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Speed Post

**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

CBSE/ROD/ADMN/24/2015

16/11/2015

M/s _____

Sub: Tender for purchase of different types of printed envelopes

Sir,

1. Sealed tenders are invited for supply of printed envelopes with/without superior cotton Net (Jali) having 20 Tane-Bane per sq. inch. in different sizes with accurate GSM and quantity. The paper for manufacturing of Brown Envelopes will be of Star Paper Mill and white envelopes should be of Ballar Pur Paper Mill. The firms/agencies possessing the necessary infrastructure at Delhi/New Delhi may download the tender form from the CBSE website i.e. www.cbse.nic.in. The last date for submission of tender is 03.12.2015 upto 2.30 PM.

The bid should be submitted in two parts:-

2. Technical bid for supply of printed envelopes should contain all the technical details alongwith the terms & Conditions, if any, alongwith a D.D. of Rs.30,000/- & also the samples of envelopes of the required grammage as per specification mentioned in the terms and conditions enclosed.
3. Financial bid indicating envelope-wise price for the different size of envelopes mentioned in the technical bid. Price should be inclusive of all taxes and delivery F.O.R. etc.

The cost of the tender document is Rs. 500/- which is non-refundable and non-adjustable. Tender fee and EMD of Rs. 30000/- are to be deposited at the time of submission of bid documents in the shape of demand draft only. All the draft should be enclosed with the technical bid only. The technical bid and the financial bid should be sealed in separate envelopes duly superscribed "supply of Printed Envelopes" and both these envelopes should be kept in a bigger envelope properly sealed and duly superscribed "Tender for Envelope" to the Regional Office, Delhi, CBSE at the address given above on or before 2.30 PM on 03.12.2015. The technical bid will be opened on the same day at 3:00 p.m in the presence of tenderers, who may wish to be present. At the second stage financial bids of only the technically acceptable offers will be opened for further evaluation. The details of envelopes and terms and conditions are enclosed herewith. The Secretary, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof.

In case of any query, the undersigned or S.O.(Admn.) can be contacted on 2nd floor "C" Wing of office building before furnishing the bid.

Deputy Secretary (Admn)

The detail of envelopes and terms and conditions.

S. No	Size	GSM	Quantity to be mentioned
01	9''X4'' (White Plan)	80	50,000
02	12''X10'' (Brown Cloth Jali)	100	30,000
03	16''X12'' (Brown Cloth Jali)	100	20,000
04	18''X16'' (Brown Cloth Jali)	100	15,000
05	11''X5'' (White window)	80	50,000

Note (*). The above mentioned quantity is subject to change as per actual requirement.

CBSE, REGIONAL OFFICE, DELHI

(AGREEMENT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF RS. 100/-)

TERMS & CONDITIONS

1. The lowest rates should include printing and all kind of Taxes and cartage etc.
2. Earnest Money of Rs. 30,000/- will be accepted through Bank Draft only drawn in favour of the "Secretary CBSE payable at Delhi".
3. No tender will be accepted without Earnest Money/Tender Fee.
4. TDS/W.C.T will be deducted from the bill as per rule.
5. The quantity of envelopes may increase or decrease as per requirement and rates will be valid for the supply of envelopes for one year which can be extended upto 3 years on the same rates against the satisfactory services.
6. The agency has to supply the envelopes within 30 days from the date of placing of the order.
7. No tender will be accepted after expiry of date and time.
8. All the tenders/any of the tender can be rejected without assigning any reason.
9. In case of inferior quality and any major deviation in grammage and size of the envelopes, will be subject to rejection of whole supply at the risk and responsibility of the tenderer.
10. The E.M.D. will be forfeited in case of failure of supply of envelopes as per work order.
11. Deduction will be made from the bill if any deviation is found in grammage and size.
12. Samples of the envelopes can be seen at IInd floor, Room No. 207, Khand 'C' at above cited office address during office hours.
13. Bill in duplicates should be submitted for payment within 15 days after the completion of allotted whole work order.
14. Penalty will be imposed @10% on the total bill amount (item wise) against short supply, inferior quality & late supply.
15. No change/correction is allowed in tender in any case after the submission of tender form in the office.
16. The decision of the Chairman of the Board will be final and shall be acceptable to all.
17. In case of any dispute, the legal jurisdiction shall be within the union territory of Delhi/New Delhi.
18. Taxes shall be deducted as per rules. The revision of rates will not be allowed during the contract period. No advance payment shall be made. However, 80% payment shall be released upon satisfactory completion of whole supply as per the work order and remaining 20% payment after completion of other formalities such as GSM testing/quality as per norms/specification.
19. Eligibility.
 - a) The Tenderer should have all the infrastructure under one roof and his ownership in the name of agency.
 - b) The Tenderer must have turnover of approximately one crore each year with any Govt./Semi-Govt. organization in the last three financial years. Proof of documents to be submitted.
 - c) The Tenderers are strictly advised to fill up all the columns of the tender form of technical bid.
 - d) The firm should have minimum three year experience for supply of envelopes with any Board/University/Educational Institution.
 - e) Attested photocopy of PAN/TIN Card of the firm to be submitted.
 - f) Rates should be FOR, Regional Office, Delhi
 - g) NCT located tenders only are eligible to take part in the tender process.
20. **In case of inferior quality and any major deviation in grammage and size of the envelopes, will be subject to rejection of whole supply at the risk and responsibility of the tenderer no deduction formula will be applicable and no payment will be made by such article.**

