



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

Tender Notice

Sealed tenders are invited on behalf of the Secretary, CBSE from the reputed stationery suppliers for providing stationery & other office items to the CBSE Regional Office, Patna. The value of the contract is estimated to be RS.8 lakh per annum.

Interested agencies may obtain the complete Tender Document from the CBSE, Regional Office, Patna on all working days between 10.00 AM to 1.00 PM on cash payment of Rs.250/- (non-refundable) w.e.f. 23.11.17 to 13.12.17. The Tender Documents can also be downloaded from the CBSE website i.e. [www.cbse.nic.in](http://www.cbse.nic.in) as well as from [www.eprocure.gov.in](http://www.eprocure.gov.in) free of cost. Duly filled in Tender Document to be dropped in the Tender Box, kept at Ground Floor, of CBSE, RO, Patna.

An EMD of Rs.40,000/- (Forty Thousand) in the shape of Demand Draft issued in favour of Secretary, CBSE, payable at Patna, must be enclosed along with the duly filled-in Tender Form. Tender in the prescribed form, duly filled-in, signed and stamped in a sealed cover as "TENDER FOR SUPPLY OF STATIONERY ITEMS" shall be dropped in the Tender Box, kept at the Ground CBSE, Regional Office, Patna on or before 13.12.17 up to 01.00 PM and the sealed envelopes of the Tender Forms received in the Tender Box will be opened on the same day i.e. at 03.00 PM in the presence of the tenderers who wish to present.

Incomplete/ conditional tenders and without EMD or received after due time and date shall be summarily rejected. The Board reserves the right to accept or reject any or all the tenders without assigning any reason.

TENDER FORM FOR SUPPLY OF STATIONERY ITEMS

The tender for the stationery items are required to be submitted in two bids system. Technical & financial bid separately. Technical details alongwith the Bank Draft of earnest money may be sealed in one envelope are super scribed as ' TECHNICAL BID FOR SUPPLY OF STATIONERY ITEM". The financial bids may be separately sealed & superscribed as "FINANCIAL BID FOR SUPPLY OF STATIONERY ITEM" both the envelop should he sealed in a single envelope and super scribed as "TENDER FOR SUPPLY OF STATIONERY ITEMS"

  
Regional officer



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Procedure for submitting tenders

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 Govt. /Semi Govt. /Pers & equivalent.
4. Certified copy of PAN card.
5. Certified copy of GST Registration certificate.
6. Postal Address /Mobile No/ Telephone / Fax/ Email ID of the firm.
7. Bank details of the Firm i.e. A/c Holder Name, Name of Bank, IFSC Code, Type of A/C, Branch Name and Code.
8. Copy of IT return for the last 3 years.
9. Annual Turnover of the firm during last 03 financial years.
10. Proof of work order having supplied stationery items to Govt. / Semi Govt/ PSU & equivalent.
11. EMD Bid security of Rs.40,000/- in shape of DD in favour of Secretary, CBSE, payable at Patna.

Technical Bid with the enclosures of the above attested certificates /documents and information as mentioned from Sl. No. 1 to 11 may be prepared by the Agency at their own letter head and ensure that no information as demanded above may be left blank.

II 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 committee. The financial Bid should contain the annexure clearly mentioning the make brand of items quoted their rates inclusion of all taxes and charges of delivery at CBSE, Regional Office, Patna. There should not be any cutting/ overwriting at the rates quoted.

III In interested agencies must submit the sample of printed stationery items/envelops as per the requirement of the Board along with the tender documents. In future also, if the committee asks to submit the sample of any of the items in question, 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 at CBSE, Regional Office, Patna.



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TERMS AND CONDITIONS

1. Tenders will have to deposit Earnest Money of Rs 40,000 (Rupees Forty Thousand only) in shape of D.D along with the tender of any Nationalised Bank in favour of Secretary, CBSE, Payable at Patna which will be returned to the unsuccessful bidder soon after the work order is placed. In case the tenderer(s) fails to supply the items according to the terms & conditions of the tender & work order, the amount of EMD (Earnest Money) shall be forfeited. The micro, small and Medium Enterprises and Public Sector Enterprises are exempted from the EMD amount (certificate to the effect has to be attached) if any.
2. No Tender without Earnest Money will be considered. Rates quoted should include the service tax/GST/Octroi & FOR. No other charges will be paid by the CBSE.
3. Penalty for late delivery would be levied @ 2% per week subject to a maximum of 10% of the value of the material supplied within the stipulated period as mentioned in the purchase order.
4. Sealed tenders, complete in all respects may be drop down in the Tender Box kept at Ground Floor of Central Board of Secondary Education, Regional Office, Patna, Ambika Complex, Behind State Bank Colony, Sheikhpura, Bailey Road, Patna upto 01.10.00.PM on or before. 13.12.17 Incomplete tender or those without earnest money will be rejected. Tenders will be opened at 03 P.M. in the presence of the representatives of the Tenders, who may wish to be present on the last day of submission of tender documents. . Tender after due date and time will not be accepted.
5. 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.
6. The sealed envelopes should contain the rates quoted (duly typed) by the firm in the performa as above and shall be superscripted "OPEN TENDER FOR SUPPLY OF OFFICE STATIONLRAY/ OFFICE ITEMS".
7. The Board reserves the right to accept or reject partly/wholly any or all the tender (s) without assigning any reason.
8. While considering the rates, the Board will also consider the quality of the material.
9. The quantity of stationary items any increase or decrease as per requirement.
10. 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.
11. The rate contract shall be valid for a minimum period of one year from the date of notification of the rate contract.



