



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

TENDER NOTICE

Sealed tenders are invited for supply of various type(s) of Stationery items to the Board. The tender form along with terms and conditions can be had from CBSE, Regional Office, 99 Kaulagarh Road, Dehradun on any working day between 9.30 A.M to 3.00 P.M on payment of Rs.1000/- (Non-Refundable). The tender form may also be downloaded from www.cbse.nic.in and in that case, Rs.1000/- (Rupees One Thousand only) towards the cost of the tender shall be deposited as a demand draft in favour of "The Secretary, CBSE" payable at Dehradun. The tender documents complete in all respects along with E.M.D of Rs.50,000/- by way of Demand Draft/Bankers Cheque favoring "The Secretary, CBSE", Dehradun, should be dropped in the Tender Box at the reception area at 99, Kaulagarh Road, Dehradun latest by **10.02.2017** up to 3.00 P.M only. The technical bids shall be opened on the same day in the presence of bidders who may like to be present. The financial bids of only technical qualified tenderers will be opened. The opening of financial bids will be intimated through email to all qualified bidders.

REGIONAL OFFICER





fufonk lwpuk

cksMZ ds }kjk fofHkUu izdkj dh LVs'kujh lkexzh dh vkiwfrZ gsrw lhycan fufonk,a vkeaf=r dh tkrh gSaA bPNqd ,tsaf;ka }kjk fufonk nLrkost cksMZ dh osclkbV www.cbse.nic.in ls izklr fd, tk ldrs gSa vkSj lfpo] lhch,lbZ] देहरादुन- ds i{k esa] Mh-Mh- vFkok cSadlZ pSd ds :i esa c;kuk jk'k :-50]000@& ds lkFk fufonk nLrkost fnukad 10.02.2017 dks nksigj ₹.००- rd] lhch,lbZ dk;kZy;] 99, Kaulagarh Road, Dehradun ds Lokxr d{k ij j[ks fufonk ckWDI esa tek dj;s tk ldrs gSaA

Regional Officer (Dehradun)





केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

TENDER COST Rs.1000/-

TENDER FORM FOR SUPPLY OF STATIONERY ITEMS

The tenders for the above work are required to be submitted in two bids: Technical and Financial separately. Technical details along with Bank Draft of earnest money and tender fee of Rs.1000/- may be sealed in one envelope are superscripted as:

“TECHNICAL BID FOR SUPPLY OF STATIONERY ITEMS”

The Financial Bid may be separately sealed and superscripted as:

“FINANCIAL BID FOR SUPPLY OF STATIONERY ITEMS”

Both the envelopes should be sealed in a single envelope and superscripted as:

“TENDER FOR SUPPLY OF STATIONERY ITEMS”

The tender form along with terms and conditions can be had from CBSE, Regional Office, 99 Kaulagarh Road, and Dehradun on any working day between 9.30 A.M to 3.00 P.M on payment of Rs.1000/- (Non-Refundable). The tender form may also be downloaded from www.cbse.nic.in and in that case, Rs.1000/- (Rupees One Thousand only) towards the cost of the tender shall be deposited as a demand draft in favour of “The Secretary, CBSE” payable at Dehradun. The tender documents should be dropped in the Tender Box at the reception area at 99, Kaulagarh Road, Dehradun latest by **10.02.2017** up to 3.00 P.M only.

Regional Officer (Dehradun)





PROCEDURE FOR SUBMITTING TENDERS

1. Tenders would be received in TWO BIDS system;

(a) Technical Bid and (b) Financial Bid

The "Technical Bid" should have the following documents/information:

1. Name & Address of the firm with proof.
2. Registration /Dealership Certificate.
3. Attested Copy of Proof of Registration for Supply Contract existing with other MSME/Government/Semi-Government/PSUS etc.
4. Certified copy of PAN Card.
5. Copy of Sale Tax/VAT Registration Certificate.
6. Postal Address/Telephone/FAX/E-Mail of the Firm.
7. Bank Details viz. A/c Holder Name, Bank Name, & Address, Type of A/c, Full A/c No. & IFSC Code of Bank.
8. Bank Statement (for six months) with P&L Account & Balance Sheet for the last three financial years.
9. Copy of IT Return for the last 3 financial years (2013-14, 2014-15 and 2015-16).
10. **Annual turnover of the firm during the last 3 financial years i.e 2013-14, 2014-15 and 2015-16 (Minimum turnover should be Rupees 50 Lakhs per year)**
11. Proof of supply orders having supplied Stationery/ General items to the Govt. / Semi-Govt./PSU etc.
12. EMD (Bid Security) of Rs.50, 000/-.
13. Tender fee of Rs.1000/-.
14. Detail of stock of stationery/ Consumable/ General item as per Annexure normally maintain by the firm.

