



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

(1)

CBSE/RO(M)/ADMN./2017

Date: 21.07.2017

TO,

Sub: Limited Tender for Supply of Envelopes/ Covers- reg.

Sir,

Central Board of Secondary Education Regional Office, Chennai requires Envelopes/ Covers for the year 2017-18. The reputed firms/agencies may download the Tender Form from the CBSE website i.e www.cbse.nic.in and may submit the rates. The last date for submission of tender documents is 10.08.2017 up to 2:00 PM.

You may quote your competitive 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 superscribing "Tender for Supply of Envelopes/ Covers" by Registered Post / By Hand to be dropped in the Tender Box available in the Ground Floor at Reception Counter of the CBSE Regional Office, New No.3, J Block, 16th Main Road, Anna Nagar West, Chennai-600040 latest by 10.08.2017 up to 2:00 PM. The quotations will be opened on the same day at 3:00 PM in 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.

Joint Secretary & Regional Officer



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(2)

PROFORMA 'A'

S.No.	Type of Cover	Size	Qty Req.
01	Non – Window Envelop – Brown – with Printing	10"x4½"	10,000
02	Window Envelop – Brown – with Printing	10"x4½"	25,000
03	Cloth Line Cover - Mysore Craft – with Printing	16"x12"	5,000
04	Cloth Line Cover - Mysore Craft – with Printing	13"x10"	10,000
05	Cloth Line Cover - Mysore Craft – with Printing	17"x14"	3,000
06	Cloth Line Cover - Mysore Craft – with Printing	10"x8"	8,000

NOTE: The interested Agencies must also submit the samples of the above said Envelopes/ covers as per CBSE requirement alongwith their tender documents. The interested Agencies may see the samples of the above said Envelopes / covers in Admn./Stores Branch, CBSE Regional Office, Chennai-600040 between 10.00 am and 5.00 pm on all working days up to 08th August 2017.

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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(3)

TERMS & CONDITIONS

1. Sealed tenders, complete in all respect may be sent through Regd. Post or placed in the Tender Box kept in the Reception Counter at Ground Floor upto 2:00 p.m on or before 10.08.2017. Incomplete tender Form 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 ENVELOPES/COVERS."
2. Prices quoted should include all charges like G.S.T, 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.
3. 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.
4. 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.
5. The Board reserves the right to accept or reject partly/wholly any or all the tender(s) without assigning any reason.
6. While considering the rates, Board will also consider the quality of the material.
7. The quantity of stationery items may increase or decrease as per requirement.
8. 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.



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(4)

9. 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.
10. 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.
11. The rate contract can be terminated at any time by giving one month's notice by either party.
12. The Board reserves the right to examine the Stationery items for their quality.
13. 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.
14. 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. _____