

Email: [cbsedli@nda.vsnl.net.in](mailto:cbsedli@nda.vsnl.net.in)  
Website: [www.cbse.nic.in](http://www.cbse.nic.in)



Phones: 22509252-59  
Fax: 22515826

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

### **TENDER NOTICE**

Sealed tenders are invited from the manufactures/their authorized dealers for supply of ball point pens. Interested agencies may download the tender documents from [www.cbse.nic.in](http://www.cbse.nic.in). The tenderers will be required to bid separately for technical and financial specifications. Sealed envelopes containing separately sealed technical and financial bids along with a bank draft of Rs.2,00,000/- in favour of Secretary, CBSE, Preet Vihar, Delhi may be deposited as earnest money in Board's office.

The complete tender documents can be dropped by **2:30 P.M** on or before 24.02.2015 in the tender box kept at the reception in CBSE Building at Preet Vihar, Delhi.

**JOINT SECRETARY (A&L)**

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### **TENDER FORM FOR SUPPLY OF BALL PEN**

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 envelop are superscripted as:

#### **“TECHNICAL BID FOR SUPPLY OF BALL PEN”**

The Financial Bid may be separately sealed and superscripted as:

#### **“FINANCIAL BID FOR SUPPLY OF BALL PEN”**

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

#### **“TENDER FOR SUPPLY OF BALL PEN”**

The tender form may be downloaded 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 24.02.2015 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. TIN No. \_\_\_\_\_
6. Sale Tax/VAT Registration Certificate
7. Postal Address/Telephone/FAX/E-Mail of the Firm-
8. Bank Details viz. A/c Holder Name, Bank Name, & Address, Type of A/c, Full A/c No. & IFSC Code of Bank.
9. Bank Statement with P&L Account & Balance Sheet for the last three financial years :
10. Copy of IT Return for the last 3 financial years:
11. Annual turnover of the firm during the last 3 financial years 2011-12, 2012-13 and 2013-14 (Minimum turnover should *be Rs. 5 Crores per year*)
12. Proof of supply orders having supplied **BALL PEN (BLACK/BLUE)**/Stationery/General items to the Govt./ Semi-Govt./PSU etc.
13. EMD (Bid Security) Amount \_\_\_\_\_ D.D No. \_\_\_\_\_ Dated \_\_\_\_\_  
Drawn On \_\_\_\_\_
14. Details specification of the pens:  
Make/Model \_\_\_\_\_  
Tips (Size) \_\_\_\_\_  
Body \_\_\_\_\_

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.

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### TERMS & CONDITIONS

1. The firm must have turnover of Rs. 5 Crores in each financial year of 2011-12, 2012-13 and 2013-14.
2. The firm must be having capacity to make, supply of about 6.8 Lakhs ball pen in four weeks time from the date of placing the orders.
3. Tenderers will have to deposit Earnest money of Rs.2,00,000/- (Rupees Two Lakhs 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 of EMD shall be forfeited. Bidders who are registered with Central Purchase Organisation/National Small Industries Corporation are exempted from deposit the EMD. The tenders bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board in participation process in tender.
4. Sealed tenders, complete in all respects may be placed in the Tender Box kept near the Reception Counter at Ground Floor up to 2:30 p.m. on or before 24.02.2015. 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 binders 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 BALL PEN.**"
5. 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.
6. Penalty for late delivery would be levied at the rate of **1% per day** 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.
7. 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.
8. The Board reserves the right to accept or reject partly/wholly any or all the tender (s) without assigning any reason.
9. While considering the rates, the Board will also consider the quality of the material.
10. The quantity of ball pen may increase or decrease as per requirement.
11. 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.

12. 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 02 years on mutually agreed Terms & Conditions.
13. 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.
14. 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.
15. 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.
16. Successful bidder shall deposit Performance Guarantee @ 10% of the work/tender value in the form of DD/FDR/Bank Guarantee and it should be valid for 60 days beyond the date of completion of all the contractual obligations of the supplier including warranty. The bid security (EMD) shall be refunded on receipt of performance security.
17. The rate contract can be terminated at any time by giving one month's notice by either party.
18. If the supplier fails 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.
19. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not deliver in time.
20. The item, 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.
21. No Bill for part payment shall normally be entertained; however the payment shall be released expeditiously after complete supply as per purchase order.
22. 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.
23. 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.
24. 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. \_\_\_\_\_

## Supply of Ball Point Pens

Tender in sealed envelopes from the manufacturers/their authorized dealers are invited for supply of ball point pens:

### Specifications

- |      |          |   |                                   |
|------|----------|---|-----------------------------------|
| I.   | Quantity | : | 6.8 lakh(Approx)                  |
| II.  | Color    | : | Blue                              |
| III. | Body     | : | Strong PVC body with rubber grip. |
| IV.  | Tip      | : | Minimum 5 mm                      |