

**TENDER NOTIFICATION**

ROD intends to award the work order of binding of Form, LOC, Tabulation Register, Result, Gazette etc. on rate contract basis valid for a period of one year extendable upto two years on satisfaction report. Sealed tenders are, therefore, invited from the firms having experience and expertise in binding of books, Form, LOC, Tabulation Register, Gazette etc. of the ROD, CBSE, Patparganj, Delhi. please for more details in the website of CBSE [www.cbse.nic.in](http://www.cbse.nic.in)

By Order -

**REGIONAL OFFICER(DELHI)**

Gram: CENBOSC, Delhi-92  
E-Mail: rodelhi. [cbse@nic.in](mailto:cbse@nic.in)  
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**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE, DELHI**

An Autonomous Organisation Under the Union Ministry of Human Resource Development (Govt. of India)  
PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

ROD/CBSE/Binding Contract/2012

From

**Regional Officer  
Regional Office, Delhi  
CBSE, Patparganj,  
Delhi**

To

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub: Limited Competitive bidding for binding form, LOC, Tabulation Register, Result Gazette etc.**

Sir,

I am directed to inform that ROD intends to award the work order of binding of Form, LOC, Tabulation Register, Result, Gazette etc. on rate contract basis valid for a period of one year extendable upto two years on satisfaction report. Sealed tenders are, therefore, invited from the firms having experience and expertise in binding of books, Form, LOC, Tabulation Register, Gazette etc. of the ROD, CBSE, Patparganj, Delhi.

The qualifications, terms and conditions, instructions to the Bidders, etc. may be seen in the tender document enclosed herewith for information and necessary action. The tender document can also be downloaded from [www.cbse.nic.in](http://www.cbse.nic.in).

Bidders are requested to go through the instructions and terms and conditions contained in the bid document before furnishing their rates.

Yours faithfully,

**(P.I SABU)  
REGIONAL OFFICER  
C.B.S.E. DELHI**

Encl: As above

## INSTRUCTIONS TO THE BIDDERS

### 1. Eligibility of the bidders should have:

- (i) Minimum **3 years** of experience of binding of books, periodicals, publications, etc., of the Departments/Ministries of Government of India (valid proof has to be attached)
- (ii) Not been blacklisted by the Depts/Ministries of the Govt. of India. Declaration has to be given in the prescribed format- **Annexure-1**)
- (iii) Turnover of Rs. 1,00,000 (Rs. One Lakh only) per year during each of the last three years, required machinery, staff and place / contact number.

### 2. Earnest Money Deposit / Performance Security

- (i) The Earnest Money Deposit (EMD) @ **2% of the bid value should be in the form of Demand Draft drawn in favour of Regional Officer, ROD and should be kept in separate sealed envelope super scribing as E.M.D. The value of DD should not be mentioned on the cover. Tender received without EMD or EMD for lesser amounts will be summarily rejected.** The submission of EMD is compulsory for all the Bidders.
- (ii) EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.

### 3. Performance Security Deposit (PSD)

- (i) PSD @ 5% of order value of the contract will have to be made **within 7 days** on receipt of supply order to ensure due performance of the contract.
- (ii) PSD shall be in the form of Demand Draft payable **to Drawing and Disbursing Officer, ROD, New Delhi.**
- (iii) The PSD should remain **valid** for a period of **sixty days** beyond the date of completion of all contractual obligations by the supplier including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.
- (iv) PSD will be released after all contractual obligations by the supplier are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

### 4. Documents / Certificates

The firms are required to submit photocopies of following documents, failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- 1- Proof of experience in supplying to Govt. Depts.
- 2- Proof of having required turnover (Rs. 1,00,000 during each of the last three years), machinery, staff and place/contact number.
- 3- Declaration regarding blacklisting or otherwise. (**Annexure-1**)

**5. Mode of Submission and last date for submission of bids**

Tenders in a sealed envelope sealed envelopes superscribing” **tenders for binding of ROD Form, LOC, Gazette, Tabulation, etc on rate contract basis should be addressed to the Asstt. Secretary (Admn.), ROD, Delhi, and must reach on or before 14/09/2012 by 3:00 P.M. Tenders will be open on the same day at 3:30 P.M.** Tenders may be hand delivered at the afore mentioned address. If the date up to which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.

