

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
PS-1-2, Institutional Area, I.P. Extension, Patparganj
Delhi-110092**

CBSE/RO/DELHI/ADMN./2017-18

Date: 07.12.2017

TENDER NOTICE

The Regional Officer, C.B.S.E., Regional Office, Delhi, invites sealed tenders on behalf of The Secretary, CBSE for "Printing of Various Forms" from the reputed printers established at Delhi only having good quality of offset printing machines of different sizes. The Tenderers must have at least three years' experience in printing in Government/Autonomous organizations for printing of different types of forms, files, cards, etc. Tender form along with brief detail of Terms & Conditions can be downloaded from Board's website www.cbse.nic.in or CPP PORTAL from 11.12.2017 (09:00 AM) to 02.01.2018 (02:30 PM). Cost of Tender Form Rs. 500/- (Non Refundable) can be deposited along with Tender Documents through Demand Draft drawn in any commercial bank in favour of "Secretary CBSE" payable at Delhi. Samples of different types of Forms and details of GSM etc. can be perused/seen/verified during above period in Administration branch of this office before quoting their price. Tenderers are requested to acquaint themselves with terms and conditions of tender.

Tender in sealed cover superscribed "TENDER FOR PRINTING AND SUPPLY OF VARIOUS FORMS" should be dropped in Tender Box for the purpose kept in Ground Floor of the Office or can be sent by post and the same must reach to the Regional Office, C.B.S.E., PS-1-2, Institutional Area, I.P. Ext., Patparganj, Delhi-110092, latest by 02.01.2018 upto 02:30 PM. Tender will be opened on the same day (02.01.2018) at 03:00 PM (Only Technical Bid) in the presence of the tenderers who may like to be present. Tender received after due date and time will not be accepted. Tender is to be submitted under two bid system (i.e. Technical Bid and Financial Bid). Financial Bid of technically qualified bidders will only be opened.

Tender should accompany an earnest money of Rs. 90,000/- (Rs. Ninety Thousand only) in the shape of Bank Draft/ FDR/Bank Guarantee drawn on any commercial bank in favour of "Secretary, C.B.S.E. payable at Delhi". The tenders without E.M.D. & relevant documents as per T & C of the Tender will be summarily rejected. The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

REGIONAL OFFICER (DELHI)

केंद्रीय माध्यमिक शिक्षा बोर्ड

क्षेत्रीय कार्यालय

पी0एस0-1-2, इन्स्टीट्यूशनल एरिया

आई0 पी0 एक्स्टेशन

दूरभाष-दिल्ली।

केमाशिबो/क्षेका/दि0/प्रशा./2017

दिनांक 11/12/2017

निविदा सूचना

क्षेत्रीय अधिकारी, केंद्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, दिल्ली द्वारा सचिव, केंद्रीय माध्यमिक शिक्षा बोर्ड कि तरफ से विभिन्न प्रकार के प्रपत्रों, फाइल, कार्ड, इत्यादि की छपाई एवं आपूर्ति हेतु केवल दिल्ली में स्थापित प्रतिष्ठित मुद्रक, जिनके पास अच्छे गुणवता वाले विभिन्न प्रकार के ऑफसेट प्रिंटिंग मशीन हों, से सीलबंद निविदा आमंत्रित की जाती है। एजेंसी के पास सरकार/स्वायत संस्थान में विभिन्न प्रकार के प्रपत्रों, फाइलों व कार्डों, इत्यादि की छपाई कार्य के कम से कम तीन वर्ष का अनुभव अनिवार्य रूप से होने चाहिए। निविदा प्रपत्र सह नियम व शर्तें बोर्ड की वेबसाइट www.cbse.nic.in से दिनांक 11/12/2017 से 02/01/2018 (दोपहर 2:30 बजे) तक डाउनलोड किये जा सकते हैं। निविदा प्रपत्र का मूल्य रु500/- (अप्रतिदेय) किसी भी व्यवसायिक बैंक द्वारा "सचिव, के0मा0शि0बो0" के पक्ष में दिल्ली में देय हो, जमा किया जाये। विभिन्न प्रकार के प्रपत्रों के नमूने व जी-एस-एम विवरण इत्यादि कार्यालय के प्रशासन शाखा में उक्त अवधि में देखे जा सकते हैं। निविदा जमा करने वाली एजेंसी से अनुरोध है कि इसे जमा करने से पूर्व निविदा प्रपत्र में उल्लिखित सभी नियम व शर्तों को अवश्य देख लें।

