of Ans. Books issued for perforation and received back after perforation in Store. The time schedule may please be monitored.

*h*

*h*

ASSISTANT SECRETARY

*g*

सेनबोसेक, पंचकूला

फोन / Phone : 0172-2585

E-mail : Cenbosec, Panchkula

Fax Message Ser. J.S (H.L.)

2583

E-mail : cbsechd@sancharnet.in

Fax : 0172-2585



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**SECTOR 5, PANCHKULA - 134 109 (HARYANA)**

पत्रांक

No. ....

दिनांक

Dated .....

RO/CBSE/ADMN/PKL/178/07

20.11.2007

M's Friends Associates,  
H.No.105,  
Sector - 18,  
Panchkula

Subject: Deployment of Agency for Cleaning and Sweeping Work.

Sir,

This has reference to your quotations to provide Cleaning and Sweeping Service at Regional Office, Sector - 5, Panchkula. In this connection, I am directed to convey the approval of the competent authority of the Board for engaging your service at Regional Office, CBSE, Panchkula. The rates approved are as under:-

**Rs.25023/- per month**

Further, you are requested to take the charge of the Cleaning and Sweeping of the Regional Office, CBSE, Panchkula on 01.12.2007, and in the meantime, you are requested to complete the formalities (i.e. Term and Conditions) agreed while filling the quotations and ensure to undertake the work as per agreed Terms and Conditions w.e.f. 01.12.2007. It is observed that your licence is due for renewal as its validity is expiring on 31.12.2007, copy of renewed licence may be urgently submitted to this office. You are also required to execute an agreement as per enclosed specimen for this assignment. As such, you are requested to meet the undersigned to discuss the arrangement prior to deployment.

Yours faithfully,

Recd  
29/11/07

(M K SRIVASTAVA)  
ASSISTANT SECRETARY

Copy to: PA to LC

9/11/07  
26/11/07

केन्द्रीय माध्यमिक शिक्षा बोर्ड  
एन.ओ.सेक, दिल्ली - 92  
cbse@nda.vsnl.net.in  
www.cbse.nic.in



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के आधीन एक स्वायत्त संगठन)  
"शिक्षा केन्द्र" 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली - 110092

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 092

Speed Post

पत्रांक AE/Estates/2007/F-47/142  
No..... F-47/142

दिनांक 06.10.2007  
Date..... 30.09.07.....

The Joint Secretary  
CBSE,  
Regional Office  
Sector - 5  
Punchkula - 134109

**Sub: Approval of agency in respect of Sweeping & Cleaning work**

Sir,

This has reference to the RO's proposal dated 27.08.07 concerning the subject whereby the Competent Authority has been kind enough to approve the minutes of the Committee. The work shall be awarded to M/s Friends Associates @ Rs. 26023/- per month. RO may kindly ensure the renewal of license of the firm since it will expire on 31.12.07. All terms & conditions of the contract shall remain in force.

Needful action may kindly be taken by the Regional Office to award the work.

Yours faithfully,

(S. K. SHARMA)  
ASSTT. ENGR. (ESTATE)

Please take further  
action. sh

ASSTT. ENGR  
9/11

DO(A)

A/O

शुभ  
5-11-07



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

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**SECTOR 5, PANCHKULA - 134 109 (HARYANA)**

पत्रांक RO/CBSE/PKL/07/

दिनांक 18.04.2K7

No. ....

Dated.....

M/s Praveen Kohli  
# 2746,  
Sector-15,  
PANCHKULA.

Sub : Placement of Vehicle for RO, CBSE, Panchkula – reg

Sir,

Please refer to your quotation in connection with providing of vehicle on monthly hiring basis for use of the Regional Officer, CBSE, Panchkula. In this connection, I am directed to inform that the rates quoted by you have been approved by the competent authority in the RO, Panchkula. You are, accordingly, requested to place your vehicle with effect from 19<sup>th</sup> April-2007 at 8:00 AM. This service contract of providing vehicle on monthly hiring basis shall be valid for a period of one year and will be subject to the terms & conditions as agreed already by you in your tender.

**The rates approved are as follows :**

Name of the Vehicle	:	INDICA
Overall monthly rate for 1500 kms and 12 hours duty	:	Rs.14,000/- per month
Extra Per Km	:	Rs.3.90/-
Extra hours	:	Rs.9.50/-
Night charges	:	Rs.80/-

**In this context, the followings may also be noted please :**

- The Travel Agency should be registered with local transport authority having Permanent Account Number [PAN].
- All the legal obligations including deposit of Service Tax, ESI/EPF of Driver etc will be borne by the Agency and the Agency will submit the proof of deposit of same to the Board on monthly basis.

तार : सनबोसेक, पंचकूला  
Gram : Cenbosec, Panchkula  
.....@sancharnet.in

फोन/Phone : 0172 - 258519  
258354  
Fax : 0172 - 258511



## केन्द्रीय माध्यमिक शिक्षा बोर्ड

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पत्रांक RO/CBSE/PKL/07/

दिनांक 18.04.2K7

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Contd....P/2...

Trans R.O. PKL

Fax Message for The J.S. (A+L)

197

99

तार : सनबोसेक, पंचकूला  
Gram : Cenbosec, Panchkula  
email : chsechd@sancharnet.in

फोन/Phone : 0172 - 258516  
258354  
Fax : 0172 - 258516



## केन्द्रीय माध्यमिक शिक्षा बोर्ड

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पत्रांक RO/CBSE/PKL/ADMN/197/07

दिनांक 03.12.2007

No. ....  
M/s Baljit Industries,  
Shed No. 319,  
Phase 1, Industrial Area,  
Chandigarh

Dated.....

**Subject:- Purchase of Steel Almirah**

Sir,

Refer to your quotation dated 21.09.2007 regarding supply of Steel Almirah, in this connection; it is to inform you that your quotation has been accepted for supply of furniture/items. As such, you are requested to supply the following items (15 Steel Almirah) as per terms and conditions of the Board mentioned in the tender document.

S.No.	PARTICULARS	RATES	Quantity	Amount
1.	Steel Almirah of size:78" x 36"x19", 20 gauge with 4 adjustable shelves for efficient storage of files etc.	Rs.5690/- inclusive of VAT & All	15	Rs.85,350/- (All inclusive)

The above said items should be supplied within 30 days from the date of issue of this supply order. Penalty for late delivery would be levied at the rates 4% per week subject to a maximum of 10% of the value of the ordered material within the stipulated time. The items supplied should conform strictly to the approved specifications as submitted at the time of Submission/Opening of the Tender. The material to be supplied for destination including forwarding, loading, unloading, unloading, unloading, unloading, unloading and installation etc. at site. In case, any of the furniture items is rejected the same be replaced free of cost and rejected goods should be removed by you at your own cost. The Terms and conditions accepted by you in Tender may also be referred to.

The payment will be made only after the execution of whole supply order and after the checking and acceptance of all the supplies by the committee of the Board in accordance with the quality and specifications mentioned in the quotation given by your firm.

Yours faithfully,

h

(M K SRIVASTAVA)  
ASSISTANT SECRETARY

Copy to:

1. The Section Officer (Store), All the items shall be taken for stock entry and will be subjected for verification by a committee. Payment shall be released only after the satisfactory report of the committee. No item shall be issued from the store before the positive verification report submitted by the committee. No(s) may be allotted to the Almirah for accounting purpose.
2. The Accounts Officer.
3. The Committee Members.

h

ASSISTANT SECRETARY

9c r all