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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/PTA/TENDER/2014/

Date 15.12.2014

TENDER NOTICE

Central Board of Secondary Education, Regional Office, Ambika Complex Brahmsthan Road, Sheikhpura, Bailey Road, Patna – 800014 invites sealed short term tenders under two bid systems (Technical Bid and Financial Bid) from reputed agencies of Godrej furniture through its authorized dealers. The Tender form is available with Cashier, CBSE, RO, Patna on payment of Rs.250/- as form fee (non refundable) or may be downloaded from the Boards website www.cbse.nic.in. EMD amount of Rs. 25,000/- in f/o Secretary, CBSE through DD/BD shall be enclosed with tender. The tenders will be received till 2.00 p.m. on 05.01.2015 and the same shall be opened on 05.01.2015 at 3.00 p.m. in the presence of intended agencies/their representatives who may like to be present at that time.

Regional Officer

1. INVITATION OF BIDS

1.1. Central Board of Secondary Education (CBSE), Regional Office, Patna invites short term sealed tenders from authorized dealers having minimum three years experience in the field of supply of Godrej Furniture & with minimum annual turnover of Rs. 2.00 Crore.

1.2. The bidders are required to accept all terms & conditions mentioned in the Tender Document. CBSE reserves the right to reject any or all offers without assigning any reason thereof.

1.3. It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected. Tenders received after the due date and time will not be entertained.

2. EARNEST MONEY DEPOSIT

Offer for supply of Godrej Furniture at CBSE, Regional Office, Patna must be accompanied by a Bank draft of the Nationalized /Schedule Bank for Rs.25,000/- (Rupees Twenty Five thousand only) drawn in favour of Secretary, CBSE, payable at Patna as Earnest Money, which will be refundable in due course to the unsuccessful bidder without any interest.

PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD OR TENDER FEE WILL NOT BE CONSIDERED

Offer submitted with in-complete information will not be considered.

The Earnest Money of the successful bidder is liable to be forfeited if the bidder does not fulfill the following terms and conditions: -

- i) The successful bidder shall start supply of Godrej for the use in CBSE, Regional Office, Patna within a week's time from the date of receipt of work order. A penalty of 1% of total order value will be imposed per week for late delivery, if delivery is not completed within one month from the date of supply order.
- ii) Successful bidder has to deposit Security Money within the stipulated period, which will be valid for a period of sixty days beyond the date of completion of all contractual obligations including warranty/guarantee obligations. Thereafter, the earnest money of the successful bidder will be refundable after completion of the above mentioned formalities, without any interest thereon.

3. SCHEDULES OF TENDER

3.1 The Tender Document will be available with the Cashier CBSE RO Patna which may be purchased on cash payment of Rs.250/- on any working day between 9.00 a.m. to 3.00 p.m. The intended tenderer may download tender form from the Boards website : www.cbse.nic.in Tender fee of Rs.250/- (Rupees Two Hundred fifty only) (non refundable) may be deposited alongwith tender form in f/o Demand Draft drawn in favour of Secretary, CBSE payable at Patna.

3.2. Technical & Financial bids shall be received up to 05.01.2015 by 2.00 p.m. The technical bids will be opened on 05.01.2015 at 3.00 p.m.

3.3. The Financial Bid of only those bidders will be opened who technically qualify. However, CBSE reserves the right for not inviting the unqualified bidders while opening the financial bids.

3.4. Any tender received after the date and time given above will not be entertained under any circumstances.

3.5. The competent authority reserves the right to reject any or all tender due to any administrative reason and shall not bind it-self to accept any tender and reserve the right to call for fresh tender.

4. PROCEDURE FOR SUBMISSION OF BIDS.

4.1. The Bids shall be submitted in three separate sealed envelopes as under:-

a) Envelop A - should contain the Bank Drafts (s) for the Earnest Money Deposit (EMD) and Tender fee.

b) Envelope B - should contain the Technical Bid Document. Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.

c) Envelope C- should contain the Financial Bid Documents.

4.2. All the three envelopes (i.e., envelopes A, B & C) should be submitted in a big cover duly sealed, addressed to The Regional Officer, CBSE, RO, Patna and superscribed "Tender for supply of Godrej Furniture at CBSE, RO, Patna". The cover should also bear the name and address of the bidder including telephone number. Tender duly completed as above may please be dropped in the Drop Box at CBSE, RO, Patna.

4.3. The bidder must put his seal and signatures on each page of the bid and also attest all or corrections etc., if any, under his seal and signatures.

5. BIDDER QUALIFICATION.

The bidder should have having minimum Three years experience in the field of supply of Godrej Furniture in Educational Institution / Govt. Organization / Public Sector. The minimum annual turnover of the prospective bidder should be Rs.2.00 Crore per annum during the last three preceding years i.e., 2011-12, 2012-13 and 2013-14.

6. SCOPE OF WORKS

6.1 To provide Godrej Furniture as per details given in price bid enclosed.

7. TERMS AND CONDITION OF CONTRACT

7.1 The bids must be accompanied with a Bank Draft/Pay Order issued by any Nationalized/ Scheduled Bank for Rs.25,000/- (Rupees Twenty Five thousand only) and Rs.250/- (Rupees Two Hundred fifty only) in favour of Secretary, CBSE, Patna.

7.2 The Technical Bids shall be opened at CBSE, RO, Patna by a duly constituted Committee in the presence of such Bidders or their authorized Representatives who may desire to be present at the time of opening of bids.

