



## CENTRAL BOARD OF SECONDARY EDUCATION



website: [www.cbse.gov.in](http://www.cbse.gov.in)

E-Mail : [cbserodadm@gmail.com](mailto:cbserodadm@gmail.com)

*(An Autonomous Organization under the  
Union Ministry of Human Resource Development Govt. of India)*

Regional Office, Delhi

PS, 1-2, Institutional Area, I.P.Extn. Patparganj

Delhi-110092

Phones : 22236199

Fax: 22248990

### **Tender For Disposal of RADDI**

Sealed Tenders are invited by CBSE, ROD for disposal of Raddi, Used answer books, Newspapers & waste paper etc. The interested firms/agencies may download the tender documents from CBSE website i.e. [www.cbse.nic.in](http://www.cbse.nic.in) from 11.11.2016 to 05.12.2016. The last date for submission of tender is 05.12.2016 till 2:00 P.M.

**REGIONAL OFFICER  
DELHI**

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### **TENDER NOTICE**

Sealed tenders are invited for disposal of following items:

Description of work	Quantity(*)	Earnest money	Period for obtaining Tender Forms	Date of opening of the tenders	Cost of tender form (non-refundable)
Sale of Old Used Answer Books of Exam.2016 & Blank mutilated Old Answers Books.	100 Tons (Approx.)	Rs.50,000/- in the form of D.D. in favour of the Secretary, CBSE payable at Delhi	On any day from 11.11.2016 to 05.12.2016	05.12.2016 (3:00 PM)	Rs.2000/- (Rs. Two thousand only) (Non-refundable)

(\*) The actual quantity may increase or decrease.

The tender form along with relevant details, Terms & Conditions can be downloaded from C.B.S.E., website i.e [www.cbse.nic.in](http://www.cbse.nic.in) Regional office, Delhi on any working day as per schedule specified above. The cost of tender document is Rs.2000/- (Rupees two thousand only) which is non-refundable and non-adjustable in favour of Secretary CBSE payable at Delhi. The tender form complete in all respect should reach the office of CBSE Regional Office Delhi, at above mentioned address, in duly sealed envelopes Super scribed with "Tender FOR SALE OF USED ANSWER BOOKS AND OTHER WASTE PAPERS FOR EXAMINATION 2016 must be put in the tender box kept at Ground Floor up to 2:00 PM on or before 05.12.2016. The tender will be opened on the same day at 3:00 PM by a committee in presence of Tenderers who may wish to be present. Late bid i.e. bids received after the specified date or time shall not be considered. The Competent Authority of Central Board of Secondary Education reserves the right to accept or reject any or all the tenders without assigning any reason. Incomplete & Conditional tenders are liable to be rejected.

Tenderers must submit their bids in two separate envelopes. One envelope should contain Technical Bid and second envelope should contain Financial Bid. It must be noted that at first only the technical bids will be opened. And after the evaluation of technical bids, the financial bids will be opened only for the eligible bidders. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened.

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## **-: Instruction to Bidders :-**

### **1. Documents/Certificates**

The Tendering firms/agencies are required to submit the photocopies of following documents, failing which their bids will be summarily/out-rightly rejected and will not be considered any further.

- I. Registration certificate as per existing norms (Indicating the legal status company/partner ship firm/proprietorship concern, etc.)
- II. Copy of CST/VAT/TIN Registration Certificates.
- III. Copy of PAN Card
- IV. Proof of experience for disposal of raddi paper (Used Answer Books, OMR sheets, and used Question Booklets)& Newspapers for at least one Deptt. /Ministry of the Govt. of India/Govt. of Delhi /Public Sector Undertaking (PSU)/Autonomous Bodies/Universities etc. (a copy each of at least one order received during each of last 3 years has to be attached.)
- V. Declaration regarding blacklisting or otherwise Bid Security/Earnest Money Deposit (EMD)

### **2. Bid Security**

- (a) EMD of Rs.50,000 (Rupees Fifty Thousand Only) in the form of demand draft in favour of "Secretary, CBSE, payable at Delhi shall accompany the bid.
- (b) Performance Security of Rs1,60,000/- (Rupees one lac sixty thousand Only) in the form of demand draft in favour of "Secretary, CBSE, payable at Delhi Should be deposited before lifting the material and it should be valid for 60 days beyond the date of completion of all the contractual obligations of the firm." The bid security (EMD) shall be refunded on receipt of Performance Security.
- (c) A bid received without Bid security (EMD) shall be rejected as non-responsive at the bid opening stage and returned to the bidder unopened.
- (d) The Bid Security of the unsuccessful bidder will be discharged/returned to them after finalization and award of the contract without any interest.

### **3. Mode of submission of Tenders and last date**

- (a) The tender bids, complete in all respects, should be submitted in the prescribed form along with supporting documents in a sealed envelope addressed to the Regional Officer, Regional office CBSE Patpar Ganj, Delhi on or before Dated 05-12-2016 up to 2.00 pm.

