

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE

PREET VIHAR, DELHI-110 301

Last date for submission of Tender	- 09.09.2010 upto 2.00 p.m.
Opening of sealed Tenders	- 09.09.2010 at 3.00 p.m.

Form No. _____

Tender Form No. Admn.III/Paper/2011-12/

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 different kinds of watermark Paper & Art Card.

DEPUTY SECRETARY (ADMN.III)

TENDER FORM

Part 'A' – Technical Bid

TENDER FORM FOR SUPPLY OF WATERMARK PAPER & 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. : _____

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

2.1 :

Sl. No.	Year	Name of the Board/ University/ Govt. Organization/ Institution	Type of paper supplied	Value of paper supplied (in Rs.)	Quantum of paper supplied/ manufactured (in MT)
1	2006-2007				
2	2007-2008				
3	2008-2009				
4	2009-2010				

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)) : _____

Quality certificate if any (Attach Copy) : _____

2.5.

Description	Specifications	Name of Paper Mill	No. of samples attached	Attach lab. test report also
Maplitho paper (High bright) with 85% Brightness, 90% (Min.) Opacity and 24C Cobb (Max.) with CBSE watermark sheets, conforming to BIS Specifications 1848/2007 with latest amendments must be attached duly signed and stamped.	23"x36"/80 GSM IS:1848/2007 with latest amendments.			
	20"x30"/80 GSM IS:1848/2007 with latest amendments.			
	23"x36"/100 GSM IS:1848/2007 with latest amendments.			
Art Card with 80% Brightness with Min. 70% gloss conforming BIS Specifications: 4658/1998 with latest amendments must be attached duly signed and stamped. (Please read clause 4 of Terms & Conditions)	24"x37"/230 GSM IS:4658/1998 with latest amendments.			
	21"x31"/230 GSM IS:4658/1998 with latest amendments.			

3. INFRASTRUCTURE DETAILS -

a) PHYSICAL/CAPITAL:

i. Type & total no. of machines available for the desired work: _____

Contd...3....

- ii. Capacity of the Mill to deliver all the allotted paper 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: - 2007-2008
(Attach duly audited statements of balance - 2008-2009
sheets, Trading A/c, Profit & Loss A/c) - 2009-2010
- 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 White Maplitho Paper and 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.

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Part 'B' – Financial Bid

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

S.N.	Specifications	Rates per MT
1.	Cost of watermark White Maplitho Paper (58.5x91 cms.) 23"x36" (as per tender specifications), which are inclusive of the cost of paper of 'A' class mill, all taxes including excise, VAT, CST, Excise Duty, octroi etc. and delivery F.O.R. Delhi.	80 GSM _____ (WITH CBSE watermark) 80 GSM _____ (WITHOUT CBSE watermark)
2.	Cost of watermark White Maplitho Paper (51x76 cms.) 20"x30" (as per tender specifications), which are inclusive of the cost of paper of 'A' class mill, all taxes including excise, VAT, CST, Excise Duty, octroi etc. and delivery F.O.R. Delhi.	80 GSM _____ (WITH CBSE watermark) 80 GSM _____ (WITHOUT CBSE watermark)
3.	Cost of watermark White Maplitho Paper (58.5x91 cms.) 23"x36" (as per tender specifications), which are inclusive of the cost of paper of 'A' class mill, all taxes including excise, VAT, CST, Excise Duty, octroi etc. and delivery F.O.R. Delhi.	100 GSM _____ (WITH CBSE watermark) 100 GSM _____ (WITHOUT CBSE watermark)
4.	Cost of Art Card 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)
5.	Cost of Art Card of 21"x31"/230 GSM (53.3x79 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 Paper/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 stamp _____

Telephone/Mobile No. _____

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

TERMS AND CONDITIONS

1. Rates for the required items should be quoted per M.T./size/sheet/ weight/GSM/ appropriate brightness in the specimen Tender Form **only**.
2. Dandy of the CBSE watermark for White Maplitho Paper 58.5x91 cms./ 80 GSM, 58.5x91 cms./ 100 GSM and 51x76 cms./80 GSM will have to be prepared by the Mill at their cost. Rates should be quoted for with watermark Maplitho paper.
3. 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.
4. Full sheet of each Ten samples of the required paper elemental chlorine free paper (eco-friendly), Art Card etc. duly signed and stamped by the tenderer should accompany the tender stating on the body of the sample, brand, name of the mill, size and weight of the paper for which the rates have been quoted. The sample should have the Lab. test reports also.
5. The rates should strictly be in accordance with the specifications and terms specified in the Tender Form. Submission of incomplete tender or of different specifications other than the specifications mentioned in the tender form and without sample shall be 'rejected'.
6. The delivery of the paper shall have to be made at the Board's stores anywhere in the Union Territory of Delhi/New Delhi 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.
7. In the event of failure of the supply of paper by the tenderer as per terms and conditions, 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 Performance Security on account of violation of terms & conditions, the decision of the Chairman of the Board shall be final and binding upon the tenderer.
8. The successful tenderer shall have to enter into an agreement in the prescribed form on a non-judicial stamp paper of Rs. 100/- alongwith 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.
9. The performance security shall be 7% of the total contract value and can be in the form of B.D. or Bank Guarantee and shall remain valid for a period of 12 months beyond the date of completion of all contractual obligations. The EMD shall be refunded on receipt of performance security.
10. The E.M.D. shall remain valid for 06 months beyond the final bid validity period.
11. 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.
12. The Board shall take random samples from the supplied material. Any difference in the size, colour, brightness, weight, GSM, opacity, breaking length of paper, technical parameters and other 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 tenderer in respect of diminution of price on account of inferior and for damaged material.
13. 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 paper/quality as per DGS&D/Govt. norms/specifications.

