

राष्ट्रीय परीक्षा बोर्ड

(स्वास्थ्य एवं परिवार मंत्रालय, भारत सरकार)

महात्मा गांधी मार्ग, (रिंग रोड)

अंसारी नगर, नई दिल्ली-110029

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National Board of Examinations

(Ministry of Health & Family Welfare, Govt of India)

Mahatma Gandhi Marg (Ring Road)

Ansari Nagar, New Delhi – 110029

Phone : 45593000,46054605,

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Website : www.natboard.edu.in

F. No. III/ADMN/P&S/STAT-TEN/10-11

Date: 16-09-2010

To,

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Subject: - Empanelment of Supplier for supply of Stationary items and other material regarding day to day use in National Board of Examinations, New Delhi

Sir/Madam,

Sealed quotations are invited from experienced Suppliers/agencies for empanelment of "Supplier for supply of Stationary items and other material regarding day to day use in National Board of Examinations".

Sealed quotation addressed to the Executive Director, National Board of Examinations, dropped in "Tender/Quotations Box" at National Board of Examinations office gate PSP Area Sector -9 Dwarka New Delhi 110075. The quotations should reach on before 8-10-2010 at 2:00 PM duly mentioning on the top right hand corner of the sealed envelope "Supplier for supply of Stationary items and other material regarding day to day use in National Board of Examinations".

The National Board of Examinations shall not be liable for any delay and quotation received after the stipulated date & time are liable to reject summarily without giving any reason.

A. ELIGIBILITY CRITERIA

1. A sum of Rs.1000/- (Non-refundable) shall be paid towards document and processing fees vide Demand Draft/Pay order in favor of National Board of Examinations or cash receipt of Rs. 1000/- obtained from NBE Cashier and should also be enclosed original with the Quotation/form.
2. The agency should enclose the documentary proof of minimum three years Experience of in Govt./Semi Govt./Autonomous body or any reputed institutions.
3. The applicant agency should possess the following:
 - a) Valid Registration Number of the agency/firm (under Shops & Establishment Act/ such law) or registration no. of the company (under Companies Act 1956) as applicable (attached attested copy of certificate)
 - b) Valid PAN number

c) Valid Service Tax registration / Registration with Department of Trade/taxes - Government of Delhi.

B. DOCUMENTS TO BE SUBMITTED WITH APPLICATION / QUOTATION:

1. Valid Registration No. of the Firm/Agency (attach copy of registration)
2. Valid PAN card of the company/firm/ (attach copy of PAN card)
3. Valid ESI No. of the company/firm ,if any (attach copy of registration)
4. Valid Provident fund Account No of firm, if any (attach copy of registration)
5. Last three years financial income tax returns (attach the attested copies)

The successful agency shall deposit a sum of Rs. 10,000/- (Ten thousand only) as security deposited by way of bank guarantee or deposited by way of Demand Draft/Cash with NBE as earnest money. The Board shall not pay any interest on the amount security deposited.

Terms and Conditions

1. A sum of Rs.1000/- (Non refundable) Demand Draft/Pay order in favour of National Board of Examinations or cash receipt of Rs. 1000/- obtained from National Board of Examinations Cashier should also be enclosed with quotation.
2. Valid Registration No. of the Firm/Agency (attached copy of PAN card)
3. Valid PAN card of the company/firm/(attached copy of PAN card)
4. Last three years financial income tax return (attached the attested copies)
5. Each tender shall have to deposit an earnest money of Rs.10000/- (Rs. Ten thousand only) in favour of National Board of Examinations, New Delhi in the form of demand draft.
6. Tender document consists of two bids
7. Financial Bid —————> to be placed in First envelope (Annexure I)
8. Technical bid —————> to be placed in Second envelope (Annexure II)
9. Technical bid portion will have tender document etc duly signed by the tendered.
10. Financial bid will have only rate sheet for the stationery items duly signed by the tendered.
11. Details of minimum annual turnover during the proceeding the years ending 31/03/2010
12. Technical & financial bids will have to be placed in separate sealed / packing PVC tape sealed envelopes inside a main envelope i.e. third envelope, which should be properly sealed.
13. Tenders accompanied by cheque or cash certificate as earnest money are liable to be rejected.

