

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE

35-B, M. G. MARG, CIVIL LINES, ALLAHABAD - 211001
0532 - 2407970, 2408971, 2407972 Fax No. -2408977

CBSE/RO/ALLD/ADMN.II/F-17/2017

DATED : 06.10.2017

TENDER NOTICE

Central Board of Secondary Education, Regional Office, Allahabad invites sealed tenders on behalf of The Secretary, CBSE from the reputed Manufacturer/agencies for "SUPPLY OF SAFETY/CANVAS BAGS". The tenderers must have at least three years experience of manufacturing/supplying of good quality of Safety/Canvas Bags in Government/Autonomous organizations. Tender Form along with brief detail of Terms & Conditions can be downloaded either from Board's website www.cbse.nic.in or from ccpp from 06.10.2017 to 26.10.2017 (upto 01.00 P.M.). Before quoting rates, Samples of Safety/Canvas Bags can be perused/seen/verified in Administration Branch of this office from 10.00 AM to 05.00PM on any working day between 06.10.2017 to 26.10.2017. Cost of Tender form Rs.1000/- (Non refundable); need to be enclosed in the shape of Demand Draft drawn on any commercial bank in favour of "Secretary CBSE", payable at Allahabad or can be remitted electronically as per detail mentioned in Tender Documents. Tenderers are requested to acquaint themselves with terms and conditions of tender before quoting rates.

Tender form complete in all respect alongwith EMD is to be submitted under two bid system i.e. Technical & Financial Bids in two separate envelopes & both the envelopes to be packed and sealed in a bigger envelope superscribed "TENDER FOR SUPPLY OF SAFETY/CANVAS BAGS". It should be dropped in Tender Box kept at Ground Floor of this Office or can be sent by post so as to reach this office latest by 27.10.2017 upto 02.30 P.M. Tender will be opened on the same day(27.10.2017) at 03.00 P.M.(Only Technical Bid) in the presence of the tenderers who may like to be present. Tender received after due date and time will not be accepted. Financial Bid of Technically qualified bidders will only be opened.

Tender should accompany an earnest money of Rs.27,500/-(Rs.Twenty seven thousand five hundred only) in the shape of A/c Payee Bank Draft drawn in any Commercial Bank in favour of "Secretary, C.B.S.E.", payable at Allahabad or through FDR/Banker's Cheque/Bank Guarantee Valid for 60days. The tenders without E.M.D. & relevant documents as per T&C of the tender will be summarily rejected. The Board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

REGIONAL OFFICER

केंद्रीय माध्यमिक शिक्षा बोर्ड

क्षेत्रीय कार्यालय

35-बी, सिविल स्टेशन, महात्मा गाँधी मार्ग, सिविल लाइन्स, इलाहाबाद -211001

दूरभाष : (0532) 2407970, 2408971, 2407972; फ़ैक्स : 2408977

निविदा सूचना

केंद्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, इलाहाबाद द्वारा सचिव, केंद्रीय माध्यमिक शिक्षा बोर्ड के तरफ से कैनवास/सेफ्टी बैग्स की आपूर्ति हेतु प्रतिष्ठित निर्माताओं/एजेंसी से सीलबंद निविदा आमंत्रित की जाती है। एजेंसी के पास सरकारी/स्वायत्त संस्थान में उच्च गुणवत्ता युक्त सेफ्टी बैगों की आपूर्ति के कम से कम तीन वर्ष का अनुभव अनिवार्य रूप से होने चाहिए। निविदा प्रपत्र सह नियम व शर्तें बोर्ड की वेबसाइट www.cbse.nic.in अथवा cppp से दिनांक 06.10.2017 से 26.10.2017 (अपराह्न 01.00 बजे तक) डाउनलोड किये जा सकते हैं। सेफ्टी बैग का नमूना बोर्ड कार्यालय में उक्त अवधि में निविदा जमा करने से पूर्व कभी भी देखे जा सकते हैं। निविदा प्रपत्र के मूल्य रु.1000/-(अप्रतिदेय) का भुगतान किसी भी व्यावसायिक बैंक द्वारा जारी बैंक ड्राफ्ट द्वारा जो सचिव, के०मा०शि०बो० के पक्ष में इलाहाबाद में देय हो, जमा किये जा सकते हैं अथवा निविदा में उल्लिखित विवरण अनुसार इलेक्ट्रानिकली ट्रान्सफर किये जा सकते हैं। निविदाकारों को निविदा जमा करने से पूर्व सभी नियम व शर्तों की जानकारी अवश्य होनी चाहिए।