2. Financial bids of only those bidders would be opened who fulfill the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted office committee. The Financial bid should contain the Annexure clearly mentioning the make/brand of items quoted their rates inclusive of all taxes and charges. There should not be any cutting/ overwriting in the rates.

3. Interested agencies may download the tender form from the Central Board of Secondary Education website at www.cbse.nic.in.

4. The interested agencies must also submit the samples of the said unprinted and printed stationery items/envelopes as per CBSE requirement along with their tender documents. In future also, if the office committee asks for submit the samples of any of the item (s) in question, than the agency is bound to submit the sample of the same for observation of the committee. The interested agencies may see the samples of the above said stationery items in CBSE Regional Office, 99, Kaulagarh Road, Dehradun, Stores Branch,



TERMS & CONDITIONS

1. The tender form along with terms and conditions can be had from CBSE, Regional Office, 99 Kaulagarh Road, and Dehradun on any working day between 9.30 A.M. to 3.00 P.M. on payment of Rs.1000/- (Non-Refundable). The tender form may also be downloaded from www.cbse.nic.in. and in that case, tenderers will have to deposit **tender fee** of Rs.1000/- (Rupees One Thousand only) and **Earnest money** of Rs.50,000/- (Rupees Fifty Thousand Only) with the Tender, in the form of Demand Drafts of a Nationalized bank in favour of "The Secretary, CBSE, Dehradun". The EMD amount will be returned to the unsuccessful Tenderers soon after the order is placed to the approved agency but tender fee is non-refundable.
2. The Micro, Small and Medium Enterprises, NSIC and Public Sector Enterprises are exempted from Tender Fee and EMD amount (if any). The tender bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board in participation process in tender.
3. Sealed tenders, complete in all respects may be placed in the Tender Box kept near the Reception centre at 99, Kaulagarh Road, Dehradun up to **3.00 P.M.** on or before -----. Incomplete tender or those without earnest money will be rejected. Tenders will be opened at **4.00 P.M.** on the same day by the duly authorized Officer(s)/Committee in the presence of all such bidders who may wish to be present. Tender after due date and time will not be accepted. The sealed envelopes should contain the rates quoted (duly typed) by the firm in the Performa as above and shall be superscripted "**TENDER FOR SUPPLY OF STATIONERY ITEMS.**"
4. NO TENDER without tender fee and earnest money deposit will be entertained. Prices quoted should include all charges like Sales tax, Excise duty, Octroi, Insurance Technical Service, Cartage etc. No other charges/Taxes/Levies will be paid by the CBSE during pendency of the contract/supply.
5. Penalty for late delivery would be levied at the rate of 2 percent per week subject to a maximum of 10 percent of the value of the material not supplied within the stipulated period, as mentioned in the purchase order.
6. The agency must supply the stationery items of same brand as mentioned in the tender documents. If the agency fails to supply the prescribed stationery items of same brand as required by the Board, then 10 percent penalty will be imposed on the amount of specific item not supplied/refused.
7. The Board reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any tender and call for revised tender in future.
8. The Board reserves the right to accept or cancel/reject partly/wholly any or all the tender (s) without assigning any reason.
9. While considering the rates, the Board will also consider the quality of the material submitted as "Sample(s)" in the Board.
10. The quantity of stationery items may increase or decrease as per requirement.



केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION

11. Ambiguous rate or rates not in conformity with specification or conditional &/or without inclusion of any of Taxes/charges as on date shall be rejected.
12. The Rate Contract shall be valid for a minimum period of **one year** from the date of issue of award of work/notification to the agency/agencies. 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.
13. 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. Prices charged for the stores supplied under rate contract shall be under no event are higher than the lowest prices at which the party sells the items of identical description to any other organization during the period of contract.
14. The Board reserves the right to enter into parallel rate contract for similar items during the period of rate contract with one or more parties. However the Board also reserves the right to negotiate with the agency/agencies regarding the rates they quote in the bid.
15. The rate contract can be terminated at any time by giving one month's notice by either party.
16. In case the tenderer(s) fails to complete the supply according to terms of the order, the amount to EMD shall be forfeited.
17. If the supplier fails to deliver the material within the delivery period as specified by purchaser may procure, such items as deems appropriate at cost and risk of the supplier.
18. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not deliver in time.
19. The Board reserves the right to examine the Stationery items supplied by the agency/agencies in respect of quality, specification etc.
20. The items, so supplied will have to be same quality or high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the cost shall be recovered from the Performance Guarantee for subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of contract.
21. The firm must quote the rates for all the items mentioned in the tender documents. The agencies that will quote rates for few (Limited) items or conditionally are summarily rejected by the Board.
22. No Bill for part payment shall normally be entertained; however the payment shall be released expeditiously after complete supply as per purchase order.
23. Discount, taxes and other levies, if any are to be specified clearly in the bid and should be included in the rates quoted in the bid. Otherwise, bids shall not be entertained and such bids shall be treated as in fructuous.
24. In case more than one firm(s) offering the lowest evaluated prices, then only item-wise rate will be evaluated for those firms and the contract will be awarded to the firm item-wise on L1 basis. The Board reserves the right to allot the work to only one firm quoting the lowest rate or more than one firm on the lowest rates for stationery items. The Board may negotiate with that agency, who will found L-1 in most of the stationery items and the work among different agencies may be given to one agency.
25. While submitting the tender for this work, the firm/tenderers will be **deemed to have read, understood and accepted** all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms &



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

Conditions stipulated in this Tender Enquiry, may be got clarified from CBSE at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.

26. All disputes are subject to Dehradun Jurisdiction only.

I/We accept the above terms and conditions.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. _____

27. Telephone No. _____



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

(A) List of Stationery/Required items :

Sl.No	Name of Items	Brand	Unit	Rate	Remark
1.	Ball Pen	Montex Mega top	Per piece		
		Cello Butter flow			
		Reynolds 0.45			
		Technotop			
2.	Refill	Montex Mega top	Per piece		
		Cello Butter flow			
		Reynolds 0.45			
		Techno top			
3.	Cello Tape Big Size of 24 x 65 mm	Super Diamond	Per piece		
		Wonder			
		Kores			
4.	Cello Tape Small Size of 12 x 65mm	Super Diamond	Per piece		
		Wonder			
		Kores			
5.	Cloth Duster Size of 21" x 21" inch	Alkon (Good Quality)	Per dozen		Sample required
6.	Eraser (Pencil)	Camlin	Per piece		
		Apsara			
		Nataraj			
7.	Glass Tumbler	Yera	Per piece		
		FOCE (Glassco India)			
8.	Gloves	Good quality	Per pair		Sample required



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

9.	Fevicol	Fevicol Brand	Half kg. Per piece		
10.	Gum Bottle Big 700ml	Camel	Per piece		
		Kores			
11.	Gum bottle small 150ml	Camel	Per piece		
		Kores			
12.	Glass Cover (coaster)	Cello Desire	Per Set of 6 piece		Sample required
13.	Holder pen	VIP	Per piece		
14.	Holder pen refill	VIP	Per piece		
15.	Jotter pen		Per piece		
16.	Jotter refill		Per piece		
17.	Pilot pen V5	Luxor	Per piece		
18.	Pencil	Apsara	Per piece		
		Nataraj			
19.	Photocopy paper A-4 size 75 GSM	Century Star	Per Rim		
		Xerox Challenger			
20.	Photocopy Paper Full Size 75 GSM	Century Star	Per Rim		
		Xerox Challenger			
21.	Jetter Gel Pen	Reynolds	Per Pen		
		Cello			
22.	Pencil Cell	Nippo Hyper	Per piece		
		Eveready			
23.	Paper Weight (Glass)	Good Quality	Per piece		Sample required
24.	Paper Weight (Plastic)	Good Quality	Per piece		Sample required
25.	Pin Cushion	Kebica	Per Box		



