

**Central Board of Secondary Education
Regional Office, Delhi
PS 1-2, Institutional Area, Patparganj
I.P Extn., Delhi-110092**

CBSE/Admn./Prntg/2012

SPEED-POST

06/12/2012

Sub:- Purchase of Bar Code Label Sticker for 2013 Exams

Sir,

The Central Board of Secondary Education is required to purchase 2500 packets of Bar code label stickers for the Board 2013 Exams. You are, therefore, requested to quote your lowest rates including all kind of taxes etc. in the enclosed format. Tender document can be downloaded from our website www.cbse.nic.in

The quotation must be sent under Sealed cover with sealing wax superscribing "Quotations for supply of Adhesive laser label for Examination 2013 addressed to the Regional officer, Regional Office (Delhi) at the above mentioned office address or put in the Tender Box kept on ground floor with the security guard upto 2.30 P.M along by 20/12/12 along with tender fee of Rs.200/- and Earnest Money of Rs. 10,000/-in the shape of Bank Draft in favour of Secretary. CBSE (Delhi). The technical bid and financial bid should be sealed in separate covers super scribing technical and financial bid respectively . These two bids should be kept separate in one large envelop super scribing bids for participation for supply of Bar Code Label Sticker for 2013 Exams .Quotation received after expiry of date and time shall be rejected. The quotation will be opened on the same day at 3:00 p.m. in the presence of the tenderes who may wish to be present.

**(Devi Singh Ninania)
Asstt. Secy.(Admn.)**

Encl: Annexure 'A' & 'B'

**Central Board of Secondary Education
Regional Office, Delhi
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I.P Extn., Delhi-110092**

Speed Post

Tender Form No. **ROD\ Admn & Ptng\2012-13**

Dated : 06/12/2012
Cost of form-Rs.200/-

**Tender Form
Part 'A' –TECHNICAL BID**

Subject: TENDER FORM for supply of Adhesive laser labels for Examination 2013

(Note: - The Tenderer must read the enclosed Terms and Conditions carefully before filling up the particulars in this Form.)

LAST DATE FOR SUBMISSION OF TENDER FORM	: 20/12/2012 UPTO 2.30 PM
OPENING OF TECHNICAL BID	: SAME DAY AT 3:00 PM

Sir/Madam,

The Board intends to purchase Adhesive laser labels for Examination 2013. You are requested to quote your competitive rates in the attached performa at Annexure-I along with a sample / samples of the same. The eligibility conditions, terms, EMD amount are as follows:

Eligibility conditions & Important Points:

1. At least three years experience with proven track record of manufacturing or supplying of Adhesive Laser labels.
2. The Minimum Average Annual Turnover should be Rs. 10 lakhs or more for the last three financial years.
3. Earnest Money Deposit of Rs. 10,000/- shall be in the shape of Demand Draft drawn in favour of the Secretary, Central Board of Secondary Education, Delhi.
4. The delivery is to be made at Board's office at Patparganj/ Preet Vihar, Delhi.
5. The agencies which are registered with Directorate of Service Taxes need only apply.
6. The Tender Forms received without earnest money or incomplete in any respect or without sample will not be accepted.
7. Sealing of Envelopes :
 - a. The technical details and experience as per Annexure – I along with EMD Bank Draft be sealed in an envelope superscribing **“Technical Details for supply of Adhesive laser label for Examination 2013”**.
 - b. The rates as per Annexure- II be sealed in another envelope superscribing **“Rates for supply of Adhesive laser labels for Examination 2013”**.
 - c. Both these envelopes be sealed in an envelope superscribing **“Tender Forms for supply of Adhesive laser labels for Examination 2013”**.

8. The technical bids will be opened on the same day at 3:00 P.M in presence of the tenderers who may wish to be present. The date and time for opening of financial bids shall be informed later to those who will be found technically suitable.
9. Technical Bid shall be evaluated by a Committee constituted for the purpose. The tenderer who meet all the technical pre-requisites including samples shall only be considered for financial bids. The performance / services rendered in the past, if any shall also be taken into account while examining the Technical Bid.
10. Technical Bid must be accompanied with the Earnest Money, Samples of Adhesive laser labels and photocopies of relevant documents as required in the tender must be enclosed.
11. Conditional bid shall not be accepted.
12. The Board reserves the right to reject any or all the tender without assigning any reasons thereof.

