



हरियाणा विद्यालय शिक्षा बोर्ड

Board of School Education Haryana

(Established under Haryana Board of School Education Act, 1969)

(ISO 9001 : 2008 Certified Organization)

Website - www.bseh.org.in

E-mail ID- ascond@bseh.org.in

Tender Cost Rs. 2000/-

Board of School Education Haryana,
Bhiwani

BID DOCUMENT

Empanelment of Vendors

**E-TENDER FOR ASSIGNING THE CONTRACT
FOR SALE OF UNUSED ANSWER BOOKS IN RADDI**

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

Signature of bidder with Seal, Stamp and Address

BRIEF INFORMATION ON BID DOCUMENT

Tender No.	
Mode of Bid submission	Online Through https://etenders.hry.nic.in
Time for Completion of job	30 Days from the next date of work order
Last Date and time for online Bid submission	20.08.2018, 11:00 A.M.
Date and time of opening of Technical Bids	20.08.2018, 01:00 P.M.
Date and time of opening of Financial Bids for technically qualified bidders	20.08.2018, 03:30 P.M.
E.M.D.	Rs. 2,00,000/- (Two lakhs only) To be deposited in Board's account no. 04791450000663 of HDFC bank by direct or RTGS (Real Time Gross Settlement).
Cost of Tender Document	Rs. 2,000/- (Rupees Two thousand only) To be deposited in Board's account no. 04791450000663 of HDFC bank by direct or RTGS (Real Time Gross Settlement).
Validity of Bid	Up to _____
Name of place from where material is to be lifted	Office of Board Of School Education Haryana, Bhiwani and all District Headquarter. (List is annexed on Page No-11)
Approximate cost of project	More than Rs. 20,00,000/- (Rs. Twenty lakhs)

Note: Scan Copies of Bank receipts for cost of tender document and earnest money deposit are to be submitted online with technical Bid also.

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI
NOTICE INVITING TENDERS

The Secretary, Board of School Education Haryana, Bhiwani invites E-Tenders under two BID system i.e. Technical BID and Financial BID for the sale of approximate 1000 quintals unused answer-books in raddi from the bidders.

Cost of this bid documents is Rs. 2000/- (Rs. Two thousand only) and Earnest money is Rs. 2,00,000/- (Rs. Two Lakhs only) which are to be deposited in Board's account number 04791450000663, IFSC Code 0000479 of HDFC Bank by RTGS (Real Time Gross Settlement) and the proof of deposited slip must be uploaded with the tender document. Last date and time for online submission of Bid is 20.08.2018 up to 11:00 A.M. Time limit for compilation of job will be 30 days from the next date of work order.

The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in> or from Board's web site www.bseh.org.in.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates.

Note:

1. Bids shall be submitted through e-tendering only. For further details, visit website <https://etenders.hry.nic.in>.
2. Weight of unused answer-books of raddi may be increased or decreased.
3. Net Rate per K.G. is to be quoted by the bidders. Job related all kind of taxes have to bear by the bidder only.

Secretary,
Board of School Education Haryana,
Bhiwani.

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Tender Form for Assigning the Contract for Sale of Unused Answer Books In Raddi

Name and Complete Address of the Tenderer _____

(i) Conditions of Eligibility

- 1 The Firm/Agency must be registered with the competent authority under the appropriate Act/Rules.
- 2 The agency/firm should submit a proof of having an annual turn-over of Rs.30 lakhs or above relating to trade in waste paper and/or paper board during each of the last three years. i.e. Financial year 2015-2016, 2016-2017 & 2017-18. The self attested copies of Profit and Loss Account Statements and the Balance Sheets duly certified by a registered Chartered Accountant of the firm are to be attached.
- 3 Proof of latest Income Tax Return filed. (duly attested by bidder is to be attached).
- 4 Permanent Account Number (PAN) under Income Tax Act. (attested copy is to be attached)
- 5 Proof of Registration for GST/Sales Tax, State or Central Excise Duty etc.
- 6 Scan copies of payment deposited for bid cost & EMD in bank are to be sent online with Technical Bid.
- 7 Conditional Tender shall be outrightly rejected.

