

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI - 110301

TENDER NOTICE

The Central Board of Secondary Education (CBSE) is one of the premier national public examinations Board for the conduct of Class X & XII examination. The Board, a registered society and an autonomous organization under Ministry of Human Resource Development, Government of India has mandate for conduct of public examination at Secondary and Senior Secondary level for its affiliated schools in India and abroad. The main objectives are to serve the educational institutions more effectively and to be responsive to the educational needs of the students. There are more than 17,000 schools including 200 schools in twenty one countries outside India affiliated to the Board. These include Kendriya Vidyalayas, Government Schools, Jawahar Navodaya Vidyalaya, Central Tibetan Schools and Private Independent Schools.

Sealed Tenders are invited in two bids, Technical and Financial- on behalf of Secretary, CBSE from reputed manufacturers and authorized dealers, suppliers and bulk stationers of **Inkless finger print pads** of Good quality as per details below: -

S. No.	Name of the Item	* Quantity to be supplied	E.M.D. (₹)
01	Inkless finger print pads	7000	Rs.70,000.00

*** It may be noted that quantity of Inkless Finger Print Pads may increase/decrease.**

The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another big envelope duly sealed and in bold superscribed "**Tender for the Supply of Inkless finger print pads**" and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301. The Tender Form can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110301 between 10.00 A.M. to 1.00 P.M. on any working day from **16-02-2016 to 10-03-2016** on payment of Rs. 1000/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD in the form of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Preet Vihar, Delhi from any of the scheduled Commercial Banks may be dropped in the Tender Box kept on the ground floor of the CBSE Building **upto 2.30 pm on or before 10-03-2016.**

Tenders received after expiry of date, time and those without EMD shall be summarily rejected. Technical bids will be opened on the same date at 3.00 pm in the presence of the Tenderers or their authorised representatives, who may like to be present.

The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason. Canvassing in any form is strictly prohibited and may lead to summary rejection of the tender.


Joint Secretary (A&L)

Tender Form No.:

TENDER DOCUMENT

Sr. No.	Tender No. / Brief Description of the products	Contact Person
01	Inkless finger print pads	ASSISTANT SECRETARY (ADMN.III) Tel.: 011-22500029 & 22517249 Address:- Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre Preet Vihar, Delhi-110301

IMPORTANT DATE & TIME

Date of availability of Tender documents at	1. Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110301 between 10.00 A.M. to 1.00 P.M. on any working day from 16-02-2016 to 10-03-2016 on payment of Rs. 1000/- in cash (non-refundable) 2. The form can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi 3. Cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission.
Last date of collection of Tender documents	10-03-2016 u p t o 2.30 p.m.
Date of opening of Technical Bid	10-03-2016 at 3.00 p.m.
EMD Amount to be submitted	Rs. 70,000/-
Item stated in requirement schedule	<u>As stated at Annexure III</u>

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II	Terms & Conditions on the basis of which order will be placed
III	Specification of Inkless finger print pads and requirement schedule
IV	Eligibility Criteria
V	Tender form (Technical Bid)
VI	Tender form (Financial Bid)

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INSTRUCTIONS TO BIDDERS

1. The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another big envelope duly sealed and in bold superscribed “**Tender for the Supply of Inkless finger print pads**” and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301. The Tender Form can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110092 between 10.00 A.M. to 1.00 P.M. on any working day from **16-02-2016 to 10-03-2016** on payment of Rs. 1000/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD in the shape of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Delhi may be dropped in the Tender Box kept on the ground floor of the CBSE Building **upto 2.30 pm on or before 10-03-2016**.
2. The Tender can also be sent by post addressed to “The Assistant Secretary (Admin-II), CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi – 110301 or dropped in the Tender box kept on the ground floor of the CBSE Preet Vihar, Building by **10-03-2016 upto 2.30 pm**.
3. The terms and conditions duly signed by the Tenderers should accompany the specific Tender Form.
4. The Earnest Money of the Tender is Rs.70,000/- in the form of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Preet Vihar, Delhi from any of the scheduled Commercial Banks.
5. The validity of the bid and rates shall be for 6 months from the date of opening of financial bids. The EMD shall remain valid for period of 45 days beyond the final Bid validity period.
6. Those registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Deptt. are exempted for submission of the earnest money. The tender should invariably accompany the proof to this effect.
7. Tenders received after expiry of date, time and those without EMD shall be rejected summarily. Technical bids will be opened on the same date i.e. **10-03-2016 at 3.00 pm** in the presence of the Tenderers or their authorized representatives, who may like to be present.
8. Technical Bid shall be evaluated by a Committee constituted for the purpose. The technically qualified bidder shall be considered for opening of their Financial Bids.
9. Conditional bid or bid making counter offer shall not be accepted and will be summarily rejected.
10. Canvassing for the tender in any form is strictly prohibited and shall lead to summary rejection of the tender.

