



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
क्षेत्रीय कार्यालय / REGIONAL OFFICE

99 कौलागढ़ रोड़, देहरादून (उत्तराखण्ड) - 248001  
99 KAULAGARH ROAD, DEHRADUN (UK) - 248001

Website: www.cbse.nic.in  
E-Mail: roddn.cbse@gmail.com  
Ph. 0135-2753251, 2753248  
Fax: 0135-2757733

Tender No: RO/CBSE/DDN/Admn/Tender-printing/2016

Date: 18.10.2016

**Tender Notice**

Sealed tenders are invited on behalf of Secretary, CBSE from reputed suppliers for the work of printing of different types of formats for the office of CBSE situated at Dehradun. The bids be kept in one envelope duly sealed and in bold superscribed "**Tender for printing of different types of Formats**" and addressed to the Regional Officer, CBSE, 99 Kaulagarh Road, Dehradun - 248001. The tender document can also be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in). The Terms and Conditions duly signed by the tenderers and the form complete in all respects along with EMD in the form of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Dehradun from any of the scheduled commercial Banks may be dropped in the Tender Box kept on the ground floor of the CBSE Building up to 2.30 PM on or before 27.10.2016

Tenders received after expiry of date, time and those without EMD shall be summarily rejected. Bids will be opened on the same date at 4.00 PM in the presence of the Tenderers or their authorised representatives, who may like to be present.

The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason. Canvassing in any form is strictly prohibited and may lead to summary rejection of the tender.

Gopal Datt  
Assistant Secretary ( A & L)



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Tender Form No.: CBSE/RO/DDN/PRINTING.

# TENDER DOCUMENT

Sr. No.	Tender No. / Brief Description of the products	Contact Person
01	Printing and Supply of Pre-Printed Stationery Items	ASSISTANT SECRETARY (A & L) Tel.: 0135-2753251  Address: 99, Kaulagarh Road, Dehradun

## IMPORTANT DATE & TIME

Date of availability of Tender documents at	office address 99, Kaulagarh Road, Dehradun between 9.30 A.M. to 3.00 P.M. on any working day from 20.10.2016 to 27.10.2016 on payment of Rs. 500/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 500/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Dehradun or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission.
Last date of collection of Tender documents	<b>27.10.2016</b> up to 2.30 p.m.
Date of opening of Technical Bid	<b>27.10.2016</b> up to 4.00 p.m.
EMD Amount to be submitted for the	Rs. 20,000/-
Item stated in requirement schedule	<b>As stated at Annexure IV &amp; V</b>





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I	Instructions to bidders
II	Terms & Conditions on the basis of which order will be placed
III	Eligibility Criteria
IV	Requirement Schedule
V	Specification & allied technical details
VI	Tender form (Technical Bid)
VII	Tender form (Financial Bid)



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Annexure-I

## **CENTRAL BOARD OF SECONDARY EDUCATION**

### **INSTRUCTIONS TO BIDDERS**

1. The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another bigger envelope duly **Tender sealed for Printing and with Supply of supers pre-printed stationery items** and addressed to the Regional Officer, 99, Kaulagarh Road, Dehradun The Tender Form can be purchased from the Cash Counter between 9.30 A.M. to 3.00 P.M. on any working day **from 20.10.2016 to 27.10.2016** on payment of Rs. 500/- in cash (non-refundable) or can also be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) for which Bank Draft of Rs. 500/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Dehradun or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD of **Rs. 20,000** in the shape of Bank Draft in favour of the Secretary, CBSE, Dehradun may be dropped in the Tender Box kept on the ground floor of the CBSE Building **upto 3.00 pm on or before 27.10.2016**
2. The Tender should be sent by post or kept in the Tender Box on the ground floor of the CBSE Building **upto 3.00 pm on or before 27.10.2016**.
3. The terms and conditions duly signed by the Tenderers should be accompanied with the specific Tender Form.
4. The Earnest Money of the Tender is **Rs. 20000/-** in the form of bank draft in favour of the Secretary, CBSE, Dehradun or Bank Guarantee from any of the scheduled Commercial Banks. The EMD shall remain valid for a period of 60 days beyond the financial bid.
5. Those registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Deptt. are exempted for submission of the earnest money. The tender should invariably accompany the proof to this effect.
6. Tenders received after expiry of date, time and those without EMD shall be rejected. Technical bids will be opened on the same date at 3.00 pm in the presence of the Tenderers, who may like to be present.
7. Technical Bid shall be evaluated by a Committee constituted for the purpose. The technically qualified bidder shall be considered for Financial Bids.
8. The Chairman/Secretary, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason.
9. Conditional bid shall not be accepted.





