

**CENTRAL BOARD OF SECONDARY EDUCATION  
SHIKSHA KENDRA, 2, COMMUNITY CENTRE  
PREET VIHAR, DELHI-110092**

**TENDER NOTICE**

Sealed Tenders are invited under two-bid system from reputed Answer Book Printers, preferably Security Printers, who have printed Answer Books of similar nature for public Examinations, for manufacturing of Answer Books and Drawing Sheets with & without OMR Sheets (each with security marks) of different specifications as per details given below :-

S. No.	Name of the Item	Specification	Quantity to be supplied	E.M.D. (₹)		Period of sale of Tender	Date of opening of Technical Bid
01	Answer Books of various types for Class X with OMR sheet of 105 GSM in the size of 22x28cms with Coloured flying slip of 22x14cms with auto machine numbering along with the title cover printing in the size of 22x28 cms front & back in red colour printing with 'CBSE-2018' perforation.	Maplitho Paper of 'A' Class Mills in 60 GSM, Coloured flying slip of 60 GSM of 'A' Class Mills- OMR sheet of 105 GSM of 'A' Class Mills	As given in the Tender Form	Ajmer	386000	06.09.17 to 26.09.17 (upto 2.30 p.m.)	26.09.2017 at 3.00 p.m.
				Allahabad	420000		
				Bhubaneswar	185000		
				Chennai	360000		
				Delhi	825000		
				Dehradun	460000		
				Guwahati	210000		
				Panchkula	565000		
				Patna	385000		
	Thiruvanthapuram	150000					
02	Answer Books of various types for Class XII with OMR sheet of 105 GSM in the size 22x28 cms with front side printing in 02 colours and backside single colour printing with auto machine numbering along with the title cover printing in the size 22x28 cms in blue colour front side printing on 60 GSM paper with 'CBSE-2018' perforation.	Maplitho Paper of 'A' Class Mills in 60 GSM. Coloured flying slip of 60 GSM of 'A' Class Mills - OMR sheet of 105 GSM of 'A' Class Mills					
03	Drawing Sheets in the size 37½ x54½cms with OMR Sheet of 22x28 cms in 105 GSM paper.	'A' Class Mills in 120GSM & OMR sheet of 105GSM					

**(A) Essential requirement for Firms:**

- 1) Experience:** The Tenderer must either have at-least Five years' experience in the field of manufacturing the Answer Books of quantity not less than 20,00,000 copies in each year to State/Central Education Board and Institutions of Central/State Government.
- 2) Turnover:** The Printer may quote rates for one or more Regions. The Tenderer must have Annual Turnover or MAAT (Minimum Average Annual Turnover) as per details given below:

Region	ANNUAL TURNOVER OR MAAT during the last 3 years (2014-15, 2015-16, 2016-17)- (in Rs.)
For all the Regional Offices	₹ 4 Crore or more
For Ajmer/ Delhi/ Panchkula/ Allahabad/ Dehradun	₹ 2.5 Crore or more
For Bhubaneswar/Chennai/Patna/Guwahati/ Thiruvananthapuram	₹1.5 Crore or more

The Firm quoting for different Regions must satisfy the above specified Region wise requirement of Turnover.

- 3) The Tenderer must have capability of providing security marks in the Answer Books and preference shall be given to Security Printers if otherwise, eligible.
- 4) The Agency must have experience as well as infrastructure of printing and supplying OMR sheets of equivalent quantity as enumerated under (1) above.
- 5) The Agency shall provide sample of paper, which should meet the following specifications–

Nature of item	Specification	
<b>Coloured paper to be used as flying slip of 60 GSM on the Answer Books for Class X and XII</b>	GSM	60
	Brightness	Minimum 85%
	Opacity Min.	Minimum 90%
	Wax Pick	10 A Clear
	Smoothness (Bendtsen) Max.	200
	Breaking Length	MD -3000 CD -2000
<b>OMR sheet to be used on Answer Books for Class X and XII</b>	GSM	105
<b>Drawing Sheet</b>	GSM	120

- 6) The Tenderer must have sufficient storage facility and appropriate security measures for safe custody of Board's Answer Books.
- 7) The following Specifications/Technical parameters conforming to IS:1848/1991 (as amended from time to time) will be required in the paper along with 60 GSM of paper of A Class Mill. The firms are required to use the paper of one Mill only:

