



Gram: CENBOSC, Delhi-92
E-Mail: rodelhi. cbse@nic.in
Website: www.cbse.nic.in

Phones: 22239177-80

**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

SPEED POST

No. ROD/ADMN/2012/

Dated: 12/04/2012

M/s. _____

Sub : Quotation for printing and supply of Registration Cards of Class IX / XI for the Academic year 2013-2014

Sir,

Sealed quotations are invited on behalf of the Regional Officer, CBSE, Delhi from reputed agencies/firms whose press is situated in Delhi/New Delhi only for printing and supply of Registration Cards for Class IX / XI with CBSE logo with paper, delivery F.O.R. within 10 days from the date of issue of work order/final proof as per terms & conditions, quality and specification given below:-

1) Registration Cards

S.No	Particulars	Specifications
1.	No. of Cards	20,00,000 Cards on A-4 Size (500000 sheets) 4 cards on each sheet with perforation
2.	Paper	Super shine of A Grade Mill of 120 GSM
3.	Printing	4 Colours on single side with fully auto machine numbering on each card in Red / Blue Colour and CBSE logo

The quotation must be sent under Sealed cover with sealing wax superscribing "Quotation for supply of Registration Card for Class IX/XI" 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 **2:00 P.M by 23/04/2012** alongwith Earnest Money of Rs. 25,000/- (Rupees Twenty Five 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 Card may be seen in the CBSE, PS, 1-2, Institutional Area, I.P Extn., 2nd floor, C-Wing, Patparganj, Delhi- 110092. Quotation will be opened on the same day at 2:30 P.M. in the presence of the quotationers, who may wish to be present.

(ASHOK DHAWAN)
Assistant Secretary (Admn.)

Encl.:

- Annexure-I
- 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 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 (in words and figures)
01.	<u>Registration Cards</u> Registration Cards Sheets 500000 (Registration Cards 2000000) in A-4 Size single side printing in four colours on 120 GSM super shine paper of 'A' grade mill Mat finish with fully Auto machine serial numbering at 4 places on a sheet with Both side perforation (each size of card sheet 11.5"X8.5") Colour – Red for IX and Blue for XI	Rs. _____(in Figures) Rs. _____ _____(in words)

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

Bank Draft No. _____ dt. _____ drawn on _____ for Rs. 25,000/- as Earnest Money in favour of the Secretary, CBSE, Delhi is enclosed.

Signature of the quotationers
Address & telephone nos.

Dated: _____

PAN No. _____

Office _____

Mobile _____

Residential 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. 25,000/- 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. The selected agency will have to deposit 10% of the total value of the work order as a Security Money in the form of Bank Guarantee. EMD will also be retained as a security alongwith Bank Guarantee till the completion of whole work order.
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 printing and supply of Registration Cards may be made within 10 days time from the date of issuing work order as per terms & conditions, quality and specifications.
8. 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.
9. The samples of paper of A Grade mill may be mentioned 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.
10. The printer shall print and deliver all the material within specified time mentioned in the work order. Each packet contains 100 sheets wrapped with cello tape and 10 packet put in a cartoon for supply. In the event of delay in supply by the quotationer, the Board reserves the right to forfeit performance security. Cartage/Cooliage shall have to be borne by the agency upto the godown of the Board.
11. The quotationer will allow the official of the Board duly authorized by it to visit the premises where the printing is done.
12. Any Increase / decrease of quantity will be intimated at the time of placing order to the firm.
13. 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.
14. The Earnest Money of the unsuccessful bidder will be refunded without any interest.
15. 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/complete the work order, EMD and performance security will be forfeited.
16. 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 three years subject to satisfactory service.

17. The Chairman of the Board reserves the right to accept/reject the lowest or any quotation without assigning any reason.
18. In the event of any quotationer withdrawing after submitting the quotation, the Earnest Money will be forfeited.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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. The quotationer who fails to execute the work order shall forfeit E.M.D./Performance Security (Bank Guarantee).
24. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs. 50/-, if considered for allotment of the work.
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 will be Delhi in case of any dispute.

ASSISTANT SECRETARY (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: _____