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LTE-2008/1-21

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

No.F.6/Admn-II/Tender for Envelopes for Head Quarter/82-107

Dated:26.08.2013

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

Sirs,

The Board intends to purchase different types/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 two 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.15,000/- (Rupees Fifteen Thousand only) with Technical Bid in the shape of a bank draft favouring "The Secretary, CBSE, Preet Vihar, Delhi". The Envelope superscripted "LIMITED TENDER FOR SUPPLY OF ENVELOPES FOR HEAD QUARTER" can be dropped in the Tender Box kept with the Security Guard at ground floor of this office on or before 17.09.2013 by 2:30 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. Financial 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 from the CBSE's website www.cbse.nic.in. The Board reserves the right to cancel any or all tenders without assigning any reason thereof.

Yours faithfully,


(RAJ KUMAR GUPTA)
ASSISTANT SECRETARY (ADMN-II)

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



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

No.F.6/Admn-II/Tender for Envelopes (H.Q)/82-107

Dated:26.08.2013

TENDER FORM AND TERMS & CONDITIONS FOR SUPPLY OF DIFFERENT TYPES OF PRINTED ENVELOPES

The 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. The 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 CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi – 110 092 on or before **17.09.2013** by 2:30 p.m.

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.	Envelopes White Color in the size of 9"x4"/80 GSM duly printed superior quality without window with flap 1¼" bottom ½" for office use (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 dispatch of Score card with Flap 1½" bottom ½" overlapping ½" (Required in the packing of 250 in boxes)	1. 2. 3.	1. 2. 3.
3.	8" x 10"/80 GSM printed on Khaki colour star paper with fine Jali cloth line envelopes with Flap 1½" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
4.	10"x12"/100 GSM printed on Khaki colour star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
5.	16"x12"/100 GSM printed on khaki colour star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.



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TERMS & CONDITIONS

1. Sealed tender, under two bids system complete in all respect along with a bank draft for Rs.15,000/- valid for a period of 3 months towards earnest money drawn in favour of the Secretary, CBSE, Delhi placed in Technical Bid Envelopes 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 **17.09.2013** 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 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 be no 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 specifications 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, fails to accept it.
4. The Board 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 Board reserves the right to reject any tender or reject in entirety without assigning any reason.
6. The firm should have minimum two years experience for supply of envelopes with any Board/University /Educational Institution.
7. The 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 has 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 as decided by 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. The revision of rates will not be allowed during the contract period. 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.
13. 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.
14. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
15. The payment shall be made after receipt of satisfactory supply of the envelopes as stated in point (12) above.

16. The exact quantity will be intimated at the time of placing order to the agency concerned.
17. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract.
18. 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.
19. There shall be no change in prices structure during the currency of contract except the statutory levies which are made applicable by the Govt. through notification/regulations change. Hence, the firms which can give valid price only for one year need only apply.
20. The 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)

ANNEXURE-I

Email: cbsedli@nda.vsnl.net.in
 Website: www.cbse.nic.in



Phones: 22509256-59
 Fax: 22515826

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

"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 TWO YEARS)		
	Year	Name of the Board/University/ Educational organization	Details of work executed (with proof)**
	2011		
	2012		

**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. If the firm a Principal Manufacturer: YES/NO _____
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)

2010 Rs. _____

2011 Rs. _____

2012 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.15,000/- 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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 Website: www.cbse.nic.in



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"FINANCIAL BID" PROFORMA FOR SUPPLY OF ENVELOPES"

Sl. No.	Specifications	BRAND (Name of the Paper Co.)	Unit Price per Thousand
ENVELOPES REQUIRED			
1.	Envelopes White Color in the size of 9"x4"/80 GSM duly printed superior quality without window with flap 1¼" bottom ½" for office use (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 dispatch of Score card with Flap 1½" bottom ½ overlapping ½" (Required in the packing of 250 in boxes)	1. 2. 3.	1. 2. 3.
3.	8" x 10"/80 GSM printed on Khaki colour star paper with fine Jali cloth line envelopes with Flap 1½" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
4.	10"x12"/100 GSM printed on Khaki colour star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.
5.	16"x12"/100 GSM printed on khaki colour star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth.	1. 2. 3.	1. 2. 3.

Authorized Signatory
 (With Full name and designation)
 SEAL:

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