

Central Board of Secondary Education

REGIONAL OFFICE— DELHI

STITCHING & BINDING WORKS CONTRACT



TENDER DOCUMENT

Limited Tender for Stitching& Binding of Forms, List of Candidates, Result Gazettes & Tabulation Registers, etc.

**In O/o the Central Board of Secondary Education
Regional Office, Delhi (ROD)**

LAST DATE & TIME FOR SUBMISSION: 23rd October 2015 at 1400 hrs.



Central Board of Secondary Education

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

Regional Office- Delhi

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

Tel: 011-22248885Fax: 011-22248990 E-mail: rodelhi.cbse@nic.in

Website: www.cbse.nic.in

Central Board of Secondary Education
REGIONAL OFFICE— DELHI



STITCHING & BINDING WORKS CONTRACT

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STITCHING & BINDING WORKS CONTRACT



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Website: www.cbse.nic.in

LIMITED TENDER NOTICE

Tender Enquiry No.CBSE/ROD/Tender/Binding Works/2015-16/1

Dated: 06th October 2015

Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid for Stitching and Hard/Soft Book Binding Works from interested firms having minimum experience of 3 years in Binding Works and located in Delhi/New Delhi/NCR.

The Schedule of the Tender is as follows:

S. No.	Activity Description	Time Schedule
a)	Tender Enquiry No.& Date	CBSE/ROD/Tender/Binding Works/2015-16/1dt. 6/10/2015
b)	Last date & Time of submission of duly filled in Tender	23/10/2015 at 1400 hours
c)	Amount of EMD to be deposited	Rs. 10000/-
d)	Security Deposit	Rs. 25000/-
e)	Time and Date of Opening of Tender/Bid	23/10/2015 at 1530 hours
f)	Works	Stitching and Hard/Soft Binding Works

Detailed Tender Document & Tender Form with terms & conditions can be downloaded from our official website www.cbse.nic.in/publicportal/Tenders from the date of publication of this Tender, till the last date of its submission.

TENDER BIDS IN TWO SEPARATE SEALED ENVELOPES, superscribing, **Envelope-1** i.e. 'Technical Bid for Stitching & Binding Works' and **Envelope-2** i.e. 'Financial Bid for Stitching & Binding Works' and placing both sealed envelopes in **ONE COMBINED SEALED ENVELOPE** superscribing "Tender for Stitching and Hard & Soft Binding of Forms, List of Candidates, Result Gazettes & Tabulation Registers, etc. for CBSE, Regional Office, Delhi." duly complying with the instructions contained in the Tender Document and addressed to the Regional Officer, CBSE Regional Office, Delhi, PS- 1-2, Institutional Area, I.P. Extension, Patparganj, Delhi-110092, be dropped in the Tender Box kept for the purpose at the ground floor opposite Reception Counter latest by 2:00 pm on 23/10/2015. Tenders received after the prescribed time and date will not be entertained in any respect. Tenders received without EMD, conditional or incomplete tenders shall be rejected outrightly.

Both Technical & Financial Bid of the tenders will be opened on the same day at 3.30 pm (i.e. on 23/10/2015) in the presence of the bidders who may like to be present.

The Competent Authority of the Board reserves the right to accept or reject any or all the tenders with or without assigning any reason whatsoever thereof.

Sd/-
REGIONAL OFFICER (ROD)

Central Board of Secondary Education

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STITCHING & BINDING WORKS CONTRACT

DETAILED TENDER NOTIFICATION

ANNEXURE I OF IV

INSTRUCTIONS TO THE BIDDERS

I. ELIGIBILITY FOR PARTICIPATING IN THE TENDER.

Bidders must possess:

1. Minimum 03 (three) years of work experience of binding of examination material, gazettes, forms, books, periodicals, publications, etc. of the Departments/Ministries of Government of India.
2. Annual Turnover of minimum Rs. 1,00,000/- (Rs. One Lakh only) per year during each of the last three years.
3. Experience of at least three years in the relevant field for stitching and hard/soft book binding work with Govt. Ministries/Department/Govt. organizations/PSUs Corporate Sector etc.
4. Available manpower with the Binder – Minimum 05 persons.
5. Not have been blacklisted/debarred by any Department/Ministry of Govt. of India at any point of time.

