



Central Board of Secondary Education

(An Autonomous Organization under the Union Ministry of
Human Resource Development, Govt. of India)

NEW NO:3, OLD NO: PLOT 1630-Á'J BLOCK,

ANNA NAGAR (WEST) CHENNAI 600 040

Phones (Off.) 044-26162213/26162214/26161100

Tender Notice

No.CBSE/Admn/RO/CHENNAI Tender/Disposal Raddi/2016

14th August 2016

The Central Board of Secondary Education (CBSE) invites tender for disposal of raddi paper (Used Answer Books, Used OMR Sheets, Used Brown covers , Old Registration forms, Other waste, Old Newspapers , Obsolete Books etc.) as detailed in the Schedule to this Notice inviting tender uploaded on CBSE website www.cbse.nic.in.

The interested vendors may submit their quote for disposal of Raddi paper as in the Annexure-II of Tender Form which may also be procured from the above address on payment of Rs.500/- from 16-08-2016 to 7-09-2016 between 10.00 a.m. and 1.00 p.m. on all working days .

The offer should be submitted in sealed envelope superscribing "TENDER for disposal of Raddi paper" and should reach Regional Officer at the above address upto 3.00. p.m. on or before 7th September 2016 .

REGIONAL OFFICER



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TENDER FORM NO: 0000

Sealed tenders are invited for disposal of following items:

Description of work	Quantity (appx) in tonnes)	Earnest money	Sale of Tender Forms	Date of opening of the tenders	Price of tender form (non- refundable)
Used Answer Books	75	Rs. 75,000/- (Rupees Seventy Five Thousand Only) in the form of Demand Draft drawn from any Nationalized Bank in favour of the Secretary, CBSE payable at CHENNAI	Between 10.00 a.m. & 1.00 p.m. on all working days from 16-08-2016 to 07-09-2016	07-09- 2016 @ 4.00 p.m.	Rs.500/- (Rs. Five Hundred Only) (Non- refundable)
Used OMR Sheets	02				
Used Brown Covers	05				
Old Registration Forms	02				
Other Waste	04				
Old Newspapers	01				
Obsolete Books	05				

The tender document can be obtained from 10.00 AM to 1.00 PM on all working days from 16th August 2016 to 07th September 2016 from the office of Central Board of Secondary Education, Regional Office., Chennai on payment of Rs.500/- (Rupees Five Hundred only) (Non refundable) in cash towards the cost of one tender document. Tender document can also be downloaded from www.cbse.nic.in and in such a case the bidder shall deposit the cost of tender documents along-with submission of tender, failing which tender shall not be entertained. The tender form complete in all respects should reach the office of the Board, at above mentioned address, in duly sealed envelope Superscribed with "TENDER FOR SALE OF USED ANSWER BOOKS AND OTHER WASTE PAPERS FOR EXAMINATION" up to **3.00 p.m. on or before 7th September 2016. The tender will be opened on the same day at 4.00 p.m.** by a Committee in the presence of tenderers who may wish to be present. The Competent Authority of Central Board of Secondary Education reserves the right to accept or reject any or all the tenders without assigning any reason. Incomplete & conditional tenders are liable to be rejected.

Tenderers must submit their bids in two separate envelopes. One envelope should contain technical bid and second envelope should contain financial bid. It must be noted that at first stage , only the technical bids will be opened. And after the evaluation of technical bids, the financial bids will be opened only from the eligible bidders. The tenders of ineligible bidders shall be summarily rejected and their financial bids will remain unopened.



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-: Instruction to Bidders :-

1. Documents/ Certificates

The Tendering firms/ agencies are required to submit the photocopies of following documents, failing which their bids will be summarily/out -rightly rejected and will not be considered any further:

- (i) Registration certificate as per existing norms (Indicating the legal status— company/partnership firm/proprietorship concern, etc.)
- (ii) Copy of CST/ VAT/ TIN Registration Certificates
- (iii) Copy of PAN Card
- (iv) Proof of experience for disposal of raddi paper (Used Answer Books, used OMR Sheets, Used Brown covers, Old Registration forms, Old Newspapers, Other waste etc.) from at least one Deptt./ Ministry of the Govt. of India/ Tamil Nadu State Govt./ Public Sector Undertaking (PSU)/Autonomous Bodies/Universities etc. (a copy each of at least one order received during each of last 3 years has to be attached).
- (v) Declaration regarding blacklisting or otherwise .

