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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

TENDER NOTICE

Sealed tenders are invited for supply of various type of Stationery items for the year 2014. Interested agencies may download the tender documents from www.cbse.nic.in and can submit alongwith E.M.D of Rs.25,000/- by way of Demand Draft/Bankers Cheque favoring "The Secretary, CBSE", Delhi.

The complete tender documents can be dropped by **2:30** P.M on or before **20.01.2014** in the tender box kept at the reception in CBSE Building at Preet Vihar, Delhi.

JOINT SECRETARY (A&L)

PRICE Rs.500/-

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TENDER FORM FOR SUPPLY OF STATIONERY ITEMS

Last date for sale of Tender Form 20.01.2014 upto 1.00 p.m.

The tenders for the above work are required to be submitted in two bids: Technical and Financial separately. Technical details along with Bank Draft of earnest money and tender fee may be sealed in one envelope are superscripted as:

“TECHNICAL BID FOR SUPPLY OF STATIONERY ITEMS”

The Financial Bid may be separately sealed and superscripted as:

“FINANCIAL BID FOR SUPPLY OF STATIONERY ITEMS”

Both the envelopes should be sealed in a single envelope and superscripted as:

“TENDER FOR SUPPLY OF STATIONERY ITEMS”

The tender form may be download from the CBSE website and the same duly filled Tenders should be dropped in the Tender Box at the reception area at CBSE Headquarters, Preet Vihar, Delhi latest by 20.01.2014 by 2:30 p.m. only.

(S. P RANA)
JOINT SECRETARY (A&L)

Encl.: As above.

PROCEDURE FOR SUBMITTING TENDERS

- 1. Tenders would be received in TWO BIDS system;**
(a) Technical Bid and (b) Financial Bid

The “Technical Bid” should have the following documents/information:

1. Name & Address of the firm with proof.
 2. Registration /Dealership Certificate.
 3. Attested Copy of Proof of Registration for Supply Contract existing with other Government/Semi-Government/PSUS etc.
 4. Certified copy of PAN Card
 5. Sale Tax/VAT Registration Certificate
 6. Postal Address/Telephone/FAX/E-Mail of the Firm:-
 7. Bank Details viz. A/c Holder Name, Bank Name, & Address, Type of A/c, Full A/c No. & IFSC Code of Bank.
 8. Bank Statement with P&L Account & Balance Sheet for the last three financial years:
 9. Copy of IT Return for the last 3 financial years:
 10. Annual turnover of the firm during the last 3 financial years (Minimum turnover should be Rs.10.00 Lakh per year)
 11. Proof of supply orders having supplied Stationery/ General items to the Govt./ Semi-Govt./PSU etc.
 12. Tender fee of Rs.500/- and EMD (Bid Security) of Rs.25,000/-.
 13. Detail of stock of stationery/ Consumable/ General item as per Annexure normally maintain by the firm.
- 2. Financial bids of only those bidders would be opened who fulfill the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted Committee.** The Financial bid should contain the Annexure clearly mentioning the make/ brand of items quoted, their rates inclusive of all taxes and charges. There should not be any cutting/ overwriting.
- 3. Interested agencies may collect the tender documents from the Syndicate Bank, CB SE, Preet Vihar, Delhi on all working days between 9:30 a.m. to 1:00 p.m. on payment of Rs.500/- (non-refundable). The tender form can also be downloaded from the Central Board of Secondary Education website at www.cbse.nic.in and can be submitted along with Rs.500/-.**
- 4. The interested agencies must also submit the samples of the printed stationery items as per CBSE requirement alongwith their tender documents. The interested agencies may see the samples of these printed stationery in Admn-II Branch (3rd Floor), CBSE, Headquarter, Preet Vihar, Delhi.**