II. SCOPE OF WORK

1. The entire work orders shall have to be executed within the CBSE premises within the given reasonable time schedule ensuring strict confidentiality.
2. **Separation**: The perforated sheets of Tabulation Registers & Result Gazettes should be separated very carefully.
3. **Cutting**: The binder, only if required, shall cut the edges of sheets accurately and take care to leave reasonable margin and to ensure the printed matter is not eliminated during cutting process.
4. **Stitching**: Stitching of LOC should be strong, stable and suitable according to the thickness of the spine of the book leaving proper margin area.
5. **Document Verification**: All documentations received by the Binder are to be examined/pre-arranged properly before binding. Torn leaves and sheets, if any, are to be neatly repaired.
6. **Binding**: Each set of sheets are to be first fully covered/stitched along with brown paper before binding it with hard bound cardboard.
7. **Ink Inscription/number serializing on cloth bound books**: Inscription/number serializing shall be of good size and easily readable. Best quality of permanent ink marker of appropriate colour is to be used.
8. The binding work must be completed within the stipulated time assigned by CBSE, Regional Office, Delhi from time to time.
9. The quality of service of the Binder will be reviewed periodically.
10. The defective material/work if found should have to be replaced/redone by the supplier at his own cost.
11. If the firm fails to execute the job within the stipulated time, or leaves the job incomplete or refused to complete the work or takes more than the schedule fixed time then the firm will be liable to be penalized by the CBSE who reserves the right to impose appropriate penalty at his discretion. Under such circumstances, the CBSE reserves the right to even terminate the contract without any advance notice and the firm will be blacklisted for further assignment. Accordingly any delay in execution of the contract will entail a penalty to be decided by head of office. The decision of the Head of Office will be final in such cases.

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III. EARNEST MONEY DEPOSIT (EMD)

1. The Earnest Money Deposit of Rs. 10000/- (Rupees Ten thousand only) in the form of Demand Draft of any Scheduled/Nationalised Bank drawn in favour of “**Secretary CBSE**”, payable at Delhi only and should be kept inside Envelope No.1 i.e. Technical Bid
2. Tender received without EMD or EMD for amount less than prescribed will be summarily rejected. The submission of EMD is compulsory for all the Bidders.
3. EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.
4. The EMD of unsuccessful tenderers will be refunded without interest in due course of time after opening of tender.
5. The Earnest Money and Security Deposit of the successful bidder to whom the contract would be awarded shall be refunded (without interest), only after termination of the contract period, provided there is no recovery due on the part of the Agency.
6. Failure by the contractor/firm to comply with any statutory requirement and terms of agreement during the period of contract may result in termination of contract and forfeiture of Earnest Money.

IV. SECURITY DEPOSIT (SD)

1. Security Deposit of Rs. 25000/- will have to be made within 07 working days on receipt of work order but in any case before the execution of contract agreement, to ensure due performance of the contract.
2. SD shall be in the form of Demand Draft payable to “**Secretary, CBSE**” payable at Delhi only.
3. SD will be released after all contractual obligations by the supplier are over. This can be withheld or forfeited in full or in part in case the work order is not executed satisfactorily within the stipulated period.

