

Gram : Cenbosec, Patna
E-mail : ropatna.cbse@nic.in

Phones : 0612 - 2295048
Phones : 0612 - 2295080
Fax : 0612 - 2295008



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
क्षेत्रीय कार्यालय, अम्बिका कॉम्प्लेक्स, स्टेट बैंक कॉलोनी के पीछे, ब्रह्मस्थान
शेखपुरा, राजा बाजार, बेली रोड, पटना- 800 014 बिहार

CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE

Ambika Complex, Behind State Bank Colony, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna - 800014 (Bihar)

CBSE/RO/Admn./Tender/2014/

Date 28.11.2014

TENDER NOTICE

Sealed tenders are invited for empanelment of agencies/firms for supply of stationeries/other consumables items for use in Regional Office Patna. Tender forms are available with the Cashier, CBSE Regional Office, Patna on payment of Rs.200/- as form fee (Non refundable) or downloaded from the website www.cbse.nic.in and cost of tender paper may be deposited along with tender.

Duly filled tenders complete in all respect can be dropped in the tender box at above given address on or before 19/12/2014 by 01:00 P.M. along with earnest money of Rs. 10,000/- in the form of Bank Draft drawn in favour of "**The Secretary, CBSE**" payable at Patna . Incomplete tender form will be rejected. The Competent Authority of the Board reserves the right to accept any tender in whole or in part or reject it entirely without assigning any reason, whatsoever.

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Date: 28.11.14

EMPANELMENT OF AGENCIES/FIRMS FOR SUPPLY OF STATIONERIES/OTHER CONSUMABLES ITEMS

It is proposed to form a panel of Patna based agencies for providing stationery/other consumables items for CBSE Regional Office Patna for an initial period of one year which may be extended for further one year if work of the agency/agencies is/are found satisfactory by the competent authority.

The interested agency/firm should provide their offered rate for items to be supplied to CBSE Regional Office Patna. The list of stationery items that are commonly required. The terms and conditions are enclosed as Annexure I and Annexure II respectively. The rates should be quoted in INR only in the prescribed formats at Annexure III and it should reach to this office at above address on or before 19/12/2014 by 01:00PM in a sealed envelope. The quotations received in due time will be opened on the same day at 04:00PM. The bidders who wish to attend the bid opening meeting may participate.

Earnest Money:

The participating agencies have to submit the earnest money of Rs. 10,000/- (Rupees Ten Thousand only) in the form of demand draft favouring "The Secretary, CBSE" payable at Patna. The EMD of the unsuccessful participants will be refunded without accruing any interest thereof. However, the EMD of the successful participants will be kept as performance security deposit with CBSE R.O. Patna which will be refunded after successful completion of the empanelment period.

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Annexure I

TERMS AND CONDITIONS

1. The quotation should be addressed to the Regional Officer, CBSE Regional Office, Ambika Complex, Behind State Bank Colony, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna- 800014 in the envelope to be super scribed as "**Quotation for Supply of Stationery/Other consumable**" and should bear the enquiry number and due date on the top. Quotations received after the due date and time will not be considered.
2. The price quoted should be inclusive of all taxes and F.O.R. CBSE Regional Office Patna. Items indicated are tentative and is subject to change.
3. The price should be quoted in Annexure III.
4. Quotation will not be accepted by Fax, E-mail or any such electronic data transfer.
5. The goods should be quoted along with a guarantee/warranty period of minimum '**one year**' from the date of successful installation if required.
6. The quotation should be valid for at least 60 days from the date of opening of quotation.
7. The bidding firm must have a valid Sales Tax Registration Number/VAT Registration and Registration Certificate must be submitted with the quotation.
8. Payment Terms: 100% payment will be made against delivery, and subject to satisfaction of this office.
9. Detailed description & technical specifications of the goods quoted by firm should be provided. Technical literature/brochure should accompany the quotation.
10. Manufacturing licenses or authorized Distributor/Principal or Dealer Certificate copy should be enclosed, if required.

11. OEM items if any should be supplied in the original sealed packing of the original equipment manufacturer and should be opened at this office in the presence of this office representative only.
12. It will be binding on part of the successful bidder to supply the goods at the rates quoted, failing which the firm will be removed from the suppliers list and of performance security will be forfeited by this office. No further enquiries would be entertained. No price escalation/revision can be considered in case if change in MRP is less than 20%.
13. CBSE Regional Office Patna does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tender or a portion of the supply of goods without assigning any reason. No correspondence in case of rejected tenders will be entertained. Incomplete quotations are liable to be rejected.
14. All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Regional Officer, CBSE Regional Office, Patna.
15. Initial period of the rate contract will be for one year which may be extended for further one year if work of the agency/agencies is/are found satisfactory by the competent authority.
16. The quoted price must be valid for the rate contract period.
17. The Regional Officer, CBSE Regional Office Patna reserves the right to cancel the notice for quotation at any stage.
18. In case of any dispute or difference arising at any time between the parties they shall be settled and will be subject to Patna Jurisdiction.
19. Agency/agencies is/are also required to submit an affidavit as annexure II with quotation.