Breaking Length MD	3000
CD	2000
Cobb value Max.	24 C
Smoothness (Bendtsen) Max.	200
Brightness	85%
Opacity Min.	90%
Wax. Pick	10 A Clear
Ash not more than	10-12%

- 8) The delivery of Answer Books shall be F.O.R CBSE offices at Ajmer, Allahabad, Bhubaneswar, Chennai, Delhi, Dehradun, Guwahati, Panchkula, Patna and Thiruvananthapuram in installments and the Tenderer shall be able to supply the full order of Answer Books by end of December 2017 positively.

Tender Form having all the Specifications, Terms and Conditions can be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) for which Bank Draft of ₹ 1500/- be enclosed with the Tender Form (Technical Bid) in favour of Secretary, CBSE payable at Delhi. Photocopy of cash deposit receipt be enclosed with the Tender Form before its submission. The Tenders received after the specified closing date and time shall be rejected.

The technical and Financial Bids be kept in two separate envelopes super-scribing clearly as **“Technical Bid”** and **“Financial Bid”** on the envelopes. Both envelopes be kept in another bigger envelope duly sealed with super scribing **“Tender for manufacturing of New Answer Books with paper for 2018”**. The Tender addressed to the Secretary, CBSE may be sent on the above address or may be put in the Tender Box kept on ground floor of CBSE Building on or before 26.09.2017 upto 2.30 PM in the office.

The Technical Bid shall be opened by a Committee on the same date i.e. 26.09.2017 at 3.00 PM in the presence of the Tenderers, who may like to be present. The date for opening of the financial bids will be intimated to the Tenderers who qualify the Technical Bids.

A specimen of the Answer Books can be seen in Admn.III Section, at the above mentioned address. The Secretary, CBSE reserves the right to accept or reject any or all the Tenders without assigning any reason.

**Joint Secretary (A&L)**

# CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE

PREET VIHAR, DELHI- 110092

Last date for submission of Tender	26.09.2017 upto 2.30 p.m.
Opening of sealed Tenders (Technical)	26.09.2017 upto 3.00 p.m.

Tender Form No. \_\_\_\_\_

Price: ₹ 1500/-

No. Admn.III/PTG/AB/34/2018/

M/s. \_\_\_\_\_  
are hereby authorized to submit their Tender in response to the Tender Notice for Manufacturing and Supply of various type of Answer Books for 2018 Examinations, as per details enclosed.

**ASSISTANT SECRETARY (ADMN.III)**

## **TENDER FORM** **FOR PRINTING OF ANSWER BOOKS FROM SECURITY PRINTERS**

### **Part 'A' – Technical Bid**

**Tender Form for manufacturing and supply of various type of Answer Books for 2018 Examination. The Region wise tentative requirement enclosed.**

(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 Security Press/Manufacture \_\_\_\_\_

(ii) Registration No. and Year of Registration  
(with documentary Evidence) \_\_\_\_\_

(iii) Organisation to whom the Agency  
has been registered with. \_\_\_\_\_  
(Please attach Certificate of Registration issued  
from IBA/other Statutory Body/StateGovt./  
Central Govt as proof of being Security Printer)

(iv) Office Address and Tel. No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(v) Name(s) of the Proprietor/ \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Partners Name \_\_\_\_\_ Mobile No. \_\_\_\_\_  
E mail ID :- \_\_\_\_\_

**2. Past Experience (Preferably for last Five years)**

2.1 :

Year	Name of the Board/ Institution	Quantity	Value of Contract	Details of work executed (with proof)
2013				
2014				
2015				
2016				
2017				

**\* Total period of experience in manufacturing of Answer books along with the names of the Board/Institutions. The copy of work orders for each year may be enclosed.**

2.2 Has the firm ever been debarred/  
Black listed by any Organisation?  
If 'Yes' the details thereof.

\_\_\_\_\_

2.3 Details of Award/Certificate of Merit etc.  
received from any Board/Organisation.  
(Please attach Copy of Certificate(s))

\_\_\_\_\_

2.4 Sample of paper of 60 GSM and coloured  
paper to be used as flying slip of 60 GSM  
on the Answer Books for Class X & XII  
Answer books of 'A' Class Mill  
(to be attached duly signed and stamped).