V. MODE OF SUBMISSION AND LAST DATE FOR SUBMISSION OF BIDS

1. The official tender document shall be made available free of cost on CBSE's official website [www.cbse.nic.in], but has to be submitted offline only by downloading the same from the website. No separate Tender document/form shall be made available offline at any of CBSE Office(s) or any portal or elsewhere.
1. Tenders on rate contract basis in **ONE COMBINED SEALED ENVELOPE** superscribing “**Tender for Stitching and Hard & Soft Binding of Forms, List of Candidates, Result Gazettes & Tabulation Registers, etc for CBSE, Regional Office, Delhi.**” containing **Envelope-1** i.e. ‘**Technical Bid for Stitching & Binding Works**’ and **Envelope-2** i.e. ‘**Financial Bid for Stitching & Binding Works**’ and addressed to the Regional Officer, CBSE Regional Office, Delhi, PS- 1-2, Institutional Area, I.P. Extension, Patparganj, Delhi-110092, be dropped in the Tender Box kept for the purpose at the ground floor opposite Reception Counter latest by 2:00 pm on 23/10/2015.
2. Tenders will be open on the same day (23/10/2015) at 3:30 P.M. Tenders must be hand delivered at the aforementioned address. Tenders through Post or Courier shall not be accepted. If the date up to which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day and shall consequently be opened on the same/next working day.
3. The bidders must quote their rates strictly as per Financial Bid Form (Schedule II).
4. The bidder will be bound to furnish correct and authentic details in response to this Tender while submitting its bid or at any future stage. In case, any of such documents furnished by him/her is found to be false/fake at any stage, it would be deemed to be a breach of terms of tender/contract making him/her liable for penalty/legal action besides termination of contract.

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VI. TENDERING PROCESS

1. The tenderer would fill up the information in the enclosed Schedule I & II in clear and legible terms.
2. The Contractor/Authorized Signatory should sign and stamp each page of this tender document including Annexures, enclosed by the bidder as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid.
3. All corrections/deletions/overwriting in the Tender document/Forms should invariably be duly attested by the person authorized to sign the bid document. Firms are also advised not to erase or mutilate the figures, etc. otherwise the quotation may be ignored/rejected. Any overwriting will not be allowed.
4. No negotiation will be undertaken with any bidder except lowest qualified bidder, in case felt so without breaching the CVC guidelines on tendering process.
5. CBSE, Regional Office, Delhi reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to address any genuine predicament arising as a result thereof.
6. The Secretary, CBSE reserves the right to reject all or any of the tenders or to accept any tender either in whole or in part without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract without assigning any reason thereof.
7. The Board reserves the right to cancel/terminate the contract at any time during the contract period after giving one month's advance notice to the Proprietor.
8. Any disputes arising out of or in any way connected with this contract shall be deemed to have arisen in Delhi/New Delhi and only the courts in Delhi/New Delhi shall have jurisdiction to determine the same.

VII. REJECTION OF INCOMPLETE AND CONDITIONAL TENDERS

1. The bidder is expected to examine all instruction, forms, terms and conditions, specifications schedule to tender, and other documents before submitting its bid. Failure to furnish all information required for submission of bid not substantially responsive to the bidding documents in all respects will be at Bidder's risk & may result in rejection of its bid.
2. Tenders with incomplete documents or information and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.
3. Tender received without EMD or EMD for amount less than prescribed will be summarily rejected.
4. Canvassing in any form by the Tenderer will lead to summary rejection of his tender

VIII. NON ACCEPTANCE OF THE TENDERS AND TENDERS RECEIVED AFTER THE LAST DATE

1. Tenders through Post or Courier shall not be accepted.
2. Tenders received after closing date & time prescribed in the Tender shall NOT be accepted under any circumstances.

IX. NON TRANSFERABILITY

This tender is non transferable. The contracting firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.

X. EXTENSION OF LAST DATE AT THE DISCRETION OF ROD

1. The Regional Officer, CBSE, Patparganj, Delhi may at his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

Read, understood and accepted all Terms & conditions contained herein above

(Signature & Stamp/Seal of the Proprietor of the Firm)

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ANNEXURE II OF IV

TERMS AND CONDITIONS

I. Binding Material:

- 1 Binding Materials required for binding i.e. Chemical Adhesives like Flexi Bond or Fevicol, Hard Cover/Card Board, Brown Paper for end leaves, Sewing Thread, Sewing Needle etc. to the successful bidder shall ordinarily be provided to binder by CBSE, Regional Office Delhi. However, in case the Works are to be executed by the successful bidder by arranging the material on his own, good quality materials from reputed manufactures with established standards and reputation in the market must be used in the binding work.
- 2 Material used for the execution of works must be of good quality and shall ordinarily be provided by CBSE only.
- 3 Advance copies must be got approved from the end user Section before executing the work order for the whole lot.

