



**TENDER NOTICE FOR SALE OF RADDI ETC.**

Sealed tenders are invited on behalf of **The Secretary, CBSE, Bhubaneswar** in two bid system from Govt./Semi Govt./Pvt. Ltd./Partnership firm/Proprietorship firm/Societies for the disposal of following items:-

Description of Work	Quantity (Approx)	Earnest money	Period of Sale of Tender	Date of Opening the Tender	Price of Form(Non-refundable)
1. Used answer sheets.	375 Quintals	Rs.15,000/- in form of Nationalised Bank DD drawn in favour of the Secretary, CBSE payable at Bhubaneswar	21/06/16 To 12/07/16	Technical Bid at 3.00 PM & Financial Bid at 5.00 PM on 13/07/16	Rs.500/-
2. Other waste materials/Paper s/Envelopes/ Drawing sheet etc.	30 Quintals		(10.00 AM to 3.00 PM on all working days & upto 12.00 Noon of 12/07/16)		

The Tender form alongwith details of items to be disposed and terms & conditions can be purchased from the CBSE, Regional Office, 6<sup>th</sup> Floor, Alok Bharti Complex Saheed Nagar, Bhabaneswar-751007 against cash payment of Rs.500/- (non refundable) or can also be downloaded from the Website [www.cbse.nic.in](http://www.cbse.nic.in) and in such case cost of form should be enclosed in the shape of Bank Draft drawn from any scheduled Bank in favour of **Secretary, C. B. S. E. Payable at Bhubaneswar** only, with the tender form.

The Tender form should complete in all respect alongwith EMD, duly sealed and superscribed "Comprehensive Bid for disposal of Raddi" must be put in the tender box kept in the CBSE, Regional Office premises at 6<sup>th</sup> floor up to 2.00 PM on 12/07/16. The tender will be opened on 13/07/16 at 3.00 PM (Technical Bid) & at 5.00 PM (Financial Bid) by a duly constituted committee in the presence of Tenderers who may wish to be present. The sample of items can be seen in Adminstration Branch, at CBSE Regional Office, Bhubaneswar at the above address.

The Secretary CBSE reserves the right to accept or reject any or all the Tenders without assigning any reason. Incomplete tender or tenders without EMD will be summarily rejected.

**REGIONAL OFFICER**



F.02/CBSE/RO/BBSR/52(II)/2016

Price = Rs. 500/- (Non-refundable)

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**TENDER FORM**

(For **Disposal of "Raddi"** of Exam-2016)

**Tender Date Schedule**

Particulars	Date	Time
Last date of submitting the tender	12/07/16	2:00 PM
Date of Opening the tender	13/07/16	3.00 PM : Technical Bid 5.00 PM : Financial Bid

**Earnest Money**

Rs. 15,000/- payable in the shape of Bank Draft in favour of the "Secretary, CBSE" payable at Bhubaneswar. **No tender form without D.D. of earnest money shall be entertained.**

Tender form/document for disposal of 'Raddi' should complete in all respect be placed in two parts i.e. Technical Bid & Financial Bid. Both the bids are to be placed in two sealed envelopes (clearly mentioning "Technical Bid" and "Financial Bid") and which in turn are to be placed in one sealed cover bearing "Comprehensive Bid for disposal of Raddi". Envelop containing comprehensive bid duly completed and addressed to the Regional Officer, CBSE, Regional Office Bhubaneswar, 6<sup>th</sup> Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar (Odisha)-751007 must reach the Regional Office at above address or be put in the Tender Box kept at this office on or before 12/07/16 upto 2.00 P.M., alongwith EMD of Rs. 15,000/-

M/s ..... is hereby authorized to submit its tender in response to the notice published in news papers for disposal of "Raddi", as detailed below.

The approximate quantity of material for sale is as follows. The quantities (In Quintals) shown are indicative only and actual weight may vary.

