

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 for supply of various type(s) of Stationery items for the financial year 2015-16. Interested agencies may download the tender documents from [www.cbse.nic.in](http://www.cbse.nic.in) and can submit the form, along with 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 **12.06.2015** in the tender box kept at the reception in CBSE Building at Preet Vihar, Delhi.

**JOINT SECRETARY (A&L)**

**TENDER COST Rs.1000/-**

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## **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 and tender fee of Rs.1000/- 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 along with terms and conditions can be had from Syndicate Bank, 2, Community Centre, CBSE Building, Preet Vihar, Delhi-1100301 on any working day between 10.00 a.m to 3.00 p.m on payment of Rs.1000/- (Non-Refundable). The tender form may also be downloaded from [www.cbse.nic.in](http://www.cbse.nic.in) and in that case, Rs.1000/- (Rupees One Thousand only) towards the cost of the tender shall be deposited as a demand draft in favour of “The Secretary, CBSE” payable at Delhi. The tender documents should be dropped in the Tender Box at the reception area at CBSE Headquarters, Preet Vihar, Delhi latest by **12.06.2015** upto 2:30 p.m. only.

**(RANVIR SINGH)**  
**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 MSME/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 (2012-13, 2013-14 and 2014-15).
  10. Annual turnover of the firm during the last 3 financial years i.e 2012-13, 2013-14 and 2014-15 (Minimum turnover should be Rupees One Crore 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. Tender fee of Rs.1000/-.
  14. 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 office 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](http://www.cbse.nic.in).**
  4. The interested agencies must also submit the samples of the said unprinted and 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 Administration-II Branch (3<sup>rd</sup> Floor), CBSE, Headquarter, Preet Vihar, Delhi.



## Central Board of Secondary Education

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

### TERMS & CONDITIONS

1. The tender form along with terms and conditions can be had from Syndicate Bank, 2, Community Centre, CBSE Building, Preet Vihar, Delhi-1100301 on any working day between 10.00 a.m to 3.00 p.m on payment of Rs.1000/- (Non-Refundable). The tender form may also be downloaded from [www.cbse.nic.in](http://www.cbse.nic.in) and in that case, tenderers will have to deposit **tender fee** of Rs.1000/- (Rupees One Thousand only) and **Earnest money** of Rs.50,000/- (Rupees Fifty Thousand Only) with the Tender, in the form of Demand Drafts of a Nationalized bank in favour of "The Secretary, CBSE, Delhi". The EMD amount will be returned to the unsuccessful Tenderers soon after the order is placed to the approved agency but tender fee is non-refundable.
2. The Micro, Small and Medium Enterprises, NSIC and Public Sector Enterprises are exempted from Tender Fee and 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.
3. 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 **12.06.2015**. 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(s)/Committee 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 STATIONERY ITEMS."
4. NO TENDER without tender fee and 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.
5. 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.
6. The agency must supply the stationery items of same brand as mentioned in the tender documents. If the agency fails to supply the prescribed stationery items of same brand as required by the Board, than 10 percent penalty will be imposed on the amount of specific item not supplied/refused.
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 in future.
8. The Board reserves the right to accept or cancel/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 submitted as "Sample(s)" in the Board.
10. The quantity of stationery items 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/notification 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.
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. The rate contract can be terminated at any time by giving one month's notice by either party.
17. In case the tenderer(s) fails to complete the supply according to terms of the order, the amount to EMD shall be forfeited.
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 Board reserves the right to examine the Stationery items supplied by the agency/agencies in respect of quality, specification etc.
21. The items, so supplied will have to be same quality or 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.
22. The firm must quote the rates for all the items mentioned in the tender documents. The agencies that will quote rates for few (Limited) items or conditionally are summarily rejected by the Board.
23. No Bill for part payment shall normally be entertained; however the payment shall be released expeditiously after complete supply as per purchase order.
24. 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.
25. 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.
26. While submitting the tender for this work, the firm/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.
27. 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 Stationery items.**

Sl.no.	Name of Items	Brand	Unit	Rate	Remark
1.	Ball Pen	Montex Mega top	Per piece		
		Cello Butter flow			
		Reynolds 0.45			
		Technotop			
2.	Refill	Montex Mega top	Per piece		
		Cello Butter flow			
		Reynolds 0.45			
		Techno top			
3.	Cello Tape Big Size of 24 x 65 mm	Super Diamond	Per piece		
		Wonder			
		Kores			
4.	Cello Tape Small Size of 12 x 65 mm	Super Diamond	Per piece		
		Wonder			
		Kores			
5.	Cloth Duster Size of 21" x 21" inch	Alkon ( Good Quality)	Per dozen		Sample required
6.	Eraser (Pencil)	Camlin	Per piece		
		Apsara			
		Nataraj			
7.	Glass Tumbler	Yera	Per piece		
		FOCE (Glassco India)			
8.	Gloves	Good quality	Per pair		Sample required
9.	Fevicol	Fevicol Brand	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/other Good Quality	Per Set of 6 piece		Sample required
13.	Holder pen	VIP	Per piece		
14.	Holder pen refill	VIP	Per piece		
15.	Jotter pen	Reynolds	Per piece		
		Cello			
16.	Jotter refill	Reynolds	Per piece		
		Cello			
17.	Pilot pen V5	Luxor	Per piece		
18.	Pencil	Apsara	Per piece		
		Nataraj			
19.	Photocopy paper A-4 size 75 GSM	Century Star	Per Rim		
		Xerox Challenger			
20.	Photocopy Paper Full Size 75 GSM	Century Star	Per Rim		
		Xerox Challenger			
21.	Jetter Gel Pen	Reynolds	Per Pen		
		Cello			

