

Gram: CENBOSEC, Delhi - 100002

Website: [www.cbse.nic.in](http://www.cbse.nic.in)

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## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

### Central Teacher Eligibility Test Unit

P.S.1-2, I.P. Extension, Institutional Area, Patparganj, Delhi-110092

### TENDER NOTICE

Sealed Tenders are invited from reputed suppliers/firms/agencies for providing different type of printed envelopes. The value of the contract is estimated approximately upto Rs.10.5 Lac. Though the tender are invited for one year however the assignment can be extended on year to year basis upto 03 years on the basis of satisfactory performance of the firm.

Interested agencies may obtain all the tender documents downloaded from the CBSE's website at [www.cbse.nic.in](http://www.cbse.nic.in). The Tender Form shall be deposited along with the Bank Draft of EMD of Rs.30,000/- in favour of the Secretary, CBSE, Preet Vihar, Delhi.

Tender in the prescribed form duly filled in signed and stamped in a sealed cover superscribed on it "TENDER FOR SUPPLY OF DIFFERENT TYPES OF PRINTED ENVELOPES" shall be placed in the tender box kept at ground floor CBSE, PS-1-2, Patparganj Institutional Area, I.P. Extension, Delhi - 110 092 on or before **20.08.2015** by **02.30 p.m.** Incomplete/conditional tender without earnest money or received after due date and time shall be summarily rejected. The sealed tenders will be opened on the same day at **03.00 p.m.** in the room of Assistant Secretary(CTET) at 1<sup>st</sup> Floor, CTET Unit, CBSE, P.S.1-2, I.P. Extension, Institutional Area, Patparganj, Delhi-110092.

The sample of Envelopes can be seen at CTET Office, Room No. 210, Block D, 2<sup>nd</sup> Floor, on any working day between 09.30 a.m. to 05.30 p.m.

The Secretary, CBSE, Delhi reserves the right to accept or reject any or all the tenders without assigning any reason.

Sd/-

ASSISTANT SECRETARY (CTET)



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No.CBSE/CTET/F-17/Tender for Envelopes/CTET/

Dated:

### TENDER FORM AND TERMS & CONDITIONS FOR SUPPLY OF DIFFERENT TYPE OF PRINTED ENVELOPES

Samples of the required envelopes duly signed and stamped by the tenderer should accompany the tender part, 'Technical Bid' Annexure-1 stating on the body of the sample, the name of the mill of which paper is used. GSM for which, rates have been quoted. The grammage of the sample and supplied material should not differ at all.

The tender (Technical Bid - Annexure- I and Financial Bid - Annexure - II) should be dropped in the tender Box kept with the Security Guard at ground floor CBSE, PS-1-2, Patparganj Institutional Area, I.P. Extension, Delhi - 110 092 on or before **20.08.2015** by **2.30 p.m.**

