



Regional Officer's Office
फोन Phone: 0145-2627460.
फैक्स Fax: 0145-2421543
Admn Section
फोन Phone: 2627451 Ext-25
E-mail: roajmer.cbse@nic.in
E-mail: cbse_ajm@dataone.in

केन्द्रीय माध्यमिक शिक्षा बोर्ड

(क्षेत्रीय कार्यालय)

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
टोडरमल मार्ग, अजमेर 305030 (राज.)

Central Board of Secondary Education

(REGIONAL OFFICE)

(An autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
Todarmal Marg, Ajmer- 305030 (Raj.)

TENDER NOTICE

Sealed tender is invited on behalf of Secretary, CBSE from the reputed offset Printers for printing and supply of various printing materials and forms as per the specimen copies available in CBSE office at Todarmal Marg, Ajmer including the cost of paper, printing and delivery F.O.R. Tender form along with terms and conditions may be obtained from the Cashier, CBSE, Regional Office, Todarmal Marg, Ajmer on any working day between 10.00 AM to 01.00 PM on payment of ₹ 100/- (non refundable) upto 02-05-2012 or can be down loaded from website www.cbse.nic.in and cost of the form will be deposited alongwith tender form in the form of Demand Draft.

Tender in sealed cover superscribed "Tender for printing & supply of various printing materials & Forms" should reach the Regional Officer, CBSE, Todarmal Marg, Ajmer latest by 02-05-2012 upto 01:00 PM. Tenders will be opened on the same date at 04:00 PM in the presence of the tenderers who may like to be present.

Earnest Money of ₹ 10,000/- (Rupees Ten Thousand only) in the form of Bank Draft drawn on any scheduled Bank in favour of the Secretary, CBSE, payable at Ajmer should be enclosed with the tender form. The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

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TENDER FORM NO -

Cost of Form ₹ 100/-

TENDER FORM

(FOR PRINTING AND SUPPLY OF VARIOUS PRINTING MATERIAL)

Tender form duly filled in should reach the Regional Officer upto 1:00 PM on or before 02-05-2012. Tenders will be opened on the same day at 4:00 PM in the presence of the Tenderers, who may like to be present.

M/s _____ is/ar

e hereby authorized to submit their tender in response to the Notice appeared in the Newspapers for the printing and supply of various forms and printing material etc. The tender should be submitted in sealed cover superscribed as "Tender for Printing and Supply of various office materials" The terms and conditions duly signed by the tenderers should accompany the specific tender form.

REGIONAL OFFICER

I/we _____ hereby submit tender for the printing and supply of various forms, printing material & Envelopes etc. as per specifications given in the tender form and terms and conditions enclosed. The rates have been quoted in the enclosed tender form including the cost of paper. The terms and conditions enumerated from clause 01 to 22 have been read by me/us and are acceptable to me/us. I/We have also seen the manuscripts before tendering the rates. A sum of ₹ 10,000/- has been deposited in the Board's Office by Demand Draft No. _____ dated _____ in favour of the Secretary, CBSE, Ajmer drawn on Ajmer as Earnest Money.

Signature of the Tenderer

Seal with Complete Address

Telephone No. : _____



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No. : F/5/CBSE/RO(AJM)AdmnII/Ptg./2012

SUB.- TENDER FORM FOR INVITING QUOTATIONS FOR PRINTING OF VARIOUS OFFICE MATERIALS

Sealed Tenders are invited for various printing materials of the Board such as Office-Performa, Envelops, Letter-heads, Note-Sheets etc. The quality and size of papers have been mentioned here-under. All the rates should include the cost of paper printing and composing charges and sales tax whatever applicable for a period of one year.

Printing rates (including Cost of Paper and all taxes)

SIZE OF PAPER

('A' class Mill Paper)

Maplitho

(A)		RATE PER THOUSAND	
		Single Side	Both Side
1.	17" x 27" (Full) 80 GSM	_____	_____
2.	17" x 27"/2 80 GSM	_____	_____
3.	17" x 27"/3 80 GSM	_____	_____
4.	17" x 27"/4 80 GSM	_____	_____
5.	17" x 27"/8 80 GSM	_____	_____
(B)			
1.	20" x 30" (Full) 80 GSM	_____	_____
2.	20" x 30"/2 80 GSM	_____	_____
3.	20" x 30"/3 80 GSM	_____	_____
4.	20" x 30"/4 80 GSM	_____	_____
5.	20" x 30"/8 80 GSM	_____	_____
6.	20" x 30"/16 80 GSM	_____	_____
(C)			
1.	18"x22" (Full) 80 GSM	_____	_____
2.	18"x22"/2 80 GSM	_____	_____
3.	18"x22"/4 80 GSM	_____	_____
4.	18"x22"/8 80 GSM	_____	_____

RATES PER HUNDRED

(D)			
1.	File Board 15"x10" Quality 36 OZ (With Printing)	_____	_____
2.	File Cover 14"x12" Sirpur colour triplex (With printing and lamination)	_____	_____

(F)

D.O. Letter-Head Screen
18"x22"/15

(G)

Note sheets 17"x24"/4 ledger paper of sripur mills in light Green colour 95 GSM

(H)

RATES PER 1000 ENVELOPES

Coloured Map Litho Paper Printing

A-4 Size 120 GSM

Legal Size 120 GSM

(I)

RATES PER 10 REGISTERS

Register bound 17"x27"

One Qr. Register 58 GSM

Two Qr. Register 58 GSM

Four Qr. Register 58 GSM

Six Qr. Register 58 GSM

(J)

Register(Ledger paper)

Canvas binding including

Double colour printing

17"x27"/4(200 sheets)

20"x30"(Full Size) (200 Sheets)

General (postal) register 80 GSM

100 page (in duplicate) total 200 pages with perforation.

