

LIMITED TENDER FOR
PRINTING & SUPPLY OF
PARTICIPATION CERTIFICATES

CBSE/Tender /Participation Certificates/2018

Central Board of Secondary Education

TENDER NOTICE

NOTICE INVITING BIDS FOR TENDER FOR PRINTING & SUPPLY OF PARTICIPATION CERTIFICATES

Central Board of Secondary Education (CBSE) invites online bids from reputed printers in two bids i.e. Technical and Financial. The successful bidder at the end of the bidding process may be awarded a contract to carry the work.

Interested organizations can download the Tender document from the CBSE website, www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPP e-Procurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:-

CRITICAL DATE SHEET

Tender Published Date	20 March 2018 (04.30 PM)
Bid Document Download / Start Date	20 March 2018 (04.30 PM)
Clarification Start date & Time	20 March 2018 (05:00 PM)
Clarification Closing date & Time	28 March 2018 (02:00 PM)
Bid Submission Start Date	28 March 2018 (03:00 PM)
Bid Submission End Date	19 April 2018 (02:00 PM)
Technical Bid Opening Date	20 April 2018 (03:00 PM)

Bids shall be submitted **only in online mode** at CPPP website: <https://eprocure.gov.in/eprocure/app>.

The cost of the Bid Document is Rs. 1000/- (Rupees One Thousand only) which is non-refundable and the same is to be deposited through Demand Draft in favour of "Secretary, CBSE" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi. Bids shall be submitted online only as per critical date sheet at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

Earnest Money Deposit (EMD) of Rs 50,000/- in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any Commercial Bank favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi

The **Hard Copy of original instruments** in respect of cost of tender document, EMD to be sent to the Deputy Secretary (A&L) at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet**

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Address:

The Deputy Secretary(Admin & Legal)

3rd Floor , 2 Community Centre,

Shiksha Kendra,

Preet Vihar , Delhi -110092

Ph. 011 - 22500143

E-mail- admn3cbse@gmail.com

Deputy Secretary (Admin & Legal)

INDEX

S.No	Description	Page No
1	Tender Details	4
2	Eligibility Conditions	5
3	Terms and Conditions	6-7
4	Instruction for Submission of Bids	8-10
5	Specification of Participation Certificates – Annexure I	11
6	Technical Bid – Annexure II	12
7	Financial Bid – Annexure III	13
8	Tender Acceptance Letter – Annexure IV	14

CENTRAL BOARD OF SECONDARY EDUCATION

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

TENDER DETAILS

No. CBSE/ADMN.III/PARTICIPATION CERTIFICATE/2018/

Dated: 19.03.2018

To

Sub:-Limited Tender for Printing & Supply of Participation Certificates.

Sir,

1. The Central Board of Secondary Education, Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi intends to invite a limited tender from Reputed Printers in two bids(Technical & Financial) in prescribed tender form for Printing & Supply of Participation Certificates.

2. Details of the tender given below:

S.No.	Particulars	
2.1	Specification	Annexure I
2.2	Type of Tender	Limited Tender
2.3	Bid Validity.	45 days
2.4	Tender Fee	Rs. 1000/-
2.5	EMD.	Rs. 50,000/-
2.6	Performance Security.	7 % of contract Amount
2.7	Validity of Performance security	60 days beyond the completion of all the contractual obligation.
2.8	Contract Duration.	120 days from the date of issuing of the work order.

3. Scope of work and term and condition of the contract including format of bids etc. are enclosed to this tender as per following details-

- Eligibility criteria.
- Term & conditions.
- Specifications at Annexure I
- Format of technical bid at Annexure II
- Format of Financial Bids at Annexure III
- Tender Acceptance Letter at Annexure IV

4. The entire document including its annexures, except financial bid in Annexure III will be part of the technical bid which also must contain the EMD and all other requisite documents called for tender. Bidders shall go through the entire tender document carefully before submitting their tenders.