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TERMS AND CONDITIONS

1. There should not be any over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
2. 5 (Five) Inkless finger print pads must be enclosed as the samples in the Tender along with the Technical Bid and stating the Brand Name on the body of sample for which the rates have been quoted.
3. The rates should strictly be in accordance with the specifications and terms specified in the Tender Form. Submission of incomplete Tender or of different specifications other than the specifications mentioned in the Tender Form and without sample shall be 'rejected'.
4. The delivery of the Inkless finger print pads shall have to be made F.O.R at the Board's stores or at any other location in the NCR of Delhi/New Delhi in the manner specified in the supply order. No extra payment/charges incurred as a consequence of wrong delivery/mis-interpretation of the terms and conditions of agreement or otherwise shall be allowed or permitted.
5. The packing should be in a packet containing the required number of Inkless finger print pads in a good quality corrugated cardboard box or in transparent good quality polythene as per the packing statement prescribed by the Board.
6. In the event of failure of the supply of Inkless finger print pads by the supplier as per terms and conditions, the Board reserves the right to procure supply from any other source at the supplier's risk and expenses and the supplier shall make for any consequent loss incurred to the Board for this reason. In case of any dispute regarding imposition of penalty, forfeiture of Performance Security on account of violation of terms & conditions, the decision of the Chairman of the Board shall be final and binding upon the Tenderer.
7. The successful Tenderer shall have to enter into an agreement in the prescribed form on a non-judicial Stamp Paper of Rs. 100/- along with Performance Security within a week's time from the date of placement of the order and in case of failure to do so, the Chairman of the Board shall have right to cancel the supply order and forfeit the Earnest Money.
8. The Performance Security shall be 10% of the total contract value and shall be in the form of D.D. or Bank Guarantee and shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty obligations. The EMD shall be refunded on receipt of Performance Security.
9. The Board shall take random samples from the supplied material. Any difference in the specifications shall render the entire order for rejection and supplier shall have to lift it at his own cost on 'as is where is basis'. The party shall be liable to change the inferior and/or damaged supplied material at their cost. The decision of the Chairman of the Board shall be final and acceptable to the supplier in respect of diminution of price on account of inferior and for damaged material.
10. No advance payment shall be made to the agency, however whole payment shall be released, after satisfactory completion of the Boards Examination/Test.
11. In case of default on any terms specified and/or in the event of non-fulfilment of the contract or otherwise, the performance security shall be forfeited.
12. Canvassing in any form shall be a disqualification and the Board reserves the right to reject the tender of such party/parties straight away without assigning any reasons.
13. The rates shall be inclusive of all Taxes, charges, levies and other indirect/incidental charges such as cartage/transportation/labour charges, staking charges, incurred by the supplier for successful delivery at Board's stores.
14. The packing of material should strictly be as per Boards requirement and shall be mentioned in the work order.
15. Quantity of Inkless finger print pads be accounted on the basis of net receipt in the stores.

