

**TENDER FOR PROCUREMENT OF DIFFERENT
TYPES OF
PRINTED ENVELOPES**



CENTRAL BOARD OF SECONDARY EDUCATION

“SHIKSHA KENDRA” 2, COMMUNITY CENTRE, PREET VIHAR, DELHI 110092

1.	Name of Organization	Central Board of Secondary Education
2.	Scope of Work	TENDER FOR PROCUREMENT OF DIFFERENT TYPES OF PRINTED ENVELOPES
3.	Tender Type	Open
4.	Tender document download start date	21.08.2017
5.	Tender document download end date	11.09.2017
6.	Bid validity	90 days beyond the closing date of tender
7.	Location of work	Shiksha Kendra-2, Community centre, Preet Vihar – 110092
8.	Tender fee (non-refundable and non-adjustable)	Demand draft of Rs. 1,000/- in favour of “Secretary, CBSE” or Electronic Fund Transfer. (A/c No. 91471010000016, IFSC Code SYN0009147, Syndicate Bank ,Preet Vihar Branch,New Delhi)
9.	Earnest money deposit (EMD)	Rs. 1,00,000 /- in favour of “Secretary, CBSE” in the form of account payee demand draft, fixed deposit receipt, banker’s cheque or bank guarantee from any commercial bank or Electronic Fund Transfer.
10.	Date of publication	21.08.2017
11.	Date of Pre Bid Meeting	04.09.2017 at 03:00 PM at 10 th Floor, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi -110092.
12.	Last date and time for submission of Bids	upto 02:30 p.m on 11.09.2017
13.	Date and time of opening of technical bids	at 03:00 p.m on 11.09.2017
14.	Tender should be addressed to	Secretary, CBSE, “Shiksha Kendra”, 2, Community Centre, Preet Vihar – 110092.
15.	Address for communication	Joint Secretary(A&L), CBSE, “Shiksha Kendra”, 2, Community Centre, Preet Vihar, Delhi – 110092
16.	Period of completion of work	As per terms & conditions of tender and Award letter
17.	Validity of contract/rates	Upto 01 year from date of award & can be extended up to a maximum period of 2 more years on satisfactory performance on same terms & conditions.

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Instructions to Bidders

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
- 4) Sealed tenders are invited for supply of printed envelopes as per specifications as given in Financial Bid at Annexure II of different sizes with accurate GSM. The firms/agencies possessing the necessary infrastructure may download the tender form from the CBSE website i.e. www.cbse.nic.in. The last date for submission of tender is 11.09.2017 upto 2.30 PM.
5. The samples of envelopes of the required grammage as per specification mentioned in the specifications of envelopes are to be enclosed with the technical bid.

Pre Bid Meeting

A pre-bid meeting would be held on 04.09.2017 at 15:00 hrs at 10th Floor, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-92. All prospective bidders may attend the meeting to clarify doubts. The bidders can also seek clarification on email id- asadm@cbse.gov.in.

In case, any substantive or important clarification emerges during pre-bid meeting, the same shall be shared to all through CBSE website www.cbse.nic.in.

TENDER NOTICE

S.No	Tender No. / Brief description of the Product	Contact Person
01	<p>Central Board of Secondary Education invites Sealed Tender in two bid system i.e, Technical and Financial from registered/ reputed agencies/firms for procurement of different types of printed envelopes. Interested agencies/ firms are requested to quote their competitive rates in the attached proforma at Annexure I along with sample(s) of the envelopes. The reputed firms/agencies may download the Tender Form from the CBSE website i.e. www.cbse.nic.in Or CPP Portal. The envelope should be put in one sealed cover accompanying Tender Fee of Rs. 1,000/- and Earnest Money of Rs. 1,00,000/- (Rupees One Lakhs Only) in the shape of a Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee No favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi. Both the bids must be kept in separate envelopes superscribed as "Technical Bid for Supply of Envelopes" and "Financial Bid for Supply of Envelopes" and both the bids must be kept in one envelope superscribed as "COMPREHENSIVE BID FOR SUPPLY OF ENVELOPES" can be dropped in the Tender box kept at Ground Floor of this office. Incomplete, conditional or those received without EMD and after due date and time shall be summarily rejected. The Board reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of successful/ unsuccessful tenderers shall be returned without interest.</p>	<p>Assistant Secretary (Administration-II) Ph No - 011-22500029 Email – asadm@cbse.gov.in</p> <p>Central Board of Secondary Education "Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi – 110092.</p>