#### **4. Signing of the bids**

- (i) The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed and stamped by the bidder as proof of having read the contents therein and in acceptance thereof.
- (ii) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
- (iii) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

#### **5. Rejection of incomplete and conditional tenders**

- (i) The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.

#### **6. Non acceptance of the tenders received after the last date**

- (i) Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

#### **7. Envelope-1 (Technical Bid)**

The sealed envelope with "TENDER FOR SALE OF USED ANSWER BOOKS AND OTHER WASTE PAPERS FOR EXAMINATION-2016" clearly written on top of paper envelope, addressed to Regional Officer, CBSE Patpar Ganj Delhi must reach up to 2.00 PM on 05.12.2016. This envelope of Technical Bid must contain the following:

- (i) Duly filled, signed & stamped tender document.
- (ii) Demand Draft/Pay order of Rs.2000/- as cost of Tender Document (in case of downloaded document only.)
- (iii) Demand Draft/Pay order of Rs.50000/- (Rupees Fifty thousand Only) as EMD drawn in favour of The Secretary, CBSE payable at Delhi.
- (iv) Self attested Documentary proof of Registration of Sole Proprietorship/ Partnership firm or Company.
- (v) Self attested copy of sale tax return.
- (vi) Self-attested copy of the PAN.
- (vii) Technical Bids shall be opened at 3.00 PM on 05.12.2016 in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of receipt of the bids shall be rejected.

## **8. Envelope-2 (Financial Bid)**

The financial bids (Annexure) will be opened at later stage only after evaluation process of technical bids.

### **-: Eligibility Criteria:-**

Only such bidders, who are Registered Sole Proprietor/Partnership firm or company and meet the following conditions, can participate in the tender:

- A) The invitation is open for competent vendors.
- B) The bidder must be a registered Sole Proprietorship/Partnership firm/company. Self attested Documentary proof of registration of Sole Proprietor/Partnership firm or company must be attached.
- C) The bidders must have a valid PAN to participate in the tender and must submit self attested copy of the same.
- D) The tenderer should have at least 03 years' experience of disposal of raddi paper (Used Answer Books, OMR Sheets, and used Questions Booklets) & Newspapers. The firm should be located in the state.
- E) List of organizations to which such work done by the firm should be enclosed.
- F) All the relevant documents must be signed/attested by the tenderer.



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### Terms & Conditions

1. Sealed bids are invited for disposal of Raddi items (used/unused Answer Sheets & other waste paper of Examination 2016. Bid should be sealed in a cover duly superscribed as "Tender for disposal of used Answer Books of Examination 2016 & Blank mutilated Old Answer Books & other waste materials.
2. On qualifying the tender Earnest Money deposited by the agency shall be converted into Security Deposit. In case of any deviation/breach of contract it shall be forfeited.
3. The bidder should quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful bidder (quoting highest rates of purchase) out of the eligible bidders.
4. In case, the date of submission/ opening of tenders happens to be holiday, the tenders shall be received/ opened the next working day.
5. The security deposit (EMD) of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance security.
6. The right to accept a bid will rest with the Chairman, Central Board of Secondary Education, who reserves the right to reject any or all the bids without assigning any reason thereof.
7. The quoted rate should remain valid for a minimum period of 1 year from the last date for submission of the tender.
8. In case, the vendor fails to comply the terms & conditions, the Board may terminate the contract without assigning any reason and is free to dispose of the raddi items in such a manner as may be deemed appropriate.
9. The successful bidder will be liable to complete the job of lifting the material from the Board office within a period of 15 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his performance security will be forfeited and the Board shall have the right to cancel the order.
10. If the material is not lifted within the stipulated period given in the work order, a penalty of Rs.1000/- per day will be imposed maximum for delay of 30 days which will be recovered from the Performance guarantee and in case of delay by more than 30 days the entire amount of Earnest Money will stand automatically forfeited and work will be awarded to the second highest bidder or decision of the Competent Authority of the Board shall be final in this situation.



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के आधीन एक स्वायत्त संगठन)

## क्षेत्रीय कार्यालय (दिल्ली)

पी० एस०, 1-2, इन्स्टिट्यूशनल ऐरिया, आई० पी० एक्स०, पटपगंज, दिल्ली – 110 092

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11. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected as non-responsive.
12. No bidders will be allowed to withdraw after submission of bids/opening of the tender, otherwise the EMD submitted by the firm is liable to be forfeited.
13. The vendor is responsible for raddi material by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
14. The waste paper being lifted from the Board will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy. A certificate to this effect should be submitted by the tenderers to this office after completion of the work.
15. Bidders may visit the Board premises and inspect the quantity, condition and type of material being sold.
16. The weighing of the material shall be jointly witnessed by a committee of the Board authorized representatives(s) and bidder or his authorized representatives. All weighing shall be certified by this weighing committee. The weighing site for this purpose will be jointly decided by the successful bidder and the Board.
17. Rates should be quoted for free pickup from the store/ Concerned Section of ROD (**Regional Office, CBSE**, Patparganj, Delhi)
18. It will be the responsibility of the Bidder to pick up Raddi item in accordance with stipulated time frame, otherwise, the CBSE may impose penalty.
19. If the Bidder/firm stops the pickups without completing it, the CBSE may get the work completed from another firms and the bidder will have to reimburse the expenditure incurred.

