



केन्द्रीय माध्यमिक शिक्षा बोर्ड

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

क्षेत्रीय कार्यालय (दिल्ली)

पी० एस०, 1-2, इन्स्टिट्यूशनल ऐरिया, आई० पी० एक्स०, पटपगंज, दिल्ली – 110092

CENTRAL BOARD OF SECONDARY EDUCATION

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

website: www.cbse.gov.in

E-Mail : cbseroadmn@gmail.com

Regional Office, Delhi

PS, 1-2, Institutional Area, I.P.Extn. Patparganj

Delhi-110 092



Phones : 22236199

Fax : 22248990

(SPEED POST)

(1)

CBSE/ROD/ADMN/2016

Date: 13.10.2016

Sub: Perforation of Old Answer Books “2017” with Adhesive Seal- Reg.

Sir,

This office has approx. 2,63,195 Answer Books of different specifications as per details given below. It is required to get “2017” Perforation on these Answer Books with an adhesive seal. You may also participate in the process and quote your rates for perforating “2017” on these answer books. The entire work is required to be completed within thirty days from the date of lifting of Answer Books from CBSE Store, ROD.

S.No	Name of the Answer Books	No. of pages	Qty. (*)
1.	Main Answer Book- Class X	32	4645
2.	Main Answer Book- Class XII	32	171810
3.	Graph Answer Book- Class XII	48	10500
4.	Practical Answer Book	08	75700
5.	Drawing Sheet	Single Sheet	540

Tender document may be downloaded from our website www.cbse.nic.in

The quotation must be sent in a sealed cover using sealing wax superscripting “Quotation for perforation of Old Answer Book- 2017 with adhesive seal” addressed to the Regional Officer, Regional Office, CBSE, Delhi and put in the Tender Box kept on the ground floor with the Security Guards upto 04/11/2016 by 2:30 P.M along with Tender fee of Rs.200/- and earnest money of Rs.10,000/-(Rupees Ten Thousand Only) in the form of Bank Draft drawn in favour of the Secretary, CBSE Delhi. The rates quoted should be inclusive of all kind of taxes and F.O.R, Delhi by the firms.

The tender/quotation will be opened on the same day i.e 04/11/2016 at 3:00 P.M by the committee in the presence of the tenderers, who wish to be present.

A copy of terms and conditions is enclosed herewith for reference.

Deputy Secretary (Admn-ROD)

Encl: As above:

Note (*) the above mentioned quantity is subject to change as per actual requirement.

The Regional Officer,
CBSE, Regional Office, Delhi
PS-1-2, Institutional Area,
I.P Extension, Patparganj
Delhi-110092

Date: 13.10.2016

Sir,

I/We/M/s _____
here by submit tender for the Perforation in Old Answer Books "2017" with adhesive seal and quote the lowest rates including perforation and all kinds of taxes, cartage, etc.

S.No	Name of the Answer Books	No. of pages	Qty.(*)	Rates per 1000 Copies including perforation, cartage, transportation, loading/Unloading and other all kind of taxes & delivery F.O.R. etc.
1.	Main Answer Book- Class X	32	4645	
2.	Main Answer Book- Class XII	32	171810	
3.	Graph Answer Book- Class XII	48	10500	
4.	Practical Answer Book	08	75700	
5.	Drawing Sheet	Single Sheet	540	

Note(*) the above mentioned quantity is subject to change as per actual requirement.

Details of Tender Fee and Earnest Money deposit:

Type	Amount (in fig and words)	Demand Draft No. & Date	Name of the Bank Drawn
Tender Form Fee	Rs. 200.00 (Rupees Two Hundred only)		
EMD	Rs. 10,000.00 (Rupees Ten Thousand Only)		

I/We,

M/s

_____ undertake to do Perforation in Old Answer Books "2017" with adhesive seal in case my/our rates are approved/accepted. If any cutting/erasing/fluid/without signature in tender form is found then my tender can be rejected.

All the terms and conditions mentioned at S. No 1 to 27 are acceptable to me/us.