II. Rates/Prices:

- 1 The rates in the Financial Bid Form should be quoted for each item both with and without material in Indian Rupees in words as well as figures and should be exclusive of Sales/Service Tax. All figures including rates should be filled up neatly. The Sales/Service Tax should be quoted separately, Excise duty, sales tax, VAT, cartage, etc. if any, proposed to be charged by the bidder. if any should be quoted separately. In casetaxes/levies are included in the price quoted without giving the break up details, such tenders will summarily be rejected.
- 2 Tender rates should be valid for at least one year extendable upto two years on satisfaction report after the date of opening the tender. Tender valid for a period shorter than this shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained.
- 3 The rates shall be quoted separately and independently for each size of binding as indicated in the Financial Bid document. In case a tenderer does not quote for any item, the box must be crossedthrough or indicated "N.A."with initials/signatures. The format for giving the rates and the specifications of the binding may be seen at Schedule-II.
- 4 Where charges for binding work orders are quoted with material, the rates for the material should be quoted on the basis of the actual value of such materials including labour charges.
- 5 The rates for other related works such as Separation of Perforated Sheets and Ink Inscription/number serializing on cloth bound books be added with the value of binding works as and when such works are required to be done.
- 6 No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, cartage, etc. will be paid by the CBSE/ROD. All of these are to be borne by the tenderer only.

III. Processing of bills and release of payment:

- 1 Payment against Bill/Invoice shall be released only after the satisfactory completion of works and satisfactory work completion report and duly verified Bills/Invoice by the concerned user Section concerned. Payment shall directly be made to the binder through account payee Cheque or NEFT only. No request for any other mode of payment will be entertained. No advance payment will be made in any case.
- 2 Income Tax/other taxes and charges, if any, levied by the Govt. shall be deducted at source by the Board in the form of TDS from the bills of the Agency on the billed amount.

IV. Penalty

- 1 It will be the responsibility of the Bidder to stitch & hard/soft binding of Forms, List of Candidates, Result Gazettes & Tabulation Registers, etc. as per the given specifications and sample approved by the ROD. The binding work shall be subject to the approval by CBSE/ROD. In case the quality of output is considered inferior or not in accordance with

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the approved samples it will be rejected and the work has to be redone to the satisfaction of the ROD at its/their own expenses.

- 2 If the Bidder/firm leaves the supply without completing it, the ROD may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred thereupon. Further, necessary action for blacklisting the firm will also be taken.

IV. Execution of Work Order:

The contracting company/firm/agency shall furnish the following documents in respect of the individuals who will be deployed in CBSE premises for executing binding works, etc. before the commencement of individual work order:

- 1 List of workers deployed by the Contractor for executing the work order.
- 2 Full details of the person with photograph, permanent & local address and mobile no.
- 3 The Forms/LOC/Gazette/Tabulation etc. received by the tenderer(s) for binding shall not be taken out of the building of CBSE/ROD for any purpose whatsoever, nor lent out to anybody for any purpose.
3. In case, the person employed by the successful bidder/firm commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence and security risks, the successful firm will be liable to take appropriate disciplinary action against such persons, including their removal from site of work.
4. The firm shall ensure proper conduct of his deployed workers/individuals in office premises, and enforce prohibition of consumption of alcoholic drinks, *paan/gutka* smoking, etc.
5. The Proprietor and the persons deployed by him shall not divulge to outsiders any information or any material of the Board; divulge information about the staff members of the Board as well as the activities of the Board. The workers deployed by the Firm should at no time be found needlessly mingling with any staff/allied staff/visitors or developing unwarranted association with them.
6. The Agency or his workers shall not use the premises allotted to him/her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to the Board.
7. The Agency or his workers shall not aid or participate or support any anti-organizational/anti-social/immoral/unethical/uncivilized activity under any circumstances and shall strictly restrict only to the work awarded under the contract.

