



Central Board of Secondary Education

All India Engineering/Architecture Entrance Examination Unit
P.S. – 1 – 2, I.P. Extension, Institutional Area, (Near Gazipur Village Bus Stand)
Patparganj, Delhi – 110 092

TENDER NOTICE

Sealed Tenders are invited for on behalf of the Secretary, CBSE, Preet Vihar, Delhi from reputed suppliers/firms/agencies for providing different type of printed envelopes. The value of the contract is estimated approximately below 25 Lac.

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.30,000/- in favour of the Secretary, CBSE, 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 FOR AIEEE/JNVST EXAM-2012" shall be placed in the tender box kept on ground floor near to the Security Counter of Central Board of Secondary Education, All India Engineering/Architecture Entrance Examination Unit, P.S. – 1 – 2, I.P. Extension, Institutional Area, Patparganj, Delhi – 110 092. On or before 09/11/2011 Upto 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.

DEPUTY SECRETARY (AIEEE)

Copy for kind information to

1. Joint Secretary (I.T) with the request to display on the CBSE website.
2. Deputy Secretary (Vig)
3. Assistant Secretary (Admn. II)



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Patparganj, Delhi – 110 092

No.F.1/2011-Admn- (AIEEE)/Tender for Envelopes

Dated:26 /09/2011

Subject: Limited Tender for supply of different Types of printed envelopes.

Sir,

The Board intends to purchase different types of printed envelopes on different GSM through Limited Tender. *The specifications of the envelopes are mentioned in the enclosed tender documents. The paper to be used in the envelopes with and without window type etc, should be star paper (Superior Quality) only in the GSM of 80/100/110 as per the requirement. The firm should have minimum three years experience in work of supply of envelopes with any Board/University/Educational Institution and the turnover of the firm should be more than Rs.10.00 lakh per year. The samples of envelopes of each specification must be enclosed with the tender, otherwise tender would be rejected.*

The tender should be submitted in two bids in separate envelopes superscripted "TECHNICAL BID" and "FINANCIAL BID". Both the envelopes should be put in one sealed cover accompanying earnest money of Rs.30,000/- (Rupees Thirty Thousand only) with Technical Bid in the shape of a bank draft favouring "The Secretary, CBSE, Patparganj, Delhi". The Envelope superscripted "LIMITED TENDER FOR SUPPLY OF ENVELOPES FOR AIEEE/JNVST EXAM 2012" can be dropped in the Tender Box kept with the Security Guard at ground floor of this office on or before 09/11/2011. The Technical Bids will be opened on the same day at 3:00 p.m. in the presence of the tenderers, who may like to be present. Financial Bid of Technically qualified tenderers only will be opened later on and informed accordingly. Incomplete, conditional, without EMD or tenders received after due date & time will be summarily rejected. The Limited Tender documents can also be downloaded from the CBSE's website www.cbse.nic.in. The Secretary, CBSE, , Delhi reserves the right to cancel any or all tenders without assigning any reason thereof.

Yours faithfully,

(R.P. NAGPAL)
DEPUTY SECRETARY (AIEEE UNIT)

- Encl.: (i) Details of required specifications along with Terms & conditions
(ii) Annexure – I
(iii) Annexure - II



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Patparganj, Delhi – 110 092

No.F.1/2011-Admn (AIEEE)/Tender for Envelopes

Dated: 26/09/2011

TENDER FORM AND TERMS & CONDITIONS FOR SUPPLY OF DIFFERENT TYPES 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 AIEEE, CBSE, P.S. 1-2, I.P. Extension Institutional Area Patparganj, Delhi – 110 092 on or before 09/11/2011.

The specification, Terms & Conditions for supply of envelopes are as follows: -

Sl. No.	Specifications	BRAND (Name of the Paper Co.)	Unit Price per Thousand
ENVELOPES REQUIRED			
1.	Window type white envelope in the size of 9"x4½"/100 GSM duly printed Superior quality for <u>dispatch of Admit cards</u> with flap - 1½" bottom ½" overlapping ½" (Required in the packing of 250 in boxes)	1. 2. 3.	1. 2. 3.
2.	Window type white envelope in the size of 9"x4½"/100 GSM duly printed Superior quality for <u>dispatch of Score cards</u> with flap - 1½" bottom ½" overlapping ½" (Required in the packing of 250 in boxes)	1. 2. 3.	1. 2. 3.
3.	Envelopes in the size of 9"x4"/80 GSM printed white colour superior quality <u>without window</u> envelope with Flap 1¼" bottom ½" overlapping ½" for office use	1. 2. 3.	1. 2. 3.
4.	Envelopes 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 for dispatch of material with bulletions/Guidelines to observers, allotment of duties to staff and keeping application form and office use.	1. 2. 3.	1. 2. 3.