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12. The contract period shall be extend with another 2 (two) year, 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 price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/regulations change.
14. 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.
15. The Board right to enter into parallel role contract for similar items during the period of rate contract with one or more parties.
16. The rate contract can be terminated at any time by giving one months' notice by CBSE.
17. If the supplier fails to deliver the material within the delivery period as specified in the purchase order may procure, such items as deems appropriate at cost and risk of the supplier.
18. The supplier will be liable to pay to the purchaser for any excess costs incurred for procurement of goods or services not deliver in time.
19. The items, so supplied will have to be high quality and grade and in 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.
20. No bill for part payment shall normally be entertained, however the payment shall be released expeditiously after complete supply as per purchase order.
21. 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.
22. In no case, the quoted price should exceed the MRP of the items.
23. Performance Security @10% i.e Rs 80,000/- (Rupees eighty thousand only) shall be provided by the successful bidder of the contract value in shape of Demand Draft in favour of Secretary, CBSE, payable at Patna. After receipt of performance security, earnest money shall be refunded.
24. All disputes are subject to Patna Jurisdiction only.

(SIGNATURE OF THE TENDERER ALONGWITH SEAL)



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**FINANCIAL BIDS FOR SUPPLY OF OFFICE STATIONERY ITEMS AND RATES ARE QUOTED HEREUNDER ITEM WISE WHICH IS FINAL AND INCLUSIVE OF ALL TAXES.**

List of Office Stationery items

S. No.	Name of Items	Brand	Unit	Rates inclusive of all
1	Ball Pen	Montex Mega top Cello Butter flow Reynold 0.45 Technotop	Per Pkt of 10 Piece	
2	Refill	Montex Mega top Cello Butter flow Reynold 0.45 Technotop	Per Pkt of 10 Piece	
3	Cello Tape big (24x65)	Super diamond Wounder	Per Pc	
4	Cello Tape small (12x65)	Super diamond Wounder	Per Pc	
5	Cloth Duster (21"x21")	Alkon (good quality)	Per Pc	
6	Eraser Pencil	Camlin Apsara Natraj	Per Pkt of 10 Piece	
7	Glass Tumbler	Year	Per Pc	
8	Gloves	Good quality	Per Pc	
9	Fevicol 10 Kg (Adhesive)	Pidilite	Per Bucket	
10	Fevicol 05 Kg (Adhesive)	Pidilite	Per Bucket	
11	Gum bottle big 700 ml	Camel Kores	Per Pc	
12	Gum bottle small 150 ml	Camel Kores	Per Pc	
13	Glass Cover	Cello desire	Per set of 6 piece	
14	Holder pen	VIP	Per Pc	
15	Holder pen refill	VIP	Per Pc	
16	Jotter pen	Reynolds Cello	Per Pkt of 10 Piece	
17	Jotter refill	Reynolds Cello	Per Pkt of 10 Piece	
18	Pilot pen V5	Luxor	Per Pkt of 10 Piece	
19	Pencil	Apsara Natraj	Per Pkt of 10 Piece	
20	Photocopy paper A4 size 75 GSM	Centure star Xerox Challenger	Per Box of 10 Rim	
21	Photocopy Paper F S 75 GSM	Centure star Xerox Challenger	Per Pc	
22	Jotter Gel Pen	Reynolds	Per Pkt of 10 Piece	
23	Pencil Cell Big	Nippo Hyper Everyday	Per Pc	



