

CENTRAL BOARD OF SECONDARY EDUCATION

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

TENDER NOTICE

The Central Board of Secondary Education (CBSE) is the premier national public Examinations Board of Govt. of India for the conduct of Class X & XII examination. The Board, a registered society and an autonomous organization under the aegis of 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. The Board has also been assigned responsibilities to conducts professional, competitive Examinations like AIPMT, JEE (main), UGC-NET and CTET by the Government. 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, Jawarhar 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, authorized dealers, suppliers and bulk stationers for supply of Ball Pens of Good quality as per details below: -

S. No.	Name of the Item	* Quantity to be supplied	Specification	E.M.D. (₹)
01	Ball Pen	7.5 Lakhs	Ball Pen (Black/Blue) as per detail specification in the tender document	1,50,000.00

*** It may be noted that quantity of Ball Pens 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 Ball Pens**" 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 16-2-2016 to 09-03-2016** 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 09-03-2016.**

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 DOCUMENT

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

IMPORTANT DATE & TIME

Date of availability of Tender documents at	<ol style="list-style-type: none"> Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110301 between 10.00 A.M. to 1.00 P.M. on any working day from 16-2-2016 to 09-03-2016 on payment of Rs. 1000/- in cash (non-refundable) 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 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	09-03-2016 u p t o 2.30 p.m.
Date of opening of Technical Bid	09-03-2016 at 3.00 p.m.
EMD Amount to be submitted	Rs. 1,50,000/-
Item stated in requirement schedule	<u>As stated at Annexure III</u>

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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 superscribing “**Tender for the Supply of Ball Pens**” 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 16-2-2016 to 09-03-2016** 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 09-03-2016**.
2. The Tender can also be sent by post addressed to The Assistant Secretary (Admn-II), Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301 or may be dropped in the tender box kept on the ground floor, CBSE Preet Vihar, Delhi **upto 2.30 pm on or before 09-03-2016**.
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. 1,50,000/- 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 shall be for 90 days from the date of opening of tender. 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 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 shall not be accepted and will be summarily rejected.
10. Canvassing for the tender in any form is strictly prohibited and may lead to summary reject 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. 12 (Twelve) Ball Pens must be submitted as the samples in the Tender and stating the Brand Name on the body of sample for which the rates have been quoted. Samples should be given in the original pack only and it should be submitted alongwith Technical bids.
3. The ball pen should be of reputed brand available in the market i.e. Reynolds, Cello, Flair, Linc, Rotomac, Luxor, Montex, Camlin or equivalent brand.
4. 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 'summarily rejected'.
5. The delivery of the Ball Pens 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 and packing 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.
6. The packing should be in a packet containing 12 ball pens in a suitable good quality polythene pack and these packets of 12 pens each will be packed in strong good quality corrugated cardboard box. The number of pens to be packed in cardboard boxes will be as per the requirement of the Board.
7. Penalty Clause:
 - a. In the event of failure of the supply of Ball Pens 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. The Ball Pens shall have to be supplied as per requirement of the Board. Upon receipt of Ball Pens, a Committee shall take sample on random basis 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.
 - f. In case of any defect in the supplied ball pens or not conforming to the specifications, the bidder shall replaced the pens within 07 days at his own cost. Not more than 2% of supplied pens should be defective or of inferior quality and are to be replaced by the supplier at their own cost within stipulated period.
 - g. 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.
 - h. The successful bidder will have to complete the supply of ball pens within 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.

- i. 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.
8. 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 supply 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. 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.
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. The rates shall be inclusive of all other direct and indirect/incidental charges such as taxes/duties/levies/cartage/transportation/labour charges, staking charges, incurred by the supplier for successful delivery at Board's stores.
12. The packing of material should be strictly as per Boards requirement.
13. Quantity of Ball Pens will be accounted on the basis of net receipt in the stores.
14. The Chairman, CBSE shall reserve the right to include any clause in the work order and agreement of the successful bidder at later stage.
15. 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 totality.
16. 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.
17. The agreement/work order for supply of pen can be extended for another one year by mutual consent on satisfactory performance of the contract on the approved rates and similar rates and terms and conditions of the agreement subject to the conditions that the successful bidder have to give a certificate that they had not supplied the ball pen of same specification on lower rates to any other individual organization and that there is no downward trend in the price of ball pen in the market.
18. The body of ball pen should be labelled upto 16 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.
19. 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.
20. Taxes as applicable shall be deducted on all the bills.
21. The Purchaser may allow the Purchase Preference to Public Sector Undertakings in accordance with the Govt. of India's direction in force.
22. The rates as quoted by the Tenderers shall remain open for acceptance for a period of 180 days from the date of opening of this Tender.
23. In case of any dispute, the legal jurisdiction shall be of courts of Jurisdiction situated within the Union Territory of Delhi/New Delhi.
24. 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 24 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 Ball Pens and Requirement Schedule

