



## Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

### Empanelment of Bidders For Supply of Furniture.

Central Board of Secondary Education, Preet Vihar, Delhi-110092 is a National Board of School Education and is an autonomous body under MHRD, Govt. of India. The Board procures large number of furniture items for its departments/offices building on regular basis for Head Quarter office and Regional office in Delhi. Average procurement of such items for last three years is approximately Rs. 50 lacs per annum. At present, the Board has ten Regional offices located at Ajmer, Panchkula, Allahabad, Chennai, Patna, Bhubneswar, Guwahati, Thiruvananthapuram, Dehradun and Delhi. To meet out its furniture requirements, **preferably in Delhi region**, the Board invites sealed application from experienced, technically and financially sound furniture manufacturing companies dealing in office furniture items and modular furniture items: to enter into rate contract with the Board, Preet Vihar, Delhi-110301 for a period of one year, which may extend for another two years depending upon the performance of the firm.

Interested companies may submit their sealed offer super scribing "Proposal/Empanelment of Rate Contract for Furniture Items" to the Assistant Secretary (Admn-II), CBSE, Delhi latest by **25.02.2016** upto 2:30 p.m. The application, complete in all respect placed in Envelope should be received/dropped in the Tender Box kept at Ground Floor (Reception Counter), CBSE office, Preet Vihar, Delhi. Incomplete/conditional/late applications will be rejected. All the forms should be duly signed with seal of the firm. Applications may be submitted by speed post/registered post/ordinary post/courier addressed to "Assistant Secretary (Admn-II), Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-1100301" and should be received on **25.02.2016** upto 02:30 p.m. Applications received after the due date and time shall not be considered.

### General Terms and Condition

1. The rate contract proposal will be accepted from the reputed furniture manufacturing firms only. The firm should be **registered with State/Centre Govt. agency/DGS&D and should** be in existence for minimum three years.
2. The company should have the sound capacity to execute the contract particularly with respect to availability of skilled and infrastructure personnel, equipment and manufacturer facilities.
3. Furniture Manufacturer Company should have average annual turnover not less than 03 crore for the last three years (proof to be attached).

4. The Furniture Manufacturing Company should have a Standard Price List of all the products applicable throughout the country. The same should be submitted along with the contract applicable duly stamped & signed.
5. The manufacturing company should have at least one dealer/distributor/ service centre within Delhi/NCR.
6. The Company should have technically qualified manpower available and first response time for service should be within two working days (excluding Sunday/ holidays).
7. The furniture manufacturing company should have experience of successfully executing valid rate contracts with at least three Government educational institutions comparable to Board. **The copy of (rate contracts) should be attached with the documents.**
8. The Furniture manufacturing companies should not have been blacklisted by any Government/Semi Government/Board/Corporations/Autonomous Body. **An Affidavit to this effect on Non-Judicial stamp paper has to be submitted by the firm.**
9. The Furniture manufacturing companies should possess prevalent certification related to quality & safety possessed by most of reputed brands of furniture manufacture e.g. ISO-9001,ISO14001-8001,BIFMA **(Certificates to be attached).**
10. Preference will be given to the firms engaged in manufacturing of environment friendly-green furniture **(certificate to be attached).**
11. Preference shall be given to the company having complete range of furniture items for our requirements such as: office furniture, modular furniture etc.
12. The firm under the contract will have sole responsibility for providing furniture layout drawings/design of furniture to the Board without any extra cost for the period of contract.
13. The contract will be valid for one year, which can be extended for another two year based upon the satisfactory performance of the firm.
14. The selected Furniture manufacturing company will have to furnish **performance security in the shape of Bank Guarantee or Demand Draft in favour of "Secretary CBSE payable at Delhi" of Rs. 3 Lacs (Three lacs only)** for the period of contract from a Public Sector/Nationalised Bank before entering into contract. The performance security shall be released after the satisfactory execution of the contract.

15. The firm shall furnish as undertaking that it will not sell furniture items (under the contract with the Board) to any Educational Board in India, at rates lower than offered to Board. In case the firm fails to do so, the contract will be cancelled with immediate effect by imposing penalty as decided by the Board.
16. The contract will be terminated, if the firm fails to abide by the terms and conditions of the contract or fail to supply the goods in time or supply substandard goods or make any false declaration or fails to provide satisfactory after sale service to the Board. In such situation the penalty will be imposed on the firms by committee constituted for the purpose and penalty amount will be deducted from the performance security provided by firm.
17. After preliminary scrutiny of the firms, the firms satisfying basic minimum criteria will be called for presentation to the Board's Committee before final evaluation.
18. The contract will be offered to single or more firm after evaluation of invited applications by the committee constituted for technical evaluation.
19. The criteria for evaluation of contract proposal will not be based on the discount offered only. The evaluation for the proposal will be carried out comprehensively based on credential, manufacturing capability, quality control system, financial background, dealer/distributor network, past performance, after sale service, range of furniture items manufactured by the firm, rate contracts of the firms with other Govt. agencies, and percentage discount offered by the firm on listed rate list, ect.( **The evaluation criteria is given in Annexure-1**).
20. The firms shall submit percentage discount, if it is willing to offer to Central Board of Secondary Education, Preet Vihar Delhi-110092 on listed price. The same shall be submitted in a separate sealed envelope, super scribed as **"Discount offer on listed price list"**.
21. **Pre-mature Termination of the Contract:** Premature termination of contract of vendor may be done with the approval of Competent Authority, if the vendor is non-responsive against the supply order or on account of its performance or disabilities as detailed below:
  - (a) Vendor fails to execute the order.
  - (b) Vendor is declared bankrupt or insolvent or its financial position has become unsound in case of public limited company, it is wound up or taken into liquidation.