All disputes, differences and questions arising out or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitrator appointed by the Hon'ble Chairman of the CBSE.



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21. The Board reserve the right to accept/reject any or all the bids in whole or in part and annual the bidding process without assigning any reason whatsoever and is not bound to accept the highest tender.
22. The Board reserves the right to award the tender to more than the one Bidder
23. The Board reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
24. If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD shall be forfeited.
25. The Payment against dispose-Off of Raddi shall be deposited only through cross demand draft/Electronic transfer in favour of The Secretary, CBSE payable at Delhi before lifting the waste materials from the office premises.
26. All taxes and levies will be paid by the bidder only. Other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be borne by the tenderer only.
27. At the time of lifting of raddi items, the approximate calculated money on this account should be deposited in advance.
28. If the successful Tenderers fails to lift the material within 15 days of receipt of intimation from the Board, the Board reserves the right to impose forfeiture of the EMD without prejudice to any other right available to the National Law CBSE, Delhi.
29. The quantity of Raddi/waste material mentioned in the tender form may increase or decrease.
30. The jurisdiction for all kinds of disputes will be at Delhi/New Delhi only.

I/We have carefully read the above terms & conditions of Sl. No. 1 to 30 and undertake to abide by the same.

Place:

Date:

(Signature of the party with stamp)

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Address \_\_\_\_\_



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### TECHNICAL BID

Sl. No	Particulars	
1	Name of the bidder	
2	Address of the bidder	
3	Contact Details of the bidder	Tel No. Mobile No. E-mail
4	Name of Proprietor/Partners /Directors of the firm/Agency	
5	Registration and in cooperation particulars of the Bidder indicating legal status such as company, partnership/proprietorship concerned etc. please attach copy of the relevant documents /certificate	
6	CST/VAT/Excise Duty/TIN No. Registration details (Pls. Attach copies of the relevant documents/certificates)	
7	Copy of Permanent Account Number (PAN) of the bidder (pls attach a self attested copy)	
8	Declaration regarding blacklisting or otherwise by the Govt. Departments/Autonomous Body etc. private institutions.	
9	The Tender documents/all pages duly signed and stamp as proof of having read the contents therein and in acceptance thereof should be enclosed.	
10	Details of awards/certificate of merits etc. if any received from any organization please attach copy of the certificate, if any.	
11	Bidder to ensure that all:- (i) Pages have been signed and stamped by the authorized papers. (ii) Pages have been numbered. (iii) Documents are legible (clearly readable)	

I/we certify that the information furnished above is true and correct. The Terms and conditions are acceptable to us.

Date \_\_\_\_\_

Signature & seal of  
Authorized person



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### FINANCIAL BID

The Regional Officer  
Central Board of Secondary Education  
Regional Office, Delhi  
PS, 1-2, Institutional Area, I.P.Extn. Patparganj  
Delhi

**Subject: Financial Bid for lifting of Raddi & other waste material- reg.**

Sir,

I/We have gone through the tender document, understood it fully and declare that I/We shall abide by the Terms and Conditions mentioned there in for supply of the items required. My/ our rates are as under:

Sl.No	Description	Cost per Kg (Inclusive of all taxes and charges etc.)
1.	USED Answer Booklets including continuation sheets, graphs, map etc (Main & Compartment)	Rs. _____ per k.g. In words _____
2.	Old Newspapers	Rs. _____ per k.g. In words _____
3.	Used OMR Sheets	Rs. _____ per k.g. In words _____
4.	Used Question Papers	Rs. _____ per k.g. In words _____
5.	Used Drawing sheets	Rs. _____ per k.g. In words _____
6.	Other Waste Material/ flair slip for class X and XII etc.	Rs. _____ per k.g. In words _____
7.	Blank Empty/Printed Cloth Line envelopes etc.	Rs. _____ per k.g. In words _____

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Date \_\_\_\_\_

**SIGNATURE OF THE TENDERER WITH**



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### **UNDERTAKING**

**(to be submitted with Technical Bid)**

It is certified that my firm/agency/ company has never been black listed by any of the Departments/Autonomous Institutions/ Universities/ Board/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed educational institutions and no criminal case is pending against me/ my firm.

#### **(Authorized Signatures)**

Name of the Authorized person \_\_\_\_\_

Name of the Company \_\_\_\_\_

Address of the Company \_\_\_\_\_

\_\_\_\_\_

Contact No.:- \_\_\_\_\_

Email Id:- \_\_\_\_\_

Seal of the company: - \_\_\_\_\_

Place: \_\_\_\_\_

Date:- \_\_\_\_\_