

CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE  
35-B, M. G. MARG, CIVIL LINES, ALLAHABAD - 211001  
0532 - 2407970, 2408971, 2407972 Fax No. -2408977

**SHORT TERM TENDER NOTICE**

The Regional Officer, C.B.S.E., Allahabad invites sealed tenders on behalf of The Secretary, CBSE from the reputed printers Established at **Allahabad only** having good quality of offset printing machines of different sizes. The tenderers must have at least three year experience in printing that to in Government / Autonomous organizations for printing of different type of forms, file, cards etc. Tender Form can be had from Regional Office, Central Board of Secondary Education, Allahabad on any working day between 10.00 a.m. to 03.00p.m. from 26.10.2012 to 02.11.2012 by paying Rs.500/- in cash or can be downloaded through Board's Website [www.cbse.nic.in](http://www.cbse.nic.in). In case of downloaded forms the cost of tender form may be paid through DD in favour of **Secretary CBSE** payable at **Allahabad**. Samples of different type of forms and details of GSM etc. can be perused/seen/verified on all working days till 01.11.2012 in Administration Branch during office hours between 10.00 a.m. to 05.00 p.m. Before quoting their price tenderers are requested to acquaint themselves with terms and conditions of tender.

Tender in sealed cover superscribed **"TENDER FOR PRINTING AND SUPPLY OF VARIOUS FORMS"** should reach to the Regional Office, C.B.S.E., 35-B, Civil Station, M.G. Marg, Civil Lines, Allahabad - 211 001 latest by 02.11.2012 upto 01:00 p.m. Tender will be opened on the same day at 03.00 pm in the presence of the tenderers who may like to be present.

Tender should accompany an earnest money of Rs.15,000/- (Rupees Fifteen Thousands only) in the shape of Bank Draft drawn on any Nationalized bank in favour of the Secretary, C.B.S.E. payable at Allahabad. The tenders without E.M.D. will be summarily rejected. The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

**REGIONAL OFFICER**

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

TENDER FORM NO.RO(Alld)/ADMN. /Printing/2012 -2013/

Cost of form : 500/-

**TENDER FORM FOR PRINTING AND SUPPLY OF  
VARIOUS FORMS FOR OFFICIAL USE**

Tender form duly filled in should reach the Regional Officer upto 1.00 P.M. on or before 02.11.2012. 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 forms for official use. 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 forms for official use." The terms and conditions duly signed by the tenderers should accompany by 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 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 sum of Rs.15,000/- has been deposited in the Board's Office by demand draft No.\_\_\_\_\_ dated \_\_\_\_\_ in favour of the **Secretary, CBSE**, payable at Allahabad drawn on \_\_\_\_\_ as Earnest Money.

**Signature of the tenderer  
Seal with complete address**

Telephone No. \_\_\_\_\_

Dated: \_\_\_\_\_

**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 FORMS FOR OFFICIAL USE" should reach the Regional Officer upto 1.00 P.M. on or before 02.11.2012 alongwith the earnest money of Rs.15,000/- by bank draft in favour of Secretary, CBSE payable at Allahabad. Tender will be opened on the same date at 03.00 PM.
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 will be quoted including 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 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.
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 20 days from the date of receipt of final proof positively, failing which penalty as mentioned above will be imposed.
08. Quantity of forms and other items etc. 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. Balance Payment will be made after receipt of GSM Test Report. However, in this connection, decision of the Competent Authority of the Board will be followed.
10. Tenderers are required to produce evidence of their previous experience 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.

Contd...

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 printer on any working day between 10.00 AM to 05.00 PM upto 01.11.2012.
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, cartridge, 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.

Signature of the tenderer: \_\_\_\_\_  
Seal with complete address: \_\_\_\_\_

Telephone No. (if any): \_\_\_\_\_

**CENTRAL BOARD OF SECONDARY EDUCATION  
(REGIONAL OFFICE)**

35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad -211001 (U.P.)

**LIST OF ITEMS & RATES FOR SUPPLY OF THE FOLLOWING ITEMS**

S1 No	Name of the Items/ Forms	Approx Quantity required	specification	Rates Per 1000 form/sets
1.	CBSE/57-B	500 pads (each pad 25x4=100 sheets)	Size 17x27/2 (Different in a set) Four pages One side printed), As per sample provided by the Board 60 GSM	
2.	CBSE/86	700 sets (each set containing 07 pages)	Size 17x27/4 (6pg.single side &1pg.both sidePrinted) Orient Paper As per sample provided by the Board 60 GSM	
3.	BSE/82	400 sets(each set containing 10 pages)	Size 17x27/4 One page Both side printed Orient Paper As per sample provided by the Board 60 GSM	
4.	CBSE/66	400 pads (each pad containing 100 pages)	Size 18x22/5 One page Both side printed Orient Paper As per sample provided by the Board 60 GSM	
5.	CBSE/91	1200 sets (each set containing 05 pages)	Size 18x22/3 One page One side printed Orient Paper As per sample provided by the Board 60 GSM	
6.	CBSE/AB Cell/11-B	8800 *	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
7.	CBSE/Conf/14	8800*	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
8.	CBSE/Conf/18	8800*	Size 18x22/2 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
9.	CBSE/Conf/20	8800*	Size 18x22/2 One page single side printed Orient paper 60 GSM	
10.	CBSE/Conf/25	8800*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
11.	CBSE/Conf/26	8800*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
12.	CBSE/Conf/29	8800*	Size 18x22/4 One page both side printed Orient paper As per sample provided by the Board 60 GSM	
13.	CBSE/Conf/30	8800*	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
14.	CBSE/Conf/33	11000 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
15.	CBSE/Conf/38	8800 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
16.	CBSE/Conf/39	3300 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
17.	CBSE/Conf/41	4400 *	Size 18x22/4 One page single side printed Orient paper As per sample provided by the Board 60 GSM	
18.	Circular No.10	2200*	Size 17x27/2 one page both side printed Orient paper As per sample provided by the Board 60 GSM	
19.	Applications for scrutiny Class X Red Colour (CBSE/AB Cell/13A/5-X)	4400*	Size 42x67/4 One page both side printed in Red Colour Orient paper As per sample provided by the Board 60 GSM	

Signature with the seal of the firm

Dated.....