2. Bid Security

- (a) EMD of Rs.75,000/- (Rupees Seventy Five Thousand Only) in the form of demand draft in favour of "Secretary, CBSE, payable at CHENNAI " shall accompany the bid.
- (b) Performance Security of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) in the form of demand draft in favour of "Secretary, CSBE, payable at CHENNAI" shall be deposited before lifting the material and it shall be valid for 60 days beyond the date of completion of all the contractual obligations of the firm." The bid security (EMD) shall be refunded on receipt of Performance Security.
- (c) A bid received without Bid security (EMD) shall be rejected as non-responsive at the opening stage of bid and returned to the bidder unopened.
- (d) The Bid security of the unsuccessful bidder will be disbursed/returned to them after finalization of award of the contract without any interest.

3. Mode of submission of Tenders and last date

The tender bids, complete in all respects, should be submitted in the prescribed form along with supporting documents in a sealed envelope addressed to the Regional Officer, CBSE Regional Office Chennai at the above address on or before 7th September 2016 up to 3.00pm.

4. Signing of the bids

- (i) The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed and stamped by the bidder in all pages as proof of having read the contents therein and in acceptance thereof.
- (ii) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.



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- (iii) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be attested by the person/persons signing the bid.

5. Rejection of incomplete / conditional tenders

- (i) The incomplete/conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.

6. Non acceptance of the tenders received after the last date

- (i) Tenders received after the closing date and time prescribed in the tender enquiry will NOT be accepted under any circumstances.

7. Envelope-1 (Technical Bid)

The sealed envelope with "TENDER FOR SALE OF USED ANSWER BOOKS AND OTHER WASTE PAPERS FOR EXAMINATION" clearly written on top of paper envelope, addressed to **Regional Officer, Central Board of Secondary Education New No:3, Plot No:1630 Á'J BLOCK ANNA NAGAR (WEST) CHENNAI 600 040** must reach the Board office up to **3.00 p.m. on 7th September 2016**. The envelope of technical bid must contain the following:

- I. Duly filled, signed & stamped tender document.
- II. Demand Draft/Pay order of Rs.500/- as cost of Tender Document (in case of downloaded document only).
- III. Demand Draft/Pay order of Rs. 75,000/- (Rupees Seventy Five Thousand Only) as EMD drawn in favour of The Secretary, CBSE payable at **CHENNAI**.
- IV. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm or Company.
- V. Self attested copy of sale tax return/ Income Tax Return
- VI. Self attested copy of the PAN.
- VII. Technical Bids will be opened at **4.00 PM on 7th September 2016** in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of receipt of the bids shall be rejected.

8. Envelope -2 (Financial Bid)

The financial bids (Annexure-II) will be opened only after evaluation process of technical bids.



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-: ELIGIBILITY CRITERIA :-

Only such bidders, who are Registered Sole Proprietor/Partnership firm or company and who meet the following conditions, can participate in the tender:

- A) The invitation is open for competent vendors.
- B) The bidder must be a registered Sole Proprietorship/Partnership firm/company. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm/company must be attached.
- C) The bidders must have a valid PAN to participate in the tender and must submit self attested copy of the same.
- D) The tenderer should have at least 03 years' experience of disposal of raddi paper (Used Answer Books, Newspapers and other items of RADDI etc. The firm should be located in the state of **TAMIL NADU** .
- E) List of organizations to which such work done by the firm should be enclosed.
- F) All the relevant documents must be signed/attested by the tenderer.