(ii) **General Terms & Conditions :-**

- 1 Tender Form is not transferable.
- 2 The successful bidder shall be required to deposit an amount equal to 10% of the total estimated cost of the work as Performance Security in **Board's account number 04791450000663, IFSC Code 0000479 of HDFC Bank by RTGS (Real Time Gross Settlement)** along with contract agreement. It will be released on request within one month after completing the job.
- 3 The Earnest Money Deposit of the unsuccessful firms shall be returned on completion of the process.
- 4 The Firm/Agency shall be required to lift raddi the within thirty days from the date of issuance of the Work Allotment Order by the Board in writing. If the needful is not done within the stipulated period, a penalty @-5000/- per day will be imposed for a period of one week. If the needful is still not done within the extended period of one week, with penalty, the amount of Security Deposit shall be forfeited and this contract shall stands terminated.
- 5 The concerned agency/firm shall be bound to lift the raddi on “as is where is basis”. No shifting or segregation of material shall be allowed. Depending on the quantity of material, estimated above money as intimated by the Board shall be deposited by the firm before lifting the raddi. The amount/money shall be deposited in Board's account no. 04791450000663 of HDFC bank by direct or RTGS (Real Time Gross Settlement).
- 6 The firm/agency shall bear the weighing, lifting and loading charges of raddi.
- 7 The weighing of the raddi shall be got done in the presence of a approved Committee constituted by the Board at a “Dharam Kanta” approved by the Concerned Municipal Committee.
- 8 Any other condition as may be deemed fit to the office shall be announced at the time of opening of tenders in the presence of bidders.
- 9 The contract for lifting Unused answer books in raddi will be started from the next date of actual award of the contract.
- 10 Rates should be carefully filled up without any cutting, erasure or overwriting, both in words and figures.
- 11 The Board reserves all the rights to accept or reject any or all the bids without assigning any reason.
- 12 There are also other terms and conditions as may be considered necessary for execution of this contract which shall be provided separately in an agreement to be signed/executed by the firm /agency in writing on a Non-Judicial Stamp Paper of Rs. 100/-(Rs. Hundred Only) which shall execute and agreement with the Board.
- 13 The firm/agency should quote their rates against the following item:-

<u>Name of Item.</u>	<u>(Rates are to quoted in the separate financial bid)</u>
Unused Answer Sheet	<u>(As at annexure ‘A’)</u>

Rates per k.g. including weighing, lifting, loading and all other charges (All kind of taxes are to bear by the bidder).

- 14 In case the firm/agency quoting the 1st, 2nd, 3rd highest rates and so on but declines to accept the offer, the earnest money of such firm(s) shall be forfeited and the firm (s) shall be black- listed by Board for any kind dealing in future.
- 15 Negotiation may be done with the bidders as per the Revised Negotiation Policy 2014 of the Govt. of Haryana, as per the Govt. order No. 2/2/2010-4-1B-II dated 16th June 2014 of directorate of supply and disposals industries and commerce department Govt. of Haryana.
- 16 The firm/agency shall pay GST charges separately as per the rules of Govt. of Haryana.
- 17 The commodity is 1000 quintals in weight approximately.
- 18 The unused answer books of raddi will be lifted by the bidder at the same stage in which it is kept at the prescribed places in each district of Haryana (List is annexed on Page No-11).
- 19 Amount will be deposited to the committee after sale of unused Answer Books of raddi in Distt. Headquarter immediately
- 20 The agency shall append the following declaration with the online technical bid:-

DECLARATION

I/we (Name) _____do hereby solemnly affirm and declare that the facts stated in the Technical Bid No. _____dated _____are correct and true to the best of my/our knowledge and belief and that nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/we will be liable to legal action under section 182 and section 415 read with section 417 and 420 of the Indian Penal Code as the case may be and I/We accept all the terms and conditions of the tender document.