Contd.....

S1 No	Name of the Items/Forms	Approx quantity required	specification	Rates Per 1000 form/sets
20.	Applications for scrutiny Class XII Blue Colour (CBSE/AB Cell/13A/5-XII)	8800 *	Size 42x67/4 One page both side printed in Blue Colour Orient paper As per sample provided by the Board 60 GSM	
21.	Proforma to be filled by Comparer during comparison	3300*	Size 42x67/4 One page both side printed Orient Paper As per sample provided by the Board 60 GSM	
22.	Comparison Account Form	8800*	Size 18x22/4 One page one side printed Orient paper As per sample provided by the Board 60GSM	
23.	Comparison Mistake Proforma	2200*	Size 42x67/4 One page one side printed Orient paper As per sample provided by the Board 60GSM	
24.	Theory Award List folder for class X	600 Nos(Printed) 600Nos(Plain)	Mustered colour, as per sample provided by the Board (One page one side printed size 14x16/1) 60 GSM (Subject to approval of sample by committee as well as user branch)	
25.	Theory Award List folder for class XII	1700 Nos(Printed) 1700Nos(Plain)	Red colour, as per sample provided by the Board (One page one side printed size 14x16/1) (Subject to approval of sample by committee as well as user branch)	
26.	CBSE/Conf/34 (Tripil)	8800 (in form of pad each containing 100 pagesx3=300 pgs))	Size 18x22/4 Tripil 60 GSM each Ist Copy-Red IInd Copy-Blue IIIRD Copy-B/W As per sample provided by the Board	
27.	Evaluated Answer Book bundle cards (File Cards) for Class X Yellow Colour	5500 Nos	Size 22x28/16 One page one side printed, Font Red, As per sample provided by the Board (Subject to approval of sample by committee as well as user branch)	
28.	Evaluated Answer Book bundle cards (File Cards) for Class XII White Colour	8800 Nos	Size 22x28/16 One page one side printed, Font Red, As per sample provided by the Board (Subject to approval of sample by committee as well as user branch)	
29.	Bag Statement card size 6"x4" for Class X	3300 Nos	Size 22x28/25 Size of Yellow colour, One page one side printed Front Red As per sample provided by the Board	
30.	Bag Statement card size 6"x4" for Class XII	5500 Nos	Size 22x28/25 Size of White colour, One page one side printed, As per sample provided by the Board	
31.	File Cover	1100 Nos	As per sample provided by the Board	
32.	File Board	1100 Nos	As per sample provided by the Board	
33.	Duties & Responsibilities of the Examiner	4400 Nos*	Size 18x22/2 One page both side printed on Yellow Colour 80GSM Card Sheet Paper/As per sample provided by the Board.	
34.	Instruction for the coordinators	4400 Nos*	Size 18x22/4 One page both side printed on Red Colour 80GSM Card Sheet Paper/As per sample provided by the Board.	
35.	Forwarding letter of Documents for M&M	3000 Nos*	Size 17x27/4 One page Both side printed Orient Paper As per sample provided by the Board 80 GSM	
36.	Discrepancy letter for correction M&M	1000 Nos*	Size 17x27/4 One page one side printed Orient Paper As per sample provided by the Board 80 GSM	
37.	Recovery for Center spot evaluation charges (Acct.)	500 Nos.*	Size 17x27/4 One page one side printed Orient Paper As per sample provided by the Board 80 GSM	
38.	Forwarding of Spot Claim and Deduction (Acct.)	1500 Nos*	Size 17x27/4 One page one side printed Orient Paper As per sample provided by the Board 80 GSM	
39.	Spot Calculation Sheet (Acct.)	3000 Nos*	Size 17x27/4 One page one side printed Orient Paper As per sample provided by the Board 80 GSM	
40.	Deduction memo CC (Acct.)	500 Nos*	Size 17x27/4 One page one side printed Orient Paper As per sample provided by the Board 80 GSM	
41.	Academic Circulars	On regular basis	Size 9X11 One Side Printing (White Maplitheo) Size 9X11 Both Side Printing (White Maplitheo)	

\*(in form of pad each containing 100 pages)

Signature with the seal of the firm

Dated.....

CENTRAL BOARD OF SECONDARY EDUCATION

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1. DETAILS ABOUT THE FIRM :

- (a) Year of establishment : .....
- (b) Type of firm/organization : .....  
(Proprietary/Private/Public/Government)
- (c) Activities of the organization : .....
- (d) Make of Printing Press : .....
- (e) No. of printing machine with its size : .....  
and colour .....
- (f) Experience (s) of previous three years : .....  
(Please attach experience certificate from  
the organisation to whom you have rendered  
services)
- (g) Other facilities such as :  
(i) Binding : (Yes/No)  
(ii) Cutter Facility : (Yes /No)  
(iii) Perforation Machine with quantity: (Yes /No)  
(If yes, mention the quantity details): .....  
(iv) Generator Facility (Yes /No)  
(v) Any other: .....
- (h) Permanent Account Number(PAN): .....
- (i) Sales Tax Registration No.: .....

Name and Address of the Firm with seal

\_\_\_\_\_  
\_\_\_\_\_

Signature\_\_\_\_\_

Telephone/Mobile\_\_\_\_\_

Dated: .....