



Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

F-48/CBSE/Admn-II/procurement of plaques/

Dated: 18.07.2016

To,

Subject: Supply of Plaques- reg.

Dear Sir/Madam,

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.

The Board intends to procure "Plaques" of Good quality/brand. Therefore, sealed limited tenders are invited in two bids, Technical and Financial- on behalf of Secretary, CBSE from reputed original equipment manufacturers and authorized dealers/supplier of Plaques as per details below: -

S. No.	Name of the Item	No. of Plaques	E.M.D. (Rs.)
01	Plaques	350	Rs.15,000.00

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 Supply of Plaques"** and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301.

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 02-08-2016.**

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 authorized 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.

Deputy Secretary (Admn-II & III)

TENDER DOCUMENT

Sr. No.	Tender No. / Brief Description of the products	Contact Person
01	Plaques	Deputy Secretary (Admn-II & III) Tel.: 011-22500143 Address:- Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre Preet Vihar, Delhi-110301

IMPORTANT DATE & TIME

Date of availability of Tender documents	1. Can also be downloaded from CBSE website www.cbse.nic.in or CPP Portal
Last date of collection of Tender documents	02-08-2016 up to 2.30 pm
Date of opening of Technical Bid	02-08-2016 at 3.00 pm
EMD Amount to be submitted	Rs.15,000.00
Item stated in requirement schedule	Annexure-IV

CONTENT

Annexure	Description of Section
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II	Terms & Conditions of the tender
III	Eligibility Criteria
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VI	Tender form (Financial Bid)

CENTRAL BOARD OF SECONDARY EDUCATION

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 with superscribing **“Tender for Supply of Plaques”** and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092. The Tender Form can also be downloaded from CBSE website www.cbse.nic.in. 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 02-08-2016**.
2. The Tender can also be sent by post.
3. The Tender should be signed, dated sealed and witnessed at all the places provided in the Tender Documents.
4. Chairman, CBSE has the right to reject all or any of the Tender without assigning any reason. The decision of the Chairman shall be final and binding on all matters relating to meaning and interpretation of terms and conditions.
5. Conditional tender will not be accepted.
6. The Tender should contain all technical specifications and other requirements as per the tender specifications.
7. The Tender should be valid for at least three months from the date of opening of the same.
8. All scoring eraser, overwriting etc. on the tender should be initialed by the supplier failing which tender are liable to be rejected.
9. Signing of tender – Power of attorney of the authorized signatory duly authorized by a person not below the director/partner/proprietor level of the bidder firm for signing the tender documents shall be required on letterhead.

CENTRAL BOARD OF SECONDARY EDUCATION**TERMS AND CONDITIONS**

1. The rates should strictly be in accordance with the specifications and terms specified in the Tender Form. Submission of incomplete Tender or different specifications other than the specifications mentioned in the Tender Form shall not be accepted.
2. The EMD of the Tender is Rs.15,000.00 (Rupees Fifteen Thousand only) in the form of Bank Draft or Bank Guarantee in the favour of Secretary, CBSE, Delhi from any of the scheduled commercial bank. The EMD shall be refunded on receipt of Performance Security.
3. The supply of the Plaques has to be made within 4 weeks from the date of receipt of supply order. In case of delay the agency has to pay a penalty of 1% per day of the order value to the maximum of 10% percent.
4. The successful agency shall have to furnish security deposit equivalent to 10% of the value of the order by way of deposit at call Receipt or Bank Guarantee from Nationalized Bank/**Scheduled Commercial Banks** valid for warranty period drawn in favour of the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi – 92 before releasing 100% payment otherwise 10% cost of the Plaques will be kept as security.
5. In case of any breach of the terms and conditions of this contract and supply are not duly completed with the specified time limit, then the security deposit shall be forfeited by CBSE towards liquidated damages and compensations for the said breach.
6. The Tenderer shall submit financial bid of cost of Plaques including loading and unloading, installation, transportation, etc. The VAT/CST if any may be shown separately.

NOTE : Financial bid will be opened only for those suppliers who meet the technical qualification criteria.

7. In the event of failure of the supply 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. In case of any dispute regarding imposition of penalty, forfeiture of Performance Security on account of violation of terms and conditions, the decision of the Chairman of the Board shall be final and binding upon the tenderer.
8. The successful Tenderer shall have to enter in to 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.

9. Any difference in the technical parameters and other specifications shall render the entire order for rejection and supplier shall have to lift it at his own cost on 'as is where basis'. The decision of the Chairman of the Board shall be finance 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. 100% payment shall be released upon satisfactory supply of Plaques.
11. In case of default on any terms specified and/or in the event of non-fulfillment 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 Tenderer shall sign at a space specified as a token of acceptance of these terms and conditions, which shall be final and legally binding on him.
14. The Chairman, CBSE shall have the right to accept a tender in whole or part or rejected it entirely without assigning any reason.
15. In the event of any dispute the decision of the Chairman, CBSE shall be final.
16. Taxes as applicable shall be deducted on all the bills.
17. The rates as quoted by the Tenderer shall remain open for acceptance for a period of 90 days from the date of opening of this Tender.
18. 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.
19. ARBITRATION: All disputes between the parties arising out of the contract or in relation there to or regarding the interpretation of any clause thereof for the decision of which no express provision has been made shall be referred to the sole arbitration of the Chairman, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi – 92 or a person nominated by him, in his behalf for a decision and his decision shall be final and binding on the parties.
20. This tender shall be subject to the territorial Jurisdiction of Courts of Law in Delhi only.
21. **The sample Plaque can be seen physically which is available with Section Officer (Admin-II), CBSE, HQ, PREET VIHAR, DELHI-110092 on any working day between 9.30AM TO 1.00PM.**