IMPORTANT DATE & TIME

Last date for submission of the Tender Document	11.09.2017 by 02:30 pm.
Date of opening of the Tender	11.09.2017 at 03:00 PM in the presence of the bidders, who may like to be present. d

Yours faithfully,

JOINT SECRETARY (A&L)

INFORMATION ON TENDER FEE AND EARNEST MONEY DEPOSIT

- 1) The tender fee (non-refundable and non-adjustable) of Rs. 1,000/- in shape of Demand Draft of Nationalized/Scheduled commercial bank shall be submitted in favour of the "Secretary, CBSE" payable at Delhi or could be paid through Electronic Fund Transfer (A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi).
- 2) Earnest money deposit (EMD) of Rs. 1,00,000/- in shape of Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi from any Nationalized/Scheduled Commercial Bank should be submitted along with the tender document .
- 3) The bidders should write the name of their organization on the backside of the Demand Draft.
- 4) Bids without Tender Fee and EMD shall be rejected.
- 5) In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within 45 days from date of finalisation of technical bids.
- 6) Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee.
- 7) Tender bids can also be submitted by speed post/registered post/ordinary post/courier addressed to "Secretary, Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301". Tender received after the due date and time shall not be considered.

PERFORMANCE SECURITY DEPOSIT/BANK GUARANTEE

The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of "Secretary, CBSE, Delhi" of an amount equivalent to 8% of contract value valid for 60 days beyond the completion of all contractual obligations of supplier. The performance security be deposited within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

Qualifying/ Eligibility Requirements for Bidding
(To be supported by documentary evidences)

1. Adequate experience (minimum three years) with Government / Autonomous/ Examining Bodies of providing satisfactory services in the relevant fields to educational institutions or other related organizations (Supported by work order and client satisfaction report).
2. The agency should be the principal manufacturer/ supplier of the printed envelopes and have its own equipments & infrastructure.
3. The agencies should be registered with the Govt for taxation purposes and should have been a tax payer as per rule. The agency should submit the details of registration of their firm/company, income tax registration & copy of PAN Card, Sales Tax/ VAT/ Service Tax and GST certificates.
4. The agency should submit an affidavit that it has not been black listed by any Government / Autonomous/ Examining Bodies.
5. The Average annual turnover during the last 3 years ending on 31st March of the previous financial year (31st March 2017) should be Rs. 50 Lakhs.
(Supported by duly audited financial statement).

A. TERMS AND CONDITIONS

1. Rates should be quoted @ rate per thousand envelopes (refer Annexure-I) including all the taxes & charges and also inclusive of cartage/transportation/labour charges, staking charges in Board's store in Delhi, NCR. Delivery will be made in the Board's office in Delhi within 10 days or as per Work Order. The Cartage/coolliage shall have to be borne only by the firm.
2. The EMD of the unsuccessful bidders will be returned to them. However the EMD of successful bidder will be deposited in the Board and will be returned to the agency after receiving of performance guarantee.
3. Penalty Clause: 6.1 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 different specification of envelopes/less Grammage/GSM will be made from the bill.
 - 6.2 If the material supplied is not as per specifications, the penalty proportionate to 2% per specification will be imposed and the amount will be deducted from the bill of the firm. Further additional penalty shall be levied for supply of items as decided by the Competent Authority of the Board after analyzing the loss incurred by the Board.
 - 6.3 If the firms do not adhere to agreed terms and conditions, Board may impose penalty as it deems fit or may forfeit part or whole of security deposit of the firm.
4. In the event of failure of supply of printed envelopes to the Board by the firm, the Board reserves the right to procure supply from any other source at the firm's risk and expenses. In case of any dispute regarding imposition of penalty, forfeiture of security money, debarment of 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 firm.
5. If the firm/ agency fails to provide the material after issuance of Work Order or raises any objection in supplying the material, the loss borne by the Board from some other agency shall be recovered from the defaulter agency/ firm.
6. The Board has right to reject any tender of the firm in the following cases:-
 - 8.1 If the samples of envelopes are not as per the required specifications/gsm/grammage.
 - 8.2 If tender form is not complete or in different specifications other than the specification mentioned in the tender form.
7. 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".
8. No advance payment shall be made. However, 75% payment shall be released upon satisfactory completion of whole supply as per the work order and remaining 25% payment after completion of other formalities such as quality, quantity and penalty, if any, as per norms/specification required by the Board.
9. The Work Order/ activities of the CBSE are confidential and time bound which are of national interest and any loss or negligence in performance of the duty will invoke penalty to be determined as per the calculated loss.
10. The full and final payment shall be made after receipt of satisfactory supply of the printed envelopes to the concerned user department/branch.
11. The exact quantity will be intimated at the time of placing order to the agency concerned.
12. The Board reserves the right to cancel this tender or modify the requirements, at any stage of Tender process cycle.
13. Board also reserves the right to modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.

