

Central Board of Secondary Education

REGIONAL OFFICE, SECTOR-5, PANCHKULA - 134152

TENDER NOTICE

Sealed tenders are invited on behalf of Regional Office, Central Board of Secondary Education, Panchkula in two bids – technical and financial for supply of various types of stationery items from various Stationery vendors. The interested agencies may download the tender document from the CBSE website: www.cbse.nic.in. The closing date for submission of the Tender is **26.12.2017, 01:00 p.m.** The Tender form can also be obtained from the Regional Office, Panchkula on any working day w.e.f. **28.11.2017 to 26.12.2017 (01:00 P.M.)**.

Dated 28.11.2017

-Sd-

REGIONAL OFFICER

Central Board of Secondary Education

REGIONAL OFFICE, SECTOR-5, PANCHKULA - 134152

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 BID FOR SUPPLY OF STATIONERY ITEMS”

Technical details along with Bank Draft of earnest money or detail of EMD may be sealed in one envelop are superscripted as “Technical Bid”

“FINANCIAL BID FOR SUPPLY OF STATIONERY ITEMS”

The financial Bid may be separately sealed and superscripted as “Financial Bid”

Note:- Both the sealed envelopes should be sealed in a single envelops and superscripted as “TENDER FORM FOR SUPPLY OF STATIONERY ITEMS”

“Tender For Supply of Stationery Items”

The tender form may be download from CBSE website and the same duly filled Tenders should be dropped in the Tender Box at CBSE Sector 5, Panchkula latest by **26.12.2017 by 1.00 P.M.**

-Sd-

REGIONAL OFFICER

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. Certified copy of PAN Card.
4. Copy of sale Tax/VAT Registration Certificate/GSTN.
5. Postal Address/Telephone/FAX/E-Mail of the Firm:
6. Bank Details viz. A/c Holder Name, Bank Name, & Address, Type of A/c, Full A/c No. &IFSC Code of Bank.
7. EMD (Bid Security) of Rs.25,000/-
8. Attached the original receipt of Rs.200/- on account of purchase of tender document of attached the D.D. of Rs. 200/- towards the cost of tender document.

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 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 submit the samples of the printed stationery items/envelops as per requirement of the Board, 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 may see the samples of the above said stationery items in the Store (GF), CBSE, Sector-5, Panchkula.

Cost of Form Rs.200/-

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Purchase of Stationary for R.O., Panchkula

1. Name of Tendering Company/ Firm / Agency : _____
(Attach certificate of registration with statutory authorities)

2. Name of proprietor / Director(s)/partners : 1. _____

2. _____

3. _____

4. Registration/Dealership Certificate No. : _____
(Attach self attested copy)

5. Full Address of Regd. Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address: _____

6. PAN / TIN No. (Attach self attested copy) : _____

7. GSTN/ Registration No. (Attach self attested copy) : _____

8. Sale Tax No. (Attach self attested copy) : _____

9. Bank Detail of agency : _____

Account Holder Name _____

Full Account No. _____

Name of Bank _____

IFSC Code _____

10. Detail of EMD : _____

11. Detail of cost of Form : _____

11. Financial turnover of the tendering Company / Firm / Agency for the last three Financial Years:
(Attach supporting documents)

Financial Year	Amount (Rs. lacs)	Remarks, if any
2014-15		
2015-16		
2016-17		

12. Give details of the major similar contracts handled by the Tenderer in PSUs and Government Departments during the last two years in the following format. (Attach attested copies of work orders)

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs.lacs)	Duration of Contract		Nature of contract
			From	To	
1					
2					
3					

(If the space provided is insufficient, a separate sheet may be attached)

13. Additional information, if any (Attach separate sheet, if required)

Date:
Place:

Signature of authorized person
Name:
Seal:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For Purchase of Stationary to Central Board of Secondary Education