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

		Art No KOD 2035			
26.	Poker	Good Quality	Per piece		Sample required
27.	Rubber Band (Big Size)	Good Quality	Per 500gm		Sample required
28.	Register 1Q (96 Pages)	Neelgagan Excel	Per piece		
		Other equivalent brand			
29.	Register 2Q (192 Pages)	Neelgagan Excel	Per piece		
		Other equivalent brand			
30.	Register 4Q (384Pages)	Neelgagan Excel	Per piece		
		Other equivalent brand			
31.	Soap 100g	Lux	Per piece		
		Dettol			
		Lifebuoy			
32.	All Pin	Bun chin	Per box		
		Bell			
		Fanta			
33.	Carbon box (Blue Colour)	Kores Sapphire	Per piece		
34.	Dustbin	Cello frosty	Per piece		
		S.S.(Steel)			
35.	Glue Stick 15 gram	Camlin	Per piece		
		Kores			
		Fevi			
36.	Highlighter	Camline	Per piece		
		Luxor			



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

37.	Jug Standard size	Cello Thriller	Per piece		
		Milton			
38.	Marker	Camline	Per piece		
39.	Mask	Good quality	Per piece		Sample required
40.	Stapler HD-10D	Kangaro	Per piece		
41.	Stapler pin No 10-1M	Kangaro	Per piece		
42.	Stapler HP-45	Kangaro	Per piece		
43.	Stapler pin 24/6	Kangaro	Per piece		
44.	Page Marker	Bun chin			
		Post It Prompts			
45.	Stamp Pad Small	Camel	Per piece		
46.	Stamp Pad Big	Camel	Per piece		
47.	Stamp pad ink 30 ml	Supreme	Per piece		
		Chelpark			
48.	Sharpener	Apsara long point	Per piece		
		Nataraj			
49.	Scale	Camlin Exam	Per piece		
50.	Sketch Pen (Sign pen)	Luxor	Per piece		
51.	White Tag	Good quality	Per Bunch		Sample required
52.	Green Tag of Big Size	Good quality	Per Bunch		Sample required
53.	Bucket	Cello Super Delux	Per piece		
		Crown craft			
54.	Brown Tape Size 48mm x 50mm	Bun chin	Per piece		
55.	Cloth white (Markin)	Good quality	Per meter		Sample required



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

56.	CD-R	Amkette	Per piece		
		Sony			
		Moserbear			
57.	Paper Cutter	Bun chin	Per piece		
		Gongdao			
58.	Paper Cutter Blade	Bun chin	Per piece		
		Gongdao			
59.	Luxor Pen Ink 4ml	Luxor	Per piece		
60.	Needle 5 inch	Good Quality	Per box		Sample required
61.	Pen Stand (4 Pen)	Kebica	Per piece		
62.	Pen Stand Paper Roll	Kabica	Per piece		
63.	Punch Single	Kangaro SHP-20	Per piece		
64.	Punch Double	Kangaro 600	Per piece		
65.	Scissor 16 cm	Kabica	Per piece		
		Infinity			
66.	Scissor Big Steel	Good Quality	Per piece		Sample required
67.	Sponge	Kebica Easy	Per piece		
68.	Flag (150 sheets)	Bun chin	Per piece		
		Post It Prompts			
69.	Signature pad	Neelgagan	Per piece		
70.	Thread	Vardhman	Per roll		
71.	Tin Seal Holder	Good Quality	Per Piece		Sample required
72.	Towel (Big Size)	Bombay dyeing	Per piece		
		Tulip			



