

TENDER FOR PROCUREMENT OF MEDALS

F-34/CBSE/Admn-II/Tender/Sports/Procurement of Medals/2018



CENTRAL BOARD OF SECONDARY EDUCATION

“SHIKSHA KENDRA” 2, COMMUNITY CENTRE, PREET VIHAR, DELHI 110092

Central Board of Secondary Education

TENDER NOTICE

NOTICE INVITING BIDS FOR PROCUREMENT OF MEDALS

Central Board of Secondary Education (CBSE) invites bids from reputed agency/ firm for Procurement of Medals for Inter School Sports and Games Competition 2018. The successful bidder at the end of the bidding process may be awarded a contract to carry the work.

Interested organizations 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	22.05.2018 at 03:00 PM
Bid Document Download / Sale Start Date	22.05.2018 at 03:00 PM
Clarification Start date & Time	22.05.2018 at 05:00 PM
Clarification Closing date & Time	24.05.2018 at 03:00 PM
Bid Submission Start Date	25.05.2018 at 03:00 PM
Bid Submission End Date	16.06.2018 at 02:00 PM
Bid Opening Date	18.06.2018 at 02:00PM

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 Thousand only) which is non-refundable and the same is to be deposited through Demand Draft in favour of "Secretary, CBSE". Bids shall be submitted online only as per critical date sheet at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

Rs. 72,000/- as EMD be submitted in the shape of a Demand Draft/Pay Order/FDR/Banker's Cheque/ Bank Guaranteefavouring "The Secretary CBSE payable at Delhi"

The **Hard Copy of original instruments** in respect of cost of tender document, EMD to be sent to the Deputy Secretary (A&L) 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:

Deputy Secretary (A&L)

**Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre,
PreetVihar, Delhi – 110092.**

Ph. 011-22517249

E-mail- cbsehqdelhi@gmail.com

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Instruction to Bidders

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid.
2. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
3. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
4. The technical bids will be opened online on 18.06.2018 at 2:00 PM. The date and time for opening of financial bids shall be informed online to those who will be found technically suitable.
5. The bidders should write the name of their organization and 'EMD/Tender fee for Procurement of Medals' on the backside of the Demand Draft and send the hard copy of the Demand Draft to CBSE, PreetVihar Delhi on the address as mentioned above in the Tender Notice.
6. The bidders/ agencies should have their own infrastructure and manufacturing unit with sufficient manpower.
7. The Agency/ Bidders must have sufficient storage facility and appropriate security measures for safe custody of the medals.
8. In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without interest. Earnest Money Deposit of the successful bidder will be returned after submission of the performance bank guarantee
9. The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of "Secretary, CBSE, Delhi" of an amount equivalent to 10% of contract value valid for 180 days beyond the date of completion of all contractual obligations of supplier including warranty obligations from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.
10. The Board reserves the right to reject any or all the bids without assigning any reasons.

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

1. The Agency/ Bidder should have average annual turnover of at least Rupees One Crore during last 03 financial years (2015-16, 2016-2017, 2017-18). Copy of Balance Sheet along with all relevant schedules is to be enclosed.
2. 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.
3. 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 and other statutory returns, copy of the GST Certificate.
4. 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). The Agency/ Bidders must enclose a List of organizations to which such work has been performed by the firm.

TERMS & CONDITIONS

1. The agency must quote the rates which is inclusive of all taxes, charges i.e. freight, labour etc.
2. 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.
3. 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.
4. 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.
5. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms/ tenderers who are registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP) are exempted from depositing EMD. However, the performance security shall be obtained from the successful bidder irrespective of their registration status etc.
6. 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.
7. 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.
8. 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.
9. 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.
10. The delivery should be completed as specified in the work order.
11. 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.
12. The Board shall not be responsible in case of any loss of medals while in transit.
13. 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.
14. 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.
15. 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.
16. 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.

17. 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.
18. 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.
19. 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.
20. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason.
21. The participating agency/firm/company should have a registered office and duly registered license from the appropriate government/authority. Further, the agency/firm/company must be registered to carry out trade and in case of consortium/ partnership firm, the same is governed by the appropriate law and no relaxation in this regard shall be entertained.
22. A penalty may be imposed by the Competent Authority of the Board as deemed fit if the supply is not confirming 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.
23. 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.
24. Tax shall be deducted as are applicable and prevailing as per government norms.
25. Rejected medals shall be at the supplier's risk & it shall be replaced at the earliest by the supplier.
26. 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.
27. The tentative requirement/quantity of the medals as given in the Tender which may increase or decrease in future.
28. The bids can be submitted only through online mode on CPP Portal. Any Bid (s) received offline shall not be considered.
29. The Board reserves the right to accept or reject any or all the tenders without assigning any reason.
30. 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.

All the terms & conditions stated under Clause No. 1 to 30 are accepted to me/us.

Date: _____

Signature of Tenderer _____

Seal/Stamp/Address _____

Phone No. : _____

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 or Terms & 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.

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.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.

- 9) 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 in general may be directed to the 24x7 CPP Portal Helpdesk.

SPECIFICATION/ QUANTITY/SAMPLE OF MEDALS TO BE SUPPLIED

Name of the Item	Specification	Quantity to be supplied
<p>Supply of medals conforming to the sample & modified specification</p> <p><u>[The Tenderers may physically see the sample medals at Admin-II Unit, CBSE, HQ, PreetVihar, Delhi on any working day from 10:00 AM to 04:00 PM from 28.05.2018 to 10.06.2018]</u></p>	<p>Gold; Silver & Bronze Medal with Ribbon</p> <p>Material: Zinc Alloy of fine quality</p> <p>Size: 2.5”Dia Weight: 55-60 Gms</p> <p>Ribbon-Printed with “CBSE Inter School Sports & Games Competitions”</p> <p>Both sides embossing:</p> <p>One side – Board’s Logo in the centre & all around “Central Board of Secondary Education, Delhi”.</p> <p>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.</p>	<p>61,000 (Bifurcation is given below)</p>

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

Medals Description	Requirement
Gold Medal	17,000
Silver Medal	17,000
Bronze Medal	27,000
Total Requirement	61,000

SAMPLE OF THE MEDALS

Front Side of the Medal



Back Side of the Medal

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	2014				
2	2015				
3	2016				
4	2017				

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)
2015-16	
2016-17	
2017-18	

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, PreetVihar 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 the rates (inclusive of all taxes and charges) for supply of Medals as 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 and charges.

Date _____

Signature of the Tenderer _____

Address/Rubber Stamp _____

Tel. No. _____

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.

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

Date:

To,

Deputy Secretary (A&L)
Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre,
PreetVihar, Delhi – 92.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: F-34/CBSE/Admn-II/Tender/Sports/Procurement of Medals/2018

Name of Tender / Work: - Tender for Procurement of Medals.

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/appas> 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 15 (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/ organisation too has 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/ organisation 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)