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S. No.	Name of Items	Brand	Unit	Rates inclusive of all
24	Pencil Cell AA	Nippo Everyday	Per Pc	
25	Pencil Cell AA	Nippo Everyday	Per Pc	
26	Paper Weight (Glass) Paper weight (Plastic)	--	Per Pc	
27	Pin Cushion	Oddy	Per Pkt of 10 Piece	
28	Poker	--	Per Pc	
29	Rubber Band (Big Size)	Good quality	Per Kg	
30	Register 1Q (96 pages)	Neelgagan Canvas	Per Pc	
31	Register 2Q (192 pages)	Neelgagan Canvas	Per Pc	
32	Register 4Q (384 pages)	Neelgagan Canvas	Per Pc	
33	Soap 100 g	Dettol	Per Pc	
34	AWL Pin	Bunchin, Bell	Per Box	
35	Carbon Box (Blue Colour)	Kores	Per Pc	
36	Dustbin	Cello	Per Pc	
37	Glue Stick- 15 gram	Fewistick	Per Pkt of 10 Piece	
38	Glue Stick – 22 gram	Fewistick	Per Pkt of 10 Piece	
39	Steel Torch- 3 Cell	Eveready	Per Pc	
40	Highlighter (Multicolour)	Camline Luxor	Per Pc	
41	Jug	Cello thriller Milton	Per Pc	
42	Marker	Camline	Per Pkt	
43	Mask	Good quality	Per Pc	
44	Shorthand Copy	Neelgagan super	Per Pc	
45	Shorthand Pencil	Apsara	Per Pkt	
46	Stamp Pad small	Camel	Per Pc	
47	Stamp Pad big	Camel	Per Pc	
48	Stamp Pad ink	Superior	Per Pc	
49	Sharpener	Apsara long point	Per Pkt of 20 Piece	
50	Sketch pen (Sign pen)	Luxor	Per Pkt of 12 Piece	
51	Tag	Good quality	Per Thousand	
52	Lock Link- 7 Liver	Link	Per Pc	
53	Cello Tape Brown 2" – 65 Mtr.	Good quality	Per Pkt of 06 Piece	
54	Cello Tape White 1 Inch – 40/65 Mtr.	Good quality	Per Pkt of 06 Piece	
55	Cello Tape White 2 Inch – 40/65 Mtr.	Good quality	Per Pkt of 06 Piece	
56	Attendance Register	Neelgagan super	Per Pc	
57	Damper		Per Pkt	



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S. No.	Name of Items	Brand	Unit	Rates inclusive of all
58	Color flag – Mully	Oddy	Per Pkts	
59	Gas pipe	Good quality	Per Pc	
60	Jammes Clip/U clip (steel) big	Oddy	Per Pkt	
61	Lock with key	Link	Per Pc	
62	Match box	Home light	Per Pkts	
63	Needle Big Size	Good quality	Per Pkts	
64	Note Book	Oddy Spiral	Per Pkt 10 piece	
65	Paint Brush 2"	Good quality	Per Pc	
66	Paper cutter small	Camel	Per Pkt 10 piece	
67	Paper pin	Oddy	Per Pc	
68	Permanent Marker (Black/Blue/Green)	Luxor	Per Pkts	
69	Permanent Market (Red)	Luxor	Per Pkt	
70	Pin Cussion	Good quality	Per Pc	
71	Red Hit spray	Hit	Per Pc	
72	Reynolds Trimax Pen	Trimax	Per Pkt	
73	Scissors (Big size)	Oddy	Per Pc	
74	Sealing wax	Good quality		
75	Steel scale	Camel	Per Pkt	
76	Sutli (Jute)	Good quality	Per bundle of 20 kg	
77	Thread Bradhman (White)	Bradhman	Per Box of 10 piece	
78	Correction Pen	Luxor/Camlin	Per Pkt	
79	Carbon Paper blue	Kores	Per Pkt	
80	Carbon Paper black	Kores	Per Pkt	
81	Glass	Year	Per Pc	
82	Sketch Pen Black	Camlin	Per Pkt of 12 piece	
83	Sketch Pen Red	Camlin	Per Pkt of 12 piece	
84	Stamp Pad Big	Kores	Per Pc	
85	Stamp Pad Ink	Kores	Per Pc	
86	Stapler Small-10 No.	Kangaroo	Per Box 10 pc	
87	Stapler Big-24 No.	Kangaroo	Per Box 10 pc	
88	Stapler Pin Small 10 No.	Kangaroo	Per Box 20 pc	
89	Stapler Pin 24 No.	Kangaroo	Per Box 20 pc	