सभी प्रकार से पूर्ण निविदा प्रपत्र धरोहर राशि सहित केंद्रीय माध्यमिक शिक्षा बोर्ड के क्षेत्रीय कार्यालय, दिल्ली के पते पर भेजें अथवा इस क्षेत्रीय कार्यालय परिसर के भूतल पर इस उद्देश्य से रखे गए निविदा बॉक्स में दिनांक 02/01/2018 को अपराह्न 2:30 बजे तक या इससे पूर्व दस्ती डाले जा सकते हैं। इच्छुक निविदाकारों की उपस्थिति में निविदा (केवल तकनीकी बिड) उसी दिन सायं 3:00 बजे खोली जाएगी। बाद में अथवा देरी से प्राप्त निविदा स्वीकार नहीं किये जायेंगे। निविदा दो बिड पद्धति अर्थात तकनीकी व वित्तीय बिड पद्धति से जमा की जानी चाहिए। तकनीकी बिड उत्तीर्ण करने वाली एजेंसी के ही वित्तीय बिड खोले जायेंगे।

निविदा के साथ धरोहर राशि रूपये 90,000/- (रूपये नब्बे हजार मात्र) का डिमांड ड्राफ्ट /बी.जी./एफ0डी0आर0 जो किसी भी कमर्शियल बैंक द्वारा "सचिव, केंद्रीय माध्यमिक शिक्षा बोर्ड" के पक्ष में निर्गत व दिल्ली में देय हो, संलग्न करें। बिना धरोहर राशि के प्राप्त निविदा स्वीकार नहीं किये जायेंगे। बोर्ड के पास बिना कारण बताए किसी भी निविदा को स्वीकार व अस्वीकार करने के अधिकार सुरक्षित हैं।

क्षेत्रीय अधिकारी (दिल्ली)

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
PS-1-2, Institutional Area, I.P. Extension, Patparganj,
Delhi-110092

TENDERS FORM NO.RO(DELHI)/ADMN./PTNG./2017-18

Cost of form: Rs. 500/-
(Non Refundable)

TENDER FOR PRINTING AND SUPPLY OF
VARIOUS FORMS

Duly filled in Tenders should reach to this office upto **2.30 P.M. on or before 02.01.2018** Tenders (Technical Bids only) will be opened on the same day at 3.00 P.M. in the presence of the bidders, who may like to be present.

M/s _____ is /are hereby authorized to submit their Tenders for the printing and supply of various forms for official use. The specifications of items to be printed as given in the Tender form and terms and conditions are also enclosed herewith. The Tenders should be submitted in sealed cover superscribed "Tenders for Printing & Supply of various forms for official use (**BOTH TECHNICAL AND FINANCIAL BIDS TO BE PACKED SEPARATELY & BE KEPT IN A BIG ENVELOPE**)". The terms and conditions duly signed by the bidders should accompany by the specific tender form.

Regional Officer (Delhi)

I/We _____ hereby submit Tenders for the printing and supply of various forms for official use as per specifications given in the Tenders form and terms & conditions enclosed. Before submission of rates the requisite specifications has also been seen and verified through sample provided by the Board by me/us personally. The rates have been quoted in the enclosed Tender form including the cost of paper. The terms and conditions enumerated from clause 01 to 18 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 Delhi drawn on _____ as Earnest Money is enclosed.

Signature of the bidder
Seal with complete address

Telephone No.: _____

Dated: _____

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE**

**PS-1-2, Institutional area, I.P. Extension, Patparganj,
Delhi-110092**

TERMS AND CONDITIONS

□ □ □ □ □ □ □ □ □ □

1. Tenders in sealed cover superscribed "TENDER FORM FOR PRINTING AND SUPPLY OF VARIOUS FORMS FOR OFFICIAL USE" should reach the Regional Officer upto 2.30 P.M. on or before 02.01.2018 Tenders will be opened on the same date at 03.00 PM.
2. Tenders should accompany a Demand Draft/FDR/Bank Guarantee of Rs.90,000/- drawn in any commercial bank in favour of "Secretary CBSE" payable at Delhi (Minimum validity of 60days). Cost of Tender Form Rs.500/- to be enclosed through Demand Draft of any commercial bank in favour of "Secretary CBSE" payable at Delhi.
3. DD towards EMD in respect of unsuccessful bidders will be refunded as it is. However selected agency shall have to deposit performance security through Demand Draft/ FDR/BG drawn in any commercial bank in favour of "Secretary, CBSE" payable at Delhi; then DD towards EMD will be refunded. The Performance Security will be returned after successful completion of the work without any interest.
4. Rates should be quoted F.O.R. at CBSE (REGIONAL OFFICE), PS-1-2, Institutional Area, I.P. Extension, Patparganj, Delhi-110092 including all taxes, etc. Delivery of forms will be taken inside the store of this Office at Delhi. Cartage/Cooliage shall have to be borne by the supplier up to stacking in CBSE.
5. Rates will be quoted including cost of paper of required GSM.
6. The Board reserves the sole right to accept or reject any or all Tenderers without assigning any reason.
7. In case of delay in the supply, penalty @ 4% per week on the proportionate amount of the bill of delayed supply will be imposed subject to a maximum penalty of 10% on the admissible amount of the bill.
8. The Board reserves the right to forfeit the earnest money/Performance Security in addition to the penalty if the bidder fails to execute the order or the supply is not in accordance with the specification and samples provided or there is any breach of the terms of the contract on the part of printers.
9. The successful Tenders(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 & subsequent proof as early as possible, but not later than a week.
10. Quantity of forms and other items etc. to be printed may increase/decrease as per requirement.

