

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2 COMMUNITY CENTER, PREET VIHAR, DELHI-110092

SHORT TERM TENDER NOTICE

Sealed tenders are invited under Two-Bid System from Authorized dealer of Godrej furniture having executed minimum two similar works each costing Rs. 25.0 lakh or more during the last three years.

1. Name of work : Supply of Godrej Furniture at Shri Ram Centre
2. Estimated Cost : Rs. 34.0 lakh
3. EMD : Rs. 1,00,000/- payable in f/o Secretary, CBSE through DD/BD
4. Cost of Tender : Rs 500/-
5. Last date for sub- : 13.03.2014 upto 2.00 p.m.
mission of Tenders
6. Opening of Technical-Bids : 13.03.2014 at 2.30 p.m.

Tenders can also be down-loaded from the CBSE website: www.cbse.nic.in

JOINT SECRETARY (A&L)

SHORT TERM TENDER NOTICE

The CBSE, New Delhi invites sealed short term tenders under two bid systems (Technical Bid and Financial Bid) from reputed agencies of Godrej furniture through its authorized dealers CBSE Academic Unit Shri Ram Centre.

Interested agencies may download tender documents from the Boards website www.cbse.nic.in. The cost of tender **of Rs.500/- and EMD amount of Rs. 1,00,000/- in f/o Secretary, CBSE through DD/BD shall be enclosed with tender.** The tenders will be received till 2.00 p.m. and the same shall be opened on **13.03.2014 at 2.30 p.m.** in the presence of intended agencies/their representatives who may like to be present at that time.

Joint Secretary (A&L)

1. INVITATION OF BIDS

1.1. Central Board of Secondary Education (CBSE), Preet Vihar, Delhi-110092 invites short term sealed tenders from authorized dealers having minimum three years experience in the field of supply of Godrej Furniture & with minimum annual turnover of **Rs. 2.00 Crore**.

1.2. The bidders are required to accept all terms & conditions mentioned in the Tender Document. CBSE reserves the right to reject any or all offers without assigning any reason thereof.

1.3. It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected. Tenders received after the due date and time will not be entertained.

2. EARNEST MONEY DEPOSIT

Offer for supply of Godrej Furniture at Shri Ram Centre, 4 Safdar Hashmi Marg, New Delhi must be accompanied by a Bank draft of the Nationalized /Schedule Bank for **Rs.1,00,000/- (Rupees One Lakh only)** drawn in favour of Secretary, CBSE, payable at New Delhi as Earnest Money, which will be refundable in due course to the unsuccessful bidder without any interest.

PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD OR TENDER FEE WILL NOT BE CONSIDERED

Offer submitted with in-complete information will not be considered.

The Earnest Money of the successful bidder is liable to be forfeited if the bidder does not fulfill the following terms and conditions: -

i) The successful bidder shall start supply **of Godrej** for the use in Shri Ram Center, Delhi **within twenty days** from the date of receipt of work order. A penalty of 1% of total order value will be imposed per week for late delivery.

ii) Successful bidder has to deposit Security Money within the stipulated period, which will be valid for a period of **sixty days** beyond the date of completion of all contractual obligations including warranty/guarantee obligations. Thereafter, the earnest money of the successful bidder will be refundable after completion of the above mentioned formalities, without any interest thereon.

3. SCHEDULES OF TENDER

3.1 The Tender Document will be available on Boards web site : www.cbse.nic.in. The intended bidders may download the form from Board's website. Tender fee of Rs.500/- (Rupees Five Hundred only) in f/o Dement Draft/ Pay Order drawn in favour of Secretary, CBSE.

3.2. Technical & Financial bids shall be received up to **13.03.2014 by 2.00 p.m.** The technical bids will be opened on **13.03.2014 at 2.30 p.m.**

3.3. The Financial Bid of only those bidders will be opened whose Technical bid are accepted by the Competent Authority. The date time and venue for opening of Financial

Bids shall be communicated to the technically qualified bidders at a later date. However, CBSE reserves the right for not inviting the unqualified bidders while opening the financial bids.

