

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
35-B Civil Station, M.G. Marg, Civil Lines Allahabad –211001 (U.P.)**

TENDER FORM NO.RO(AIld)/ADMN. /Printing/2016 –2017/

Cost of form Rs.500/-

**TENDER FORM FOR PRINTING AND SUPPLY OF
VARIOUS TYPES OF ENVELOPES**

Tender form duly filled in should reach the Regional Officer upto **1.00 P.M. on or before 07/09/2016**. Tenders will be opened on the same day at 3.00 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 Envelopes. 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 superscribed “Tender for Printing & Supply of various Envelopes for official use.” The terms and conditions duly signed by the tenderers should accompany with the specific tender form.

Regional Officer

I/We _____ hereby submit tender for the printing and supply of various forms for official use as per specifications given in the tender form and terms & conditions enclosed. Before tendering the rates the requisite specifications, it has also been seen and verified through sample provided by the Board by me/us personally. The rates have been quoted in the enclosed tender form including the cost of paper. The terms and conditions enumerated from clause 01 to 18 have been read by me/us and are acceptable to me/us. A demand draft No. _____ dated _____ in favour of the **Secretary, CBSE**, payable at Allahabad drawn on _____ as Earnest Money is enclosed.

Signature of the tenderer
Seal with complete address

Telephone No. _____

Dated: _____

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
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LIST OF ITEMS & RATES FOR SUPPLY OF THE FOLLOWING ENVELOPES

Sl. No	specification	Approx Quantity Required*	Rates(in Rs.) offered per 1000 envelopes including cost of paper, printing, delivery, all taxes, packing etc.
01.	16"X12"/120 GSM Printed on khaki colour star paper with Flap 3" bottom 1" overlapping 1"wrap & wap of jali 24x24 in 1" of cotton cloth Printed Envelope, as per sample provided by the Board	(a) 16"X12"/120 GSM Printed Star Craft Envelope (Address Envelope) 34000 (b) 16"X12"/120 GSM Printed Star Craft Envelope (Attendance Sheet-Xth) 1000 (c) 16"X12"/120 GSM Printed Star Craft Envelope(Attendance Sheet-XIIth) 1000 (d) 16"X12"/120 GSM Printed Star Craft Envelope (Physically Handicapped-X) 500 (e) 16"X12"/120 GSM Printed Star Craft Envelope (Physically Handicapped-XII) 500 (f) 16"X12"/120 GSM Printed Star Craft Envelope (Unfair Means-X) 500 (g) 16"X12"/120 GSM Printed Star Craft Envelope (Unfair Means-XII) 500	
02.	10"X12"/100 GSM Printed & inside laminated Practical/Flying Slip envelopes(As per sample provided by the Board)	(a) 10"X12"/100 GSM Printed & inside laminated Practical(XII) envelopes(As per sample provided by the Board) Brown Colour 7000 (b) 10"X12"/100 GSM Printed & inside laminated Flying Slip envelopes(As per sample provided by the Board) 6000 (c) 10"X12"/100 GSM Printed & inside laminated Internal Grade envelopes(As per sample provided by the Board) 2000	
03.	10"X4.5"/100 GSM Printed white colour, superior quality envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2" without window (As per sample provided by the Board)	50,000	
04.	10"X4.5"/100 GSM Printed white colour, superior quality envelopes with Flap 1 1/4" bottom 1/2" overlapping 1/2" window (As per sample provided by the Board)	55,000	
05.	18"X12"x3"/120 GSM Printed on khaki colour star paper Packet type envelope jali 24x24 in 1" of cotton cloth (As per sample provided by the Board)	5,000	
06.	16"X12"/120 GSM Printed on khaki colour star paper envelope without cloth (As per sample provided by the Board)	3,500	
07.	10"X8"/100 GSM Printed on khaki colour star paper envelope without cloth (As per sample provided by the Board)	25,000	
08.	10"X12"/100 GSM Printed on khaki colour star paper clothline enlopes (As per sample provided by the Board)	30,000	

*Actual requirement may increase or decrease.

SIGNATURE WITH SEAL

REGN.NO. OF AGENCY :

PAN NO. :

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad –211001 (U.P.)
TERMS AND CONDITIONS**



01. Tender in sealed cover superscribed “TENDER FORM FOR PRINTING AND SUPPLY OF VARIOUS TYPES OF ENVELOPES FOR OFFICIAL USE” should reach the Regional Officer upto 1.00 P.M. on or before 07/09/2016 alongwith the earnest money of Rs.30,000/- through bank draft in favour of Secretary, CBSE payable at Allahabad. Tender will be opened on the same date at 03.00 PM. The amount of EMD in respect of successful bidder will be converted into Performance Security and will be returned after successful completion of the work.
02. Rates should be quoted F.O.R. at CBSE (REGIONAL OFFICE), 35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad –211001 (U.P.) including all taxes, etc. Delivery of forms will be taken inside the store of this Office at Allahabad. Cartage/Cooliage shall have to be borne by the supplier upto stacking in CBSE.
03. Rates be quoted as per paper of required GSM.
04. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason.
05. In case of delay in the supply, penalty @ 4% per week i.e. maximum 10% on the proportionate amount of the bill of delayed supply will be imposed.
06. The Board reserves the right to forfeit the earnest money in addition to the penalty if the tenderer fails to execute the order or the supply is not in accordance with the specification and samples provided or there is any breach of the terms of the contract on the part of printers.
07. The successful tenderer(s) will have to complete the work assigned to him/them within 15 days from the date of issue of final print order positively, failing which penalty as mentioned above will be imposed. Final proof must be submitted within a week from the date of issue of work order.
08. Quantity of Envelopes to be printed may increase/decrease as per requirements.
09. The payment will be made on the basis of GSM test reports of the paper. Initially 80% payment will be made on the basis of Satisfactory Report of the User Branch. Balance Payment will be made after receipt of GSM Test Report.

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10. Tenderers are required to produce evidence of their previous experience (at least 03years) in this line along with copies of IT returns of the past 3 years.
11. The rates quoted will be valid for one year only but can be extended for one more year with the consent of both the parties.
12. In case of any dispute, the Competent Authority may appoint an arbitrator whose decision will be binding on both the parties.
13. Income Tax/WCT/TDS will be deducted on all bills. In lieu of a certificate on the prescribed form will be issued to the party.
14. The tenderer shall sign these terms and conditions which shall be final and legally binding in to-to.
15. The sample of the items may be seen by the authorized representative or the interested agency on any working day between 10.00 AM to 05.00 PM upto 06.09.2016.
16. The supply of the items should be strictly similar to the samples provided by the Central Board of Secondary Education, failing which the CBSE will be free to impose penalty /compensation of damage as decided by the Board.
17. Before submission of tender, the specifications have also been seen and verified through sample provided by the Board by me/us personally.
18. Rates for required items should be quoted including cost of paper, packing, cartage, transportation/labour charges, other tax levies etc. in the prescribed form of tender only.

REGIONAL OFFICER

Acceptance of the tenderer:

I _____ hereby undertake that, before submission of tender the terms and conditions enumerated in this form from clause 01 to 18 have been read by me/us and are acceptable to me/us.

Mention following details and enclose a copy of the same with tender:

REGN.NO. OF AGENCY :.....(ATTACH SELF ATTESTED COPY)

PAN.....(ATTACH SELF ATTESTED COPY)

SERVICE TAX REGISTRATION NO..... (ATTACH SELF ATTESTED COPY)

Signature of the tenderer: _____

Seal with complete address: _____

Telephone No.: _____