



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

Tender Notice

No.CBSE/RO/CBSE/GHY/Disposal Raddi/2016

Dated: August 19th, 2016

The Central Board of Secondary Education (CBSE) invites tender for disposal of raddi paper (Used Answer Books, OMR Sheets, and used Question Booklets) & Newspapers 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 (Used Answer Books, OMR Sheets, and used Question Booklets etc.) & old newspapers in the Annexure-II. The offer should be submitted in sealed envelope super- scribing "TENDER for disposal of raddi paper (Used Answer Books, OMR Sheets, and used Question Booklets) & Newspapers, obsolete books (as per description of work)-----" to Regional Officer, CBSE, Guwahati as per the date and time indicated in the tender.



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

CONTENTS

Sl. No.	Description	Page No.
1.	Inviting Tender	03-04
2.	Instructions to Bidders	05-07
3.	Eligibility Criteria	08
3.	Terms & Conditions	09 – 12
3.	Technical Bid	13
4.	Financial Bid	14 – 15



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

Sealed tenders are invited for disposal of following items:

Description of work	Quantity	Earnest money	Sale of Tender Forms	Date of opening of the tenders	Price of tender form (non-refundable)
Sale of Old Used Answer Books of Exam 2016, Compt Exam-2015 & Blank mutilated Old Answer Books.	Approx 20,000kg	Rs.50,000(2-5% of total work value)- in the form of Demand Draft drawn from any Nationalized Bank in favour of the Regional Officer, CBSE, Guwahati payable at Guwahati	On any working day between 12/09/2016 to 23/09/2016 (10:00 AM to 2:30 PM)	23/09/2016 (3:00PM)	Rs.500/- (Rs. Five Hundred Only) (Non-refundable)
Sale of Old papers, weeded LOC, Pvt. Forms, other material related to Exam 2016/Official documents which may weeded out as per rules of the Board, Old Books & Old Newspapers, etc.	Approx 6,000 kg				

The tender document can be obtained from 10:00 AM to 2:30 PM on all working days from 12/09/2016 to 23/09/2016 from the office of Central Board of Secondary Education, Regional Office, Guwahati 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.nin.in and in such a case the bidder shall deposit the cost of tender documents along-with submission of the tender, failing which tender shall not be opened. The tender form complete in all respect 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, 2016" up to 2:30 PM on or before 23/09/2016. The tender will be opened on the same day at 3:00 PM by a committee in presence of tenderer 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



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

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 for the eligible bidders. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened.



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

-: 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, OMR Sheets, and used Question Booklets) & Newspapers for at least one Deptt./ Ministry of the Govt. of India/ Govt. of Delhi/ 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 Bid Security/Earnest Money Deposit (EMD)

2. Bid Security

- (a) EMD of Rs.50,000/-(2-5% of work value) (Rs. Fifty thousand Only) in the form of demand draft in favour of "Regional Officer, CBSE, Guwahati payable at Guwahati" shall accompany the bid.
- (b) Performance Security of Rs. 70,000 (5-10% of work value)..../- (Rs. Seventy thousand only) in the form of demand draft in favour of "Regional Officer, CSBE, Guwahati payable at Guwahati should be deposited before lifting the material and it should 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 bid opening stage and returned to the bidder unopened.
- (d) The Bid security of the unsuccessful bidder will be discharged/returned to them after finalization and award of the contract without any interest.

3. Mode of submission of Tenders and last date

- (a) 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, Regional Office, Guwahati on or before 23/09/2016 up to 2:30 pm.



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati-37

Phones (Off.) 0361-2331995

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 as proof of having read the contents therein and in acceptance thereof.

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.

- (ii) 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 signed by the person/persons signing the bid.

5. Rejection of incomplete and conditional tenders

- (i) The incomplete and 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 shall 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-2016" clearly written on top of paper envelope, addressed to The Regional Officer, Central Board of Secondary Education, Silpagram Road, Near Shankardev Kalashetra, Panjabari, Guwahati- 781 037 must reach the Board office up to 2:30 PM on 23/09/2016. This 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.50,000/-(2-5% of work value) (Rupees Fifty thousand Only) as EMD drawn in favour of The Regional Officer, CBSE, Guwahati payable at Guwahati.
- IV. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm or Company.
- V. Self attested copy of sale tax return.
- VI. Self attested copy of the PAN.
- VII. Technical Bids shall be opened at 3:00 PM on 23/09/2016 in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

time and date of receipt of the bids shall be rejected.

8. Envelop-2 (Financial Bid)

The financial bids (Annexure) will be opened at later stage only after evaluation process of technical bids.



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

-: Eligibility Criteria :-

Only such bidders, who are Registered Sole Proprietor/Partnership firm or company and 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, OMR Sheets, and used Question Booklets) & Newspapers. The firm should be located in the state.**
- 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.**



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

-: Terms & Conditions :-

1. Sealed bids are invited for disposal of Raddi items (used/unused Answer sheets & other waste paper of Examination-2016). Bid should be sealed in a cover duly superscribed as "Tender for disposal of used Answer Books of Examination-2016 & Blank mutilated Old Answer Books & Other waste materials".
2. On qualifying the tender Earnest Money deposited by the agency shall be converted into Security Deposit. 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 bidder (quoting highest rates of purchase) out of the eligible bidders.
4. In case, the date of submission/opening of tenders 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.
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 should remain valid for a minimum period of 1 year from the last date for submission of the tender.
8. In case, the vendor fails to comply 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 maximum for delay of 30 days which will be recovered 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 decision of the Competent Authority of the Board shall be final in this situation.



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected as non-responsive.

11. 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.
12. The vendor is responsible for raddi material by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
13. 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.
14. Bidders may visit the Board premises and inspect the quantity, condition and type of material being sold.
15. 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.

16. 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.
- (ii) Quote should be valid for at least 90 days. 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.
- (iii) Rates should be quoted for free pickup from the store of Regional Office, CBSE, Guwahati-781037.

17. 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.

18. 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.



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

19. 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.

20. Mode of Payment

The Payment against dispose-Off of Raddi shall be deposited through cross demand draft/Electronic transfer in favour of The Regional Officer, CBSE, Guwahati, payable at Guwahati before lifting the waste materials from the office premises.

Shredding/melting of raddi papers of confidential work

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

21. 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.
- (iv) At the time of lifting of raddi items, the approximate calculated money on this account should



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

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 to the National Law 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 _____



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

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



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati-37

Phones (Off.) 0361-2331995

Annexure II

FINANCIAL BID

The Regional Officer
Central Board of Secondary Education
Shilpagram Road
Near Shankardev Kalashetra
Panjabari, Guwahati- 781037

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:

S. No.	Description	Tentative quantity of raddi papers	Cost per Kg (inclusive of all taxes and charges)
1.	USED Answer Booklets	-----	
2.	Old Newspapers/Old Books	-----	
3.	Used OMR Sheets	-----	
4.	Used Question Booklets	-----	
5.	Magazines		
6.	Other waste Material		

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 see the raddi paper, if they so desire, before quoting the rates.

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

Date:-

Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company: _____



Central Board of Secondary Education

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

REGIONAL OFFICE, GUWAHATI

Shilpagram Road, Near Shankardev Kalakshetra, Pnjabari, Guwahati-37

Phones (Off.) 0361-2331995

Annexure III

UNDERTAKING (To be submitted with Technical Bid) 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 Government of NCT of Delhi or any other State Government or reputed educational institutions and no criminal case is pending against the said firm/ agency as on _____.

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company:

Place: _____

Date: _____