



BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

(An ISO 9001:2015 Certified Organization)

Website: www.bseh.org.in

Email: asgen@bseh.org.in

BSEH/GEN/02/INKLESS PAD

Dated:- 04-12-2018

Price Rs. 1000/-



**EMPANELMENT OF VENDORS FOR SUPPLY OF INKLESS
PADS FOR THUMB IMPRESSION FOR HTET 2018.**

To
Secretary,
Board of School Education Haryana,
Bhiwani - 127021
(Ph.: 01664- 243336 FAX : 01664- 241611)



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To,

Secretary,
Board of School Education Haryana,
Bhiwani - 127021
(Ph.: 01664- 243336 FAX : 01664- 241611)

R/Sir,

1. I/We hereby submit our tender for the purchase of **Inkless Stamp pad**.
2. I/We enclosing herewith the proof of cost of bid document is deposited Rs. 1000/- (One Thousand Only) & EMD Rs. 20,000/- (Twenty Thousand Only) in Board's account No. 04791450000663 IFSC code HDFC0000479 in HDFC Bank through R.T.G.S. Both proof slips are uploaded
3. I/We hereby agree to all the terms and conditions, stipulated by the BOSEH Bhiwani.
4. I/We have noted that over written entries shall be deleted unless duly cut & re-written and initialed.
5. Tenders are duly signed by authorized signatory (No thumb impression should be affixed).
6. I/We Undertake to sign the contract/agreement within 7 (Seven) days from the issue of the letter of acceptance, failing which my Security money deposited may be forfeited.
7. I/We further Undertake that in Price Bid/Financial Bid all statutory levies and taxes have been indicated separately/included while quoting the prices wherever any levies/tax has not been indicated then it can be taken that the price quoted are inclusive of all levies and tax as applicable and I/we undertake to supply at this rate only. Other terms & Conditions are also as per your requirements.

Yours faithfully,

Signature of Tenderer
with full Address

Note:

1. **Tender not accompanied with EMD/Bid Security and sample of Inkless stamp pad shall be summarily rejected.**
2. **No thumb impression should be affixed.**



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BSEH/GEN/02/INKLESS PAD

Date:- 04-12-2018

E-Tender notice for Supply of Inkless Pads for Fingerprint impression

E-Tender No. BSEH/GEN/02/INKLESS PAD

Dated: 04-12-2018

The Secretary, Board of School Education Haryana, Bhiwani invites E-Tender complete in all respect under Two bid system i.e. Technical Bid and financial Bid from the bidders for supply of inkless pads for Fingerprint impression as mentioned below :-

1	2	3	4	4		
Sr. No	Items Name	Specifications.	No. of items required	Rates Per Unit	GST Extra	Total Cost Per Unit
1.	Inkless Stamp Pad	1. Inkless Stamp Pad with non-smudgy ink to capture thumb impression 2. Size:- Approximately 2-2½ inch diameter or diagonal 3. Colour of Ink and impression: Black and permanent. 4. Durability: Long lasting 5. Other Features : No labels on Inkless Stamp Pads and packing. 6. Fingerprints for waterproof. 7. Leaves no residue on the finger. 8. Non toxic and harmless for skin. 9. Fingerprint impressions can be scanned in to A.F.I.S. to insure positive identification. 10. Capacity of each inkless pad should be minimum 600 thumb impressions.	3600 Unit			In FigureRs. In wordsRs.

- 1 Name of Bidder/Firm/Agency-----
- 2 Address Firm/Agency-----
- 3 PAN No.-----
- 4 G.S.T. No.-----
- 5 Regn. No of the firm/agency-----
- 6 Name of the Bank account No. with IFSC Code -----
of the firm. -----
- 7 E mail-id -----
- 8 Contact Number -----

Signature of bidder with Seal



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Date:- 04-12-2018

Bidding Data Sheet

Sr. No.	Event	Date	Time	Place
1	Starting Date & Time of issue of Bid Documents	04-12-2018		
2	Deadline for submission of Bids	13-12-2018	11:00 AM	
3	Date, Time and Place of opening of Bids	13-12-2018	11:30 AM	

Eligible and interested Bidders may obtain the E-Tender Documents downloaded from the Board's website www.bseh.org.in and www.etenderhry.nic.in. Cost of this bid document is Rs. 1000/- (One Thousand Only) & Earnest Money is Rs. 20,000/- (Twenty Thousand Only) deposited through RTGS in Board's account No. 04791450000663 IFSC code HDFC0000479 in HDFC Bank. Both slips should be enclosed/uploaded with the tender document. Completely filled up documents shall be submitted only on line to Secretary Board of School Education Haryana, Bhiwani is **13-12-2018 up to 11:00 AM**. Bids will be opened in the Board's committee room in the presence of bidders on **13-12-2018 at 11:30 AM** by the approved committee. Proprietors or their representatives are advised to attend personally as the negotiations of rates, if necessary, can take place on the same day. For complete details, login to the Board's website. www.bseh.org.in & www.etenderhry.nic.in.



