



**Central Board of Secondary Education**  
(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)  
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi-110092.

SPEED POST

CBSE/ADMN.III/ANNUAL REPORT/2014-15/

Dated: 31.03.2015

M/s .....

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Sub: Limited Quotation for Pre-Press Designing (Composing), Printing & Supply of 1000 copies of Annual Report (Bilingual) 2014-15 with paper and 17,000 copies of its CDs on pdf format.

Sir,

The Board intends to get print the Annual Report (Bilingual) 2014-15 and its CDs in Adobe Reader software so that the same can be downloaded by opening Adobe Folder/Reader as per specifications and quantity mentioned below:

S.N.	Description of Composing/Printing work	Quantity to be printed	Size	Specifications
(1)	Pre-press, design (Bilingual), processing, scanning of photograph & multicolour drawing, cover design, processing - Text & Cover and Composing including page make up layout and proof reading etc. of Annual Report (Bilingual) 2014-15	--	23"x36"/8	
(2)	(i) Annual Report (Bilingual) 2014-15 with paper	1,000 copies	23"x36"/8	<ul style="list-style-type: none"><li>➤ Inside pages on Sinarmas Art Sheet on 80/100/130 GSM of 'A' grade Mill in the size of 23"x36"/8.</li><li>➤ Cover page on Art Card of 230 GSM of 'A' grade Mill.</li><li>➤ Processing in 4 colours.</li></ul>
	(ii) CDs in Adobe Reader Software with three fold CD Cover and CD Sticker in multi colour	17,000 copies		<ul style="list-style-type: none"><li>➤ CDs should be in Adobe Reader software so that the same can be downloaded by opening Adobe folder/Reader.</li><li>➤ CDs should be provided in a three folds cover and sticker label on CD with the design as per the cover page of the Annual Report.</li></ul>

Contd....2/-

:- 2 :-

A Class Printers/Composers with atleast three years experience and are having the following **in-house complete facilities under one roof may only submit** their rates along with experience details in the enclosed prescribed Limited Tender Form by **21.04.2015 upto 2.30 pm**. The Printers/Composers can quote their rates either for all the above items simultaneously **Or they can quote the rates for item No. (1) and item No. (2) separately.**

1. Complete designing, visualization.
2. In-house composing and page setting.
3. In-house digital scanning, planning system designing, image setting and film out putting.
4. Complete processing with proofing facilities.
5. Minimum one 18"x23" / 23"x36" size four colours automatic printing machine.
6. Complete binding equipment with automatic perfect binding, laminations and automatic folding machine in-house.

All the instructions in the Tender Form must be complied with. The Tender on prescribed form duly sealed with sealing wax superscribing "**Limited Tender Forms for Pre-Press Designing (Composing), Printing & Supply of Annual Report (Bilingual) 2014-15 and its CDs on PDF format**", addressed to the Joint Secretary (A&L), CBSE, Preet Vihar, Delhi-110092 along with cost of Tender form of ` 500/- (non-refundable) in the shape of Bank Draft in favour of Secretary, CBSE payable at Delhi and Earnest Money of ` 30,000/- in the shape of Bank Draft in favour of Secretary, CBSE payable at Delhi duly sealed should be dropped in the Tender Box kept on the Ground Floor at Reception Hall, CBSE, Preet Vihar, Delhi with the Security Guard Counter **upto 2.30 pm on or before 21.04.2015.**

Please contact to the PRO Unit for the purpose to see sample of the Annual Report/CD and any further query in this regard. Tenders shall be opened by a Committee on **21.04.2015** at 3.00 pm in the presence of the Tenderers who may like to be present.

The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

**ASSISTANT SECRETARY (ADMN.III)**

**Encl: As above**

# Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre,  
Preet Vihar, Delhi-110092

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

Price : Rs.500/-

<b>Last date for submission of Tender Form</b>	<b>: 21.04.2015 upto 2.30 PM</b>
<b>Date of Opening of Tender Form</b>	<b>: 21.04.2015 at 3.00 PM</b>

## LIMITED TENDER FORM

FOR COMPOSING, PRINTING & SUPPLY OF 1,000 COPIES OF ANNUAL REPORT  
(BILINGUAL) 2014-15 WITH PAPER AND 17,000 COPIES OF ITS CDs IN PDF FORMAT.

M/s. \_\_\_\_\_ are hereby authorized to submit the Tender for composing & printing of Annual Report (Bilingual) 2014-15 with paper and its CDs in pdf format of the Central Board of Secondary Education to be printed containing 200 pages approx.