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Annexure-II

**TERMS AND CONDITIONS**

1. The **pre-printed stationery items** among the tentative quantity mentioned in the Tender Notice/Tender form are to be delivered at the stores of Regional Offices of the Board i.e. The Tenderer should quote their rates for per 1000 sheets of each of the **pre-printed stationery item** separately the Regional Office of the Board situated at Dehradun.
2. The rates shall be quoted inclusive of all taxes/levies. The rates will be valid for a period of one year w.e.f. date of award of Tender/work order.
3. The estimated quantity of each item may be varied from month to month basis. The CBSE does not guarantee to any Printer for printing of any specific quantity in a particular month or during the period of contract.
4. The terms & conditions of the tender shall be read in conjunction with the general condition of contract, bill of quantities and other documents being part of this contract.
5. Tender must be accompanied with EMD of **Rs. 20000/-** in the form of Bank Draft in favour of the Secretary, CBSE, and Dehradun. Tenders without earnest money and cost of tender document will be rejected. Last date of receiving the tender is **27.10.2016** till 3.00 P.M. Tender will be opened on the same day i.e. on **27.10.2016** at 4.00 P.M in the presence of the Tenderers, who may like to be present. No separate communication will be sent in this regard.
6. The earnest money of the unsuccessful bidder will be refunded without any interest.
7. 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 Partners/Owner/Managing Director of firm.
8. The earnest money of the successful bidder shall be retained and converted into security deposit, which will be refunded without interest after execution of the order. However, if the Tenderer fails to accept the work order part or in whole, EMD will be forfeited.
9. The successful Tenderer shall have to deposit Performance Security @ 5% of the total contract value which can be in the form of Demand Draft, Fixed Deposit Receipt, Bank Guarantee, from a Commercial Bank in an acceptable form and shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The EMD shall be refunded on receipt of Performance Security.
10. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the Earnest Money/Security Deposit of the same will be forfeited.
11. **Rates should be quoted including all taxes. Delivery will be taken in corrugated boxes inside the godowns of the Stores of the Regional Office of the Board. Cartage/Coolidge shall have to be borne by the supplier up to the godown(s) of the Board.**
12. The Printers are required to submit sample of papers of the above said formats duly signed and stamped along with the tender. The carbon to be used in two/three parts stationery should be of best quality.
13. **An agreement will have to be entered between CBSE and successful Tenderer on a Non-Judicial stamp paper of Rs. 100/-.**





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## 14. Schedule of Delivery:

The first proof have to be supplied within three days from the date of placement of order and the second proof, if necessary, shall have to be furnished within two days from the date of letter for the second proof and printed copies within **forty five 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 @ 1.5% per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 18% of the amount of the Bill. If the material supplied is not as per specifications, proportionate 1.5% penalty will be imposed and the amount will be deducted from the bill of the Tenderer.

15. The work can be allotted to one or more agencies on L-1 rates by the Competent Authority of the Board.
16. The total quantities to be made under the contract cannot be guaranteed and quantities as mentioned in the tender are approximate and may increase/ decrease.
17. The Supplier should be responsible to make all arrangements to ensure complete security and secrecy with regard to the printing, storage, supply and safe custody of all documents and stationary. All transit risk will be to supplier.
18. 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 quantities/no. In case any discrepancy/ breach of contract is noticed by the Board, the firm will be black listed and appropriate penalty/action shall be taken by the Board.
19. The Tenderers should offer all facilities for inspection of the Board by its officers, at their own cost and arrangement, if required.
20. The Board shall have the right to inspect and verify the stock of stationary manufactured or under process by its officer's at any time.
21. The Board will take random samples from the material supplied to the Board. Any Document /Work found to be defective and not conforming to the relevant specification, is liable to be rejected and the Tenderer shall have to lift of any dispute, the decision of the Chairman of the Board shall be final and acceptable to the Tenderer, if the Tenderer fails to lift the above rejected material within two weeks time, the Board shall have the right to dispose off it by auction and no claim of the Tenderer shall be permissible.
22. Rejected material must at be collected from supplier's the godowns of the Board within a week from 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.
23. 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 sample or there is any breach of terms of the contract on the part of the supplier.
24. The stationary is to be machine (auto) numbered carefully, Manual machine numbering or any mistake in the numbering will not be accepted and the supplier will replace it at his own cost.
25. During the pendency of the contract, no revision in rates will allowed except such taxes as may be levied by the Central or the State Govt: duly notified by a Govt. order.