V. Settlement of disputes:

- 1 All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Regional Office, Delhi, or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the Tender shall be suspended on the ground of pending arbitration proceedings.
- 2 In the matter of any disputes, between the parties regarding the terms and conditions, quality of the binding work and execution thereof, the matter shall be referred to an Arbitrator(s) as may be decided by the Secretary, CBSE for arbitration under the Arbitration & Conciliation Act, 1986. The firm shall not question the decision of the arbitrators(s) on the ground that the Arbitrator(s) is/are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.

VI. Purchasers Rights:

- 1 The CBSE/ROD reserves the right to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
- 2 The CBSE/ROD reserves the right to award the tender to more than one Bidder.

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- 3 The CBSE/ROD reserves the right to relax/withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.
- 4 The CBSE/ROD reserves the right to reject the supplied work order, in case they are of inferior quality and are not of requisite standards.

VII. Delivery/return of the material for/after binding:

- 1 The tenderer(s) shall take delivery of the Form, LOC, Tabulation, Gazette etc. from various Sections at CBSE/ROD Patparganj or any of its branches.

VIII. Liable for Loss/damage of books/periodicals/publications given for binding:

- 1 The tenderer(s) shall be responsible for loss or damage of Form, LOC, Gazette and Tabulation handed over to them for binding even if it is discovered after the expiry of the contract.

IX. Contract Agreement:

- 1 The bidder(s) who is/are awarded the contract shall have to execute a Rate Contract agreement on non-judicial stamp paper of Rs.10/- [or of applicable amount] with the CBSE, Regional Office, Delhi in the presence of two witnesses from each side.
- 2 The bidder(s) will be bound by the details furnished by him/her to CBSE/ROD while submitting the tender or at any subsequent stage. In case, any of such documents furnished by him/her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of the contract.
- 3 The Contract agreement shall initially be valid for a period of One (01) Year but can be extended further to maximum of all-inclusive period of three years on year to year basis from the date of commencement of the contract subject to mutual agreement and satisfactory services & output to be reviewed every year. The contract may or may not be renewable thereafter at the discretion of the Board on terms and conditions to be mutually agreed upon. The contract may also be curtailed at the discretion of CBSE, depending on the performance of the firm.

X. Miscellaneous:

- 1 The Regional Officer of CBSE, ROD or their representatives may inspect the quality of items any time during the execution of the Work Order.
- 2 Losses caused to the Board due to negligence/lapses/denigration on the part of the workers deployed by the Firm will be recovered from the Firm/Proprietor.
- 3 Any deviation by the Tenderer while submitting the Tender or during the execution of the work order contrary to the tender conditions/instructions and specifications respectively will be considered as breach of contract and will be dealt accordingly.
- 4 All liabilities arising out of violation of Local Laws and/or Central Laws of the land shall be the responsibility of the Contractor.
- 5 The Contractor will also have the responsibility to safeguard the Board's moveable and immovable property, besides protecting the environment and maintaining cleanliness.
- 6 The Proprietor shall bear the complete liability of compensation in respect of his workers deployed at the Board, arising out of death/injury/disablement while executing the works, etc.

Read, understood and accepted all Terms & conditions contained herein above.

(Signature & Stamp/Seal of the Proprietor of the Firm)

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ANNEXURE III OF IV

LIST OF DOCUMENTS TO BE ENCLOSED WITH THE TENDER

The bidders are required to submit self-attested photocopies of following documents, failing which their bids will be summarily/outrightly rejected and will not be considered any further:

