



केन्द्रीय माध्यमिक शिक्षा बोर्ड

2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली -110301

निविदा सूचना

वर्ष 2015 हेतु विभिन्न प्रकार की स्टेशनरी सामग्री की आपूर्ति हेतु सीलबंद निविदाएं आमंत्रित की जाती हैं। इच्छुक एजेंसियां निविदा दस्तावेज बोर्ड की वेबसाइट www.cbse.nic.in से प्राप्त कर सकती हैं और सचिव, सीबीएसई, दिल्ली के पक्ष में, डी.डी. अथवा बैंकर्स चैक के रूप में बयाना राशि रु.50,000/- के साथ निविदा दस्तावेज दिनांक **03.03.2015** को दोपहर **2.30** तक, सीबीएसई कार्यालय, प्रीत विहार, दिल्ली के स्वागत कक्ष पर रखे निविदा बॉक्स में जमा कराये जा सकते हैं।

slu
संयुक्त सचिव (प्रशासन एवं विधि)



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

TENDER NOTICE

Sealed tenders are invited for supply of various type(s) of Stationery items for the year 2015. Interested agencies may download the tender documents from www.cbse.nic.in and can submit the form, alongwith E.M.D of Rs.50,000/- by way of Demand Draft/Bankers Cheque favoring "The Secretary, CBSE", Delhi.

The complete tender documents can be dropped by **2:30 P.M** on or before 03.03.2015 in the tender box kept at the reception in CBSE Building at Preet Vihar, Delhi.

JOINT SECRETARY (A&L)



Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

TENDER FORM FOR SUPPLY OF STATIONERY ITEMS

The tenders for the above work are required to be submitted in two bids: Technical and Financial separately. Technical details along with Bank Draft of earnest money may be sealed in one envelope are superscripted as:

“TECHNICAL BID FOR SUPPLY OF STATIONERY ITEMS”

The Financial Bid may be separately sealed and superscripted as:

“FINANCIAL BID FOR SUPPLY OF STATIONERY ITEMS”

Both the envelopes should be sealed in a single envelope and superscripted as:

“TENDER FOR SUPPLY OF STATIONERY ITEMS”

The tender form may be download from the CBSE website and the same duly filled Tenders should be dropped in the Tender Box at the reception area at CBSE Headquarters, Preet Vihar, Delhi latest by 03.03.2015 by 2:30 p.m. only.

(S. P RANA)

JOINT SECRETARY (A&L)

PROCEDURE FOR SUBMITTING TENDERS

1. **Tenders would be received in TWO BIDS system;**
 - (a) **Technical Bid and**
 - (b) **Financial Bid**

The "Technical Bid" should have the following documents/information:

1. Name & Address of the firm with proof.
2. Registration /Dealership Certificate.
3. Attested Copy of Proof of Registration for Supply Contract existing with other Government/Semi-Government/PSUS etc.
4. Certified copy of PAN Card.
5. Copy of Sale Tax/VAT Registration Certificate.
6. Postal Address/Telephone/FAX/E-Mail of the Firm:-
7. Bank Details viz. A/c Holder Name, Bank Name, & Address, Type of A/c, Full A/c No. & IFSC Code of Bank.
8. Bank Statement (for six months) with P&L Account & Balance Sheet for the last three financial years:
9. Copy of IT Return for the last 3 financial years:
10. Annual turnover of the firm during the last 3 financial years (Minimum turnover should be Rs. 2 Crores per year)
11. Proof of supply orders having supplied Stationery/ General items to the Govt./ Semi-Govt./PSU etc.
12. EMD (Bid Security) of Rs.50,000/-.
13. Detail of stock of stationery/ Consumable/ General item as per Annexure normally maintain by the firm.

