

CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
SECTOR - 5, PANCHKULA-134 152, HARYANA

LIMITED TENDER NOTICE

Sealed tenders are invited on behalf of the Secretary, CBSE from reputed printers having similar experience for following items:

General Printing & Supply of Various Forms

Estimated Work Cost Rs. 2 lakh approximate (Annual)

Descriptions of printing work

Application Form for Private Candidates Class X & XII on 100 GSM
Single side printing on 17 x 27/4 on 60 GSM
Both side printing on 17 x 27/4 on 60 GSM
Single side printing on 17x27/4
(Triplicate in different colour)
Single side printing on 17x27/4
(perforated in 4 equal part)
Receipt book for receipt of Parcel on 17x27/4
(perforated in 4 equal part in duplicate)
Single side printing on 17 x 27/2 on 60 GSM
Both side printing on 17 x 27/2 on 60 GSM
Note Sheet 17 x 27/4 on 90 GSM
Letter Head 16 x 26/4 on 80 GSM
Identity Cards of Secrecy Officer
Post card size card (Blue, Red, Green & white)

EMD Amount (In Rs)

Rs.5,000/- drawn in favour of Secretary
CBSE Payable at Panchkula

Period of sale of Tender

**On Working days from 11.03.16
to 28.03.2016 up to 1.00 p.m.**

Date of Opening of Tender

**28.3.2016
at 3.00 p.m.**

Tender Form along with Terms & Conditions can be downloaded from website www.cbse.nic.in. The Tender Form complete in all respects along with the requisite EMD and kept in a sealed envelope superscribing. On it "**TENDER FOR PRINTING VARIOUS FORMS**" should reach the Regional Office, CBSE, Sector-5, Panchkula (Haryana) on or before **028.03.2016 up to 01:00 P.M.** The Tenders will be **opened at 3.00 P.M. on the same day** in the presence of tenderers who may like to be present. The specimen copies of the items can be seen at the Regional Office CBSE, Sector - 5, Panchkula on any working day. The Secretary, CBSE reserves the right to accept or reject a tender in whole or part without assigning any reason thereof.



REGIONAL OFFICER

**CENTRAL BOARD OF SECONDARY EDUCATION
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SECTOR – 5, PANCHKULA – 134 152**

TENDER FORM NO.RO/PKL/ADMN/2016

Cost of form Rs.200/-

TENDER FORM FOR PRINTING AND SUPPLY OF VARIOUS FORMS.

Tender form duly filled in should reach the Regional Officer up to 01.00 P.M on or before **28.03.2016**. Tenders will be opened on the same day at 03.00 P.M. in the presence of the Tenderers, who may like to be present.

M/s. _____
is/are hereby authorized to submit their tender for the printing and supply of **VARIOUS FORMS**. The specifications of items to be printed as given in the tender form and terms and conditions are also enclosed herewith. The tender should be submitted in sealed cover super scribed "**TENDER FOR PRINTING VARIOUS FORMS**". The terms and conditions duly signed by the tenderers should accompany by the specific tender form. The tentative cost of all the items is Rs. 2 Lakhs Approximate (Annuals).



Regional Officer

I/We _____ hereby submit tender for the printing and supply of **VARIOUS FORMS** as per specifications given in the tender form and terms and conditions enclosed. The rates have been quoted in the enclosed tender form including the cost of paper. The terms and conditions enumerated from **clause 01 to 21** have been read by me/us and are acceptable to me/us. I/We have seen the manuscripts before tendering the rates. A sum of **Rs. 5,000/-** has been deposited in the Board's Office by Demand draft/ CBSE Cash receipt no. _____ dated _____ in favour of the Secretary, CBSE, Sector 5, Panchkula drawn on _____ as Earnest Money.

Signature of the tenderer

Seal with complete address

Telephone No. _____

Mobile No. _____

Dated: _____

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
SECTOR – 5, PANCHKULA – 134 152**

TERMS AND CONDITIONS

01. Tender in sealed cover super scribed "**TENDER FOR PRINTING VARIOUS FORMS**" should reach the Regional Office up to 01.00 P.M. on or before **28.03.2016**, along with the Earnest Money of **Rs. 5,000/-** in cash or by Bank Draft in favour of the Secretary, CBSE payable at Panchkula. Tender will be opened on the same date at 3.00 P.M.
02. Rates should be quoted F.O.R. at CBSE, Regional Office, Sector 5, Panchkula, **including all taxes etc.** Delivery of forms will be taken inside the Store of this Office at Sector - 5, Panchkula. Cartage/ Cooliage shall have to be borne by the Supplier upto stacking in CBSE.
03. Paper, Envelopes will be arranged by the supplier. The material will be supplied /duly packed in cartons to the CBSE Office at Sector -5, Panchkula.
04. The paper for printing of Application Forms, and other items of Class X & XII will be used as mentioned in enclosed Annexure. The GSM of paper will be as follows (The paper to be used should be of 'A' Grade Mill only of BIS specification).