**6. Rejection of incomplete and conditional tenders**

The incomplete and conditional tenders will be rejected. **Quoting unrealistic rates will be treated as disqualification.**

**7. Non acceptance of the tenders received after the last date**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

**8. Non transferability**

This tender is non transferable.

**9. Extension of last date at the Discretion of ROD**

The Regional Officer, CBSE, Patparganj, Delhi, may in his declaration extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

## **TERMS AND CONDITIONS**

### **Binding Material:**

Binding Materials will be provided to binder by ROD, CBSE after demanding the successful bidder.

### **Rates/Prices**

1. The rates should be quoted in Indian Rupees only in words as well as figures, Excise duty, sales tax, VAT, cartage, etc, as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.
2. Tender rates should be valid for **at least one year** (extendable upto two years on satisfaction report) after the date of opening the tender. Tender valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained.
3. The rates shall be quoted separately and independently for each size of binding. In case, a tenderer does not quote for any item, he must score through that item under initials. The format for giving the rates and the specifications of the binding may be seen at **Annexures- 2**.

### **Penalty**

4. It will be the responsibility of the Bidder to bind the books / publications as desired as per the given specifications and sample approved by the ROD. The binding work shall be subject to the approval of this office. In case it is considered inferior or not in accordance with the approved samples it will be rejected and the work has to be redone to the satisfaction of the ROD at its/their own expenses.
5. If the Bidder/firm leaves the supply without completing it, the ROD may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred. Further, necessary action for **blacklisting** the firm will also be taken.

### **Settlement of disputes**

6. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Regional Office, Delhi, or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

### **Purchasers Rights**

7. The ROD CBSE reserves the right to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
8. The ROD CBSE reserves the right to award the tender to more than one Bidder.
9. The ROD CBSE reserves the right to relax/withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.
10. The ROD CBSE reserves the right to reject the goods supplied in case they are of inferior quality and are not of requisite standards.

### **Delivery / return of the material for /after binding**

11. The tenderer (s) shall take delivery of the Form, LOC, Tabulation, Gazette etc. from M&M Branch ROD CBSE Patparganj or any other branches.

### **Mode of payment**

12. Payment against Bill / Invoice shall be released only after the completion of the binding work to the satisfaction of the Regional Office, Delhi. Payment will be made direct to the binder through **A/c Payee Cheque only**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

### **Liable for Loss/damage of books/periodicals/publications given for binding**

13. The tenderer(s) shall be responsible for loss or damage of Form, LOC, Gazette and Tabulation handed over to them for binding even if it is discovered after the expiry of the contract.

### **Agreement**

14. The bidder(s) who is/are awarded the contract will be required to sign **Rate Contract agreement** with the Regional Office, Delhi as per the specimen (**Annexure-3**)

### **General / others**

15. The bidders will be bound by the details furnished by him / her to R.O while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of the contract.**
16. All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.
17. The Regional Officer of CBSE ROD or their representatives may inspect the quality of items.
18. The Forms/LOC/Gazette/Tabulation etc. received by the tenderer(s) for binding shall not be taken out of the building of R.O Delhi for any purpose whatsoever, nor lent out to anybody for any purpose.
19. Stitching of LOC should be strong, stable and suitable according to the thickness of the spine of the book.

20. **Ink Inscription:** On cloth bound books.

21. **Document Verification:** All LOC received by the Binder are to be examined properly and Books and other reading material found to be imperfect or seriously damaged are to be returned unbound to the Regional Office, Delhi immediately for rectification. Torn leaves and plates are to be neatly repaired.

22. **Cutting:** The binder shall cut the edges of books accurately and take care to leave margin as possible. Never printed matter is eliminated in cutting.

23. **Covering:** Paper bound LOC are to be fully covered with Paper which should overlap the board atleast for being pasted on to the inside of each board.

