

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI - 110092

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	Specification	* Quantity to be supplied
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	150 MT
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	05 MT

* Quantity of items may increase/decrease.

The bidding pre-requisite :-

- The Tenderer must have atleast 03 years of experience in the field of manufacturing and supply of Art Card & Art Paper to the Govt. Organizations/Autonomous Bodies/Educational Institutions.
- 1. The manufacturer must have manufacturing **capacity of 30 MT per day i.e. 5000 MT per annum** during last three financial years. Excise clearance certificate must be submitted.
- 2. The agency must have Minimum Average Annual Turn Over of Rs. 20 crores or more during the last three years.

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-110092. The Tender Form can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110092 between 10.00 A.M. to 1.00 P.M. on any working day **from 18.07.2014 to 24.07.2014** on payment of Rs. 500/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 500/- 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 of **Rs. 5,00,000.00** in the shape of Bank Draft 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 24.07.2014.**

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, 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)

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE

PREET VIHAR, DELHI-110092

Price: Rs. 500/-

Last date for submission of Tender	- 24.07.2014 upto 2.30 p.m.
Opening of sealed Tenders	- 24.07.2014 upto 3.00 p.m.

F. No. Admn.III/Paper/2013-14/

Tender Form No. _____

M/s. _____ are hereby authorized to submit their Tender in response to the Tender Notice given by the Board in the newspapers for Supply of Art Paper & Art Card.

ASSISTANT SECRETARY (ADMN.III)

TENDER FORM

Part 'A' - 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 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 Art card/ Art paper supplied	Value of Art card/ Art paper supplied (in Rs.)	Quantum of Art card/ Art paper supplied/ manufactured (in MT)
1	2011-2012				
2	2012-2013				
3	2013-2014				

Contd.....P-2

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)

: _____

2.5. Specifications:

<u>Description</u>	<u>Specifications</u>	<u>Name of Paper Mill</u>	<u>Attach lab. test report also</u>
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	White Art Card 61x94 cms. (24"x37") 230 GSM IS:4658/1998 with latest amendments		
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	White Art Paper 58.5x91 cms. (23"x36") 130 GSM		

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)

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

b) FINANCIAL:

- i. Annual Turn Over (during last 03 financial year: - 2011-2012= Rs. _____
(Attach duly audited statements of balance - 2012-2013= Rs. _____
sheets, Trading A/c, Profit & Loss
A/c) - 2013-2014= 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. 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 -

- Sample of Art card / Art paper duly signed and stamped.
- Earnest money.
- Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Tenderer with seal on it.
- Proof of production/manufacturing capacity should be from Excise Department.
- The specified Annual Turn Over in the Tender Notice for each financial year should be on sale/manufacturing only.
- Certificate of registration with NSIC, Ministry/Deptt. concerned in case of non-submission of EMD amount.

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Part 'B' - Financial Bid

I/We _____ hereby submit Tender for the supply of **Art card / 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 24"x37"/230 GSM (61x94 cms.) (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.	230 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 rates may be quoted as per Clause No. 33 of Terms & Conditions.

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TERMS AND CONDITIONS

3. Rates for the required items should be quoted per M.T./Size/Sheet/ Weight/GSM/ appropriate Brightness in the specimen Tender Form **only**.
4. There should not be any over writing or amendment in the rates quoted, the terms and conditions of the contract and annexure of the Partner/Managing Director. All the forms should be duly signed with seal of the firm.
5. 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 should accompany the Tender stating on the body of sample, Brand Name, Name of the Mill, Size and Weight of the paper for which the rates have been quoted. The sample should have the Lab. Test Reports also.
6. 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'.
7. 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.
8. In the event of failure of the supply of paper by the Tenderer as per terms and conditions, 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 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.
9. 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.
10. The Performance Security shall be 7% of the total contract value and can be in the form of D.D. or Bank Guarantee and shall remain valid for a period of 12 months beyond the date of completion of all contractual obligations. As per GFR 157, the EMD should be 2% to 5% of the estimated value of the paper. The EMD shall be refunded on receipt of Performance Security.
11. The E.M.D. shall remain valid for 60 days beyond the final bid validity period.
12. 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 tenderer in respect of diminution of price on account of inferior and for damaged material.
13. 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.
14. 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.
15. 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.

16. The rates shall be inclusive of cartage/transportation/labour charges, staking charges in Board's stores at all locations.
17. **The quantity of Art Card & Art Paper may increase or decrease. Exact quantity, size, brand of paper shall be intimated at the time of placing work order to the Firm.**
18. **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. Folded sheets will not be accepted at any cost.
 - ii) The packets shall be wrapped with wrapping paper of 150 GSM or two sheets of 80 GSM each.
 - iii) 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.
 - iv) 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.
 - v) The packets are wrapped with 150 GSM wrapping paper, pasted with Kraft paper gum tape at the joints. The 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.
19. **(A). Technical parameters for Art Card/Art Paper:**

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

Other factors conforming to BIS specifications.

20. 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.
21. The Board may depute its official for inspection of the Mill with or without notice.
22. 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 Tenderer at his cost.
23. If the tenderer 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 tenderer shall be permissible.
24. The successful Tenderer 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. If the material supplied is not as per specifications, proportionate 0.50% penalty will be imposed and the amount will be deducted from the bill of the Tenderer.
25. 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 tenderer. The Tender must comply to para 20 above and replace material at the earliest otherwise the Board shall adopt procedure as mentioned in Para 21 above.

26. 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.
27. 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.
28. No change of rates are permitted during the contract period except for taxes levied by Govt.
29. 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.
30. In the event of any dispute, the decision of the Chairman of the Board shall be final.
31. Taxes as applicable shall be deducted on all the bills.
32. Public Sector Enterprises are exempted from depositing Security Money.
33. The Purchaser will allow the Purchase Preference to Public Sector Undertakings in accordance with the Govt. of India's direction in force.
34. The rates as quoted by the Tenderers shall remain open for acceptance for a period of 90 days from the date of opening of this Tender.
35. 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.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 33 have been read by me/us and are acceptable to me/us.

Signature of the Tenderer
Seal with complete address

Mobile: _____

E-mail: _____

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INSTRUCTIONS TO BIDDERS

1. Technical Bid should contain Earnest Money, photocopy of payment of Tender fee, technical information as desired in the Tender Form, samples and copies of Certificates. 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.
2. 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.
3. Both the Technical and Financial Bids should be kept in a separate envelope and seal with wax and both the envelopes be kept in another bigger envelope duly sealed with sealing wax superscribed on it "Tender for supply of Art Card & Art Paper" addressed to the Secretary, CBSE, Preet Vihar, Delhi-110092.
4. 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 24.07.2014**.
5. Technical Bid shall be evaluated by a Committee constituted for the purpose. The Tenderer who meet all the technical pre-requisites and whose samples are as per specifications based on test reports shall only be considered for Financial Bids. The performance/services rendered in the past, if any may also be taken into account while examining the Technical Bid.
6. The terms and conditions duly signed by the Tenderers should accompany the specific Tender Form.
7. Technical Bid must be accompanied with the Earnest Money. Sample of paper and photocopies of relevant documents as required in the Tender.
8. Certificates with respect to total annual sale/manufacturing capacity must also be enclosed.
9. The Earnest Money of the Tender is **Rs. 5,00,000/-** in the shape of B.D. in favour of the Secretary, CBSE, Preet Vihar, Delhi or Bank Guarantee from any of the scheduled Commercial Banks. The EMD shall remain valid for period of 60 days beyond the final bid validity period.
10. Conditional bid shall not be accepted.