(c) In case of pre-mature termination of the contract in the event of failure to execute the order, the amount equivalent to 2% of the ordered value will be forfeited from the performance security of the firms.

22. **Renewal of the contract:** Renewal of contract may be done for a further period of one year (extendable to one more year) based upon the performance of vendors and report of the Review Committee. Firm seeking renewal shall submit a fresh application form, three months prior to expiration of the validity of the contract.
23. The Contract will be valid only for those furniture items which are not covered under DGS&D Rate contract (of the firm), if there exists any such contract with the DGS&D.
24. **Jurisdiction in case of Dispute:** District court and High Court of Delhi. This contract shall be subject to legal jurisdiction of court of law having territory jurisdiction in Delhi.
25. The supplies of furniture will have to be affected within 3-4 weeks of the receipt of supply order but for customized products the period shall be indicated on the orders issued for such items.
26. The supply orders will be placed only on the basis of price list approved by this office. For this the firms will submit 5 copies of their approved price list/DGS&D rate contract (in proper bound form) which will be authenticated by this office for further supply to the Indenting Offices. The Indenting Officers will ensure to place the orders after comparing the rates of the firms for products having similar specifications.
27. The services for supplied item will be within 10 working days through the authorized dealer/service provider.
28. Note: In case of discrepancy between English and Hindi version of this document, the terms and conditions mentioned in English version shall be treated as final.

### **Evaluation Criteria for Furniture Manufacturing Company**

S.No.	Criteria
01	Introduction of the firm (Annexure-I).
02	Financial background of the firm (based on the financial statements for the last three years).
03	Capability to design and manufacture variety of furniture products as per need of Board i.e. office furniture, modular furniture, etc.
04	Availability of Authorized Dealer/Distributor/Service Centre of the firm in Delhi and capability of after sale service i.e. available manpower at Dealer/ Distributor/Service Centre. <b>(proof to be attached)</b> .
05	Percentage discount offered by the firm on listed price.
06	Availability of similar rate contract with other educational Boards/Govt. Agencies comparable to Board. <b>(Proof to be attached)</b> .
07	Available range of environment friendly green products (proof to be attached).
08	Manufacturing capability, technical manpower and quality control system of the firm including quality and safety related/certification of the firm. <b>(Firm need to make presentation to the committee)</b> .
09	Availability of quality and safety certification such as ISO-90001, ISO 14001, ISO-18001,BIFMA(Certificates to be attached).

**Annexure-I****'INTRODUCTORY PROFORMA OF FIRM FOR SUPPLY OF FURNITURE'**

1.	ABOUT THE FIRM	
	A. Name and address of the Firm	
	B. Telephone No.	
	C. Type of Firm Proprietary/ Company.	
	D. Registration No. & year of Regn. ( with documentary evidence)	
	E. Organisation to whom the Agency has been register with	
	F. Name of the Proprietor / Partners/ Directors	

(The firm should either be an original manufacturer or their authorised dealer for the current period (Proprietary Certificate must be enclosed)

2.	PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)- Availability similar rate contract		
Sl. No.	Year	Name of Organisation	Details of work executed (with proof)**
1	2013		
2	2014		
3	2015		

\*\* Total period of experience of supply of furniture along with the name of the institution with supporting documents.

2.1 Details of Award / Certificate of Merit etc. received from any Organisation  
{Please attach copy of certificate(s)}

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2.2 Whether the firm is capable of providing the all types of furniture

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3. CLIENTS OF THE FIRM (Attach Proof):

- |                              |        |
|------------------------------|--------|
| A. Govt. Deptt./ Ministries  | Yes/No |
| B. MNC                       | Yes/No |
| C. Public Sector Undertaking | Yes/No |
| D. Private Sector            | Yes/No |

Note : Please attach a list of clients as per above categorization, indicating what services were rendered for how long and name of the contact person with telephone nos.

4. INFRASTRUCTURAL DETAILS:-

a. Physical Capital \_\_\_\_\_

b. Financial

i. Annual Turnover ( During Last three financial year )

2012-13 Rs. \_\_\_\_\_

2013-14 Rs. \_\_\_\_\_

2014-15 Rs. \_\_\_\_\_

c. Personal No. of Employees

Technical \_\_\_\_\_  
Non Technical \_\_\_\_\_

5. SALES TAX NO. \_\_\_\_\_  
(The firm should be registered with Sales Tax/ VAT/ Excise/ IT Authorities)

6. PAN /TIN NO. \_\_\_\_\_

7. Quality Certificate No. (if any) \_\_\_\_\_

The terms and conditions of the tender are acceptable to me /us.

**Authorised Signatory**

(With full name and designation)

Seal :

Mobile no. : \_\_\_\_\_

Phone No.: \_\_\_\_\_



## Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

### EMPANELMENT NOTICE

The Board, invites application from reputed manufactures of various furniture items for purpose of empanelment at rate contract for a period of one year, for supply of various types of furniture items for office use. Interested agencies may download the documents from [www.cbse.nic.in](http://www.cbse.nic.in) and apply accordingly.

**JOINT SECRETARY (A&L)**