

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,

PREET VIHAR, DELHI - 110301

TENDER NOTICE

Sealed Tenders are invited in two bids, Technical and Financial- on behalf of Secretary, CBSE from 'A' Grade Paper Mills only for the Supply of Art card & Art paper etc. as per details below: -

S. No.	Name of the Item	* Quantity to be supplied	Specification	E.M.D. (₹)
01	White Art Card 61x94 cms. (24"x37") 230 GSM	60 MT	Art Card with min. 80% Brightness and min. 70% gloss conforming BIS Specifications: 4658/1998 with latest amendments, Other specifications as per Tender Form, Instructions to Bidders and Terms & Conditions	1,85,000.00
02	White Art Paper 58.5x91 cms. (23"x36") 130 GSM	25 MT		

*** Quantity of items may increase/decrease.**

The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another bigger envelope duly sealed with superscribing "**Tender for the Supply of Art Card & Art Paper from 'A' Grade Paper Mills using virgin fibre**" and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301. The Tender Form can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110301 between 10.00 A.M. to 1.00 P.M. on any working day **from** 02.12.2015 to 21.12.2015 on payment of Rs. 1000/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD in the form of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Preet Vihar, Delhi from any of the scheduled Commercial Banks may be dropped in the Tender Box kept on the ground floor of the CBSE Building **upto 2.30 pm on or before 21.12.2015.**

Tenders received after expiry of date, time and those without EMD shall be rejected. Technical bids will be opened on the same date at 3.00 pm in the presence of the Tenderers or their authorised representatives, who may like to be present.

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

JOINT SECRETARY (A&L)

Tender Form No.:

TENDER DOCUMENT

Sr. No.	Tender No. / Brief Description of the products	Contact Person
01	White Art Card & White Art Paper	ASSISTANT SECRETARY (ADMN.III) Tel.: 011-22500029 & 22500143 Address:- Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre Preet Vihar, Delhi-110301

IMPORTANT DATE & TIME

Date of availability of Tender documents at	Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110301 between 10.00 A.M. to 1.00 P.M. on any working day from 02.12.2015 to 21.12.2015 on payment of Rs. 1000/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission.
Last date of collection of Tender documents	21.12.2015 upto 2.30 p.m.
Date of opening of Technical Bid	21.12.2015 at 3.00 p.m.
EMD Amount to be submitted	Rs. 1,85,000/-
Item stated in requirement schedule	<u>As stated at Annexure IV & V</u>

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VII	Tender form (Financial Bid)

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INSTRUCTIONS TO BIDDERS

1. The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another bigger envelope duly sealed with superscribing “**Tender for the Supply of Art Card & Art Paper from ‘A’ Grade Paper Mills using virgin fibre**” and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301. The Tender Form can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110301 between 10.00 A.M. to 1.00 P.M. on any working day **from** 02.12.2015 to 21.12.2015 on payment of Rs. 1000/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD in the shape of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Delhi may be dropped in the Tender Box kept on the ground floor of the CBSE Building **upto 2.30 pm on or before** 21.12.2015.
2. The Tender should be sent by post or kept in the Tender Box on the ground floor of the CBSE Preet Vihar, Building **upto 2.30 pm on or before** 21.12.2015.
3. The terms and conditions duly signed by the Tenderers should accompany the specific Tender Form.
4. The Earnest Money of the Tender is Rs. 1,85,000/- in the form of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Preet Vihar, Delhi from any of the scheduled Commercial Banks. The EMD shall remain valid for period of 45 days beyond the final Bid validity period.
5. Those registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Deptt. are exempted for submission of the earnest money. The tender should invariably accompany the proof to this effect.
6. Tenders received after expiry of date, time and those without EMD shall be rejected summarily. Technical bids will be opened on the same date at 3.00 pm in the presence of the Tenderers, who may like to be present.
7. Technical Bid shall be evaluated by a Committee constituted for the purpose. The technically qualified bidder shall be considered for Financial Bids.
8. Conditional bid shall not be accepted and will be summarily rejected.