Technical Bid– Envelope-I

1. The Technical Bid Form –**Schedule I**
2. Earnest Money by way of Demand Draft/Bank Draft of Rs. **10000/-** drawn in favour of “**Secretary, CBSE**” payable at Delhi only.
3. Profile of the Company.
4. Details of Establishment of firm/Company and its registration with Competent Authority.
5. Proof of Eligibility with regard to:
 - i). Experience Certificate(s)/Previous Work Orders
 - ii). Proof of having annual turnover (Rs. 1,00,000/- during each of the last three years),
 - iii). Registration Document/Details of the Company.
6. PAN Card of the Proprietor
7. Copy of Income tax return for the last three financial year i.e. 2012-13 & 2013-14 & 2013-15 or Latest Income Tax Clearance Certificate.
8. Valid Registration Certificate of the firm
9. Details/List of materials required for binding of Forms, List of Candidates, Result Gazettes & Tabulation Registers.
10. Duly signed Declaration- Annexure-IV
11. Any other document (s) (Please specify).

Financial Bid– Envelope No. 2

The Financial Bid Form –**Schedule II**

Note: Clause by Clause compliance in the form of signing and stamping all pages of Tender document by the Contractor/Authorized person.

Read, understood and furnished all documents contained herein above.

(Signature& Stamp/Seal of the Proprietor of the Firm)

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SCHEDULE-I

TECHNICAL BID FORM

1. Particulars of the Tenderer

1.1 Name of the Firm : _____

1.2 Registration/Establishment No. and Year

(with documentary evidence, if any):

1.3 Office Address:

Tel. Nos.: Landline-

Mobile-_____

1.4 Type of Firm : _____

(whether sole Proprietorship/Partnership/Private Limited or Cooperative body etc. attach proof)

1.5 Name(s) of the Proprietor/

Partners : _____

1.6 Permanent Account No. of the Proprietor/Firm: _____

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2. Documentary Proofs:

Sl.No.	Particulars	Attached (Yes/No)	Page/Appendix (If attached)
2.1	Copy of valid Registration of Establishment		
2.2	Copy of PAN Card of the Proprietor		
2.3	Proof of having annual turnover (Rs. 1,00,000/- during each of the last three years)		
2.4	Copy of Income tax return for the last three financial year i.e. 2012-13 and 2013-14 & 2013-15.		
2.5	Latest Income Tax clearance certificate		
2.6	Details/List of materials required for binding of Forms, List of Candidates, Result Gazettes & Tabulation Registers		
2.7	Experience Certificate(s)/Previous Work Orders		
2.9	Duly signed Declaration- Annexure-IV		
2.10	Any other relevant document/information, please specify. (Attach extra sheets if required)		

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3. Profile of the Tenderer

3.1 Past & Present Experience: For the last three years, with copy of Work Orders/recommendations/
Satisfactory output certificate from employer(s), if any.
[Attach extra sheets, if required]

S.No.	Year	Name of the Organization [WORK SITE]	Name of the Officer concerned in Organization/Tel. No.	From	To	Type of work performed
1.	2014-2015					
2.	2013-14					
3.	2012-13					

3.2 Has the firm been ever debarred/
blacklisted by any Organization?
If 'Yes', the details thereof.
[Attach extra sheets, if required]

3.3 Details of appreciation certificate
received from any Organization.
(Please attach Copy of certificates)
[Attach extra sheets, if required]

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3.4 Manpower available with the binder – Min 05 persons:

3.5 Earnest Money of Rs.10000/- drawn in favour of “Secretary, CBSE” payable at Delhi only.

Demand Draft No.:

Date:

Drawn on (Name of the Bank):

Amount:

Acceptance of details furnished in the Technical Bid Form as above:

**NAME & SIGNATURE OF THE PROPRIETOR/PARTNER WITH OFFICIAL
STAMP/SEAL AND COMPLETE OFFICE ADDRESS AND TELEPHONE NUMBERS:-**