S.N	Items	Paper Quality	GSM
01.	Application Forms & Admit Card	White Maplitho	100
02	Various General Forms	As specified in work order	As specified in work order

The paper will be tested in Laboratories as per BIS specifications & in case paper of inferior quality or lesser GSM is found, proportionate penalty will be imposed on the whole amount of the bill.

05. The Board/Competent Authority reserves the sole right to accept or reject any or all tenders without assigning any reason.
06. In case of delay in the supply, penalty @ 4% per week on the proportionate amount of the bill of delayed supply will be imposed subject to a maximum penalty of 10% on the admissible amount of the bill.
07. The Board reserves the right to forfeit the earnest money in addition to the penalty if the tenderers fails to execute the order or the supply is not in accordance with the specification and samples provided or there is any breach of terms of the contract on the part of supplier.
08. The successful tenderer(s) will have to complete the work assigned to him/them within 20 days from the date of final print order, failing which penalty as mentioned above will be imposed.
09. Quantity of Application forms and other items etc. to be printed may increase/decrease as per requirements.
10. The payment will be made on the basis of GSM test reports of the paper. 10% of total amount will be deducted if GSM of paper will not as per our specification.
11. Tenderers are required to produce evidence of their previous experience in this line along with copies of IT returns of the past 3 years.

12. The rates quoted will be valid for one year only but can be extended for **two more** years with the consent of both the parties.
13. In case of dispute, the Chairman may appoint an arbitrator whose decision will be binding on both the parties.
14. Income Tax/WCT/TDS applicable will be deducted on all bills. In lieu of this a certificate on the prescribed forms will be issued to the party.
15. The tenderer shall sign these terms and conditions, which shall be final and legally binding in toto.
16. The same sample of paper of "A" Grade mill to be used, mentioning the name of reputed paper mill such as **Ballarpur, West Coast, J.K.(Straw Product), Century, Andra, Orient & HPCL** etc. and signed and stamped should be attached.
17. The tenderer will allow the duly authorized officials of the Board to visit the premises where the printing is done. The Board will take random samples from the material supplied to the Board. Any difference in the size, GSM of paper shall render the entire lot for rejection and tenderer shall have to lift the material supplied at his own cost on "as is where is basis"
18. In the event of mistake, errors and defects found in the supplied material, the tenderer would be liable to change or rectify such mistake/errors and defects at his own risk and cost to the satisfaction of the Board.
19. The payment will be made after completion of the supply of the ordered item to the Board's satisfaction. No advance payment will be made under any circumstances.
20. Sample of different items can be seen at Regional Office, Panchkula during office hours (10.00 AM to 01.00 PM).
21. **The tenderers shall put his signature with date on each page. Tender form without signature will be treated as rejected and cannot be considered.**


REGIONAL OFFICER

Acceptance of the tenderer:

The terms and conditions enumerated in this form from clause 01 to 21 have been read by me/us and are acceptable to me/us.

Signatures of the Tenderer: _____

Seal with complete address: _____

Telephone No.(s) _____

FAX No: _____

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ANNEXURE -A

S.No.	Name of the Item	Rate per 1000(inclusive of all taxes)
1	Application Form for Private Candidates Class X & XII on 100 GSM	
2	Single side printing on 17 x27/4 on 60 GSM	
3	Both side printing on 17 x27/4 on 60 GSM	
4	Single side printing on 17x27/4 (Triplicate in different colour)	
5	Single side printing on 17x27/4 (perforated in 4 equal part)	
6	Receipt book for receipt of Parcel on 17x27/4 (perforated in 4 equal part in duplicate)	
7	Single side printing on 17 x27/2 on 60 GSM	
8	Both side printing on 17 x27/2 on 60 GSM	
9	Note Sheet 17 x 27/4 on 90 GSM	
10	Letter Head 16 x 26/4 on 80 GSM	
11	Identity Cards of Secrecy Officer	
12	Post card size card (Blue, Red, Green & white)	
13	Cost of binding (in case of Book format)	

The paper for printing of above item will be used _____ Mill (Name of the Mill)

The terms and conditions are acceptable to me/us.

Signatures of the Tenderer : _____

Seal with complete address : _____

Telephone/Mobile No.(s) : _____

The terms and conditions are acceptable to me/us.

Signature of the Tenderer _____
Rubber Stamp with Address _____

Please indicate the following

Telephone No.(if any) _____

PAN No _____

Mobile No.(if any) _____

WCT No., if any _____

Dated _____