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O.T.T.F-2013/1-20

Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

SHORT TENDER NOTICE

Sealed tenders are invited for supply of sports medals of different sizes. Interested agencies may download the tender documents from www.cbse.nic.in and can submit alongwith E.M.D of Rs. One Lakh by way of Demand Draft/Bankers Cheque favoring 'Secretary CBSE', Delhi.

The complete tender documents can be dropped by 2:30 P.M on 26.04.2013 in the tender box kept at the reception in CBSE Building at Preet Vihar, Delhi.

JOINT SECRETARY (A&L)

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE
PREET VIHAR, DELHI - 110 301

TENDER FORM FOR SUPPLY OF MEDALS

Last date for submission of Tender - 26.04.2013 up to 02:30 PM
Opening of Bid - 26.04.2013 at 03:00 PM

Sealed tenders are invited under from reputed Manufacturers/Suppliers of medals of different specifications/size as per details given below:-

Name of the Item	Specification	Quantity to be supplied	E.M.D. (Rs.)
Supply of medals conforming to the sample & modified specification <i>[The Tenderers may see the sample medal available with the Jt. Director (Sports) CBSE]</i>	Gold; Silver & Bronze Medal with Ribbon Material: Zinc Alloy Size: 2.5" Dia Weight: 45-50 Gms Both sides embossing: One side - Coloured Board's Logo Other side - Logo of all the Disciplines, event name and year	20,400* (Approx)	One Lakh

*Level-wise detail of medals is as follows:

	Level of Competition	Gold Medals	Silver Medals	Bronze Medals	Total
	Cluster Level	2965	2965	2965	8895
	Zone Level	2760	2760	3185	8705
	National Level	850	850	1050	2750
				Total:	20,350

(A) Essential requirement for Firms

- 1- The Tenderer should be registered with appropriate taxation authorities and should have submitted up-to-date tax return.
- 2- The Tenderer must have submitted the up-to-date Income Tax, Sales Tax, VAT & other statutory returns.
- 3- The Tenderer should not have been debarred or made ineligible for contracts by any Government Departments/Autonomous Organizations/Reputed Organizations.
- 4- The Tenderer must have sufficient storage facility and appropriate security measures for safe custody of product.

The Bid be kept in envelope super-scribing "**Tender for supplying of Medals**" and dropped in the Tender Box kept on ground floor of CBSE Building on or before **26.04.2013** up to 02:30 PM in the office.

The Bid shall be opened by a Committee on the same date at 3:00 PM in the presence of the Tenderers, who may like to be present.

The tenders received after the specified closing date & time shall be rejected.

The Board CBSE reserves the right to accept or reject any or all the tenders without assigning any reason.

Joint Secretary (A&L)

Details of the Vendor

Tenderer must read the enclosed terms & conditions before filling up the particular in this form.

01. Particulars of Tenderer:

- (i) Name of the Supplier _____
(ii) Year of establishment with proof _____
(iii) Name of the Partners/Proprietors/
Directors of Organization/Firm _____
(iv) Office Address & Tel. No. _____
(v) Name(s) of the Proprietor/Partners &
Mobile No. _____

02. Past Experience (preferably for the last three years)

2.1:

S. No.	Year	Name of the Organization	Quantity	Value of Contract	Details of work executed (with proof)
1	2010				
2	2011				
3	2012				

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): _____

03. Essential pre-requisite infrastructure details -

04. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:

- i) Amount : _____
ii) D.D. No. : _____
iii) Issuing Bank with date of issue : _____

The terms & conditions of the Tender are acceptable to me/us.

Signature of the Tenderer
with Official Seal & complete
Address _____

Telephone No. _____

Date _____

Note:

01. Earnest money in the shape of BD/DD favouring Secretary, CBSE, Delhi
02. Balance Sheet of last three years may submitted with the tender documents.

CENTRAL BOARD OF SECONDARY EDUCATION

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PREET VIHAR, DELHI - 110 301

Bid

I/We _____ hereby submit Tender for the supply of medals as per specifications given in the Tender Form at the rate given below:

	Description	From Supplier's Godown to CBSE Office
01	Cost per medal, including all taxes and charges i.e freight, labour etc.	
02	Cost per medal, including all taxes and charges i.e freight, labour etc. (in words)	

The terms & conditions for the supply of medals for CBSE are acceptable to me/us.

The rates are inclusive of all taxes.

