




केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

TENDER NOTICE

The Regional Officer, CBSE Regional Office, Patna intends to invite sealed tender on behalf of the Secretary, CBSE from the reputed printers established at Patna & having good quality of offset printing machines of different sizes. The tenderers must have at least three years experience for printing of different type of forms, file cards etc & supply of different size of envelopes in Government/ Autonomous organizations. Tender form can be purchased from Regional Office, Central Board of Secondary Education, Regional Office, Patna, on any working day between 10:00AM to 01:00 PM w.e.f. 23.11.17 to 13.12.17. on cash payment of Rs. 300.00 (Non refundable) or can be downloaded through Board's website [www.cbse.nic.in](http://www.cbse.nic.in) and from the website of Central Public Procurement Portal as [www.eprocure.gov.in](http://www.eprocure.gov.in) (free of cost). Samples of different type of forms and their prescribed GSM etc. can be perused/ seen/verified on all working days in Administration Branch of this office during office hours between 10:00 AM to 03:00 PM. Before quoting their price, tenderers are requested to acquaint themselves with terms and condition of the tender.

"Tender in sealed cover superscripted "TENDER FOR PRINTING AND SUPPLY OF VARIOUS FORMS & ENVELOPES" should reach the CBSE, Regional Office, Ambika Complex, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna, Bihar-800014 latest by 13.12.17. Upto 01:00 PM. Tender will be opened on the same day i.e. 13.12.17. at 03:00 PM in the presence of the tenderers who may like to be present. Tender received after due date and time will not be accepted.

Tender should accompany an earnest money of Rs. 50,000.00 (Rupees Fifty Thousand only) in the shape of Bank Draft drawn by any Nationalized Bank in favour of "Secretary, CBSE, payable at Patna". The tenders without E.M.D. will be summarily rejected. The Board reserves the right to accept or reject any or all the tender without assigning any reason whatsoever.

  
REGIONAL OFFICER



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

TENDER FORM FOR PRINTING AND SUPPLY OF VARIOUS FORMS AND ENVELOPES

Tender form duly filled in should reach the Regional Office up to 01:00 PM on or before 13.12.17  
Tenders will be opened on the same day i.e. 13.12.17.. at 03.00 PM in the presence of the Tenderers, who may like to be present.

I/ We ..... hereby submit tender for the printing and supply of various forms & envelopes for official use as per specifications given in the tender form and terms and conditions enclosed. Before quoting the rates, the requisite specifications have also been seen and verified through sample provided by the Board. The rates have been quoted in the enclosed tender form including the cost of paper ink, labour charges etc. The terms and conditions enumerated in clause have been read by me/us and are acceptable to me/us. A demand draft No. .... dated ..... In favour of the Secretary, CBSE, payable at Patna drawn on ..... Bank as Earnest Money is enclosed.

Signature of the tenderer  
Seal with complete address

Telephone No.....

Mobile No.....

Email ID.....

Date: .....