(K)

Mailing envelops with Printing

RATES PER THOUSAND

1. 9"x4" star super white maplitho 80 GSM

2. 9"x4" window 80 GSM(star super white maplitho)

3. 11"x5" 80 GSM (star super white maplitho)

4. 12"x10" 80 GSM (star super white maplitho)

5. 11"x5" 80 GSM WINDOW(star super white maplitho)

6. 11"x5" yellow 100 GSM

7. 11"x5" blue/white 100 GSM

8. 12"x10" craft star 80 GSM

9. 16"x12" craft star 80 GSM

(L)

Brown Clothing/mailling Envelop with printing

(star paper mills) sample attached

1. 12"x10" 100 GSM

2. 16"x12" 100GSM

3. 19"x15" 100 GSM

(M)

Acknowledgement Card(Post Card Size) -120GSM

(O)

RATE PER HUNDRED

1. Numbering

2. Set Making

3. Perforomative

4. Folding

OTHER TERMS AND CONDITIONS

1. The sample of each type of paper required vide this tender-form should be duly mentioned with name and rubber stamp of the printer. The G.S.M. of the paper and the Mills name should also be written thereon and be sent along-with the tender. The paper to be used should be of A Grade Mill only of BIS specification as mentioned in the tender form.
2. The tenders will be opened on 02-05-2012 at 04:00 PM by a committee constituted by the Board in this office in presence of those tenderers whosoever wish to present in this office at the time of opening the tenders. No tender will be accepted after expire of due date and time.
3. Ink colour and paper colour should be used only as per directions of the Board. It can be Blue, Black, Red, or 2-3 Colours.
4. The tenderers should not quote any other terms and conditions than whatever mentioned in the tender-form so as to maintain uniformity of all the tenders in this regard. Rates should be quoted F.O.R. at Ajmer including all taxes and all other charges. Delivery will be taken in corrugated boxes inside the godown of the office at the Ajmer. The cartridge shall have to be borne by the suppliers upto godown of the Board.
5. The Regional Officer has the right to re-tender or cancel all the tender or any tender without assigning any reason thereof to the tenderers.
6. If the work of the printer is not found upto the level of Boards satisfaction, the contract will be terminated at any point of time. In case of any dispute, the decision of the Regional Officer of the Board shall be binding and final.
7. Payments of the bill will be made after supply of printed office materials and verification thereof according to the samples supply by the agency and approved by the Board.
8. The tender duly filled-in all aspects should be drop in the Tender Box placed in this office, alongwith an earnest money of ₹ 10000/- (Rupees Ten Thousand only) latest by 02-05-2012 on 01:00 PM in sealed cover.
9. The earnest money of ₹ 10000/- should be paid in the form of by the Bank Draft in favour of the Secretary, Central Board of Secondary Education, Ajmer. No tender form without earnest money will be entertained. The earnest of the unsuccessful bidders shall be refunded without interest. The successful bidder has to be deposit performance security for an amount equivalent to 05 to 10 percent of the value of the order/contract. EMD of successful bidder will be refunded on receipt of performance security.
10. The Board reserves the right to forfeit performance securities in addition to the penalty, if the tenderer fails to execute the order or the supply is not in accordance with specification and samples provided or there is any breach of terms and contract on part of suppliers.
11. The successful tenderer will have to complete the work assigned to him/them within 15 days/time from the date of issuing the work order/final print order positively failing which penalty @ 4% Per Week on proportionate amount of the Bill of delayed of supplied will be imposed subject to maximum penalty of 10% on the admissible amount of the bill.
12. Income-tax/WCT/TDS will be deducted as per rules and a certificate on the prescribed forms will be issued to the party.
13. The quantity of the forms to be printed may increase/decrease as per requirement.
14. The tenderers are required to produce evidence of their previous experience in this line alongwith copies of IT return of the pass 03 years.
15. The rates quoted will be approved for 01 year however, it may be extended for 02 or 03 years with the concern of the both the parties and subject to satisfactory services.
16. On completion of the work, the supplier shall furnished an undertaking that any shortage of deficit found by the Board at later stage shall be made by the firm. The Negative/Positive/Plate used for printing has been destroyed. The firm should give that no extra form/stationery have been printed.

17. No advance payment will be made. 80% payment will be made only after supply of the whole work.
18. The balance 20% will be released after completion of the other formalities like testing of papers/inspection of material etc.
19. An agreement may be executed within 07 days from the date of issue of work order on non-judicial stamp paper of ₹ 100/-.
20. All disputes will be subject to Ajmer Jurisdiction only.
21. The undersigned has gone through all the above mentioned terms and conditions and are fully acceptable to me. I/we will use the paper of _____ (name of the mill) mill for printing.
22. The agency has to print supply order no. and date on the printed materials as per instructions of the Board.

Acceptance of the Tenderer – The above terms and conditions have been read by me/us which are acceptable to me/us IN TOTO.

Signature of tenderer/firm : _____

Name and Address of firm : _____

PAN No. : _____

Dated : _____

Rubber Stamp : _____