\_\_\_\_\_

2.5 Sample of OMR Sheet of 105 GSM to be  
used on Answer Books for Class -X & XII  
(To be attached duly signed & stamped)

\_\_\_\_\_

2.6 Sample of Drawing sheet of 120 GSM  
(to be attached duly signed and stamped)

\_\_\_\_\_

2.7 Details of Security Mark(s) features/facility  
that can be provided in the Answer Books

\_\_\_\_\_

**Essential pre-requisite**

**3. Infrastructural details –**

**a) PHYSICAL/ CAPITAL:**

- i. Type & total no. of machines available for such work: \_\_\_\_\_
- ii. Capacity of the machines to manufacture and deliver all the allotted work within 3-4 Months F.O.R. at Delhi, Dehradun, Ajmer, Panchkula, Allahabad, Chennai, Guwahati, Patna, Bhubaneswar and Thiruvananthapuram based offices. (Yes/No)
- iii. Facility available for putting page wise numbering in the Answer Books. (Yes/No)
- iv. Facility of automatic serial numbering for Answer Books. (Yes/No)
- v. Capacity of storage of Answer books in Firm's godowns (Mention area in Sq.Fts.) (Yes/No)

**b) FINANCIAL:**

Annual turnover (during last three Financial Year): 2014-2015 ₹ \_\_\_\_\_  
(Attach duly audited statements for each Financial Year) 2015-2016 ₹ \_\_\_\_\_  
2016-2017 ₹ \_\_\_\_\_

**4. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:**

- i) Amount : \_\_\_\_\_
- ii) D.D. No. : \_\_\_\_\_
- iii) Issuing Bank with date of issue : \_\_\_\_\_
- iv) Name of Regional Office which applied: - \_\_\_\_\_

The Terms and Conditions of the tender are acceptable to me/us. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Tenderer With official seal and complete Address \_\_\_\_\_  
\_\_\_\_\_

Mobile/Telephone No. \_\_\_\_\_  
Date: \_\_\_\_\_

**Note:**

1. The Tender for Technical Bid should contain samples of Paper, OMR & Drawing Sheet duly signed and stamped.
2. Earnest Money in the shape of Bank Draft in favour of Secretary CBSE, Delhi.
3. Attach duly Audited Statements of the Financial Turnovers for each year.
4. Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Tenderer with seal on it.
5. Certificate of registration with NSIC, Ministry/Deptt. concerned in case of non-submission of EMD amount.
6. Copy of PAN should be attached with the tender.
7. Copy of Certificate of registration under VAT/ GST.
8. Please see Part-B for Financial Bid and Terms & Conditions.

**CENTRAL BOARD OF SECONDARY EDUCATION**

**Part 'B' – Financial Bid**

I/We \_\_\_\_\_ hereby submit Tender for the manufacturing of Answer Books for 2018 Examinations as per specifications given in the Tender Form at the rate given below which are inclusive of the cost of paper of 60 GSM, Drawing Sheet of 120 GSM + cost of paper of 105 GSM to be used as OMR +cost of coloured paper of 60 GSM to be used for flying slips of 'A' Class Mill.

**From Agency Godown to CBSE Godown F.O.R.**

1	<b>Main Answer Books of 32 PAGES</b> + Coloured flying slip for Class-X along with page wise numbering & the Title Cover printing in the size 22x28 cms front & back in RED colour printing on 60 GSM paper with OMR of 105 GSM in the size 22x28 cms.	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000
2a	<b>Main Answer Books for CLASS XII of 40 PAGES</b> along with the Title Cover printing in the size 22x28 cms in BLUE colour front side printing on 60 GSM paper with OMR of 105 GSM in the size 22x28 cms with front side printing in 02 colours and back side single colour printing with auto machine numbering.	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000
2b	<b>Main Answer Books for CLASS XII of 32 PAGES</b> along with the Title Cover printing in the size 22x28 cms in BLUE colour front side printing on 60 GSM paper with OMR of 105 GSM in the size 22x28 cms with front side printing in 02 colours and back side single colour printing with auto machine numbering.	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000

