

CENBOSC, Delhi-92
E-Mail: rodelhi. cbse@nic.in
Website: www.cbse.nic.in



Phones: 22239177-80

Speed Post

***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/24/2013

08 /10/2013

M/s _____

Sub: Tender for Purchase of different types of printed envelopes.

Sir,

Sealed 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 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 envelope" 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 25.10.2013 upto 2:30 p.m. The technical bid will be opened on the same day at 3:00 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 Director, CBSE, ROD 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.

Assistant Secretary (Admn)

The detail of envelopes and terms and conditions.

S.No	Size of envelops	GSM	Quantity(*) to be mentioned
1.	9''X4'' (White Plain)	80	70,000
2.	11''X5'' (White Window)	80	50,000
3.	10''X8'' (Brown Plain)	80	5000
4.	10''X12'' (Brown Cloth with Jali)	100	25000
5.	16''X12'' (Brown Cloth with Jali)	100	30000
6.	16''X18'' (Brown Cloth with Jali)	100	15000
7.	11''X13'' (Pink/Blue colour with lamination)	90	5000
8.	14''X18'' (Brown Cloth with Jali)	90	5000
9.	14''X18'' (Brown cloth with Jali/gate)	90	5000
10.	12''X14'' (Pulp Board)	250	5000
11.	Plastic Polythene with interlocking in the size of (11''X12''/(10''X14'')	--	5000

Note(*): The above mentioned quantity is subject to change as per actual requirement

Contd.....3

**CENTRAL BOARD OF SECONDARY EDUCATION
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(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 of during the period of contract.
3. The terms and conditions 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. The paper for manufacturing of envelopes 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.
5. 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.
6. No tender should be accepted over writing of amendment in the rates quoted in the terms and conditions of the contract.
7. The earnest money of the unsuccessful bidder will be refunded without any interest.
8. The firm should have minimum three years experience for supply of envelopes with any organization.
9. The quantity of envelopes may increase or decrease as per requirement and rates will be approved for the supply of envelopes for one year and work can be extended upto three years on the same rates against the satisfactory services.
10. The agency has to supply the envelopes within thirty days from the date of placement of order/Final Proof to the store-keeper or Administration Branch (ROD) at the above mentioned office address.
11. No tender will be accepted after expiry date and time.
12. All the tender/any of the tenders can be rejected without assigning any reason.
- 13. 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 no deduction formula will be applicable and no payment will be made by such article.**
14. The firm should have minimum three years experience for supply of envelopes with any Board/University/Educational Institution/Organization.
15. Samples of the envelopes can be seen at IInd floor, Room No. 207, Khand 'C' at above cited office address during office hours.
16. Bill in duplicates should be submitted for payment within one week after the completion of allotted whole work order which should be supplied in one lot if payment not released within Ten working days then a written complaint should be submitted.
17. 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..

Contd....4.

18. 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.
19. The decision of the Chairman of the Board will be final and apply to all.
20. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
21. The exact quantity will be intimated at the time of placing order to the agency concerned.
22. 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 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 Director (ROD) of the Board shall be final and binding upon the tenderer.
23. Eligibility
 - a)The Tenderer should have all the infrastructure under one roof and his ownership in the name of agency.
 - b)The Tenderer must have turnover of approximately 25 lakh each in last three financial year.
 - c)The Tenderer are strictly advised to fill up all columns of the tender form of technical bid.
 - d) The firm should have minimum three years experience for supply of envelopes with any organization.

The terms and conditions (1 to 23) of the tender are accepted to me/us.

(Signature Of The Tenderer along With Seal)

Contd....5

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Fax: 22248990

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“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 :2011 Rs. _____
(During last 3 financial year) : 2012 Rs. _____
:2013 Rs. _____

8. Last 3 years work experience:

Name of the firm to whom the envelopes supplied	Name of the any organization	Detail of work executed
2011		
2012		
2013		

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

10. Earnest Money details Bank Draft:
Bank Draft No. _____ Date _____ for Rs. 20000/- and name of the
Drawee Bank _____
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. Weekly Holiday on : _____
16. For RTGS/NEFT details
i) Bank Name : _____
ii) Nature of Account : _____
iii) Account No : _____
iv) IFSC Code No : _____
v) Beneficiary Name/Company Name : _____

The terms and conditions and those appended with the tender form are acceptable to me/us. Copy of document in support of information furnished in S. No. 1-16 above are enclosed herewith. If any, over writing/cutting/non submission of documents found in my said tender, the same be rejected with technical bid.

**SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL &
COMPLETE ADDRESS**

PAN NO. _____

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“FINANCIAL BID” PROFORMA FOR SUPPLY OF ENVELOPES”

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 etc.

S.No	Size of envelops	GSM	Quantity(*) to be mentioned	Rate per 1000 including all kind of taxes, cartage etc.
1.	9”X4” (White Plain)	80	70,000	
2.	11”X5” (White Window)	80	50,000	
3.	10”X8” (Brown Plain)	80	5000	
4.	10”X12” (Brown Cloth with Jali)	100	25000	
5.	16”X12” (Brown Cloth with Jali)	100	30000	
6.	16”X18” (Brown Cloth with Jali)	100	15000	
7.	11”X13” (Pink/Blue colour with lamination)	90	5000	
8.	14”X18” (Brown Cloth with Jali)	90	5000	
9.	14”X18” (Brown cloth with Jali/gate)	90	5000	
10.	12”X14” (Pulp Board)	250	5000	
11.	Plastic Polythene with interlocking in the size of (11”X12”/(10”X14”)	--	5000	

*Quantity of Envelopes (S. No. 1-11) to be printed may increase/decrease as per office requirement.

All the terms and conditions mentioned at S.No. 1 to 23 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) _____

Pan No. _____

Office/Residence _____

Mobile _____

Date: _____

