

# CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,  
PREET VIHAR, DELHI – 110301

## SHORT TERM TENDER NOTICE

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

S. No.	Name of the Item	Specification	Quantity to be supplied	**E.M.D. (Rs.)	Period of sale of tender	Date of opening of Tech. Bid.	Cost of Tender Form (Rs.)
01	Supply of White Art Card of 24x37/230 GSM (61x94cms) of 'A' Class Mill including all Taxes, Excise, VAT, CST etc. and delivery F.O.R. Delhi	Art Card with 80% Brightness with Min. 70% gloss conforming BIS Specifications: 4658/1998 with latest amendments, Other specifications as per Tender Form, Instructions to Bidders and Terms & Conditions	70 MT	Rs.120600/- (One lakh twenty thousand six hundred only)	17.09.2012 to 25.09.2012 from 10.00 a.m. to 1.00 p.m.	25.09.2012 at 3.00 p.m.	1000/- (Non-refundable)

\*\*Bank Draft/Bank Guarantee in favour of Secretary, CBSE, Delhi. Agencies registered with Central Purchase Organization, National Small Industries Corporation or the concerned Ministry/Depts. are exempted from E.M.D.

### The bidding pre-requisite for Art Card-

- The tenderer or its authorized representative or agency must have at least four years of relevant experience in the field.
- The manufacturer must have manufacturing **capacity of 50 MT per day or 15000 MT per annum** during last three years.
- 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 from 'A' Grade Paper Mills Only**" and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301. The Tender Form may be purchased from the Syndicate Bank, CBSE, Preet Vihar, Delhi-110301 or can be downloaded from the website [www.cbse.nic.in](http://www.cbse.nic.in), for which Rs.1000/- (Non-refundable) in the form of Bank Draft or in 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 may be dropped in the Tender Box on the ground floor of the building **upto 2.00 pm on or before 25.09.2012.**

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

**JOINT SECRETARY (A&L)**

# केन्द्रीय माध्यमिक शिक्षा बोर्ड

शिक्षा केन्द्र, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110301

## अल्पावधि निविदा सूचना

सचिव, सी.बी.एस.ई. की ओर से, नीचे दिए गए विवरणों के अनुसार आर्ट कार्ड की आपूर्ति हेतु 'ए' ग्रेड पेपर मीलों से तकनीकी और वित्तीय दो बोलियों में सीलबंद निविदाएं आमंत्रित हैं:-

क्र. स.	मद का नाम	विनिर्देशन	मात्रा जिसकी आपूर्ति की जाएगी	बयाना राशि (रु०)**	निविदा बिक्री की अवधि	तकनीकी बोली खोलने की तिथि	निविदा फार्म का मूल्य
1	सफेद आर्ट कार्ड 61x94से.मी. (24"x37") 230 जी.एस.एम.	80 प्रतिशत ब्रइटनेश न्यूनतम 70 प्रतिशत ग्लोस सहित आर्ट कार्ड, बी.आई.एस. विवरण के अनुसार 4658/ 1998 आधुनिकतम संशोधन सहित, अन्य विनिर्देशन निविदा फार्म पर बोलीकर्ता के लिए अनुदेशों एवं शर्तों एवं निबंधन सहित।	70 एम०टी०	रुपये 1,20,600/- (रु.एक लाख बीस हजार छः सौ केवल )	17.09.2012 से 25.09.2012 (पूर्वाह्न 10.00 बजे से अपराह्न 1.00 बजे तक)	25.09.2012 को अपराह्न 3.00 बजे	रु० 1000/- (अप्रतिदेय)

\* \* सचिव, सी.बी.एस.ई. के पक्ष में बैंक ड्राफ्ट/बैंक गारंटी। जो एजेंसियों सेंट्रल पर्वेज ऑर्गनाइजेशन/राष्ट्रीय लघु उद्योग निगम अथवा संबंधित मंत्रालय/विभाग द्वारा पंजीकृत है, वे बयाना राशि से विमुक्त हैं।

### आर्ट कार्ड के लिए पूर्व अपेक्षित बोली -

1. निविदाकार या इसकी प्राधिकृत प्रतिनिधि या एजेंसी को इस क्षेत्र में कम से कम चार वर्ष का संगत अनुभव होना चाहिए।
2. निर्माता की निर्माण करने की क्षमता पिछले तीन वर्षों में प्रतिदिन 50 एम.टी. या 15000 एम.टी. प्रतिवर्ष होनी चाहिए।
3. एजेंसी की पिछले तीन वर्ष की अवधि के दौरान न्यूनतम औसत वार्षिक बिक्री रु.20 करोड़ या इससे अधिक होनी चाहिए।

निविदा दो बोली प्रणाली अर्थात् तकनीकी और वित्तीय बोलियों में दो अलग-अलग लिफाफों में रखी जाए और दोनों लिफाफे एक अन्य बड़े लिफाफे में रखे जाए जिसे विधिवत रूप से सीलबंद कर उस पर "केवल 'ए' ग्रेड पेपर मील से आर्ट कार्ड की आपूर्ति के लिए निविदा" लिखें और सचिव, सी.बी.एस.ई., शिक्षा केन्द्र, 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110301 को सम्बोधित हो। निविदा फार्म, सिंडिकेट बैंक, सी.बी.एस.ई., प्रीत विहार, दिल्ली से प्राप्त किए जा सकते हैं या सी.बी.एस.ई. की वेबसाइट [www.cbse.nic.in](http://www.cbse.nic.in) से डाउन लोड कर सकते हैं जिसके लिए 1000/-रु० (अप्रतिदेय) बैंक ड्राफ्ट या नकद कौशियर, सी.बी.एस.ई. के पास जमा किए जाएं और इसकी रसीद की फोटोकॉपी निविदा फार्म के साथ संलग्न की जाए।

क्रमशः.....