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26. The period of contract can be extended for a further period of two years with the consent of both the parties at the same agreed rate and terms & conditions.
27. Penalty will be imposed by the Competent Authority by deducting an amount from the bill as under (item wise):-
- i) Inferior Quality @ 1%.
  - ii) Matter misprinting @ 1%.
  - iii) Hole alignment/Carbon locking problem @ 1%
  - iv) Missing /Duplicate Numbering, if found any item @ 1% on total bill.
  - v) Short supply of any item @ 1%
  - vi) Supply of any item without corrugated boxes as per cost.

**Note:** In case large number of deficiencies as per clause (i) to (vi) then full replacement has to be made free of cost as per clause no. 21.

28. The Board reserve 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.
29. In the event of specification/grammage not found in consonance with the specification/grammage prescribed by the BIS/Board against the items. Necessary proportionate deduction on total value as per actual grammages arrived at from the RTC/MSME Lab (Govt. of India) 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.
30. T.D.S. (tax deduction at source) at the rate applicable from time to time as per the provision of the Income Tax Act shall be made from the bill.
31. No advance payment will be made. 1% Payment shall be made only on completion of the whole work order. The balance 1% payment will be made after completion of the other formalities such as GSM testing of papers/inspection and acceptance of the material etc. as per norms/specification.
32. 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 successful Tenderer and the penalty as deemed fit by the Competent Authority shall be imposed on the Tenderer who fails to execute the work order in addition to forfeiture of EMD/Performance Security Deposit/black listed.
33. The Chairman, CBSE reserves the right to accept or reject any or all the tender without assigning any reason.
34. In case of any dispute, the legal jurisdiction shall be within the Dehradun.
35. The Chairman, CBSE reserves the right to appoint an arbitrator, if needed so.

**ASSISTANT SECRETARY (A & L)**



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**ACCEPTANCE OF THE TENDERER**

The terms and conditions enumerated in this form from clause 01 to 35 have been read by me/us and are acceptable to me/us.

Signature of the Tenderer Seal  
with complete address

\_\_\_\_\_

Tel/Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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





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**Annexure-III**

**ELIGIBILITY CRITERIA**

- The Tenderer should have all the infrastructure under one roof and his ownership in the name of agency.
- The Tenderer must have Average Annual turnover of Rs. 10 lakh or more during the last three financial years i.e. 2013-14, 2014-15 & 2015-16.
- The agency should have minimum three years past experience of manufacturing and supplying of such material to the Central/State Govt. and Educational institutions/Any Board/University (attach documentary evidence in Technical bids).



**Annexure-IV & V**

**REQUIREMENT SCHEDULE**

**The requirement for printing and supply of pre-printed stationery items and its specifications as per details below:**

Sl.No.	Various Formats	Specification	*Estimated Quantity	*Estimated Quantity in sheets	Tentative Delivery Schedule	Name of the Item
1.	There are number of formats to be printed. The specimen of these formats can be seen at Stores Section of CBSE, Regional office, Dehradun	As per the requirement			Items shall be delivered within the period given in tender documents	
2.						
3.						
4.						
5.						
6.						

**Note:**

- The quantities may be increased or decreased. Exact quantity shall be intimated at the time of placing order.
- The paper should be used as per specifications mentioned above.
- Samples of offered Paper shall be enclosed with the Technical Bid





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**Annexure-VI**

**TENDER FORM**

**Part-Technical 'A' Bid**

**TENDER FORM FOR PRINTING AND SUPPLY OF PRE-PRINTED STATIONERY ITEMS.**

(NOTE: Tenderer must read the enclosed Terms & Conditions before filling up the particulars in this form.)