14. In case of default on any terms specified and/or in the event of non-fulfillment of the contract or otherwise, the performance security shall be forfeited.
15. Canvassing in any form shall be a disqualification and the Board reserves the right to reject the tender of such party/parties straight away without assigning any reasons.
16. The rates shall be inclusive of cartage/transportation/labour charges, staking charges in Board's stores.
17. The quantity of paper and Art Card may increase or decrease. Exact quantity, size, brand of paper shall be intimated at the time of placing order to the firm.

18. **Maplitho Paper in Sheets (Packing in Reams):**

- i) The packing of paper 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.
- ii) The no. of sheets in a packet shall be determined as per clause 3.1.2 and 3.1.3 of IS:6211/93.
- iii) The packets as determined above shall be wrapped with wrapping paper of 150 GSM or two sheets of 80 GSM each conforming to IS:6615/72 with Amdt. No.1.
- iv) 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.
- v) 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.
- vi) 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.

19. **(A). Technical parameters for SS Maplitho:**

i. Bearing length MD	4000
CD	2100
ii. Cobb value Max.	24 C
iii. Smoothness (Bendtsen)Max.	TS-120; WS-240
iv. Brightness	85
v. Opacity Min.	90
vi. Wax pick	12 A Clear
vii. Bulk Min.	1.2 (Min.)
viii. Ash Content	10-12% (Max.)
ix. Tear Factor	MD-42; CD-44

(B). For Art Card:

Brightness	80%
Gloss (Min.)	70%

Other factors conforming to BIS specifications.

20. 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.
21. The Board may depute its official for inspection of the Mill with or without notice.

22. The paper shall have to be supplied in 2 installments as per work order. Upon receipt of papers, 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 tenderer at his cost.
23. 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.
24. 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.
25. The white Maplitho paper must be manufactured from virgin pulp only and conform to IS:1848/2007 (as amended from time to time). Similarly, the Art Card paper must be manufactured from virgin pulp only and conform to IS: 4658/1998 (as amended from time to time). The bidders shall attach a copy of the lab test of their paper along with the supplies. In case, the paper or Art Card is not as per above requirement and/or manufactured from waste paper, it shall be rejected at the cost of the tenderer. The tender must comply to para 23 above and replace material at the earliest otherwise the Board shall adopt procedure as mentioned in para 24 above.
26. The tenderer 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.
27. 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.
28. No change of rates are permitted during the contract period except for taxes levied by Govt.
29. 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.
30. In the event of any dispute, the decision of the Chairman of the Board shall be final.
31. Taxes as applicable shall be deducted on all the bills.
32. Public Sector Enterprises are exempted from depositing security money.
33. The purchaser will allow the Purchase Preference to Public Sector Undertakings in accordance with the Govt. of India's direction in force.
34. 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.
35. The Board will take supply of paper in 2 or more installments within a period of six months i.e. from Sept. 2010 to Dec. 2010. The rates may be quoted accordingly.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 35 have been read by me/us and are acceptable to me/us.

Signature of the Tenderer
Seal with complete address

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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 paper" 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 09.09.2010.
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. Dandy of CBSE watermark shall have to be got prepared for White Maplitho Paper (High Bright) for 58.5x91 cms./80 GSM, 51x76 cms./80 GSM by the Mill at their own cost.
7. The terms and conditions duly signed by the tenderers should accompany the specific tender form.
8. Technical Bid must be accompanied with the Earnest Money. Sample of paper and photocopies of relevant documents as required in the tender.
9. Certificates with respect to total annual sale/manufacturing capacity must also be enclosed.
10. The Earnest Money of the tender is **Rs.17,50,000/-** 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. 2,00,000/-** 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.
11. Conditional bid shall not be accepted.
12. The tender forms can also be submitted online and the instructions are available on CBSE website www.cbse.nic.in.