The specification, Terms & Conditions for supply of envelopes are as follows: -

S. No.	Description of envelopes	Quantity
1.	Envelopes in the size 9"x4"/80 GSM printed, white colour superior quality without window with Flap 1¼" bottom ½" overlapping ½".	12,000
2.	Envelopes in the size 9"x4"/80 GSM printed, white colour superior quality with window with Flap 1¼" bottom ½" overlapping ½".	25,000
3.	Envelopes duly laminated and printed in the size of 12"x10"/100 GSM yellow colour superior quality envelopes with Flap 3" overlapping 1".	3,000
4.	Answer Sheet Box type envelope duly laminated and printed in the size of 12"x10"/100 GSM on Saffron colour with flap 5" width 3" overlapping 1".	6,000
5.	Answer Sheet Box type envelope duly laminated and printed in the size of 12"x10"/100 GSM on Pink Colour with flap 5" width 3" overlapping 1".	7,500
6.	Envelope in the Size of 12"x10"/100 GSM with thick jali duly printed on khaki colour star paper with flap 3" bottom 1" overlapping 1" Wrap & Wrap of jali 24x24 in 1" of cotton cloth.	5,000
7.	Envelopes in the size of 16"x12"/100 GSM printed on khaki colour star paper with fine jali cloth line envelopes with flap 3" bottom 1" overlapping 1" Wrap of jali 24x24 in 1" of cotton cloth.	5,000
8.	Envelopes in the size of 16"x12"/100 GSM with thick jali properly pasted box type khaki colour on star paper with flap 5" width 3" overlapping 1" Wrap of Jali 24x24 in 1" of cotton cloth	5,000
9.	Envelopes in the size of 18"x12"/110 GSM with thick jali properly pasted box type khaki colour on star paper with flap 5" width 3" overlapping 1" Wrap of Jali 24x24 in 1" of cotton cloth.	6,000
10.	Window type white envelope in the size of 8.5"x6"/100 GSM duly printed Superior quality with Flap 1½" bottom ½" overlapping ½".	7 Lakh
11.	Envelopes in the size of 12"x9"/100 GSM printed on khaki colour star paper with fine jali cloth line envelopes with flap 2" bottom 1" overlapping 1" Wrap of Jali 24x24 in 1" of cotton cloth.	1,25,000



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#### TERMS & CONDITIONS

1. Sealed tender, under two bid system complete in all respect along with a bank draft for Rs.30,000/- towards earnest money drawn in favour of the Secretary, Central Board of Secondary Education placed in Technical Bid Envelopes should be dropped in the Tender Box kept with Security Guard at ground floor CBSE, PS-1-2, Patparganj Institutional Area, I.P. Extension, Delhi - 110 092 latest by **20.08.2015 - 2.30 p.m.** Incomplete/conditional/late tenders or those without earnest money will be rejected. Technical Bids will be opened on the same day i.e. 20.08.2015 at 03.00 p.m. in the presence of the representatives of the tenderers, who may like to be present and financial bids of only technically qualified tenderers will be opened later on and date will be informed to them accordingly.
2. A Performance Security @ 10% of the total cost (valid for a period of 60 days beyond completion of the work) in the form of DD/FDR or Bank Guarantee, be deposited at the time of award of work order and in case of failure of timely supply of the material or the material not being found as per specification of the tender, the penalty as mentioned in the terms & conditions of the tender, shall be imposed.
3. Rates should be quoted at the rate per thousand envelopes. The rate including cartage but sales tax etc, should be indicated separately. Delivery will be made at CTET Unit, CBSE, PS-1-2, Patparganj Institutional Area, I.P. Extension, Delhi - 110 092. Cartage/coolliage shall have to be borne by the Tenderer.
4. The tenderers are required to submit the following documents along with the tender:-
  - i. Attested/authenticated copy of PAN/TIN card of the firm.
  - ii. Attested/authenticated copy of the Sale Tax/VAT registration certificate in the name of the firm.
  - iii. The list showing the names and addresses of the organisations (Govt./PSU/autonomous/State Govt. etc.) to which the respective firm supplied the printed envelopes alongwith the details of the quantify supplied with its value.
5. The Board reserves the right to terminate the contract at any time without any notice and forfeit part or whole of the Performance Security of the tender if tenderer fails to make the supply within the prescribed period or the supply is not found in accordance with the specification or not in the quality/quantity as per the orders placed or there is any breach of the terms of the contract on the part of the tenderer. The earnest money will be forfeited, if the tenderer, after approval of the tender, fails to accept it.
6. The committee has the right to select or reject the agency partly or wholly on the basis of Samples given by the agency as well as rates quoted for the samples. The samples should be strictly as per Board's specification.
7. The Secretary, CBSE reserves the right to reject all the tenders/any of the tender without assigning any reason.
8. The firm should have minimum three years experience for supply of envelopes with any Board/University/Educational Institution.

