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# 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-110 301.**

No. CBSE/ADMN.III/ANNUAL REPORT/2015-16/

Dated: 12.05.2016

To

**Sub:-** Limited Tender for Pre-Press Designing (Composing), Printing & Supply of 1000 copies of Annual Report (Bilingual) 2015-16 with paper and 18,500 copies of its CDs on pdf format with cling wrap.

Sir,

1. The Central Board of Secondary Education, Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi intends to invite a limited tender from A Class Printers in two bids (Technical & Financial) in prescribed tender form for Pre-Press Designing (Composing), Printing & Supply of 1000 copies of Annual Report (Bilingual) 2015-16 with paper and 18,500 copies of its CDs on pdf format.

2. Details of the tender given below:

S.No.	Particulars	
2.1	Tender No.	
2.2	Specification	Annexure III
2.3	Type of Tender	Limited Tender
2.4	Last date and time of submission of bid.	<b>30.05.2016</b> upto 5.30 p.m.
2.5	Date, Time and venue of opening of tender.	At 3.00 p.m. on <b>31.05.2016</b> <b>Venue:</b> CBSE, Shiksha Kendra, 2, Community Centre Preet Vihar, Delhi-110301
2.6	Bid Validity.	45 days
2.7	EMD.	Rs. 25,000/-
2.8	Performance Security.	10 % of contract Amount
2.9	Validity of Performance security	60 days beyond the completion of all the contractual obligation.
2.10	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-
- a) Eligibility criteria at **Annexure I**
  - b) Term & conditions at Annexure II.
  - c) Specifications at Annexure III
  - d) Format of technical bid at Annexure IV.
  - e) Format of Financial Bids at Annexure V.
4. The entire document including its annexures, except financial bid in Annexure V will be part of the technical bid which also must contain the EMD and all other requisite documents called for tender. The technical bid (including entire tender documents and its annexures except financial bid) is required to be signed on each and every page of the form otherwise the bid may be primarily treated as technically disqualified. Both the technical & financial bid (in separate envelopes put in one other envelope) are to be submitted in the tender box either on or before the scheduled date and time. Bidders shall go through the entire tender document carefully before submitting their tenders.
5. a) The technical bid (Annexure IV) and financial bid (Annexure V) should be put in two separate envelopes super scribed as "Technical Bid and Financial Bid" respectively and sealed separately. Both these envelopes should be put in a bigger envelope super scribed as "**Limited Tender for Printing & Supply of Annual Report (Bilingual) 2015-16**" and sealed and addressed to the Joint Secretary (A&L), CBSE, Preet Vihar, Delhi-110301.
- b) The sealed Tender duly super scribed "**Limited Tender for Printing & Supply of Annual Report (Bilingual) 2015-16**" addressed to the undersigned can be submitted in the tender box put near reception on or before **5.30 PM** on date or Tender bids may also be submitted by speed post/registered post/ordinary post/courier addressed to "Joint Secretary (A&L), Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301".. The Tender received after stipulated time and date shall not be entertained. The Tender will be opened on the next date at **3:00 PM** in the presence of the bidders or their representative who may like to be present.

Sd/-  
**Joint Secretary (A&L)**

## **Annexure I**

### **Eligibility Criteria**

1. A Class Printers should have at least three years experience with all the required in-house facility of similar work.
2. Tenderer should have in-house facility of complete designing, visualization, composing, page setting, digital scanning, planning system designing, image setting and film out putting.
3. Tenderer should have Minimum one 18"x23"/ 23"x36" size four colours automatic printing machine.
4. Tenderer should have Complete binding equipment with automatic perfect binding, laminations and automatic folding machine in-house.
5. The firm should not have been blacklisted by any Government department/ministry/any Autonomous body. An undertaking to this effect is to be submitted along with the Technical Bid.
6. Annual average turnover of Rs. 4.00 lakhs in last three years.
7. Tenderer should have valid Income Tax PAN No. and TIN No.. (Copies of the same should also be attached.)
8. Tenderer should have printed and executed supply order for any Government department/ministry/any Autonomous body/PSU for printing of Books, Annual Reports, Diaries etc. of at least one work order of same value or 2 orders of 50% value.
9. Tenderer should submit a Certificate certifying the Tenderer as A Class Printer.

