



Board of School Education Haryana,
Bhiwani

**BID DOCUMENT FOR ELECTRONIC
TENDERING**

FOR BINDING OF OFFICE DOCUMENTS

FOR THE YEAR 2015-16-17

TENDER DOCUMENT FOR
BINDING OF
OFFICE DOCUMENT - FOR 2015-16 -17

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SECTION-1**BRIEF INFORMATION ON BID**

Tender No.	160/ PUB/P-3 Dated 09-11-2017
Mode of Bid submission	Through Online https://etenders.hry.nic.in & www.bseh.org.in
Time for Completion	90 Days for binding of office documents from the date of work order.
Last Date and time of Bid submission	29-11-2017 up to 1:00PM
Date and time of opening of Technical Bids	29-11-2017 at 2:30PM
Date and time of opening of financial bids for technically qualified bidders Note: Negotiation date will be fixed after opening the financial bids	29-11-2017 at 3:30PM
EMD	10000 /-(Ten Thousands Only) To be deposited through online in HDFC A/c No. 04791450000663, IFSC, HDFC 0000479
Cost of Tender Document	1000/- (Rupees one thousand only) To be deposited through online in HDFC A/c No. 04791450000663, IFSC, HDFC 0000479.
Validity of Bid	The contract would initially be for a period of one year (365 days) which may be extendable on year to year basis for a maximum period of three years upon satisfactory completion of work.
Approximate cost of project	180000/-

Note: Hard copy of deposited EMD and cost of tender documents are to be placed in the sealed envelope for specimens of cardboard, cover paper, leather and craft paper etc. which is to be submitted before last date or on the last date of submission of online bids. Scan copies of hard copy of deposited EMD and cost of tender documents are to be submitted with the online technical bid also.

Press Notice For Inviting E- Tender

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Board of School Education Haryana, Bhiwani invites online bids from the established Binders having minimum three years experience in the field of binding of office documents as per detailed below:-

(i)	Type of items to be binding	=	Gazette, Result Sheet, ECR, Liability Register etc.
(ii)	Cost of Bid Documents Rupees	=	1000/-
(iii)	Earnest Money Rupees	=	10000/-
(iv)	Last date of submission of online bids	=	29-11-2017
(v)	Date & time for the opening of online Technical bids.	=	29-11-2017 at 2:30 PM
(vi)	Date & time for the opening of online Financial bids for Technically qualified	=	29-11-2017 at 3:30 PM

Note:- Bids shall be submitted through e-tendering only. For further detail, visit website <https://etenders.hry.nic.in> or Board Website www.bseh.org.in . The financial bids of only those bidders whose technical bids are accepted, shall be opened by the Committee authorized for the purpose. Bidders are advised to present at the time of opening of bids.

Secretary,
Board of School
Education Haryana,
Bhiwani

NOTICE FOR INVITING E- TENDER

e-Tender is invited for binding of office documents for the year **2015-2016-17** in single stage two cover Request for Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope).

The bidders can be download the tender documents for the Portal: <https://etenders.hry.nic.in>. or Board Website www.bseh.org.in The bidder shall have to pay tender documents cost & EMD thought online. The bidders can submit their tender documents online only as per the dates mentioned in the key dates.

DESCRIPTION OF ITEMS

The Secretary, Board of School Education Haryana, Bhiwani invites sealed e- tenders complete in all respect under two bid system from the experienced Binders for binding of the Office documents as mentioned below.

Sr. No.	Name of item & Description	Size of Documents to be Binding	Quantity	Time allowed
1.	Gazette	12½x15		90 working days for Binding of all Documents
2.	Result Sheet	12½x15		
3.	Liability Register	12½x15		
4.	E.C.R	14x21	08	
5.	Leger cash book	12½x15		
6.	Expenditure Register	A-4 size	55	
7.	Board meeting Result Sheet	08½x13½		
8.	Service Book	7½x10		
9.	Budget copies	8½x13½		
10.	Income Register	8½x11½		
11.	Gazette	12 x17	457	
12.	Result sheet	8½x13½	1808	
13.	Merit list	8½x13½	10	
14.	Gazette	8½x11½	643	
15.	Vehicle Movement register legal size	8½x13½		
16.	Register	13x10	10	
17.	Any other	Any size		
			Total = 2991	

(The Board has the right to increase/decrease the quantity of binding documents of any size)

Eligible and interested Bidders may can be downloaded from the Portal :<https://etenders.hry.nic.in> or from Board's website: www.bseh.org.in. In case of Tender Documents is downloaded from the Board's website. Technical Bids will be opened on dated 29-11-2017 at 02-30 P.M. & Financial Bids will be opened on the same day at 03-30 P.M. if necessary, by the approved committee of officers in the presence of the intending representatives of bidding firms. 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, logon to the Board's website. www.bseh.org.in & Portal :<https://etenders.hry.nic.in>