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9. Samples of envelopes should be as per the required specifications; otherwise, the Scrutiny Committee will have the right to reject the tender of the firm who have not submitted the samples as per the specifications.
10. 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.
11. The material should be supplied within the time, as specified in the work order.
12. A penalty @ 4% per week subject to maximum of 10% alongwith forfeiture of Performance Security on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by the Board in the work order. Proportionate deduction for less grammage of paper will be made from the bill.
13. The Board shall take random samples out of the supplied material. Any difference in size, weight, colour etc. will render the entire order for rejection and the tenderer shall have to lift it at their own cost on "*as is where is basis*". In case of any dispute, the decision of the Secretary, CBSE shall be final and acceptable to the Tenderer.
14. Taxes shall be deducted as per rules.
15. The revision of rates will not be allowed during the contract period.
16. In the event of failure of supply of envelopes to the Board by the Tenderer, the Board reserves the right to procure supply from any other source at the tenderer's risk and expenses. In case of any dispute regarding imposition of penalty, forfeiture of earnest money/performance security, debarment of his agency for a period of two years due to late/non supply/short supply and supply not in consonance with the approved specification, the decision of the Secretary, CBSE shall be final and binding upon the tenderer.
17. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
18. The payment shall be made after receipt of satisfactory supply of the envelopes.
19. The exact quantity will be intimated at the time of placing order to the agency concerned.
20. The quantity of envelopes may increase/decrease as per requirement and rates will be approved for supply of envelopes for one year and work can be extended upto 3 years on the same rates against the satisfactory services.
21. Tender will not be subletted.
22. No tender will be accepted after expiry of date and time.
23. Penalty will be imposed @ 5-10% on the total bill amount against short or late supply.
24. No change/correction is allowed in the Tender in any case after the submission of Tender Form in the office.
25. The lowest rates should include printing and all kind of taxes and cartage etc.
26. No tender will be accepted without earnest money.
27. In case of inferior quality and any deviation in grammage and size of the envelopes, will be subject to rejection of whole supply at the risk and responsibility of the tenderer.
28. Samples of envelopes can be seen at II<sup>nd</sup> Floor, Room No.210, Khand-"D" at above cited office address during office hours.
29. The decision of the Chairman, CBSE will be final and apply to all.
30. The jurisdiction for all kind of disputes will be Delhi/New Delhi.

The Terms and Conditions of the tender are acceptable to me/us.

**(SIGNATURE OF THE TENDERER ALONG WITH SEAL)**

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**“TECHNICAL BID” PROFORMA FOR SUPPLY OF ENVELOPES”**

1.	<b>ABOUT THE FIRM</b>	
	a) Name and Address of the firm:	
	b) Telephone No.:	
	c) Type of firm (Proprietary/Private/Private Ltd./MNC/Co-operative/Govt. Undertaking)	
	d) Registration No. & year of Regn. (with Documentary evidence)	
	e) Organization to whom the Agency has been registered with	
	f) Name of the proprietor/partners	

2.	<b>PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)</b>		
	Year	Name of the Board/University/ Educational organization	Details of work executed (with proof)**
	2013		
	2014		
	2015		

\*\*Total period of experience of manufacturing/supply of envelopes along with the names of the Board/University/Educational Institution with supporting documents.

2.1 Has the firm ever been debarred / black listed by any organization? If 'YES' the details thereof.

2.2 Details of Award/Certificate of merit etc. received from any organization. (please attach copy of certificate(s).

2.3 Whether the firm/printer is capable of providing the all types of envelopes.

3. Is the firm a Principal Manufacturer: YES/NO \_\_\_\_\_



4. **CLIENTS OF THE FIRM:**

- (a) Govt. Dept. / Ministries YES/NO \_\_\_\_\_
- (b) M.N.C YES/NO \_\_\_\_\_
- (c) Public Sector Undertaking YES/NO \_\_\_\_\_
- (d) Private Sector YES/NO \_\_\_\_\_