AFFIDAVIT

(To be submitted on non-judicial stamp paper of Rs. 100/- duly certified by notary public)

I S/o Sh Aged
Years, R/o do hereby
solemnly affirm and declare as under:-

1. That I am the Proprietor/authorized signatory of M/s..... having
Head Office/Registered Office at
2. That the information/documents/Experience certificates submitted by
M/s..... along with this tender for “ (Please specify the
Name of Work”) in CBSE Regional Office Patna are genuine and true and nothing has
been concealed.
3. I shall have no objection in case CBSE Regional Office Patna verifies them from issuing
authority (ies), I shall also have no objection in providing the original copy of the
document(s), in case CBSE Regional Office Patna demands it for verification.
4. I hereby confirm that in case, any document, information &/or certificate submitted by
me is found to be incorrect/false/fabricated, CBSE Regional Office Patna at its
discretion may disqualify/reject my application for this tender out rightly and also
debar me. M/s..... from participating in any future tenders.
5. I hereby confirm that there is no vigilance/CBI case pending against the firm/supplier
and the firm has not been blacklisted in the past in any institution of the country.

DEPONENTs

I, the proprietor/authorized signatory of
M/s....., do hereby confirm that the contents of the above. Affidavits are
true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at this Day of

DEPONENT

(Signature & Seal of Notary)

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Date: 28.11.14

M/s..... are hereby authorized to submit their tender in response to the Tender Notice appeared in the newspaper onfor supply of Stationery for the year 2014-2015.

Regional Officer

Tender for Supply of Stationery

Sl. No.	Name of Stationery Items	Requirement of Quantity (Approx.)	Rate(including all charges, taxes etc)
1.	A-4 Size Paper	200	
2.	File Cover	2000	
3.	Glass/Tumbler (Good Quality)	200	
4.	Duster Cloth (Good Quality)	300	
5.	Blue Pen (Use & Throw)	300	
6.	Red Pen (Use & Throw)	300	
7.	Black Pen (Use & Throw)	100	
8.	Highlighter (Luxort) five a set	100	
9.	Dustbin 20 Ltr.	20	
10.	Register 2 Qr. Long Size	50	
11.	Register 3 Qr. Long Size	50	
12.	Register 4 Qr. Long Size	50	
13.	Pilot Pen (Blue)	100	

30.	Water Jug 1 Ltr. (Plastic)	Standard Make	/pc
31.	Stapler Pin (Small Size)	Kangaro	/pkt
32.	Punching Machine (Single)	Kangaro	/pc
33.	Permanent Marker Black for CDs/DVDs	Luxor	/pc
34.	All-Out Liquid (Refil 45 Days)	All Out/Good Night	/pc
35.	All-Out Machine with Liquid	All Out/Good Night	/pc
36.	Black Hit (Spray)	Mortein	/pc
37.	Poker	Good Quality	/pc
38.	Gum Bottle (700 ml)	Camel	/pc
39.	Gum Bottle (300 ml)	Camel	/pc
40.	Cutter	Standard Make	/pc
41.	Scissors (Big Size)	Oddy	/pc
42.	Scissors (Small Size)	Oddy	/pc
43.	Sketch Pen (Red)	Luxor	/pkt
44.	Sketch Pen (Black)	Luxor	/pkt
45.	Pencil Cell	Eveready/Nippo	/pc
46.	Sealing Wax (10 in a Box)	Standard Make	/pkt
47.	Dispenser (Big)	Standard Make	/pc
48.	Permanent Marker (Bold) Black	Luxor	/pc
49.	Permanent Marker (Bold) Red	Luxor	/pc
50.	Stapler Pin Remover SR-100	Kangaro	/pc
51.	Calculator (ORPAT OT-1600) 12 Digits	Orpat	/pc
52.	CFL 23W (Spiral)	Bajaj/Surya	/pc
53.	Register 6 Qr. Dispatch	Neelagagan/Milan/Monaf	/pc
54.	Register 6 Qr. Receipt	Neelagagan/Milan/Monaf	/pc
55.	Paper Weight	Standard Make	/pc
56.	Gems Clip (Plastic Quoted)	Standard Make	/pkt
57.	Gems Clip (Stainless steel)	Standard make	/pkt
58.	Stamp Pad (Big)	Camel	/pc
59.	Stamp Pad Ink	Camel	/pc
60.	Locks	Link	/pc
61.	Carbon Box (Blue)	Camel	/pkt
62.	Refil for Reynolds Pen – Blue	Reynolds	/pc
63.	Punching Machine (Double No be)	Kangaro	/pc
64.	Refil for Jetter Pen	Reynolds	/pc
65.	Stapler HD-45 (No.10)	Kangaro	/pc
66.	T Pin Stainless Steel	Standard Make	/pkt

I/we hereby declare that all the terms and conditions and specification of the tender have been read by me/us carefully and are acceptable to me/us.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Name of the Tenderer:

Full Address:.....

.....
Mobile No.:.....

Telephone No.:.....