Bidding Data Sheet

Sr. No.	Event	Date	Time	Place
1	Last Date & Time of issue of Bid Documents	29-11-2017	11-00 AM	On Board Website www.bseh.org.in & Portal : https://etenders.hry.nic.in
2	Deadline for submission of Bids	29-11-2017	1-00 PM	Binding documents to be submitted online.
3	Date, Time and Place of opening of Technical Bids	29-11-2017	2-30 PM	Board office at Bhiwani
4	Date, Time and Place of opening of Financial Bids	29-11-2017	3-30 PM	Board office at Bhiwani

PRICE SCHEDULE

Sr. No.	Name of item & Description	Size of Documents to be Binding	Quantity	Binding Rate Per Item
1.	Gazette	12½x15		
2.	Result Sheet	12½x15		
3.	Liability Register	12½x15		
4.	E.C.R	15x20		
5.	Leger cash book	12½x15		
6.	Expenditure Register	A-4 size		
7.	Board meeting Result Sheet	08½x13½		
8.	Service Book	7½x10		
9.	Budget copies	8½x13½		
10.	Income Register	8½x11½		
11.	Gazette	17x12		
12.	Result sheet	13½x8½		
13.	Result sheet	8½x13½		
14.	Gazette	8½x11½		
15.	Vehicle Movement register legal size	8½x13½		
16.	Bill register	8½x13½		
17.	Any other	Any size		

(The Board has the right to increase/decrease the quantity of binding documents of any size)

Notification of award

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

To

..... [Name and address of the bidder with GST Number]

.....

.....

Dear Sir,

This is to notify you that your Bid dated thefor the binding of office documents 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 five 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 from [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 with in above mentioned days failing which action as stated in the Instructions to Bidders will be taken.

Assistant Secretary (Publication)
for Secretary

CONTRACT FORM

THIS AGREEMENT made the day of, 2015 between the Board of School Education of Haryana (hereinafter called "Board") of the one part and..... (Name of Supplier) of.....(Address)..... (hereinafter called "the bidder") of the other part.

WHEREAS the Board is desirous to get binding of office documents and has accepted a bid by the bidder for the binding of Boards documents in the sum of..... (Contract Price in Words and Figures) (Hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

That all terms and conditions are accepted to the firm/bidder.

3. In consideration of the payments to be made by the Board to the bidder as hereinafter mentioned, the bidder hereby covenants with the Board to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4.The Board hereby covenants to pay the bidder in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contractor.

Signature with seal of the bidder

Full Name
Tel. No. with STD Code.....
Mobile No.
FAX No.
Email.....
Full Address.....-.....
.....
.....

BANK GUARANTEE (FOR PERFORMANCE SECURITY)

Date:
 Bank Guarantee No. :
 Amount Rs. :
 Secretary,
 Board of School Education Haryana
 Bhiwani
 Amount of guarantee: Rs.....
 Guarantee cover from:
 LAST DATE FOR LODGEMENT 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.....

Signature with seal of the bidder
 Full Name
 Tel. No.
 Mobile No.....
 Fax No.
 Email address.....
 PAN No.
 Full Address

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

Instructions and Terms and Conditions to the Bidders

1. It is necessary for all firms to submit all documents with the Tender.
2. The Price of this Tender document is Rs. 1000/- (Rs One Thousand only), (non refundable) and 15 thousands Rs. Earnest Money which can be deposited through online.
3. The Technical Bid must be accompanied with an Earnest Money of Rs. 10000/- (Rs. Ten thousand only). Without Earnest Money bid will be rejected.
4. The Bidder will use original leather, best quality 40 oz cardboard, craft paper and cover paper of 60 GSM of any reputed paper mill, and binding should be corner leather binding. Specimens of binding material are to be enclosed with the technical bid. All specimens should be signed with stamp of the bidder and distributor with the name of paper mill. During opening of technical bid if binding material of any bidder did not match with the standard mentioned above, then the financial bid of that firm will not be opened.
5. The bidders will submit an undertaking on 10 Rs. Stamp Paper attested by Notary that their firm is not blacklisted/debarred by any Govt./Semi Govt. department nor any such action is in process against the firm and that we have read and understood all the Terms & Conditions given in the Tender Documents and our Firm is financially capable, fulfills the eligibility Criteria for executing the Job and information furnished in the bidding documents is correct to the best of our knowledge and our firm will strictly act in accordance with terms & conditions of the Tender we also agree that if binding work is not completed as per terms & conditions of the tender, Board will be liable to forfeit our EMD and Performance Security and to impose the penalty as deemed fit by the Secretary of the Board. That our firm is capable of procuring the binding material. We undertake to abide by the terms & conditions of the tender and its contents including corrigendum/addendum to be issued by the Board and the order of the Secretary, the competent supreme authority regarding to all issues before and after issuance of the tender and his order will be binding upon us in all respects.
6. The Technical and Financial Bids will be opened in the presence of Tenderer/Bidders or their authorized representatives, who may wish to be present on the prescribed date and time in the tender documents.
7. The bidders have to complete bid preparation & Submission's stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'
8. The documents which are to be binding can be seen during office time in the Office of the Assistant Secretary (Publication), Room No. 79, Board of School Education, Haryana, Bhiwani on any working day till one day prior to the closing date.
9. Tender Documents can also be downloaded from the website www.bseh.org.in
10. Financial Bids will be opened only of those firms which will qualify in Technical Bids.
11. Bids shall remain valid for 365 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.
12. After receiving notification of award, firm have to deposit an agreement as per contract form available in tender documents on 10 Rs. Stamp Paper attested by Notary along with 10% performance security of the value of work order as per proforma available in tender documents.
13. If any firm did not submit contract form and performance security with in prescribed time in notification of award, penalty of rupees 200/- will be imposed for the next 05 days after that earnest money of the firm may be forfeited and work may be allotted to any other willing firm on L-1 rates.
14. Earnest money and performance security of the successful firm will be returned after last payment of the firm. Earnest money of unsuccessful firms will be returned with in thirty days after issuance of work order.
15. Negotiations will be held as per Negotiations rules of Govt. of Haryana.

16. The period of binding of various documents from the date of notification of award has been shown on Page no.6. Time taken by this office to provide documents for binding is excluded in the said time period.
17. All documents to be submitted along with the bid, are to be page numbered and to be placed with checklist below the forwarding letter of the firm.
18. The Bidder must fill in the requisite information in the Tender Documents at appropriate places.
19. On necessity, Binding material can be Lab tasted on the cost of the Bidders.
20. In case of defected binding and use of low standard binding material, two time binding value of that documents will be imposed as penalty on the binder. Earnest money, Performance security and amount of work done may be forfeited and firm may be black listed in case of defect in binding on large scale.
21. The Secretary, of the Board may extend/repeat the order for binding of office documents for the subsequent years also on the rates previously approved by the Board on the same Terms & Conditions from the willing firms who had executed the job.
22. The Secretary, 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 or for completion of the job in the shortest time and his orders shall be final and binding for one and all, in all respects.

Resolution of Disputes:-

- i) The Board and the Bidder shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.
- ii) If, after such informal negotiations, the Board and the Binder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the Arbitrator.
- iii) The dispute resolution mechanism to be applied shall be as follows:-
 - (a) A dispute or difference arising between the Board and Binder relating to any matter arising out of or connected with the contract, such dispute or difference is mandatory to be referred to the sole arbitrator by the Chairman, Board of School Education Haryana, Bhiwani as a provision of providing initial remedy to the supplier. The award of the Arbitrator shall be final and binding on the parties to the contract.
 - (b) The Indian Conciliation and Arbitration Act, 1996, the rules there under and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.
- iv) The venue of arbitration shall be within the discretion of the arbitrator to be appointed by the Chairman, Board of School Education Haryana, Bhiwani.
23. The courts at Bhiwani only will have the legal jurisdiction in case of any dispute.
24. The Board's Address is :-

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

Important Phone Numbers :-
 Asstt. Secretary(Pub.) : 9813601065
 Superintendent (Pub.) : 9813601323
 Asstt. (Pub) : 9813601701

Check list of the tender

The Bidder are advised to Check before submitting online tender that they have attached below mentioned documents with the tender and they are also advised to mention the page no. of each document of the technical bid and this page no. should also be mentioned in checklist .

Name of Documents	Available at page No.
1- Scanned copy of Hard copy of deposited tender documents cost rupees 1000/-	
2- Scanned copy of Hard copy of deposited Earnest money Rs. 10,000/-	
3- Scanned copies of Certificate issued by consumer of satisfactory work regarding binding of office documents last three years.	
4- Scanned copies of Certificate of at least three years work experience in binding.	
5- Undertaking of the Bidder as per instructions no. 4	
6- Sample of Leather, best quality 40 oz cardboard, craft paper & cover paper of 60 GSM certified by the bidder of any reputed paper mill.	
7- Registration Certificate	
8- GST Number	

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

Secretary