3.4. Any tender received after the date and time given above will not be entertained under any circumstances.

3.5. The competent authority reserves the right to reject any or all tender without assigning any reason and shall not bind it-self to accept any tender and reserve the right to call for fresh tender.

4. PROCEDURE FOR SUBMISSION OF BIDS.

4.1. The Bids shall be submitted in three separate sealed envelopes as under:-

a) Envelop A - should contain the Bank Drafts (s) for the **Earnest Money Deposit (EMD) and Tender fee.**

b) Envelope B - should contain the **Technical Bid Document.** Tender Document duly signed by the bidder on each page and all necessary documents to be submitted along with the Technical Bid.

c) Envelope C- should contain the **Financial Bid Documents.**

4.2. All the three envelopes (i.e., envelopes A, B & C) should be submitted in a big cover duly sealed, addressed to The Secretary CBSE, Preet Vihar, Delhi - 110092, and superscribed "Tender for supply of **Godrej Furniture at Shri Ram Center, New Delhi**". The cover should also bear the name and address of the bidder including telephone number. Tender duly completed as above may please be dropped in the Drop Box placed at reception counter, CBSE, H.Q Building, Preet Vihar, Delhi- 110092.

4.3. The bidder must put his seal and signatures on each page of the bid and also attest all or corrections etc., if any, under his seal and signatures.

5. BIDDER QUALIFICATION.

The bidder should have having minimum Three **years experience** in the field of supply of **Godrej Furniture** in Educational Institution / Govt. Organization / Public Sector. The minimum annual turnover of the prospective bidder should be **Rs.2.00 Crore per annum during the last three preceding years i.e. , 2010-11, 2011-12 & 2012-13**

6. SCOPE OF WORKS

6.1 To provide **Godrej Furniture** as per details given in price bid enclosed.

7. TERMS AND CONDITION OF CONTRACT

7.1 The bids must be accompanied with a **Bank Draft/Pay Order issued by any Nationalized/ Scheduled Bank for Rs.1,00,000/- (Rupees One Lac only) and Rs. 500/- (Rupees Five Hundred only) in favour of Secretary, CBSE, New Delhi.**

7.2 The Technical Bids shall be opened at CBSE, H.Q Building, Delhi - 110092 by a duly constituted Committee in the presence of such Bidders or their authorized representatives who may desire to be present at the time of opening of bids.

7.3 It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected. The bidder should sign undertaking along with the bid document that he has read the complete tender document and will abide by its terms & conditions.

7.4 The bid shall contain no erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.

7.5 Bid Documents are neither transferable nor cost of the bid documents is refundable under any circumstances.

7.6 The issuing of bid document shall not constitute that the bidders are automatically qualified.

7.7 If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc., CBSE reserves the right to terminate the contract.

7.08 The Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of tender without any interest.

7.09 However, the Earnest Money of the successful bidders will liable to be forfeited, if he/she does not fulfill to undertake the work from the specified date mentioned in the award letter.

7.10 The successful bidder will have to supply of **Godrej Furniture** at Shri Ram Center, 4Safdar Hashmi Marg, New Delhi as per items mention in Financial Bid document to this Tender Document.

7.11. In case of supply of **Godrej Furniture** articles, if found same or less in quantity or quality and not of standard quality or not supplied in time, a deduction **of 1.0% per week will be made from the bill as penalty** or as decided by the Secretary, CBSE, New Delhi – 110092 repeated fault may result in forfeiture of part or whole of money and even termination of the contract.

7.12 The successful bidder will ensure compliance of all the relevant provisions of the Laws.

7.13 CBSE, New Delhi – 110092 reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by them and in case any negative report is received against the bidder, bid may be rejected. Also in case any information provided by the bidder is found to be false, his/her bid can be rejected and part or whole security forfeited.

