

CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE  
35-B, M.G.MARG, CIVIL LINES, ALLAHABAD-211001 (UP)  
Ph.:(0532)-2407970, 2408971, 2407972 Fax: 2408977

TENDER FORM NO.RO(Alld)/Admn./F-43/2016-17/.....

**TENDER FORM FOR PROCUREMENT OF PRE-PRINTED COMPUTER  
STATIONARY/EZR's FOR EXAM 2017**

M/s .....is/are hereby authorized to submit their tender in response to the Limited Tender Enquiry letter No.....dated.....for Printing and Supply of Pre-printed Computer Stationary/EZR's for the Examinations 2017 to be conducted by CBSE Regional Office, Allahabad.

Regional Officer

**Last date for submission of Tender : 30.09.2016 upto 1.00 P.M.**  
**Opening of Tender : 30.09.2016 at 03.00 P.M.**

**TENDER FORM**  
**PART 'A'-TECHNICAL BID**

**Tender form for Printing and Supply of Pre-Printed Continuous Computer Stationary/EZR's for the Examinations 2017.**

(Note: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form)

1. Particulars of Tenderer :
  - (i) Name of the Press : \_\_\_\_\_
  - (ii) Any other organization : \_\_\_\_\_  
With whom the agency is  
Registered
  - (iii) Office address with : \_\_\_\_\_  
Telephone No.
  - (iv) Name(s) of the Proprietor/: \_\_\_\_\_  
Partner(s)
2. Past Experience (for last three years) :
  - 2.1

Sl. No.	Year	Name of the Organization/ Client	Place of Printing & Supply		Details of work executed
			From	To	
A	2014				
B	2015				
C	2016				

2.2 Whether the firm has ever been debarred/Black listed by any organization? If yes, the details & reason thereof \_\_\_\_\_

2.3 Detail(s) of Award/Certificate of Merit etc. (if any) received from any Organization [Please attach Copy of Certificate(s)].  
\_\_\_\_\_

3. Infrastructural details :

(a) Physical/Capital :

- i. Type of total No. of machines : \_\_\_\_\_  
Available for such work
- ii. Capacity of the machines to : (Yes/No)  
Print and deliver all the allotted  
Work within 25-30 days

(b) Financial : Year Amount

- i. Annual Turnover : 2014  
(During last three 2015  
Financial years) 2016

- (Attach copy of balance sheet)
- ii. Availability of Finance/Bank : \_\_\_\_\_  
Guarantee (Attach financial solvency  
Certificate issued by the Bank)
- iii. PAN/VAT/S.Tax Regn.Nos : \_\_\_\_\_  
(Enclose a duly verified copy)

(c) Personnel

Number of employee : \_\_\_\_\_  
Technical and non-technical

4. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:

- (i) Amount : Rs.5,000/-
- (ii) D.D.No. : \_\_\_\_\_
- (iii) Issuing Bank : \_\_\_\_\_  
With date of issue

5. Samples with specification :

Samples of paper attached duly signed & stamped along with the name of the paper mill.	Specification	Name of Paper Mill	No. of samples attached
	60 GSM paper for the items mentioned in the tender form		

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

SIGNATURE OF THE TENDERER  
WITH OFFICIAL SEAL AND  
COMPLETE ADDRESS

TELEPHONE NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

Note:

01. The Technical Bid should contain sample paper of reputed Paper Mill to be used duly signed and stamped and earnest money of Rs.5,000/- in the shape of B.D. in favour of Secretary, CBSE, payable at Allahabad.
02. Please see enclosed form for Financial Bid and terms and conditions.

SPECIFICATION WITH QUANTITY OF THE MATERIAL TO BE SUPPLIED  
(COMPUTER STATIONARY ITEMS)

01. Blank EZR (without watermark) on 60 GSM papers with CBSE logo and auto machine numbering.

1. 10"x12"x3	:	15,000 sheets
2. 15"x12"x1	:	25,000 sheets
3. 15"x12"x2	:	10,000 sheets (with good quality carbon)
4. 15"x12"x3	:	20,000 sheets (with good quality carbon)
5. Letter Head 10"x12"x1	:	5,000 sheets
6. Letter Head 10"x12"x3	:	6,000 sheets

(The above mentioned quantity is subject to change as per actual requirement)

REGIONAL OFFICER

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(Agreement to be executed on a Non-Judicial Stamp paper of Rs.100/-)