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Date:- 04-12-2018

Notification of award

(Letter regarding Depositing Performance Security and Agreement etc. by the Successful bidder)

To

..... [Name and address of the bidder]

.....

.....

Dear Sir,

This is to notify you that your Bid dated thefor the supply of Inkless Pads for the contract Price of Rupees..... [in figures] (.....) [Amount in words], in accordance with the Instructions to Bidders in hereby accepted by the Secretary, Board of School Education Haryana Bhiwani.

You are hereby requested to furnish Performance Security within three days, in the form available in tender documents as per Instruction to Bidders for an amount equivalent to Rs..... [in figures] (.....) [Amount in words] within days of the receipt of this letter of acceptance valid up to..... [insert the period], i.e. valid up to [insert the last date of validity] and sign the contract as per contract form available in tender documents failing which action as stated in the Instructions to Bidders will be taken.

Assistant Secretary (General)
for Secretary



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Date:- 04-12-2018

FORM FOR BANK GUARANTEE (PERFORMANCE SECURITY)

Date:
Bank Guarantee No. :
Amount Rs. :

To,
Secretary,
Board of School Education Haryana
Bhiwani
Amount of guarantee: Rs.....
Guarantee cover from:

LAST DATE FOR LODGMENT OF CLAIM:

This deed of guarantee executed by(Herein after referred to as THE BANK) in favour of Secretary, Board of School Education Haryana (hereinafter referred to as Board) FOR AN AMOUNT NOT EXCEEDING Rs..... (Rupees.....) at the request of M/s..... (hereinafter referred to as the Supplier). This guarantee is issued subject to the condition that the liability of the Bank under the guarantee is limited to a maximum of Rs..... (Rupees.....) and the Guarantee shall remain in force up to..... and cannot invoked served otherwise than by a written demand or claim under this guarantee served on the bank on or before In consideration of Secretary, Board having agreed to award contract for supply of printed items on M/s..... (Hereinafter called the said contractor) undo the terms and conditions of an agreement made between both the parties (hereinafter called the said agreement) for the due fulfillment of the contract as per the terms and agreement on production of bank guarantee for Rs..... (Rupees only)

1. I/We do hereby undertake to pay Board an amount not exceeding Rs..... (Rupees.....) against any loss or damage caused to or suffered by Board by reason of any breach of the terms and conditions contained in the said agreement.
2. I/We..... do hereby undertake to pay amount due and payable under this guarantee without any demur, namely on a demand stating that the amount demanded is due by way of loss or damage caused to or would be caused to or suffered by Board by reason of the contractor's failure to perform the said agreement by such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under the guarantee. However our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only)
3. I/Wefurther agree that the guarantee herein contained shall be in force and effect up tounless a demand or claim under this guarantee is made on us in writing on or before..... We shall be discharged form all liability under this guarantee thereafter.

Name & Address of the Bank.....

Signatures with seal of the supplier
Full Name
Tel. No.
Mobile No.....
Fax No.
Email address.....
PAN No.

Signatures of Bank Manager (with seal).....
Full Name of Bank Manager.....
Telephone No.....
Mobile No.....
Fax No.
Email address.....
Full Address



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Date:- 04-12-2018

Instructions and Terms and Conditions to the Bidders

1. The Bidder should be registered as a stationer/Manufacturer.
2. The cost of this bid document is Rs. 1000/- (Rs One Thousand only), (non refundable) and Earnest Money of Rs. 20000/- (Rs. Twenty thousand only) deposited through R.T.G.S. in Board's account No. 04791450000663 IFSC code HDFC0000479 in HDFC Bank. Both deposit slips should be enclosed and uploaded with e-tender documents. Without this tender shall be rejected.
3. The Bidder will submit two specimens of inkless pads, with slips pasted on them and slips should be signed with stamp of the bidder. Specimens will be returned to all bidders except successful bidder after finalization of supplier firm.
4. The Bids will be opened in the presence of Bidders or their authorized representatives, who may wish to be present. So it is advised that authorized representatives bring authority letters from their firm.
5. The tender fee is non-refundable and non adjustable.
6. Bids without tender fee and/or E.M.D. shall be rejected.
7. Tender Documents can also be downloaded from the Board's website www.bseh.org.in & www.etenderhry.nic.in.
8. The Board has the right to increase/decrease the quantity of Inkless Pads.
9. Bids shall remain valid for 90 days from the last date of submission of Bids. Any Bid shown to be valid for a shorter period than the period specified shall be rejected by the Board treating as non responsive.
10. After receiving notification of award, firm have to deposit an agreement as per contract form available in tender documents on 100/- Rs. Stamp Paper attested by Notary along with 10% performance security of the value of work order as per proforma available in tender documents with in three days.
11. If any firm did not submit contract form and performance security with in prescribed time in notification of award, penalty of rupees 1000/- per day will be imposed for the next 02 days and after that earnest money of the firm may be forfeited and work may be allotted to any other willing firm on L-1 rates.
12. Earnest money and performance security will be returned after final payment to the firm.
13. Completely filled up bid documents must be submitted only on-line to Secretary BOSEH, Bhiwani.
14. The Bidder must fill in the requisite information in the Tender Documents at appropriate places.