3	<b>Graph Answer Books for Class X of 44 PAGES</b> + 2 extra sheets of graph + Coloured flying slip along with page wise numbering & the Title Cover printing in 22x28 cms size in RED colour on 60 GSM paper with OMR of 105 GSM in the size 22x28 cms.	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000
4	<b>Graph Answer Books of Class XII of 44 PAGES</b> + 2 extra sheets of graph along with the title cover printing in the size 22x28 cms in blue colour front side printing on 60 GSM paper with OMR of 105 GSM in the size 22x28 cms with front side printing in 02 colours and back side single colour printing with auto machine numbering.	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000
5	<b>Main Answer Books of 32 PAGES</b> for Class-X + coloured flying slip for <b>Blind Candidates</b> along with page wise numbering on 60 GSM paper with OMR of 105 GSM in the size 22x28 cms.	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000

6	<b>Main Answer Books of 40 PAGES</b> for Class-XII + without flying slip for <b>Blind Candidates</b> along with page wise numbering on 60 GSM paper with OMR of 105 GSM in the size 22x28 cms.	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000
7	<b>Supplementary Answer Books of 8 PAGES</b> + coloured slip Class X/XII	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000
8	Practical Answer Books for Class XII of 8 PAGES	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000

9	<b>Drawing Sheets of 120 GSM</b> in the size <b>37½ x54½</b> cms with OMR Sheet of 22x28 cms in 105 GSM paper	Ajmer	@₹ .....per 1000
		Allahabad	@₹ .....per 1000
		Bhubaneswar	@₹ .....per 1000
		Chennai	@₹ .....per 1000
		Delhi	@₹ .....per 1000
		Dehradun	@₹ .....per 1000
		Guwahati	@₹ .....per 1000
		Panchkula	@₹ .....per 1000
		Patna	@₹ .....per 1000
		Thiruvanthapuram	@₹ .....per 1000
10	Adhesive paper seal duly printed "CBSE 2018" of size 2.3 cms.x 3 cms. to be affixed on Class- X & XII Main/Graph Answer Books		@₹ .....per 1000

The Terms and Conditions for manufacturing of new Answer Books with Paper printing, stitching, perforation of "CBSE 2018", page wise numbering in Answer Books and packing and supplying to CBSE godown at respective Regional Offices etc. given along with the Tender, are acceptable to me/us.

The rates are inclusive of all taxes.

WCT No. \_\_\_\_\_  
PAN No. \_\_\_\_\_  
Dated \_\_\_\_\_

Signature of the Tenderer/Security Printer \_\_\_\_\_  
Address/ Rubber Stamp \_\_\_\_\_  
Tele. No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Mobile : \_\_\_\_\_  
E-mail: \_\_\_\_\_

**CENTRAL BOARD OF SECONDARY EDUCATION**

**Specifications and instructions for Printing/ Manufacturing of Answer Books for 2018 Examinations by Security Printers**

1	<b>Main Answer Books</b>	<b>Class X</b>
		Size 22 cms x 28 cms
		Quantity: As per details enclosed.
		Answer Books of 32 pages on <b>60 GSM paper with OMR of 105 GSM in the size 22x28 cms</b> with page wise numbering with Red colour slip of 22x14cms in black printing inclusive of printed Cover of same paper (Front and Back both side Printed with red ink) or without flying slips.
2	<b>Main Answer Books</b>	<b>Class XII</b>
		Size 22 cms x 28 cms
		Quantity: As per details enclosed.
		Main Answer Books for class XII of <b>40 pages/32 pages*</b> along with the <b>Title Cover printing in the size 20x28 cms in blue colour front side printing on 60 GSM paper with OMR of 105 GSM in the size 22x28 cms with front side printing in 02colours and back side single colour printing with auto machine numbering.</b> (* Rates to be quoted separately for 40 pages and 32 pages as in the Financial Bid proforma)
3	<b>Other Specifications</b>	<p>All the inside pages (including both inner sides of the title pages) ruled with margin rule, instructions etc. to be printed in English &amp; Hindi on both the outer sides of cover, thread stitching by machine and wire stitching at two places, one hole for the tag on the left hand top corner at a distance of 2.5 cms. from top side to be perforated with "<b>CBSE 2018</b>" with a needle die to be approved by the Board, a half size sheet (size 22 x 14 cms) with particulars printed on one side and serial number printed by printing machine, (auto numbering) to be put on the title page before stitching and page wise numbering on all pages (1 to 32) for Class-X and (1-40) for Class-XII.</p> <p>Colour scheme for each type of Answer Book will be intimated in the work order, in case of change. The same may be got approved from the Controller of Examination by the Tenderer.</p> <p>The Vertical margin line or the horizontal top line in the Answer Books both for Class-X and XII shall bear security mark on each page.</p> <p>The Answer Books are to be packed in packets of 100 copies each (accurate counting serial number 1-100 century wise) in wrapping paper and then packed in bundles of 500 each (century wise) in hessian cloth of superior quality. Title to be printed on offset machine in the colour to be approved by the Board with Sl. No. of the Answer Books. The press should have automatic serial number printing arrangement. The Answer Books with hand numbering will not be accepted.</p>

