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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092

TENDER NOTICE

Sealed tenders are invited from reputed agencies for "Disposal of used old steel Trunks, Q/P sealed parcels & Misc. envelops" approx. qty, 10,000 nos. & 80.0 MT respectively on "AS IS WHERE IS BASIS". The cost of tender is Rs.1000 in the form of DD/BD. EMD amounting to Rs.5.0 lakhs shall be payable through DD/BD in favor of the Secretary, CBSE. Tender complete in all respect must be submitted latest by 22/01/2016 upto 2:30 PM and dropped in the tender box placed at reception counter, HQ building, Preet Vihar Delhi-110092

Joint Secretary (A & L)

ELIGIBILITY CRITERIA

1. The Bidder should have at least 3 years experience in buying scrap from Central/State Govt. Departments, Autonomous Educational Institutes, PSUs, Banks etc .

COPY OF FIVE SALE ORDERS OF RS. 50,000/- EACH OR MORE DURING THE YEAR 2012-13, 2013-14, 2014-15. (Annexure B2)

2. The Bidder should not be currently blacklisted by any Central/State Govt. department Autonomous Educational Institutes etc. in India and abroad. - **Self declaration- Annexure A1**

3. PAN CARD of the firm / proprietor (copy to be enclosed)

4. The Bidder should accept terms & conditions and scope of work-**Annexure A2.**

5. The bidder should have at least 3 years experience in buying scrap from Central/State Govt. Departments, Autonomous Educational Institutes, PSUs, Banks.

(Copy of Three sale orders of Rs.50,000/- each or more DURING 2013-14,2014-15. (Annexure B2)

INSTRUCTIONS TO BIDDERS

SUBMISSION OF OFFER:

1. The tender MUST BE ENCLOSED IN A SEALED COVER superscribing Tender of “ Disposal of used old trunks, q/p sealed parcels & misc. envelops” & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
2. PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.
3. Tender should be dropped in the tender box placed at reception counter Shiksha Kendra building, Preet Vihar, Delhi-110092. No tender is to be handed over to our staff personally. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
4. Quoting of Price (s) : Price quoted should be in Indian Rupees.

5. If Price bid is not quoted in PRICE BID as provided in Tender document then, Board will Reject Bid along with forfeiting Earnest Money Deposit.

CANCELLATION OF TENDER:

Not with standing anything specified in this tender document, Seller / CBSE in his sole discretion, unconditionally and without having to assigned any reasons, reserves the rights:

tenders.

a) To accept OR reject Highest tender or any other tender or all the

b) To accept any tender in full or in part.

c) To reject the tender offer not confirming to the tenders terms.

VALIDITY OF THE OFFER : 90 days from the date of submission of offer.

Earnest Money Deposit & Security Deposit :

EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.

For successful bidder, EMD will be converted to security Deposit and will be retained with CBSE till the expiry / termination of rate contract without interest.

EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

If the quality of product and service provided is not found satisfactory, CBSE reserves the right to cancel or amend the contract.

Force Majeure :

Force Majeure will be accepted on adequate proof thereof.

DECLARATION REGARDING CLEAN TRACK BY BIDDER

Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

The Secretary,
Central board of Secondary Education
2 Community Centre,
Preet Vihar,
Delhi-110092.

Sub:- "Disposal of used Old Steel trunks, Q/P sealed parcels & Misc. Envelop"

Sir,

I've carefully gone through the Terms & Conditions contained in the tender. I hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I further certify that I'm competent officer in my company / firm to make this declaration.

Or

I declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

**DECLARATION FOR ACCEPTANCE OF RFP TERMS AND
CONDITIONS AND SCOPE OF WORK**
(On Company / firm's Letterhead)

To,

The Secretary,
Central board of Secondary Education
2 Community Centre,
Preet Vihar,
Delhi-110092.

Sub:- "Disposal of used Old Steel trunks, Q/P sealed parcels & misc. Envelop"

Sir,

I've carefully gone through the Terms & Conditions and Scope of Work as mentioned in the tender document. I declare that all the provisions of this tender are acceptable to my company. I further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

BIDDER'S INFORMATION

Details of the Bidders		
1	Name of the Bidder	
2	Address of the Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Valid Sales Tax Registration No.	
5	Valid Service Tax Registration No.	
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
8	Telephone No. (with STD Code)	
9	Email Address of the contact person	
10	Fax No. (with STD Code)	
11	Website	

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UNDERTAKING

All the terms and conditions given overleaf are acceptable to me/us. A Bank Draft of Rs.5.0 lakh/- (Rupees Five lakh) in favour of the Secretary, CBSE, Delhi is enclosed vide Bank Draft No.

_____ dated _____ as EMD.

I/we undertake to purchase any or all the items against advance cash payment, in case my/our rates are approved.

Signature of tenderer (s)

Address _____

Phone no.