11. The payment will be made on the basis of GSM test reports of the paper (if required). Initially 80% payment will be made on the basis of satisfactory report of user branch. 20 % Balance Payment will be made after receipt of GSM Test Report (If required).
12. Bidders are required to produce evidence of their previous experience in this line along with copies of IT returns of the past 3 years.
13. The rates quoted will be valid for one year only but can be extended for two more year with the consent of both the parties.
14. In case of any dispute, the Competent Authority may appoint an arbitrator whose decision will be binding on both the parties.

REGIONAL OFFICER

Acceptance of the bidder:

I _____ hereby undertake that, before submission of Tenders the terms and conditions enumerated in this form from clause 01 to 21 have been read by me/us and are acceptable to me/us.

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

- ✓ PAN.....(Copy Enclosed alongwith last 03 years ITR)
- ✓ Regn.No.....(Copy Enclosed)
- ✓ Experience Certificate/Proof of last 03three years (Copy Enclosed)
- ✓ Service Tax/GST Registration No.....(Copy Enclosed)
- ✓ Undertaking as per Annexure-II(Enclosed)
- ✓ Cost of Tender Form through DD/.....No.....Dt.....(Copy enclosed)
- ✓ D.D./..... towards EMD No.....Dated.....for Rs.90,000/- of any Commercial Bank(Enclosed).
- ✓ GST Regn. No.....

Signature of the bidder: _____

Seal with complete address: _____

Telephone No.: _____

UNDERTAKING (TO BE SUBMITTED WITH THE TENDER)

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed educational institutions and no criminal case is pending against the said firm/agency as on 02.01.2018.

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the Company: _____

Contact No.: _____

Email ID: _____

Seal of the company:

Place: _____ Date _____

CENTRAL BOAR OF SECONDARY EDUCATION
REGIONAL OFFICE
PS-1-2, Institutional Area, I.P. Extension, Patparganj, Delhi-110092
FINANCIAL BID (TO BE SEALED SEPARATELY)

Sl.No.	Name of the items/forms	Approx quantity required	Specifications	Rates (in Rs.)
1	CBSE/Conf./8	4300	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
2	CBSE/Conf./11	45200	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
3	CBSE/Conf./14	47000	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
4	CBSE/Conf./18	4500	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
5	CBSE/Conf./20	93000	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
6	CBSE/Conf./25	23500	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
7	CBSE/Conf./26	47000	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
8	CBSE/Conf./28	66800	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
9	CBSE/Conf./29	46500	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
10	CBSE/Conf./30	43500	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
11	CBSE/Conf./33	6200	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
12	CBSE/Conf./34 Manual Award List	1600	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
13	CBSE/Conf./38	6200	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
14	CBSE/Conf./39	4300	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
15	CBSE/Conf./41	9600	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
16	CBSE/Conf./42	53400	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
17	CBSE/Conf./43	21000	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
18	CBSE/AB Cell /8	20000	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
19	CBSE/ABCell /10	10000	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
20	CBSE/AB Cell/11	12000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
21	CBSE/ABCell/11A	12000	As Per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
22	CBSE/ABCell /16	25000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
23	CBSE/ABCell /18	5000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
24	CBSE/ABCell /30	20000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
25	CBSE/ABCell /31	5000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
26	CBSE/AB Cell/16	25000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
27	CBSE/AB Cell/18	5000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
28	CBSE/AB Cell/30	20000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
29	CBSE/AB Cell/31	5000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
30	CBSE/AB Cell/32	5000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set

31	CBSE/AB Cell/36	5000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
32	Taxi bill form/Misc.	2000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
33	Inspection report proforma/Misc.	1500	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
34	Bill for inspection of Examination centres/Misc.	1500	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
35	Bill for Hon. & conveyance for delivery of Q.P./Misc.	3000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
36	Bill Form of Observer/Misc.	1000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
37	Inspection report for the flying squad./Misc.	1500	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
38	Duties & responsibilities to be performed by	2000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
39	Pay Order form/B&C	5000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
40	LSA form/B&C	2000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
41	Cheque stopping form/B&C	500	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
42	Essentiality Certificate/Store	500	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
43	Bill/82/Store	10000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
44	Bill/86/Store	2000 Sets (each packet contains 10 forms)	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
45	Bill/55/Store	5000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
46	Bill/56/Store	5000	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set
47	Bill/20/Store	3000 Sets (each packet contains 03 forms)	As per Sample provided by the Board 60 GSM Orient Paper	Rs.....per set

** Quantity of Forms may Increase or Decrease.