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**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, DELHI**

An Autonomous Organisation Under the Union Ministry of Human Resource Development (Govt. of India)
PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

CBSE/ROD/ADMN/24/2012

Speed Post

10/09/2012

M/s _____

Sir,

Sealed limited tenders are invited for supply of printed envelopes with/without superior cotton Net (Jali) having 20 Tane-Bane per sq. inch. in different sizes with accurate required GSM and quantity. The paper for manufacturing of Brown Envelopes will be of Star Paper Mill and white envelopes should be of Ballar Pur Paper Mill.

The bid should be in two parts

1. Technical bid for supply of printed envelopes should contain all the technical details alongwith the Terms & Conditions, if any, alongwith a D.D. of Rs.20,000/- & also the samples of envelopes of the required grammage as per specification mentioned in the terms and conditions enclosed.
2. Financial bid indicating envelope-wise price for the different size of envelopes mentioned in the technical bid. Price should be inclusive of all taxes and delivery F.O.R. etc.

The technical bid and the financial bid should be sealed in separate envelopes duly superscribed "Supply of printed envelopes" and both these envelopes should be kept in a bigger envelope properly sealed and duly superscribed. The sealed tenders alongwith B.D of 20,000/- as Earnest Money should reach the undersigned at above cited office/address on or before 01.10.2012 upto 2:00 p.m. The technical bid will be opened on the same day at 2:30 p.m in the presence of tenderers, who may wish to be present. At the second stage financial bids of only the technically acceptable offers will be opened for further evaluation. The details of envelopes and terms and conditions are enclosed herewith. The Secretary, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof.

In case of any query, the undersigned or S.O.(Admn.) can be contacted on 2nd floor "C" Wing of office building before furnishing the bid.

Asstt. Secy.(Admn.)

Contd..2..

The detail of envelopes and terms and conditions.

<u>Sr. No.</u>	<u>Size of envelops</u>	<u>GSM</u>	<u>quantity</u>
1.	9"× 4" (White Plain)	80	1,00,000
2.	10"× 8" (Brown Plain)	80	60,000
3.	12"× 10" (Brown Cloth with Jali)	100	30,000
4.	16"× 12" (Brown Cloth with Jali)	100	40,000
5.	11"× 5" (White window)	80	75,000
6.	18"× 16" (Brown Cloth with Jali)	100	15,000

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE: DELHI**

(Agreement to be executed on a Non-judicial stamp paper of Rs. 100/-)

Terms & Conditions

1. The rates shall be quoted inclusive of all taxes/levies. The rates will be valid for a period of one year w.e.f. date of award of tender/work order.
2. The estimated quantity of each item may be varied from month to month basis. The CBSE does not guarantee to any Printer for printing of any specific quantity in a particular month or during the period of contract.
3. The terms and condition of the tenders shall be read in conjunction with the general condition of contract, bill of quantities and other documents being part of this contract.
4. **Tender must be accompanied with EMD of Rs. 20,000/- in the form of Bank Draft, EMD in any other form will not be accepted and such tender will be rejected. Tender without earnest money will not be accepted being an autonomous organization and such tenders will be rejected.**
5. **The earnest money of the unsuccessful bidder will be refunded without any interest.**
6. There should not be any overwriting or amendment in the rates offered and the terms & conditions of the contract are to be signed by the partner/owner/managing director of the firm. Such tender will be rejected.
7. The earnest money of the successful bidder shall be retained and converted into security deposit, which will be refunded without interest after execution of the order. However, if the tenderer fails to accept the work order part or in whole, EMD will be forfeited.
8. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority: the Earnest Money/ Security Deposit will be forfeited.
9. Rates should be quoted F.O.R. at DELHI/NEW DELHI including all taxes. Delivery will be taken in corrugated boxes inside the godowns of this office at Patparganj Delhi. Cartage/Coolidge shall have to be borne by the supplier up to the god owns of the Board.
10. The paper for manufacturing of envelops should be used of Star Paper Mill for Brown envelopes and of Ballar Pur Paper Mill for white envelopes. Sample of paper/envelops need to be enclosed.
11. An agreement will have to be entered between CBSE and successful tenderer on a Non-Judicial stamp paper of Rs. 100/-.
12. **ELIGIBILITY**
 - A. **The tenderer should have all the infrastructure under one roof and his ownership in the name of agency.**
 - B. **The tender must have turnover of approximately 25 lakh each in last three financial year. An audited copy of Balance Sheet, Profit and Loss Account & Audit Report attested by a Chartered Accountants of the last three years shall be filed as supporting documents and Minimum three years past experience of manufacturing and supplying of such material in bulk quantities to the Central/State govt. and Educational institutions alongwith copy of IT returns duly attested by Chartered Accountants (attach documentary evidence in Technical bids).**
 - C. **The tenderers are strictly advised to fill up all columns of the tender form of technical bid.**
13. **The work can be allotted to one or more agencies on L-1 rates by the Competent Authority of the Board.**
14. **Quantity of Envelops to be printed may increase/decrease as per office requirement.**
15. No tender will be accepted after expiry date and time.
16. All the tender/any of the tenders can be rejected without assigning any reason
17. The agency has to supply the envelopes within 20 days from the date of placement of order/Final Proof to the store-keeper or Administration Branch (ROD) at the above mentioned office address.