Sl.	Name of Items	Make	Unit	Rate
1	Adhesive Labels	Desmat or equivalent	Per packet containing 100A-4 Sheets and each sheet having 20 labels	
2	Awl Pin	Bunchin or equivalent	Per Box	
3	Ball Pen (Black)	Cello Butter Flow or equivalent	Per Piece	
4	Brown Tape (65 mtr.)	Wonder or equivalent	Per Piece	
5	Bucket	Cello Super Delux or equivalent	Per Piece	
6	Calculator (12 Digits)	Casio or equivalent	Per Piece	
7	Camper (20 Ltr.)	Milton or equivalent	Per Piece	
8	Candle (Big Size)	Good Quality	Per Piece	
9	Carbon box (Blue Colour)	Kores Sapphire or equivalent	Per Piece	
10	CD-R	Sony or equivalent	Per piece	
11	CD-R/W	Sony or equivalent	Per piece	
12	Cello Tape big (24*65)	Wonder and or equivalent	Per Piece	
13	Cello tape Small (12*65)	Wonder and or equivalent	Per Piece	
14	Coffee Mug	Marvel or equivalent	Per set of 6 piece	
15	Cloth Blue(Markin)	Good Quality	Per metre	
16	Cloth Duster (21"x 21")	Good Quality	Per Piece	
17	Cloth White (Marin)	Good Quality	Per metre	
18	Computer Paper (Cash)	-----		

19	Cup Plate Set	Marvel or equivalent	Per set of 6 piece	
20	Cutter		Per Piece	
21	DVD	Sony or equivalent		
22	Damper	Primer Crystal or equivalent	Per Piece	
23	Diary Register (250 Pages)	Good Quality	Per Piece	
24	Dispatch Register (250 Pages)	Good Quality	Per Piece	
25	Dustbin	Cello Frosty or equivalent	Per Piece	
26	10"×8"/100 GSM printed on KHAKI COLOUR star paper Plain envelops with Flap 3" bottom 1" overlapping 1" of cotton cloth (as per sample)	As per Sample	Per Thousand Pieces	
27	10"×8"/100 GSM printed on KHAKI COLOUR star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth (as per sample)	As per Sample	Per Thousand Pieces	
28	12"×16"/100 GSM printed on KHAKI COLOUR star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth	As per Sample	Per Thousand Pieces	
29	14"×20"/100 GSM printed on KHAKI COLOUR star paper with fine Jali cloth line envelopes with Flap 3" bottom 1" overlapping 1" of cotton cloth	As per Sample	Per Thousand Pieces	
30	10"×4 ½"/80 GSM printed on KHAKI/WHITE COLOUR star paper plain window type envelops with 1 ¼ " bottom ½ " overlapping ½ "	As per Sample	Per Thousand Pieces	
31	10"×4 ½"/80 GSM printed on KHAKI/WHITE COLOUR star paper plain envelops with 1 ¼ " bottom ½ " overlapping ½ "	As per Sample	Per Thousand Pieces	
32	Eraser (Pencil)	Apsara or equivalent	Per Piece	
33	Fevicol Tube (100 gm)	Fevicol or	Per Piece	

		equivalent		
34	Fevicol Tube (200 gm)	Fevicol or equivalent	Per Piece	
35	Fevicol	Fevicol or equivalent	Half kg. Per Piece	
36	Flask	Milton or equivalent	Per piece	
37	Flat (150 Sheets)	Post or equivalent	Per piece	
38	File Board (Thick & Good Quality)	As per Sample	Per piece	
39	File Cover (Good Quality)	As per Sample	Per piece	
40	Flag Slip Pad	De'smat or equivalent	Per piece	
41	Fluid Tube	Kores or equivalent	Per piece	
42	Glass	Year or equivalent	Per Piece	
43	Glass Cover (Coaster)	Cello desire or equivalent	Per set of 6 piece	
44	Gloves	Good Quality	Per Piece	
45	Glue Stick 15g	Kores or equivalent	Per Piece	
46	Gum Bottle big 700 ml	Camel or equivalent	Per Piece	
47	Gum Bottle Small 150 ml	Camel or equivalent	Per Piece	
48	Heater	Good Quality	Per Piece	
49	Hot Case	Good Quality	Per Piece	
50	Highlighter	Luxor or equivalent	Per Piece	
51	Holder pen	VIP or equivalent	Per Piece	
52	Holder pen refill	VIP or equivalent	Per Piece	
53	Ink Red for Numbering Machine	Kores or equivalent	Per Piece	
54	Jetter Gel Pen	Reynold or equivalent	Per Pen	
55	Jotter pen	Reynold or equivalent	Per Piece	
56	Jotter refill	Reynold or equivalent	Per Piece	
57	Jug (Plastic)	Flora or equivalent	Per Piece	

