



## Central Board of Secondary Education

Regional Office, Guwahati, Near Shankardev Kalakshetra, Shilpagram Road  
Panjabari, Guwahati – 781037

### NOTICE INVITING TENDER

Sealed Tenders are invited from the **Registered Firms** being an authorized supplier to mills for disposal of used Answer Books meant for IOP/Compt- 2014 and Main examination, 2015 (Class-X and Class-XII).

The materials will be lifted as and when proper intimation is given to the successful bidder after getting approval of the Competent Authority of the Board.

Description of Works	Quantity	Earnest Money	Period of sale of Tender	Date of opening the Tender	Price of Form (non refundable)
Disposal of 'Raddi' of used Answer Books/ Other Waste Materials etc.	approx. 150 quintals.	Rs.10,000/- in form of Demand Draft drawn in favour of Regional Officer, CBSE and payable at Guwahati.	From 10.00 am to 2.30 pm w.e.f 13/08/2015 to 27/08/2015	3.30 pm on 27/08/2015	Rs.200/- in the form of Demand Draft in favour of Regional Officer, CBSE and payable at Guwahati. Cash also may be deposited to the extension counter of Syndicate Bank in the premises of CBSE, Regional office, Guwahati

The Tender Form along with other terms & conditions can be purchased at a price of Rs.200/- (non-refundable) on all working days during office hours as specified above from the Reception of Regional Office, Guwahati upto 2.30 pm on 27/08/2015.

The Tender complete in all respects along with EMD superscripting Tender for 'Raddi' reach the Regional Officer, Guwahati or can be put in the tender box at Reception on or before 3.00 pm on 27/08/2015. The Tenders will be opened at 3.30 pm on 27/08/2015 by a Committee in the presence of the tenderers, who may wish to be present.

The Regional Officer, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason. Incomplete tenders or those without EMD will be rejected.

REGIONAL OFFICER



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**TENDER FORM NO..**

**PRICE RS.200/-**

### TENDER FORM

Tender Form for disposal of 'Raddi' in form of different waste materials as per details given below duly completed & addressed to the Regional Officer, CBSE, Shilpagram Road, Panjabari, Guwahati-781037 must reach on or before 27/08/2015 upto 3.00 pm or can be put in the Tender Box at the Reception of the office at the address as mentioned.

M/s ..... are hereby authorized to submit their tender in response to the advertisement notice in ..... dtd. .... for the purchase of Used Answer Books, other waste printed materials and used envelops etc.

The rate to be quoted in Rs. per quintal in the format given below –

Sl. No.	Name of Materials	Rate in Rs./ Quintal
1.	Used Answer Books	
2.	Other Waste Materials	

The Tender will be opened by the Committee constituted by the Board at 3.30 pm on 27/08/2015 in the presence of those tenderers who may wish to be present at the time of opening. However, no separate intimation shall be given. The tenders without earnest money, incomplete or not in prescribed proforma shall be rejected.

Signature of tenderer .....

Name of Agency/ Party .....

Address .....

Date .....

## **TERMS AND CONDITIONS**

1. The whole lot shall have to be lifted within the specified time mentioned in the work order against cash payment.
2. Arrangement for packing in Hession/ Plastic Bags shall have to be made by the purchaser at his own cost.
3. Each item of the tender shall be dealt with separately and each item may be disposed off to different tenderers, if necessary.
4. No tender shall be accepted without earnest money and after due date and time.
5. Delivery shall be made ex-stock and lifted by the tenderer at his own cost. Weighing shall be done on selected Weighing Machine by the Committee. Weighing the unloaded truck in the first instance and then the loaded truck (loaded to its maximum capacity) will be done in presence of the Committee of the Board deputed for the purpose by the Competent Authority.
6. The highest bidder shall have to deposit Security Deposit of Rs.1,00,000/- in addition to EMD of Rs.10,000/- before lifting the used/ blank answer books. This will however, be adjustable while lifting the first installment of used/ blank answer books.  
In case of any default or breach of conditions stipulated above, the Earnest Money of Rs.10,000/- and the additional security deposit of Rs.1,00,000/- shall stand forfeited.
7. Sample of different items can be seen at CBSE, RO, Guwahati during office hours.
8. The successful bidder will be intimated for the lifting of the stock consequent upon the approval of the Competent Authority regarding the rates quoted by it. If the material is not lifted within the stipulated period given in the work order, the Earnest Money and additional security deposit will stand automatically forfeited.
9. Decision of the Regional Officer of the CBSE in all matter concerning the tender will be final and binding on all.
10. Used Answer Books/waste papers etc. should be used only of preparation of pulp/ lugdi in the Paper Mill and no paper book be used for preparing of envelope etc. **An undertaking along with certificate issued by paper mills of being an authorized supplier to the mill in this regard is also required to be submitted along with the Tender application.** In case of non-compliance the firm shall be liable to be blacklisted and pecuniary charges.
11. Also an attested copy of the registration of the firm is to be enclosed.
12. The validity of the rates will be for one year from the date of issue of work order.
13. PAN (Permanent Account Number) No. of the Firm ..... **(a attested copy of the card to be enclosed).**
14. The Competent Authority of the Board has a right to cancel all or part or any tender without assigning any reason thereof.
15. The jurisdiction for all kind of dispute will be Guwahati only.

The conditions mentioned at Sl. 1 to 15 are acceptable to me/ us.

Signature .....

Name of the Agency/ Party .....

Address .....

Date .....

**TERMS AND CONDITIONS**

I/ We also undertake that the used/ blank Answer Books etc. will be used for preparation of pulp/ lugdi by supplying the same in the Paper Mill only and no paper will be used for making envelope etc.

Signature of Tenderer (s) .....

Address .....

Phone No.

Office .....

Residence.....

Mobile .....