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15. In case of supply of defected items two time value of that items will be imposed as penalty on the bidder. Earnest money, Performance security and amount of supply of inkless pads may be forfeited and firm may be black listed in case of defect in large scale.
 16. Firm will supply the Inkless Pads Made in India within five days from the date of supply order.
 17. 80% payment made after supply of goods and balance 20% payment will be released after examination.
 18. The Secretary/Chairman, of the Board may extend/repeat the order for supply of Inkless Pads for the subsequent years also on the rates previously approved by the Board on the same Terms & Conditions from the willing firm who had supplied the Inkless Pads.
 19. The Secretary/Chairman, Board of School Education Haryana, Bhiwani is the final competent authority to approve the tender and to settle all issues related to the tender and even to relax or amend any of the terms & conditions after issuance of the tender, if so required in any emergent situation in the interest of the Board for supply of Inkless Pads in the shortest time so as to hold the Board's examinations in time and his orders shall be final and binding for one and all, in all respects.
 20. If any dispute arises between the Board and supplier, it is mandatory to use the option of arbitration. Board's Chairman will be the sole arbitrator or his nominee and decision of the arbitrator will be binding on the both parties.
 21. Copy of GST Certificate also attached.
 22. The average turnover in the respected filled should be more than 10 Lacs per year during the last three years (2015-2016, 2016-2017 and 2017-2018). The tenderer should submit statement of financial accounts from their bankers/chartered accountants. The name of the bank/firm along with full address is to be furnished on their firm's letterhead.
 23. The approved vendor shall ensure timely supply as per approved sample and rates during the currency of the rate contract (except Govt. levy) failing which action like forfeiture of Performance Security and removal of their name from the list of approved vendors at BOSEH Bhiwani shall be taken. The vendor will also submit an Undertaking (on a non-judicial stamp paper of RS. 10/- & attested by notary) to this effect, invariably as under failing which their tender will not be considered for evaluation:

"I/We will supply the rate contract items under subject rate contract timely in accordance with tender specifications and approved master sample during the currency of rate contract failing which my Performance Security may be forfeited and my name may be removed from the list of contracts at BOSEH Bhiwani.
 24. Non- Blacklisting Certificate should be on Rs. 10/- non-judicial stamp paper attested by the Notary and business for a period of at least last 2 years certificate.
 25. A proof of ownership/partnership shall be submitted along with verification of address, telephone number and Fax number. A surprise visit to the premises by the representatives of the Board shall be made to assess the firm's capacity and standing.



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26. Offline tender will not be accepted.
 27. The tenderer is also required to submit performance report (s) from other similar organizations where the firm is registered for supply of Inkless Stamp Pad. The firm should also submit list of organization where Inkless Stamp Pads have been supplied failure to comply this clause will lead to rejection of their bid.
 28. Rates should be quoted strictly as per the tender specifications and should be valid for a period of minimum two years or till finalization of next tender and any deviation from specification shall not be considered at all.
 29. If the tenderer gives a false statement on any of the above information, the firm/supplier will not be considered and their quotation/tender shall be deemed to be rejected and the security deposited will stand forfeited.
 30. The courts at Bhiwani only will have the legal jurisdiction in case of any dispute.

The Board's Address is :-

Board of School Education Haryana,
Hansi Road, Bhiwani-127021
Email : asgen@bseh.org.in
Website: www.bseh.org.in
Phone No. 01664-243336
Fax No. 01664- 241611

Important Phone Numbers :-
Asstt. Secretary (General) : 9416973860
Superintendent (General) : 9813601486



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Check list of the E-Tender Documents

Sr. No.	Name of documents	Available at Page No.
1	Tender Cost deposits slip as per clause no. 2.	
2	Earnest Money deposits slip as per clause no. 2.	
3	Two Samples of Inkless Pads with Brand Name	
4	Undertaking of the Bidder as per instructions no. 23 of the Tender Documents.	
5	Non-black listing declaration as per clause no. 24.	
6	Registration certificate of the firm as stationer.	
7	G.S.T. certificate as per clause 21.	
8	Declaration regarding proprietorship/partnership/Pvt. Ltd (as per clause no. 25.)	
9.	Statement of accounts for the last three years 2015-2016, 2016-2017, 2017-2018.	
10.	Performance report and list of organizations where the material have supplied in the last 2 year (as per clause no. 27)	

Note:-All documents are to be submitted along with the bid are to be page numbered, arranged as per check list through on-line only.