4	<b>Answer Books with Graph paper</b> 44 pages + 2 sheets graph + with red coloured slip (paper slip to be provided by the Printer)	<b>Class X</b>
		Size 22 cms x 28 cms
		Quantity: As per details enclosed.
		Answer Books of 48 pages with page wise numbering and with red colour slip of 22 cms.x14 cms. in black printing inclusive of printed cover of same paper (Front and Back both side printing)  <b>One side printed graph on offset machine is to be kept in the centre of the Answer Books and stitched with other pages. Graph pages should be accurate with capital words “WITH GRAPH PAPER” to be printed in a different colour on the Title Page.</b>
5	<b>Answer Books with Graph paper</b> 44pages + 2 sheets graph	<b>Class-XII</b>
		Size 22 cms x 28 cms
		Quantity: As per details enclosed.
		Graph Answer Books of Class XII of 44 pages + 2 extra sheets of graph along with the title cover printing in the size 20x28 cms in blue colour front side printing <b>on 60 GSM paper with OMR of 105 GSM in the size 22x28 cms</b> with front side printing in 02 colours and back side single colour printing with auto machine numbering.  One side printed graph on offset machine is to be kept in the centre of the Answer Books and stitched with other pages. Graph pages should be accurate with capital words “ <b>WITH GRAPH PAPER</b> ” to be printed in a different colour on the Title Page.
6	Answer books for <b>Blind Candidates</b> of 32 pages Without ruling page wise numbering	<b>Class-X</b>
		Size 22 cms x 28 cms
		Quantity: As per details enclosed.
		32 pages inclusive of Title Cover on <b>60 GSM paper with OMR of 105 GSM in the size 22x28 cms. <u>The inside pages are not to be ruled.</u></b> Perforation with “CBSE 2018” and auto numbering hole and printing will remain the same as mentioned for main Answer Books along with half slip.  The answer books are <b><u>to be gummed on top instead of stitching on the left side.</u></b>
7	Answer books for <b>Blind Candidates</b> of 40 pages with OMR without ruling page wise numbering	<b>Class-XII</b>
		Size 22 cms x 28 cms
		Quantity: As per details enclosed.
		40 pages inclusive of Title Cover on <b>60 GSM paper with OMR of 105 GSM in the size 22x28 cms. <u>The inside pages are not to be ruled.</u></b> Perforation with “ <b>CBSE 2018</b> ” and auto numbering hole and printing will remain the same as mentioned for main Answer Books along with half slip.  The answer books are <b><u>to be gummed on top instead of stitching on the left side.</u></b>