सभी प्रकार से पूर्ण निविदा प्रपत्र धरोहर राशि सहित दो बिड पद्धति अर्थात् तकनीकी व वित्तीय बिड अलग-अलग लिफाफों में बंद कर इसे एक बड़े लिफाफे में सीलबंद कर जिसके ऊपर "सेफ्टी/कैनवास बैग की आपूर्ति हेतु निविदा" लिखा हो, केंद्रीय माध्यमिक शिक्षा बोर्ड के क्षेत्रीय कार्यालय, इलाहाबाद के पते पर भेजें अथवा इसे क्षेत्रीय कार्यालय में इस उद्देश्य से रखे गए निविदा बॉक्स में दिनांक 27.10.2017 को अपराह्न 2.30 बजे तक या इससे पूर्व दस्ती डाले जा सकते हैं। इच्छुक निविदाकारों की उपस्थिति में निविदा उसी दिन सायं 3.00 बजे खोली जाएगी। बाद में अथवा देरी से प्राप्त निविदा स्वीकार नहीं किये जायेंगे। तकनीकी बिड उत्तीर्ण करने वाली एजेंसी के ही वित्तीय बिड खोले जायेंगे।

निविदा के साथ धरोहर राशि रु.27,500/- (सत्ताईस हजार पांच सौ मात्र) का रेखांकित डिमांड ड्राफ्ट/एफ.डी.आर./बैंक गारंटी/बैंकर्स चेक जो किसी भी व्यवसायिक बैंक द्वारा "सचिव, केंद्रीय माध्यमिक शिक्षा बोर्ड" के पक्ष में निर्गत व इलाहाबाद में देय हो तथा 60 दिनों के लिए वैध हो, संलग्न करें। बिना धरोहर राशि के प्राप्त निविदा स्वीकार नहीं किये जायेंगे। बोर्ड के पास बिना कारण बताए किसी भी निविदा को स्वीकार या अस्वीकार करने के अधिकार सुरक्षित हैं।

क्षेत्रीय अधिकारी

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
35-B Civil Station, M.G. Marg, Civil Lines Allahabad –211001 (U.P.)**

TENDERS FORM NO.RO(Alld)/ADMN. /Safety Bags/2017-18/.....

Cost of form : Rs.500/-
(Non Refundable)

TENDER FOR SUPPLY OF SAFETY BAGS

Duly filled in Tenders should reach to this office upto **2.30 P.M. on or before 27.10.2017**. Tenders will be opened on the same day at 3.00 P.M. in the presence of the bidders, who may like to be present.

M/s _____ is/are hereby authorized to submit their Tender for supply of Safety/Canvas Bags for official use. The sample can be verified/seen/perused in Admn.Branch of this office on any working day between 06.10.2017 to 26.10.2017. The Tenders should be submitted in sealed cover superscribed "Tenders for Supply of Safety/Canvas Bags." The terms and conditions duly signed by the bidders should accompany by the specific tender form.

Regional Officer

I/We _____ hereby submit Tenders for supply of Safety/Canvas Bags for official use as per specifications given in the Tenders form and terms & conditions enclosed. Before submission of rates the sample and the requisite specifications have also been seen/verified and understood by me/us personally in the office of CBSE RO Allahabad. The rates have been quoted in the enclosed Tender form including transportation charges etc. The terms and conditions enumerated from clause 01 to 18 have been read by me/us and are acceptable to me/us. A demand draft No./FDR/_____ dated _____ for Rs.27,500/-in favour of the **Secretary, CBSE**, payable at Allahabad drawn on _____ as Earnest Money is enclosed.

