

TENDER DOCUMENT FOR PROCUREMENT OF MEDALS

F-34/CBSE/Admn-II/Purchase of Medals



CENTRAL BOARD OF SECONDARY EDUCATION

"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI 110092

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TENDER DOCUMENT

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 purchase of different types of medals required for Sports Meet 2017. Interested agencies/ firms are requested to quote their competitive rates in the attached proforma at Annexure I along with sample(s) of medals (Gold/ Silver/ Bronze). The reputed firms/agencies may download the Tender Form from the CBSE website i.e. www.cbse.nic.in. The envelope should be put in one sealed cover accompanying Tender Fee of Rs. 1,000/- and Earnest Money of Rs. 75,000/- (Rupees Seventy Five Thousand Only) in the shape of a Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee No favouring "<u>The Secretary CBSE payable at Delhi</u>" 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 Medals" and "Financial Bid for Supply of Medals" and both the bids must be kept in one envelope superscribed as "TENDER FOR SUPPLY OF MEDALS" 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)</p> <p>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	25.08.2017 by 02:30 pm.
Date of opening of the Tender	25.08.2017 at 03:00 PM in the presence of the tenderers, who may like to be present.

Yours faithfully,

Joint Secretary (A&L)

INSTRUCTION TO BIDDERS

1. For the Bidding / Tender Document Purposes, 'Central Board of Secondary Education' shall be referred to as 'CBSE' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and/ or Bidder or interchangeably.
2. Please go through the Tender document carefully to understand the document(s)/ sample(s) required to be submitted as part of the bid. Please note the number of documents – including the names and content of each of the documents that is required to be submitted. Any deviations from these may lead to rejection of the bid.
3. No claim on account of any errors detected in the tender documents shall be entertained.
4. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
5. Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the CBSE. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.**
6. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
7. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, Technical Bids not accompanied with EMD & tender fee of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
8. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Central Board of Secondary Education. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

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

1. The bidders/ agencies should have their own infrastructure with manufacturing unit set up in Delhi/NCR or within 100 KM radius of Delhi/ NCR with sufficient manpower.
2. The Agency/ Bidders must have sufficient storage facility and appropriate security measures for safe custody of the medals.
3. The Agency/ Bidder should have average annual turnover of at least Rupees One Crore during last 03 financial years (2015-16, 2014-2015, 2013-14). Copy of Balance Sheet along with all relevant schedules is to be enclosed.
4. The Agency/ Bidders must submit affidavit that they have not been blacklisted or suspended by any of Govt./Semi Govt./Autonomous/PSUs etc and have not been held guilty by any court of law for any offence involving fraud, dishonesty and moral turpitude.
5. The Agency/ Bidders must furnish a self attested copy of the PAN NO. & TIN No of the firm. The agency should submit proof of its recognition by the government and must submit up to date Income tax, Sales Tax, GST and other statutory returns.
6. The agency should have minimum 04 years past experience of the similar work in manufacturing/ supplying of Medals to the Govt./PSU/Autonomous organization/Private organization etc. (attach documentary evidence in Technical bids).
7. The Agency/ Bidders must enclose a List of organizations to which such work has been performed by the firm.
8. All the relevant documents must be signed/ attested by the tenderer.