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TERMS AND CONDITIONS

1. There should not be any over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
2. Ten full sheet of samples of each size for Eco-Friendly Art Card/ Art Paper etc. is required duly signed and stamped by the Tenderer and should be enclosed in the Tender and stating on the body of sample (i) Brand Name(ii) Name of the Mill(iii) Size and Weight of the paper for which the rates have been quoted. The sample should be accompanied with the Lab. Test Reports also.
3. The rates should strictly be in accordance with the specifications and terms specified in the Tender Form. Submission of incomplete Tender or of different specifications other than the specifications mentioned in the Tender Form and without sample shall be 'rejected'.
4. The delivery of the Art Card/ Art Paper shall have to be made at the Board's stores anywhere in the Union Territory of Delhi/New Delhi in the manner specified in the supply order. No extra payment/charges incurred as a consequence of wrong delivery/mis-interpretation of the terms and conditions of agreement or otherwise shall be allowed or permitted.
5. In the event of failure of the supply of paper by the supplier as per terms and conditions, the Board reserves the right to procure supply from any other source at the supplier's risk and expenses. In case of any dispute regarding imposition of penalty, forfeiture of Performance Security on account of violation of terms & conditions, the decision of the Chairman of the Board shall be final and binding upon the Tenderer.
6. The successful Tenderer shall have to enter into an agreement in the prescribed form on a non-judicial Stamp Paper of Rs. 100/- along with Performance Security within a week's time from the date of placement of the order and in case of failure to do so, the Chairman of the Board shall have right to cancel the supply order and forfeit the Earnest Money.
7. The Performance Security shall be 10% of the total contract value and shall be in the form of D.D. or Bank Guarantee and shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty obligations. The EMD shall be refunded on receipt of Performance Security.
8. The Board shall take random samples from the supplied material. Any difference in the size, colour, brightness, weight, GSM, opacity, breaking length of paper, technical parameters and other specifications shall render the entire order for rejection and supplier shall have to lift it at his own cost on 'as is where is basis'. The party shall be liable to change the inferior and/or damaged supplied material at their cost. The decision of the Chairman of the Board shall be final and acceptable to the supplier in respect of diminution of price on account of inferior and for damaged material.
9. No advance payment shall be made. 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 testing of Art Card/Art Paper/quality as per DGS&D/Govt. norms/specifications.
10. In case of default on any terms specified and/or in the event of non-fulfillment of the contract or otherwise, the performance security shall be forfeited.
11. Canvassing in any form shall be a disqualification and the Board reserves the right to reject the tender of such party/parties straight away without assigning any reasons.

Contd....2.

12. The rates shall be inclusive of all other indirect/incidental charges such as cartage/transportation/labour charges, staking charges, incurred by the supplier for successful delivery at Board's stores.

13. **Packing:**

- i) The packing of Art Card/ Art paper shall be done so as to ensure that sheets and its edges are not damaged during handling and transportation, and paper remain flat in reams. Folded sheets will not be accepted at any cost.
- ii) The no. of sheets in a packet shall be determined as per clause 3.1.2 and 3.1.3 of IS:6211/93.
- iii) The packets as determined above shall be wrapped with wrapping paper of 150 GSM or two sheets of 80 GSM each confirming to IS:6615/72 with Amdt. No. 1.
- iv) The packets shall then be bound with cotton tape of 1 cm. width or pasted with Craft paper gum tape of 5 cm width at the joints, jute strings or twine shall not be used for binding the packets.
- v) When wrapping paper as per above is used to wrap the packets the same shall be securely wrapped and sealed with LDPE film of 50 micron thickness to prevent ingress of water/moisture.
- vi) The reams/packets are wrapped with 150 GSM wrapping paper, pasted with Kraft paper gum tape at the joints. The reams/packets are made into bundles are finally wrapped with polythene laminated HDPE (PP Fabrics) to prevent ingress of water/moisture and stitched with Jute twine.

14. **(B). Technical parameters for Art Card/Art Paper:**

Brightness (Min.)	80%
Gloss (Min.)	70%

Other factors conforming to BIS specifications.

15. Quantity of stores to be accounted on the basis of net weight of the Art Card/Art Paper in sheets i.e. excluding weight of core pipe and plugs, packing/ wrapping materials etc.
16. The Board may depute its official for inspection of the Mill with or without notice.
17. The Art Card/Art Paper shall have to be supplied in 1 or 2 installments as per requirement of the Board. Upon receipt of Art Card/Art Paper, a Committee shall take sample on random basis and the samples shall be sent for testing as per specifications. Only those supplies which meet specifications shall be acceptable and rest all shall have to be lifted by the supplier at his cost.
18. If the supplier fails to lift the above rejected material within two weeks time, the Board shall have the right to dispose it off by auction and no claim of the supplier shall be permissible.

Contd....3.

