



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

क्षेत्रीय कार्यालय, शिल्पग्राम रोड, शंकरदेव कलाक्षेत्र के समीप, पांजाबाड़ी, गुवाहाटी- 781037

CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE, GUWAHATI

An Autonomous Organisation Under the Ministry of Human Resource Development (Govt. of India)
Shilpagram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati - 781037

NO. CBSE/RO/GHY/STORE /2016/

Date : 30/05/2016

TENDER NOTICE

Sealed Tenders are invited for on behalf of the Regional Officer, CBSE, Guwahati from reputed Stationary suppliers for providing Stationary items. The value of the contract is estimated to be approximately Rs. 6 (six) to 7(seven) lakhs per annum.

Interested agencies may obtain the tender documents from the Reception Counter, CBSE, RO, Guwahati on all working days between 10:00 a.m. to 1:00 p.m. on payment of Rs.200/- (non-refundable), w.e.f **02.06.2016** to **16.06.2016**.

An EMD of Rs.10,000/- (rupees ten thousand) in favour of the Regional Officer, CBSE, Guwahati must be enclosed along with sealed tender form. Tender in the prescribed form duly filled in, signed and stamped in a sealed cover superscripted on it "TENDER FOR SUPPLY OF STATIONARY ITEMS" shall be placed in the tender box kept in the Reception Counter, CBSE, Guwahati on or before **16.06.2016** upto 1:00 p.m. and Tender will be opened on the same day i.e. 16.06.2016 at 3:30 p.m. in the presence of tenderers who may wish to be present. Incomplete/ conditional tender without earnest money or received after due date and time shall be summarily rejected.

The Regional Officer, CBSE, Guwahati reserves the right to accept or reject any or all the tenders without assigning any reason.

REGIONAL OFFICER

TERMS & CONDITIONS

1. Tenderers will have to deposit Earnest money of Rs.10,000/- (Rupees Ten Thousand Only) with the Tender in the form of Demand Draft of a Nationalized bank in favour of The Regional Officer, Payable at Guwahati which will be returned to the unsuccessful Tenderers soon after the order is placed. In case the tenderer(s) fails to complete the supply according to terms of the order, the amount to EMD shall be forfeited.
2. No Tender without 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.
3. 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.
4. Sealed tenders, complete in all respects may be placed in the Tender Box kept near the Reception Counter at the First Floor upto 1:00 p.m. on or before **16.06.2016**. Incomplete tender or those without earnest money will be rejected. Tenders will be opened at 3:30 pm on the same day in the presence of the representatives of the Tenderers, who may wish to be present. Tender after due date and time will not be accepted. Tenders shall be filled up for all items as per the list. Partial quoting of some items shall not be entertained.
5. The Regional Officer, CBSE 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.
6. The sealed envelopes should contain the rates quoted (duly typed) for all the items by the firm in the performa as above and shall be superscripted "TENDER FOR SUPPLY OF OFFICE STATIONARY ITEMS."
7. The Regional Officer, Central Board of Secondary Education reserves the right to accept or reject partly/wholly any or all the tender (s) without assigning any reason.
8. While considering the rates, the Board will also consider the quality of the material.
9. The quantity of stationary items may increase or decrease as per requirement.
10. 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.
11. The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract. The rates so quoted should be in way keeping in mind the price rise in future.
12. The contract period shall be increased further, subject to satisfactory services, on year to year basis for a maximum period of 01 year on mutually agreed Terms & Conditions and quoted rate(s).
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.
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. Central Board of Secondary Education reserves the right to enter into parallel rate contract for similar items during the period of rate contract with one or more parties.
16. The rate contract can be terminated at any time by giving one month's notice by either party.
17. 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.

18. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not deliver in time.
19. The Board reserves the right to examine the Stationary items for their quality if it so desires.
20. The items, so supplied will have to be high quality and grade and during 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.
21. No Bill for part payment shall normally be entertained; however the payment shall be released expeditiously after complete supply as per purchase order & satisfactory quality checking of the consignment(s) by the purchaser.
22. 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.
23. The agency selected shall be required to submit performance guarantee for **Rs10,000/-** (Refundable) in the form of Bank Guarantee, FDR or other instruments as provided under General Financial Rules 2005 valid for a period of Sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
24. Items indented to be delivered to the general store of Regional Office CBSE Guwahati by the supplier without any extra cost and within one week from the issue of the supply order or as mentioned in the supply order.
25. All disputes are subject to Guwahati Jurisdiction only.

I/We accept the above terms and conditions.

(SIGNATURE OF THE TENDERER ALONG WITH SEAL)