**Terms & Conditions**

1. Limited Tenders in sealed envelopes superscribed “**Limited Tender for Printing & Supply of Annual Report (Bilingual) 2015-16**” should reach the Joint Secretary (A & L) **upto 5.30 PM on or before 30.05.2016** along with an Earnest Money of Rs. 25000/- and cost of form of Rs. 500/- by Bank Draft in favour of the Secretary, CBSE payable at Delhi. Tenders will be opened on the next day at 3.00 pm. No Tender will be accepted without Earnest Money. No change/correction is allowed in Tender in any case after the submission of Tender Form in the office.
2. All the bidders are required to deposit earnest money except those who are registered with National Small Industries Corporation (NSIC). The tender is limited in nature, however, the agencies who are interested to participate in tender process may also participate in the tender and they are acceptable in Board.
3. Successful bidder should deposit Performance Security equal to 10 percent of tender Amount. On receipt of performance security EMD shall be refunded.
4. Tenderers having prior experience in the similar work as per Eligibility Criteria will only be considered. Please attach documentary proof to this effect. They will also produce the samples of similar work.
5. **Rates should be quoted including cost of paper, designing (Bilingual), processing in 4 colour, visualization, composing, paper setting, digital scanning, image setting, film out putting, multicolour printing, lamination, binding, packing, delivery charges F.O.R. and all taxes etc.. No additional/ extra cost would be admissible in additions to those quoted in Tender.**
6. Delivery will be taken in the CBSE Building at Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301.
7. The earnest money will also stand forfeited if the tenderer fails to accept it on approval of his tender.
8. **Penalty/default clause:**
  - 8.1 A penalty of 3% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the material will be imposed in case supply is not made within the stipulated period.
  - 8.2 If the unsatisfactory work report is found on a/c of printing, error in Annual Report, binding etc., 10% penalty of total Bill will be imposed.
  - 8.3 Tenders will be rejected in respect of the firms, whose performance report has been found unsatisfactory in the previous years.
  - 8.4 In the event of mistake, errors and defects found in the supplied material, the firm would be liable to change or rectify such mistakes/errors and defects at his own cost to the satisfaction of the Board.
  - 8.5 The Board reserves the right to terminate the contract at any time without notice and to forfeit the performance security if the supplier fails to make the supply in accordance with the specifications and samples.
  - 8.6 Rejected material shall be at the supplier's risk and they must be collected from the stores of the office within a week from the date of its rejection. If supplier fails to remove the said material, the Board shall have the right to dispose off the same and the supplier shall have no claim over the Board in r/o the said rejected material.
  - 8.7 In the event of specification/grammage not found in consonance with the specification/grammage prescribed by the Board against the items, necessary proportionate deduction of the cost 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.

9. Delivery of all the copies of the **Annual Report (Bilingual) 2015-16 and its CDs** must be given within 20 days from the date of receipt of final proof/print order from the Public Relations Officer (CBSE).
10. There should not be any overwriting or amendment in the rates offered and the terms & conditions are to be signed only by the authorized signatory of the firm.
11. The samples of paper of A Grade Mill shall be enclosed along with the Tender. The name of the paper to be used will be mentioned on the samples, GSM and Paper Mill be clearly mentioned in the sample duly signed and stamped.
12. The Bidder will allow the official(s) of the Board duly authorized to visit the premises where the printing is to be done.
13. The Tender shall be valid for one year but can be extended for further period of two years with the consent of both the parties on the year to year basis subject to satisfactory performance of work. However, in case of extension of contract the bidder shall submit an undertaking that the firm has not supplied/is not supplying the similar item at a price lower than that offered in the present in respect of any other ministry/department of the Govt. of India and if it is found at any stage similar item was supplied by the Bidder to any other ministry/department at a lower price, then that vary price, with due allowances for elapsed time, will be applicable to the present case and difference in the cost would be refunded by the Bidder to the CBSE.
14. No revision of rate shall be entertained by the Board during pendency of the contract except taxes levied/notified by the Govt.
15. 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.
16. Taxes as applicable will be deducted from the Bill and in lieu a Certificate in the prescribed form will be issued by the Board to the firm.
17. The successful bidder should provide draft/proof of the **Annual Report (Bilingual) 2015-16** after proper proof reading on their end.
18. The successful bidder should provide open files (Coral-Draw etc.) after completion of said work.
19. The Board also reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.
20. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.

