



Central Board of Secondary Education
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

F-45/Admn-II/Purchase of Envelopes for AIPMT Branch/3259-86

Dated: 20.01.2016

Speed post

To,

Subject: Supply of Printed Envelopes of best quality for Dispatch work- reg.

Dear Sir/Madam,

The Board intends to purchase different types of printed envelopes for examination work, therefore you are requested to quote your competitive rates in the attached Performa at Annexure-I along with a sample/samples of envelopes. Incomplete, conditional or those received without EMD and after due date & time shall be summarily rejected. The Secretary, CBSE reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of successful/unsuccessful tenderers shall be returned without interest after completion of the work. The limited tender documents can also be downloaded from the CBSE website www.cbse.nic.in. The desired agency may see the sample of envelopes in Admn-II, Branch, 3rd Floor, CBSE, Preet Vihar, Delhi on any working day (except Saturday and Sunday).

Yours faithfully,

(Jaiprakash Chaturvedi)
Assistant Secretary (Admn.II)

Encl:-

1. Annexure-I & II.
2. Terms & Conditions.

Note: In case of discrepancy between English and Hindi version of this tender document, the terms and conditions mentioned in English version shall be treated as final.

Copy to:-

1. D.S (I.T) with a request to upload the tender documents on CBSE website.
2. A.V.O for information please.



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

ANNEXURE-II

"TECHNICAL BID" PROFORMA FOR SUPPLY OF ENVELOPES

1.	ABOUT THE FIRM	
	a) Name and Address of the firm:	
	b) Telephone No.:	
	c) Type of firm (Proprietary/ Company under Companies Act/Govt. Undertaking)	
	d) Registration No. & year of Regn. (with Documentary evidence)	
	e) Organization to whom the Agency has been registered with	
	f) Name of the proprietor/partners/Director	

2.	PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)		
	Year	Name of the Board/University/ Educational organization	Details of work executed (with proof)**
	2013		
	2014		
	2015		

****Total period of experience of manufacturing /supply of envelopes along with the names of the Board/University/Educational Institution with supporting documents.**

3. Has the firm ever been debarred / black listed by any organization? If 'YES' the details thereof.

4. Firm/printer has past experience for similar work.

5. Is the firm a Principal Manufacturer: YES/NO _____

6. **CLIENTS OF THE FIRM (Attach Proof):**

- | | | |
|-----|---------------------------|--------------|
| (a) | Govt. Deptt/ Ministries | YES/NO _____ |
| (b) | M.N.C | YES/NO _____ |
| (c) | Public Sector Undertaking | YES/NO _____ |
| (d) | Private Sector | YES/NO _____ |

7. **INFRASTRUCTURAL DETAILS:**

(a) Physical/Capital:

(b) Type & total No. of Machines available for such work _____

(c) **FINANCIAL :**

(i) Annual turnover (During last three financial year)

2013 Rs. _____

2014 Rs. _____

2015 Rs. _____

(ii) Availability of Finance/Bank Guarantee (Rs.) _____

(d) PERSONNEL: Number of employees

Technical : _____

Non-Technical : _____

8. SALES TAX NO.: _____

Note: Please attach a list of clients as per above categorization indicating what services were rendered, for how long and name of the contract persons with telephones Nos.

9. Earnest Money details Bank Draft:

Bank Draft No. _____ Date _____ for Rs.10,000/- and name of Drawee Bank _____

10. PAN/TIN No. _____

11. Number of samples enclosed : _____

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

**Authorized Signatory
(With Full name and designation)**

Seal:

Mobile No. _____

Phone No. _____

Fax No. _____



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TERMS AND CONDITIONS

1. Sealed tender are invited from manufacturer/supplier of printed envelopes 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 latest by 2:30 p.m. on **05.02.2016**. Incomplete/conditional/late tenders or those without earnest money will be rejected. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
2. The envelope should be put in one sealed cover accompanying Earnest Money of Rs. 10,000/- (Rupees Ten Thousand Only) in the shape of a Bank Draft Favouring **"The Secretary CBSE payable at Delhi"**. The envelope superscribed as " TENDER FOR SUPPLY OF PRINTED ENVELOPES" can be received/dropped in the Tender Box kept at Ground Floor of this office on or before **05.02.2016** by 2:30 p.m. The Tender will be opened on the next day at 3:00 pm. in presence of the tenderers, who may like to be present.
3. Tender bids may also 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-110301". Tender received after the due date and time shall not be considered.
4. Rates should be quoted at the rate per thousand envelopes (refer Annexure-I) including all the taxes like sales tax, VAT etc and also inclusive of cartage/transportation/labour charges, staking charges in Board's store. Delivery will be made in the Board's office in Delhi. The Cartage/coolliage shall have to be borne only by the firm.
5. The EMD of the unsuccessful bidders will be return back to them. However the EMD of successful bidder will be deposited in the Board and will be return back to the agency after successful completion of the work.
6. Penalty Clause:
 - 6.1 A penalty @4% per week subject to maximum of 10% on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by the Board in the work order. Proportionate deduction for different specification of envelopes/less Grammage/GSM will be made from the bill.
 - 6.2 If the material supplied is not as per specifications, proportionate 0.50% penalty per specification will be imposed and the amount will be deducted from the bill of the firm. Further additional penalty shall be levied for supply of items as decided by the Secretary of the Board.
 - 6.3 If the firms do not adhere agreed terms and conditions, Board may impose penalty as it deems fit or may forfeit part of whole of security deposit of the firm.