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)	Good Quality	Per piece		Sample required
26.	Paper Weight (Plastic)	Good Quality	Per piece		Sample required
27.	Pin Cushion	Kebica Art No KOD 2035	Per Box		
28.	Poker	Good Quality	Per piece		Sample required
29.	Rubber Band (Big Size)	Good Quality	Per 500gm		Sample required
30.	Register 1Q (96 Pages)	Neelgagan Excel	Per piece		
31.	Register 2Q (192 Pages)	Neelgagan Excel	Per piece		
32.	Register 4Q (384Pages)	Neelgagan Excel	Per piece		
33.	Soap 100g	Lux	Per piece		
		Dettol			
		Lifebuoy			
34.	Awl Pin	Bun chin	Per box		
		Bell			
		Fanta			
35.	Carbon box (Blue Colour)	Kores Sapphire	Per piece		
36.	Dustbin	Cello frosty	Per piece		
		S.S.(Steel)			
37.	Glue Stick 15 gram	Camlin	Per piece		
		Kores			
		Fevi			
38.	Highlighter	Camline	Per piece		
		Luxor			
39.	Jug Standard size	Cello Thriller	Per piece		
		Milton			
40.	Marker	Camline	Per piece		
41.	Mask	Good quality	Per piece		Sample required
42.	Stapler HD-10D	Kangaro	Per piece		
43.	Stapler pin No 10-1M	Kangaro	Per piece		
44.	Stapler HP-45	Kangaro	Per piece		
45.	Stapler pin 24/6	Kangaro	Per piece		
46.	Shorthand copy	Neelgagan Super	Per piece		
47.	Shorthand pencil	Apsara	Per piece		
48.	Stamp Pad Small	Camel	Per piece		
49.	Stamp Pad Big	Camel	Per piece		
50.	Stamp pad ink 30 ml	Supreme	Per piece		
		Chelpark			
51.	Sharpener	Apsara long point	Per piece		
		Nataraj			
52.	Scale	Camlin Exam	Per piece		
53.	Sketch Pen (Sign pen)	Luxor	Per piece		
54.	Tag	Good quality	Per Bunch		Sample required
55.	Green Tag of Big Size	Good quality	Per Bunch		Sample required

56.	Bucket	Cello Super Delux	Per piece		
		Crown craft			
57.	Brown Tape Size 48mm x 50mm	Bun chin	Per piece		
58.	Cloth white (Markin)	Good quality	Per metre		Sample required
59.	Cloth Blue (Markin)	Good quality	Per metre		Sample required
60.	CD-R	Amkette	Per piece		
		Sony			
		Moserbear			
61.	Paper Cutter	Bun chin	Per piece		
		Gongdao			
62.	Paper Cutter Blade	Bun chin	Per piece		
		Gongdao			
63.	Luxor Pen Ink 4ml	Luxor	Per piece		
64.	Needle 5 inch	Good Quality	Per box		Sample required
65.	Pen Stand (4 Pen)	Kebica	Per piece		
66.	Pen Stand Paper Roll	Kabica	Per piece		
67.	Punch Single	Kangaro SHP-20	Per piece		
68.	Punch Double	Kangaro 600	Per piece		
69.	Scissor 16 cm	Kabica	Per piece		
		Infinity			
70.	Scissor Big Steel	Good Quality	Per piece		Sample required
71.	Sponge	Kebica Easy	Per piece		
72.	Flag (150 sheets)	Bun chin	Per piece		
		Post It Prompts			
73.	Signature pad	Neelgagan	Per piece		
74.	Thread	Vardhman	Per roll		
75.	Tin Seal Holder	Good Quality	Per Piece		Sample required
76.	Towel (Big Size)	Bombay dyeing	Per piece		
		Tulip			
77.	Tape Dispenser (Big Size)	Bun chin	Per Piece		
78.	Vim Powder	Vim	Half Kg. per Packet		
79.	White Fluid (15ml)	Camlin	Per piece		
		Kores			
80.	Lock (Standard Size)	Plaza 25P	Per piece		
		Link			
		Godrej			
81.	Sutli (Plastic) (500gram)	Good quality	Per roll		Sample required
82.	Sealing wax	Ashoka	Per box		
83.	Sutli (jute) (500 gram)	Good quality	Per roll		Sample required
84.	U-Clip	Bun chin	Per pkt.		
85.	Adhesive Labels	Desmat	Per packet of 100 A-4 sheets and each sheet having <b>20 labels</b>		Sample required
		ODDY			
86.	Adhesive Labels	Desmat	Per packet of 100 A-4 sheets and each sheet having <b>16 labels</b>		Sample required
		ODDY			



### Printed Stationery Items of Good Quality

S.No.	Name of Items	Specification	Unit	Rate	Remarks
1	File Board	As per sample	Per piece		It is compulsory to submit the samples of all the items in tender by the agency
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		
6	Card Board Folder (Blue Colour)	As per sample	Per piece		

### Printed Envelopes of Best Quality

S.No.	Name of Items	Specification	Unit	Rate	Remarks
1.	<b>Best Quality: Envelopes-</b> 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		It is compulsory to submit the samples of all the envelopes in tender by the agency
2.	<b>Best Quality: Envelope Window type</b> white Color- in the size of 9"x4½"/80 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.	<b>Best Quality: Cloth line envelope-</b> 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.	<b>Best Quality: Cloth line envelope-</b> 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.	<b>Best Quality: Cloth line envelope-</b> 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 said unprinted and printed stationery items/envelopes as per CBSE requirement 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 should see the samples of the above said stationery items in Administration-II Branch (3<sup>rd</sup> Floor), CBSE, Headquarter, Preet Vihar, Delhi.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

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