Assistant Secretary (Admn)

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A. TERMS AND CONDITIONS:

- 1) The technical details may please be submitted in Annexure-I and rates in Annexure II.
- 2) There should not be any over writing or amendment in the rates quoted
- 3) Samples of the required adhesive laser label duly signed and stamped by the tenderer should accompany the tender stating on the body of the sample, brand, name of the organization.
- 4) The rates should strictly be in accordance with the specifications and terms specified in the Tender Form. Submission of incomplete tender or without sample shall be 'rejected'.
- 5) The delivery of the material shall have to be made at Store of Board's office at Patparganj/Preet Vihar. The rates shall be inclusive of cartage/transportation/labour charges, staking charges in Board's stores.
- 6) In the event of failure of the supply of ordered items by the tenderer as per terms and conditions and/or in the event of non-fulfillment of the contract, 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 EMD on account of violation of terms & conditions, the decision of the Chairman of the Board shall be final and binding upon the tenderer.
- 7) 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.
- 8) The Board shall take random samples from the supplied material. The party shall be liable to change the inferior and/or damaged material or material with difference in the size, brightness at their own 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.
- 9) **The quantity may increase or decrease. Exact quantity shall be intimated at the time of placing order to the firm.**
- 10) If the material supplied is not as per specifications inferior quality proportionate 0.50% penalty will be imposed and the amount will be deducted from the bill of the tenderer.
- 11) 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.
- 12) No change of rates are permitted during the contract period except for taxes levied by Govt.
- 13) 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.

14) Any Document/ work found at the time of delivery to be defective and not conforming to the relevant specification, is liable to be rejected by the supplier at his cost and arrangement at the earliest. No payment will be made for defective articles/material supplied. In case any discrepancy/breach is noticed by the Board, the Firm will be black listed and appropriate penalty/action shall be taken by the Board.

15) Packing of labels:-

- a) The packing of labels 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 no. of sheets in a packet shall be 100.
- c) Each packet of 100 sheets shall be wrapped with LDPE film of 50 micron thickness to prevent ingress of water/moisture and kept in a small kraft box that can hold these 100 sheets.
- d) 20 such kraft boxes shall be packed in Kraft paper boxes with gum tape at the joints.

Assistant Secretary(Admn.)

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CENTRAL BOARD OF SECONDARY EDUCATION

ANNEXURE-I

Technical Bid for Supply of Adhesive laser labels for Examination 2013

NOTE: TO BE SEALED SEPARATELY WITH BANK DRAFT OF EARNEST MONEY

1. ABOUT THE FIRM

a	Name of the Organization	
	Office Address and Tel. No	
	Year of establishment	
	Type of firm/organization	(Proprietary/ Private / Public / Govt.)
b	Registration No. and Year of Registration (with documentary evidence) for being 'A' Class Mill	
	Income Tax No. (PAN No. /TIN No.)	PAN No :

	Service Tax Registration No. (Attach photocopies of both)	
		TIN No :
		Service Tax No :
c	Quality Certification No, if any	:
	Details of Issuing Authority	:
	Validity of Certificate	: From To
d	Whether empanelled with DGS & D / Directorate of Industries, if 'Yes' details & certificate thereof (kindly attach photocopy)	
e	Since when engaged in	Manufacturing of adhesive laser labels

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2. Past Experience, if any in supplying labels

SI No	Year	Name of the Board/Organization/Institution	Type of paper supplied	Value of paper supplied (in Rs.)	Quantum of paper supplied / (in MT)
1	2009-2010	i) ii) iii)			
2	2010-2011	i)			

		ii) iii)			
3	2011-2012	i) ii) iii)			

(Kindly attach Photocopies of work order)

3. Financial Details –

Annual Turn Over (during last 03 financial year:-
(Photocopy attached certified by the C.A)

2009-10_____

2010-11_____

2011-2012_____

4. Pl. Attach sample of Adhesive laser labels stating on the body of the sample, brand, size, quality etc and name of the organization:--_____

5. Particulars of Demand Draft paid as Earnest money:

Bank Draft No. _____ dt. _____ drawn on _____ for Rs. 200/- as Tender Fee
and Bank Draft No. _____ dated _____ drawn
on _____ for Rs. 10,000/- as Earnest Money in favour of the
Secretary, CBSE, Delhi are enclosed.

Certified that all the terms and conditions of this TENDER are accepted by me/us.

**Signature of the Tenderer
With Official Seal and Complete
Address**

Contact Person :

Off : Telephone No. :

Mobile No. :

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE: DELHI
PS 1-2, Institutional Area, Patparganj
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TENDER FORM

PART 'B' - FINANCIAL BID

Rates for Supply of adhesive laser labels for Examination 2013

ANNEXURE – II

NOTE: TO BE SEALED SEPARATELY

**RATES FOR THE WORK INDICATED IN TENDER FORM
(Rates should be quoted –Inclusive of all taxes)**

Charges for Supply of adhesive laser labels on A4 size Sheets, each sheet having 20 adhesive laser labels including cost of laser labels, slitting, packing, cartage/transportation/labour charges, staking charges all taxes and delivery at Board's office at Preet Vihar /Patparganj, Delhi.

	Rates
Rate per sheet of A4 size having 20 adhesive laser labels <ul style="list-style-type: none">• Size of each label – 98 mm X 28 mm X 2 – matt quality, smoothness, brightness of industry standard	Rs. _____ per box inclusive of all taxes

Certified that all the terms and conditions of this TENDER are accepted by me/us.

**Signature of the Tenderer
With Official Seal and Complete
Address**

Contact Person :

Off : Telephone No. :Mobile No. :