18. In case of inferior quality and any major deviation in grammage and size of the envelopes, will be subject to rejection of whole supply at the risk and responsibility of the tenderer.
19. In the event of specification/ grammage not found in consonance with the specification/grammage prescribed by the BIS/Board against the items. Necessary proportionate deduction on total value as per actual grammages arrived at from the RTC/MSME Lab(Govt. of India) shall be made and the decision of the Chairman of the Board for penalty imposed / deduction made shall be final and binding on the party.
20. Samples of the envelopes can be seen at IInd floor, Room No. 207, Khand 'C' at above cited office address during office hours.
21. No advance payment will be made 80% payment will be made only completion of the whole work order. The balance 20% payment will be made after completion of the order formalities like testing of papers/inspection of the material etc.
22. Bill in duplicates should be submitted for payment within 15 days after the completion of allotted whole work order.
23. **Penalty will be imposed @ 5-10% on the total bill amount against short & late supply/ inferior quality.**
24. No change / correction is allowed in tender in any case after the submission of tender form in the office.
25. In the event of any dispute, the decision of the Chairman of the Board shall be final and binding upon the quotationer.
26. The jurisdiction will be Delhi in case of any dispute.

ASSISTANT SECRETARY (ADMN.)

Acceptance of the Tenderers

The Terms and the condition enumerated in this form clause No. 1 to 26 have been ready by me / us and are acceptable to me / us.

**Signature of the Tenderer
Seal with Complete Address**

Telephone No.: _____

Dated: _____

“TECHNICAL DETAIL”

1. Name of the firm : _____

2. Complete address of the firm : _____

3. Date of establishment : _____

4. Name(s) of the Proprietor /Partner : _____

5. Registration No. (Enclosed copy) : _____

6. Sales Tax No. (Enclosed copy) : _____

7. Last 3 year turn over :2009 Rs. _____
: 2010 Rs. _____
: 2011 Rs. _____

8. Last 3 years work experience:

Name of the firm to whom the envelopes supplied	Quantity of the envelopes	Value of work
2009		
2010		
2011		

9. Whether samples enclosed or not as mentioned in this tender form : _____

10. Earnest Money : _____
D.D. No & date
of Rs. 20000/-
In favour of Secretary CBSE, Delhi
11. Total No. of staff :
i) Technical : _____
ii) Non Technical : _____
12. Whether firm has been : _____
debarred at any time
13. Generator facility : _____
(Give detail)
14. No. of machines available : _____
15. PAN No. : _____
16. TIN No. : _____
17. Phone /Mobile Nos. : _____
18. Any other information : _____
firm like to submit

(Signature of the tenderer(s))

Name _____

Address _____

Date: _____

“FINANCIAL BID”

Annexure-I

Rates

I/We/M/s _____ hereby submit tender for the supply of different size of Envelopes and quote the lowest rates including printing and all kind of taxes, cartage and delivery F.O.R. etc.

<u>Sr. No.</u>	<u>Size of envelops</u>	<u>GSM</u>	<u>quantity</u>	<u>Rate per 1000 including all kind of taxes, cartage and delivery F.O.R. etc.</u>
1.	9" × 4" (White Plain)	80	1,00,000	(In words) Rs. _____ Rs. _____)
2.	10" × 8" (Brown Plain)	80	60,000	Rs. _____ Rs. _____)
3.	12" × 10" (Brown Cloth with Jali)	100	30,000	Rs. _____ Rs. _____)
4.	16" × 12" (Brown Cloth with Jali)	100	40,000	Rs. _____ Rs. _____)
5.	11" × 5" (White window)	80	75,000	Rs. _____ Rs. _____)
6.	18" × 16" (Brown Cloth with Jali)	100	15,000	Rs. _____ Rs. _____)

All the terms and conditions mentioned at S.No. 1 to 26 are acceptable to me/us.

I/We, M/s _____ undertake to supply any or all the envelopes, in case my/our rates are approved/ accepted.

(Signature of the tenderer(s))

Full Address of the agency with pin code

Telephone No(s) _____

Office/Residence _____

Mobile _____

Date: _____