5.	Envelopes in the size 16"x12"/110 GSM with thick jali properly pasted box type khaki colour on star paper with flap 5" width 3" overlapping 1" wrap and jali 24 x 24 in 1" of cotton cloth for dispatch of centre material and secrecy work.	1. 2. 3.	1. 2. 3.
6.	Box type envelope duly laminated and printed in the size of 12"x10"/110 GSM on Yellow colour superior quality Box type envelopes with flap 5" width 3" overlapping 1" for packing of Answer Sheets 100 wise for AIEEE 2012	1. 2. 3.	1. 2. 3.
7.	Envelopes duly laminated and printed in the size of 12"x10"/110 GSM in yellow colour on star paper superior quality envelope with flap 3" overlapping 1" Bottom 1" for unfair means cases for AIEEE 2012	1. 2. 3.	1. 2. 3.
8.	Envelopes in the size 16"x12"/110 GSM printed on Khaki colour on star paper with fine jali cloth line with flap 3" bottom 1" overlapping 1" Wrap of Wrap of Jali 24x24 in 1" of cotton cloth for packing of Attendance Sheets & Absentee Statement	1. 2. 3.	1. 2. 3.
9.	Envelopes in the size of 9"x4"/80 GSM printed white colour superior quality window type envelopes with Flap 1¼" bottom ½" overlapping ½" for office use.	1. 2. 3.	1. 2. 3.
10.	Envelopes in the size of 8"x10"/80 GSM printed khaki colour with flap 2" width 1" overlapping 1" wrap	1. 2. 3.	1. 2. 3.
11.	Envelopes in the size 16"x12" /110 GSM khaki colour with fine jail cloth line flap 3" width 1" overlapping 1" wrap for examination work	1. 2. 3.	1. 2. 3.

Authorized Signatory
(With Full name and designation)
SEAL :

Mobile No. _____
Phone No. _____
Fax No. _____



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TERMS & CONDITIONS

1. Sealed tender, under two bid system complete in all respect along with a bank draft for Rs.30,000/- valid for a period of 6 months towards earnest money drawn in favour of the "Secretary", Central Board of Secondary Education, Delhi placed in Technical Bid Envelopes should be dropped in the Tender Box kept with Security Guard at All India Engineering/Architecture Entrance Examination Unit P.S. 1-2, I.P. Extension, Institutional Area, Patparganj, Delhi - 110 092 latest by 2:30 p.m. on 09/11/2011. 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. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
2. Rates should be quoted at the rate per thousand envelopes including all the taxes like sales tax, VAT etc and also inclusive of cartage/transportation/labour charges, staking charges in Board's store. Delivery will be made in the Board's store in Delhi, New Delhi. Cartage/coolliage shall have to be borne only by the Tenderer.
3. The Board reserves the right to terminate the contract at any time without any notice. The penalty as deemed fit or 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, fail 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 it entirely without assigning any reason.
6. The firm should have minimum three years experience for supply of envelopes with any Board/University/Educational Institution and the turnover of the firm should be more than Rs.10.00 lakh per year.

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. The rates should strictly be in accordance with the specifications and terms specified in the Tender form. Submission of incomplete tender or of different specification other than the specifications mentioned in the tender form shall be 'Rejected'.
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 or different specification of paper will be made from the bill. 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. Further additional penalty shall be levied for supply of envelopes of lesser grammage or less/different specification as decided by the Chairman of the Board.
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*". In case of any dispute, the decision of the Secretary of the Board shall be final and acceptable to the Tenderer. 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.
12. Taxes shall be deducted as per rules.
13. The revision of rates will not be allowed during the contract period.
14. No advance payment shall be made. However, 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 GSM testing/quality as per norms/specification.
15. 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.
16. Public Sector Enterprises are exempted from depositing security money.
17. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.

18. The payment shall be made after receipt of satisfactory supply of the envelopes.
19. The exact quantity will be intimated at the time of placing order to the agency concerned.
20. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract.
21. The contract period shall be increased further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.
22. There shall be no change in prices structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/regulations change. Hence, the firms who can give valid price for one year need only apply.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 22 have been read by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)
(SEAL WITH COMPLETE ADDRESS)



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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	Details of work executed (with proof)**
	2008		
	2009		
	2010		

**Total period of experience of manufacturing /supply of envelopes along with the names of the Board/University/Educational Institution with supporting documents.

3. Has the firm ever been debarred / black listed by any organization? If 'YES' the details thereof.
4. Details of Award/Certificate of merit etc. received from any organization. (please attach copy of certificate(s).
5. Whether the firm/printer is capable of providing the all types of envelopes.
6. Is the firm a Principal Manufacturer: YES/NO _____

...contd/-

7. 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 _____

8. 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)
2008 Rs. _____
2009 Rs. _____
2010 Rs. _____
(ii) Availability of Finance/Bank Guarantee (Rs.) _____

(d) PERSONNEL: Number of employees

- Technical : _____
Non-Technical : _____

9. 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.

10. Earnest Money details Bank Draft:

Bank Draft No. _____ Date _____ for Rs.30,000/- and name of Drawee Bank _____

11. PAN/TIN No. _____

12. 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. _____



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"FINANCIAL BID" PROFORMA FOR SUPPLY OF ENVELOPES"

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3.	Envelopes in the size of 9"x4"/80 GSM printed white colour superior quality <u>without window</u> envelope with Flap 1¼" bottom ½" overlapping ½" For office use	1. 2. 3.	1. 2. 3.
4.	Envelopes 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 for dispatch of material with bulletions/Guidelines to observers, allotment of duties to staff and keeping application form and office use.	1. 2. 3.	1. 2. 3.
5.	Envelopes in the size 16"x12"/110 GSM with thick jali properly pasted box type khaki colour on star paper with flap 5" width 3" overlapping 1" wrap and jali 24 x 24 in 1" of cotton cloth for dispatch of centre material and secrecy work.	1. 2. 3.	1. 2. 3.
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7.	Envelopes duly laminated and printed in the size of 12"x10"/110 GSM in yellow colour on star paper superior quality with flap 3" overlapping 1" Bottom 1" for unfair means cases for AIEEE 2012	1. 2. 3.	1. 2. 3.
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Authorized Signatory
(With Full name and designation)
SEAL :

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