2. **Financial bids of only those bidders would be opened who fulfill the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted Committee.** The Financial bid should contain the Annexure clearly mentioning the make/brand of items quoted, their rates inclusive of all taxes and charges. There should not be any cutting/ overwriting in the rates.
3. **Interested agencies may download the tender form from the Central Board of Secondary Education website at www.cbse.nic.in.**
4. **The interested agencies must submit the samples of the printed stationery items/envelopes as per requirement of the Board, alongwith their tender documents. In future also, if the office committee asks to submit the samples of any of the item(s) in question, than the agency is bound to submit the sample of the same for observation of the committee. The interested agencies may see the samples of the above said stationery items in Admn-II Branch (3rd Floor), CBSE, Headquarter, Preet Vihar, Delhi.**



Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

TERMS & CONDITIONS

1. Tenderers will have to deposit Earnest money of Rs.50,000/- (Rupees Fifty Thousand Only) with the Tender in the form of Demand Draft of a Nationalized bank in favour of "The Secretary, CBSE, Delhi" which will be returned to the unsuccessful Tenderers soon after the order is placed. In case the tenderer(s) fails to complete the supply according to terms of the order, the amount to EMD shall be forfeited. **The Micro, Small and Medium Enterprises and Public Sector Enterprises are exempted from EMD amount (if any).** The tenders bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board in participation process in tender.
2. Sealed tenders, complete in all respects may be placed in the Tender Box kept near the Security Counter at Ground Floor upto 2:30 p.m. on or before **03.03.2015** Incomplete tender or those without earnest money will be rejected. Tenders will be opened at 3:00 pm. on the same day by the duly authorized Officer in the presence of all such bidders who may wish to be present. Tender after due date and time will not be accepted. The sealed envelopes should contain the rates quoted (duly typed) by the firm in the Performa as above and shall be superscripted "TENDER FOR SUPPLY OF STATIONARY ITEMS."
3. NO TENDER without earnest money deposit will be entertained. Prices quoted should include all charges like Sales tax, Excise duty, Octroi, Insurance Technical Service, Cartage etc. No other charges/Taxes/Levies will be paid by the CBSE during pendency of the contract/supply.
4. Penalty for late delivery would be levied at the rate of 2 percent per week subject to a maximum of 10 percent of the value of the material not supplied within the stipulated period, as mentioned in the purchase order.
5. The Board reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any tender and call for revised tender.
6. The Board reserves the right to accept or reject partly/wholly any or all the tender (s) without assigning any reason.
7. While considering the rates, the Board will also consider the quality of the material.
8. The quantity of stationary items may increase or decrease as per requirement.
9. Ambiguous rate or rates not in conformity with specification or conditional &/or without inclusion of any of Taxes/charges as on date shall be rejected.
10. The Rate Contract shall be valid for a minimum period of one year from the date of issue of award of work to the agency/agencies. The contract period shall be increased further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.
11. There shall be no change in prices structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/regulations change. Hence, the firms who can give valid price for one year need only apply.
12. Prices charged for the stores supplied under rate contract shall be under no event are higher than the lowest prices at which the party sells the items of identical description to any other organization during the period of contract.
13. The Board reserves the right to enter into parallel rate contract for similar items during the period of rate contract with one or more parties. However the Board will also reserves the right to negotiate with the agency/agencies regarding the rates they quote in the bid.
14. The rate contract can be terminated at any time by giving one month's notice by either party.

15. If the supplier falls to deliver the material within the delivery period as specified by purchaser may procure, such items as deems appropriate at cost and risk of the supplier.
16. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not deliver in time.
17. The Board reserves the right to examine the Stationary items for their quality if it so desires.
18. The items, so supplied will have to be high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the cost shall be recovered from the Performance Guarantee for subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of contract.
19. No Bill for part payment shall normally be entertained; however the payment shall be released expeditiously after complete supply as per purchase order.
20. Discount, taxes and other levies, if any are to be specified clearly in the bid and should be included in the rates quoted in the bid. Otherwise, bids shall not be entertained and such bids shall be treated as in fructuous.
21. In case more than one firm(s) offering the lowest evaluated prices, then only item-wise rate will be evaluated for those firms and the contract will be awarded to the firm item-wise on L1 basis. The Board reserves the right to allot the work to only one firm quoting the Lowest rate or more than one firm on the Lowest rates for stationery items. The Board may negotiate with that agency, who will found L-1 in most of the stationery items and the work among different agencies may be given to one agency.
22. While submitting the tender for this work, the tenderers will be **deemed to have read, understood and accepted** all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from CBSE at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.
23. All disputes are subject to Delhi Jurisdiction only.