24. Inscription shall be of good size and easily readable. In case of Ink inscription best quality of ink of appropriate colours is to be used.

**ANNEXURE-1**

**DECLARATION**

**To**

**The Regional Officer,  
CBSE, Institutional Area,  
I.P Extension, Patparganj,  
Delhi- 110091**

Dear Sir,

1. I/We have read and understood the contents of the Tender and agree to abide to abide by the terms and conditions of the tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish performance Security, as applicable, in the format to be provided by your office as per condition for obtaining the Supply / Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to the Regional Office, Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor / Partners/ Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the contract with you.

Yours faithfully,

**(Signature of the Tender)**

**Name :** \_\_\_\_\_

**Designation with Seal of the Firm**

Date:



**ANNEXURE-2****To**

**The Regional Officer,  
CBSE, Institutional Area,  
I.P Extension, Patparganj,  
Delhi- 110091**

Sir,

With reference to the limited tender enquiry letter no. \_\_\_\_\_ dated \_\_\_\_\_ I/we hereby tender for binding of ROD for a period of one year in accordance in all respects with the terms and conditions in Quotation Letters referred to above and specifications for binding thereto annexed which have been read by me / us and / or read over and explained to me / us. I / we hereby submit the following quotations with dummy samples (viz in full dark green rexine binding, full cloth binding and half cloth binding):-

S.No	Description	Size	Rate	
			With Material	Without Material
01.	Form	12"×9"		
02.	LOC	12"×9"		
03.	Tabulation Register	15"×12"		
04.	Gazette	15"×12"		

Yours faithfully,

Signature \_\_\_\_\_

Name in Full \_\_\_\_\_

Full Address with seal \_\_\_\_\_

Dated \_\_\_\_\_

**SUPPLY OF WRITING INSTRUMENTS & CORRECTING ITEMS AT REGIONAL  
OFFICE, CBSE, PATPARGANJ, DELHI**

**PROFORMA RATE CONTRACT AGREEMENT**

To be executed at the time of entering into agreement before placing order. Each stage of this form shall be signed by the tenderer for acknowledge that he/she has seen the terms and conditions of the agreement.

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**AGREEMENT**

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2012 between M/s \_\_\_\_\_ herein referred to as the contractor carrying on business under the name and style of M/s \_\_\_\_\_ of the one part.

Now this indenture witnesses that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

01. The contractor agrees to undertake the work of BINDING OF ROD for LOC / Tabulation ON RATE CONTRACT BASIS as per the requirement as agreed to in their tender and letter dated \_\_\_\_\_ at the rates quoted by him/them. The rates are inclusive of all the levies taxes like sales tax and excise duty freight and exclusive as the case may be insurance etc.
02. The binding work of the said items which is not in conformity with the requirements/Specifications is liable to be rejected.
03. This contract shall be effective from \_\_\_\_\_ to \_\_\_\_\_.  
The Tender is valid for a period of one year from the date of signing of the agreement, which can be extended for a further period of three months on the same rate & terms and conditions at the discretion of the Regional Office, Delhi.
04. The contractor shall agree for the imposition of penalty (as decided by the competent authority) for delay in picking up the items for binding and for deliver after binding with reference to the given schedule. Penalty (as decided by the Competent Authority) shall also be imposed for any substandard (inferior quality) / incomplete binding work along with cancellation of work order.
05. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. Regional Officer in charge of the Regional Office, Delhi on behalf of the Hon'ble Chairman, CBSE to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform / fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
06. The security deposit shall be released after two months after successful completion of the work at the end of the contract period including the extended period, if any.

07. the Security Deposit is to be forfeited to the ROD, CBSE without any prejudice to any other rights and remedies of CBSE in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period if any.
08. That the tender schedule and terms and conditions shall also form part of the agreement.
09. That the contractor acknowledge that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same.

In witness whereof, the contractor has set his hand and the CBSE has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of the  
the Firm

Signature of the authorized official of  
CBSE

Signature:

Signature :

Name :

Name :

Address :

Address: