



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
क्षेत्रीय कार्यालय / REGIONAL OFFICE  
99 कौलागढ़ रोड़, देहरादून (उत्तराखण्ड) - 248001  
99 KAULAGARH ROAD, DEHRADUN (UK) - 248001

Website: www.cbse.nic.in  
E-Mail: roddn.cbse@gmail.com  
Ph. 0135-2757733, 2757744  
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CBSE/RO/DDN/STATIONERY/2016

DATE: 18.03.2016

### **TENDER NOTICE**

Sealed tenders are invited for supply of various type(s) of Stationery items to the Board. The tender form along with terms and conditions can be had from CBSE, Regional Office, 99 Kaulagarh Road, Dehradun on any working day between 9.30 A.M to 3.00 P.M on payment of Rs.1000/- (Non-Refundable) along with E.M.D of Rs.50,000/- by way of Demand Draft/Bankers Cheque favoring "The Secretary, CBSE", Dehradun. The tender form may also be downloaded from [www.cbse.nic.in](http://www.cbse.nic.in) and in that case, Rs.1000/- (Rupees One Thousand only) towards the cost of the tender shall be deposited as a demand draft in favour of "The Secretary CBSE" payable at Dehradun. The tender documents should be dropped in the Tender Box at the reception area at 99, Kaulagarh Road, Dehradun latest by **08.04.2016** up to 3.00 P.M only. Tender will be opened on the same day at 04.00 P.M. in the presence of tenderers, who would like to present.

**Regional Officer (Dehradun)**



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**TENDER COST Rs.1000/-**

**TENDER FORM FOR SUPPLY OF STATIONERY ITEMS**

The tenders for the above work are required to be submitted in two bids: Technical and Financial separately. Technical details along with Bank Draft of earnest money and tender fee of Rs.1000/- may be sealed in one envelop are superscripted as:

**“TECHNICAL BID FOR SUPPLY OF STATIONERY ITEMS”**

The Financial Bid may be separately sealed and superscripted as:

**“FINANCIAL BID FOR SUPPLY OF STATIONERY ITEMS”**

Both the envelopes should be sealed in a single envelope and superscripted as:

**“TENDER FOR SUPPLY OF STATIONERY ITEMS”**

The tender form along with terms and conditions can be had from CBSE, Regional Office, 99 Kaulagarh Road, and Dehradun on any working day between 9.30 A.M to 3.00 P.M on payment of Rs.1000/- (Non-Refundable). The tender form may also be downloaded from [www.cbse.nic.in](http://www.cbse.nic.in) and in that case, Rs.1000/- (Rupees One Thousand only) towards the cost of the tender shall be deposited as a demand draft in favour of “The Secretary, CBSE” payable at Dehradun. The tender documents should be dropped in the Tender Box at the reception area at 99, Kaulagarh Road, Dehradun latest by **08.04.2016** up to 3.00 P.M only.

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**PROCEDURE FOR SUBMITTING TENDERS**

**1. Tenders would be received in TWO BIDS system;**

**(a) Technical Bid and (b) Financial Bid.**

The “Technical Bid” should have the following documents/information:

1. Name & Address of the firm with proof.
2. Registration /Dealership Certificate.
3. Attested Copy of Proof of Registration for Supply Contract existing with other MSME/Government/Semi-Government/PSUS etc.
4. Certified copy of PAN Card.
5. Copy of Sale Tax/VAT Registration Certificate.
6. Postal Address/Telephone/FAX/E-Mail of the Firm.
7. Bank Details viz: A/c Holder Name, Bank Name, & Address, Type of A/c, Full A/c No. & IFSC Code of Bank.
8. Bank Statement (for six months) with P&L Account & Balance Sheet for the last three financial years.
9. Copy of IT Return for the last 3 financial years (2012-13, 2013-14 and 2014-15).
10. **Annual turnover of the firm during the last 3 financial years i.e 2012-13, 2013-14 and 2014-15 (Minimum turnover should be Rupees 50 Lakhs per year)**
11. Proof of supply orders having supplied Stationery/ General items to the Govt./ Semi-Govt./PSU etc.
12. EMD (Bid Security) of Rs.50, 000/-
13. Tender fee of Rs.1000/-
14. Detail of stock of stationery/ Consumable/ General item as per Annexure normally maintain by the firm.

**2. Financial bids of only those bidders would be opened who fulfill the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted office committee. The Financial bid should contain the Annexure clearly mentioning the make/brand of items quoted, their rates inclusive of all taxes and charges. There should not be any cutting/overwriting in the rates.**

**3. Interested agencies may download the tender form from the Central Board of Secondary Education website at [www.cbse.nic.in](http://www.cbse.nic.in).**

**4. The interested agencies must also submit the samples of the said unprinted and printed stationery items/envelopes as per CBSE requirement along with their tender documents. In future also, if the office committee asks for submit the samples of any of the item(s) in question, than the agency is bound to submit the sample of the same for observation of the committee. The interested agencies may see the samples of the above said stationery items in CBSE Regional Office, 99, Kaulagarh Road, Dehradun, Stores Branch,**





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**TERMS & CONDITIONS**

1. The tender form along with terms and conditions can be had from CBSE, Regional Office, 99 Kaulagarh Road, Dehradun on any working day between 9.30 A.M. to 3.00 P.M. on payment of Rs.1000/- (Non-Refundable). The tender form may also be downloaded from [www.cbse.nic.in](http://www.cbse.nic.in), and in that case, tenderers will have to deposit **tender fee** of Rs.1000/- (Rupees One Thousand only) and **Earnest money** of Rs.50,000/- (Rupees Fifty Thousand Only) with the Tender in the form of Demand Drafts of a Nationalized bank in favour of "The Secretary, CBSE, Dehradun". The EMD amount will be returned to the unsuccessful Tenderers soon after the order is placed to the approved agency but tender fee is non-refundable.
2. The Micro, Small and Medium Enterprises, NSIC and Public Sector Enterprises are exempted from Tender Fee and EMD amount (if any). The tender bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board in participation process in tender.
3. Sealed tenders, complete in all respects may be placed in the Tender Box kept near the Reception centre at 99, Kaulagarh Road, Dehradun up to **3.00 P.M.** on or before -----. Incomplete tender or those without earnest money will be rejected. Tenders will be opened at **4.00 P.M.** on the same day by the duly authorized Officer(s)/Committee in the presence of all such bidders who may wish to be present. Tender after due date and time will not be accepted. The sealed envelopes should contain the rates quoted (duly typed) by the firm in the Performa as above and shall be superscripted "**TENDER FOR SUPPLY OF STATIONERY ITEMS.**"
4. NO TENDER without tender fee and earnest money deposit will be entertained. Prices quoted should include all charges like Sales tax, Excise duty, Octroi, Insurance Technical Service, Cartage etc. No other charges/Taxes/Levies will be paid by the CBSE during pendency of the contract/supply.
5. Penalty for late delivery would be levied at the rate of 2 percent per week subject to a maximum of 10 percent of the value of the material not supplied within the stipulated period, as mentioned in the purchase order.
6. The agency must supply the stationery items of same brand as mentioned in the tender documents. If the agency fails to supply the prescribed stationery items of same brand as required by the Board, then 10 percent penalty will be imposed on the amount of specific item not supplied/refused.
7. The Board reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any tender and call for revised tender in future.
8. The Board reserves the right to accept or cancel/reject, partly/wholly any or all the tender (s) without assigning any reason.
9. While considering the rates, the Board will also consider the quality of the material submitted as "Sample(s)" in the Board.
10. The quantity of stationery items may increase or decrease as per requirement.
11. Ambiguous rate or rates not in conformity with specification or conditional &/or without inclusion of any of Taxes/charges as on date shall be rejected.
12. The Rate Contract shall be valid for a minimum period of **one year** from the date of issue of award of work/notification to the agency/agencies. The contract period shall be increased further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.
13. There shall be no change in prices structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/regulations change. Hence, the firms who can give valid price for one year need only apply.





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14. Prices charged for the stores supplied under rate contract shall be under no event are higher than the lowest prices at which the party sells the items of identical description to any other organization during the period of contract.
  15. The Board reserves the right to enter into parallel rate contract for similar items during the period of rate contract with one or more parties. However the Board will also reserves the right to negotiate with the agency/agencies regarding the rates they quote in the bid.
  16. The rate contract can be terminated at any time by giving one month's notice by either party.
  17. In case the tenderer(s) fails to complete the supply according to terms of the order, the amount to EMD shall be forfeited.
  18. If the supplier fails to deliver the material within the delivery period as specified by purchaser may procure, such items as deems appropriate at cost and risk of the supplier.
  19. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not deliver in time.
  20. The Board reserves the right to examine the Stationery items supplied by the agency/agencies in respect of quality, specification etc.
  21. The items, so supplied will have to be same quality or high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the cost shall be recovered from the Performance Guarantee for subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of contract.
  22. The firm must quote the rates for all the items mentioned in the tender documents. The agencies that will quote rates for few (Limited) items or conditionally are summarily rejected by the Board.
  23. No Bill for part payment shall normally be entertained; however the payment shall be released expeditiously after complete supply as per purchase order.
  24. Discount, taxes and other levies, if any are to be specified clearly in the bid and should be included in the rates quoted in the bid. Otherwise, bids shall not be entertained and such bids shall be treated as in fructuous.
  25. In case more than one firm(s) offering the lowest evaluated prices, then only item-wise rate will be evaluated for those firms and the contract will be awarded to the firm item-wise on L1 basis. The Board reserves the right to allot the work to only one firm quoting the Lowest rate or more than one firm on the Lowest rates for stationery items. The Board may negotiate with that agency, who will found L-1 in most of the stationery items and the work among different agencies may be given to one agency.
  26. While submitting the tender for this work, the firm/tenderers will be deemed to have read, understood and accepted all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from CBSE at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.
  27. All disputes are subject to Dehradun Jurisdiction only.
- I/We accept the above terms and conditions.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. \_\_\_\_\_  
Telephone No. \_\_\_\_\_





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**(A) List of Stationery items :**

Sl.No.	Name of Items	Brand	Unit	Rate	Remark
1.	Ball Pen	Montex Mega top	Per piece		
		Cello Butter flow			
		Reynolds 0.45			
		Technotop			
		Other Equivalent brand			
2.	Refill	Montex Mega top	Per piece		
		Cello Butter flow			
		Reynolds 0.45			
		Techno top			
		Other Equivalent brand			
3.	Cello Tape Big Size of 24 x 65 mm	Super Diamond	Per piece		
		Wonder			
		Kores			
		Other equivalent brand			
4.	Cello Tape Small Size of 12 x 65 mm	Super Diamond	Per piece		
		Wonder			
		Kores			
		Other equivalent brand			
5.	Cloth Duster Size of 21" x 21" inch	Alkon ( Good Quality)	Per dozen		Sample required
		Other equivalent brand			
6.	Eraser (Pencil)	Camlin	Per piece		
		Apsara			
		Nataraj			
		Other equivalent brand			
7.	Glass Tumbler	Year	Per piece		
		FOCE (Glassco India)			
		Other equivalent brand			
8.	Gloves	Good quality	Per pair		Sample required
9.	Fevicol	Fevicol Brand	Half kg.		
		Other equivalent brand	Per piece		
10.	Gum Bottle Big 700ml	Camel	Per piece		
		Kores			
		Other equivalent brand			
11.	Gum bottle small 150ml	Camel	Per piece		
		Kores			
		Other equivalent brand			
12.	Glass Cover (coaster)	Cello Desire	Per Set of 6 piece		Sample required
		Other equivalent brand			
13.	Holder pen	VIP	Per piece		
		Other equivalent brand			
14.	Holder pen refill	VIP	Per piece		
		Other equivalent brand			
15.	Jotter pen	Reynolds	Per piece		
		Cello			
		Other equivalent brand			
16.	Jotter refill	Reynolds	Per piece		
		Cello			
		Other equivalent brand			
17.	Pilot pen V5	Luxor	Per piece		
		Other equivalent brand			
18.	Pencil	Apsara	Per piece		
		Nataraj			





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19.	Photocopy paper A-4 size 75 GSM	Other equivalent brand Century Star Xerox Challenger Other equivalent brand	Per Rim		
20.	Photocopy Paper Full Size 75 GSM	Century Star Xerox Challenger Other equivalent brand	Per Rim		
21.	Jetter Gel Pen	Reynolds Cello Other equivalent brand	Per Pen		
22.	Pencil Cell	Nippo Hyper Eveready Other equivalent brand	Per piece		
23.	Paper Weight (Glass)	Good Quality	Per piece		Sample required
24.	Paper Weight (Plastic)	Good Quality	Per piece		Sample required
25.	Pin Cushion	Kebica Art No KOD 2035 Other equivalent brand	Per Box		
26.	Poker	Good Quality	Per piece		Sample required
27.	Rubber Band (Big Size)	Good Quality	Per 500gm		Sample required
28.	Register 1Q (96 Pages)	Neelgagan Excel Other equivalent brand	Per piece		
29.	Register 2Q (192 Pages)	Neelgagan Excel Other equivalent brand	Per piece		
30.	Register 4Q (384Pages)	Neelgagan Excel Other equivalent brand	Per piece		
31.	Soap 100g	Lux Dettol Lifebuoy Other equivalent brand	Per piece		
32.	All Pin	Bun chin Bell Fanta Other equivalent brand	Per box		
33.	Carbon box (Blue Colour)	Kores Sapphire Other equivalent brand	Per piece		
34.	Dustbin	Cello frosty S.S.(Steel) Other equivalent brand	Per piece		
35.	Glue Stick 15 gram	Camlin Kores Fevr Other equivalent brand	Per piece		
36.	Highlighter	Camline Luxor Other equivalent brand	Per piece		
37.	Jug Standard size	Cello Thriller Milton Other equivalent brand	Per piece		
38.	Marker	Camline Other equivalent brand	Per piece		
39.	Mask	Good quality	Per piece		Sample required
40.	Stapler HD-10D	Kangaro Other equivalent brand	Per piece		





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41.	Stapler pin No 10-1M	Kangaro	Per piece		
		Other equivalent brand			
42.	Stapler HP-45	Kangaro	Per piece		
		Other equivalent brand			
43.	Stapler pin 24/6	Kangaro	Per piece		
		Other equivalent brand			
44.	Page Marker	Bun chin			
		Post It Prompts			
		Other equivalent brand			
45.	Stamp Pad Small	Camel	Per piece		
		Other equivalent brand			
46.	Stamp Pad Big	Camel	Per piece		
		Other equivalent brand			
47.	Stamp pad ink 30 ml	Supreme	Per piece		
		Chelpark			
		Other equivalent brand			
48.	Sharpener	Apsara long point	Per piece		
		Nataraj			
		Other equivalent brand			
49.	Scale	Camlin Exam	Per piece		
		Other equivalent brand			
50.	Sketch Pen (Sign pen)	Luxor	Per piece		
		Other equivalent brand			
51.	White Tag	Good quality	Per Bunch		Sample required
52.	Green Tag of Big Size	Good quality	Per Bunch		Sample required
53.	Bucket	Cello Super Delux	Per piece		
		Crown craft			
		Other equivalent brand			
54.	Brown Tape Size 48mm x 50mm	Bun chin	Per piece		
		Other equivalent brand			
55.	Cloth white (Markin)	Good quality	Per meter		Sample required
56.	CD-R	Amkette	Per piece		
		Sony			
		Moserbear			
		Other equivalent brand			
57.	Paper Cutter	Bun chin	Per piece		
		Gongdao			
		Other equivalent brand			
58.	Paper Cutter Blade	Bun chin	Per piece		
		Gongdao			
		Other equivalent brand			
59.	Luxor Pen Ink 4ml	Luxor	Per piece		
		Other equivalent brand			
60.	Needle 5 inch	Good Quality	Per box		Sample required
61.	Pen Stand (4 Pen)	Kebica	Per piece		
		Other equivalent brand			
62.	Pen Stand Paper Roll	Kabica	Per piece		
		Other equivalent brand			
63.	Punch Single	Kangaro SHP-20	Per piece		
		Other equivalent brand			
64.	Punch Double	Kangaro 600	Per piece		
		Other equivalent brand			
65.	Scissor 16 cm	Kabica	Per piece		
		Infinity			
		Other equivalent brand			