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TERMS & CONDITIONS

1. Tenderers will have to deposit Tender fee of Rs.500/- (Rupees Five Hundred only) and Earnest money of Rs.25,000/- (Rupees Twenty Five Thousand Only) with the Tender in the form of Demand Draft of a Nationalized bank in favour of "The Secretary, CBSE, Delhi" which will be returned to the unsuccessful Tenderers soon after the order is placed. In case the tenderer(s) fails to complete the supply according to terms of the order, the amount to EMD shall be forfeited. **The Micro, Small and Medium Enterprises and Public Sector Enterprises are exempted from the requisite fee and EMD amount (if any).** The tenders bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board in participation process in tender.
2. Sealed tenders, complete in all respects may be placed in the Tender Box kept near the Security Counter at Ground Floor upto 2:30 p.m. on or before **20.01.2014**. Incomplete tender or those without earnest money will be rejected. Tenders will be opened at 3:00 pm. on the same day by the duly authorized Officer in the presence of all such binders who may wish to be present. Tender after due date and time will not be accepted. The sealed envelopes should contain the rates quoted (duly typed) by the firm in the Performa as above and shall be superscripted "TENDER FOR SUPPLY OF STATIONARY ITEMS."
3. NO TENDER without earnest money deposit will be entertained. Prices quoted should include all charges like Sales tax, Excise duty, Octroi, Insurance Technical Service, Cartage etc. No other charges/Taxes/Levies will be paid by the CBSE during pendency of the contract/supply.
4. Penalty for late delivery would be levied at the rate of 2 percent per week subject to a maximum of 10 percent of the value of the material not supplied within the stipulated period, as mentioned in the purchase order.
5. The Board reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any tender and call for revised tender.
6. The Board reserves the right to accept or reject partly/wholly any or all the tender (s) without assigning any reason.
7. While considering the rates, the Board will also consider the quality of the material.
8. The quantity of stationary items may increase or decrease as per requirement.
9. Ambiguous rate or rates not in conformity with specification or conditional &/or without inclusion of any of Taxes/charges as on date shall be rejected.
10. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract. 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.
11. 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.

12. Prices charged for the stores supplied under rate contract shall be under no event are higher than the lowest prices at which the party sells the items of identical description to any other organization during the period of contract.
13. The Board reserves the right to enter into parallel rate contract for similar items during the period of rate contract with one or more parties. However the Board will also reserves the right to negotiate with the agency/agencies regarding the rates they quote in the bid.
14. The rate contract can be terminated at any time by giving one month's notice by either party.
15. If the supplier falls to deliver the material within the delivery period as specified by purchaser may procure, such items as deems appropriate at cost and risk of the supplier.
16. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not deliver in time.
17. The Board reserves the right to examine the Stationary items for their quality if it so desires.
18. The items, so supplied will have to be high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the cost shall be recovered from the Performance Guarantee for subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of contract.
19. No Bill for part payment shall normally be entertained; however the payment shall be released expeditiously after complete supply as per purchase order.
20. Discount, taxes and other levies, if any are to be specified clearly in the bid and should be included in the rates quoted in the bid. Otherwise, bids shall not be entertained and such bids shall be treated as in fructuous.
21. In case more than one firm(s) offering the lowest evaluated prices, then only item-wise rate will be evaluated for those firms and the contract will be awarded to the firm item-wise on L1 basis. The Board reserves the right to allot the work to only one firm quoting the Lowest rate or more than one firm on the Lowest rates for stationery items. The Board may negotiate with that agency, who will found L-1 in most of the stationery items and the work among different agencies may be given to one agency.
22. While submitting the tender for this work, the tenderers will be **deemed to have read, understood and accepted** all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from CBSE at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted
23. All disputes are subject to Delhi Jurisdiction only.

I/We accept the above terms and conditions.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. _____
Telephone No. _____



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Sl. no.	Name of items	Brand	Unit	Rate per unit inclusive of all taxes
1.	Ball pen	Montex Mega top	Per Piece	
		Technotop		
		Reynold 0.45		
2.	Refill	Montex Mega top	Per Piece	
		Technotop		
		Reynold 0.45		
3.	Cello tape big (24X65)	Super Diamond	Per Piece	
4.	Cello tape small (12X65)	Super Diamond	Per Piece	
5.	Cloth Duster (21"X21")	Alkon	Per Dozen	
6.	Eraser (pencil)	Camlin	Per Piece	
		Apsara		
		Natraj		
7.	Glass Tumbler	Yera	Per Piece	
8.	Gum bottle big 700ml	Camel	Per Piece	
		Kores		
9.	Gum bottle small 150ml	Camel	Per Piece	
		Kores		
10.	Glass cover (Coaster)	Cello Desire	Per Set of 6 Piece	
11.	Holder pen	VIP	Per Piece	
12.	Jotter pen	Reynold	Per Piece	
		Cello		
13.	Jotter refill	Reynold	Per Piece	
		Cello		
14.	Pilot pen V5	Luxer	Per Piece	
15.	Pencil	Apsara	Per Piece	
		Natraj		
16.	Photocopy paper A-4 Size 75 GSM	Century Star	Per Rim	
		Xerox Challenger		
17.	Photocopy Paper-F.S 75 GSM	Century Star	Per Rim	
		Xerox Challenger		
18.	Pencil cell	Nippo	Per Piece	
19.	Paper weight	----	Per Piece	
20.	Pin cushion	Kebica Art No KOD2035	Per Box	

