



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CENTRAL BOARD OF SECONDARY EDUCATION

TENDER FOR INVITING BIDS FOR PARTICIPATION IN DISPOSAL OF OLD USED EXAM MATERIAL/SCRAP

(Tender reference No.:- CBSE/Maint./09/Scrap/H.Q/Jan-2018)

Issued By:
Deputy Secretary (A & L)
Central Board of Secondary Education
2, Community Centre, Preet Vihar,
Delhi-110092.

CENTRAL BOARD OF SECONDARY EDUCATION

TENDER NOTICE

Notice inviting Bids for participation in tender for disposal of old used exam materials/scrap.

Tenders are inviting from agencies for disposal of used Steel Trunks, Q/P sealed parcels & Misc. envelops approx. qty.15,000 nos. & 80.0 MT respectively. Pertaining to various exams and other units, laying at JEE Office, Sector – 63, Noida, Regional Office (Delhi), Patparganj, Delhi - 92 and Brij Vihar, Ghaziabad.

Central Board of Secondary Education (CBSE), Delhi invites online mode tenders at CPPP eProcurement site <https://eprocure.gov.in/epublish/app> for tender for disposal of used old steel Trunks, Q/P sealed parcels & Misc. envelops etc. pertaining to various exams and other units, laying at JEE Office, Sector – 63, Noida, Regional Office (Delhi), Patparganj, Delhi - 92 and Brij Vihar, Ghaziabad. The tender documents can be downloaded from Board's website www.cbse.nic.in and CPP e-publishing Portal, Govt. Of India site <https://eprocure.gov.in/epublish/app>.

Interested agencies can download the Tender document from the CBSE website, www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Published Date	31.01.2018 (11:30 A.M.)
Bid Document Download / Sale Start Date	31.01.2018 (12:30 P.M.)
Clarification Start date & Time	31.01.2018 (05:00P.M.)
Clarification Closing date & Time	06.02.2018 (05:00 P.M.)
Bid Submission Start Date	07.02.2018 (05:00 P.M.)
Bid Submission End Date	20.02.2018 (02:00 P.M.)
Bid Opening Date	21.02.2018 (03:00 P.M.)
Duration of Contract	One year
Tentative date & time for opening of Financial Bid of eligible Tenderers	21.02.2018 (03:00 P.M.)
Tentative Cost of scrap	1.00 cr.
Validity of Bid	90 days

Bids shall be submitted **only in online mode** at CPPP website: <https://eprocure.gov.in/eprocure/app>.

The cost of the Bid Document is Rs. 1000/- (Rupees one Hundred only) which is non-refundable and

the same is to be deposited online at the time of submission of bid document Bids shall be submitted online only as per critical date sheet at CPPP e-procurement website: <https://eprocure.gov.in/eprocure/app>.

The **Hard Copy of original instruments** in respect of cost of tender document, EMD and tender fee to be send to the Assistant Engineer (Civil) at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet**.

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Earnest Money deposit (EMD) of Rs.5,00,000/- and tender fee of Rs. 1,000/- in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Banquers Cheque or Bank Guarantee from any commercial Bank favoring " The Secretary CBSE Payable at Delhi" or through electronic fund transfer in CBSE A/c No. 91471010000016, IFSE Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi.

Address:
Assistant Engineer
Maintenance Unit
Central Board of Secondary Education
2, Community Centre, Preet Vihar,
Delhi-110092.
Cont. No:- 22515830/22044202
E-mail:- rahultyagicbse@gmail.com

BID SUBMISSION FORM (on Company/Firms letter head)

Date:

LETTER OF BID

To

**The Secretary
Central Board of Secondary Education,
2, Community Centre, Preet Vihar,
Delhi-110092.**

Ref: Invitation for Bid

We, the undersigned, declare that:

- 1 We have examined and understand that no reservations should be corrected by under signed to the Bidding Documents including Addenda issued in accordance with Instructions to Bidders.
- 2 We offer to execute in conformity with the Bidding Documents for tender for Disposal of used old steel Trunks, Q/P sealed parcels & Misc. envelops approx at CBSE, H.Q building, Preet Vihar, Delhi-110092.
- 3 Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attached a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letter head) (To be printed on Bidder's letterhead)

ELIGIBILITY CRITERIA

1. The Bidder should have at least 3 years experience in buying scrap from Central/State Govt. Departments, Autonomous Educational Institutes, PSUs, Banks etc .
2. The Bidder should not be currently blacklisted by any Central/State Govt. department Autonomous Educational Institutes etc. in India and abroad. - **Self declaration- Annexure A1.**
3. PAN CARD of the firm / proprietor (copy to be enclosed).
4. Please attach copy of GST number.
5. The Bidder should accept terms & conditions.
6. The bidder must have average annual turn over of Rs. 35 lacs for last three years (Copy to be enclosed).