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66.	Scissor Big Steel	Good Quality	Per piece		Sample required
67.	Sponge	Kebica Easy	Per piece		
		Other equivalent brand			
68.	Flag (150 sheets)	Bun chin	Per piece		
		Post It Prompts			
		Other equivalent brand			
69.	Signature pad	Neelgagan	Per piece		
		Other equivalent brand			
70.	Thread	Vardhman	Per roll		
		Other equivalent brand			
71.	Tin Seal Holder	Good Quality	Per Piece		Sample required
72.	Towel (Big Size)	Bombay dyeing	Per piece		
		Tulip			
		Other equivalent brand			
73.	Tape Dispenser (Big Size)	Bun chin	Per Piece		
		Other equivalent brand			
74.	Vim Powder	Vim	Half Kg. per Packet		
		Other equivalent brand			
75.	Correction Pen	Camlin	Per piece		
		Kores			
		Other equivalent brand			
76.	Lock (Standard Size)	Plaza 25P	Per piece		
		Link			
		Godrej			
		Other equivalent brand			
77.	Sutli (Plastic) (500gram)	Good quality	Per roll		Sample required
78.	Sealing wax	Ashoka	Per box		
		Other equivalent brand			
79.	Sutli (jute) (500 gram)	Good quality	Per roll		Sample required
80.	U-Clip	Bun chin	Per pkt.		
		Other equivalent brand			
81.	Adhesive Labels	Desmat	Per packet of 100 A-4 sheets and each sheet having 20 labels		Sample required
		ODDY			
		Other equivalent brand			
82.	Adhesive Labels	Desmat	Per packet of 100 A-4 sheets and each sheet having 16 labels		Sample required
		ODDY			
		Other equivalent brand			
83.	Cartridge For HP laser Jet 1020 (12A)				
84.	Cartridge For Brother Printer HL 2250 DN				
85.	Pen drive Sandisk 8GB				





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86.	Plastic Bags			
87.	Canvas Bags			
88.	Calculator Casio			
89.	LIPI Printer Ribbons MT 661 25*40			
90.	Box File/ Index File			
91.	Room Freshner			
92.	Colin Spray			
93.	Odonil			
94.	Phenyl			
95.	Harpic			
96.	Register 288 pages			
97.	Spiral Pads			
98.	Liquid Handwash			
99.	Extension Board			
100.	Kettle Steel 1 liter			
101.	DVD- R			
102.	Seek Jhadu			
103.	Phool Jhadu			
104.	Naphthalene Balls			
105.	Toilet Brush			
106.	Floor Duster			
107.	Floor Viper			
108.	Mug			
109.	Hit Spray			
110.	Index Register ( Stock Reg)			
111.	Junne			
112.	Dust Pan			
113.	Plastic Cover			
114.	Wall Clock			
115.	Key Board			
116.	Mouse			
117.	Plastic pouch 18x12			