**Authorised signatory**

**CENTRAL BOARD OF SECONDARY EDUCATION**SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI**SPECIFICATIONS OF “PRE-PRESS DESIGNING (COMPOSING),  
PRINTING & SUPPLY OF ANNUAL REPORT (BILINGUAL) 2015-16”****FOR HARD COPIES OF ANNUAL REPORT (BILINGUAL) 2015-16**

S.No.	Items	Description
1.	<b>Quantity</b>	<b>1,000 copies</b>
2.	<b>Size</b>	23"x 36"/8
3.	<b>Specifications</b>	i) Inside pages on Sinarmas Art Sheet on 100 GSM of 'A' grade Mill in the size of 23"x36"/8. ii) Cover page on Art Card of 230 GSM of 'A' grade Mill. iii) <b>Processing in 4 colours.</b>
4.	<b>No. of pages</b>	Approx. 200
5.	<b>Cover Design</b>	Cover design including inside layout will be provided by the Board
6.	<b>Lamination</b>	Outer Cover on Mat lamination
7.	<b>Binding</b>	Perfect binding (Centre stitching and pasting)
8.	<b>Packing</b>	Cling wrap

**FOR CDs of ANNUAL REPORT (BILINGUAL) 2015-16**

S.No.	Items	Description
1.	<b>Quantity</b>	<b>18,500 copies</b>
2.	<b>Specifications</b>	i) CDs should be in Adobe Reader software so that the same can be downloaded by opening Adobe folder/Reader. ii) CDs should be provided in a three folds cover and sticker label (on CD both) in four colour with the design as per the cover page of the Annual Report with cling wrap.

**Note:** Samples of Annual Report may be seen at PRO Unit, Mezzanine floor, CBSE, Preet Vihar, Delhi before quoting the rates and submission of sample.

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**Technical Bid**

S.No.	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.	VAT registration no.	
7.	Detail of experience	
8.	Infrastructure Details	
9.	Copy of Audited Financial statement	
10.	Minimum time (No. of days) required for supply for 'Annual Report (Bilingual) 2015-16' after receiving final proof:	
11.	EMD Detail: i) Amount (in Rs.) ii) Demand Draft No. & Date iii) Name of the Bank & Branch	
12.	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 - V

### Financial Bid

I/We \_\_\_\_\_ hereby submit Tender for **Annual Report (Bilingual) 2015-16** as per specifications given with Limited Tender Form at the rates given below :

- i) Rates for **Hard Copies of 'Annual Report (Bilingual) 2015-16** inclusive of all i.e. cost of paper, designing, visualization, composing, paper setting, digital scanning, image setting, film out putting, lamination, binding, delivery charges F.O.R. and all taxes etc.

Description of work	Rate per 1000 Hard Copies of 'Annual Report (Bilingual) 2015-16'
'Annual Report' containing of <b>200</b> pages in the size of 23" x36"/8 (As per specification- Annexure-III)	@ Rs. _____ Rupees _____ _____Only)
Rate for increase/decrease of 01 leaf i.e. 02 pages	@ Rs. _____ per 01 leaf/02 pages
Rate for increase/decrease of 02 leaf i.e. 04 pages	@ Rs. _____ per 02 leaf/04 pages
Rate for increase/decrease of 04 leaf i.e. 08 pages	@ Rs. _____ per 04 leaf/08 pages

- 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 in four colour with cling wrap (As per specification- Annexure-III).

The terms & conditions, specifications etc. given in the tender form are acceptable to me/us. A sum of Rs. 25,000/- + Rs. 500/- (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)