

**CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE**  
**NEW NO.3, (OLD NO.1630-A), J-BLOCK, 16TH MAIN ROAD, ANNA NAGAR WEST,**

**CHENNAI 600 040**

**Phone No: 26162213/26162214/26161100**

Date: 03.07.2016

**TENDER NOTICE**

Sealed Tenders are invited on behalf of the Secretary, CBSE, Delhi for the following items:

<b>Description of work</b>	<b>Quantity</b>	<b>Earnest money</b>	<b>Period of sale of tender</b>	<b>Date of opening the tender</b>	<b>Price of form (non-refundable)</b>
Disposal of “Raddi” of used & blank Answer Books / Other Waste Paper material etc.	75 tonnes Approx.	Rs.1,00,000/- In the form of Demand Draft drawn in favour of Secretary, CBSE and payable at Chennai	04.07.2016 to 27.07.2016 (10.00 a.m to 1.00 p.m on all working days)	27.07.2016 4.00 p.m	Rs.200/- Cash or Demand Draft in favour of Secretary, CBSE and payable at Chennai

The Tender Form can be purchased from 10.00 a.m to 1.00 p.m on all working days from the Regional Office, Chennai, or can be downloaded from the website **[www.cbse.nic.in](http://www.cbse.nic.in)** and in such case the requisite fee of Rs.200/- shall have to be enclosed in the form of the Demand Draft.

The Tender, complete in all respects alongwith EMD superscribing “Tender for Raddi” must reach the Regional Office, Chennai or can be put in the tender box at the Reception counter on or before 3.00 p.m on 27.07..2016. The Tenders will be opened at 4.00 p.m on 27.07.2016 by a Committee in the presence of the tenderers, who may wish to be present.

The Secretary, CBSE, Delhi reserves the right to accept or reject any or all the tenders without assigning any reason. Incomplete tenders or those without EMD will be rejected.

**REGIONAL OFFICER**

**CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE**  
**NEW NO.3, (OLD NO.1630-A), J-BLOCK, 16<sup>TH</sup> MAIN ROAD, ANNA NAGAR WEST,**  
**CHENNAI - 600 040**  
**Ph No: 26162213, 26162214**

TENDER FORM NO.

Price Rs. 200/-

**TENDER FORM**

(For **Disposal of “Raddi”** of Exam – 2016)

**Tender Date Schedule**

	<b>Date</b>	<b>Time</b>
Last date of submitting the tender	27.07.2016	3.00 p.m
Date of Opening the tender	27.07.2016	4.00 p.m

**Earnest Money**

Rs.1,00,000/- payable by Bank Draft in favour of “Secretary, CBSE payable at Chennai. No tender form without Earnest Money shall be entertained
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M/s. \_\_\_\_\_ is hereby authorized to submit their tender in response to the notice in The Hindu and Dinathanthi dt.03.07.2016 and on CBSE website for the purchase of Used Answer Books, other waste printed materials, used envelopes etc.

This Tender Form contains total **05 pages**. The approximate quantity of materials for sale is as below:

<b>Sl.No.</b>	<b>Name of Materials</b>	<b>Quantity (approx. tonnes)</b>
(1)	Used Answer Books	75 tonnes
(2)	Old Blank Answer Books	05 tonnes
(3)	Used Brown Covers, Cloth lined Covers	05 tonnes
(4)	Old Registration Forms (with photo)	02 tonnes
(5)	Other Waste Materials	04 tonnes

The tender will be opened by a Committee constituted by the Board at 4.00 p.m on 27.07.2016 in the presence of those tenderers who may wish to be present at the time of opening. However, no separate intimation shall be issued. The tenders without earnest money, incomplete or not in prescribed proforma shall be rejected.

**REGIONAL OFFICER**

Encl: Terms & conditions along with Rate Form.

TENDER FORM NO.

RATES FOR ITEMS

I/We \_\_\_\_\_  
hereby submit Tender for the purchase of used / blank answer books and other waste materials  
etc.

I/We quote the rates as under : (per ton)

Sl.No.	Name of Item(s)	Rates (Per Tonne)
1	Used Answer Books including tying thread, continuation sheets, graphs, maps	Rs. _____ Rs. (In words) _____ _____ _____
2	Old Blank Answer Books	Rs. _____ Rs. (In words) _____ _____ _____
3	Used Brown covers, cloth lined covers	Rs. _____ Rs. (In words) _____ _____ _____
4	Old Registration Forms with photo	Rs. _____ Rs. (In words) _____ _____ _____
5	Other Waste materials	Rs. _____ Rs. (In words) _____ _____ _____

Authorized signatory: \_\_\_\_\_

Name /Stamp of Agency:\_\_\_\_\_

..3..