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-: Terms & Conditions :-

1. Sealed bids are invited for disposal of Raddi items (Used Answer Books, used Brown covers, Old Registration forms ,other waste, Newspapers , Obsolete Books etc.). Bid should be sealed in a cover duly **superscribed as "TENDER for disposal of raddi paper (Used Answer Books, Used OMR Sheets, Used Brown covers, Old Registration forms, other waste , Newspapers, Obsolete Books. "**
2. On qualifying in the tender, Earnest Money deposited by the agency shall be converted as a part of Security Deposit. However, in case of any deviation/breach of contract it shall be forfeited.
3. The bidders should quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful highest bidder (quoting highest rates of purchase) out of the eligible bidders.
4. In case, the date of submission/opening of tenders subsequently happens to be holiday, the tenders shall be received/opened on the next working day.
5. The security deposit (EMD) of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance security in full.
6. The right to accept a bid will rest with the Chairman, Central Board of Secondary Education, who reserve the right to reject any or all the bids without assigning any reason thereof.
7. The quoted rate shall remain valid for a minimum period of One year from the last date for submission of the tender.
8. In case, the vendor fails to comply with the terms & conditions, the Board may terminate the contract without assigning any reason and is free to dispose of the raddi items in such a manner as may be deemed appropriate.
9. **The successful bidder will be liable to complete the job of lifting the material from the Board office within a period of 15 days of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his performance security will be forfeited and the Board shall have the right to cancel the order.**
10. **If the material is not lifted within the stipulated period given in the work order, a penalty of Rs.1000/- per day will be imposed for a maximum delay of 30 days which will be adjusted from the Performance guarantee and in case of delay by more than 30 days the entire amount of Earnest Money will stand automatically forfeited and work will be awarded to the second highest bidder or on any other decision of the Competent Authority of the Board which shall be final in this situation and binding.**
11. The bid shall remain valid and open for acceptance for a period of One year from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected as non-responsive.
12. No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the EMD submitted by the firm is liable to be forfeited.
13. The vendor is responsible to clear raddi material by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
14. The waste paper being lifted from the Board will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy.
15. Bidders may visit the Board premises and inspect the quantity, condition and type of material being sold during the working hours on any working day prior to opening of tenders.



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16. The weighing of the material shall be jointly witnessed by a committee of the Board authorized representative(s) and bidder or his authorized representative. All weighing shall be certified by this weighing committee. The weighing site for this purpose will be jointly decided by the successful bidder and the Board.

17. Rates/ Prices:

- (i) The rates should be quoted in Indian Rupees only, in words as well as in figures. Excise duty, sales tax, VAT, service tax as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.

Quote should be valid for at least One year . Quotes valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained during the period of contract.

18. Rates should be quoted for free pickup from wherever materials stored in the premises of Regional Office, Central Board of Secondary Education New No:3, Plot No:1630 Á'J BLOCK ANNA NAGAR (WEST) CHENNAI 600 040

19. Penalty

- (i) It will be the responsibility of the Bidder to pickup Raddi item in accordance with stipulated time frame, otherwise, the CBSE may impose penalty.
- (ii) If the Bidder/ firm stops the pickup without completing it, the CBSE may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.
20. All disputes, differences and questions arising out of or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitrator appointed by the Hon'ble Chairman of the CBSE.

21. Rights of the Board:

- (i) Board reserves the right to accept/ reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the highest tender.
- (ii) Board reserves the right to award the tender to more than one Bidder.
- (iii) Board reserves the right to relax/ withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- (iv) If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD shall be forfeited.

22. Mode of Payment

The Payment against disposal of Raddi shall be deposited through crossed demand draft/Electronic transfer in favour of The Secretary, CBSE payable at CHENNAI before lifting the waste materials from the office premises.



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23. Shredding/melting of raddi papers of confidential work

The raddi contains confidential material used by the CBSE for Examinations. Therefore, the vendor shall shred/melt the raddi papers pertaining to the confidential work in the presence of representative from CBSE Board.

