

**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)  
**SECTOR 5, PANCHKULA – 134 152 (HARYANA)**

**TENDER NOTICE**

*Sealed Tenders are invited for on behalf of the Secretary, CBSE, Sector – 5, Panchkula from reputed suppliers/firms/agencies for providing different type of **Printed Envelopes**. The value of the contract is estimated approximately up to Rs. 3 Lakhs.*

*Interested agencies may obtain all the tender documents downloaded from the CBSE's website at [www.cbse.nic.in](http://www.cbse.nic.in). The Tender Form shall be deposited along with the Bank Draft of **EMD of Rs. 5,000/-** in favour of the Secretary, CBSE, Sector – 5, Panchkula.*

*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**" shall be placed in the tender box with Admn Branch at Central Board of Secondary Education, Sector – 5, Panchkula, Haryana – 134 152 on or **before 16.12.2013 upto 01:00 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 tender without assigning any reason.*

**REGIONAL OFFICER**

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**Form Cost: - Rs. 200/-**

No.F. 1/Admn /Tender for Envelopes for Regional Office, PKL Dated: - \_\_\_\_\_

**Subject:-Limited Tender for Supply of different Types of Printed Envelopes.**

Sir,

The Board intends to purchase different types on different GSM of Printed Envelopes through Limited Tender. The specifications of the envelopes are mentioned in the enclosed tender documents. The paper to be used in the envelopes of Box Type and without window type etc should be star paper (Superior Quality) only in the GSM of 80/100. The firm should have minimum three year 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. 5,000/- (Rupees Five Thousand only) with Technical Bid in the shape of a bank draft favoring "**The Secretary, CBSE, Payable at Panchkula**". The Envelope superscripted "**LIMITED TENDER FOR SUPPLY OF ENVELOPES FOR REGIONAL OFFICE, PKL – 2013**" can be dropped in the Tender Box kept with the Admn Branch at ground floor of this office on or before 16.12.2013 by 01:00 p.m. 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. Final Bid of Technically qualified tenderers only will be opened later on. Incomplete, conditional, without EMD or tenders after due date & time will be summarily rejected. The Limited Tender documents can also be downloaded form the CBSE's website [www.cbse.nic.in](http://www.cbse.nic.in). The Secretary, CBSE, Preet Vhar, Delhi reserves the right to cancel any or all tenders without assigning any reason thereof.

Yours faithfully,

[\_\_\_\_\_]  
**REGIONAL OFFICER**

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

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No.F.1/Admn /Tender for Envelopes for Regional Office, PKL Dated: - \_\_\_\_\_

**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 Admn Branch at ground floor CBSE, Sector – 5, Panchkula, Haryana – 134 152 on or before 16.12.2013 by 01:00 p.m.

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

Sr No	Envelope Size	Brand (Name of the Paper Co.)	Unit Price per Thousand
1	10"×8"/100 GSM printed on <b>KHAKI COLOUR</b> star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
2	10"×8"/100 GSM printed on <b>KHAKI COLOUR</b> star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth. (for practical award list)	1. 2. 3.	1. 2. 3.
3	10"×8" /100 GSM printed on <b>KHAKI COLOUR</b> star paper plain envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
4	12"×16"/100 GSM printed on <b>KHAKI COLOUR</b> star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
5	12"×10"/100 GSM printed on <b>KHAKI COLOUR</b> star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
6	10"×8" /100 GSM printed on <b>YELLOW COLOUR</b> star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
7	12"×16" /100 GSM printed on <b>KHAKI COLOUR</b> star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth. (for Secrecy Purpose)	1. 2. 3.	1. 2. 3.
8	9"×4"/80 GSM printed, <b>KHAKI COLOUR</b> star paper plain window type envelopes with Flap 1 ¼ bottom ½ overlapping 1"	1. 2. 3.	1. 2. 3.
9	9"×4"/80 GSM printed, <b>KHAKI COLOUR</b> star paper plain envelopes with Flap 1 ¼ bottom ½ overlapping 1"	1. 2. 3.	1. 2. 3.
10	11"×13" /100 GSM printed on <b>PINK COLOUR</b> star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth. (For PSA Class 9 <sup>th</sup> )	1. 2. 3.	1. 2. 3.
11	11"×13" /100 GSM printed on <b>BLUE COLOUR</b> star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth. (For PSA Class 11 <sup>th</sup> )	1. 2. 3.	1. 2. 3.

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**TERMS & CONDITIONS**

1. *Sealed tender, under two bid system complete in all respect along with a bank draft for Rs. 5,000/- valid for a period of 6 months towards Earnest Money drawn in favour of the Secretary, Central Board of Secondary Education placed in Technical Bid Envelopes should be dropped in the Tender Box kept with Admn Branch at Ground Floor, CBSE office, Sector – 5, Panchkula latest by 01:00 p.m. on 16.12.2013. 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 tenders, who may like to be present and financial bids of only technically qualified tenderers will be 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 Regional Office, Pkl. Cartage/coolliage shall have to be borne only be 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 tin the quality/quanity 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 rejet the agencvey 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 in entirely without assigning any reason.*
6. *The firms should have minimum three years experience for supply of envelopes with any Board/University/Educational Institution.*
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.*

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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 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 basis is". 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 Tender, 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.*

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16. *Public Sector Enterprises are exempted form depositing security money.*
17. *Incuse 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 the 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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**ANNEXURE-I**

**“TECHNICAL BID” PROFORMA FOR SUPPLY OF ENVELOPES**

<b>1.</b>	<b>ABOUT THE FIRM</b>	
	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	

<b>2.</b>	<b>PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)</b>		
	Year	Name of the Board/University/Educational organization	Details of work executed (with proof) **
	2010		
	2011		
	2012		

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

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

...contd/-

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5. 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 \_\_\_\_\_

6. 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)

2010 Rs. \_\_\_\_\_  
2011 Rs. \_\_\_\_\_  
2012 Rs. \_\_\_\_\_

(ii) 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. 5,000/- 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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**ANNEXURE-II**

**"FINANCIAL BID" PROFORMA FOR SUPPLY OF ENVELOPES**

Sr No	Envelope Size	Brand (Name of the Paper Co.)	Unit Price per Thousand
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**Authorized Signatory**  
(With Full name and designation)

Seal:

Mobile No. \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_