Deputy Secretary (A&L)

Eligibility Criteria

- a) The Tenderer should have all the infrastructure under one roof and his ownership in the name of Agency.
- b) The Tenderer must have Average Annual turnover of Rs. 25 lakh or more during the last three financial years (2014-15, 2015-16 and 2016-17). Duly audited balance sheet must be attached as documentary proof.
- c) 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).
- d) The Agency should not have been blacklisted by any Government Department/Ministry/any Autonomous body for last three years. An affidavit to this effect may be submitted.
- e) Tenderer should have valid Income Tax PAN No. and GST No.(Copies of the same should also be attached.)

Terms & Conditions

1. The participation certificates should be printed from time to time as per the quantity mentioned in the work order. The participation certificates should be delivered in Delhi/NCR. The Tenderer should quote their rates for per 1000 certificates FOR at Delhi NCR.
2. The rates shall be quoted inclusive of all taxes/levies including GST. The rates will be valid for a period of one year w.e.f. date of award of Tender.
3. 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.
4. Tender must be accompanied with EMD of **Rs. 50,000/-** in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any Commercial Bank favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi. Tenders without earnest money and cost of tender document will be rejected.
5. The earnest money of the unsuccessful bidder will be refunded without any interest.
6. There should not be any overwriting or amendment in the terms & conditions of the contract are to be signed by the Partners/Owner/Managing Director of firm.
7. If the Tenderer fails to accept the work order part or in whole, EMD will be forfeited.
8. The successful Tenderer shall have to deposit Performance Security @ 7% 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.
9. 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.
10. Rates should be quoted including all taxes. Delivery will be taken in corrugated boxes inside the godowns of Delhi/NCR. Cartage/Coolidge shall have to be borne by the supplier up to the godown(s) of the Board.
11. An agreement will have to be entered between CBSE and successful Tenderer on a Non-Judicial stamp paper of Rs. 100/-.
12. **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 **30 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 @ 4% per week on the proportionate amount of bill of delayed supply will be imposed subject to a maximum penalty of 10% of the amount of the Bill. If the material supplied is not as per specifications, proportionate 0.50% penalty will be imposed and the amount will be deducted from the bill of the Tenderer.
13. The contract/rates should be valid for one year. Work orders should be issued time to time during one year for the printing and supply of participation certificates for the quantity mentioned therein.
14. 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's account.
15. 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 it at their own cost on "as is where is basis". In case 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.
16. Rejected material shall be at the supplier's risk and they must be collected from the godowns of the Board within a week from date of rejection. If supplier fails to remove the said material;

17. 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.
18. 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.
19. 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.
20. The period of contract can be extended up to a maximum of two more years with the consent of both the parties at the same agreed rate and terms & conditions after satisfactory completion of work assigned.
21. The Board reserve the sole right to accept or reject any or all tenders due to administrative reason, thereof. In case of any dispute, the decision of the Chairman of the Board shall be binding final .
22. 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.
23. 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.
24. No advance payment will be made by the Board. The payment will be made after successful completion of work, satisfactory report from the concerned Officer and testing of GSM etc. of paper from the lab.
25. 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.
26. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
27. The Chairman, CBSE, Delhi reserves the right to appoint an arbitrator, as per the Arbitration & Conciliation Act, 1996 in case of any dispute arise..
28. If a Force Majeure situation arises, the firm/ agency will promptly notify this office in writing of such condition and the cause thereof. Unless otherwise directed by this office in writing, the firm/ agency shall continue to perform its obligations under the Tender/ Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

DEPUTY SECRETARY (A&L)

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 28 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 : _____

INSTRUCTIONS FOR SUBMISSION OF BID

The Proposal should be submitted in two parts (Technical and Financial) as described below:-

-**“Part 1: Technical Proposal”** which will consist of the proof for meeting eligibility Criteria, receipt of online payment of Tender Fee and EMD.

“Part 2: Financial Proposal” which will consist of the details of financial matters.

- i. The Proposal submitted in online mode comply with instructions issued by CBSE.
- ii. CBSE reserves the right to reject any proposal which is not substantially responsive.

Any Proposal received after the time stipulated will not be accepted by CBSE.

Part 1- Technical Proposal

- i) Scanned copy of Tender fee and EMD.
- ii) Scanned copy of Annexure II and Tender Acceptance Letter.
- iii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in eligibility conditions and T&C.