24. General / others

- (i) The bidders will be bound by the details furnished by him / her to the Board while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- (ii) In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and EMD will be forfeited.
- (iii) **All taxes and levies will be paid by the bidder only. Other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be borne by the tenderer only. (The Undertaking as per Annexure IV to be submitted with Technical Bid).**
- (iv) At the time of lifting of raddi items, the approximate calculated money on this account should be deposited in advance.
- (v) It will be responsibility of the vendor to pack the required raddi material by his own labours and the cost thereon will also be borne by the vendor himself.
- (vi) If the successful Tenderer fails to lift the material within 15 days of receipt of intimation from the Board, the Board reserve the right to impose forfeiture of the EMD, without prejudice to any other right available as per law to the jurisdiction of CBSE, Delhi

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Place:

Date:

(Signature of the party with stamp)

Name:_____

Telephone No._____

Address_____



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TENDER FORM NO:

Annexure - I

TECHNICAL BID

Sl. No.	Particulars	
1.	Name of the bidder	
2.	Address of the bidder	
3.	Contact Details of the bidder	Tel. No. Mobile No. E-mail
4.	Name of Proprietor/Partners/Directors of the firm/Agency	
5.	Registration and incorporation particulars of the bidder indicating legal status such as company, partnership/proprietorship concern, etc. (Pl. Attach copies of the relevant documents/certificates)	
6.	CST/VAT/Excise Duty/TIN registration details (pl. Attach copies of the relevant documents/certificates)	
7.	Copy of Permanent Account Number (PAN) of the bidder	
8.	Declaration regarding blacklisting or otherwise by the Govt. Departments/Autonomous Body etc./ private institutions.	
9.	The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.	
10.	Details of Award/Certificates of merit etc, if any, received from any organization (Please attach copy of the certificates, if any)	
11.	Bidders to ensure that all (i) Pages have been signed and stamped by the authorized persons (ii) Pages have been numbered (iii) Documents are legible (clearly readable)	

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Date _____

Signature & Seal of
Authorised persons



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TENDER FORM NO: 0000

Annexure II

FINANCIAL BID

The Regional Officer
Central Board of Secondary Education
Regional Office, Chennai

Subject: Financial Bid for lifting of Raddi & other waste material – reg.

Sir,

I/we have gone through the tender document, understood it fully and declare that I/ we shall abide by the terms and conditions mentioned therein for supply of the items required. My / our rates are as under:

SLNO	DESCRIPTION OF ITEMS	TENTATIVE QUANTITY OF RADDI PAPERS (IN TONNES)	COST PER KG (INCLUSIVE OF ALL TAXES AND CHARGES) (in Rs.)
1	Used Answer Books	75	
2	Used OMR Sheets	02	
3	Used Brown Covers	05	
4	Old Registration Forms	02	
5	Other Waste	04	
6	Old Newspapers	01	
7	Obsolete Books	05	

Note: The above quantity is purely tentative and the same may vary at the time of actual weighing. The Vendors may visit the CBSE to inspect the raddi paper, if they so desire, before quoting the rates.

(Contd..12)



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I/ we certify that the information furnished in this Financial Bid (ANNEXURE-2) is true and correct. The terms and Conditions are acceptable to us.

Date:-

(Authorized Signatory)
Seal with Name and
Designation

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company: _____



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Annexure III

UNDERTAKING

(To be submitted with Technical Bid in Company's Letter Head)

It is certified that my firm/ agency/ company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or reputed educational institutions and no criminal case is pending against the said firm/ agency as on _____.

(Authorized Signatory)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company:

Place:

Date: _____



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Annexure IV

UNDERTAKING

(To be submitted with Technical Bid in Company's Letter Head)

TO WHOMSOEVER IT MAY CONCERN

I / We _____
having TIN Number _____ hereby undertake to remit the applicable Sales Tax / VAT to
the respective Government authorities arising out of disposal of Raddi. I / We also undertake to
absolve Central Board of Secondary Education, Chennai from any statutory liability in this regard.

(Authorized Signatory)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company:

Place:

Date: _____