



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

F-34/CBSE/Admn-II/Purchase of Medals

Date : .03.2014

Subject: Supply of Different types of medals of best quality for sports meet-reg.

Dear Sir/Madam,

The Board intends to purchase different types of medals required for sports meet 2014. You are requested to quote your competitive rates in the attached Performa at Annexure-I along with sample(s) of medals (Gold/Silver/Bronze). The envelope should be put in one sealed cover accompanying Earnest Money of Rs. 75,000/- (Rupees Seventy Five Thousand Only) in the shape of a Bank Draft Favouring "The Secretary CBSE payable at Delhi". The envelope superscribed as "**TENDER FOR SUPPLY OF SPORTS MEDALS**" can be dropped in the Tender Box kept at Ground Floor of this office on or before **02.04.2014** by 2:30 p.m. The Tender will be opened on the same day at 3:00 pm. in presence of the tenderers, who may like to be present. Incomplete, conditional or those received without EMD and after due date & time shall be summarily rejected. The Board 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. The limited tender documents can also be downloaded from the CBSE website [www.cbse.nic.in](http://www.cbse.nic.in).

Yours faithfully,

-sd-  
(S.P.RANA)  
JOINT SECRETARY (ADMN. & LEGAL)

Encl:-

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

# CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE  
PREET VIHAR, DELHI - 110 301

## FORM FOR SUPPLY OF SPORTS MEDALS

Last date for submission of Tender - 02.04.2014 up to 2.30 PM  
Opening of Bid - 02.04.2014 at 3.00 PM

Sealed tenders are invited under from reputed Manufacturers/Suppliers of medals of different specifications/size as per details given below:-

Name of the Item	Specification	Quantity to be supplied
Supply of medals conforming to the sample & modified specification  <i>[The Tenderers may see the sample medal available with the Jt. Director (Sports) CBSE]</i>	Gold; Silver & Bronze Medal with Ribbon  Material: Zinc Alloy of fine quality Size: 2.5" Dia Weight: 55-60 Gms  Ribbon-Printed with "CBSE Inter School Sports & Games Competitions"  Both sides embossing: One side - Board's Logo in the centre & all around "Central Board of Secondary Education, Delhi". Other side - On all medals (In circular form): "Inter School Sports & Games Competitions 2014-15" In centre: "Cluster/Zone/National" symbols of all the discipline around it.	21,750* (Approx)

\*Level-wise detail of medals is as follows:

	Level of Competition	Gold Medals	Silver Medals	Bronze Medals	Total
	Cluster Level	3415	3415	3615	10445
	Zone Level	2585	2585	2950	8120
	National Level	1010	1010	1130	3150
				<b>Total:</b>	<b>21,715</b>

### (A) Essential requirement for Firms

- 1- The Tenderer should be registered with appropriate taxation authorities and should have submitted up-to-date tax return.
- 2- The Tenderer must have submitted the up-to-date Income Tax, Sales Tax, VAT & other statutory returns.
- 3- The Tenderer should not have been debarred or made ineligible for contracts by any Government Departments/Autonomous Organizations/Reputed Organizations.
- 4- The Tenderer must have sufficient storage facility and appropriate security measures for safe custody of product.

The Bid be kept in envelope super-scribing "Tender for supply of Sports Medals" and dropped in the Tender Box kept on ground floor of CBSE Building on or before **02.04.2014** up to 2.30 PM in the office.

The Bid shall be opened by a Committee on the same date at 3.00 PM in the presence of the Tenderers, who may like to be present.

**The tenders received after the specified closing date & time shall be rejected.**

The Board reserves the right to accept or reject any or all the tenders without assigning any reason.

## Details of the Vendor

Tenderer must read the enclosed terms & conditions before filling up the particular in this form.

01. Particulars of Tenderer:

- (i) Name of the Supplier \_\_\_\_\_  
(ii) Year of establishment with proof \_\_\_\_\_  
(iii) Name of the Partners/Proprietors/  
Directors of Organization/Firm \_\_\_\_\_  
(iv) Office Address & Tel. No. \_\_\_\_\_  
(v) Name(s) of the Proprietor/Partners &  
Mobile No. \_\_\_\_\_

02. Past Experience (preferably for the last three years)

2.1:

S. No.	Year	Name of the Organization	Quantity	Value of Contract	Details of work executed (with proof)
1	2011				
2	2012				
3	2013				

2.2: Has the firm ever been debarred/black-listed by any organization? If yes, the details thereof: \_\_\_\_\_

2.3: Details of Award/Certificate of Merit etc. received from any Organization. Please attach copy of certificate(s): \_\_\_\_\_

03. Essential pre-requisite infrastructure details -

04. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:

- i) Amount : \_\_\_\_\_  
ii) D.D. No. : \_\_\_\_\_  
iii) Issuing Bank with date of issue : \_\_\_\_\_

The terms & conditions of the Tender are acceptable to me/us.

Signature of the Tenderer  
with Official Seal & complete  
Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Date \_\_\_\_\_

Note:

01. Earnest money in the shape of BD/DD favouring Secretary, CBSE, Delhi  
02. Balance Sheet of last three years may submitted with the tender documents.

# CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE  
PREET VIHAR, DELHI - 110 301

## ANNEXURE- I

### Bid

I/We \_\_\_\_\_ hereby submit Tender for the supply of medals as per specifications given in the Tender Form at the rate given below:

	Description	From Supplier's Godown to CBSE Office
01	Cost per medal, including all taxes and charges i.e freight, labour etc.	
02	Cost per medal, including all taxes and charges i.e freight, labour etc. (in words)	

The terms & conditions for the supply of medals for CBSE are acceptable to me/us.

The rates are inclusive of all taxes.

WCT No. \_\_\_\_\_

PAN No. \_\_\_\_\_

Date \_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_

Address/Rubber Stamp \_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

# CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTRE  
PREET VIHAR, DELHI - 110 301

## Supply of Medals

### TERMS & CONDITIONS

01. Tenders containing Bid in sealed envelopes super-scribed "Tender for supply of Sports medals" should reach this office up to 02.04.2014 on 2.30 PM along with EMD of Rs.75,000/- (Rupees Seventy Five Thousand only) . The Bid will be opened on the same day at 3.00 PM in the presence of those Tenderers who wish to be present. All the forms should be duly signed with seal of the firm. The tenderers bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board in participation process in tender.
02. Rates should be quoted including all taxes, charges i.e. freight, labour etc.
03. Proportionate deduction on account of variations in specification/brand of the product shall be made from the bill of the Tenderer and in case of medals being supplied to be inferior by more than 15% of the specification, the entire lot of that particular supply shall be rejected at the cost of the tenderer & shall be replaced by the Tenderer at no extra cost.
04. The Board reserves the right to extend the time lines for delivery of medals & decision taken by the Board shall be abiding on the Tenderer.
05. The Firms/Tenderers registered with NSIC/DGS&D or concerned ministry or department shall be exempt from depositing EMD. However, the performance security shall be obtained from every successful bidder irrespective of their registration status etc. The **Micro, Small and Medium Enterprises and Public Sector Enterprises** are exempted from the requisite fee and EMD amount (if any). The tender is limited in nature, however the agencies who are interested to participate in tender process may also quote their rates.
06. Any rates mentioned in the Bid in segregated form or excluding taxes or quoting discount over & above the rates shall be summarily rejected and no representation shall be entertained in this regard.
07. All the medals are to be supplied at CBSE Office in boxes having quantity as specified and mentioning the type of medal each box contains.
08. The Earnest Money of the unsuccessful bidder shall be refunded without any interest. The Earnest Money of the successful bidder shall be retained & converted into Security Deposit, which shall be refunded without interest after execution of the order. However, if the Tenderer fails to accept the work order, EMD shall be forfeited.
09. In the event of any tenderer withdrawing after submitting the Tender without sufficient reasons acceptable to the Board; the Earnest Money/Security Deposit shall be forfeited.
10. No advance payment will be made, however 80% payment of the bill amount may be made after satisfactory delivery of the medals and rest 20% payment will be made after satisfactory report given by committee.
11. The delivery shall be completed as specified in the work order.
12. The Supplier shall be responsible to make all arrangements to ensure complete security & secrecy with regard to the safe custody and timely supply of the medals to the Board.
13. The Board shall not be responsible in case of any loss of medals while in transit.
14. The Supplier shall furnish an undertaking with bill that any shortage or deficit found by the Board shall be made good by the Firm. The Board shall make payment upon receipt of material.
15. The Board reserves the right to terminate the contract at any time without notice and to forfeit part or whole of the Earnest Money/Security Deposit if the Supplier fails to make

the supply in accordance with the specifications or there is any breach of the terms of the contract on the part of the Supplier.

16. Manufacturer/Supplier shall be required to give an undertaking that no Medals has been prepared more than the specified number and has not been left with them after completion and final supply of the Medal is made over to the Board. He shall also certify that no Medals have gone out of the factory by unscrupulous methods. In case any contravention/discrepancy is noticed by the Board during the course of examination or subsequently the manufacturer concerned shall be liable to be black-listed besides 1% penalty shall be imposed and deductions shall be made from the bill.
17. A penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the medals shall be imposed in case the supply is not made within the stipulated period. However, if the supply is made beyond 30 days from due date, EMD/Security Deposit shall also be forfeited in addition to the penalty.
18. Tenderers are required to produce evidence of their previous experience for supply of medals direct to the Government/Autonomous/reputed private organizations. Work order received as sub-contract work i.e. not directly from Government/Autonomous/reputed private organizations shall not be considered as experience for technical eligibility.
19. The rates quoted shall be valid for one year only, but can be extended for another two years with the consent of both the parties.
20. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason.
21. In case of dispute, the Board decision shall be binding on both the parties.
22. A penalty may be imposed by the Competent Authority of the Board as deemed fit if the supply is not conforming to the specifications. Deduction/penalty made shall be binding on the agency.
23. Tax shall be deducted as applicable as per rules on all bills.
24. Rejected medals shall be at the supplier's risk & it shall be replaced at the earliest by the supplier.
25. During the pendency of the contract, no revision in rates shall be allowed, except taxes levied by the Central/State Govt. duly notified by a Government Order.
26. The tentative requirement of the medals is as given in the Tender which may increase or decrease in future.

All the terms & conditions stated under Clause No. 1 to 26 are accepted to me/us.

Date: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Seal/Stamp/Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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