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

73.	Tape Dispenser (Big Size)	Bun chin	Per Piece		
74.	Vim Powder	Vim	Half Kg. per Packet		
75.	Correction Pen	Camlin	Per piece		
		Kores			
76.	Lock (Standard Size)	Plaza 25P	Per piece		
		Link			
		Godrej			
77.	Sutli (Plastic) (500gram)	Good quality	Per roll		Sample required
78.	Sealing wax	Ashoka	Per box		
79.	Sutli (jute) (500 gram)	Good quality	Per roll		Sample required
80.	U-Clip	Bun chin	Per pkt.		
81.	Adhesive Labels	Desmat	Per packet		Sample required
		ODDY	of 100 A-4 sheets and each sheet having 20 labels		
82.	Adhesive Labels	Desmat	Per packet		Sample required
		ODDY	of 100 A-4 sheets and each sheet having 16 labels		
83.	Cartridge For HP laser Jet 1020 (12A)				



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

84.	Cartridge For Brother Printer HL 2250 DN				
85.	Pen drive Sandisk 8GB				
86.	Plastic Bags				
87.	Canvas Bags				
88.	Calculator Casio				
89.	LIPI Printer Ribbons MT 661 25*40				
90.	Box File/ Index File				
91.	Room Freshner				
92.	Colin Spray				
93.	Odonil				
94.	Phenyl				
95.	Harpic				
96.	Register 288 pages				
97.	Spiral Pads				
98.	Liquid Handwash				
99.	Extension Board				
100.	Kettle Steel 1 liter				
101.	DVD- R				
102.	Seek Jhadu				
103.	Phool Jhadu				
104.	Naphthalene Balls				
105.	Toilet Brush				
106.	Floor Duster				



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

107.	Floor Viper				
108.	Mug				
109.	Hit Spray				
110.	Index Register (Stock Reg)				
111.	Junne				
112.	Dust Pan				
113.	Plastic Cover				
114.	Wall Clock				
115.	Key Board				
116.	Mouse				
117.	Plastic pouch 18x12				
118.	Address Slip				
119.	Sketch Pen				
120.	Transparent Tape (2 inch)				
121.	Cartridge of Photocopier Machines (NPG-51)				
122.	Black Polythene for Garbage				
123.	Cartridge HP 88A				
124.	Cartridge HP 55A				
125.	A3 Paper Ream				
126.	Nariyal Jharoo				
127.	Bamboo Jharoo				
128.	Cob Web's removing brooms				
129.	Scrubbing Brushes of various size				
130.	Yellow Duster				



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

131.	Bleaching Powder				
132.	Plastic water pipe with set/nozzle				

(B). Printed Stationery Items of Good Quality :

S.No.	Name of Items	Specification	Unit	Rate	Remarks
1	File Board	As per sample	Per piece		It is compulsory to submit the samples of all the items in tender by the agency
2	File Cover	As per sample	Per piece		
3	Plastic folder	As per sample	Per piece		
4	Slip Books (20 sheets)	As per sample	Per piece		
5	Slip Books (40 sheets)	As per sample	Per piece		
6	Card Board Folder (Blue Colour)	As per sample	Per piece		
7	Letter Head	As per sample	Per piece		
8	Slip Pad With Printing	As per sample	Per piece		
9	Plastic Folder with Printing	As per sample	Per piece		

(C) Computer Stationery:

S.No.	Name of Items	Specification	Unit	Rate	Remarks
1	10x12x1	As per sample			It is compulsory to submit the samples of all the items in tender by the agency
2	10x12x2	As per sample			
3	10x12x3	As per sample			
4	15x12x1	As per sample			
5	15x12x2	As per sample			
6	15x12x3	As per sample			

Printed Envelopes of Best Quality

NOTE:- The interested agencies must also submit the samples of the said unprinted and printed stationery items/envelopes as per CBSE requirement along with their tender documents. The agencies must mention the name of equivalent brands in the column mentioned against each item, so that office committee may compare the rates of the items. The agencies must mention the name of manufacturer(s)/mill of paper (Like Star paper mill, Sunshine paper mill, Ruchira Paper mill, Century paper etc) for white color and Brown color envelopes mentioned



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

above. In future also, if the office committee asks to submit the samples of any of the item (s) in question, than the agency is bound to submit the sample of the same for observation of the committee. The interested agencies should see the samples of the above said stationery items in Stores Section of CBSE, Regional Office, 99 Kaulagarh Road Dehradun.

SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. _____

Telephone No. _____