5. **INFRASTRUCTURAL DETAILS:**

- (a) Physical/Capital: \_\_\_\_\_
- (b) Type & total No. of Machines available for such work \_\_\_\_\_

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(c) **FINANCIAL:**

- (i) Annual turnover (During last three financial years)

2013 Rs. \_\_\_\_\_  
2014 Rs. \_\_\_\_\_  
2015 Rs. \_\_\_\_\_

- (ii) Availability of Finance/Bank Guarantee (Rs.) \_\_\_\_\_

- (d) **PERSONNEL:** Number of employees:

Technical : \_\_\_\_\_  
Non-Technical : \_\_\_\_\_

6. **SALES TAX NO.:** \_\_\_\_\_

**Note:** Please attach a list of clients as per above categorization indicating what services were rendered, for how long and name of the contract persons with telephones Nos.

7. **Earnest Money details Bank Draft:**

Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_ for **Rs.30,000/-** and name of Drawee Bank \_\_\_\_\_

8. **PAN/TIN No.** \_\_\_\_\_

9. Number of samples enclosed: \_\_\_\_\_

The terms and Conditions of the tender are acceptable to me/us.

**Authorized Signatory**  
**(With Full name and designation)**  
**Seal:**

**Mobile No.** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

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**"FINANCIAL BID" PROFORMA FOR SUPPLY OF ENVELOPES"**

S.No.	Specifications	BRAND (Name of the Paper Co.)	Unit Price (per Thousand)
1.	Envelopes in the size 9"x4"/80 GSM printed, white colour superior quality <u>without window</u> with Flap 1¼" bottom ½" overlapping ½"	1. 2. 3.	1. 2. 3.
2.	Envelopes in the size 9"x4"/80 GSM printed, white colour superior quality <u>with window</u> with Flap 1¼" bottom ½" overlapping ½"	1. 2. 3.	1. 2. 3.
3.	Envelopes duly laminated and printed in the size of 12"x10"/100 GSM yellow colour superior quality envelopes with Flap 3" overlapping 1"	1. 2. 3.	1. 2. 3.
4.	Answer Sheet Box type envelope duly laminated and printed in the size of 12"x10"/100 GSM on Saffron colour with flap 5"width 3" overlapping 1"	1. 2. 3.	1. 2. 3.
5.	Answer Sheet Box type envelope duly laminated and printed in the size of 12"x10"/100 GSM on Pink Colour with flap 5"width 3"overlapping 1"	1. 2. 3.	1. 2. 3.
6.	Envelope in the Size of 12"x10"/100 GSM with thick jali duly printed on khaki colour star paper with flap 3" bottom 1" overlapping 1"Wrap & Wrap of jali 24x24 in 1"of cotton cloth.	1. 2. 3.	1. 2. 3.
7.	Envelopes in the size of 16"x12"/100 GSM printed on khaki colour star paper with fine jali cloth line envelopes with flap 3" bottom 1" overlapping 1" Wrap of jali 24x24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.



**Annexure II**

8.	Envelopes in the size of 16"x12"/100 GSM with thick jali properly pasted box type khaki colour on star paper with flap 5" width 3" overlapping 1"Wrap of Jali 24x24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
9.	Envelopes in the size of 18"x12"/100 GSM with thick jali properly pasted box type khaki colour on star paper with flap 5" width 3" overlapping 1" Wrap of Jali 24x24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
10.	Window type white envelope in the size of 8.5"x6"/100 GSM duly printed Superior quality with Flap 1½" bottom ½" overlapping ½"	1. 2. 3.	1. 2. 3.
11.	Envelopes in the size of 12"x9"/100 GSM printed on khaki colour star paper with fine jali cloth line envelopes with flap 2" bottom 1" overlapping 1" Wrap of Jali 24x24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.

**Authorized Signatory  
(With Full name and designation)  
SEAL:**

**Mobile No.** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_