8	<b>Supplementary Answer Book</b> (8pages) all ruled+ slip	<b>Class X/XII</b>
		Size : 22 cms x 28 cms( 8 pages + slip of size 11x14 cms.)
		Quantity: As per details enclosed.
		(For Class-XII yellow colour slip with blue printing and for Class-X red colour slip with black printing).  All the pages ruled with margin rule. Thread stitching, wire stitching, hole for tag, perforation with " <b>CBSE 2018</b> " are to be made as per specifications given on (1) on pre-page only one line, i.e., supplementary Answer Books is to be printed on the top of the first page and serial number to be printed by machine numbering on a separate slip to be stitched with answer book. Serial No. with hand machine will not be accepted. Supplementary answer books are to be packed in packet of 200 copies each accurate counting in wrapping paper and then packed in bundles containing 2000 copies in each hessian cloth of superior quality.
9	<b>Practical Answer Books</b> of 8 pages	<b>Class XII</b>
		Size : 22 cms x 28 cms
		Quantity: As per details enclosed.
		8 pages inclusive of printed cover of same paper (front and back both printed).  All the inside page (including both inner sides of the title pages) ruled with margin rule. Instruction etc. to be printed in English & Hindi on both the outer sides of cover, wire stitching at two places hole for tags, perforation with " <b>CBSE 2018</b> ", auto numbering are to be made as per specification given on (1) above, Answer Books are to be packed in packets of 200 copies each in century wise and in wrapping paper then packed in bundles containing 2000 copies in each (Thousand wise) in hessian cloth of superior quality.
10	<b>Drawing sheet (Size 37½ cms. x 54½ cm, 120 GSM) with OMR Sheet</b> of 22x28cms in 105 GSM Paper.	<b>Class XII</b>
		Size 37½ cms. x 54½ cm
		Quantity: As per details enclosed.
		Single sheet, not to be ruled. On the back side of the Drawing Sheet " <b>Perforated portion not to be used may be left blank</b> " is to be printed.

**Note: (Important)**

The Main Answer Books for Class - X & XII will be supplied with Adhesive Paper Seal duly printed on it "CBSE 2018" of 2.3 cms. x 3 cms. and affixed in the middle of the Answer Books.

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**CENTRAL BOARD OF SECONDARY EDUCATION**  
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**TENTATIVE QUANTITY OF FRESH ANSWER BOOKS  
REQUIRED TO BE MANUFACTURED FOR 2018 EXAMINATIONS**

Name of Ans. Book	Ajmer	Allahabad	Bhubaneswar	Chennai	Delhi	Dehradun	Guwahati	Panchkula	Patna	Trivandrum	Total
<b>Main X</b>	860000	1050000	360000	916500	2200000	1165000	453000	1360000	1000000	340000	9704500
<b>Graph X</b>	235000	254000	85000	243500	422000	200000	93000	335000	240000	85000	2192500
<b>Main XII</b>	720000	774000	300000	377250	1600000	950000	330000	1010000	500000	200000	6761250
<b>Graph XII</b>	82000	114000	50000	67250	100000	70000	53000	130000	85000	32000	783250
<b>Practical</b>	460000	430000	220000	210000	350000	475000	230000	470000	320000	130000	3295000
<b>Supple X</b>	416000	234000	280000	457000	800000	400000	279000	425000	600000	130000	4021000
<b>Supple XII</b>	324000	173000	240000	397000	700000	250000	216000	400000	300000	200000	3200000
<b>Blind X</b>	100	-	200	200	-	200	200	-	300	200	1400
<b>Blind XII</b>	100	-	200	200	-	500	200	100	300	200	1800
<b>Draw sheet</b>	5000	10	1500	700	50000	16000	200	-	1000	200	74610
<b>Total</b>	<b>3102200</b>	<b>3029010</b>	<b>1536900</b>	<b>2669600</b>	<b>6222000</b>	<b>3526700</b>	<b>1654600</b>	<b>4130100</b>	<b>3046600</b>	<b>1117600</b>	<b>30035310</b>