Part 2- Financial Proposal

- a) Schedule of price bid in the form of BOQ_XXXX.xls

Proposal Evaluation

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bid of those qualified technically will only be opened online.

Instructions For Process Of Online Bids Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature

Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has **10/14** been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Annexure-I

CENTRAL BOARD OF SECONDARY EDUCATIONSHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI**SPECIFICATIONS OF "PRINTING & SUPPLY OF PARTICIAPTION CERTIFICATES"****F**

S.No.	Items	Description
1.	Quantity	Quantity should be mentioned in the work order to be issued time to time.
2.	Size	<u>8 ½ x11"</u> [21 cms x29.7 cms with perforation] & <u>10x14"</u> [35.56 cms x25.4 cms with perforation]
3.	Specifications	Single /both side printing in four colours with serial Number and CBSE logo on Art Card of 300, 400 gsm.

Technical Bid

S.N	Description	Detail to be given by bidder
1.	Name Of the firm/Company	
2.	Name(s) of the Proprietor/ Partners/Director with Mobile No.	
3.	Email Id	
4.	Firm Detail (Company, proprietorship, partnership etc.) with PAN No	
5.	Service tax registration no.	
6.	GST No.	
7.	Detail of experience	
8.	Infrastructure Details	
9.	Average Annual Turnover Details alongwith duly audited Balance Sheet.	2014-15 :
		2015-16 :
		2016-17:
10.	EMD Detail: i) Amount (in Rs) ii) Demand Draft No. & Date iii) Name of the Bank & Branch	
11.	Tender Fee: i) Amount (in Rs) ii) DD No./Cashier Receipt No. & Date iii) Name of the Bank & Branch	

(All the bidders shall submit Earnest Money Deposit (EMD) except those who are registered with central purchase organisation, National Small Industries Corporation(NSIC) or the concerned ministry or department.)

I/We hereby agree to the general as well as special term & condition of the contract as detailed in the tender document. I/We undertake that documents enclosed herewith are genuine and no material/facts have been concealed or suppressed. We are not debarred by any government organisation. We also understand the contract is liable to be cancelled if found to be obtained through fraudulent measure or by concealment of information/facts.

Signature of the Tenderer_____

with Official Seal and Complete

Address _____

Telephone/Mobile No. _____

PAN NO. _____

DATE: _____

PLACE: _____

ANNEXURE -III

Financial Bid

I/We _____ hereby submit Tender for **Participation Certificates** as per specifications given with Limited Tender Form at the rates given below :

Rates for **Participation Certificates** inclusive of all i.e. cost of Art Card, designing, visualization, composing, delivery charges F.O.R. and all taxes etc.

Quantity of Certificates to be printed	SIZES OF CERTIFICATES [Rate should be quoted for per certificate ()]							
	8 ½ x11" [21 cms x29.7 cms with perforation]				10x14" [35.56 cms x25.4 cms with perforation]			
	300 GSM		400 GSM		300 GSM		400 GSM	
	Single side printing	Both side printing	Single side printing	Both side printing	Single side printing	Both side printing	Single side printing	Both side printing
For 01-50								
For 51-100								
For 101-250								
For 251-500								
For 501-1000								
For 1001-5000								
For 5001 onwards								

The terms & conditions, specifications etc. given in the tender form are acceptable to me/us. A sum of Rs. 50,000/- + Rs. 1000/- (As EMD and cost of Tender form) has been deposited in cash in Board's office vide CBSE Receipt No./Demand Draft No. _____ dated _____ in favour of the Secretary, CBSE, Delhi drawn on _____ Bank as earnest money & cost of form.

Sign. of the Tenderer _____

Address & Tele. No. _____

Mobile No.

Email ID

Please indicate the following:-

i. PAN No. _____

ii. TIN No.: _____

(Rubber Stamp)

Note: The above mentioned Financial Proposal/Commercial bids format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CBSE.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

The Deputy Secretary (A&L),
Central Board of Secondary Education
2, Community Centre, Shiksha Kendra,
Preet Vihar, Delhi -110092

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: CBSE/Tender /Participation Certificates/2018

Name of Tender / Work: - Limited Tender for Printing & Supply of Participation Certificates

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 14 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)