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TERMS AND CONDITIONS

1. Tender in sealed cover superscripted "TENDER FOR PRINTING AND SUPPLY OF VARIOUS FORMS & ENVELOPS FOR OFFICIAL USE" should reach the Regional Office upto 01:00 PM on or before 13.12.17. Along with the earnest money of Rs. 50,000.00 (Rupees Fifty Thousand Only) through bank draft in favour of Secretary, CBSE payable at Patna. Tender will be opened on the same date at 03:00 PM.
2. Rates should be quoted F.O.R at CBSE (REGIONAL OFFICE), Ambika Complex, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna 800014 including all taxes, etc. Delivery of forms will be taken inside the store of this Office at Patna Cartage/ Coolidge shall have to be borne by the supplier upto stacking in CBSE.
3. Rates will be quoted including paper of required GSM.
4. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason.
5. In case of delay in the supply, penalty @4% per week on the proportionate amount of all bill of delayed supply will be imposed subject to maximum penalty of 10% on the admissible amount of the bill.
6. The Board reserves the right to forfeit the earnest money / performance security in addition to the penalty of the tenderer fails to execute the order or the supply is not in the accordance with the specification and samples provided is any breach of the terms of the contract on the part of printers.
7. The successful tender(s) will have to complete the work assigned to him/them within 15 days from the date of issue of final print order positively, failing which penalty as mentioned above will be imposed. First proof must be submitted within a week from the date of issue of work order and subsequent proof as early as possible, but not later than a week.
8. Quantity of forms and other items etc. to be printed may increase / decrease as per requirement.
9. The payment will be made on the basis of GSM test reports of the paper (if required). Initially 80% payment will be made. Balance payment will be made after receipt of GSM test report. In case of less GSM found as per report in any items, the amount will be deducted accordingly in proportionate to the percentage less in GSM from the bill of the said items.
10. Tenderers are required to produce evidence of their previous experience in this line along with copies of Income Tax return of the past 3 years.
11. The rates quoted will be valid for one year only but can be extended upto 3 years with the consent of both the parties & satisfactory work report.
12. In case of any dispute, the Competent Authority may appoint an arbitrator whose decision will be binding on both the parties.
13. TDS under GST & Income Tax Act & WCT will be deducted on all bills. In lieu of a certificate on the prescribed form will be issued to the party.
14. The tenderers shall sign these terms and conditions which shall be final and legally binding in toto.
15. The sample of the items may be seen by the authorized representative or the interested printer on any working day between 10:00 AM to 05:00 PM upto 12.12.17... in Administration Section of CBSE, Patna.
16. The supply of the items should be strictly similar to the samples provided by the Central Board of Secondary Education, Patna failing which the CBSE, Patna will be free to impose penalty/ compensation of damage as decided by the Board.



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17. Before submission of tender, the specifications have also been seen and verified through sample provided by the Board.
18. Rates for required items should be quoted including cost of paper, packing cartage transportations/ labour charges, other tax levies etc. in the prescribed form of tender only.
19. No advance payment will be made by the Board.
20. Copy of the GST Registration No. to be provided by the Tenderers (duly self attested).
21. All Plates of the Proof prepared during printing shall be destroyed and Affidavit to this effect shall be provided to the Board after completion of the work. In no case this plates shall be handed over to other unauthorized person. Secrecy and Confidentiality shall strictly be maintained by the tenderer.
22. The successful bidder shall have to execute an agreement on a Non-Judicial stamp paper of Rs. 100.00 for which a Draft copy of agreement will be provided by the Board. Cost of the Stamp paper shall be borne by the bidder.
23. Performance Security @10% i.e Rs 1,00,000/- (Rupees one lakh only) of the total value of the tender in shape of the Demand Draft in favour of the Secretary, CBSE, payable at Patna shall be provided by the successful bidder on receipt of performance security, earnest money will be refunded to the bidders.
24. All rates quoted by the tenderers will be inclusive of all taxes, F. O. R. at CB SE, Regional Office, Patna.

  
Regional Officer

Acceptance of the tenderer:

I ..... hereby undertake that, before submission of tender the terms and conditions enumerated in this form from clause 01 to 24 have been read and are acceptable to us. Further the sample of all the items have been carefully seen by me/us, the rates have been quoted which is final.

Mention following details and enclose a copy of the same with tender:

PAN/ TAN: .....  
GST No. ....  
Bank details for making payment:.....  
Bank Name:.....  
Nature of Account.....  
Account No.....  
IFSC .....  
Beneficiary Name/ Company Name.....

Signature of tenderer: .....  
Full Name of the Tenderer: .....  
Seal with complete address: .....  
Telephone No. (If any): .....



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**CENTRAL BOARD OF SECONDARY EDUCATION**

**TENDER FOR PRINTING AND SUPPLY OF VARIOUS FORMS & ENVELOPS**

Details about the Firms / Agency

1. Name of the Firm	
2. Address of the Firm	
3. Telephone No. Mob: Email:	
4. Type of Firm Proprietary/ Partnership/ Company registered under Companies Act.	
5. Registration No. & Year of registration	
6. Name of the Proprietor of the Firm	
7. Past experience of 03 years (Copy of work order to be enclosed)	2014-15 2015-16 2016-17

8. Has the Firm ever been debarred/ Blacklisted by any organization? If yes, the details there-of

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9. Whether the firm is capable to print all types of Form/ Proforma/ Envelops?

10. Total NO. of Offset Printing Machine available. ....

11. Total No. of Technical Person .....

12. Total No of Staff .....

13. Annual turnover during last three years (Copy may be enclosed)

2014-15 .....

2015-16 .....