The conditions given overleaf are acceptable to me/us. A bank draft for Rs.1,00,000/- in favour of Secretary, CBSE, Chennai bearing No.\_\_\_\_\_ dated \_\_\_\_\_ is enclosed as Earnest Money.

I/We undertake to purchase all or any of the items against cash payment, in case my/our rate(s) are approved.

I/We also undertake that the used / blank answer books, 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 terms and conditions mentioned in this tender form will be executed, before lifting the Used/Blank answer books, etc. on a non judicial stamp paper of Rs.100/- with two witnesses of both the parties i.e. tenderer and the Board, for which I/We will undertake the necessary action.

Signature of Tenderer(s)

Address \_\_\_\_\_

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

Off. :\_\_\_\_\_

Res./ Mobile:\_\_\_\_\_

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

Purchased vide \_\_\_\_\_

Cash Receipt No. \_\_\_\_\_

Dated\_\_\_\_\_

Name /Stamp of Agency:\_\_\_\_\_

**TERMS AND CONDITIONS**

01. The whole lot shall have to be lifted within the specified time mentioned in the work order against advance cash payment.
02. Arrangement for packing in Hessian Bags shall have to be made by the purchaser at his own cost.
03. Each item of the tender shall be dealt with separately and each item may be disposed off to different tenderers, if necessary.
04. No tender shall be accepted without earnest money and after due date and time.
05. The quantity of waste material mentioned above may increase or decrease.
06. No revision of rates shall be permitted during the period of contract.
07. Delivery shall be made ex-stock and lifted by the tenderer at his own cost. Weighing shall be done on "Two Weigh Bridges" selected by the Committee. Weighing the unloaded truck in the first instance and then the loaded truck (loaded to its maximum capacity) in the presence of the Committee of the Board deputed for the purpose by the competent authority.
08. The highest bidder shall have to deposit Security Deposit of Rs.1,00,000/- in addition to EMD of Rs.1,00,000/- before lifting the used / blank answer books. This will, however, be adjustable while lifting the last installment of used / blank answer books. In case of any default or breach of conditions stipulated above, the Earnest Money of Rs.1,00,000/- and the additional security deposit shall stand forfeited.
09. Sample of different items can be seen at CBSE, RO, Chennai during office hours.
10. If the material is not lifted within the stipulated period given in the work order, the Earnest Money and additional security deposit will stand automatically forfeited.
11. Decision of the Secretary, CBSE in all matters concerning the tender will be final and binding on all parties.
12. Sold blank / used answer books, etc should be used only for preparation of pulp / lugdi and no paper book be used for preparing of envelopes etc. An undertaking in this regard is also required to be submitted to this Office before lifting the materials. In case of non-compliance, the firm shall be liable to be blacklisted and pecuniary damages will be imposed.
13. The validity of the rates will be for one year from the date of issue of work order.
14. PAN (Permanent Account Number) No. of the Firm \_\_\_\_\_
15. Sales tax Registration Number of the Firm \_\_\_\_\_
16. The competent authority of the Board has the right to cancel all or part or any tender without assigning any reason thereof.
17. The jurisdiction for all kinds of dispute will be CHENNAI only.
18. The agencies who are registered with the Sales tax Department of Govt. of Tamilnadu are only eligible to participate in the tender. The tender shall ensure payment of necessary sales tax applicable to the sale and shall submit an undertaking as per the enclosed proforma.
19. The conditions mentioned at S.No. 1 to 18 are acceptable to me / us.

**Signature :** \_\_\_\_\_

**Name of Agency:** \_\_\_\_\_  
**Address**

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

**Stamp :** \_\_\_\_\_

**(TO BE SUBMITTED IN COMPANY'S LETTER HEAD)**

**TO WHOMSOEVER IT MAY CONCERN**

I/We-----having TIN Number----- hereby undertake to remit the applicable Sales Tax/VAT to the respective Government authorities arising out of the disposal of raddi. I/We also undertake to absolve Central Board of Secondary Education, Chennai from any statutory liability.

Signature: -----

Name of the Authorised signatory:-----

Date: -----

Stamp of the Company: -----