58	Knife	Bund chin or equivalent	Per piece	
59	Knife blade	Bund chin or equivalent	Per Piece	
60	Lakh	Ashoka or equivalent	Per Packet	
61	Lock	Harison or equivalent	Per piece	
62	LIPI Printer Cartridge Ribbons 25.4mm 825mtr.	LIPI or equivalent	Per piece	
63	LIPI-6610 Cartridges	LIPI or equivalent	Per piece	
64	LIPI-6615 Cartridges	LIPI or equivalent	Per piece	
65	Luxury Pen Ink 4ml	Luxor or equivalent	Per piece	
66	Marker (Black)	Luxor or equivalent	Per Piece	
67	Marker (Red)	Luxor or equivalent	Per Piece	
68	Mask	Good Quality	Per Piece	
69	Needle (5 inch)	Good Quality	Per box	
70	Note Book (Small)	Neelgagan or equivalent	Per Piece	
71	Note Pad	Neelgagan or equivalent	Per Piece	
72	Note Sheet Pad (80 GSM)	Good Quality	Per Packet of 100 sheets	
73	Paper Weight (Glass)	Good Quality	Per Piece	
74	Paper Weight (Plastic)	Good Quality	Per Piece	
75	Pen Red	Cello Butter Flow and or equivalent	Per piece	
76	Pen Blue	Cello Butter Flow and or equivalent	Per piece	
77	Pen Stand peper roll	Kebica or equivalent	Per piece	
78	Pen Stand(4 Pen)	Kebica or equivalent	Per piece	
79	Pencil (Black)	Apsra or equivalent	Per Piece	
80	Pencil (Red & Blue)	Natraj or equivalent	Per Piece	
81	Pencil Cell AA	Eveready or	Per Piece	

		equivalent		
82	Pencil Cell AAA	Eveready or equivalent	Per Piece	
83	Pencil Cell Big	Eveready or equivalent	Per Piece	
84	Photocopy paper Legal size75 GSM	J K or equivalent	Per Rim	
85	Photocopy paper A-4 size75 GSM	J K or equivalent	Per Rim	
86	Photocopy Paper F.S. 75 GSM	J K or equivalent	Per Rim	
87	Pilot pen	V5 or equivalent	Per Piece	
88	Pin Cushion	Good Quality	Per Box	
89	Plastic Scale	Natraj or equivalent	Per Piece	
90	Poker (Wooden Handle)	National or equivalent	Per Piece	
91	Poker (Plastic Handle)	National or equivalent	Per Piece	
92	Printer Cartridge (Canon 925 Starter)	_____	Per Piece	
93	Printer Cartridge (H P 78-A)	_____	Per Piece	
94	Printer Cartridge (H P 88-A)	_____	Per Piece	
95	Printer Cartridge (H P 93-A)	_____	Per Piece	
96	Printer Cartridge (H P CE 505 AC)	_____	Per Piece	
97	Printer Cartridge (H P 36-A)	_____	Per Piece	
98	Punch Double	Kangaroo or equivalent	Per piece	
99	Punch single Hole	Kangaroo or equivalent	Per piece	
100	Plastic Folder	Good Quality	Per piece	
101	Refill (Blue)	Cello Butter Flow	Per Piece	
102	Refill (Red)	Cello Butter Flow	Per Piece	
103	Register 1Q	Neelgagan or equivalent	Per Piece	
104	Register 2Q	Neelgagan or equivalent	Per Piece	
105	Register 4Q	Neelgagan or equivalent	Per Piece	
106	Register 6Qr	Neelgagan or equivalent	Per piece	

107	Register 8Qr	Neelgagan or equivalent	Per piece	
108	Rubber Band (Big Size)	Good Quality as per sample	Per 500gm	
109	Rubber Band (Medium Size)	Good Quality as per sample	Per 500gm	
110	Safty Bags (Plastic) 1. Laminated PP Woven Sacks, Size 22" X 36", Inner Laminated, 10 X 10 measured wt. 75 gms + 5 gms both sides printed i.e. CENTRAL BOARD OF SECONDARY EDUCATION, R. O, PANCHKULA (as per sample)	As per sample	Per piece	
111	Scissor 16 cm	S A Thind or equivalent	Per piece	
112	Scissor Big Steel	S A Thind or equivalent	Per piece	
113	Scrubber	Scotch bright or equivalent	Per piece	
114	Sealing wax	Ashoka or equivalent	Per box	
115	Sharpener	Natraj or equivalent	Per Piece	
116	Shorthand copy	Neelgagan super or equivalent	Per Piece	
117	Shorthand pencil	Apsra or equivalent	Per Piece	
118	Signature pad	Neelgagan super or equivalent	Per piece	
119	Sketch Pen (Black)	Luxor or equivalent	Per Piece	
120	Sketch Pen (Red)	Luxor or equivalent	Per Piece	
121	Slip Pad	As per Sample	Per Piece	
122	Soap 100g	Lux or equivalent	Per Piece	
123	Sponge	-----	Per piece	
124	Stamp pad big	Camel or equivalent	Per Piece	
125	Stamp pad ink 30ml	Camel or equivalent	Per Piece	
126	Stamp pad small	Camel or equivalent	Per Piece	
127	Stapler 555 24/6	Kangaroo or equivalent	Per Piece	

