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CBSE/ADMN./ROD/2017

Date: 17.02.2017

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**Sub: Short Term Tender Form for Supply of Stationery Items.**

Sir,

The Central Board of Secondary Education requires stationery items for the year 2017. The firms/agencies may download the Tender Form from the CBSE website i.e [www.cbse.nic.in](http://www.cbse.nic.in) and may submit the rates for these items alongwith E.M.D of Rs.10000.00 only by the way of Demand Draft in favour of the Secretary, CBSE, Delhi. The last date for submission of tender documents is **27.02.2017** upto 2:30 PM.

In view of this, you are requested to quote your rates including all the taxes as applicable and delivery F.O.R etc. if any, through the enclosed format (Proforma A) and send the quotation duly sealed in an envelope by Registered Post/By Hand to be dropped in the Tender Box available on Ground Floor at Reception Counter of Central Board of Secondary Education, Regional Office, Delhi, PS, 1-2 Institutional Area. I.P. Extn. Patparganj, Delhi-110092 latest by 27/02/2017 upto 2:30 PM. The quotations will be opened on the same day at 3:00 PM in the presence of the tenderers who may like to be present. The Authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Deputy Secretary (Admn.)



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**PROFORMA 'A'**

S.No	Description	Specification	Qty.	Rate inclusive of all taxes and Delivery F.O.R etc.
1.	Sealing wax (National Five Star)	(As per Sample)	120 Kg	Rs._____ per kg
2.	White Card	(As per Sample)	6000	Rs._____ per card
3.	Sutli (Jute)	(As per Sample)	5 quintal	Rs._____ per kg
4.	Scale (Steel)	(As per Sample)	02 dozen	Rs._____ per piece
5.	Thread (Modi)	(As per Sample)	6 reels (Cone)	Rs._____ per cone/reel

NOTE: The interested Agencies must also submit the samples of the above said stationery items as per CBSE requirement alongwith their tender documents. The interested Agencies may see the samples of the above said stationery in Admn.(ROD) Branch (2<sup>nd</sup> Floor Room No-207), CBSE, ROD Patparganj, Delhi-110092.

**Particulars of Demand Draft paid as Earnest money:**

- i) Amount : Rs 10,000/-  
ii) DD No. : \_\_\_\_\_  
iii) Issuing Bank with date of issue : \_\_\_\_\_

The terms and Conditions and those appended with the tender form are acceptable to me/us. If any over writing/ cutting/ conditional tender found in my said tender, the same be rejected.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. \_\_\_\_\_

PAN No. \_\_\_\_\_

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**CENTRAL BOARD OF SECONDARY EDUCATION**  
**REGIONAL OFFICE, DELHI**  
**TERMS & CONDITIONS**

1. Tenderers will have to deposit Earnest money of Rs.10,000/- (Rupees Ten Thousand Only) with the Tender in the form of Demand Draft of a Nationalized bank in favour of "The Secretary, CBSE, Delhi" which will be returned to the unsuccessful Tenderers soon after the order is placed.
2. Sealed tenders, complete in all respect may be placed in the Tender Box kept near the Security Counter at Ground Floor upto 2:30 p.m on or before 27.02.2017. 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 tenderers 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."
3. NO TENDER without earnest money will be entertained. Prices quoted should include all charges like sales tax, Excise duty, Octroi, Insurance Technical service, Cartage etc. No other charges/Taxes/Levies will be paid by the CBSE during pendency of the contract/supply.
4. 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.
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 Board reserves the right to accept or reject partly/wholly any or all the tender(s) without assigning any reason.
7. While considering the rates, Board will also consider the quality of the material.
8. The quantity of stationery items may increase or decrease as per requirement.
9. 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.
10. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract. 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.

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11. There shall be no change in prices structure during the terms 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.
12. The rate contract can be terminated at any time by giving one month's notice by either party.
13. The Board reserves the right to examine the Stationery items for their quality.
14. No Bill for part payment shall normally be entertained; however the payment shall be released expeditiously after complete supply as per purchase order and as per prescribed specification
15. 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 cancelled.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. \_\_\_\_\_

PAN No. \_\_\_\_\_