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S. No.	Name of Items	Brand	Unit	Rates inclusive of all
90	Stapler Pin 23/17-H (17mm)	Kangaroo	Per Pc	
91	Plastic Sutli	Good quality	Per Kg	
92	Call Bell		Per Pc	
93	Good Night/All out machine		Per Pc	
94	Good Night/All out liquid		Per Pc	
95	Pilot Pen V7		Per Pc	
96	Register 3 Qr Neelgagan Canvas	Neelgagan	Per Pc	
97	Heavy Duty Stapler DS-23S24FL	Kangaroo	Per Pc	
98	H.D. Stapler Pin 23/24 H	Kangaroo	Per Pkt	
99	H.D. Stapler Pin 23/20 H	Kangaroo	Per Pkt	
100	H.D. Stapler Pin 23/17 H	Kangaroo	Per Pkt	
101	H.D. Stapler Pin 23/10 H	Kangaroo	Per Pkt	
102	Reynold Trimax Pen Refile	Rorito/Reynold	Per Pkt	
103	Marking Cloth Good quality	Good quality	Per Mtr.	
104	Scale Plastic 12"	Good quality	Per Pkt (10 pc)	
105	Scale Plastic 24"	Good quality	Per Pc	
106	Tower Big Bombay Dying	Bombay Dying	Per Pc	
107	Tag	Good quality	Per 1000	
108	Tourch 3 Cell	Eveready	Per Pc	
109	Touch Batery	Eveready	Per Pc	
110	Water Jug-1.5 Lt.	Cello	Per Pc	
111	Bucket 20 Lt.	Cello	Per Pc	
112	Calulator (OT 1400T) 12 Digit	Orpat	Per Pc	
113	Key Board	TVS	Per Pc	
114	Mouse	Logitech	Per Pc	
115	CD Blank	Reputed Brand	Per Pc	
116	DVD Blank	Reputed Brand	Per Pc	
117	Extension Board (10 mtr.)	Orpat	Per Pc	
118	6 Cup/plate -Set	Laopala	Per set	
119	Electric Kettle (1.7 Lt.)	Prestige	Per Pc	
120	LED Blub 15W	Philips	Per Pc	
121	Tubelight 36 W	Philips	Per Pc	
122	Wall Clock	Ajanta (as per sample)	Per Pc	
123	Tap Dispaneer	Gemson	Per Pc	
124	Single Punch Machine	Kangaroo	Per Pc	
<b>Different types of Cartridge for Printer/photocopies</b>				
125	Cannon NPG-57 Black	Canon	Per Pc	
126	HP Laserjet-88A	HP	Per Pc	
127	HP Laserjet-12A	HP	Per Pc	
128	Canon 328	Canon	Per Pc	
129	Canon 326	Canon	Per Pc	
130	Lipi Printer Ribbon	Lipi	Per Pc	



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131	HP Q 7516 A	HP	Per Pc	
132	HP Deskjet 3775 HP	HP	Per Pc	
133	HP Q2612/A/12-A HP	HP	Per Pc	

Printed Stationery Items of Good Quality

S. No.	Name of Items	Specification	Unit	Rate	Remarks
1	File Board	As per sample	Per Pc		
2	File Cover	As per sample	Per Pc		
3	Plastic folder	As per sample	Per Pc		
4	Slip Books (20 sheets)	As per sample	Per Pkt 10 pc		
5	Slip Books (40 sheets)	As per sample	Per Pkt 10 pc		
6	Card Board Folder (Blue Colour)	As per sample	Per Pc		

Printed Envelopes of Best Quality

S. N.	Name of Items	Specification	Unit	Rate	Remarks
1	<b>Best Quality : Envelopes</b> White Color in the size of 9"x4"/80 GSM duly printed superior quality with flap 1 1/4" bottom 1/2" for office use (Required in the packing of 250 in boxes)	As per sample	Per 1000		
2	<b>Best Quality : Envelope Window type</b> White Color in the size of 9"x4 1/2"/80 GSM duly printed superior quality with flap 1 1/2" overlapping 1/2" for office use (Required in the packing of 250 in boxes)	As per sample	Per 1000		
3	<b>Best Quality : Cloth line envelope</b> 8"x10"/80 GSM printed on Khaki colour star paper with fine Jali with Flap 1 1/2" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 x 24 in 1" of cotton cloth for office use.	As per sample	Per 1000		
4	<b>Best Quality : Cloth line envelope</b> 10"x12"/100 GSM printed on Khaki colour star paper with fine Jali with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 x 24 in 1" of cotton cloth for office use.	As per sample	Per 1000		
5	<b>Best Quality : Cloth line envelope</b> 16"x12"/100 GSM printed on Khaki colour star paper with fine Jali with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 x 24 in 1" of cotton cloth for office use.	As per sample	Per 1000		

**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. 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 Administration Branch, Regional Office, Patna.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)  
Mobile No.