**Note: The quantities may increase or decrease.**

# CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE  
PREET VIHAR, DELHI-110092

## Manufacturing & supply of Answer Books for 2018 Examinations by Security Printers

### TERMS AND CONDITIONS

1. Tenders containing Technical Bid and Financial Bid in sealed envelopes superscribed “**Tender for manufacturing & supply of Answer Books for 2018 Examinations**” should reach this office **on or before 26.09.2017 upto 2.30 P.M.** along with EMD. Technical bid will be opened on the same day at 3.00 P.M in the presence of Tenderers who may like to be present.
2. Rates should be quoted for delivery both from Godown of the Agency upto CBSE godown including all taxes. Delivery will be taken at office premises situated at **Ajmer, Allahabad, Bhubaneswar, Chennai, Delhi, Dehradun, Guwahati, Panchkula, Patna and Thiruvananthapuram.** Freight charges have to be borne by the Firm upto the Godowns of the Board.(F.O.R.).
3. Separate EMD is to be given for each Regional Office as clearly specified in the Tender Notice.
4. In case of more than one Firm quoting lowest rates or one Firm quoting lowest rate for more than one Region, the Board reserves the right to allot the work to only one Firm quoting the lowest rate or more than one Firm on the lowest rates for that Region.
5. The Board may allot the work among different agencies at the lowest quoted rates for the particulars region.
6. Proportionate deduction on account of variations in specifications and GSM of the paper shall be made from the Bill of the Firm and in case of paper being supplied to be inferior by more than 15% of the specification, the entire lot of that particular supply shall be rejected at the cost of the Firm and shall be replaced by the Tenderer at no extra cost.
7. The Chairman, CBSE reserves the right to extend the time lines for delivery of Answer Books and decision taken by the Chairman shall be binding on the Firm.
8. The Firms/Tenderers registered with NSIC/DGS&D or concerned ministry or department shall be exempted from depositing EMD but they shall be required to make payment for tender document. However, the Performance Security shall be obtained from every successful bidder irrespective of their registration status etc. and Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Firm including warranty obligations. EMD should be refunded to the successful bidder on receipt of performance security.
9. The rates to be quoted by the Tenderers shall be inclusive of all taxes. Any rates mentioned in the Financial Bid in segregated form or excluding taxes or quoting discount over and above the rates shall be summarily rejected and no representation shall be entertained in this regard.
10. All the Answer Books are to be supplied F.O.R. at Regional offices i.e. **Ajmer, Allahabad, Bhubaneswar, Chennai, Delhi, Dehradun, Guwahati, Panchkula, Patna and Thiruvananthapuram.**
11. The paper to be used by the firm for the printing of material should be of the following mills:

1	Ballarpur	5	HPCL
2	Setia	6	Star
3	JK	7	K R Pulp
4	Century	8	ABC

The Tenderes are required to submit sample of papers of the above said reputed Mill duly signed and stamped along-with the Tender.

12. The Earnest Money of the unsuccessful bidder shall be refunded without any interest.
13. The Earnest Money of the successful bidder shall be retained & converted into Security Deposit, which shall be refunded without interest after execution of the order.
14. In the event of any Tenderer withdrawing after submitting the Tender without sufficient reasons acceptable to the Competent Authority; the Earnest Money/Security Deposit shall be forfeited.
15. Paper shall be arranged by Manufacturer of 60 GSM Maplitho of ‘A’ class mill. For the whole supply, paper from one/single Mill shall be used and the firm will submit an undertaking with the Bill that Maplitho Paper of one single Mill has been used in Printing and Manufacturing of Answer Books. The Board may ask for documentary proof also.

16. Paper shall be used for flying slips of 60 GSM for size 22x14 and 105 GSM for size 22x28 of OMR.
17. Drawing Sheet shall be arranged by Manufacturer of 120 GSM.
18. The following specifications/Technical parameters conforming to IS:1848/1991 (as amended from time to time) will be required in the paper along with 60 GSM of paper of A Class Mill. The firms are required to use the paper of one Mill only:

Breaking Length MD	3000
CD	2000
Cobb value Max.	24 C
Smoothness (Bendtsen) Max.	200
Brightness	85%
Opacity Min.	90%
Wax. Pick	10 A Clear
Ash not more than	10-12%