I/We accept the above terms and conditions.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. _____
Telephone No. _____



Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

List of consumable Stationery items.

S. No.	Name of Items	Brand	Unit	Rate
1.	Ball Pen	Montex Mega top	Per piece	
		Cello Butter flow		
		Reynold 0.45		
		Technotop		
2.	Refill	Montex Mega top	Per piece	
		Cello Butter flow		
		Reynold 0.45		
		Techno top		
3.	Cello Tape big(24x65)	Super Diamond	Per piece	
		Wonder		
4.	Cello tape Small (12x65)	Super Daimond	Per piece	
		Wonder		
5.	Cloth Duster (21"x21")	Alkon (Good Quality)	Per Dozen	
6.	Eraser(Pencil)	Camlin	Per piece	
		Apsara		
		Natraj		
7.	Glass Tumbler	Yera	Per piece	
8.	Gloves	Good quality	Per pair	
9.	Fevicol	-----	Half kg. Per piece	
10.	Gum Bottle big 700ml	Camel	Per piece	
		Kores		
11.	Gum bottle small 150ml	Camel	Per piece	
		Kores		
12.	Glass Cover (coaster)	Cello Desire	Per Set of 6 piece	
13.	Holder pen	VIP	Per piece	
14.	Holder pen refill	VIP	Per piece	
15.	Jotter pen	Reynold	Per piece	
		Cello		
16.	Jotter refill	Reynold	Per piece	
		Cello		
17.	Pilot pen V5	Luxor	Per piece	
18.	Pencil	Apsara	Per piece	
		Natraj		
19.	Photocopy paper A-4 size 75 GSM	Century Star	Per Rim	
		Xerox Challenger		
20.	Photocopy Paper F.S. 75 GSM	Century Star	Per Rim	
		Xerox Challenger		

21.	Jetter Gel Pen	Reynolds	Per Pen	
22.	Pencil Cell Big	Nippo Hyper	Per piece	
		Eveready		
23.	Pencil Cell AA	Nippo	Per piece	
		Everyday		
24.	Pencil Cell AAA	Nippo	Per piece	
		Everyday		
25.	Paper Weight (glass) Paper Weight (plastic)	-----	Per piece	
26.	Pin Cushion	Kebica Art No KOD2035	Per Box	
27.	Poker	-----	Per piece	
28.	Rubber Band (Big Size)	-----	Per 500gm	
29.	Register 1Q (96 Pages)	Neelgagan Excel	Per piece	
30.	Register 2Q (192 Pages)	Neelgagan Excel	Per piece	
31.	Register 4Q (384Pages)	Neelgagan Excel	Per piece	
32.	Soap 100g	Lux	Per piece	
		Dettol		
		Lifebuoy		
33.	Awl Pin	Bunchin	Per box	
		Bell		
		Fanta		
34.	Carbon box (Blue Colour)	Kores Sapphire	Per piece	
35.	Dustbin	Cello frosty	Per piece	
		S.S.(Steel)		
36.	Glue Stick 15g	Camlin	Per piece	
		Kores		
		Fewi		
37.	Highlighter	Camline	Per piece	
		Luxor		
38.	Jug	Cello thriller	Per piece	
		Milton		
39.	Marker	Camline	Per piece	
40.	Mask	Good quality	Per piece	
41.	Stapler HD-10D	Kangaro	Per piece	
42.	Stapler pin No 10-1M	Kangaro	Per piece	
43.	Stapler 555 24/6	Kangaro	Per piece	
44.	Stapler pin 24/6	Kangaroo	Per piece	
45.	Shorthand copy	Neelgagan Super	Per piece	
46.	Shorthand pencil	Apsara	Per piece	
47.	Stamp Pad small	Camel	Per piece	
48.	Stamp pad big	Camel	Per piece	
49.	Stamp pad ink 30ml	Supreme	Per piece	
		Chelpark		
50.	Sharpener	Apsara long point	Per piece	
51.	Scale	Camlin Exam	Per piece	
52.	Sketch Pen (Sign pen)	Luxor	Per piece	
53.	Tag	Good quality	Per Bunch	