(Signature of the Bidder with seal)

Full Name _____

Name of the firm _____

Telephone No. with STD _____

Fax No. _____

E-mail Id: _____

Place : _____

Date : _____

Instructions to bidders on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. The digital signature of the authorized user will be binding on the firm.
2. Tender document can be download from website <https://etenders.hry.nic.in> or from Board website www.bseh.org.in .
3. The bidder are strictly advised to follow date and time as indicated in the online notice inviting tender.
The date and time shall be binding on all bidders.
4. The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of lifting the purchased material and all terms and conditions except the rates (price bid).
5. The bidder shall quote the prices in price bid format.
6. If bidder fails to complete the online bid preparation and submission stage on the stipulated date and time, his/ her bid will be considered as bid not submitted, and hence not appear during tender opening stage.
7. For further details please log in <https://etenders.hry.nic.in>

IMPORTANT NOTES:-

1. The technical bids shall be opened at **20.08.2018** on dated **01:00 P.M.** in the presence of the Bidders or their authorized representatives, who may wish to be present. If the date of opening of technical bid happens to be a holiday, it shall be opened on next working day at the same place and time.
2. The Samples of unused answer sheet can be seen during office time in the Office of the Assistant Secretary (Conduct) Room No 54, Board of School Education Haryana, Bhiwani on any working day till one day prior to the closing date.
3. Bid Document can be downloaded from the website: <https://etenders.hry.nic.in> or from Board's web site www.bseh.org.in .
4. Financial Bids of only technically qualified bidders shall be opened.
5. The time for lifting of unused answer sheet is mentioned in brief information on Bid document which will be treated from the next date of issuance of work order letter.
6. In case of dispute of any kind, Board and the supplier shall make every effort to resolve the dispute amicably by direct informal negotiations and if after such negotiations they are unable to resolve the dispute amicably then either party may require that the dispute be referred for resolution to the formal mechanism for arbitration. Only after the decision of arbitration, either party can approach the court of law or for this purpose the legal jurisdiction will be Bhiwani (Haryana).
7. The Board's Address is :—
Board of School Education Haryana,
Hansi Road, Bhiwani-127021.
Email: ascond@bseh.org.in
Website www.bseh.org.in
Phone No 01664-243336
Fax No. 01664-241611
8. Important Phone Numbers:-

Assistant Secretary (Conduct)	9255588647
Superintendent (Conduct)	9416507328

Annexure – A

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Price Schedule/Financial Bid

Financial bid is to be submitted through online only

1 Name and complete Address of the Tenderer.....

Rates quoted per K.G..	
(i) In Figure:
(ii) In Words:

2 The Firm/Agency shall pay GST charges separately as per the rules of Govt. of Haryana. All kind of taxes and other expenditure related to the job will be born by the bidder such as lifting, loading and weighing octroi etc.

Place:

(Signature of the Bidder)

Date:

Name of Firm _____

Check list of the Tender documents

The Bidder are advised to Check before submitting online tender that they have attached below mentioned documents with the online technical bid.

1.	Scanned copy of Bank Receipt for Cost of tender documents rupees 2000/-
2.	Scanned copy of Bank Receipt for Earnest money Rs. 2,00,000/-
3.	Declaration of the Bidder on 100/- Rs. Non- judicial stamp paper.
4.	Copy of Registration Certificate of the Firm
5.	GST Registration Certificate
6.	Thirty Lacs each year turnover of last three years. Trading Account, Profit & loss account & balance sheet. (2014-15, 2015-16 & 2016-17)
7.	Proof of latest Income tax return filed
8.	Copy of permanent Account Number (PAN Number).
9.	The bidder should certified that the firm/individual state has not been blacklist from participation in tender anywhere in Central/State Govt. Depts./Central Govt. PSUs/Consumer Society approved by Central Govt.

Note:- All documents to be submitted along with the online bid are to be page numbered arranged as per check list and an Index thereof is also to be placed right below the forwarding letter of the firm.

List of District Wise

Sr.No	Name of District	Approximately weight of Useless Answer books of raddi (in Quintal)
1	Ambala	25
2	Bhiwani	18
3	Fatehabad	45
4	Faridabad	73
5	Gurugram	53
6	Hisar	73
7	Jhajjar	48
8	Jind	16
9	Kaithal	33
10	Karnal	36
11	Kurukshetra	73
12	Mohindergarh	67
13	Nuh	06
14	Panchkula	38
15	Panipat	50
16	Palwal	46
17	Rewari	63
18	Rohtak	43
19	Sirsa	41
20	Sonepat	100
21	YamunaNagar	30