19. The successful party will have to complete the supply of ordered items within the period as may be specified in the work order. A penalty @ 4% per week on the proportionate amount shall be levied in case the supplies are not completed in accordance with the given delivery time schedule subject to a maximum penalty of 10% of the amount of the Bill. If the material supplied is not as per specifications, proportionate 0.50% penalty per specifications will be imposed and the amount will be deducted from the bill of the supplier.
20. The **Art Card/Art paper must** be manufactured from virgin pulp only and conform to IS: 4658/1998 (as amended from time to time). The bidders shall attach a copy of the lab test of their **Art Card/Art Paper** along with the supplies. In case, the **Art Card/Art Paper** is not as per above requirement and/or manufactured from waste paper, it shall be rejected at the cost of the supplier. The Tender must comply to para 17 above and replace material at the earliest otherwise the Board shall adopt procedure as mentioned in Para 18 above.
21. The Tenderer shall sign at the space specified as a token of acceptance of these terms and conditions, which shall be final and legally binding on him in toto.
22. The Chairman of the Board shall have the right to accept a tender in whole or part or reject it entirely without assigning any reason.
23. No change of rates are allowed during the contract period, which is 6 month from the date of placing order, except for taxes levied by Govt.
24. Proportionate deduction shall be made on account of Grammage found lesser than the specifications. Further additional penalty shall be levied for supply of paper of lesser Grammage as decided by the Chairman of the Board.
25. Taxes as applicable shall be deducted on all the bills.
26. The Purchaser may allow the Purchase Preference to Public Sector Undertakings in accordance with the Govt. of India's direction in force.
27. The rates as quoted by the Tenderers shall remain open for acceptance for a period of 180 days from the date of opening of this Tender.
28. The Board will take supply of **Art Card/Art Paper** in 1 or 2 installments within a period of six months. The rates may be quoted accordingly.
29. In case any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
30. In case of any dispute arising under this contract, the same shall be referred to the sole arbitration of Chairman, CBSE, Delhi or any person nominated by him in this regard.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 30 have been read and understood by me/us and are acceptable to me/us.

Signature of the Tenderer Seal
with complete address

Mobile: _____

E-mail: _____

Annexure-III

ELIGIBILITY CRITERIA

- I. The Tenderer must have at least 03 years of experience in the field of manufacturing and supply of Art Card & Art Paper to the Govt. Organizations/Autonomous Bodies/Educational Institutions.
- II. The manufacturer must have manufacturing **capacity of 30 MT per day or 5000 MT per annum** during last three financial years. Excise clearance certificate must be submitted.
- III. The agency must have Minimum Average Annual Turn Over of Rs. 20 crores or more during the last three years i.e 2012-13, 2013-14 and 2014-15.
- IV. The Tenderer must submit Ten full sheet of samples of each size for Eco-Friendly Art Card/ Art Paper etc. duly signed and stamped by the Tenderer and stating on the body of sample (i) Brand Name (ii) Name of the Mill (iii) Size and Weight of the paper for which the rates have been quoted. The sample should be accompanied with the Lab. Test Reports also.

Annexure-IV & V**REQUIREMENT SCHEDULE**

The requirement for supply from 'A' Grade Paper Mills of Art card & Art paper as per details below: -

S. No.	Name of the Item	Specification	* Quantity to be supplied	E.M.D. (₹)
01	White Art Card 61x94 cms. (24"x37") 230 GSM	Art Card with min. 80% Brightness and min. 70% gloss conforming BIS Specifications: 4658/1998 with latest amendments, Other specifications as per Tender Form, Instructions to Bidders and Terms & Conditions	60 MT	1,85,000.00
02	White Art Paper 58.5x91 cms. (23"x36") 130 GSM	Art Paper with min. 80% Brightness and min. 70% gloss conforming BIS Specifications: 4658/1998 with latest amendments, Other specifications as per Tender Form, Instructions to Bidders and Terms & Conditions	25 MT	

Note:

- a. The quantities may be increased or decreased during the contract period.
- b. The Art card & Art paper should be as per specifications mentioned above.
- c. Samples of offered Art card & Art paper shall be enclosed with the Technical Bid. Sample Art card & Art paper should be accompanied with Mill test Report.
- d. The coating of Art Paper/Card should be uniform and of excellent quality without blackness and picking.
- e. Tenderer will attach lab test report of each item stated in specification above.

Annexure-VI

TENDER FORM

Technical Bid

TENDER FORM FOR SUPPLY OF ART CARD & ART PAPER.

(NOTE: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form.)