**1. PARTICULARS OF TENDERER:**

- i) Name of the Press : \_\_\_\_\_
- ii) Registration No. and Year of Registration (with documentary evidence) : \_\_\_\_\_
- iii) Any other Organization with whom the Agency is registered : \_\_\_\_\_
- iv) Office Address and Tel. No. : \_\_\_\_\_
- v) Name(s) of the Proprietor/ Partners/Director with Mobile No. : \_\_\_\_\_

**2. PAST EXPERIENCE (Last three years) - (Attach photocopy of relevant work orders)**

S.No.	Year	Name of the Organization/Institution	Details of printing work Executed and supply thereof
a.	2013-14	i)	
		ii)	
		iii)	
b.	2014-15	i)	
		ii)	
		iii)	
c.	2015-16	i)	
		ii)	
		iii)	

Note= Attach separate sheet, if required

**3. Has the firm ever been debarred/ Black listed by any organization?**

If 'Yes' the details of the same : \_\_\_\_\_

**4. INFRASTRUCTURAL DETAILS:-**

- a) Physical/Capital:
- i) Type and total No. of machine available for such work : \_\_\_\_\_
- ii) Capacity of the machine to print and deliver all the allotted work within 25-30 days : Yes/No
- b) Financial:
- i) Annual turnover during last three financial years (attach copies of audited financial statements) : Year-2013-14 : Rs. \_\_\_\_\_  
: Year-2014-15 : Rs. \_\_\_\_\_  
: Year-2015-16 : Rs. \_\_\_\_\_
- ii) Availability of Finance/Bank Guarantee (Attach financial solvency Certificate issued by Bank consisting of 40% of estimated value)



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## 5. DETAILS OF STAFF:

- i. Technical : \_\_\_\_\_  
ii. Non-Technical : \_\_\_\_\_

## 6. PARTICULARS OF EARNEST MONEY:

- i) Amount (in Rs.) : \_\_\_\_\_  
ii) Demand Draft No. & Date : \_\_\_\_\_  
iii) Name of the Bank & Branch : \_\_\_\_\_

## 7. PARTICULARS OF TENDER FEE:

- i) Amount (in Rs.) : \_\_\_\_\_  
ii) DD No./Cashier Receipt No. & Date : \_\_\_\_\_  
iii) Name of the Bank & Branch : \_\_\_\_\_

## 8. SAMPLES WITH SPECIFICATION: Samples of paper to be used attached duly signed and stamped along with the name of the paper mill:

Specification	Name of Paper Mill	No. of Samples Attached
60 GSM		
106 GSM		
120 GSM		
150 GSM		

## 9. Weekly Holiday on : \_\_\_\_\_

## 10. For RTGS/NEFT details:

- i) Bank Name : \_\_\_\_\_  
ii) Nature of Account : \_\_\_\_\_  
iii) Account No. : \_\_\_\_\_  
iv) IFSC Code No. : \_\_\_\_\_  
v) Beneficiary Name/Company Name : \_\_\_\_\_

The Terms and Conditions of the Tender are acceptable to me/us.

Signature of the Tenderer \_\_\_\_\_  
with Official Seal and Complete Address

Telephone/Mobile No. \_\_\_\_\_

PAN NO. \_\_\_\_\_

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

PLACE: \_\_\_\_\_

## Important Notes:

The Tender Form for Technical Bid should contain –

- Sample of paper to be used duly signed and stamped. Earnest money deposit.
- Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Tenderer with seal on it.
- The specified Annual Turn Over in the Tender Notice for each financial year should be from printing and supply.
- Certificate of registration with NSIC, Ministry/Deptt. concerned in case of non-submission of EMD amount.
- Contractor shall submit solvency certificate from any schedule bank of value not less than 40% of estimated cost unless otherwise indicated in the NIT.
- Copy of PAN should be attached with the tender.
- Copy of Certificate of registration under VAT.





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Annexure-VII

Part-Financial 'B' Bid

I/We \_\_\_\_\_ hereby submit Tender for Printing and Supply of pre-printed stationery items as per Terms and Conditions given in the Tender Form at the rate given below which are inclusive of all i.e. cost of paper as per specifications, all Taxes including Excise Duty, VAT, CST etc