

Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092

TENDER NOTICE

Sealed Tenders are invited from A Class Printers/Composers for:

- (1) Pre-press, design (Bilingual), processing, scanning of photograph & multicolor drawing, cover design, processing – Text and Cover and Composing including page make up layout and proof reading etc. of ANNUAL REPORT,
- (2) i) Printing of 1000 copies of “ANNUAL REPORT” (Bilingual) in Hard Copy in four colours in the size of 23”x36”/8 with Paper (Art Paper of 130 GSM (Sinarmas or similar of ‘A’ Grade Mill) and cover on Art Card in the size of 24” x37”/230 GSM with 80 % Brightness, and
ii) 15500 CDs to be prepared in Adobe Reader Software so that the same can be downloaded by opening Adobe Folder/Reader.

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 prescribed Tender Form **by 22.04.2014 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.

Tender form having all the specifications, Terms and Conditions can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110092 between 10.00 A.M. to 1.00 P.M. on any working day **from 09.04.2014 to 22.04.2014** on payment of Rs. 500/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 500/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi. Photocopy of cash deposit receipt be enclosed with the Tender Form before its submission.

The Tender Form be kept in an envelope duly sealed with superscribing “Tender for Pre-Press Designing (Composing), Printing of 1,000 copies of Annual Report (Bilingual) and Preparation of its 15,500 CDs in PDF file” along with Earnest Money of Rs. 20,000/- through Bank Draft in favour of the Secretary, CBSE, Delhi duly sealed should be submitted to the Secretary, CBSE (HQ), Delhi or may be put in the Tender Box kept on ground floor of CBSE Building **on or before 22.04.2014 upto 2.30 PM** in the office.

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 **22.04.2014** at 3.00 pm in the presence of the tenderers who may like to be present.

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

Joint Secretary (A&L)

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Central Board of Secondary Education

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

Tender Form No. _____

Price :Rs.500/-

Last date for submission of Tender :	Form 09.04.2014 to 22.04.2014 upto 2.30 PM
Date of Opening of Tender Form :	22.04.2014 at 3.00 PM

TENDER FORM

FOR PRE-PRESS DESIGNING (COMPOSING), PRINTING OF 1,000 ANNUAL REPORT (BILINGUAL) AND PREPARTATION OF 15,500 ITS CDs IN PDF FILE

M/s. _____ are hereby authorized to submit their Tender in response to the notice appeared in newspapers on _____ for composing & printing of ANNUAL REPORT (Bilingual) of the CBSE **once in a year** approx. 1000 copies and 15500 CDs to be prepared in Adobe Reader Software.

ASSISTANT SECRETARY (ADMN.III)

I/We _____ hereby submit tender for (1) Pre-press, design (Bilingual), processing, scanning of photograph & multicolor drawing, cover design, processing – Text and Cover and Composing including page make up layout and proof reading etc. of ANNUAL REPORT **and/Or** (2) i) printing of ANNUAL REPORT (Yearly publication & Bilingual) at the rates given below which is inclusive of the cost of White Art Paper of 130 GSM for text matter of Sinarmas or similar 'A' Grade Mill in the size of 23x36/8 with 80% brightness, through CTP plate making, printing charges in 4 colours on Art Paper, binding charges, matt lamination on out cover, printing charges of cover on Art Card in the size of 24x37/230 GSM with 80% brightness, delivery F.O.R., tied with sutli in the packet of 25/50 **and** ii) 15500 CDs in Adobe Reader software so that the same can be downloaded by opening Adobe Folder/Reader with envelope and sticker in multi colour on its cover. The rates of the items are given below:

1. Rate for Pre-press, design (Bilingual), processing, scanning of photograph & multicolor drawing, cover design, processing – Text and 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 Composing work	Rates (Rs.) for Pre-press, design (Bilingual), processing, scanning of photograph & multicolor drawing, cover design, processing – Text & Cover and Composing including page make up layout and proof reading etc. of ANNUAL REPORT
1.	Annual Report (Bilingual) of 170 pages in the size of 23" x36" /8	Rs. _____
2	Rate for increase/decrease of 01 leaf i.e. 02 pages	@Rs. _____ per 01 leaf/02 pages

Contd...2/-

3	Rate for increase/decrease of 02 leaf i.e. 04 pages	@Rs._____ per 02 leaf/04 pages
4	Rate for increase/decrease of 4 leaf i.e. 08 pages	@Rs._____ per 04 leaf/08 pages
5	Rate for increase/decrease of 6 leaf i.e. 12 pages	@Rs._____ per 06 leaf/12 pages
6	Rate for increase/decrease of 8 leaf i.e. 16 pages	@Rs._____ per 08 leaf/16 pages
7	Rate for increase/decrease of 10 leaf i.e. 20 pages	@Rs._____ per 10 leaf/20 pages
8	Rate for increase/decrease of 12 leaf i.e. 24 pages	@Rs._____ per 12 leaf/24 pages
9	Rate for increase/decrease of 14 leaf i.e. 28 pages	@Rs._____ per 14 leaf/28 pages
10	Rate for increase/decrease of 16 leaf i.e. 32 pages	@Rs._____ per 16 leaf/32 pages
11	Rate for increase/decrease of 18 leaf i.e. 36 pages	@Rs._____ per 18 leaf/36 pages