TERMS & CONDITIONS

- a. The terms and conditions of the tender shall be read in conjunction with the General conditions of contract, bill of quantities & other documents being part of this contract.
- b. Tender must be accompanied with EMD of Rs.5,000/- in the form of Bank Draft. EMD in any other form will not be accepted and such tender will be rejected. Tenders without earnest money will not be accepted. Tenders will be opened at 03.00 P.M. on 30.09.2016 in the presence of the tenderers, who may like to be present at the time of opening. No separate communication will be entertained in this regard.
- c. The earnest money of the unsuccessful bidder will be refunded without any interest.
- d. The earnest money of the successful bidder will be converted into Security Deposit. The tenderer shall have to execute contract document within 21 days of the issue of work order, failing which E.M.D. will be forfeited.
- e. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority, the Earnest Money/Security Deposit will be forfeited. No alteration/modification in the bid after receipt of bids shall be permitted.
- f. Rates should be quoted FOR at Regional Office, CBSE, 35-B, Civil Station, M.G.marg, Civil Lines, Allahabad-211001 including all taxes. Delivery will be taken in corrugated boxes inside the godowns of this Office at Regional Office, CBSE, 35-B, Civil Station, M.G.Marg, Civil Lines, Allahabad-211001. Cartage/coolage shall have to be borne by the supplier upto the godowns of the Board.
- g. The paper to be used by the firm for the printing of material should be of the following mills:
  - (i) Ballarpur; (ii) West Coast; (iii) JK(Straw Product); (iv) Century
  - (v) Andhra; (vi) Orient; (vii) HPCL; (viii) Any other 'A' Grade Mill.

The printers are required to submit sample of paper of above said reputed mill(s) duly signed & stamped along with the tender. The Carbon to be used in two/three parts stationary should be of good quality.

- h. ELIGIBILITY : The tenderer must
  - (a) Have turnover of approx 50 lacs each in last three financial years and;
  - (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 in technical bids).
  - (c) Copies of PAN, VAT Regn. (TIN) & Service Tax Regn. Should necessarily be attached with the tender.
  - (d) DD of Rs.5,000/- (Rs.Five thousand only) drawn in any nationalized bank in favour of "Secretary CBSE" payable at Allahabad must be enclosed with the tender

i. Schedule of Delivery

The first proof shall 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 07 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 at the rate of 4% per week on the proportionate amount of the bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill. No extension of schedule delivery or completion date shall be granted.

- j. The total quantities of supply to be made under the contract cannot be guaranteed & quantities as mentioned in the tender are approximate.
- k. The supplier shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the printing, storage supply and safe custody of all document and stationary. All transit risk will be to supplier's account.
- l. On 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 stationary shall be printed more than the specified quantity/number. 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.
- m. The tenderers should offer all facilities for inspection of the Board by its officers, at their own cost and arrangements, if required.
- n. The Board shall have the right to inspect & verify the stock of stationary manufactured or under process by its Officer(s) at any time without notice.
- o. Any document/work found at the time of delivery to be defective & not conforming to the relevant specification, is liable to be rejected and shall be replaced by the supplier at his own cost and arrangement at the earliest.
- p. 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 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.
- q. 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 specifications and sample or there is any breach of terms of the contract on the part of the supplier.
- r. The computer stationary is 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 cost.
- s. During the pendency of the contract, no revision in rates will be allowed.
- t. The period of tender can be extended for a further period of one year with the consent of both the parties.
- u. 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 Chairman of the Board shall be binding.

- v. 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. The decision of the Chairman of the Board for penalty imposed/deduction made shall be final and binding on the party.
- w. T.D.S.(Tax Deduction at Source) at the rate applicable from time to time as per the provisions of the Income Tax Act shall be made from the bill.
- x. No advance payment will be made. 80% payment will be made only after completion of the whole work order. The balance 20% payment will be made after completion of other formalities like testing of paper/inspection of the material etc.
- y. In case the successful tenderer 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 responsive bidder at the risk and cost of defaulter bidder and the penalty shall be imposed on the tenderer at the risk & cost of defaulter tenderer who fails to execute the work order in addition to forfeiture of EMD/S.D.
- z. Regional Officer, CBSE, 35-B, Civil Station, M.G.Marg, Civil Lines, Allahabad-211001 reserves the right to appoint an arbitrator, if needed so.

REGIONAL OFFICER

ACCEPTANCE OF THE TENDERERS

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

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

SIGNATURE OF THE TENDERER  
SEAL WITH COMPLETE ADDRESS  
TELEPHONE NO.: \_\_\_\_\_

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TENDER FORM

PART 'B' – FINANCIAL BID

M/s \_\_\_\_\_ are hereby authorized to submit their tender in response to the Limited Tender Enquiry Letter No. \_\_\_\_\_ dated \_\_\_\_\_ for Printing and supply of Pre-printed Computer Stationary/EZR for the Exam 2017.

REGIONAL OFFICER

RATES FOR SUPPLY OF PRE-PRINTED COMPUTER STATIONARY

Sl. No.	Name of the item (as per specification of the material given in tender form)	GSM	Required quantity* in sheets	RATES (inclusive of all taxes) per 1000 sheets
01.	EZR 10x12x3	60	15000	
02.	EZR 15x12x1	60	25000	
03.	EZR 15x12x2	60	10000	
04.	EZR 15x12x3	60	20000	
05.	Letter Head 10x12x1	60	5000	
06.	Letter Head 10x12x3	60	6000	

\*The quantity may vary as per actual requirement of the Board.

I/we hereby declare that all the terms and conditions and specifications of the tender have been read by me/us carefully and are acceptable to me/us.

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

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

Signature with the seal of the Firm  
Complete Address with telephone no.