**ASSISTANT SECRETARY (ADMN. III)**

I/We \_\_\_\_\_ hereby submit Tender for (1) Pre-press, design (Bilingual), processing in 04 colour, scanning of photograph & multicolour drawing, cover design, processing – Text & Cover and Composing including page make up layout and proof reading **etc.** of ANNUAL REPORT **and/Or** (2) i) printing of 'Annual Report (Bilingual) 2014-15' of the Central Board of Secondary Education in Hard Copy in four colours with paper on **80/100/130 GSM** Sinarmas Art Sheet of 'A' grade Mill in the size of 23" x 36"/8 and Art Card of 24" x 37"/230 GSM of 'A' grade Mill with 80 % Brightness, and ii) CDs to be prepared in Adobe Reader software so that the same can be downloaded by opening Adobe Folder/Reader. CDs will be provided in a three folds cover and sticker label on CD with the design as per the cover page of the Annual Report.

1. Rate for Pre-press, design (Bilingual), processing in 04 colour, scanning of photograph & multicolor drawing, cover design, processing – Text & Cover and Composing including page make up layout and proof reading etc. of ANNUAL REPORT. No additional cost would be admissible:

S. No.	Description of work	Rates (Rs.) for Pre-press, design (Bilingual), processing in 04 colour, scanning of photograph & multicolor drawing, cover design, processing – Text & Cover and Composing including page make up layout and proof reading <b>etc.</b> of ANNUAL REPORT
1.	'Annual Report' containing of <b>200</b> pages in the size of 23" x 36"/8	Rs. _____
2.	Rate for increase/decrease of 01 leaf i.e. 02 pages	@ Rs. _____ per 01 leaf/02 pages
3.	Rate for increase/decrease of 02 leaf i.e. 04 pages	@ Rs. _____ per 02 leaf/04 pages
4.	Rate for increase/decrease of 04 leaf i.e. 08 pages	@ Rs. _____ per 04 leaf/08 pages

Contd...2/-

2. i) Rate (including cost of paper, designing, visualization, composing, paper setting, digital scanning, image setting, film out putting, lamination, binding, delivery charges and all taxes etc.) per 1000 (thousand) copies of 'Annual Report (Bilingual) 2014-15' Textual matter on 80/100/130 GSM Sinarmas Art Sheet of 'A' grade Mill in the size of 23"x36"/8 and Cover on 230 GSM Art Card of 'A' grade Mill. No additional cost would be admissible:

S. No.	Description of work	Rate (including cost of paper, designing, visualization, composing, paper setting, digital scanning, image setting, film out putting, lamination, binding, delivery charges and all taxes etc.) per 1000 (thousand) copies of 'Annual Report (Bilingual) 2014-15'		
		Textual matter on <u>80 GSM Sinarmas Art Sheet</u> and Cover on 230 GSM Art Card.	Textual matter on <u>100 GSM Sinarmas Art Sheet</u> and Cover on 230 GSM Art Card.	Textual matter on <u>130 GSM Sinarmas Art Sheet</u> and Cover on 230 GSM Art Card.
1.	'Annual Report' containing of 200 pages	Rs. _____	Rs. _____	Rs. _____
2.	Rate for increase/decrease of 01 leaf i.e. 02 pages	@ Rs. _____ per 01 leaf/02 pages	@ Rs. _____ per 01 leaf/02 pages	@ Rs. _____ per 01 leaf/02 pages
3.	Rate for increase/decrease of 02 leaf i.e. 04 pages	@ Rs. _____ per 02 leaf/04 pages	@ Rs. _____ per 02 leaf/04 pages	@ Rs. _____ per 02 leaf/04 pages
4.	Rate for increase/decrease of 04 leaf i.e. 08 pages	@ Rs. _____ per 04 leaf/08 pages	@ Rs. _____ per 04 leaf/08 pages	@ Rs. _____ per 04 leaf/08 pages

2. ii) Rate for preparation of CD in Adobe Reader Software (in PDF format) Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) per 1000 CDs along with three fold CD Cover and CD Sticker.

3. Minimum time required for supply after receiving final proof: \_\_\_\_\_ days for 'Annual Report (Bilingual) 2014-15'.

4. i. Past Experience (Last three years) (**Attach photocopies of relevant work orders**)

Sl. No.	Year	Name of the Organization	Type of work	Value of the work (in Rs.)	Quantum of books/publications printed
1	2011-2012				
2	2012-2013				
3	2013-2014				

(Attach extra sheets, if required)

- ii. Has the firm ever been debarred/ black listed by any organisation? If 'Yes' the details thereof. : \_\_\_\_\_

- iii. Details of Award/Certificate of Merit etc. received from any Organisation. (Please attach Copy of certificate(s)) : \_\_\_\_\_

- iv. Quality certificate if any (Attach Copy) : \_\_\_\_\_

5. WCT/PAN is : \_\_\_\_\_

6. Tender must be accompanied with work order(s) executed by the firm.

7. Tender must be accompanied with the Samples of the books/publications/CD with cover already printed/prepared by the Tenderer.