14. The Rate shall be valid for a minimum period of one year from the date of notification/work order of the contract except of the statutory levies which are made applicable by the Govt. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis for a maximum period of 02 more years on mutually agreed Terms & Conditions. However in a case of extension of the contract the bidder shall submit undertaking that the firm has not supplied/is not supplying the similar material/goods at a price lower than that offered in the present bid in respect of any other Ministry/Department of Government Of India or any other party and if it is found at any stage that the similar material/goods was supplied by the bidder to any other Ministry/Department at a lower price, than that very price, the difference in the cost would be refunded by the bidder to the Board and requisite action will be taken against the agency.
15. The Board reserves the right to terminate the contract at any time without notice and to forfeit part or whole of the Earnest Money/Security Deposit if the Supplier fails to make the supply in accordance with the specifications or there is any beach of the terms of the contract on the part of the Supplier.
16. If a Force Majeure situation arises, the firm/ agency will promptly notify this office in writing of such condition and the cause thereof. Unless otherwise directed by this office in writing, the firm/ agency shall continue to perform its obligations under the Tender/ Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
17. However, the Bidders who are registered with NSIC (National Small Industries Corporation) under Single Point registration schemes for supply of printed envelopes may be considered for exemption from furnishing the EMD by the Competent Authority. In such cases, an attested copy of the VALID Registration Certificate from NSIC must be furnished. Mere registration as a SSI Unit does not qualify the Bidders for claiming exemption from furnishing the tender fee and EMD. In the absence of valid certificate from the NSIC, such tenders shall be rejected straightway. The bidders claiming for exemption from furnishing the Tender Fee and/or EMD must submit the supported documents duly attested as per the tender notice in sealed envelopes super-scribing "Request for consideration for exemption from furnishing the Tender Fee and/or EMD" to the "Secretary, CBSE".
18. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
19. Tax shall be deducted as are applicable and prevailing as per government norms.
20. The tentative requirement of the envelopes is as given in the Tender which may increase or decrease in future.
21. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/NCR.
22. The contract can be determined/ termination at the lapse of period. In case, either party wants to bring the contract at an end, two months prior notice is essential from either side and in case of loss by such determination/ termination by the party terminating the contract, loss shall be borne by the same.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 22 have been read by me/us and are acceptable to me/us.

**(SIGNATURE OF THE TENDERER)
(SEAL WITH COMPLETE ADDRESS)**

B. BID OPENING PROCESS

- 1) Technical bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at CBSE Office.
- 2) The financial Bids of only those Bidders short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders and the same will be evaluated by a duly constituted Committee.
- 3) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid of such defaulting bidders will be rejected.

Technical bid for Supply Of Envelops

1.	ABOUT THE FIRM	
	a) Name and Address of the firm:	
	b) Telephone No.:	
	c) Type of firm (Proprietary/ Company under Companies Act/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 / Director	

2.	PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)		
	Year	Name of the Board/University/ Educational organization	Details of work executed (with proof)**
	2014		
	2015		
	2016		

****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. Firm/printer has past experience for similar work.

5. It the firm a Principal Manufacturer: YES/NO _____

6. CLIENTS OF THE FIRM (Attach Proof):

(a) Govt. Deptt/ Ministries YES/NO _____

(b) M.N.C YES/NO _____

(c) Public Sector Undertaking YES/NO _____

(d) Private Sector YES/NO _____

7. 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)

2014 -15 Rs. _____

2015-16 Rs. _____

2016-17 Rs. _____

(ii) Availability of Finance/Bank Guarantee (Rs.) _____

(d) PERSONNEL: Number of employees

Technical : _____
Non-Technical : _____

8. 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.