16. The Inkless finger print pads shall have to be supplied as per requirement of the Board and the sample submitted by the firm. Upon receipt of Inkless finger print pads, a Committee shall take samples on random basis from the supplied lot to check the specifications, etc. Only those supplies which meet specifications shall be acceptable and rest all shall have to be lifted by the supplier at his cost.
17. In case of any defect in the supplied Inkless finger print pads or not conforming to the specifications, the bidder shall replace the Inkless finger print pads within 07 days at his own cost. Not more than 2% of Inkless finger print pads should be defective or of inferior quality and are to be replaced by the supplier at their own cost within stipulated period.
18. If the supplier fails to lift the above rejected material within two weeks time, the Board shall have the right to dispose it off by auction and no claim of the supplier shall be permissible.
19. The successful party will have to complete the supply of ordered items within the period as may be specified in the work order. A penalty @ 4% per week on the proportionate amount shall be levied in case the supplies are not completed in accordance with the given delivery time schedule subject to a maximum penalty of 10% of the amount of the Bill. If the material supplied is not as per specifications, proportionate 2.50% penalty per specifications will be imposed and the amount will be deducted from the bill of the supplier.
20. The Tenderer shall sign at the space specified as a token of acceptance of these terms and conditions, which shall be final and legally binding on him in toto.
21. The Chairman of the Board shall have the right to accept a tender in whole or part or reject it entirely without assigning any reason.
22. No change of rates are allowed during the contract period, which is 1 year from the date of placing order, except for taxes levied by Govt.
23. The body of Inkless finger print pads supplied should be labelled upto 20 letters in silver/gold or any other colour as per the requirement of CBSE and should not carry any other label of manufacturer or supplier.
24. The agreement/work order for supply of Inkless finger print pads can be extended for another two year by mutual consent on satisfactory performance of the contract on similar rates and terms and conditions of the agreement subject to the conditions that the successful bidder give a certificate that they had not supplied the inkless pads of same specification on lower rates to any other organization or individual and that there is no downward trend in the price of inkless pads in the market.
25. Taxes as applicable shall be deducted on all the bills.
26. In case of any dispute, the legal jurisdiction shall be of courts having jurisdiction within the Union Territory of Delhi/New Delhi.
27. In case of any dispute arising under this contract, the same shall be referred to the sole arbitration of Chairman, CBSE, Delhi or any person nominated by him in this regard. The award made by the Arbitrator shall be final and binding on both the parties.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 30 have been read and understood by me/us and are acceptable to me/us.

Signature of the Tenderer
Seal with complete address

Mobile: _____

E-mail: _____

Annexure- III

Specification of Inkless finger print pads and Requirement Schedule

Sl. no.	Specification	Description
1	Size of Pad	Inner Circular pad having size of 1.5" diameter minimum enclosed in a circular plastic cover/body OR Rectangular pad of Size 2" x 1.5" enclosed in a rectangular plastic cover/body
2	Thickness of Pad	Minimum 3 mm
3	Print Capacity	Minimum 500 Impressions per pad
4	Properties	Micro-reticulated thermoplastic or similar identical material Non toxic, non-messy/non-greasy formula Harmless to skin No smear or smudge Water proof Instantly dries on paper document No residue on the finger. Easily removable by rubbing finger.
5	Life of Pad	Minimum one year
6	Output	Crisp and clear impressions Fast, perfect and high contrast impressions Permanent and long lasting black print
7	Temperature	Upto 50° centigrade
8	Safety	Moulded in good quality plastic cover
9	Label	As prescribed by CBSE
10	Packing	As per packing statement prescribed by the Board.

Note:

- The quantities may be increased or decreased during the contract period.
- The Inkless finger print pads should be as per specifications mentioned above.
- Samples of offered Inkless finger print pads shall be enclosed with the Technical Bid.

Annexure-IV

ELIGIBILITY CRITERIA

- I. The Tenderer must have at least 03 years of experience in the field of manufacturing/supply of Inkless finger print pads/such material to the Govt. Organizations/Autonomous Bodies/Educational Institutions.
- II. The tenderer must have supplying capacity of 3000 Inkless finger print pads per annum during last three calendar years (Attach copy of work orders).
- III. The agency must have Minimum Average Annual Turn Over of Rs. 20 Lakhs or more during the last three financial years i.e 2012-13, 2013-14 and 2014-15.
- IV. The Tenderer must submit five (05) Inkless finger print pads samples.
- V. The Tenderer must have atleast executed one supply order of minimum 1500 Inkless finger print pads to Govt. organisation/Autonomous organization/Educational Institutions in every calendar year during the last three year 2013, 2014 and 2015.

Annexure-V

TENDER FORM

Technical Bid

TENDER FORM FOR SUPPLY OF INKLESS FINGER PRINT PADS.

(NOTE: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form.)

1. PARTICULARS OF TENDERER:

- (i). Name : _____
- (ii). : _____
Registration No. and Year of Registration
(with documentary evidence).
- (iii) Whether registered with the Central: _____
Purchase Organization, National Small
Industries Corporation (NSIC) or the
concerned Ministry or Deptt.
if Yes' details & certificate thereof.
- (iv). Office Address and Tel. No. : _____
- (v). Name(s) of the Proprietor/
Partners/Director with Mobile No : _____

2. PAST EXPERIENCE (Last three years) - (Attach photocopy of relevant work orders)

2.1 :

Sl. No.	Year	Name of the Board/ University/ Govt. Organization/Institution	Type of Inkless finger print pads supplied	Value of Inkless finger print pads supplied (in Rs.)	Quantum of Inkless finger print pads supplied/ manufactured
1	2013				
2	2014				
3	2015				