CANCELLATION OF TENDER:

Not with standing anything specified in this tender document, Seller / CBSE in his sole discretion, unconditionally and without having to assigned any reasons, reserves the rights:

- a) To accept OR reject Highest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tenders terms.

VALIDITY OF THE OFFER : 90 days from the date of submission of offer.

Earnest Money (EMD)

EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.

For successful bidder, EMD will be retained with CBSE till the expiry / termination of rate contract without interest.

EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

If the quality of product and service provided is not found satisfactory, CBSE reserves the right to cancel or amend the contract.

Force Majeure :

Force Majeure will be accepted on adequate proof thereof.

DECLARATION REGARDING CLEAN TRACK BY BIDDER
Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

The Secretary,
Central board of Secondary Education
2 Community Centre,
Preet Vihar,
Delhi-110092.

Sub:- "Disposal of used Old Steel trunks, Q/P sealed parcels & Misc. Envelop"

Sir,

I've carefully gone through the Terms & Conditions contained in the tender. I hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I further certify that I'm competent officer in my company / firm to make this declaration.

Or

I declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

**DECLARATION FOR ACCEPTANCE OF RFP TERMS AND
CONDITIONS AND SCOPE OF WORK**
(On Company / firm's Letterhead)

To,

The Secretary,
Central board of Secondary Education
2 Community Centre,
Preet Vihar,
Delhi-110092.

Sub:- “Disposal of used Old Steel trunks, Q/P sealed parcels & misc. Envelop”

Sir,

I've carefully gone through the Terms & Conditions and Scope of Work as mentioned in the tender document. I declare that all the provisions of this tender are acceptable to my company. I further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

BIDDER'S PROFILE

General:

1. Name of the Bidder/company.....
2. Name of the authorized person submitting the Bid "Shri/Smt.....
3. Designation of the authorized person submitting the Bid.....
4. Name, Designation, address and Mobile Number of alternate person.....
.....
5. Address of the company.....
6. Tel no. with STD code (O).....(Fax).....(R).....
7. Mobile No. of the person submitting the Bid.....
8. E-mail of the person submitting the Bid.....
9. Organization's/Company/Firms email ID.....
10. Website Address (if any)
11. Registration & incorporation particulars of the firm:
 - i) Private Limited
 - ii) Public Limited
 - iii) Any other - Please specify.....
12. Name of Director/owner or partner (s).....
13. Email ID of Director (s).....
14. Mobile Number of Director (s).....
15. Bidder's bank, its address and current account number
16. Permanent Income Tax number,.....
(Please attach copies of income tax return for last three years)
17. GST No.....
(Please attach copies of GST Number)
18. TIN Number.....
19. Particulars of EMD (Rs. 5.0 Lacs)
 - i) Demand Draft / B.D./Cash Receipt No.
 - ii) Date.....
 - iii) Name of Bank.....
 - iv) Address of Bank.....
 - v) Validity of BD/DD.....

20. Particulars of Tender Fee (Rs. 1,000/-)

- i) Demand Draft No/Cash Receipt.....
- ii) Date.
.....
- iii) Name of Bank.....
- iv) Address of Bank.
- v) Validity of DD.....

Signature of Bidder/Authorized signatory

Name of the Bidder

Seal of the Bidder

CERTIFICATE

Certificate on Non-Participation of near Relatives in the tender

I _____, S/O

_____ ,

R/O _____ hereby certify that none of my relative(s) is/are employed in CBSE, DELHI as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, CBSE office shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.

Signed _____

For and on behalf of the Bidder

Name (caps) _____

Position _____

Date _____

INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

1. For the Bidding / Tender Document Purposes, 'Central Board of Secondary Education, Delhi shall be referred to as 'Client' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and / or Bidder.
- 1.1 The Bidders are advised to inspect the site before filling in and submitting the bids to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
- 1.2 Interested agencies can download the Tender document from the CBSE website www.cbse.nic.in (for perusal reference only) and interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 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.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected**.
- 1.6 **The Bidding Company should be a Limited / Private Limited Company, registered under the Companies Act, 1956 or partnership.**
- 1.7 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 Office of 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.