The requirement for supply of Ball Pens are as per details below:-

Sl. no.	Name of the item	Specification	Quantity to be supplied
1	Ball Pen	<p>Ball Pen (Black/Blue) having Tip 1 mm and good quality strong transparent PVC body with minimum 1" rubber grip.</p> <p>a. Ink Blue/Black: 0.3 gm of ink and shall be able to write smooth and continuous line of 1000 metres. Quick drying ink, non smearing after 5 seconds.</p> <p>b. Refill: it should be made of plastic, sufficiently hard and rigid and have low moisture absorption. It should be strong and concentric with ball. Shall be filled with non reacting blue/black ink. The ink shall not overflow the barrel or leak around the ball. Should not ooze out ink during disuse.</p> <p>c. Writing Tip: 1mm from brass or nickel, copper alloy or stainless steel or any other non-corrosive material having same hardness characteristics.</p> <p>d. Refill size: Minimum 107 mm.</p> <p>e. Ball: made of stainless steel or tungsten carbide hardness of ball shall be between 650 to 750 Hz. Ball to have free rotation to enable smooth writing but not be loosely fitted nor loosen in use.</p> <p>f. Grip: Rubber grip, 1".</p> <p>g. Label: Upto 16 letter in silver/gold or any other colour as per the instructions of the Board.</p> <p>h. Life: Ball Pen should be usable upto 2 years.</p> <p>i. Packing: The packing should be in a packet containing 12 ball pens in a suitable good quality polythene pack and these packets of 12 pens each will be packed in strong good quality corrugated cardboard box. The number of pens to be packed in cardboard boxes will be as per the requirement of the Board.</p>	7.5 Lakhs

Note:

- The quantities may be increased or decreased during the contract period.
- The Ball Pen should be as per specifications mentioned above.
- 12 Samples of offered Ball Pens shall be submitted 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 Ball Pens/stationary material including Ball Pens to the Govt. Organizations/Autonomous Bodies/Educational Institutions etc (attach copy). The firm should also submit the list of organisation (alongwith work orders) where Ball pen have been supplied. Failure to comply this clause will lead to rejection of the bid.
- II. The tenderer must have supplying **capacity of 5 Lakh ball pens per annum** during last three calendar years (Attach copy of work orders).
- III. The agency must have Minimum Average Annual Turn Over of Rs. 50 Lakhs or more during the last three financial years i.e 2012-13, 2013-14 and 2014-15.
- IV. The Tenderer must submit 12 Ball Pens samples stating Brand name on the body of sample. The sample should fulfil the laid down minimum technical specifications by the Board.
- V. The Tenderer must have atleast executed one supply order of minimum 1 Lakh pens or supply of stationery items including pen of Rs.5 Lakhs to Govt. organisation/Autonomous Bodies/Educational Institutions in every calendar year during the last three calendar year 2013, 2014 and 2015.

Annexure-V

TENDER FORM

Technical Bid

TENDER FORM FOR SUPPLY OF BALL PENS.

(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 Ball Pens supplied	Value of Ball Pens supplied (in Rs.)	Quantum of Ball Pens 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) : _____

3.

a) Name of the Brand of Ball Pens : _____

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 are 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 Ball Pens (12).
- 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. The specified Annual Turn Over in the Tender Notice for each financial year should be from sale/manufacturing of ball pen only.
- e. Certificate of registration with NSIC, Ministry/Department concerned in case of non-submission of EMD amount.

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Financial Bid

I/We_____ hereby submit Tender for the supply of Ball Pens 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 delivery F.O.R. Delhi:-**

S. No.	Name of the Item	Specification	Name of the Brand of Ball Pen	Price per unit ball pen
01	Ball Pen	As per specification at Annexure-III.		

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

Taxes as applicable shall be deducted 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 Ball Pen in the specimen Tender Form only.