7. In the event of failure of supply of printed envelopes to the Board by the firm, the Board reserves the right to procure supply from any other source at the firm's risk and expenses. In case of any dispute regarding imposition of penalty, forfeiture of security money, debarment of agency for a period of two years due to late/non supply/short supply and supply not in consonance with the approved specification, the decision of the Secretary of the Board shall be final and binding upon the firm.
8. The Board has right to reject any tender of the firm in the following cases:-
 - 8.1 If the samples of envelopes are not as per the required specifications/gsm/grammage.
 - 8.2 If tender form is not complete or in different specifications other than the specification mentioned in the tender form.
9. The Board shall take random samples out of the supplied material. Any difference in size, weight, colour etc. will render the entire order for rejection and the tenderer shall have to lift it at their own cost on "*as is where is basis*".
10. Taxes shall be deducted as per rules.
11. No advance payment shall be made. However, 80% payment shall be released upon satisfactory completion of whole supply as per the work order and remaining 20% payment after completion of other formalities such as quality, quantity are as per norms/specification required by the Board.
12. The full and final payment shall be made after receipt of satisfactory supply of the printed envelopes to the concerned user department/branch.
13. The exact quantity will be intimated at the time of placing order to the agency concerned.
14. The Rate shall be valid for a minimum period of one year from the date of notification/work order of the contract except of the statutory levies which are made applicable by the Govt. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis for a maximum period of 02 years on mutually agreed Terms & Conditions. However in a case of extension of the contract the bidder shall submit undertaking that the firm has not supplied/is not supplying the similar material/goods at a price lower than that offered in the present bid in respect of any other Ministry/Department of Government Of India and if it is found at any stage that the similar material/goods was supplied by the bidder to any other Ministry/Department at a lower price, than that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the bidder to the Board.
15. All the bidders are required to deposited earnest money deposit except those who are registered with National Small Industries Corporation (NSIC). The tender is limited in nature, however the agencies who are interested to participate in tender process may also quote their rates in the tender and they are acceptable in Board.
16. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 16 have been read by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)
(SEAL WITH COMPLETE ADDRESS)



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ANNEXURE-I

LIMITED TENDER PERFORMA FOR PURCHASE OF PRINTED ENVELOPES

1. Rate Quotation of the Tenderer:

S.No.	Description of envelopes		Quantity	BRAND (Name of the Paper Company)	Unit Price per Thousand
1	Size	105 mm x 225 mm	5000	1. 2. 3.	1. 2. 3.
	GSM	80			
	Colour	White			
	Inner Lining	No			
	Printing	Yes			
	Window	Yes			
	Box	No			
2	Size	105 mm x 225 mm	10,000	1. 2. 3.	1. 2. 3.
	GSM	80			
	Colour	White			
	Inner Lining	No			
	Printing	Yes			
	Window	No			
	Box	No			
3	Size	105 mm x 225 mm	1000	1. 2. 3.	1. 2. 3.
	GSM	80			
	Colour	White			
	Inner Lining	No			
	Printing	No			
	Window	No			
	Box	No			
4	Size	255 mm x 300 mm	4000	1. 2. 3.	1. 2. 3.
	GSM	110			
	Colour	Khaki			
	Inner Lining	Cloth			
	Printing	Yes			
	Window	No			
	Box	No			
5	Size	305 mm x 405 mm	500	1. 2. 3.	1. 2. 3.
	GSM	110			
	Colour	Khaki			
	Inner Lining	Cloth			
	Printing	Yes			
	Window	No			
	Box	No			
6	Size	305 mm x 405 mm	2500	1. 2. 3.	1. 2. 3.
	GSM	110			
	Colour	Khaki			
	Inner Lining	Cloth			
	Printing	Yes			
	Window	No			
	Box	No			
7	Size	305 mm x 405 mm	2000	1. 2. 3.	1. 2. 3.
	GSM	110			
	Colour	Blue			
	Inner Lining	Cloth			
	Printing	Yes			
	Window	No			
	Box	No			

8	Size	305 mm x 405 mm	32,000	1. 2. 3.	1. 2. 3.
	GSM	110			
	Colour	Green			
	Inner Lining	Plastic			
	Printing	Yes			
	Window	No			
	Box	No			
9	Size	305 mm x 405 mm	32,000	1. 2. 3.	1. 2. 3.
	GSM	110			
	Colour	Khaki			
	Inner Lining	Plastic			
	Printing	Yes			
	Window	No			
	Box	No			
10	Size	255 mm x 380 mm	10,000	1. 2. 3.	1. 2. 3.
	GSM	110			
	Colour	Pink			
	Inner Lining	Plastic			
	Printing	Yes			
	Window	No			
	Box	Yes {80mm}			
11	Size	255 mm x 300 mm	1500	1. 2. 3.	1. 2. 3.
	GSM	110			
	Colour	Yellow			
	Inner Lining	No			
	Printing	Yes			
	Window	No			
	Box	No			
12	Size	255 mm x 380 mm	10,000	1. 2. 3.	1. 2. 3.
	GSM	110			
	Colour	Khaki			
	Inner Lining	Plastic			
	Printing	Yes			
	Window	No			
	Box	Yes {80mm}			
13	Size	305 mm x 405 mm	3000	1. 2. 3.	1. 2. 3.
	GSM	120			
	Colour	Khaki			
	Inner Lining	Cloth			
	Printing	Yes			
	Window	No			
	Box	Yes {80mm}			
14	Size	305 mm x 405 mm	2500	1. 2. 3.	1. 2. 3.
	GSM	120			
	Colour	Khaki			
	Inner Lining	Plastic			
	Printing	Yes			
	Window	No			
	Box	Yes {80mm}			

Remarks: The agency must submit the samples of envelopes or paper to be used for envelopes with the tender.

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

Signature_____

Name & address with seal &

Date_____

Phone (O)_____

(M)_____