7.3 It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms & conditions.

7.4 The bid shall contain no erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

7.5 Bid Documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

7.6 The issuing of bid document shall not constitute that the bidders are automatically qualified.

7.7 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., CBSE reserves the right to terminate the contract.

7.08 The Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of tender without any interest.

7.09 However, the Earnest Money of the successful bidders is liable to be forfeited, if he/she does not fulfill to undertake the work from the specified date mentioned in the award letter.

7.10 The successful bidder will have to supply Godrej Furniture at CBSE, RO, Patna as per items mentioned in Financial Bid document of this Tender Document.

7.11. In case of supply of Godrej Furniture articles, if found same or less in quantity or quality and not of standard quality or not supplied in time, a deduction of 1.0% per week will be made from the bill as penalty or as decided by the Competent Authority repeated fault may result in forfeiture of part or whole of money and even termination of the contract, if delivery is not completed within one month from the date of supply order.

7.12 The successful bidder will ensure compliance of all the relevant provisions of the Laws.

7.13 Regional Officer, CBSE reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by them and in case any negative report is received against the bidder, bid may be rejected. Also in case any information provided by the bidder is found to be false, his/her bid can be rejected and part or whole security forfeited.

7.14 The successful bidder will submit the bill in duplicate to Assistant Secretary, CBSE, RO, Patna for arranging the payment. Payment will be as far as possible made within 30 (Thirty) days from the date of receipt of bill after deduction of tax as per rules through A/c Payee Cheque or to be transferred to his/her account through electronic system.

7.15 The Earnest Money of the successful bidder will be refunded after successful completion of work.

7.16 Conditional/Incomplete offers not conforming to tender document will be rejected.

7.17 The bidder shall submit the ITR for the last three years (2011-12, 2012-13 & 2013-14) of the firm/Proprietorship firm. However, no individual ITR will be considered /accepted at any cost by the CBSE.

7.18 No Advance payment will be made; any offer linked with advance payment is likely to be ignored.

7.19 After winning the order, if you fail to supply, your EMD will be forfeited and you will be blacklisted from participating in any future bid/tender.

7.20 The decision of acceptance of tender will lie with the competent authority of the Board who do not bind himself to accept the lowest quotations received, without assigning any reasons.

7.21 CBSE reserves the right at the time of award of contract to increase or decrease of quantity without any change in terms & conditions.

7.22 The Inspection Team of CBSE will carry out an inspection of the prototype samples of furniture items in the premises.

7.23 The Godrej Furniture items shall carry a guarantee/warranty of three years.

7.24 It may be noted that the Godrej Furniture make only be accepted and no tender of others brand/make of furniture items will be considered by CBSE at any cost and no correspondence will be entertained in this regards.

7.25 Authorized Dealer shall submit the copy of the valid Authorized Dealership Certificate for the year 2013-14 issued by Principal to be attached.

8. INSTRUCTIONS FOR BIDDER

8.1. It is mandatory on the part of prospective bidder to submit offer for supply of Godrej Furniture as per the requirement & rates approved for the same.

8.2 It is mandatory for the bidders to quote the rates for each and every items in respect of all Godrej make Furniture only, failing which the bid of the firm will not be considered and summarily rejected.

8.3 Each page of the offer shall be numbered and bear the signature of the tenderer at the bottom. All offers shall be either type written/printed neatly in indelible ink. Any corrections should be properly attested by tender signing authority.

Certified that I/We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms & conditions mentioned in the tender documents.

Signature : _____

Name(In block letters)

Designation

Name of the firm

Address:

Telephone No.

Date:

(Authorized Signatory with Seal of the firm)

IMPORTANT INSTRUCTIONS TO THE TENDERERS

1. Incomplete and conditional tenders shall be summarily rejected.
2. Rates are to be quoted in words and figures without any cutting/overwriting.
3. Interested Agencies shall be required to enclose all requisite documents along with catalogues etc.
4. Any additional information required by CBSE in respect of the work experience shall be submitted by the renderers within three days, failing which the offer shall not be entertained.
5. Tenders received without EMD of Rs. 25,000/- and tender fee of Rs. 250/- in the form of a Demand Draft (if download from website) shall be summarily rejected.
6. The authorized signatory must quote his telephone & mobile numbers.
7. The tenders shall be opened on 05.01.2015 at 3.00 p.m.

CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE,
PATNA

Last date of submission: 05.01.2015 up to 2:00 p.m.

Note: Tenderer must read the Important Instructions to the Tenderers before filling the particulars in this part.

1. Credentials of the Tenderers

1.1 Name of the Agency with

Regn. No.

1.2 Office Address and

Tel. No.

1.3 Name(s) of the Proprieter/

Partners

1.4 PAN/TAN No.

(with documentary evidence)

2.0 Has the firm been ever debarred/Black Listed by any organization ?

.....
If 'Yes' the details thereof.

.....
2.1 The organizational set-up including
Technical infrastructure/staff strength in all the categories.

.....
2.2 Particulars of Demand Draft annexed as Earnest Money

.....
Amount :

(Signature of the tenderer)
With complete address and seal
Tel. No. :

Mobile No.:

SCHEDULE OF WORK

S.No	DESCRIPTION OF ITEM	Model	QTY.	UNIT	RATE	AMOUNT
1.	Almirah Godrej	(Four shelves)	08	Each		
2.	Computer table	C-9	10	Each		
3.	Godrej Visitors Chair	PCH7003D	08	Each		
4.	Table (Model T-104)	T-104	04	Each		
5.	Table with Cabinate	Impress	01	Each		

S

Accepted by me
Sign of Prop./Manager
Seal of firm

Tele./Mobile No.

Address:.....

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