19. 80% payment of the Bill amount of each installment shall be released on supply of Answer Books and remaining 20% shall be released after ensuring the GSM Testing, quality specifications and other formalities etc.
20. Delivery in regular instalments shall be completed as specified in the work order.
21. The Firm shall furnish an undertaking with each Bill that any shortage or deficit found by the Board shall be made good by the Firm. The Board shall make payment upon receipt of material.
22. The Firm on completion of the job shall submit a certificate that plates used for printing have been destroyed.
23. The Board shall have the right to get the stock of Answer Books checked and verified by its officer at any time without notice at the premises of the manufacturer.
- 24. The Firm shall have sufficient storage capacity in the firm's Godowns for keeping the Board's Answer Books safely.**
25. The Board reserves the right to terminate the contract at any time after giving appropriate Notice and to forfeit part or whole of the Earnest Money/Security Deposit if the firm fails to make the supply in accordance with the specifications and samples or there is any breach of the terms of the contract on the part of the Firm.
26. Firm are required to produce evidence of their previous experience for supply **of blank Answer Books direct to the Education Board/Institution. Work order received as Sub-Contract work i.e. not directly from Education Board/ Institutions shall not be considered as experience for Technical eligibility.**
27. The rates/ contract shall be valid for one year only, but can be extended on year to year basis for maximum three years with the consent of both the parties.
28. The Board reserves the sole right to accept or reject any or all Tender bids due to Administrative reasons.
29. In case of dispute, the Chairman's decision shall be binding on both the parties.
30. Tax shall be deducted as applicable as per rules on all bills.
31. The successful tenderer shall be required to submit a Bank Guarantee from any nationalized bank for an amount equivalent to 10% of work assigned.
32. Rejected material shall be at the Firm's risk and the same must be collected from the Godowns of the office. It shall be replaced at the earliest by the Agency.
33. During the pendency of the contract, no revision in rates shall be allowed, except taxes levied by the Central/State Govt. duly notified by a Govt. order.
- 34. The tentative requirement of the Answer Books is as given in the attached sheet, which may increase or decrease as per requirement.**
35. The Firm should be registered with IBA/Govt. empanelled and be in position to insert security measures in the Answer Books as per requirement of the Board.
36. If a Force Majeure situation arises, the Firm shall promptly notify the Board in writing of such conditions and the cause thereof. Unless otherwise directed by the Board in writing, the Firm shall continue to perform his/her obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

37. All disputes arising under this contract shall be referred to the sole arbitration of Chairman, CBSE, Delhi or any person nominated by him in this regard.
38. Tenderers have to submit an affidavit on non-judicial Stamp Paper of ₹100/- stating that firm/ agency is not blacklisted for conducting business in the area by any Central/ State Government Office/ PSU/ Banks/ Educational Institutes/ Universities and Autonomous Institutions etc.

**Penalty**

39. The Answer Books shall be manufactured as per specifications given by the Board in the Tender Form. The Firm shall ensure that the serial number to be printed on each Answer Books is clearly legible and that no duplicate serial number/missing number is in the packet. A certificate shall be submitted by the manufacturer with each Bill that the Answer Books have been counted physically and there is no error in putting serial number and counting. If errors are noticed in numbering and counting in the Answer Books, 1% penalty shall be imposed on Bills of particular category of Answer Books of the Region. The Firm shall also have to replace the cover page at their own risk and cost.
40. Firm shall be required to give an undertaking that no Answer Books/Supplementary Answer Books, whatsoever, has been printed more than the specified number and has not been left with them after completion and final supply of the Answer Books is made available to the Board. Firm shall also certify that no Answer Books has gone out of the press by unscrupulous methods. In case any contravention/discrepancy is noticed by the Board during the course of Examination or subsequently the manufacturer concerned shall be liable to be black-listed, besides 1% penalty shall be imposed on total contract value and deductions shall be made from the Bills of concerned Region.
41. A penalty of 4% per week (upto 7 days), 8% in second week (14 days) and above 14 days 10% on the proportionate amount of the Bill on account of delayed supply of the material shall be imposed in case the supply is not made within the stipulated period. However, if the supply is made beyond 30 days from due date, EMD/Security Deposit shall also be forfeited in addition to the penalty.
42. A penalty may be imposed by the Competent Authority of the Board as deemed fit if the supply is not confirming to the specifications. Deduction/penalty made shall be binding on the Agency.
43. The Firm shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the manufacture, safe custody and timely supply of the Answer Books to the Board. In case of any loss of Answer Books from the Godown of the Firm or while in transit, the manufacturer concerned will be liable to be blacklisted besides legal action and 1% penalty shall be imposed on entire Bill and deductions shall be made from the Bill of particular category of Answer Books of the Region.

All the terms and conditions stated under clause no. 1 to 43 are accepted to me/us.

Signature of Tenderer/Security Printer Seal/stamp  
Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

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

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