128	Stapler HD-10D	Kangaroo or equivalent	Per Piece	
129	Stapler pin No 10-1M	Kangaroo or equivalent	Per Piece	
130	Stapler pin24/6	Kangaroo or equivalent	Per Piece	
131	Steel Scale	Natraj or equivalent	Per piece	
132	Stickers (99.1*33.9 mmx 16)	Good Quality	Per piece	
133	Suaa	Good Quality	Per piece	
134	Sutli (plastic)(500gm)	Good Quality	Per roll	
135	Sutli (jute)	Good Quality	Per Kg.	
136	Tag (White)	Good Quality	Per Bunch	
137	Tag (Green)	Good Quality	Per Bunch	
138	Tape dispenser (big Size)	Bun chin or equivalent	Per Pkt.	
139	Tray (Full Size)	Good Quality	Per piece	
140	Thread	Verdhman or equivalent	Per roll	
141	Tin Seal Holder	Good Quality	Per piece	
142	Towel (Big Size)	Bombay dyeing or equivalent	Per Piece	
143	U-Clip	Good Quality	Per Packet	
144	Vim powder Half kg.	Vim or equivalent	Per piece	
145	White fluid(15 ml)	Kores or equivalent	Per piece	

Note: The Interested agencies must also submit the samples of the above said printed stationery items/envelopes as per CBSE requirement along with their tender documents. In future also, if the office committee asks to 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 Stores, CBSE, Sector-5, Panchkula.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. _____

Telephone No. _____

Central Board of Secondary Education

REGIONAL OFFICE, SECTOR-5, PANCHKULA - 134152

Terms & conditions

1. Tenderers/Bidders will have to deposit Earnest money of **Rs. 25000/-** (Rupees Twenty Five Thousand Only) through ECS/E-Payment mode/Demand Draft in favour of (The Secretary, CBSE, Delhi). Tenderers/Bidder should attach the copy of challan/E-Slip/DD along with the Tender Form. The EMD will be returned to the unsuccessful Tenderers soon after the order is placed. In case the tenderer (s) fails to complete the supply according to terms of the order, the amount to EMD shall be forfeited.
2. The successful bidder will have to submit the performance security of **Rs.65000/-** (Rs Sixty Five Thousand Only) in shape of Demand Draft or Fixed Deposit.
3. Sealed tenders, complete in all respect in all respects may be placed in the Tender Box Kept near the Administration Branch at Ground Floor up to **1.00 PM** on or before **26.12.2017** Incomplete tender or those without earnest money will be rejected. **Tenders will be opened at 3:00 pm on the same day** by the duly authorized Officer in the presence of all such bidder 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 earnest money deposit will be entertained. Prices quoted should inclusive of all Taxes/GST. No other charges/Taxes/Leveis 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 Board reserves the right to revise or alter the requirements and /or specification of the material before acceptance of any tender and call for revised tender
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 stationery items may 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 issue of award of work the agency/agencies. The contract period shall be increased further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.

12. 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.
13. Prices charged for the items 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 rate contract can be terminated at any time by giving one month's notice by either party.
15. If the supplier fails to deliver the material within the delivery period as specified by purchaser, then the purchaser may procure, such items as deem appropriate at cost and risk of the supplier.
16. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
17. The Board reserves the right to examine the stationery items for their quality if it so desires.
18. The items, so supplied will have to be 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.
19. No Bill for part payment shall normally be entertained; however the payment shall be released expeditiously after complete supply as per purchase order.
20. 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.
21. 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 L 1 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.
22. While submitting the tender for this work, the tenders will be deemed to have read, understood and accepted all the items and conditions stated in the tender document. Any doubts or clarifications with regards to the interpretation of the Terms & 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.
23. All disputes are subject to Delhi Jurisdiction only.

I/we accept the above terms and conditions.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. _____

Telephone No. _____