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from Clause No. 01 to 21 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

Secretary

Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre,
Preet Vihar, Delhi-110092

I/We hereby agree to all above terms and conditions and agree to Supply of Plaques, if awarded as per the rates quoted in the Financial Bid.

Place : _____

Dated : _____

(Signature of Tenderer)

ANNEXURE-III

ELIGIBILITY CRITERIA

DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDERS

1. Valid PAN No. & TIN No.
2. The Tenderer should be manufacturers or their authorized dealers/suppliers of Plaques.
3. The Tenderer should be dealing in supply of similar items for at least 3 years. The clientele list i.e name/address and contact number, if any of the customers to whom similar item was supplied.
4. Attested copies of the valid Income Tax Return and VAT/CST clearance Certificate are to be enclosed with the Tender.
5. The agency must have Minimum Average Annual Turn Over of **1.50** lakhs or more during the last three financial years i.e. 2013-14, 2014-15 and 2015-16.
6. Tenderer should have experienced of supplying similar Plaques to the Govt. Organization/Autonomous Bodies/Educational Institutions/Reputed private organizations (Enclosed copy of minimum three work order in last three financial year).

ANNEXURE – IV

REQUIREMENT SCHEDULE & SPECIFICATIONS

DESCRIPTION	Quantity required
Plaques	
Technical Specification :- THE SAMPLE PLAQUE CAN BE SEEN PHYSICALLY WHICH IS AVAILABLE WITH SECTION OFFICER (ADMIN-II), CBSE, HQ, PREET VIHAR DELHI-110092 ON ANY WORKING DAY BETWEEN 9.30AM TO 1.00PM.	350

TENDER FORM**Part 'A' Technical Bid****Tender for Tender for "Supply of Plaques"**

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

1. PARTICULARS OF TENDERER:

- (i) Name : _____
- (ii) Whether manufacturer/agencies
Or their authorized dealers supply of
Plaques (proof of documents to
Be attached : _____
- (iii) Registration No. & Year of
Registration of the firm (with
Documentary evidence) : _____
- (iv) Any other organization with whom
The agency is registered : _____
- (v) Office Address and Telephone Nos. : _____
- (vi) Name (s) of the Proprietor/Partners
Director with Mobile No. : _____

2. **PAST EXPERIENCE (Last three supply orders)** - (Attach attested copies of orders of such Plaques supplied in last three years and list of organizations whom such Plaques have been supplied is to closed.

Sl.No	Year	Name of the Organization/ Institutions
1	2013	i)
		ii)
		iii)
2	2014	i)
		ii)
		iii)
3	2015	i)
		ii)
		iii)

2.1 Has the firm ever been
debarred/ Black listed by any
organization?

If 'Yes' the details thereof. : _____

2.2 PAN NO. & TIN NO.

: _____
: _____

3. Attested copies of valid Income Tax and
VAT/CST clearance certificate are to be
Enclosed _____

4. FINANCIAL: Annual Turn over (During last 03 financial year)

(Attach duly audited statements of balance sheets, ITR, Trading A/c, Profit & Loss A/c)

S.No.	Financial Year	Annual Turnover (In lakhs (Rs.))
01	2013-2014	
02	2014-2015	
03	2015-2016	

Availability of Finance/Bank Guarantee _____

5. Particulars of Earnest Money:

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

6. FOR RTGS/NEFT details :

- i) Bank Name _____
ii) Nature of Account _____
iii) Account No. _____
iv) IFSC Code No. _____
v) Beneficiary Name/company Name _____

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

Signature of the Tenderer_____

with Official Seal and Complete

Address_____

Telephone/Mobile No. _____

Place : _____

Date:_____

ANNEXURE-VI

CENTRAL BOARD OF SECONDARY EDUCATION

Financial Bid

I/We_____ hereby submit Tender for the **Supply of Plaques** 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/demonstration/ collection free on road/rail at any place in NCR of Delhi:-**

S. No.	Name of the Item	Unit rate per Plaque Inclusive of all cost (Rs.)
01	Supply of Plaques	

CBSE being educational institution is exempted from paying service tax.

The Terms and Conditions for '**Supply of Plaques**' given along with the Tender are acceptable to me/us.

Taxes as applicable shall be deducted by the CBSE as per rules.

TIN No./PAN No._____ Date:_____

Signature of the
Tenderer_____

Address/ Rubber
stamp_____

Telephone/Mobile
No._____

Note: The Financial Bid should contain the rates only. The rates should be quoted per Plaque in the specimen Tender Form only.