2. MINIMUM ELIGIBILITY CRITERIA

- The following shall be the minimum eligibility criteria for selection of bidders technically.
- 2.1 **Registration:** The Bidder should be registered with the GST, and having valid licence/registration in any Govt. / Semi Govt. organizations.
 - 2.2 **Clearance:** The Bidder should also have clearance from Service Tax / GST Department.

4. EARNEST MONEY DEPOSIT:

- 4.1 This bids should be accompanied by an Earnest Money Deposit (**Rs. 5,00,000**) and Tender Fee (**Rs. 1000/-**) of in the form of Bank Guarantee/Demand Draft of any nationalized bank. The Bank Guarantee / Demand Draft shall be in favour of Secretary, CBSE and payable at Delhi. The bid security will remain valid for a period of 90 days beyond the final bid validity period.

The **Hard Copy of original instruments** in respect of cost of tender document, EMD and tender fee to be send to the Assistant Engineer (Civil) at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet.**

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Address:

**Assistant Engineer
Maintenance Unit
Central Board of Secondary Education
2, Community Centre, Preet Vihar,
Delhi-110092.
Cont. No:- 22515830
E-mail:- rahulyaqicbse@gmail.com**

- 4.2 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.
- 4.3 The bids without Earnest Money (**Rs. 5,00,000**) and Tender Fee (**Rs. 1000/-**) shall be summarily rejected.
- 4.4 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 4.5 Bidder shall not be permitted to withdraw their offer or modify the terms & conditions thereof.
- 4.6 **The bid security may be forfeited:**
- a If the bidder withdraws its bid during the period of bid validity specified by the bidder in the bid form; or
 - b In case of successful bidder, if the bidder
 - Fails to sign the contract in accordance with the terms of the tender document
 - Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the Client.
 - Fails or refuses to honour his own quoted prices for the services or part thereof.

5. VALIDITY OF BIDS

- 5.1 Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.

5.2 In case Client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

5.3 The Client may request for extension for another period of 30 days, without any modifications and without giving any reasons thereof.

6. PREPARATION OF BIDS

6.1 Language: Bids and all accompanying documents shall be in English or in Hindi

6.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Document along with all required information, documents in support of the minimum eligibility criteria, Valid EMD and Tender Fee of requisite amount.
Documents comprising the Bid:

- a. Bid Submission Form duly signed and printed on Company's **letterhead** (Section-2).
- b. Bidder's profile with undertaking
- c. All Forms, duly filled and signed and stamped
- d. Earnest Money Deposit of Rs.1,00,000/- and Tender Fee of Rs. 1,000/- (non refundable) in f/o Secretary CBSE in form of BD/DD.
- e. All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred in Section-5.

6.3 **Financial Bid:** Bidder should prepare financial Bid in the Price Schedule/BOQ as provided in the Tender Document (Section 9).

7. SUBMISSION OF BID

The Proposal should be submitted in two parts (Technical and Financial) as described below:-

“Part 1: Technical Proposal” which will consist of the proof for meeting eligibility Criteria, receipt of online payment of Tender Fee and EMD.

“Part 2: Financial Proposal” which will consist of the details of financial matters.

- i. The Proposal submitted in online mode complying with instructions issued by CBSE.
- ii. CBSE reserves the right to reject any proposal which is not substantially responsive.

Any Proposal received after the time stipulated will not be accepted by CBSE.

Part 1- Technical Proposal

- i) Scanned copy of Tender fee and EMD.
- ii) Scanned copy of Appendix I, Tender Acceptance Letter.
- iii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in Eligibility Conditions.

Part 2- Financial Proposal

- a) Schedule of price bid in the form of BOQ_XXXX .xls

Proposal Evaluation

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bid of those qualified technically will only be opened online.

Proposal Evaluation

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bid of those qualified technically will only be opened online.

8. CLARIFICATION ON TECHNICAL BID EVALUATION.

- 8.1 The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client's request for clarification and the response shall be in writing.
- 8.2 If a bidder does not provide clarifications of its bid by the date and time set in the Client's request for clarification, its bid may be rejected.
- 8.3 Client also reserves right to seek confirmation/clarification from the ISSUER agency, on the supporting documents submitted by the bidder as per clause 2.1.