1. PARTICULARS OF TENDERER:

- (i). Name of the 'A' Class Mill : _____
- (ii). Registration No. and Year of Registration : _____
(with documentary evidence) for being 'A' Class Mill.
- (iii) Whether empanelled with DGS&D/ : _____
Directorate of Industries,
if Yes' details & certificate thereof.
- (iv). Office Address and Tel. No. : _____
- (v). Name(s) of the Proprietor/
Partners/Director with Mobile No : _____

2. PAST EXPERIENCE (Last three years) - (Attach photocopy of relevant work orders)

2.1 :

Sl. No.	Year	Name of the Board/ University/ Govt. Organization/Institution	Type of paper supplied	Value of paper supplied (in Rs.)	Quantum of paper supplied/ manufactured (in MT)
1	2012-2013				
2	2013-2014				
3	2014-2015				

2.2 Has the firm ever been debarred/ Black listed by any organization?
If 'Yes' the details thereof. : _____

2.3 Details of Award/Certificate of Merit etc. received from any Organization.
(Please attach Copy of certificate(s)) : _____

2.4 Quality certificate if any (Attach Copy) : _____

3. INFRASTRUCTURE DETAILS -

a) PHYSICAL/CAPITAL:

- i. Type & Total No. of machines available : _____
for the desired work:
- ii. Capacity of the Mill to deliver all the : (Yes/No) _____
allotted paper within 30 Days
- iii. Laboratory facility - List of testing equipments/apparatus. : _____
- iv. Certification given to Lab. (if any) : _____
(Attach copy of the same)

Contd....2.

v. Manufacturing capacity (Per day/ Month/ Annual (Attach relevant Certificate from Excise Deptt.) : _____

b) FINANCIAL:

- i. Annual Turn Over (during last 03 financial year: - 2012-2013= Rs. _____
(Attach duly audited statements of balance sheets, Trading A/c, Profit & Loss A/c) - 2013-2014= Rs. _____
- 2014-2015= Rs. _____
- ii. Availability of Finance/Bank Guarantee : _____

(Attach financial solvency certificate issued by bank)

c) DETAILS OF STAFF:

- i. Technical : _____
- ii. Non-Technical : _____

4. Particulars of Earnest Money:

- i) Amount (in Rs.) : _____
- ii) B.D./B.G. No. & Date : _____
- iii) Name of the Bank : _____

5. Particulars of Tender Fee:

- i) Amount (in Rs.) : _____
- ii) B.D No./Cashier Receipt No. & Date : _____
- iii) Name of the Bank : _____

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

Signature of the Tenderer _____
with Official Seal and Complete
Address _____
Telephone/Mobile No. _____
Date: _____

Important Notes:

The Tender Form for Technical Bid should contain -

- a. Sample of **Art card / Art paper** duly signed and stamped.
- b. Earnest money.
- c. Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Tenderer with seal on it.
- d. Proof of production/manufacturing capacity should be from Excise Department.
- e. The specified Annual Turn Over in the Tender Notice for each financial year should be on sale/manufacturing only.
- f. Certificate of registration with NSIC, Ministry/Deptt. concerned in case of non-submission of EMD amount.
- g. Contractor shall submit solvency certificate from any schedule bank of value not less than 40% of estimated cost unless otherwise indicated in the NIT.

CENTRAL BOARD OF SECONDARY EDUCATION

Financial Bid

I/We _____ hereby submit Tender for the supply of **Art card and Art paper** as per Terms and Conditions given in the Tender Form at the rate given below which are inclusive of the cost of **Art card / Art paper of 'A' Class Mill, all Taxes including Excise Duty, VAT, CST etc. and delivery F.O.R. Delhi:-**

S.N.	Specifications	Rates per MT
1.	Cost of Art Card of 61x94 cms. (24"x37")/230 GSM (as per tender specifications) of ' A ' class mill, all taxes including excise, VAT, CST, Excise Duty, octroi etc. and delivery F.O.R. Delhi.	230 GSM _____
2.	Cost of Art Paper of 58.5x91 cms. (23"x36") 130 GSM (as per tender specifications) of ' A ' class mill, all taxes including excise, VAT, CST, Excise Duty, octroi etc. and delivery F.O.R. Delhi.	130 GSM _____

The Terms and Conditions for 'Supply of **Art Card / Art Paper**' and packing etc. given along with the Tender are acceptable to me/us.

Taxes as applicable shall be deducted as per rules.

WCT No. _____ PAN No. _____ Date: _____

Signature of the Tenderer _____

Address/ Rubber stamp _____

Telephone/Mobile No. _____

Note: The Financial Bid should contain the rates only. The rates be quoted per M.T./Size/Sheet/Weight/GSM in the specimen Tender Form only.