9. Earnest Money details Bank Draft:

a. Bank Draft No. _____ Date _____ for Rs. _____/- and name of Drawee Bank _____

OR

b. Details of Banker's Cheque/Bank Guarantee from any commercial Bank/FDR

10. PAN/TIN No/ GST Registration No _____

11. 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 :

Financial Bid for Supply Of Different Types Printed Envelops

Envelope Code:	<u>ENV-01</u>	<u>COLORS</u>	<u>Rate (per one thousand)</u>
Size:	305 mm X 430 mm	Khaki	
GSM:	120 gsm		
Inner Lining:	Cloth Jaali (24x24 per Inch)		
Printing:	Yes		
Window:	No		
Box:	Yes (80 mm)		
Flap:	150 mm		
Envelope Code:	<u>ENV-02</u>	<u>COLORS</u>	
Size:	255 mm X 380 mm	Light Green Light Blue Pink Yellow	
GSM:	110 gsm		
Inner Lining:	Plastic		
Printing:	Yes		
Window:	No		
Box:	Yes (80 mm)		
Flap:	150 mm		
Envelope Code:	<u>ENV-03</u>	<u>COLORS</u>	
Size:	255 mm X 300 mm	Yellow	
GSM:	110 gsm		
Inner Lining:	No		
Printing:	Yes		
Window:	No		
Box:	No		
Flap:	70 mm		
Envelope Code:	<u>ENV-04</u>	<u>COLORS</u>	
Size:	255 mm X 380 mm	Khaki Light Green Light Blue Yellow	
GSM:	110 gsm		
Inner Lining:	Cloth Jaali (24x24 per Inch)		
Printing:	Yes		
Window:	No		
Box:	No		
Flap:	70 mm		
Envelope Code:	<u>ENV-05</u>	<u>COLORS</u>	
Size:	255 mm X 380 mm	Khaki Light Green Light Blue Yellow	
GSM:	110 gsm		
Inner Lining:	Cloth Jaali (24x24 per Inch)		
Printing:	Yes		
Window:	No		
Box:	Yes (80 mm)		
Flap:	150 mm		
Envelope Code:	<u>ENV-06</u>	<u>COLORS</u>	
Size:	255 mm X 300 mm	Khaki	
GSM:	110 gsm		
Inner Lining:	Cloth Jaali (24x24 per Inch)		
Printing:	Yes		
Window:	No		
Box:	No		
Flap:	70 mm		

Envelope Code: ENV-07 Size: 220 mm X 380 mm GSM: 120 gsm Inner Lining: Cloth Jaali (24x24 per Inch) Printing: Yes Window: No Box: Yes (80 mm) Flap: 150 mm	<u>COLORS</u> Khaki	<u>Rate (per one thousand)</u>
Envelope Code: ENV-08 Size: 255 mm X 300 mm GSM: 110 gsm Inner Lining: Plastic Printing: Yes Window: No Box: No Flap: 70 mm	<u>COLORS</u> khaki	
Envelope Code: ENV-09 Size: 255 mm X 300 mm GSM: 110 gsm Inner Lining: No Printing: Yes Window: No Box: No Flap: 70 mm	<u>COLORS</u> Khaki	
Envelope Code: ENV-10 Size: 110 mm X 250 mm GSM: 80 gsm Inner Lining: No Printing: Yes Window: No Box: No Flap: 30 mm	<u>COLORS</u> White	
Envelope Code: ENV-11 Size: 110 mm X 250 mm GSM: 80 gsm Inner Lining: No Printing: Yes Window: Yes Box: No Flap: 30 mm	<u>COLORS</u> White	
Envelope Code: ENV-12 Size: 110 mm X 250 mm GSM: 80 gsm Inner Lining: No Printing: Yes Window: No Box: No Flap: 30 mm	<u>COLORS</u> Yellow	