7.14 The successful bidder will submit the bill in duplicate to Assistant Engineer, CBSE, Preet Vihar, Delhi for arranging the payment. Payment will be as far as possible made within 30 (Thirty) days from the date of receipt of bill after deduction of tax as per rules through A/c Payee Cheque or to be transferred to his/her account through electronic system.

7.15 The Earnest Money of the successful bidder will be refunded after successfully completion of work.

7.16 Conditional/Incomplete offers not conforming to tender document will be rejected.

7.17 The bidder shall submit the ITR for the last three years (2010-11, 2011-12 & 2012-13) of the firm/Proprietorship firm. However, no individual ITR will be considered /accepted at any cost by the CBSE.

7.18 No Advance payment will be made; any offer linked with advance payment is likely to be ignored.

7.19 After winning the order, if you fail to supply, your EMD will be forfeited and you will be blacklisted from participating in any future bid/tender.

7.20 The decision of acceptance of tender will lie with the competent authority of CBSE, New Delhi who do not bind himself to accept the lowest quotations received, without assigning any reasons.

7.21 CBSE reserves the right at the time of award of contract to increase or decrease of quantity without any change in terms & conditions.

7.22 The Inspection Team of CBSE will carry out an inspection of the prototype samples of furniture items in the premises.

7.23 The **Godrej Furniture items** shall carry a guarantee/warranty of three years.

7.24 It may be noted that the Godrej Furniture make only be accepted and no tender of others brand/make of furniture items will be considered by CBSE at any cost and no correspondence will be entertained in this regards.

7.25 Authorized Dealer shall submit the copy of the valid Authorized Dealership Certificate for the year 2013-14 issued by Principal to be attached.

8. INSTRUCTIONS FOR BIDDER

8.1. It is mandatory on the part of prospective bidder to submit offer for supply of **Godrej Furniture**. as per the requirement & rates approved for the same.

8.2 It is mandatory for the bidders to quote the rates for each and every items in respect of all Godrej make Furniture only, failing which the bid of the firm will not be considered and summarily rejected.

8.3 Each page of the offer shall be numbered and bear the signature of the tenderer at the bottom. All offers shall be either type written/printed neatly in indelible ink. Any corrections should be properly attested by tender signing authority.

Certified that I/We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms & conditions mentioned in the tender documents.

Signature : _____

Name(In block letters)

Designation

Name of the firm

Address:

Telephone No.

Date:

(Authorized Signatory with Seal of the firm)

IMPORTANT INSTRUCTIONS TO THE TENDERERS

1. Incomplete and conditional tenders shall be summarily rejected.
2. Rates are to be quoted in words and figures without any cutting/overwriting.
3. Interested Agencies shall be required to enclose all requisite documents along with catalogues etc.
4. Any additional information required by CBSE in respect of the work experience shall be submitted by the tenderers within three days, failing which the offer shall not be entertained.
5. Tenders received without EMD of Rs. 1, 00,000/- and tender fee of Rs. 500/- in the form of a Demand Draft shall be summarily rejected.
6. The authorized signatory must quote his telephone & mobile numbers.
7. The tenders shall be opened on 13/03/2014 at 2.30 p.m.

CENTRAL BOARD OF SECONDARY EDUCATION

Last date of submission: 13/03/2014 Upto 2:00 p.m.

Note : Tenderer must read the Important Instructions Instructions to the Tenderers before filling the particulars in this part.

1. Credentials of the Tenderers

- 1.1 Name of the Agency with
Regn. No.
- 1.2 Office Address and
Tel. No.
- 1.3 Name(s) of the Proprieter/
Partners
- 1.4 PAN/TAN No.
(with documentary evidence)

2.0 Has the firm been ever debarred/Black

.....
Listed by any organization ?
.....
If 'Yes' the details thereof.
.....