**(B). Printed Stationery Items of Good Quality :**

S.No.	Name of Items	Specification	Unit	Rate	Remarks
1	File Board	As per sample	Per piece		It is compulsory to submit the samples of all the items in tender by the agency
2	File Cover	As per sample	Per piece		
3	Plastic folder	As per sample	Per piece		
4	Slip Books (20 sheets)	As per sample	Per piece		
5	Slip Books (40 sheets)	As per sample	Per piece		
6	Card Board Folder (Blue Colour)	As per sample	Per piece		

**(C) Envelopes :**

S.No.	Name of Items	BRAND (Name of the Paper Company)	Unit Price per Thousand	Remarks
1.	<b>Best Quality: Envelopes-</b> White Color in the size of 9"x4"/80 GSM duly printed superior quality with flap 1 1/4" bottom 1/2" overlapping 1/2" for office use (Required in	1. 2.	1. 2.	It is compulsory to submit the samples of





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99 कौलागढ़ रोड़, देहरादून (उत्तराखण्ड) - 248001  
99 KAULAGARH ROAD, DEHRADUN (UK) - 248001

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E- roddn.cbse@gmail.com  
Ph. 0135-2753251, 2753248  
Fax: 0135-2757733

	the packing of 250 in boxes)	3.	3.	all the envelopes in tender by the agency
2.	<b>Best Quality: Envelope Window type</b> white Color- in the size of 10"x4"/80 GSM duly printed, Superior quality with Flap 1½" bottom ½ overlapping ½" for office use (Required in the packing of 250 in boxes)	1. 2. 3.	1. 2. 3.	
3.	<b>Best Quality: Cloth line envelope-</b> 8" x 10"/80 GSM printed on Khaki colour Good paper with fine Jali with Flap 1½" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth for office use.	1. 2. 3.	1. 2. 3.	
4.	<b>Best Quality: Cloth line envelope-</b> 10"x12"/100 GSM printed on Khaki colour Good paper with fine Jali with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth for office use.	1. 2. 3.	1. 2. 3.	
5.	<b>Best Quality: Cloth line envelope-</b> 16"x12"/100 GSM printed on khaki colour Good paper with fine Jali with Flap 3" bottom 1" overlapping 1" Wrap & Wrap of Jali 24 X 24 in 1" of cotton cloth for office use.	1. 2. 3.	1. 2. 3.	
6.	<b>Yellow Envelopes ( 8 * 10 ) Laminated</b>			
7.	<b>Note sheet Pad</b>			
8.	<b>Pouch Envelope ( 18*14) Cloth Lining</b>			
9.	<b>Envelope Brown ( 8 * 10 ) Laminated</b>			
10.	<b>Envelope Brown ( 10 * 12 ) Laminated</b>			
11.	<b>Attendance Register</b>			
12.	<b>File Covers with Clip</b>			

**( d ) Computer Stationery:**

S.No.	Name of Items	Specification	Unit	Rate	Remarks
1	10x12x1	As per sample			It is compulsory to submit the samples of all the items in tender by the agency
2	10x12x2	As per sample			
3	10x12x3	As per sample			
4	15x12x1	As per sample			
5	15x12x2	As per sample			
6	15x12x3	As per sample			

**Printed Envelopes of Best Quality**

NOTE:- The interested agencies must also submit the samples of the said unprinted and printed stationery items/envelopes as per CBSE requirement along with their tender documents. The agencies must mention the name of equivalent brands in the column mentioned against each item, so that office committee may compare the rates of the items. The agencies must mention the name of manufacturer(s)/mill of paper (Like Star paper mill, Sunshine paper mill, Ruchira Paper mill, Century paper etc) for white color and Brown color envelopes





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mentioned above. In future also, if the office committee asks to submit the samples of any of the item (s) in question, than the agency is bound to submit the sample of the same for observation of the committee. The interested agencies should see the samples of the above said stationery items in Stores Section of CBSE, Regional Office, 99 Kaulagarh Road Dehradun.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)

Mobile No. \_\_\_\_\_

Telephone No. \_\_\_\_\_