Envelope Code: ENV-13 Size: 146 mm X 276 mm GSM: 110 gsm Inner Lining: No Printing: Yes (Green & Black) Window: No Box: No Flap: 70 mm	<u>COLORS</u> Khaki	<u>Rate (per one thousand)</u>
Envelope Code: ENV-14 Size: 192 mm X 305 mm GSM: 110 gsm Inner Lining: No Printing: Yes Window: No Box: No Flap: 70 mm	<u>COLORS</u> Light Green Pink	
Envelope Code: ENV-15 Size: 255 mm X 305 mm GSM: 110 gsm Inner Lining: Cloth Jaali (24x24 per Inch) Printing: No Window: No Box: No Flap: 70 mm	<u>COLORS</u> Khaki Light Green	
Envelope Code: ENV-16 Size: 350 mm X 480 mm GSM: 120 gsm Inner Lining: Cloth Jaali (24x24 per Inch) Printing: No Window: No Box: No Flap: 70 mm	<u>COLORS</u> Khaki	
Envelope Code: ENV-17 Size: 110 mm X 250 mm GSM: 80 gsm Inner Lining: No Printing: No Window: No Box: No Flap: 30 mm	<u>COLORS</u> White	
Envelope Code: ENV-18 Size: 230 mm X 305 mm GSM: 110 gsm Inner Lining: No Printing: Yes Window: No Box: No Flap: 50 mm	<u>COLORS</u> Khaki	

Envelope Code: ENV-19 Size: 255 mm X 380 mm GSM: 120 gsm Inner Lining: No Printing: No Window: No Box: No Flap: 70 mm	<u>COLORS</u> Light Green Light Blue Pink Yellow	<u>Rate (per one thousand)</u>
Envelope Code: ENV-20 Size: 255 mm X 380 mm GSM: 120 gsm Inner Lining: Plastic Printing: No Window: No Box: No Flap: 70 mm	<u>COLORS</u> White	
Envelope Code: ENV-21 Size: 255 mm X 380 mm GSM: 120 gsm Inner Lining: Cloth Jaali (24x24 per Inch) Printing: Yes Window: No Box: No Flap: 70 mm	<u>COLORS</u> Yellow	
Envelope Code: ENV-22 Size: 360 mm X 410 mm GSM: 120 gsm Inner Lining: Cloth Jaali (24x24 per Inch) Printing: No Window: No Box: Yes (80 mm) Flap: 150 mm	<u>COLORS</u> Khaki	
Envelope Code: ENV-23 Size: 255 mm X 305 mm GSM: 120 gsm Inner Lining: Cloth Jaali (24x24 per Inch) Printing: Yes Window: No Box: No Flap: 70 mm	<u>COLORS</u> Khaki	
Envelope Code: ENV-24 Size: 216 mm X 153 mm GSM: 120 gsm Inner Lining: No Printing: Yes Window: Yes Box: No Flap: 70 mm	<u>COLORS</u> White	

Envelope Code: ENV-25	<u>COLORS</u>	<u>Rate (per one thousand)</u>
Size: 305 mm X 230 mm	Khaki	
GSM: 120 gsm		
Inner Lining: Yes		
Printing: Yes		
Window: No		
Box: No		
Flap: 65 mm		

Remarks:

1. The agency must submit the samples of envelopes or paper to be used for envelopes with the tender.
2. Quantity of printed Envelopes may increase or decrease as per requirements of Board.
3. The rate quoted should include all costs involved in logistics, installation and operations etc.
4. The rate quoted should be inclusive of all taxes.

The terms and conditions of the tender are acceptable to me/us.

Signature _____

Name & address with seal & Date

Phone (O) _____ (M)

FORWARDING LETTER SELF DECLARATION FORM

(To be submitted on Bidder's letter head)

Dated_____

To

Joint Secretary (A&L)
Central Board of Secondary Education
Shiksha Kendra, 2 Community Centres,
Preet Vihar, Delhi-110092

Ref: Yours tender Notice No. _____ dated_____

Sir,

This is with reference to your above mentioned Tender for Supply of Different Printed Envelopes. Having examined the tender documents, we hereby submit our proposal along with the necessary documents, we hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government /PSU in the country of India

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that the Board reserves the right to consider / reject any or all bids without assigning any reason thereof.

Date:

Authorised Signatory:

Name

Designation

Place

Contact NO:

Email:

Company Seal