2.1 The organizational set-up including Technical infrastructure/staff strength in all the categories.

.....
2.2 Particulars of Demand Draft annexed as Earnest Money
.....
Amount :

(Signature of the tenderer)
With complete address and seal
Tel. No. :.....
Mobile No.:

SCHEDULE OF WORK - A

Name of Work: Supply of Godrej Furniture at Shri Ram Centre

S.NO	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
1.	Supply of Halo Very Hi-back chairs	03	Each		
2.	Supply of LEOMA9M01 chairs	17	Each		
3.	Supply of LEOMA9M12 chairs	20	Each		
4.	Supply of PCH9202RV chairs	12	Each		
5.	Supply of REGALE1512XX chairs	10	Each		
6.	Supply of ENZO table Model No. ENZ04020 (1200x600x750)	09	Each		
	ENZO table 4525 (Size 1350x750x750)		Rate Only		
	ENZO table 5025 (Size 1500x750x750)		Rate only		
	ENZO table 4020 (Size 1200x600x750)		Rate only		
	ENZO table 4525 (Size 1350x750x750)		Rate only		
	ENZO table 5025 (Size 1500x750x750)		Rate only		
7.	Supply of TRIDENT Senior Table				
	A) TRIDENT Senior main desk 1804x450x750	02	Each		
	B) TRIDENT Senior back Unit 1804x450x750	02	Each		
8.	Supply of TALK MODULAR meeting table for sitting of 10 members of size	01	Each		
9.	Supply of ARISTOCRAT sofa sets (5 seater)	07	Each		
10.	Supply of SLIDING DOOR UNIT of size	15	Each		
11.	Supply of first impression Receptions counter. Receptions table combining the elegance of wood, metal and glass with tops in rubber wood or decorative liminate.	1	Rate only		

Accepted by me
Sign. of Prop./Manager
Seal of firm
Add. _____

Tel./Mob.No. _____

SCHEDULE OF WORK - B

Name of Work: Supply of Godrej Furniture at NICPD, Gurgaon.

S.NO	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
1.	Supply of Jefferson” Presidential suite storage, side unit, Table complete comprising of 4 pieces				
1.a	Jefferson main desk 2400 x 1104 x 735	1	Each		
1b	Jefferson ERU 1400x580x690	1	Each		
1c	Jefferson Back Unit 1860 x 580 x 670	1	Each		
1d	Jefferson Tower Unit 1700 x 700 x 1200	1	Each		
2.	Supply of Executive table “LEAD” with side unit	1	Each		
3.	Supply of Executive table “Arrive” complete comprises of main desk, ERU and Pedestal complete				
	a) 3600x1080x750		Rates Only		
	b) 1000x480x2035		Rates Only		
4	Supply of Talk membrane 4 seater round POD 1200 dia	1	Each		
5	Supply of Executive “Icon table” complete				
5a	Icon main desk 2220x1105x755		Rates Only		
5b	Icon ERU 1170x600x755		Rates Only		
5c	Icon mobile pedestal 410x560x550		Rates Only		
5d	Icon back Unit 1550x400x730		Rates Only		
6.	Supply of Circular table “TALK POD” model	1	Each		
7.	Supply of wall hanging Storage Unit	Sqm	Rates Only		

Accepted by me
Sign. of Prop./Manager
Seal of firm
Add. _____

Tel./Mob.No. _____

SCHEDULE OF WORK – C

Name of Work: Supply of Godrej Furniture at Training centre at Kakinada, Andhra Pradesh.

S.NO	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
1	Supply of Unlearn two seater laptop table with wire management and the options of offering the table for use with laptop or desktop. (1350x600x680)	25	Each		
2	Supply of Godrej Fix Chair model No 7044	50	Each		
3.	Freight charges for supply of furniture at Kakinada				

Freight charges for supply of schedule –C furniture items.

S.NO	CITY		FREIGHT CHARGES
1.	Kolkata	Rates Only	
2.	Kochi	Rates Only	
3.	Pune	Rates Only	

Note: No Road permit/ c form would be issued by CBSE. Agency has to make its own arrangement for transportation and Unloading/loading etc. complete.

Accepted by me
Sign. of Prop./Manager
Seal of firm
Add. _____

Tel./Mob.No. _____