14. The contractor whose tender is accepted shall have to abide by the terms laid down in this tender document and shall have to execute agreement with , on behalf of National Board of Examinations within 7 days after the tender is accepted, failing which the earnest money deposited shall be forfeited.
15. No conditional tender will be accepted.
16. The department does not bind itself to purchase in bulk but can be purchased only when required.
17. The supplier will be bound to make the supply within three days on receipt of supply order and in case of delay will invite penalty of 0.5% to 5% of the purchase orders as per delay and the department will be free to purchase from open market at the risk and cost of the approved contractor.
18. The rates quoted should be for destination that is National Board of Examinations offices at Ansari Nagar and Dwarka. The rates should be inclusive of income tax and other tax etc.
19. Income tax will be deducted at source and the payment of sales tax will be the responsibility of the supplier/agency.
20. Earnest money of those tendered, which are not accepted, will be refunded after the tender are finalized on receipt of application duly signed by tenderer.
21. If any dispute arises relating to the terms of agreement the decision of the National Board of Examinations will be final and binding on the both parties.
22. The total requirement of the stationery items per annum is approx. Rs Three Lakh to Five Lakh only.
23. Rates will not be increased during the contract period in any case.
24. The quotation will be opened on the National Board of Examination, Dwarka Office at 3:00 PM by the committee in presence of that Supplier/tendered who are interested to present at the time of opening "Tender Box"
25. The contact will be for one year, extendable up to maximums three years on yearly basis, or can be extended till finalization of new tender, if services are found satisfactory.
26. The payment will be proceeding on quarterly basis, at the end of production of bills/invoice.
27. Board reserves the right to carry out post payment audit and/or technical examination of the bill including all supporting vouchers abstract etc.
28. Board further reserves the right to enforce recovery of any overpayment whenever detected.
29. The Board reserves the right to accept or reject any or all quotations including the lowest quotations without assigning any reason at its sole

direction and the decision of the Board will be final and binding on all concerned.

30. The Supplier/agency should enclosed the documentary proof of minimum three years Experience in Govt./Semi Govt./Autonomous body or any reputed institutions.
31. The agency should take care that the details rate and amount should be written in such a way that interpolation is not possible.
32. Valid Registration No. of the agency (under Shops& Establishment Act) or registration no. of the company (under Companies Act 1956) as applicable (attached attested copy of certificate)
33. List of the stationery items is as per the annexure I enclosed with make and model, however for the items for which the make and model has not been mentioned only superior quality of stationery items will only be considered and for these items the samples are also be submitted along with the tender
34. The Board reserves the right to terminate the contact, without assigning any reason at any time.
35. The National Board of Examinations reserves the right to satisfy itself about the quality of the stationary provided by the Supplier/agency, if the Supplier/agency does not achieve the level of satisfactory performance the Supplier/agency is liable to be penalized by deduction in payment between 5% to 50% depending upon the level and duration of the continued dissatisfaction.

CHECK LIST

1	Duly completed tender form.	Yes	No
2	Terms and conditions of the Tender (from 1 to 4 above).	Yes	No
3	Demand Draft/Pay order for Rs.1000/- (Rupees one thousand only) in favour of National Board of Examination, New Delhi, as cost of the tender/quotations document or cash receipt of the Board.	Yes	No
4	Registration No. of the Firm (under Shops and Establishment Act) or registration no of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate).	Yes	No
5	PAN Card of Firm/Company (attach attested copy of certificate).	Yes	No
6	Last three years financial income tax (attach attested copy)	Yes	No
7	Copies of Job Execution Certificate (s) issued by Tenderer's clients for having executed one assignment.	Yes	No
8	DD/Cash/Bank Guaranty of Rs. 10000.00 in favour of National Board of Examinations as an earnest money.	Yes	No

Yours faithfully

(B N Khatri)
Assistant Director (Admn)