Signature of the bidder
Seal with complete address

Telephone No. _____

Dated: _____

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad –211001 (U.P.)
TERMS AND CONDITIONS**



01. Tenders in sealed cover superscribed “TENDER FORM FOR PRINTING AND SUPPLY OF SAFETY BAGS” should reach the Regional Officer upto 2.30 P.M. on or before 27.10.2017. Tenders will be opened on the same date at 03.00 PM.
02. Rates should be quoted F.O.R. at CBSE (REGIONAL OFFICE), 35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad –211001 (U.P.) including all taxes, etc. Delivery of items will be taken inside the store of this Office at Allahabad. Cartage/Cooliage/other incidental charges shall have to be borne by the supplier upto stacking in CBSE.
03. Tender without EMD of Rs.27,500/- through Demand Draft/BC/FDR/BG of any Commercial Bank drawn in favour of “Secretary, CBSE” payable at Allahabad will be summarily rejected. EMD in respect of unsuccessful bidder will be refunded within reasonable time. However, selected agency will have to deposit additional performance Security @8% of total value of the work after placing work order. Cost of Tender Form (Non Refundable) may also be remitted to Board’s S/B A/c No.035001000016000, Bank: Indian Overseas Bank, Civil Lines, Allahabad, IFSC : IOBA0000350.
04. The Board reserves the sole right to accept or reject any or all Tenders due to any administrative reason.
05. In case of delay in the supply, penalty @ 4% per week on the proportionate amount of the bill of delayed supply will be imposed subject to a maximum penalty of 10% on the admissible amount of the bill.
06. The Board reserves the right to forfeit the earnest money in addition to the penalty if the bidder fails to execute the order or the supply is not in accordance with the specification and samples provided or there is any breach of the terms of the contract on the part of agency.
07. The successful Tenders(s) will have to complete the work assigned to him/them within 30 days from the date of issue of final proof/sample, failing which penalty as mentioned above will be imposed. First proof must be submitted within a week from the date of issue of work order & subsequent proof as early as possible, but not later than a fortnight.
08. Quantity of Safety Bags to be prepared may increase/decrease as per requirement.
09. Initially 80% payment will be made on the basis of satisfactory report of user branch. Balance Payment will be made after receipt of satisfactory report of the user branch head after assessing usefulness of the Safety/Canvas Bags.
10. Bidders are required to produce evidence of their previous experience in this line for supplying canvas/safety bags in huge quantity i.e. 5000 or more quantity.
11. The interested agency participating in the said tender must enclose copies of IT returns of the past 3 years.
12. The rates quoted will be valid for one year only but can be extended for one more year with the consent of both the parties.
13. In case of any dispute, the Competent Authority may appoint an arbitrator whose decision will be binding on both the parties.
14. Income Tax/WCT/TDS/applicable taxes/charges as applicable at the time of payment will be deducted on all bills. In lieu of a certificate on the prescribed form will be issued to the party. Bidders must have a valid GST No.
15. The bidder shall sign these terms and conditions which shall be final and legally binding in to-to.

16. The sample of the items may be seen by the authorized representative on any working day between 10.00 AM to 03.00 PM upto 27.10.2017.
17. The supply of the items should be strictly similar to the samples provided by the Central Board of Secondary Education, failing which the CBSE will be free to impose penalty /compensation or damage as decided by the Board.
18. Before submission of Tenders, the tenderers must ensure that the specifications have also been seen and verified by them/their authorized representative through sample provided by the Board.
19. Rates for required items should be quoted including cost of cloth, preparation charges, stitching charges, packing, cartage, transportation/labour charges, other tax levies, incidental charges etc. in the prescribed form of Tenders only.
20. Tenderers must ensure that they have valid PAN(Enclose last three years copy of IT Return), Regn.No.(Enclose a copy), Three Years' Experience of Supplying Safety Bags in Govt. /PSU/Autonomous Organizations/Universities etc. (Enclose copies of Experience Certificate), never been debarred/blacklisted by any Govt/PSU/Other Deptt.(Enclose an Undertaking as per Ann.). Tenders without these enclosures may summarily be rejected and no correspondence in this regard shall be entertained.
21. Specifications of Canvas Bags :-