Sl. No.	Name of Materials	Quantity(approx.)
01	Used Answer Books including continuation sheets, graphs, maps etc.	375 Quintals
02	Other waste printed paper material, empty envelopes, drawing sheets etc.	30 Quintals

The bids shall be opened by the committee constituted by the Board on 13/07/16 at 3.00 PM (Technical Bid) & at 5.00 PM (Financial Bid) in the presence of those bidders who may wish to be present at the time of opening. However, no separate intimation shall be given. The tenders without earnest money, incomplete or not in prescribed proforma shall be rejected without notice.

**Note:** The above materials are to be lifted from 6<sup>th</sup> Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar.

**(L. L. Meena)**  
**REGIONAL OFFICER**

Encl: Terms and conditions along with Rate Form

**“TECHNICAL BID”**

1. Name of the Agency : \_\_\_\_\_  
\_\_\_\_\_
2. Complete Address with contact nos. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Income and expenditure for the last three years : \_\_\_\_\_  
(Attach Income Tax Returns as proof) \_\_\_\_\_  
\_\_\_\_\_
4. Type of Establishment (Attach Proof) : \_\_\_\_\_  
(Govt./Semi Govt./ Pvt. Ltd/Partnership firm/Proprietorship firm/societies.)
5. Details of Contract executed of similar nature of work: \_\_\_\_\_  
(For last three years, Please attach \_\_\_\_\_  
relevant photocopies of work order) \_\_\_\_\_

<b>Sl.No.</b>	<b>Name, Address and contact No. of Organization</b>	<b>Period</b>	<b>Contract Value</b>
1.			
2.			
3.			

6. Earnest Money of Rs. 15,000/- in favour of the “**Secretary, C.B.S.E.**”, payable at Bhubaneswar has been enclosed vide Banker’s Cheque/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_  
(Bank name & branch).
7. Copy of the attested documents in r/o Identity of proprietor (voter ID, Adhaar Card), Copy of Registration in support of establishment.
8. All pages of the tender document should be signed by the tenderer.

**Declaration:**

**All terms & conditions as mentioned in the Tender Documents are acceptable to me/us.**

Signature of the Tenderer: \_\_\_\_\_

Name & Address of Tenderer with seal: \_\_\_\_\_

Telephone/ Mobile No: \_\_\_\_\_

**CBSE Regional Office, Bhubaneswar****Tender for Disposal of “Raddi”****TERMS AND CONDITIONS**

The terms and conditions for disposal of “Raddi” are as follows:

1. The whole lot shall have to be lifted within 21 days from the date of work order against cash payment.
2. Arrangement for packing in Gunny Bags shall have to be made by the purchaser at his own cost.
3. Each item of the tender shall be dealt with separately and each item may be awarded to different tenderers, if necessary.
4. No tender shall be accepted without earnest money and after due date and time i.e., 12/07/16 upto 2.00 PM.
5. The quantity of waste printed paper material mentioned in the tender form may increase or decrease.
6. No revision of rates shall be permitted after submitting the tender form and during the period of contract.
7. Arrangement for lifting the material shall be made by the Tenderer at his own cost. Weighing shall be done on “Two Dharam Kantas”. Weighing of the unloaded truck first and then the loaded truck (loaded to its maximum capacity) will be done on both the Dharam Kantas in the presence of the committee of the Board deputed for the purpose by the Competent Authority.
8. The highest bidder for the used answer books and other waste material shall have to deposit security deposit of Rs.1,00, 000 /- in addition to EMD before lifting the used answer books and other specified material. This will, however, be adjustable while lifting the first installment of used answer books and balance amount will have to be paid at Dharam kanta to the Committee Members. In case of any default or breach of conditions stipulated above the earnest money of Rs. 15,000/- and the additional security money of Rs. 1,00,000/-shall stand forfeited.
9. Tender form fee of Rs. 500/- should be deposited separately to CBSE, in case of downloading from CBSE website.
10. Sample of following different items can be seen at CBSE Office at 6<sup>th</sup> Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar-751007 after the approval of the Regional Officer.
  - a. Used Answer Books
  - b. Other Waste printed paper material and empty envelopes, etc. of R.O., Bhubaneswar.