Enclosed - Annexure 1-3

(Financial Bid)**List of Stationary Items****Annexure -1**

Sl.No.	Name of the Item	Brand/Specification	Unit	Rate (Rs.)
1	Pencil (HB)	Natraj	Pkt. of 10 pencil	
2	Transparent Tape 2" size	Superior Quality	Each	
3	Brown Tape 2"	Superior Quality	Each	
4	Green Note sheet (pad)	Superior Quality	Each	
5	Ball Pen (Blue, Black, Red)	Reynold	Pkt. of 10 pens	
6	Pilot Pen (Blue, Black Red)	Luxor	Each	
7	Reynolds (Trimax)	Reynolds	Each	
8	Reynolds (Trimax) Refill	Reynolds	Each	
9	Ink of Pilot Pen (Black/Blue)	Luxor	Each	
10	Ad-gel Achiever pen (Blue/Black)	Ad-gel	Each	
11	Refill for Ad-gel pen (Blue/Black)	Ad-gel	Each	
12	Refill of Ball Pen	Reynold	Each	
13	Fountain Pen (Ink)	Chelpark	Each	
14	File Board	Filewell - 50	Each	
15	File Covers (with name of National Board of Examinations printed)	Filewell - 802	Each	
16	Docket Punch (Single)	Kangaroo	Each	
17	Docket Punch (Double)	Kangaroo	Each	
18	Pen Stand	Superior Quality	Each	
19	Key Purse	Superior Quality	Each	
20	Sutli Thread per kg.	Superior Quality	Per KG	
21	Envelope plain 11"x5" with logo & address of NBE	Superior Quality	Per Thousand	
22	Envelope plain 10"x4" with logo & address of NBE	Superior Quality	Per Thousand	
23	Envelope clothline 12"x12" with logo & address of NBE	Superior Quality	Per Thousand	
24	Envelope clothline 16"x12" with logo & address of NBE	Superior Quality	Per Thousand	
25	Envelope clothline 10"x12" with logo & address of NBE	Superior Quality	Per Thousand	
26	Envelope clothline 12"x16" with logo & address of NBE	Superior Quality	Per Thousand	
27	Envelope plain with window 11"x5" with logo & address of NBE	Superior Quality	Per Thousand	
28	Envelope plain with window 10"x4" with logo & address of NBE	Superior Quality	Per Thousand	

29	Gem Clips Coated	Superior Quality	Per pkt.	
30	Binder Clips Small	Superior Quality	Per pkt.	
31	All Pin	Bell	Per pkt.	
32	Pin Container	Superior Quality	Each	
33	Knife/Paper cutter	Superior Quality	Each	
34	Scissors Medium size	Superior Quality	Each	
35	Stapler Pin 10-1M	Kangaroo	Per pkt.	
36	Stapler Pin 24/6	Kangaroo	Per pkt.	
37	Stapler Pin 23/17	Kangaroo	Per pkt.	
38	Stapler No. HD-10D	Kangaroo	Each	
39	Stapler No. HD-45	Kangaroo	Each	
40	White Duster 12'x12'	Superior Quality	Per dozen	
41	Yellow Duster 12'x12'	Superior Quality	Per dozen	
42	Flag colored 3'x3'	Stick on	Each	
43	Paste it Prompts (3'x3', 4'x4')	3 M	Each	
44	Rig Folder 1' size & 2' size	Solo	Each	
45	Ruled Register 2 Quire	Neelgagn	Each	
46	Ruled Register 4 Quire	Neelgagan	Each	
47	Dispatch Register 8 Quire	Neelgagn	Each	
48	Section Diary Register 8 Quire	Neelgagan	Each	
49	Paper Tray Plastic	Superior Quality	Each	
50	Pencil Cell	Eveready	Each	
51	Calculator (10 & 12 digit)	Citizen	Each	
52	Pencil Sharpeners	Natraj	Each pkt.	
53	Eraser	Natraj	Per pkt.	
54	Plastic Folder	Superior Quality	Each	
55	Gum Bottle 800 ML	Superior Quality	Each	
56	Peon Book	Neelgagan	Each	
57	Attendance Register	Neelgagan	Each	
58	Log Book A-4, size 8 Quire	Neelgagan	Each	
59	White Tag	Superior Quality	Bunch	
60	Scale Plastic	Superior Quality	Each	
61	Glass Tumbler	Superior Quality	Each	
62	Towel (Size 3 x 2)	Bombay Dying	Each	
63	Permanent Marker	Reynolds/Luxor		
64	Rubber Band (small, Medium, Big)	Superior Quality		
65	Highlighter	Camlin/Luxor		
66	Sealing wax box of 10 sticks	Superior		

		Quality		
67	Sketch pen set	Luxor & Camlin		
68	Sponge Cup with lid (damper)	Superior Quality		
69	Stamp pad self inking	Faber Castle		
70	Correcting Fluid(White)-with thinner-	Kores 30 ML		
71	Photocopy A4 80 GSM	JK (Red)		
72	Photocopy Legal 75-80 GSM	Century/JK		
73	Photocopy A3 75-80 GSM	Century/JK		
74	Movement Register	Neelgagan		
75	Box file	Neelgagan		
76	Glue stick(15g)	Superior Quality		
77	OHP Sheet (packet)	Superior Quality		
78	Needles	Superior Quality		
79	Icepoker	Superior Quality		
80	Guard File	Superior Quality		
81	Stamp pad (small)	Superior Quality		
82	Stamp pad (medium)	Superior Quality		
83	Stamp pad (big)	Superior Quality		

(Technical Bid)

ANNEXURE-2

National Board of Examinations
MINISTRY OF HEALTH & FAMILY WELFARE
ANSARI NAGAR, NEW DELHI.