WCT No. _____

PAN No. _____

Date _____

Signature of the Tenderer _____

Address/Rubber Stamp _____

Tel. No. _____

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE

PREET VIHAR, DELHI - 110 301

Supply of Medals

TERMS & CONDITIONS

01. Tenders containing Bid in sealed envelopes super-scribed "Tender for supply of medals for CBSE" should reach this office up to 02:30 PM on 26.04.2013 along with EMD of Rs. One Lakh. The Bid will be opened on the same day at 03:00 PM in the presence of those Tenderers who wish to be present.
02. Rates should be quoted including all taxes, charges i.e freight, labour etc.
03. Proportionate deduction on account of variations in specification/brand of the product shall be made from the bill of the Tenderer and in case of medals being supplied to be inferior by more than 15% of the specification, the entire lot of that particular supply shall be rejected at the cost of the tenderer & shall be replaced by the Tenderer at no extra cost.
04. The Board reserves the right to extend the time lines for delivery of medals & decision taken by the Board shall be abiding on the Tenderer.
05. The Firms/Tenderers registered with NSIC/DGS&D or concerned ministry or department shall be exempt from depositing EMD but they shall be required to make payment for tender document. However, the performance security shall be obtained from every successful bidder irrespective of their registration status etc.
06. Any rates mentioned in the Bid in segregated form or excluding taxes or quoting discount over & above the rates shall be summarily rejected and no representation shall be entertained in this regard.
07. All the medals are to be supplied at CBSE Office in boxes having quantity as specified and mentioning the type of medal each box contains.
08. The Earnest Money of the unsuccessful bidder shall be refunded without any interest. The Earnest Money of the successful bidder shall be retained & converted into Security Deposit, which shall be refunded without interest after execution of the order. However, if the Tenderer fails to accept the work order, EMD shall be forfeited.
09. In the event of any tenderer withdrawing after submitting the Tender without sufficient reasons acceptable to the Board; the Earnest Money/Security Deposit shall be forfeited.
10. No advance payment will be made, however 80% payment of the bill amount may be made after satisfactory delivery of the medals and rest 20% payment will be made after satisfactory report given by committee.
11. The delivery shall be completed as specified in the work order.
12. The Supplier shall be responsible to make all arrangements to ensure complete security & secrecy with regard to the safe custody and timely supply of the medals to the Board.
13. The Board shall not be responsible in case of any loss of medals while in transit.
14. The medals shall be supplied as per specifications given by the Board.
15. The Supplier shall furnish an undertaking with bill that any shortage or deficit found by the Board shall be made good by the Firm. The Board shall make payment upon receipt of material.
16. The Agency shall have sufficient storage capacity in the Firm's godowns for keeping the medals safely.
17. The Board reserves the right to terminate the contract at any time without notice and to forfeit part or whole of the Earnest Money/Security Deposit if the Supplier fails to make the supply in accordance with the specifications or there is any breach of the terms of the contract on the part of the Supplier.

18. Manufacturer/Supplier shall be required to give an undertaking that no Medals has been prepared more than the specified number and has not been left with them after completion and final supply of the Medal is made over to the Board. He shall also certify that no Medals has gone out of the factory by unscrupulous methods. In case any contravention/discrepancy is noticed by the Board during the course of examination or subsequently the manufacturer concerned shall be liable to be black-listed besides 1% penalty shall be imposed and deductions shall be made from the bill.
19. Quantity of medals to be supplied may increase/decrease as per future requirements.
20. A penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the medals shall be imposed in case the supply is not made within the stipulated period. However, if the supply is made beyond 30 days from due date, EMD/Security Deposit shall also be forfeited in addition to the penalty.
21. Tenderers are required to produce evidence of their previous experience for supply of medals direct to the Government/Autonomous/reputed private organizations. Work order received as sub-contract work i.e. not directly from Government/Autonomous/reputed private organizations shall not be considered as experience for technical eligibility.
22. The rates quoted shall be valid for one year only, but can be extended for another two years with the consent of both the parties.
23. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason.
24. In case of dispute, the Board decision shall be binding on both the parties.
25. A penalty may be imposed by the Competent Authority of the Board as deemed fit if the supply is not confirming to the specifications. Deduction/penalty made shall be binding on the agency.
26. Tax shall be deducted as applicable as per rules on all bills.
27. The successful Tenderer shall be required to submit a Bank Guarantee from any Nationalized Bank for an amount equivalent to 10% of work assigned.
28. Rejected medals shall be at the supplier's risk & it shall be replaced at the earliest by the supplier.
29. During the pendency of the contract, no revision in rates shall be allowed, except taxes levied by the Central/State Govt. duly notified by a Government Order.
30. The tentative requirement of the medals is as given in the Tender which may increase or decrease.
31. The medals must be supplied within 60 days from the date of award of Tender.

All the terms & conditions stated under Clause No. 1 to 31 are accepted to me/us.

Date: _____

Signature of Tenderer _____

Seal/Stamp/Address _____

Phone No. : _____