2. i) Rate per 1000 (thousand) copies of '**ANNUAL REPORT (BILINGUAL)**' Textual matter on 130 GSM Art Paper of 'A' Grade Mill and Cover (cover on Art Card in the size of 24x37/230 GSM) with 80% brightness. ***The quantity can be increased/decreased.***

S.No.	Description of Printing work	Rates (Rs.) including cost of White Art Paper of 130 GSM & Cover page of 230 GSM with 80% brightness, through CTP plate making, printing charges in 4 colours on Art Paper, binding charges, matt lamination on out cover, printing charges of cover, delivery charges and all taxes etc..
1	Annual Report (Bilingual) of approx 170 pages in the size of 23x36/8	@Rs._____per 1000 copies
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 4 leaf i.e. 08 pages	@Rs._____ per 04 leaf/08 pages
5	Rate for increase/decrease of 6 leaf i.e. 12 pages	@Rs._____ per 06 leaf/12 pages
6	Rate for increase/decrease of 8 leaf i.e. 16 pages	@Rs._____ per 08 leaf/16 pages
7	Rate for increase/decrease of 10 leaf i.e. 20 pages	@Rs._____ per 10 leaf/20 pages
8	Rate for increase/decrease of 12 leaf i.e. 24 pages	@Rs._____ per 12 leaf/24 pages
9	Rate for increase/decrease of 14 leaf i.e. 28 pages	@Rs._____ per 14 leaf/28 pages

10	Rate for increase/decrease of 16 leaf i.e. 32 pages	@Rs._____ per 16 leaf/32 pages
11	Rate for increase/decrease of 18 leaf i.e. 36 pages	@Rs._____ per 18 leaf/36 pages

2. ii) Rate for 15500 CDs in Adobe Reader Software with envelope and sticker in multi colour:

1.	Rate for preparation of 15,500 CD in Adobe Reader Software with envelope and sticker in multi colour	Rs._____
2.	Rate for increase/decrease of per CD	@Rs._____ per CD

3. Minimum time required for supply after receiving final proof: as ____ days for ANNUAL REPORT.

4. i. Past Experience (Last three years) **(Attach photocopy 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	2010-2011				
2	2011-2012				
3	2012-2013				

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 No. : _____

6. Tender must accompany with work order executed by the firm.

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

The Terms and Conditions for (1) Pre-press, design (Bilingual), processing, scanning of photograph & multicolor drawing, cover design, processing – Text & Cover and Composing including page make up layout and proof reading etc., (2) i) printing of ANNUAL REPORT (Bilingual) including paper and ii) CDs in Adobe Reader Software with envelope given along with Tender Form are acceptable to me/us. A sum of Rs. 20,000/- 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 :

TERMS & CONDITIONS

1. Tenders in sealed envelopes superscribed "Tender for Pre-Press Designing (Composing), Printing of 1,000 copies of ANNUNAL REPORT (Bilingual) and Preparation of 15,500 CDs of Annual Report" in PDF file should reach the Secretary, CBSE, HQ, Delhi **on 22.04.2014** upto 2.30 P.M. along with an Earnest Money of Rs.20,000/- in Cash or by Bank Draft payable at Delhi in favour of the Secretary, CBSE to be opened on the same day at 3.00 pm.
2. A Class Printer/Composer having the **complete in-house facilities** required for the work **under one roof**, may only submit the tender.
3. The Printer can quote their rates for all the items simultaneously **OR they can quote the rates for item No. (1) and (2) separately.**
4. The number of copies to be printed will be approximately 1,000 of the ANNUAL REPORT (Bilingual) with its 15,500 CDs which can be increased/decreased as per requirements. The number of pages in Annual Report may vary approximately 170 pages in the size of 23"x36"/8 with 80% brightness.
5. In case the Annual Report is not printed on 130 GSM white Art Paper and Cover on 230 GSM Art Card of Sinarmas or similar '**A' Grade Mill** with 80% brightness, the deduction on a/c of less GSM etc. shall be made proportionately on the basis of test report of the paper.
6. The quality of printing and composing work must be of superior standard. In case quality, is found unsatisfactory, penalty upto 6% will be imposed on the net amount of the bill.
7. Good quality Art paper of 130 GSM/Art Card of 230 GSM with 80% brightness shall be arranged by the printer for printing the 'ANNUAL REPORT (BILINGUAL)'. Sample of art paper and art card 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.
8. The Printer/Composer will get the proofs approved by the concerned officer.
9. A penalty @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.
10. Tenderers are required to produce evidence of their previous experience in the line. Those who are appropriate experience and similar work of without **in-house infrastructure as in notice would not be considered.**
11. 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.

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12. 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.
13. The Secretary reserves the sole right to accept or reject any or all the tenders without assigning any reason.
14. 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.
15. No advance payment will be made by the Board.
16. No revision of rate shall be entertained by the Board during pendency of the contract except taxes levied/notified by the Govt.
17. The payment will be made after successful completion of work, satisfactory report from the concerned Officer and testing of GSM etc. of paper from MSME Testing Centre, Okhla, Phase-I, New Delhi-110020.

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

Signature of Tenderer _____

Address _____

Mobile No. _____

Rubber Stamp _____

E-mail ID . _____

Date : _____