Office _____

Residence _____- _____-

Mobile _____

TERMS & CONDITIONS

1. Sealed tender, complete in all respect alongwith a bank draft for Rs. 5.0 lakhs (Rupees Five lacs only) valid for a period of 3 months towards EMD in f/o the Secretary, CBSE, Delhi should be dropped in the Tender Box kept at Reception Counter HQ Bldg. Preet Vihar, Delhi latest by 2:30 p.m. on 22/01/2016. The sealed envelopes should contain the rates quoted by the agency in the performa as per ANNEXURE-I & ANNEXURE-II superscribed "Disposal of Steel Trunks and unused old Q/P in Sealed Parcels. Incomplete/conditional/late tenders or those without earnest money will be rejected. Bids will be opened at 3:00 p.m. on the same day in the presence of those tenderers, who may like to be present. There should be no overwriting or cutting in the rates quoted, the terms and conditions of the contract. In case the cutting is unavoidable it must be initialed/authenticated. All the documents should be duly signed with seal of the firm.
2. The Secretary, CBSE Reserves the right to imposed penalty as deemed fit or forfeit part or whole of the E M D of the tender, if tenderer fails to lift the tendered material or fails to accept the work order.
3. Any sort of unethical or unprofessional practice by the agency is strictly prohibited. It could lead to debarment of the agency by the Board for a period of 2 years or a penalty as decided by the Competent Authority of the Board.
4. The Board has the right to award the work to one or more agencies
5. The Secretary, CBSE Reserves the right to reject any or all the tenders without assigning any reason.
6. In case of any dispute or abrogation of conditions stipulated, the decision of the Secretary, CBS E in all the matters concerning tender shall be final and binding upon the tenderer.
7. Incase of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
8. If the material is not lifted within 10(ten) days given in work order(s), the earnest money will stand automatically forfeited.
9. The Rate Contract shall be valid for a minimum period of one year. However, the contract period could be extended further, subject to satisfactory services, for another year on mutually agreed Terms & Conditions.
10. All other charges pertaining to the work of disposal of waste materials like labour charges for lifting of waste materials, transportation, weighment at Dharamkata, tearing off the items/Answer Books, Question papers/ Tabular books (if necessary), etc. shall be borne by the tenderer only.

11. In case, the sealed Q/P Parcels are lifted by the agency alongwith sealed cloth parcels, the vendor shall furnish a certificate that the material shall not be sold in the sealed condition.

12. In case the Q/P material or other confidential material is lifted by the agency after tearing of the cloth and other envelops and the Q/P material got weighed exclusively, it shall be required to give a certificate that the confidential material has been delivered to the Mill directly.

13. The Bidders/customers workmen shall have to abide by the rules regulation including safety & security regulation of the relevant statutory Acts. Entry inside the works should only be against Gate pass for the men and equipment for which purchaser will have to apply well in advance before lifting commences.

14. The Buyer will employ his own labor and means; at his own cost and risk for removal/collection/shifting of scrap as per schedules and payment of wages/compensation to the laborers will be the sole responsibility of the buyer. The purchaser shall ensure that his workmen do not loiter around within the stores area of the factory areas. They shall not touch any material except those material shown to them. If any of his workmen is even found violating these restriction, the purchaser shall be responsible for making good the loss to the owners on which their decision shall be final and binding.

15. The items for disposal are offered on 'As is where is basis' only.

16. The Seller reserve the right to black-list, debar any bidder/buyer due to any act of omission or commission or fraudulent acts indulged or caused to be indulged by such bidder/buyer in the course of bidding process and/or in the execution or performance of any of the contracts which may be awarded to the bidder/buyer pursuant to the Rate Contract.

17. CBSE reserve the right to withdraw the items offered for sale before or after issue of letter of award without assigning any reason thereof.

ACCEPTANCE OF THE TENDERER

The above said terms and conditions enumerated in this form have been read by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)

(SEAL WITH COMPLETE ADDRESS)

Last date of submission:22.01.2016 upto 2.30 P.M.

Opening of the tender:22.01.2016 at 3.00 P.M.

ANNEXURE-I

FINANCIAL BID (RATES TO BE QUOTED FOR FOLLOWING ITEMS)

Sl. No.	Name of item	Rates
1.	Old Steel Trunk	Per Kg.
2.	Unused Old question papers (Old test booklet containing OMR sheet etc.) in sealed Parcels.	Per Kg
3.	Used OMR Sheets	Per Kg
4.	Used locks without keys.	Per Kg

Note:- The OMR sheet shall be lifted after tearing into Peaces and no extra charges for labour etc shall be payable by the Board.

Accepted by me

(Signature of the tenderer)

(Seal with completer address)

ANNEXURE-II

Sl. No.	Name of the item	Rates
1	Old question papers.	Per Kg
2	Waste paper (Answer Sheets, Application forms, Attendance sheets, Old photographs, etc)	Per kg.
3	Empty Envelopes (Torned)	Per Kg
4	Old books (Booklets or information bulletins etc)	Per Kg
5	Card Board Boxes (Big, Small and Broken)	Per Kg
6	Plastic strips	Per Kg
7	Polythene Envelops	Per Kg

You are requested to quote your highest rates for above mention material. It is also noticed that Board will not bear any additional expense like deployment at labour for tearing off the envelopes, lifting of material etc. and transportation charges etc. The rates will be valid for one year including all the charges and taxes.

Accepted by me

(Signature of the tenderer)

(Seal with completer address)