



Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

F-6/CBSE/Admn-II/Plastic Bags/2013/7189-7220

Date :19.02.2013

Subject: Supply of Plastic Bags (Laminated inside) of best quality in size of 30" X 34" of 120 gms- reg.

Sir/Madam,

The Board intends to purchase Plastic Bags water proof (Laminated inside) of best quality in size of 30" X 34"/120 gms. You are requested to quote your competitive rates in the attached Performa at Annexure-I along with a sample/samples of bag. The envelope should be put in one sealed cover accompanying Earnest Money of Rs. 10,000/-(Rupees Ten Thousand Only) in the shape of a Bank Draft Favouring "Secretary CBSE" payable at Delhi. The envelope superscribed as " TENDER FOR SUPPLY OF PLASTIC BAGS" can be dropped in the Tender Box kept at Ground Floor of this office on or before **06.03.2013** by 2:30 p.m. The Tender will be opened on the same day at 3:00 pm. in presence of the tenderers, who may like to be present. Incomplete, conditional or those received without EMD and after due date & time shall be summarily rejected. The Secretary, CBSE reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of successful/unsuccessful tenderers shall be returned without interest. The limited tender documents can also be downloaded from the CBSE website www.cbse.nic.in.

Yours faithfully,

(Raj Kumar Gupta)
Assistant Secretary (ADMN II)

Encl:-

1. Annexure-I.
2. Terms & Conditions.



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ANNEXURE-I

LIMITED TENDER PERFORMA FOR PURCHASE OF PLASTIC BAGS

1. Rate Quotation of the Tenderer:

SL.NO	DESCRIPTION	RATE (PER BAG) INCLUSIVE OF ALL TAXES	SAMPLE ENCLOSED YES/NO
01	Plastic Bags (Laminated inside) of best quality in the size of 30" X 34"/120 gms per bag		

2. Earnest money details bank draft:

Bank Draft No. _____ date _____ for Rs.10,000/-

Drawee Bank _____.

3. PAN No. _____ TIN No. _____

4. Number of samples enclosed: _____

The terms and conditions of the tender are acceptable to me/us.

Signature _____

Name & address with seal &

Date _____

Phone (O) _____

(M) _____

(R) _____



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TERMS AND CONDITIONS

1. Sealed tender complete in all respect along with a bank draft for Rs.10,000/- (Rupees Ten Thousand Only) valid for a period of 6 months towards earnest money drawn in favour of the Secretary, Central Board of Secondary Education, payable at Delhi, placed in Envelope should be dropped in the Tender Box kept with Security Guard at Ground Floor, CBSE office, Preet Vihar, Delhi latest by 2:30 p.m. on **06.03.2013**. Incomplete/conditional/late tenders or those without earnest money will be rejected. Tender will be opened at 3:00 p.m. in the presence of the representatives of the tenderers, who may like to be present. 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 for **SINGLE PLASTIC BAG ONLY** 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 PUBLICATION STORE in Delhi. The 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 the item 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 in entirely without assigning any reason.
6. Samples of plastic bag 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.
7. 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.



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8. 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'.
9. 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 GMS or different specification of plastic 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 items of lesser GMS as decided by the Chairman of the Board.
10. 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.
11. Taxes shall be deducted as per rules.
12. The revision of rates will not be allowed during the contract period.
13. 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 GMS/quality as per norms/specification.
14. In the event of failure of supply of plastic bags 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.
15. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.



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16. The full and final payment shall be made after receipt of satisfactory supply of the plastic bags.
17. The exact quantity will be intimated at the time of placing order to the agency concerned.
18. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.
19. 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.
20. Micro, Small and Medium Enterprises and Public Sector Enterprises are exempted from the requisite fee and EMD amount (if any). The tender is limited in nature, however the agencies who are interested to participate in tender process may also quote their rates.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 20 have been read by me/us and are acceptable to me/us.

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