2016-17 .....

14. PAN/ TAN (enclose copy) .....

15. GST No. (Copy of the certificate enclosed) .....

Date: .....

Seal of the Firm

Authorised Signatory with full Name & Designation

Mobile No.

Phone No.



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**LIST OF ITEMS & RATES FOR PRINTING & SUPPLY OF THE FOLLOWING ITEMS**

Sl No	Material/Item Details	GSM / Color / Specification (Paper should be from A Class Paper Mill)	Approx Quantity Required (may increase or decrease)	Rate per 1000 forms / per set/ Register
01	Cash Book for 2018-19	As per sample	01	
02	Receipt Book	As per sample	12	
03	Pay Bill Register	As per sample	01	
04	Cheque issue register	As per sample	01	
05	Proforma for intimation of closure of cases	70 GSM, A4, single side printing	2000	
06	Proforma for intimation of approval of cases	70 GSM A4, single side printing	3000	
07	Proforma for sending Reminder	70 GSM A4, single side printing	3000	
08	Proforma for intimation of rejection on School Record basis	70 GSM A4, single side printing	2000	
09	Proforma for intimation of rejection due to time barred	70 GSM A4, single side printing	2000	
10	Proforma for requirement of documents	70 GSM A4, single side printing	5000	
11	Proforma for forwarding of letter to other RO	70 GSM A4, single side printing	2000	
12	Proforma requirement in Verification	70 GSM A4, single side printing	2000	
13	Proforma for intimation of Verification	70 GSM A4, single side printing	3000	
14	Proforma for final reminder in correction cases	70 GSM A4, single side printing	2000	
15	Application for obtaining Duplicate Certificate	70 GSM/ As per sample Both side on Two page orient paper	10000	
16	Remuneration bill CBSE/Conf/11-A	60 GSM / 42"x67/2 Both Side on Two page orient paper (Each pad containing 100 pages)	4000	
17	CBSE/AB Cell/11 (Prac.)	60 GSM one side print on one page orient paper(Each pad containing 100 pages)	3000	
18	Important Information to Examiners for Exam., 2018	60 GSM / 18"x22/4 ONE SIDE PRINT ON ONE PAGE ORIENT PAPER	4500	
19	Answer Book Bundle Card – XII (White)	On good quality white paper with RED print (As per sample provided)	10000	
20	Answer Book Bundle Card – X (Yellow)	On good quality Yellow paper with Red print (As per sample provided)	20000	
21	Bag Statement Card 6"x4" for Class- XII (On White Paper of Good Quality)	22x28/5 White Color one page one side BLUE print (As per sample provided)	5000	
22	Bag Statement Card 6"x4" for Class-X (On Yellow paper of good quality)	22x28/25 Yellow Color one page one side in Red Print (As per sample provided)	16000	