9. FINANCIAL BID OPENING PROCEDURE

- 9.1 The Financial Bids of all the technically qualified Bidders shall be opened by evaluation Committee.

10. Highest bidder i.e. L-1 in Financial Bid would be selected.

11. RIGHT OF ACCEPTANCE:

- 11.1 The Chairman Central Board of Secondary Education reserves all rights to reject any bid including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Chairman, Central Board of Secondary Education, Delhi -110092 in this regard shall be final and binding.
- 11.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 11.3 The competent authority of the office of the Central Board of Secondary Education reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this will be binding on the bidders.

- 11.4 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the Competent Authority of the Office of the Central Board of Secondary Education reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.
- 11.5 The office of Central Board of Secondary Education may terminate the Contract if it is found that the Contractor is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.
- 12. NOTIFICATION OF AWARD BY ISSUANCE OF ‘LETTER OF ACCEPTANCE’**
- 12.1 After determining the successful evaluated bidder, Client shall issue a Letter of Acceptance (LoA) in duplicate, who will return one copy to Client duly acknowledged, accepted and signed by the authorized signatory, within Three (3) days of receipt of the same by him.
- 12.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be a binding to the contract.
- 12.3 The time taken between the date of issue of LoA and Notice to Proceed shall not prevent the contractor to mobilize the man power.
- 13. RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)**
- 13.1 The Earnest Money Deposit of the unsuccessful bidders in the technical Bid evaluation stage shall be returned after opening of the eligible financial bid.
- 13.2 The Earnest money Deposit of the unsuccessful bidders shall be returned on award of contract to the Successful bidder.

Terms & Conditions

1. The Chairman, CBSE Reserves the right to imposed penalty as deemed fit or forfeit part or whole of the E M D of the tender, if tenderer fails to lift the tendered material or fails to accept the work order.
2. Any sort of unethical or unprofessional practice by the agency is strictly prohibited. It could lead to debarment of the agency by the Board for a period of 2 years or a penalty as decided by the Competent Authority of the Board.
3. The Board has the right to award the work to one or more agencies
4. The Chairman, CBSE Reserves the right to reject any or all the tenders without assigning any reason.
5. In case of any dispute or abrogation of conditions stipulated, the decision of the Chairman, CBSE in all the matters concerning tender shall be final and binding upon the tenderer.
6. Incase of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
7. **If the material is not lifted within 10 (ten) days / time given in work order(s), the earnest money will stand automatically forfeited.**
8. The Rate Contract shall be valid for a minimum period of one year. However, the contract period could be extended further, subject to satisfactory services, for another year on mutually agreed Terms & Conditions.
9. All other charges pertaining to the work of disposal of waste materials like labour charges for lifting of waste materials, transportation, weightment at Dharamkata, tearing off the items/Answer Books, Question papers/ Tabular books (if necessary), etc. shall be borne by the tenderer only.
10. In case, the sealed Q/P Parcels are lifted by the agency alongwith sealed cloth parcels, the vendor shall furnish a certificate that the material shall not be sold in the sealed condition.
11. In case the Q/P material or other confidential material is lifted by the agency after tearing of the cloth and other envelops and the Q/P material got weighed exclusively, it shall be required to give a certificate that the confidential material has been delivered to the Mill directly.
12. The Bidders/customers workmen shall have to abide by the rules regulation including safety & security regulation of the relevant statutory Acts. Entry inside the works should only be against Gate pass for the men and equipment for which purchaser will have to apply well in advance before lifting commences.