TERMS & CONDITIONS

1. Tenders containing Bid in sealed envelopes super-scribed "Tender for supply of Sports Medals" should reach this office up to 25.08.2017 on 2.30 PM along with Tender Fee of Rs. 1,000/- (Rupees One Thousand only) and EMD of Rs.75,000/- (Rupees Seventy Five Thousand only) . The Bid will be opened on the same day at 3.00 PM in the presence of those Tenderers who wish to be present. All the forms should be duly signed with seal of the firm. The tenderers bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board in participation process in tender.
2. Rates should be quoted including all taxes, charges i.e. freight, labour etc.
3. The items (medals) should be strictly as per the sample and specification and there would be implied condition on the supplier in respect of the quality and specification of the material.
4. Proportionate deduction on account of variations in specification/brand of the product shall be made from the bill of the Tenderer and in case of medals being supplied to be inferior by more than 15% of the specification, the entire lot of that particular supply shall be rejected at the cost of the tenderer & shall be replaced by the Tenderer at no extra cost.
5. The Board reserves the right to extend the time lines for delivery of medals & decision taken by the Board shall be binding on the Tenderer.
6. The Firms/Tenderers registered with NSIC/DGS&D or concerned ministry or department shall be exempt from depositing EMD. However, the performance security shall be obtained from every successful bidder irrespective of their registration status etc. The **Micro, Small and Medium Enterprises and the Public Sector Enterprises** are exempted from the requisite fee and EMD amount (if any).
7. Any rates mentioned in the Bid in segregated form or excluding taxes or quoting discount over & above the rates shall be summarily rejected and no representation shall be entertained in this regard.
8. All the medals are to be supplied at CBSE Office in boxes having quantity as specified and mentioning the type of medal each box contains.
9. The Earnest Money of the unsuccessful bidder shall be refunded without any interest. The Earnest Money of the successful bidder shall be returned on receipt of performance security deposit, which is subject to refund without interest after execution of the work order. The performance security shall be as per contract value in the light of GFR Rule 171. However, if the Tenderer fails to accept the work order, EMD shall be forfeited.
10. In the event of any tenderer withdrawing after submitting the Tender without sufficient reasons acceptable to the Board; the Earnest Money/Security Deposit shall be forfeited.

11. No advance payment will be made, however 80% payment of the bill amount may be made after satisfactory delivery of the medals and rest 20% payment will be made after satisfactory report given by committee.
12. The delivery shall be completed as specified in the work order.
13. The Supplier shall be responsible to make all arrangements to ensure complete security & secrecy with regard to the safe custody and timely supply of the medals to the Board.
14. The Board shall not be responsible in case of any loss of medals while in transit.
15. The Supplier shall furnish an undertaking with bill that any shortage or deficit found by the Board shall be made good by the Firm. The Board shall make payment upon receipt of material.
16. 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 breach of the terms of the contract on the part of the Supplier.
17. Manufacturer/Supplier shall be required to give an undertaking that no Medals has been prepared more than the specified number and has not been left with them after completion and final supply of the Medal is made over to the Board. He shall also certify that no Medals have gone out of the factory by unscrupulous methods. In case any contravention/discrepancy is noticed by the Board during the course of examination or subsequently the manufacturer concerned shall be liable to be black-listed besides 1% penalty shall be imposed and deductions shall be made from the bill.
18. A penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill/ claimed amount on account of delayed supply of the medals shall be imposed in case the supply is not made within the stipulated period as the time of supply is an essential part of the work order. However, if the supply is made beyond 30 days from due date, EMD/Security Deposit shall also be forfeited in addition to the penalty.
19. Tenderers are required to produce evidence of their previous experience for supply of medals direct to the Government/Autonomous/reputed private organizations. Work order received as sub-contract work i.e. not directly from Government/Autonomous/reputed private organizations shall not be considered as experience for technical eligibility.
20. Furnishing an information to the third party in respect of make, design, specification or providing sample etc shall be violation of secrecy and privacy to the contract which shall invoke all consequences (penal and civil damages) whichever.
21. The rates quoted shall be valid for one year only, but can be extended for another two years with the consent of both the parties.
22. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason.

- 23. In case of dispute, the matter shall be resolved by amicable solution by mutual discussion of both the parties and the decision of the Secretary, CBSE shall be final. All the disputes are subject to Delhi jurisdiction only.
- 24. A penalty may be imposed by the Competent Authority of the Board as deemed fit if the supply is not conforming to the specifications. Deduction/penalty made shall be binding on the agency. Any cancellation of relevant information sought or deliberately supplied by the Party knowing it to be false shall be taken as against the terms and conditions and may invoke all legal consequences.
- 25. 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.
- 26. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
- 27. Tax shall be deducted as are applicable and prevailing as per government norms.
- 28. Rejected medals shall be at the supplier's risk & it shall be replaced at the earliest by the supplier.
- 29. During the pendency of the contract, no revision in rates shall be allowed, except taxes levied by the Central/State Govt. duly notified by a Government Order.
- 30. The tentative requirement of the medals is as given in the Tender which may increase or decrease in future.
- 31. The tenders received after the specified closing date & time shall be rejected.
- 32. The Board reserves the right to accept or reject any or all the tenders without assigning any reason.