(Empanelment of Supplier for supply of Stationary items and other material regarding day to day use in National Board of Examinations)
(To be on letterhead of Agency)

- 1 Name of the applicant party [in block letters] _____
- 2 Status of the agency whether Public Ltd./ Pvt.Ltd./ Partnership Firm/ Partnership Proprietorship _____
- 3 Registration No. and Year of Establishment of Firm/Company. _____
- 4 Name and designation of the authorized Signatory of the tenderer. _____
- 5 Name of Father/Husband of the tenderer _____
- 6 Full official address of the tenderer _____
- 7 Tenderer's registered office address _____
- 8 Tenderer's address for correspondence _____
- 9 Enclosed herewith:- Checklist of all enclosures _____

I/We the undersigned being the supplier/tenderer/Agency as mentioned above, hereby apply to the Board for Empanelment of Supplier for supply of Stationary items and other material regarding day to day use in National Board of Examinations Office. As described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.

(Signature of Tenderer with Seal of the Firm/Company)

Place: _____

Date: _____

Note:

- No correction/cutting/overwriting/use of whitener is permissible.
- All pages of the tender application form should be fully signed by the tenderer. Strikeout items whichever is not applicable.

DECLARATION

(To be executed on Rs. 20.00 stamp paper by the tenderer and attested by public Notary)

I/we declare:-

1. That I or any of my partner is neither working in any capacity in National Board of Examinations or is removed/dismissed from service of National Board of Examinations
2. That in case of change of partners or change in constitution of the firm, I shall bring any change to the knowledge of the National Board of Examinations, immediately.
3.
 - i) I/We/ shall intimate the names of the persons working in National Board of Examinations, related to our employees who are working with me in any capacity or are employed subsequently.
 - ii) That none of my employee is removed/dismissed from any unit of National Board of Examinations.
4. That I am aware that any breach of the condition would render the contract liable for termination along with cancellation of any other existing contract and forfeiting held by the National Board of Examinations.

Place

Signature

Date:

Name of the Tendered

Signature

Name:-

Address:-

A G R E E M E N T

This agreement is made on this _____ day of _____ two thousand five between ----- as an individual of the firm or company together with their corporate status and registered address here in after referred to as the "CONTRACTOR" which expression shall unless excluded by or repugnant to the context be deemed to include (in case of individual or proprietorship firm, his heirs legal representatives or if a partnership, the party or survivors of them, their respective heirs, executive heirs executors and administrators of if a company, its successors in business) of the one part & National Board of Examinations acting through _____ National Board of Examinations which expression shall unless excluded by or repugnant to the context be deemed to include his successors in office, representatives and assigns) of the other part.

Where as the said contractor has offered to supply stationery items, the National Board of Examinations has agreed to accept such offer upon the terms and conditions here in after appearing.

And where as it was one of the terms that the contractor should, as security for the due fulfillment of the said contract, deposit a security of Rs.----- It is hereby mutually agreed and declared between the parties here to as follows: -

1. The contractor shall during the period of contract that is from the date of execution of the contract to one year or until the said contract shall be determined by such notice as is herein after mentioned or otherwise (herein after referred to as the said contract period) duly supply stationery items as specified in the schedule attached and at the rates noticed therein in such quantities at such time, to such person and as specified by National Board of Examinations from time to time.
Any change in the constitution of the firm or the contractor shall be notified forthwith by the contractor in writing to the Authority sanctioning the contract and such change shall not relieve any former member of the firm from any liability under the contract. No new partner or partners shall be accepted into the firm by the contractor in respect of this contract unless he/they agree(s) to abide by all the terms & conditions of this contract & deposit written consent with the officer sanctioning this contract or written agreement to this effect. Contractor(s) receipt or acknowledgement of that of any partners subsequently or accepted as above shall bind all the members of the contractor for fulfilling of this contract.
2. This contract may be absolutely determined and put an end to by the contracting party giving one calendar months notice in writing to the other of his intention to determine & put an end to the same.
3. If the contractor fail to observe any of the stipulations of this agreement & conditions herein contained and on his part to be performed and observed it shall be lawful for the National Board of Examinations or any person authorized by in that behalf either in addition to or in lieu of any other remedies herein before provided without notice to the said contractor absolutely rescind and determine this agreement forthwith and forfeit the whole or any part of the security deposit but any such recession shall be without prejudice to all other remedies available to the National Board of Examinations in respect of any & every such break or non performance by the contractor the full amount of the