The terms and conditions (1 to 20) of the tender are accepted to me/us.

(Signature of Tenderer with Seal)

“TECHNICAL DETAIL”

1. Name of the firm : _____
2. Complete address of the firm : _____

3. Date of establishment : _____
4. Name(s) of the Proprietor /Partner : _____
5. Registration No. (Enclosed copy) : _____
6. Sales Tax No. (Enclosed copy) : _____
7. Last 3 year turn over : 2013 Rs.
- : 2014 Rs.
- : 2015 Rs.

8. Last 3 years work experience:

Name of the firm to whom the envelopes supplied	Quantity of the envelopes	Value of work
2013		
2014		
2015		

9. Whether samples enclosed : _____
or not as mentioned in
this tender form

10. Particular of Demand Draft paid as Earnest Money/Tender Fee

Amount : 30000/- (EMD) DD No. _____ Dated. _____ Bank drawn Name _____	Amount : 500/- (Tender Fee) DD No. _____ Dated. _____ Bank drawn Name _____
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11. Total No. of staff :
i) Technical : _____
ii) Non Technical : _____
12. Whether firm has been : _____
debarred at any time
13. Generator facility : _____
(Give detail)
14. No. of machines available : _____
15. Weekly Holiday on. : _____
16. Any other information : _____
firm like to submit

The terms & conditions and those appended with the tender form are acceptable to me/us. Copies of document in support of information furnished in S.No. 1-16 above are enclosed herewith. My tender can be rejected due to Non-submission of documents with technical bid of the eligibility

(Signature of the tenderer(s))with
Official Seal & complete Address with Ph. No./Mob. No

Pan No. _____

Email id _____

Date: _____

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“FINANCIAL BID” Proforma for supply of envelopes

I/We/M/s _____ hereby submit tender for the supply of different size of Envelopes and quote the lowest rates including printing and all kind of taxes, cartage and delivery F.O.R etc.

<u>S. No</u>	<u>Size of envelopes</u>	<u>GSM</u>	<u>Quantity</u>	<u>Rates per 1000 envelopes including all kind of taxes cartage & F.O.R etc. in Rs.</u>
01	9”X4” (White Plan)	80	50,000	
02	12”X10” (Brown Cloth Jali)	100	30,000	
03	16”X12” (Brown Cloth Jali)	100	20,000	
04	18”X16” (Brown Cloth Jali)	100	15,000	
05	11”X5” (White window)	80	50,000	

All the terms and conditions mentioned at S.No. 1 to 20 are acceptable to me/us.

I/We, M/s _____ undertake to supply any or all the envelopes, in case my/our rates are approved/ accepted. If any cutting is found in my rates, then the said tender be treated as cancelled.

(Signature of the tenderer(s))

Full Address of the agency with pin code

Telephone No(s) _____

Pan No. _____

Office/Residence _____

Mobile _____

Email id _____

Date: _____