54.	Bucket	Cello Super Delux	Per piece	
		Crown craft		
55.	Brown Tape 48mm x50mm	Bun chin	Per piece	
56.	Cloth white(Markin)	Good quality	Per metre	
57.	Cloth Blue (Markin)	Good quality	Per metre	
58.	CD-R	Amkette	Per piece	
		Sony		
		Moserbaer		
59.	Knife	Bund chin		
		Gongdao		
60.	Knife blade	Bund chind		
		Gongdao		
61.	Luxury Pen Ink 4ml	Luxer	Per piece	
62.	Needle	5 inch	Per box	
63.	Pen Stand (4 Pen)	Kebica	Per piece	
64.	Pen Stand paper roll	Kabica	Per piece	
65.	Punch single	Kangaro SHP-20	Per piece	
66.	Punch double	Kangaro 600	Per piece	
67.	Scissor 16 cm	Kabica	Per piece	
68.	Scissor Big Steel	-----	Per piece	
69.	Sponge	Kebica Easy	Per piece	
70.	Stickers (99.1x33.9 mmx 16)	Good quality	Per piece	
71.	Flat (150 sheets)	Post	Per piece	
		It prompts		
72.	Signature pad	Neelgagan	Per piece	
73.	Thread	Verdhman	Per roll	
74.	Tin Seal Holder	Good quality	Per Piece	
75.	Towel (Big Size)	Bombay dyeing	Per piece	
		Tulip		
76.	Tape dispenser (big size)	Bun chin	Per Pkt.	
77.	Vim powder Half kg.	Vim	per piece	
78.	White fluid (15ml)	Camlin	Per piece	
		Kores		
79.	Lock	Plaza 25P	Per piece	
80.	Sutli (plastic) (500gm)	Good quality	Per roll	
81.	Sealing wax	Ashoka (Good quality)	Per box	
82.	Sutli (jute) (500gm)	Good quality	Per roll	
83.	U clip	Bun chin	Per pkt.	
84.	Adhesive Labels	Desmat/ or other good brands	Per packet containing 100 A-4 sheets and each sheet having 20 labels	

Printed Stationery Items of Good Quality

S.No.	Name of Items	Specification	Unit	Rate
1.	File Board	As per sample	Per piece	
2.	File Cover	As per sample	Per piece	
3.	Plastic folder	As per sample	Per piece	
4.	Slip Books (20 sheets)	As per sample	Per piece	
5.	Slip Books (40 sheets)	As per sample	Per piece	

Printed Envelopes of Best Quality

S.No.	Name of Items	Specification	Unit	Rate
1.	Best Quality: Envelopes- White Color in the size of 9"x4"/80 GSM duly printed superior quality with flap 1¼" bottom ½" overlapping ½" for office use (Required in the packing of 250 in boxes)	As per sample	Per 1000	
2.	Best Quality: Envelope Window type white Color- in the size of 9"x4½"/100 GSM duly printed, Superior quality with Flap 1½" bottom ½ overlapping ½" for office use (Required in the packing of 250 in boxes)	As per sample	Per 1000	
3.	Best Quality: Cloth line envelope- 8" x 10"/80 GSM printed on Khaki colour star paper with fine Jali with Flap 1½" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth for office use.	As per sample	Per 1000	
4.	Best Quality: Cloth line envelope- 10"x12"/100 GSM printed on Khaki colour star paper with fine Jali with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth for office use.	As per sample	Per 1000	
5.	Best Quality: Cloth line envelope- 16"x12"/100 GSM printed on khaki colour star paper with fine Jali with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth for office use.	As per sample	Per 1000	

NOTE:- The interested agencies must also submit the samples of the above said printed stationery items/envelopes as per CBSE requirement alongwith their tender documents. In future also, if the office committee ask for submit the samples of any of the item (s) in question, than the agency is bound to submit the sample of the same for observation of the committee. The interested agencies may see the samples of the above said stationery items in Admn-II Branch (3rd Floor), CBSE, Headquarter, Preet Vihar, Delhi.

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