Sl.No.	Description	Size	Quantity*
01.	White Colour (base of bags should be in double layer of cloth)	i)Top=24" ii)Bottom=12"x12" iii)Length=32"	5,000

*Quantity may increase or decrease as per actual requirement.

	Description
Material	The bag should be made of superior quality canvas cloth of 12 to 13 ozs. Weight per yard. Its side should be of single cloth piece and with Double/triple layer of cloth for the bottom.
Stitching	Triple Stitching shall be done on the bags. Only one stitching should be visible from outside. The upper edges (the mouth) should be strengthened by giving a dual fold to the cloth and also by thick thread stitching.
Steel rings	Eight steel rings shall be affixed on the upper edge.

REGIONAL OFFICER

Acceptance of the bidder:

I _____ hereby undertake that, before submission of Tenders the terms and conditions enumerated in this form from clause 01 to 21 have been read by me/us and are acceptable to me/us.

Mention following details and enclose a copy of the same with Tenders:

- ✓ PAN.....(Copy Enclosed alongwith last 03 years ITR)
- ✓ Regn.No.....(Copy Enclosed)
- ✓ Experience Certificate/Proof of last 03three years (Copy Enclosed)
- ✓ GST Registration No.....(Copy Enclosed)
- ✓ Undertaking as per Annexure-II(Enclosed)
- ✓ D.D./proof of remittance of cost of Tender Form No.....Dated.....for Rs.1000/-(enclosed)
- ✓ D.D./BC/FD/BG towards EMD No.....Dated.....for Rs.27,500/- of any Commercial Bank (Enclosed).

Signature of the bidder: _____

Seal with complete address: _____

Telephone No.: _____

UNDERTAKING (TO BE SUBMITTED WITH THE TENDER)

It is certified that my/our firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/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 civil/criminal case is pending against the said firm/agency as on 27.10.2017.

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the Company: _____

Contact No.: _____

Email ID: _____

Seal of the company:

Place: _____ Date _____

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad –211001 (U.P.)
LIST OF ITEMS & RATES FOR SUPPLY OF SAFETY BAGS**

FINANCIAL BID (TO BE SEALED SEPARATELY)

Sl. No.	Name of the Items	Specification	Approx Quantity required#	Rates(Rs.) including all taxes & FOR at CBSE RO Allahabad
1	SAFETY/CANVAS BAGS WITH SUPERIOR QUALITY CANVAS CLOTH OF 12 TO 13 OZS. WEIGHT PER YARD WITH SINGLE PIECE ON SIDES. DOUBLE CLOTH BASE FOR THE BOTTOM AND 8 STEEL RINGS (DULY COMPLETE IN ALL RESPECT).	i)Top=24" ii)Bottom=12"x12" (Base) iii)Length=32"	5,000 (FIVE THOUSAND) White Colour	Rs.....per bag with double layer of cloth.

#Quantity may increase or decrease

All the terms & conditions mentioned in the Tender are acceptable to us.

I/We/Ms _____ undertake to supply the bags, in case my/our rates are approved/accepted as per schedule given to us.

SIGNATURE OF THE TENDERER(S)
FULL ADDRESS OF THE AGENCY WITH PIN CODE

PAN NO.

GST NO.

Telephone No(s) _____

Office/Residence _____

Mobile No. _____

Date : _____

(Note : Tenderer must read Terms and conditions before filling the above particulars)