

**Central Board of Secondary Education  
"SHIKSHA KENDRA", 2 COMMUNITY CENTRE,  
PREET VIHAR, DELHI-110092**

**SHORT TERM TENDER NOTICE**

Sealed Short term limited tenders are invited from reputed agencies for "Disposal of used old OMR sheets, Q/P sealed parcels & misc. envelopes" on "AS IS WHERE IS BASIS". EMD amounting to Rs. 30,000/- shall be payable through DD/BD in f/o the Secretary, CBSE. Tender complete in all respect must be submitted latest by 26/10/2015 upto 2.30 p.m.& dropped in the tender-box placed at Reception Counter, HQ, bldg., Preet Vihar, Delhi-110092.

**NOTE: For complete details & downloading of tender documents kindly visit our website: [www.cbse.nic.in](http://www.cbse.nic.in)**

**Joint Secretary (A&L)**

Last date of submission: 26/10/2015 upto 2.30 p.m.  
Opening of the tender: 26/10/2015 at 3.00 p.m.

**ANNEXURE-I**

**FINANCIAL BID (RATES TO BE QUOTED FOR PURCHASE OF FOLLOWING ITEMS)**

The Board intends to invite rate for disposal of used old Steel Trunks, Q/P sealed parcels & miscl. envelopes.

Sl. No.	Name of the item	Rates
1	Used OMR sheets	Per Kg
2	Used locks without keys	Per Kg

**Note:-** The OMR Sheet shall be lifted after tearing into peaces and no extra charges for labour etc shall be payable by the Board.

(Signature of the tenderer)

(Seal with completer address)

## **ANNEXURE-II**

<b>Sl. No.</b>	<b>Name of the item</b>	<b>Rates</b>
<b>1</b>	<b>Old question papers</b>	<b>Per Kg</b>
<b>2</b>	<b>Waste paper (Answer Sheets, Application forms, Attendance sheets, Old photographs, used OMR Sheets etc)</b>	<b>Per kg.</b>
<b>3</b>	<b>Empty Envelopes (Torned)</b>	<b>Per Kg</b>
<b>4</b>	<b>Old Newspapers</b>	<b>Per Kg</b>
<b>5</b>	<b>Old Magazines</b>	<b>Per Kg</b>
<b>6</b>	<b>Old books (Booklets or information bulletins etc)</b>	<b>Per Kg</b>
<b>7</b>	<b>Computer Stationery</b>	<b>Per Kg</b>
<b>8</b>	<b>Used carry bags with chain (Cloth)</b>	<b>Each piece</b>
<b>9</b>	<b>Used safety bags (Cloth)</b>	<b>Each piece</b>
<b>10</b>	<b>Card Board Boxes (Big, Small and Broken)</b>	<b>Per Kg</b>
<b>11</b>	<b>Plastic strips</b>	<b>Per Kg</b>
<b>12</b>	<b>Polythene Envelops</b>	<b>Per Kg</b>

You are requested to quote your highest rates for each piece for Card Board Boxes and used cloth bags mentioned at S.No. 8,9,10 and per kg. for other material mentioned at Sl. No.1 to7. It is also noticed that Board will not bear any additional expense like deployment at labour for tearing off the envelopes, lifting of material etc. and transportation charges etc.

**(Signature of the tenderer)**

**(Seal with completer address)**



Central Board of Secondary Education  
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

### **TERMS & CONDITIONS**

- 1. Sealed tender, complete in all respect alongwith a bank draft for Rs. Rs.30,000/- valid for a period of 6 months towards EMD in f/o the Secretary, CBSE, Delhi should be dropped in the Tender Box kept at Reception Counter HQ Bldg. Preet Vihar, Delhi latest by 2:30 p.m. on 26/10/2015. The sealed envelopes should contain the rates quoted by the agency in the performa as per ANNEXURE-I & II superscribed "Disposal of old OMR sheets, Q/P Sealed Parcels & Misc. envelopes". Incomplete/conditional/late tenders or those without earnest money will be rejected. Bids will be opened at 3:00 p.m. on the same day in the presence of those tenderers, who may like to be present. There should be no overwriting or cutting in the rates quoted, the terms and conditions of the contract. In case the cutting is unavoidable it must be initialed/authenticated. All the documents should be duly signed with seal of the firm.**
- 2. The Secretary, CBSE reserves the right to imposed penalty as deemed fit or forfeit part or whole of the EMD of the tender, if tenderer fails to lift the tendered material or fails to accept the work order.**
- 3. Any sort of unethical or unprofessional practice by the agency is strictly prohibited. It could lead to debarment of the agency by the Board for a period of 2 years or a penalty as decided by the Competent Authority of the Board.**
- 4. The Board has the right to award the work to one or more agencies**
- 5. The Secretary of the Board reserves the right to reject any or all the tenders without assigning any reason.**
- 6. In case of any dispute or abrogation of conditions stipulated, the decision of the Secretary, CBSE in all the matters concerning tender shall be final and binding upon the tenderer.**
- 7. Incase of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.**
- 8. If the material is not lifted within stipulated period given in work order(s), the earnest money will stand automatically forfeited.**

9. All other charges pertaining to the work of disposal of waste materials like labour charges for lifting of waste materials, transportation, weighment at Dharamkata, tearing off the items/Answer Books, Question papers/ Tabular books (if necessary), etc. shall be borne by the tenderer only.
10. The CBSE is making arrangement for weighment at the site itself.
11. In case, the sealed Q/P Parcels are issued, the agency shall be required to give a certificate that the said material has been delivered to the Mill directly.
12. The OMR Sheet shall be lifted after tearing into peaces and no extra charges for labour etc shall be payable by the Board.

### **ACCEPTANCE OF THE TENDERER**

The above said terms and conditions enumerated in this form have been read by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)  
(SEAL WITH COMPLETE ADDRESS)

Email: cbsedli@nda.vsnl.net.in  
Website: www.cbse.nic.in



Phones: 22509252-59  
Fax: 22515826

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## **UNDERTAKING**

**All the terms and conditions given overleaf are acceptable to me/us. A Bank Draft of Rs.30,000/- (Rupees Fifty thousand) in favour of the Secretary, CBSE, Delhi is enclosed vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ as EMD.**

**I/we undertake to purchase any or all the items against advance cash payment, in case my/our rates are approved.**

**Signature of tenderer (s)**

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone no.**

**Office** \_\_\_\_\_  
**Residence** \_\_\_\_\_  
**Mobile** \_\_\_\_\_