13. The Buyer will employ his own labor and means; at his own cost and risk for removal/collection/shifting of scrap as per schedules and payment of wages/compensation to the laborers will be the sole responsibility of the buyer. The purchaser shall ensure that his workmen do not loiter around within the stores area of the factory areas. They shall not touch any material except those material shown to them. If any of his workmen is even found violating these restriction, the purchaser shall be responsible for making good the loss to the owners on which their decision shall be final and binding.
14. The Seller reserve the right to black-list, debar any bidder/buyer due to any act of omission or commission or fraudulent acts indulged or caused to be indulged by such bidder/buyer in the course of bidding process and/or in the execution or performance of any of the contracts which may be awarded to the bidder/buyer pursuant to the Rate Contract.
15. CBSE reserve the right to withdraw the items offered for sale before or after issue of letter of award without assigning any reason thereof.
16. The item can be inspected at our office during office working hours between 2:00 P.M to 4:00 P.M.
17. All taxes and duties to be paid extra, as applicable, at the time of taking out the material.
18. It is the responsibility of the bidder to access the items properly before quoting. No further claim will be entertained after opening of the bids.
19. The personnel employed for the disposed action (Job) shall strictly obey the safety rules in force while working.
20. The job shall be done without damaging the premises/roads/drain etc. the buyer shall make good the damages, loss etc., in the event of any occurrence otherwise.
21. Taxes, as applicable at the time of taking delivery of the item shall be at cost of the buyer.
22. Removal and transportation of materials shall be done only during working hours. No material will be allowed to go out after 5:30 P.M. on weekdays.
23. The material shall be collected in trucks licensed to carry such products. The quantity shall be assessed on the basis of weighting of trucks on weight bridge.
24. The buyer will arrange to remove the material sold to him and clear the site within the stipulated period mentioned in delivery period.
25. No other material should be removal from the site.
26. The company of the purchaser have to follow all the instruction issued by the department from time to time at the time of loading the material.
27. The successful tenderer should follow all the security instructions issued by the authorized representative of the Board, at the time of lifting of the waste material.

28. The Board reserves the right to call for any additional information from the Tenderers apart from the details asked for in the tender, in the interest of the organization, for finalization of the tender and this condition is binding on all the tenders without any dispute.
29. False information:- In case if it is found that the vender has not given the correct information and flouted any condition or the vendor does not have all the appropriate licence and all the statutory permissions, whatsoever required, to carry out the activity as required n these tenders and allied work then CBSE reserves the right to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.
30. Volume/quantity of work:- Volume/ quantity is only indicative and the same may vary. (increase. Decrease) The work order would be more specific and binding.
31. The Agency shall maintenance strict confidentiality of all the document, information, date coming in possession of the agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purpose shall be consider as confidential information passed on to the agency.

Only if applicable to this tender, the agency should certify in writing that the design/ colour scheme of any document being printed/processed for CBSE is not used/ shall not be used by the agency for any other organization/ entity under any Circumstances. Any violation of the same will be liable for action under the law which shall entitle CBSE to claim damage apart from taking action under the appropriate law.

Only if applicable to this tender, the agency will delete the date on daily basis, once the same is not legally required further. In short, no data/document of CBSE should be with the agency once the work is over on a daily basis.

32. In the event of any breach of threatened breach of any clause by the Agency/bidder and /or individual assigned by the Agency for the performance of services, the agency shall be liable to pay damages as may be quantified by Board. Apart from the above, shall have the right to proceed against the Agency and /or its assigned person /s under appropriate law.

Accepted by me

(Signature of the tenderer)

(Seal with completer address)

ANNEXURE-I

FINANCIAL BID (RATES TO BE QUOTED FOR FOLLOWING ITEMS)

S.No.	Sl. No.	Rates
1.	Old Steel Trunk	Per Kg.
2.	Unused Old question papers (Old test booklet containing OMR sheet etc.) in sealed Parcels.	Per Kg.
3.	Used OMR Sheets	Per Kg.
4.	Used locks without keys.	Per Kg.

Note:- The OMR sheet shall be lifted after tearing into Pieces and no extra charges for labour etc shall be payable by the Board.

Accepted by me

(Signature of the tenderer)

(Seal with completer address)

ANNEXURE-II

S.No.	Name of the Item	Rates
1.	Old question papers.	Per Kg.
2.	Waste paper (Answer Sheets, Application forms, Attendance sheets, Old photographs, etc)	Per Kg.
3.	Empty Envelopes (Torned)	Per Kg.
4.	Old books (Booklets or information bulletins etc)	Per Kg.
5.	Card Board Boxes (Big, Small and Broken)	Per Kg.
6.	Plastic strips	Per Kg.
7.	Polythene Envelops	Per Kg.

You are requested to quote your highest rates for above mention material. It is also noticed that Board will not bear any additional expense like deployment at labour for tearing off the envelopes, lifting of material etc. and transportation charges etc. The rates will be valid for one year including all the charges and taxes.

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CBSE.

Accepted by me

(Signature of the tenderer)

(Seal with completer address)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online,

without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Assistant Engineer Civil
Central Board of Secondary Education
Shiksha Kendra, Preet Vihar,
Delhi-110092

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: CBSE/Maint./09/Scrap/H.Q/Jan-2018

Name of Tender / Work: - Tender for Inviting Bids for participation in disposal of old used exam material/scrap

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 21 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