The terms and conditions for composing, printing & supply of '**Annual Report (Bilingual) 2014-15**' with paper and preparation of its CDs in pdf format given along with tender form are acceptable to me/us. A sum of ` 30,000/- 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.

Sign. of the Tenderer \_\_\_\_\_

Address & Tele. No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No.....

Email ID .....

Date : .....

# Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre,  
Preet Vihar, Delhi-110092

## **TERMS & CONDITIONS**

1. Limited Tenders in sealed envelopes superscribed "Tender for **Printing & Supply of Annual Report (Bilingual) 2014-15 and its CDs on PDF format**," should reach the Joint Secretary (A&L) **upto 2.30 P.M. on or before 21.04.2015** along with an Earnest Money of ` 30,000/- in the shape of Bank Draft payable at Delhi in favour of the Secretary, CBSE to be opened on the same day at 3.00 pm.
2. The number of "**Annual Report (Bilingual) 2014-15**" to be printed will be approximately 1,000 and its 17,000 CDs in pdf format which can be increased/decreased as per requirements. The number of **pages** of the hard copy of 'Annual Report (Bilingual) 2014-15' may also vary. The textual matter of the hard copy should be printed on Sinarmas Art Sheet either of **80GSM or 100 GSM or 130 GSM**. The Cover page of the same should be printed on 230 GSM Art Card.
3. In case the hard copy is not printed on required 80/100/130 GSM Sinarmas Art Sheet of 'A' Grade Mill and Cover on 230 GSM Art Card, the deduction on a/c of less GSM etc. shall be made proportionately on the basis of test report of the paper/art card.
4. The quality of printing and composing of the Annual Report (Bilingual) must be of superior standard. In case of quality is found unsatisfactory, penalty upto 6% shall be imposed on the net amount of the bill.
5. Good quality Sinarmas Art Sheet of 80/100/130 GSM and Art Card of 230 GSM shall be arranged by the Printer for printing the 'Annual Report (Bilingual) 2014-15'. Sample of Sinarmas Art Sheet and art card of required GSM mentioning on it name of the mill should also be enclosed duly stamped and signed along with Tender and the same would be used for works.
6. **Rates should be quoted including cost of paper, designing, visualization, composing, paper setting, digital scanning, image setting, film out putting, lamination, binding, delivery charges and all taxes etc.. No additional/ extra cost would be admissible in additions to those quoted in Tender.**
7. The Printer will get the proofs approved by the concerned Officer.
8. A penalty of 3% per week, subject to a maximum of 15% on the proportionate amount of the bill on account of delayed supply will be imposed in case the Annual Reports/CDs are not supplied within the stipulated period.
9. The successful Tenderer shall have to deposit a Performance Security of 7% of the total contract value in the form of account payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a commercialize bank which should remain valid for a period of six months from the date of placement of the order. In case of non-completion of work or other contractual obligation the validity will required to be extended for a period upto three months. The EMD shall be refunded on receipt of Performance Security.

10. Tenderer will submit soft copy of open files (Corel-Draw) after completion of the work.
11. Tenderers are required to produce evidence of their previous experience in the line. Those who have appropriate experience and done similar work of without in-house infrastructure as in notice, would not be considered.
12. The Tender shall be valid for one year but can be extended for a further period of 01 year to be reviewed every year with the consent of both the parties subject to satisfactory work report.
13. Tax deductions at source as applicable shall be deducted on all the bills. In lieu, a certificate will be issued to the party by the Board.
14. The Board reserves the sole right to accept or reject any or all the tenders without assigning any reason.
15. The Board also reserves the right to terminate the contract at any time without notice and to forfeit the earnest money if the Printer fails to print and supply the Annual Report (Bilingual) within prescribed time or there is any breach of the terms and conditions on the part of the Printer. The earnest money will also stand forfeited, if the Tenderer on approval of his tender fails to accept it.
16. No advance payment will be made by the Board.
17. No revision of rate shall be entertained by the Board during pendency of the contract except taxes levied/notified by the Government.
18. The payment will be made of after successful completion of work, satisfactory report from the concerned Officer and testing of GSM etc. of paper from the lab.

The above terms and conditions are acceptable to me/us.

Signature of Tenderer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Rubber Stamp \_\_\_\_\_

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

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

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