All the terms & conditions stated under Clause No. 1 to 32 are accepted to me/us.

Date: _____

Signature of Tenderer _____

Seal/Stamp/Address _____

Phone No. : _____

SPECIFICATION/ QUANTITY OF MEDALS TO BE SUPPLIED

Last date for submission of Tender - 25.08.20147 up to 2.30 PM
 Opening of Bid - 25.08.2017 at 3.00 PM

Sealed tenders are invited under from reputed Manufacturers/Suppliers of medals of different specifications/size as per details given below:-

Name of the Item	Specification	Quantity to be supplied
Supply of medals conforming to the sample & modified specification <i>[The Tenderers may see the sample medal available with the Deputy. Director (Sports) CBSE]</i>	Gold; Silver & Bronze Medal with Ribbon Material: Zinc Alloy of fine quality Size: 2.5" Dia Weight: 55-60 Gms Ribbon-Printed with "CBSE Inter School Sports & Games Competitions" Both sides embossing: One side – Board's Logo in the centre & all around "Central Board of Secondary Education, Delhi". Other side – On all medals (In circular form): "Inter School Sports & Games Competitions 2014-15" In centre: "Cluster/Zone/National" symbols of all the discipline around it.	42,000 (Bifurcation is given below)

The Bifurcation of the Requirement of Medals is as follows:-

Medals Description	Requirement
Gold Medal	12,000
Silver Medal	12,000
Bronze Medal	18,000
Total Requirement	42,000

Annexure I

Technical Bid

Tenderer must read the enclosed terms & conditions before filling up the particular in this form.

01 Particulars of Tenderer:

- (i) Name of the Supplier _____
- (ii) Year of establishment with proof _____
- (iii) Name of the Partners/Proprietors/
Directors of Organization/Firm _____
- (iv) Office Address & Tel. No. _____
- (v) Name(s) of the Proprietor/Partners &
Mobile No. _____

02 Past Experience (For the last four years)

2.1:

S. No.	Year	Name of the Organization	Quantity	Value of Contract	Details of work executed (with proof)
1	2013				
2	2014				
3	2015				
4	2016				

2.2: Has the firm ever been debarred/black-listed by any organization? If yes, the details thereof:

2.3: Details of Award/Certificate of Merit etc. received from any Organization. Please attach copy of certificate(s): _____

2.4 Details of Annual turnover:-

Year	Annual Turnover (in Rupees)
2013-14	
2014-15	
2015-16	

a. Essential pre-requisite infrastructure details –

b. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY AND TENDER FEE:

- i) Amount : _____
- ii) DD No/ Pay Order/ FDR/ Banker's Cheque/ : _____
Bank Guarantee No
- iii) Issuing Bank with date of issue : _____

(The Tender Fee and EMD can also be submitted through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi)

The terms & conditions of the Tender are acceptable to me/us.

Signature of the Tenderer
with Official Seal & complete
Address _____

Telephone No. _____
Date _____

Note:

01. Earnest money in the shape of Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guarantee No/ Online Receipt favouring Secretary, CBSE, Delhi
02. Balance Sheet of last three years must be submitted with the tender documents.

ANNEXURE- II**Financial Bid**

I/We _____ hereby submit Tender for the supply of medals as per specifications given in the Tender Form at the rate given below:

	Description	From Supplier's Godown to CBSE Office		
		Gold	Silver	Bronze
01	Cost per medal, including all taxes and charges i.e freight, labour etc. (In figure and words)			

The terms & conditions for the supply of medals for CBSE are acceptable to me/us.

The rates are inclusive of all taxes.

WCT No. _____

PAN No. _____

Date _____

Signature of the Tenderer _____

Address/Rubber Stamp _____

Tel. No. _____