Place:_____

Date: _____

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SCHEDULE-II

FINANCIAL BID FORM

S.No.	Description of work	Size (in inches)	Qty. (Approx)* (for each academic year)	Rate (Excluding Tax)	
				With Material	Without Material
1.	Separation of Perforated sheets	15" X 12"	-		
2.	Stitching & hard Binding of Form	12" X 9"	400 books		
3.	Stitching & hard Binding of LOC	12" X 9"	500 books		
4.	Stitching & hard Binding of Tabulation Register	15" X 12"	800 books		
5.	Stitching & hard Binding of Result Gazette	15" X 12"	300 books		
6.	Stitching & soft Binding of Result Gazette	15" X 12"	300 books		
7.	Applicable rate of Tax, if any (in percentage)				

Please Note:

- *The quantity of the binding material in each academic year shall be in bulk and the quantity may vary for each item separately for more than one Section. Bidders may quote their rates keeping the overall quantity in consideration.**
- Rates should be quoted excluding taxes. The rate of applicable tax, if any must be quoted separately
- Evaluation of tender for deciding L1 bidder shall be done on the basis of overall total lowest rates quoted for all the items indicated above.

**Any other valid remark which
the tenderer would like to add
(Attach extra sheet if reqd.):**

**NAME & SIGNATURE OF THE PROPRIETOR WITH OFFICIAL STAMP/SEAL AND
COMPLETE OFFICE ADDRESS AND OFFICE TELEPHONE/MOBILE NUMBER(S):**

Acceptance of details furnished in the Financial Bid Form as above:

Place: _____

**Signature of the Proprietor/Partner(s) with Stamp/Seal &
Complete Address and Telephone no(s).**

Date: _____

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ANNEXURE IV OF IV

DECLARATION

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

Ref: Tender Enquiry No. CBSE/ROD/Tender/Binding Works/2015-16/1 dated 06/10/2015

Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of the tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Security Deposit, as applicable, in accordance with the condition for obtaining the work order.
3. I/We further undertake that none of the Proprietor/Partners of the firm was or is Proprietor or Partner of any firm with whom the Government have banned/suspended business dealing.
4. I/We hereby solemnly affirm that I have not been blacklisted by any government Department under Govt. of India at any point of time. In case this information is found to be incorrect or false at any future stage, I shall be liable to be penalized as per the provisions of the terms of the tender or in accordance with the decision of the Competent Authority of the CBSE.
5. Having examined the bidding documents, the receipt of which is hereby duly acknowledged, I/We the undersigned, offer for Stitching & Binding Work, as per the schedule of requirements and in conformity with the said TenderDocument.
6. We undertake, if our bid is accepted, to provide binding services in accordance with the details specified in the TenderDocument.
7. I/We agree to abide by this bid for a period of Ninety days after the dated fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
8. I/We have read the TenderDocumentcarefully and have understood the contents fully and had accordingly submitted the quote in the Technical Bid [Envelope-1] and Financial Bid (Envelope-2) abiding to the terms and conditions laid down there in.
9. I/We hereby also declare that:
 - i). We are equipped with adequate machinery/manpower for undertaking binding works of CBSE, Regional Office, Delhi.
 - ii). We hereby offer to offer the services at the prices and rates mentioned in the Financial Bid.
 - iii). We enclosed herewith duly completedTender/Bidin the required manner.
 - iv). We have carefully read and understood the terms and conditions of the bid/tender documents and the conditions of the contract applicable to the bid document and we do hereby undertake to provide services as per these terms and conditions.

Contd....

Central Board of Secondary Education
REGIONAL OFFICE— DELHI



STITCHING & BINDING WORKS CONTRACT

10. I/We do hereby undertake, that until a formal work order/agreement is prepared and executed, this bid together with your written acceptance thereof and issue of letter of intent awarding the work order, shall constitute a binding contract between us.
11. I/We hereby certify that none of my/our near relative(s) is/are employed in CBSE. In case at any stage, it is found that the information given by me is false/incorrect, CBSE shall have the absolute right to take any action as deemed fit/without any prior intimation

Certified that the bidder is:

✓mark whichever is applicable.

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

A Partnership Firm, and the person signing the bid document is a partner is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

Yours faithfully,

(Signature of the Tenderer)

Name: _____

Date:

Place:

Stamp/Seal of the Firm