PAN No _____

(Signature of the tenderer (s))

Full Address of the agency with pin code Dated _____

Mobile No. _____

(3)

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, DELHI
Terms and Conditions**

1. Tender must be accompanied with EMD of Rs.10,000/- in the form of Bank Draft only in favour of Secretary, CBSE payable at Delhi. Tender without earnest money and tender fee, will not be accepted. Tender will be opened at 3:00 P.M on the same day in the presence of the tenderers, who may like to be present at the time of opening. No separate communication will be sent in this regard.
2. The agency to whom the work is allotted will be required to deposit 10% performance guarantee of total value of work order. EMD will also be retained as security alongwith performance guarantee till the completion of whole work order.
3. The agency shall have to execute an agreement on non-judicial stamp paper of Rs. 100/-, if considered for allotment of the work.
4. The earnest money of the unsuccessful bidder will be refunded without any interest.
5. 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, EMD will be forfeited.
6. In the event of any tenderer withdraws the tender after submitting the tender without genuine reasons which are not acceptable by the Competent Authority, the Earnest Money/ Security Deposit of the tender will be forfeited.
7. Rates should be quoted F.O.R at Delhi/New Delhi including all taxes. Delivery will be taken inside the Godowns/ Store of this office at Delhi/ New Delhi. Cartage/ Loading/ Unloading charges shall be borne by the supplier up to the Godowns/Store of the Board.
8. The Supplier should be responsible to make all arrangements to ensure complete security and secrecy of the material and Answer Books with regard to the printing and its storage, supply and safe custody of all documents and stationery. All transit risk will be on supplier's account.
9. On completion of work, the supplier shall furnish an undertaking that any deficiencies found in the goods shall be rectified by the firm: the plates used for printing have been destroyed and no stationery shall be printed more than the specified quantities as mentioned in work order 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.
10. The tenderers should extend all facilities for inspection of the work on site by its officer, at their own cost and arrangement, if required.
11. The Board shall have the right to inspect and verify the stock of stationery manufactured or under process by its officer's at any time without notice.
12. Any Document/Work found defective at the time of delivery and not conforming to the relevant specifications, is liable to be rejected, shall be replaced by the supplier at his cost and arrangements at the earliest.
13. Rejected material shall be at the supplier's risk and 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 of the same and the supplier shall have no claim over the Board in respect of the said rejected material.

(4)

- 14 If the supplier fails to make the supply within the prescribed period or in accordance with the specifications and sample or if there is any breach of terms of the contract on the part of the supplier, The Board reserves the right to terminate the contract at any time without notice and to forfeit the whole amount of Earnest Money.
- 15 During the period of the contract, no revision in rates will be allowed except such taxes as may be levied/revised by the Central or the State Govt. duly notified by a Govt. order.
- 16 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.
- 17 Material shall be at the supplier risk and they must collect from the godowns of the office within a week from the date of issuing work orders/from the lifting of answer books with the consultation of the storekeeper.
- 18 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.
- 19 The old Answer Books will have to be collected by the agency from CBSE Store at Patparganj, Delhi and will be delivered to Store, Regional Office, Delhi after completion of work within a period of thirty days failing which penalty @4% per week subject to a maximum of 10% shall be imposed on the proportionate amount of the full on account of delayed supply, penalty will be treated from the date of lifting of answer books from CBSE Store, ROD.
- 20 No advance payment will be made. The payment will be made after completion of whole work order on receipt of bill in duplicate.
- 21 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/Security Deposit.
- 22 The No. of Answer Books for perforation may increase or decrease as per requirement and rates will be approved for one year and work can be extended upto three years on the same rates and terms and conditions against the satisfactory services.
- 23 Before submission of tender, the tenderers should also undertake that the specifications of all Answer Books have been seen and verified through sample by them.**
- 24 The Board can negotiate with any of the agency to allot the work.
- 25 The decision of the Chairman CBSE, Delhi will be final in all the matters.
- 26 In case of any dispute, the legal jurisdiction will be at Delhi only.
- 27 Adhesive paper seal duly printed “CBSE-2017” of size 2.3cmsX 3cms to be affixed on class X/XII Main/Graph Answer Books only.**

ACCEPTANCE OF THE TENDERERS

The terms and conditions enumerated in this form clause No. 1 to 27 have been read by me/us and acceptable to me/us.

Signature of the Tenderer

Seal with Complete Address
Telephone No(s)_____

Dated:_____