- 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 Quality certificate if any (Attach Copy) : _____
- 2.5 a) Manufacturing/supplying capacity (Per day/ : _____
Month/Annual (Attach relevant
Certificate from Excise Deptt. or Govt. Deptt, if any)

b) FINANCIAL:

- i. Annual Turn Over (during last 03 financial year: - 2012-2013= Rs. _____
(Attach duly audited statements of balance - 2013-2014= Rs. _____
sheets, Trading A/c, Profit & Loss A/c) - 2014-2015= Rs. _____
- ii. Availability of Finance/Bank Guarantee : _____

(Attach financial solvency certificate issued by bank)

4. Particulars of Earnest Money:

- i) Amount (in Rs.) : _____
ii) B.D./B.G. No. & Date : _____
iii) Name of the Bank : _____

5. Particulars of Tender Fee:

- i) Amount (in Rs.) : _____
ii) B.D No./Cashier Receipt No. & Date : _____
iii) Name of the Bank : _____

The Terms and Conditions of the Tender have been read, understood and acceptable to me/us.

Signature of the Tenderer _____
with Official Seal and Complete
Address _____
Telephone/Mobile No. _____
Date: _____

Important Notes:

The Tender Form for Technical Bid should contain -

- a. Sample of Inkless finger print pads (05).
- b. Earnest money.
- c. Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Tenderer with seal on it.
- d. Proof of production/manufacturing capacity.
- e. The specified Annual Turn Over in the Tender Notice for each financial year should be on sale/manufacturing only.
- f. Certificate of registration with NSIC, Ministry/Deptt. concerned in case of non-submission of EMD amount.

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Financial Bid

I/We_____ hereby submit Tender for the supply of Inkless finger print pads as per Terms and Conditions given in the Tender Form at the rate given below which are inclusive of the cost of all **Taxes, Excise Duty, VAT, CST etc. and transportation/delivery F.O.R. Delhi:-**

S. No.	Name of the Item	Quantity	Specification	Price per unit (All inclusive)
01	Inkless Finger Print Pads	7000	As per Annexure- III	

The Terms and Conditions for 'Supply of Inkless Finger Print Pads' given along with the Tender have been read, understood and acceptable to me/us.

Taxes as applicable shall be deducted as per rules.

TIN No./PAN No._____ Date:_____

Signature of the Tenderer_____

Address/ Rubber stump_____

Telephone/Mobile No._____

Note: The Financial Bid should contain the rates only. The rates should be quoted per Inkless finger print pads in the specimen Tender Form only.



Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

TENDER NOTICE

Sealed tenders are invited for supply of **Inkless Finger Print Pads** for various examinations conducted by CBSE in two bids, Technical and Financial. For details interested bidders may see and download the tender documents from www.cbse.nic.in or <http://eprocure.gov.in/epublish/app> and can submit their bids accordingly:

S. No.	Name of the Item	Approx. Quantity	Specification	E.M.D. (₹)
01	Inkless Finger Print Pads	7000	As per Tender	Rs.70,000.00

The last date for submitting the bids is upto 2.30 pm on or before 10-03-2016 at CBSE HQ'r Preet Vihar, Delhi.


Joint Secretary (A&L)

केन्द्रीय माध्यमिक शिक्षा बोर्ड

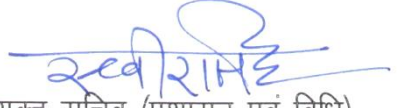
शिक्षा केन्द्र, 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली – 110 301

निविदा सूचना

सीबीएसई द्वारा संचालित विभिन्न परीक्षाओं हेतु "इंकलैस फिंगर प्रिंट पैड्स" की आपूर्ति के लिए दो बोलियों, तकनीकी एवं वित्तीय में मुहरबंद निविदाएं आमंत्रित हैं। इच्छुक एजेंसिया निविदा-प्रपत्र www.cbse.nic.in अथवा <http://eprocure.gov.in/epublish/app> से डाउनलोड कर सकती हैं और निर्देशानुसार जमा कराएं।

क्रम सं.	मदा का नाम	आपूर्ति की मात्रा	विनिर्देशन	बयाना राशि (रु.)
01	इंकलैस फिंगर प्रिंट पैड्स	7000	निविदा विवरणानुसार	रु.70,000.00

सीबीएसई मुख्यालय, प्रीत-विहार, दिल्ली पर, निविदा दस्तावेज जमा करने की अंतिम तिथि 10.03.2016 पूर्व अपराह्न 2.30 बजे तक है।


संयुक्त सचिव (प्रशासन एवं विधि)