

Email : ctet@cbse.gov.in
Website: www.ctet.nic.in



Phones : 011-22240112
FAX : 011-22235775

CENTRAL BOARD OF SECONDARY EDUCATION

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

(CENTRAL TEACHER ELIGIBILITY TEST)

(PS-1-2, Patparganj Institutional Area, I.P. Extension, 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.5.5 Lakhs.

Interested agencies may obtain all the tender documents downloaded from the CBSE's website at www.cbse.nic.in. The Tender Form shall be deposited along with the Bank Draft of EMD of Rs.20,000/- in favour of the Secretary, CBSE, Preet Vihar, Delhi.

Tender in the prescribed form duly filled in signed and stamped in a sealed cover superscripted 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 **15.05.2013** by **2:30 p.m.** Incomplete/conditional tender without earnest money or received after due date and time shall be summarily rejected.

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 July 13/

Dated : 15th April, 2013

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 **15.05.2013 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 <u>without window</u> with Flap 1¼" bottom ½" overlapping ½".	12,000
2.	Envelopes duly laminated and printed in the size of 12"x10"/110 GSM yellow colour superior quality envelopes with Flap 3" overlapping 1".	3,000
3.	Answer Sheet Box type envelope duly laminated and printed in the size of 12"x10"/110 GSM on Saffron colour with flap 5"width 3" overlapping 1".	6,000
4.	Answer Sheet Box type envelope duly laminated and printed in the size of 12"x10"/110 GSM on Pink Colour with flap 5"width 3"overlapping 1".	7,500
5.	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
6.	Envelopes in the size of 16"x12"/110 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
7.	Envelopes in the size of 16"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	5,000
8.	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
9.	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
10.	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.	70,000



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TERMS & CONDITIONS

1. Sealed tender, under two bid system complete in all respect along with a bank draft for Rs.20,000/- 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 2:30 p.m. on **15.05.2013** by **2:30 p.m.** Incomplete/conditional/late tenders or those without earnest money will be rejected. Technical Bids will be opened at 3:00 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.
2. 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.
3. The Board reserves the right to terminate the contract at any time without any notice and forfeit part or whole of the earnest money 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.
4. 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.
5. The Secretary of the Board reserves the right to reject any tender or reject in entirely without assigning any reason.
6. The firm should have minimum three years experience for supply of envelopes with any Board/University/Educational Institution.
7. 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.
8. In case of any dispute or abrogation of conditions stipulated, the decision of the Secretary of the Board in all the matters concerning tender shall be final and binding upon the tenderer.
9. The material should be supplied within the time, as specified in the work order.
10. A penalty @ 4% per week subject to maximum of 10% 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.
11. 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". Incase of any dispute, the decision of the Secretary of the Board shall be final and acceptable to the Tenderer.

(Contd. From page-....)

12. Taxes shall be deducted as per rules.
13. The revision of rates will not be allowed during the contract period.
14. 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, 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 of the Board shall be final and binding upon the tenderer.
15. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
16. The payment shall be made after receipt of satisfactory supply of the envelopes.
17. The exact quantity will be intimated at the time of placing order to the agency concerned.
18. The contract may be extended for one/two years, if the work found satisfactory on the same rates/Terms & Conditions.

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.	ABOUT THE FIRM	
	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.	PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)	
	Year	Name of the Board/University/ Educational organization
	2010	
	2011	
	2012	
		Details of work executed (with proof)**

**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. It the firm a Principal Manufacturer: YES/NO _____

...contd/-

4. **CLIENTS OF THE FIRM:**

- (a) Govt. Deptt/ 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 _____

(c) **FINANCIAL :**

- (i) Annual turnover (During last three financial year)
2010 Rs. _____
2011 Rs. _____
2012 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.20,000/-** 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. _____

Email : ctet@cbse.gov.in
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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 duly laminated and printed in the size of 12"x10"/110 GSM yellow colour superior quality envelopes with Flap 3" overlapping 1"	1. 2. 3.	1. 2. 3.
3.	Answer Sheet Box type envelope duly laminated and printed in the size of 12"x10"/110 GSM on Saffron colour with flap 5"width 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"/110 GSM on Pink Colour with flap 5"width 3"overlapping 1"	1. 2. 3.	1. 2. 3.
5.	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.
6.	Envelopes in the size of 16"x12"/110 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

7.	Envelopes in the size of 16"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.	1. 2. 3.	1. 2. 3.
8.	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.	1. 2. 3.	1. 2. 3.
9.	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.
10.	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. _____