damages, penalties or other sums which the contractor shall thereby become liable not with standing that the same may be in excess of the sum forfeited (if any) and within or without making allowance for such last mentioned sum in or towards satisfaction of such damages, penalties or other sums.

- i) In case of any dispute arising between the parties who are part of this agreement during continuation of this agreement the case will be referred for arbitration of (National Board of Examinations) Delhi. The (National Board of Examinations) circle will be the sole arbitrator.
 - ii) If the contractor denies, neglects or delays to comply with any demand or requisition or in any way fails to perform or observe any condition of the contract.
 - iii) If any such officer or person mentioned in subparagraph (ii) above become in any way directly or indirectly interested in the contract.
 - iv) If the contractor or any of his partner becomes insolvent or applies for relief as an insolvent debtor or commence any insolvency proceedings or make any composition with his creditors or attempts to do or in the case of the contractor being registered company any order be duly made or any resolution to be duly passed for the winding up of the company. In case of such association the security deposit of the contractor (or such portion thereof as the officer sanctioning the contract shall consider fit, or adequate) shall stand forfeited and be absolutely at the disposal of the National Board of Examinations without prejudice to any other remedies of action that the National Board of Examinations may have to take. In case of such rescission, the National Board of Examinations shall be entitled to recover from the contractor or demand any extra expense, the National Board of Examinations may be put to in executing the contract, from elsewhere in any manner whatsoever for the remainder of the period for which the contract was entered into without prejudice to any other remedy the National Board of Examinations.
- b) That the contractor shall not transfer or sublet the contract without the previous consent in writing of.
4. No payment will be made in advance against any supply under this contract.
 5. All the terms and conditions of the tender shall form part of contract.
 6. The contractor acknowledges that he had made himself fully acquainted with all the conditions and circumstances under the contract will have to be made or furnished and with all the terms and conditions, specifications & other details of the contract and the contractor shall not plead ignorance of any of these as excuse in case of complaint against non specification items or with a view either to asking for enhancement of any rates agreed to in the contract to avoiding any of his obligations under this contract.
 7. The contractor shall issue all receipt for payments made to him by the department in respect of the contract duly signed by him or in his absence by a person(s) duly authorized to give accensual receipts.
 8. The contractor shall not demand any charges, which are not stipulated in the contract or mentioned in the condition of the tender.
 9. The may hold in abeyance the refund of the security deposit or any balance remaining at the end of the contract until the accounts of the contractor all

full and finally settled and the contractor(s) produces the "NO OBJECTION CERTIFICATE" and till such time as he deems fit.

10. The is at liberty to determine the contract forthwith and also order the forfeiture of the security deposit if in his option the performance of the work contracted is found to be unsatisfactory.
11. The acceptance of the rates has been agreed to by the contractor shall remain operative for a period of one year from the date of award or till the next tender is finalized. However it can be terminated at any time by the National Board of Examinations without assigning any reasoning by giving one-month advance notice.
12. The contractor undertakes to make the supply as and when ordered by the department in piece meals or within a period of seven days from the date of issue of supply order.
13. The contractor undertakes to supply the stationery items as per the list enclosed duly approved to the satisfaction of the National Board of Examinations representative.
14. If any dispute arises relating to terms and conditions/agreement, the decision of the National Board of Examinations, will be final and binding on both the parties to the agreement.
15. The contractor should submit the bills in respect of the items supplied after he has completed the supply and the bills as such preferred shall be processed for payment (if found in order) and payment shall be made within a period of fifteen days subject to availability of funds from date of its receipt through accounts paying cheque.

Attesting witness to contractor's
Signature with name & addresses
and date.

Signature of the contractor
with dates (and status the firm)

Attesting witness to signature of
With name, date and address.

Name in Block Letters.
Officer signing on behalf of
National Board of Examinations

Signature of Contracting
Authority for and on behalf of
National Board of Examinations