निविदा फार्म के साथ निबंधन एवं शर्तें निविदाकारों द्वारा विधिवत् रूप से हस्ताक्षर करने के पश्चात् बयाना राशि सहित सभी तरह से पूर्ण फार्म, सचिव, सी.बी.एस.ई. को संबोधित करते हुए बोर्ड भवन के भू-तल पर रखी निविदा पेटिका में पहले या दिनांक 25.09.2012 को अपराह्न 2.00 बजे तक डाले जा सकते हैं।

नियत तिथि और समय समाप्त होने के पश्चात् और बयाना राशि के बिना प्राप्त निविदाओं को रद्द कर दिया जाएगा। निविदाएं उसी दिन अपराह्न 3.00 बजे उन निविदाकारों की उपस्थिति में खोली जाएंगी, जो उपस्थित होना चाहें।

सचिव, सी.बी.एस.ई. के पास यह अधिकार सुरक्षित है कि वे बिना किसी कारण बताए सभी निविदाओं या किसी निविदा को स्वीकार या रद्द कर सकते हैं।

संयुक्त सचिव (प्रशासन एवं विधि)

# CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE

PREET VIHAR, DELHI-110 301

Last date for submission of Tender	- 25-09-2012 upto 2.00 p.m.
Opening of sealed Tenders	- 25-09-2012 at 3.00 p.m.

Tender Form No. Admn.III/Art Card/2012/

Form No. \_\_\_\_\_

Price: Rs.1000/-

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 Card.

DEPUTY SECRETARY (ADMN.III)

## TENDER FORM

### Part 'A' – Technical Bid

#### TENDER FORM FOR SUPPLY OF ART CARD.

(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./Email : \_\_\_\_\_

#### 2. PAST EXPERIENCE (Last 04 years) (Attach photocopy of relevant work orders)

##### 2.1 :

Sl. No.	Year	Name of the Board/ University/ Govt. Organization/ Institution	Type of Art Card supplied	Value of Art Card supplied (in Rs.)	Quantum of Art Card supplied/ manufactured (in MT)
1	2008-2009				
2	2009-2010				
3	2010-2011				
4	2011-2012				

Contd.....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.

Description	Specifications	Name of Art Card Mill	No. of samples attached	Attach lab. test report also
<p><b>Art Card</b> with 80% Brightness with Min. 70% gloss conforming BIS Specifications: 4658/1998 with latest amendments must be attached duly signed and stamped.</p> <p><b>(Please read clause 4 of Terms &amp; Conditions)</b></p>	<p>24"x37"/230 GSM IS:4658/1998 with latest amendments.</p>			

**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 allotted Art Card within 30 Days : (Yes/No) \_\_\_\_\_

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: - 2009-2010 \_\_\_\_\_  
(Attach duly audited statements of balance - 2010-2011 \_\_\_\_\_  
sheets, Trading A/c, Profit & Loss A/c) - 2011-2012 \_\_\_\_\_

ii. Availability of Finance/Bank Guarantee : \_\_\_\_\_  
(Attach financial solvency certificate issued by bank)

**c) 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 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.

# CENTRAL BOARD OF SECONDARY EDUCATION

## **Part 'B' – Financial Bid**

I/We \_\_\_\_\_ hereby submit tender for the supply of Art Card as per terms and conditions given in the tender form at the rate given below which are inclusive of the cost of Art Card of 'A' class mill, all taxes including Excise, VAT, CST, Excise Duty etc. and delivery F.O.R. Delhi Art Card :-

S.N.	Specifications	Rates per MT
1.	<b>Cost of Art Card</b> 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 _____ (WITHOUT CBSE Watermark)

The Terms and Conditions for 'Supply of Art Card' and packing etc. given alongwith the tender are acceptable to me/us.

Taxes as applicable shall be deducted as per rules.