11. If the material is not lifted within the stipulated period given in the work order, the earnest money and additional security money will stand automatically forfeited.
12. Decision of the Chairman of CBSE in all matters concerning the tender will be final and binding on all.
13. Used answer books and some other printed "Raddi" should be used only for preparation of pulp/lugdi and no paper be used for preparing Envelopes etc. **An undertaking in this regard is also required to be submitted to this office before lifting the material.** In case of non- compliance, the firm shall be liable to be blacklisted and earnest money/security money will be forfeited.
14. The validity of the rates will be for one year from the date of issue of work order. The rates may be kept effective after extension on year to year basis for a maximum period of three years, after mutual consent.
15. The Competent Authority of the Board reserves the right to accept or reject any or all the tenders and to cancel all/or part of tender without assigning any reason thereof.
16. Incomplete/conditional/late tenders or those with out EMD will be rejected. There should not be over writing or amendment in the quoted rates. All forms should be duly signed with seal of the firm.
17. The jurisdiction for all kinds of dispute will be Bhubaneswar/Cuttack.

### **ACCEPTANCE OF THE TENDERER**

The terms and conditions in this form from clause 01 to 17 have been read and understood by me/us and are acceptable to me/us in toto.

Signature of the Tenderer: \_\_\_\_\_

Name & Address of Tenderer with seal: \_\_\_\_\_

\_\_\_\_\_  
Telephone/ Mobile No: \_\_\_\_\_

**CBSE Regional Office, Bhubaneswar**  
**Tender for Disposal of “Raddi”**

**UNDERTAKING**

All the terms and conditions given overleaf are acceptable to me/us. A Bank Draft of Rs. 15,000/- (Rupees Fifteen Thousand Only) in favour of Secretary, CBSE, Bhubaneswar is enclosed bearing Sl. No. \_\_\_\_\_ dated \_\_\_\_\_ payable in favour of Secretary, CBSE, Bhubaneswar, as earnest money.

I/We undertake to purchase Board's used/old blank answers books old papers & other waste material incl. envelopes etc. against each payment in case of my/our rates are approved.

I/We also undertake that Board's Used/Blank answer books & other waste material incl. envelopes etc. will be used for preparation of pulp/lugdi only and no paper will be used for making envelopes etc. In case of approval of my/our rates, all the term and conditions mentioned in this tender form will be executed, before lifting the Used /Blank answer books, old records and obsolete books and publications etc., on a non judicial stamp paper of Rs. 100/- with two witnesses of both the parties i.e. bidder and the Board, for which I/We also undertake the necessary action.

Signatures of Bidder(s)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No \_\_\_\_\_

Office \_\_\_\_\_

Residence \_\_\_\_\_

Mobile \_\_\_\_\_

Tender Form No. \_\_\_\_\_

Purchased vide Cash receipt No. \_\_\_\_\_

Dated \_\_\_\_\_

PAN No. \_\_\_\_\_

Cost of the tender Rs.500/-

Sr. No. ....

**“FINANCIAL BID”**  
**RATES FOR ITEMS**

I/We/M/s. \_\_\_\_\_ hereby submit tender for the purchase of  
 Used/Blank Answer Books/old papers/obsolete books & publications etc.

I/We quote/offer our best possible rates as under:

**CBSE, Regional Office: Bhubaneswar**

Sl. No.	Name of Item(s)	Rates (Per Quintal)
01	Used/ Answer Books including continuation sheets, graphs, maps etc.	Rs. _____ Rs. (In Words) _____ _____
02	Other waste printed paper material, empty envelopes, drawing sheets etc.	Rs. _____ Rs. (In Words) _____ _____

Authorised Signatory: \_\_\_\_\_

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

Name & Address of Tenderer with seal: \_\_\_\_\_

Telephone/ Mobile No: \_\_\_\_\_