21.	Poker	----	Per Piece	
22.	Rubber band	----	Per 500gm	
23.	Register 1Q (96 Pages)	Neelgagan Excel	Per Piece	
24.	Register 2Q (192 pages)	Neelgagan Excel	Per Piece	
25.	Register 4Q (384 pages)	Neelgagan Excel	Per Piece	
26.	Soap 100g	Lux	Per Piece	
		Dettol		
		Lifebuoy		
27.	Slip book	Neelgagan No. 33	Per Piece	
28.	Awl pin 100g	Bun chin	Per Box	
		Bell		
		Fanta		
29.	Carbon box	Kores Sapphire	Per Piece	
30.	Dustbin	Cello Frosty	Per Piece	
		S.S (Steel)		
31.	Glue stick 15g	Camlin	Per Piece	
		Kores		
		Fewi		
32.	Highlighter	Camline	Per Piece	
		Luxor		
33.	Jug	Cello Thriller	Per Piece	
		Milton		
34.	Marker	Camline	Per Piece	
35.	Stapler HD-10D	Kangaro	Per Piece	
36.	Stapler pin No 10-1M	Kangaro	Per Piece	
37.	Stapler 555 24/6	Kangaro	Per Piece	
38.	Stapler pin 24/6	Kangaro	Per Piece	
39.	Shorthand copy	Neelgagan Super	Per Piece	
40.	Short hand pencil	Apsara	Per Piece	
41.	Stamp pad	Camel	Per Piece	
42.	Stamp pad ink 30ml	Supreme	Per Piece	
		Chelpark		
43.	Sharpener	Apsara Long point	Per Piece	
44.	Scale	Camlin Exam	Per Piece	
45.	Sketch pen (Sign pen)	Luxor	Per Piece	
46.	Tag	Good quality	Per Bunch	
47.	U clip	Bun chin	Per Box	
48.	Bucket	Cello Super Delux	Per Piece	
49.	Brown tape 48mmX50mm	Bun chin	Per Piece	
50.	Cell big	Nippo Hyper	Per Piece	
		Eveready		
51.	Cloth White (Markin)	Good Quality	Per Meter	
52.	CD-R	Amkette	Per Piece	
		Sony		

53.	CD-RW	Amkette	Per Piece	
		Sony		
54.	Desk calendar	----	Per Piece	
55.	Knife	Bun chin	Per Piece	
		Gongdao		
56.	Luxor pen ink 4ml	Luxer	Per Piece	
57.	Needle	4 inch	Per Box	
58.	Pen stand (4 pen)	Kebica	Per Piece	
59.	Punch single	Kangaro SHP-20	Per Piece	
60.	Punch double	Kangaro 600	Per Piece	
61.	Scissor 16 cm	Kebica	Per Piece	
62.	Sponge	Kebica Easy	Per Piece	
63.	Flag (150 sheets)	Post	Per Piece	
		It Prompts		
64.	Signature pad	Neelgagan	Per Piece	
65.	Thread	Verdhman	Per Roll	
66.	Towel (Big Size)	Bombay Dyeing	Per Piece	
		Tulip		
67.	Tape dispenser (Big Size)	Bun chin	Per Piece	
68.	Vim Powder	Vim	Per KG	
69.	White fluid (15 ML)	Camlin	Per Piece	
		Kores		
70.	Key purse	----	Per Piece	
71.	Lock	Plaza 25P	Per Piece	
72.	Pen tray	Kebica KDT 1003	Per Piece	
73.	Sutli (Plastic) (500Gm)	Good Quality	Per Roll	

Printed Stationery Items of Good Quality

Sl. no.	Name of Items	Specification	Unit	Rate per unit inclusive of all taxes
1.	File Board	As per sample	Per Piece	
2.	File Cover	As per sample	Per Piece	
3.	Plastic Folders	As per sample	Per Piece	
4.	Slip Books (20 Sheets)	As per sample	Per Piece	
5.	Slip Books (40 Sheets)	As per Sample	Per Piece	

NOTE:- The interested agencies must also submit the samples of the above said printed stationery items as per CBSE requirement alongwith their tender documents. The interested agencies may see the samples of the above said printed stationery in Admn-II Branch (3rd Floor), CBSE, Headquarter, Preet Vihar, Delhi.

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