WCT No. \_\_\_\_\_

PAN No. \_\_\_\_\_

Dated \_\_\_\_\_

Signature of the tenderer \_\_\_\_\_

Address/ Rubber stump \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Email \_\_\_\_\_

**Note: The rates may be quoted as per clause no. 35 of Terms & Conditions.**

## **TERMS AND CONDITIONS**

1. Rates for the required item should be quoted per M.T./Size/Sheet/ Weight/GSM/ appropriate Brightness in the specimen Quotation Form only.
2. 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.
3. Full sheet of Ten samples of the required Art Card duly signed and stamped by the Vender should accompany the Quotation stating on the body of the sample, brand, name of the Mill, size and weight of the Art Card for which the rates have been quoted. The sample should have the Lab. Test Reports also.
4. The rates should strictly be in accordance with the specifications and terms specified in the Quotation Form. Submission of incomplete quotation or of different specifications other than the specifications mentioned in the Quotation Form and without sample shall be 'Rejected'.
5. The delivery of the Art Card shall have to be made at the Board's Stores CWC Godown RP Bagh, Delhi -33 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.
6. In the event of failure of the supply of Art Card by the vender as per Terms & Conditions, the Board reserves the right to procure supply from any other source at the Vender'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 Vender.
7. The successful vender 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.
8. The Performance Security shall be 7% of the total contract value and can be in the form of Bank Draft or Bank Guarantee and shall remain valid for a period of 12 months beyond the date of completion of all contractual obligations. The Earnest Money shall be refunded on receipt of Performance Security.
9. The Earnest Money shall remain valid for six months.
10. The successful Vender 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.



11. The Board shall take random samples from the supplied material. Any difference in the Size, Colour, Brightness, Weight, GSM, Gloss of Art Card and other factors conforming to BIS 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 Vender in respect of diminution of price on account of inferior and for damaged material.
12. 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/Quality as per DGS&D/Govt. norms/specifications.
13. In case of default on any terms specified and/or in the event of non-fulfilment of the contract or otherwise, the Performance Security shall be forfeited.
14. Canvassing in any form shall be a disqualification and the Board reserves the right to reject the quotation of such party/parties straight away without assigning any reasons.
15. The rates shall be inclusive of all Taxes/Cartage/Transportation/Labour Charges, Staking Charges in Board's Stores.
16. The quantity of Art Card may increase or decrease. Exact quantity, size, brand of Art Card shall be intimated at the time of placing order to the Firm.
17. **Packing of Art Card** :
  - a. The packing of Art Card 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.
  - b. The packets as determined above shall be wrapped with wrapping paper of 150 GSM. The packets shall then be bound with cotton tape of 1 cm width or pasted with Craft paper gum tape (IS:4185/89) of 5 cm width at the joints, jute strings or twine shall not be used for binding the packets.
  - c. 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.
  - d. The reams are wrapped with 150 GSM wrapping paper, pasted with Kraft paper gum tape at the joints. The reams are made into bundles weighing around 65 Kgs. are finally wrapped with polythene laminated HDPE (PP Fabrics) to prevent ingress of water/moisture and stitched with Jute twine.
18. **For Art Card:**
  - i. Brightness 80%
  - ii. Gloss (Min.) 70%

**Other factors conforming to BIS specifications.**

19. Quantity of stores to be accounted on the basis of net weight of the paper in sheets i.e. excluding weight of core pipe and plugs, packing/wrapping materials etc.
20. The Board may depute its official for inspection of the Mill with or without notice.
21. The paper shall have to be supplied in one instalment as per work order. Upon receipt of material, 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 Vender at his cost.
22. If the Vender 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 Vender shall be permissible.
23. 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 Vender.
24. Art Card paper must be manufactured from virgin pulp only and conform to IS: 4658/1998 (as amended from time to time). The Venders shall attach a copy of the lab. test of their paper along with the supplies. In case, the Art Card is not as per above requirement and/or manufactured from waste paper, it shall be rejected at the cost of the vender. The Vender must comply with para 23 above and replace material at the earliest otherwise the Board shall adopt procedure as mentioned in para 24 above.
25. The Vender 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.
26. The Chairman of the Board shall have the right to accept a quotation in whole or part or reject it entirely without assigning any reason.
27. No change of rates are permitted during the contract period except for taxes levied by Government.
28. 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.
29. In the event of any dispute, the decision of the Chairman of the Board shall be final. Taxes as applicable shall be deducted on all the Bills. Public Sector Enterprises are exempted from depositing Security Money.

30. The purchaser will allow the Purchase Preference to Public Sector Undertakings in accordance with the Govt. of India's direction in force.
31. 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.
32. The Board will take supply of Art Card in one installment within a period of six months i.e. from Oct. 2012 to April 2013. The rates are may be quoted accordingly.

**ACCEPTANCE OF THE VENDER:**

The Terms and Conditions enumerated in this Quotation Form from clause 01 to 32 have been read by me/us and are acceptable to me/us.

Dated\_\_\_\_\_

Signature of the tenderer\_\_\_\_\_

Address/ Rubber stump\_\_\_\_\_

Telephone/Mobile No.\_\_\_\_\_

Email \_\_\_\_\_

# **CENTRAL BOARD OF SECONDARY EDUCATION**

## **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" addressed to the Secretary, CBSE, Preet Vihar, Delhi-110301.
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 2.00 pm on or before 25.09.2012.
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 Art Card 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.120600/- 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 45 days beyond the final bid validity period. In case the tenderers want to quote only for Art Card, the EMD is Rs.120600/- 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 06 months beyond the final bid validity period.
10. Conditional bid shall not be accepted.

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