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SI No	Material/Item Details	GSM / Color / Specification (Paper should be from A Class Paper Mill)	Approx Quantity Required (may increase or decrease)	Rate per 1000 forms / per set/ Register
23	CBSE/Conf./25	60 GSM / 18"x22/4 SINGLE Side PRINT on one page orient paper	4500	
24	CBSE/AB Cell/11	60 GSM / 18"x22/4 SINGLE Side PRINT ON one page orient paper	4500	
25	CBSE/Conf./41	60 GSM / 18"x22/4 SINGLE Side PRINT on One page orient paper	4500	
26	CBSE/Conf./30	60 GSM / 18"x22/4 SINGLE Side PRINT ON one page orient paper	4500	
27	CBSE/Conf./33	60 GSM / 18"x22/4 SINGLE Side PRINT on one page orient paper	4500	
28	CBSE/Conf./26	60 GSM / 18"x22/4 SINGLE Side PRINT ON one page orient paper	4500	
29	CBSE/Conf./38	60 GSM / 18"x22/4 SINGLE Side PRINT ON one page orient paper	4500	
30	CBSE/Conf./29	60 GSM / 18"x22/4 Both Side on one page orient paper	4500	
31	CBSE/Conf./8	60 GSM / 18"x22/4 Both Side on one page orient paper	4500	
32	CBSE/Conf./20	60 GSM / 22"X10" SINGLE Side PRINT ON one page orient paper	4500	
33	CBSE/Conf./18	60 GSM / 18"x22/2 Both Side ON TWO page orient paper	4500	
34	CBSE/Conf./14	60 GSM / 18"x22/2 Both Side ON TWO page orient paper	4500	
35	CBSE/Conf./28	60 GSM / 18"x22/4 Both Side on one page orient paper	4500	
36	CBSE/Conf./39	60 GSM / 18"x22/4 SINGLE SIDE PRINT ON one page orient paper	4500	
37	CBSE/AB Cell/10	60 GSM / 20"x30"/4 Both Side on one page orient paper	4000	
38	Instructions to the Coordinators	80 GSM in pad of 100 / 18x24/4 One Page Both Side on Red Color 80 GSM Card Sheet Paper	4000	
39	Observer Report Practical	60 GSM Green / 17"x27/2 SINGLE Side PRINT on One Page Orient Paper- PARROT Green	1000	
40	Observer Report Theory	60 GSM White / 17"x27/2 SINGLE SIDE PRINT on One Page Orient Paper - White	500	
41	Discrepancies Between A/B & Award List Proforma	60 GSM / 18"x22/4 SINGLE SIDE PRINT on One Page Orient Paper	5000	
42	Proforma to be filled by Comparer	60 GSM / 42"x67"/4 One Page Both Side on Orient Paper	5000	
43	Proforma for the account of comparing marks from A/B	60 GSM / 18x22/4 One Page One Side on Orient Paper	2000	
44	TA/DA Bill	60 GSM in pad of 100 / 17"x27/2 Both Side on One Page Orient Paper	20000	
45	CBSE/Conf./42	60 GSM White / 17"x27/2 SINGLE Side PRINT on One Page Orient Paper - White	4500	



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SI No	Material/Item Details	GSM / Color / Specification (Paper should be from A Class Paper Mill)	Approx Required increase decrease)	Quantity (may or)	Rate per 1000 forms / per set/ Register
46	CBSE/Acctt-91	60 GSM / Each Set contains three pages / 18"x22/4 etc single side print on orient paper	4000		
47	Bill of Centre Charges	60 GSM / Each Set contains seven pages 18"x22/4 etc 06 single side & one both side print on orient paper	500 Set		
49	One side Printed Note sheets with margin lines on one (left) side 17"x24"/4 ledger paper of sripur mills in moderate green colour	95 GSM / Moderate Green colour (Each pad of 100 pages)	250 pad		
50	Leave proforma	80 GSM Both Side Printing	500		
51	Quarterly Medical reimbursement proforma	80 GSM One Side Printing	500		

Note- 1-Pad Binding will be done by the agency, if required for which no extra charge will be payable  
2-The material to be supplied must also be in conformity with the sample provided

**'Rates for PRINTING & SUPPLY OF PRINTED MATERIAL & ENVELOPES'**

SI No	Material/Item Details (With One Side Printing on all envelopes)	GSM / Color / Specification	Approx Required increase decrease)	Quantity (may or)	Rate per 1000 pieces
1	Window Envelopes 10"x4.5	80 GSM	50000		
2	Without Window Envelopes 10"x4.5 White	80 GSM	10000		
6	Envelope 10"x12" Cloth line Brown	100 GSM	500		
	Folding envelopes 14'X10' with cloth line	100 GSM	10000		
	Without Folding envelopes 14'X10' plastic quoted	80 GSM	13000		
	Envelopes 14'X10' plastic Laminated	80 GSM	3500		
9	Envelopes 16"x12" Clothline Brown	100 GSM	8000		
11	Envelopes 18"x14" Clothline Brown	100 GSM	5000		
12	Envelopes 18"x14" Clothline Brown with 4" fold	100 GSM with 4" fold	5000		
14	Envelopes for Practical Award List inside laminated with address of Assistant Secretary (Conf.)	120 GSM / 10"x22" (INSIDE LAMINATED) - PRACTICAL YELLOW			
15	File Board 15"x10" with cover printing	Quality 36 OZ(With Printing)	1100		Rate per 100 Rs.....
17	File Cover 14"x12" with cover/internal printing	Sirpur colour triplex (With printing and lamination)	1100		Rate per 100 Rs.....

# Actual requirement may increase or decrease or any item may not be printed as per requirement of this office  
\*(Items must be supplied in form of pad each containing 100 pages or as mentioned against each)

