



BID DOCUMENT (DNIT)

**FOR ASSIGNING THE CONTRACT FOR SALE
OF USED ANSWER BOOKS OF THE
EXAMINATIONS HELD IN**

**July/September-2017
January/March/April-2018
used answerbooks**

**BOARD OF SCHOOL
EDUCATION HARYANA,
BHIWANI**

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	05-12-2018 at 11.00 AM
Date and time of opening of Technical Bids	05-12-2018 at 03-00 PM
Date and time of opening of financial bids for technically qualified bidders	05-12-2018 at 03-00 PM
EMD	2,00,000 (Two Lacs only) To be deposited in Board's account no. 04791450000663 IFSC Code HDFC0000479 of HDFC bank by direct or RTGS (Real Time Gross Settlement).
Cost of Tender Document	5,000/- (Rupees Five thousand only) To be deposited in Board's account no. 04791450000663 IFSC Code HDFC0000479 of HDFC bank by direct or RTGS (Real Time Gross Settlement).
Validity of Bid	Up to 05-12-2018
Name of place from where material is to be lifted	Office of Board Of School Education Haryana, Bhiwani
Approximate cost of project	More than Sixty Lakhs

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

Press Notice

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

NOTICE INVITING TENDERS

The Secretary, Board of School Education Haryana, Bhiwani invites online bids for the sale of approximate 2500 quintals used answer books from the bidders having minimum three years experience in the field of purchase of used answer books of various examinations.

Weight of used answer books may be increased or decreased

Net Rate per K.G. is to be quoted by the bidders. Job related all kind of taxes will be born by the bidder.

Cost of this bid documents is Rs. 5000/- and Earnest money is Rs. 2,00,000/- which are to be deposited in Board's account number 04791450000663 IFSC Code HDFC0000479 of HDFC Bank by direct or RTGS (Real Time Gross Settlement) and the proof of deposited slip should be upload with the tender document. Last date and time for online submission of Bid is 05-12-2018 at 11.00AM.

Note:- Bids shall be submitted through e-tendering only. For further details, visit website <https://etenders.hry.nic.in>

**Secretary,
Board of School Education Haryana,
Bhiwani.**

NOTICE INVITING TENDER

e-Tender is invited for Sale of approximate 2500 quintals used answer books of various examinations held in July/September-2017 & January/March/April-2018 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) .

Cost of this bid documents is Rs. 5000/- and Earnest money is Rs. 2,00,000/- which are to be deposited in Board's account number 04791450000663 IFSC Code HDFC0000479 of HDFC Bank by direct or RTGS (Real Time Gross Settlement) and the proof of deposited slip should be upload with the tender document. Last date and time for online submission of Bid is 05-12-2018 up to 11-00 AM 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 form 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.

Key Dates

Sr.No.	Deptt.Stage	Contractor Stage	Start date and Time for bids submission	Last Date and Time for bids submission
1.	-----	Download Tender, Online Bid Preparation & Submission		05-12-2018 at 11.00 AM
2.	Opening of Technical Bids	-----		05-12-2018
3.	Opening of Financial/Price-Bids of Eligible Bidders	-----		05-12-2018

Important Note:

- 1) The bidders have to complete 'Bid Preparation & Submission' 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'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

Bidder can rework on his/her bids even completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that rework must take place during the stipulated time frame of the Bidder Stage.

GENERAL:-

Bidding documents (Technical Bid and Financial Bid) to be submitted online via e-procurement website: <https://etenders.hry.nic.in> latest by 11.00 AM on **Dated 05-12-2018**

The tender documents can be downloaded from e-procurement website <https://etenders.hry.nic.in>

Opening of Bids

The technical bids will be opened at 03.00 PM on 05-12-2018 by the committee constituted by the Chairman, Board of School Education Haryana, Bhiwani.

The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the approved Committee constituted by Board.

The competent authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Chairman, Board of School Education Haryana, Bhiwani shall be final and binding.

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Tender Form for Assigning the Contract for Sale of Used Answer Books of the Exam held in July/September-2017 and January/March/April-2018

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.50 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, 2016-17 & 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.
- 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 rejected.

(ii) General Terms & Conditions

- 1 Tender Form is not transferable.
- 2 The successful bidder shall be required within ten days to deposit a DD in favour of Secretary, Board of School Education Haryana, Bhiwani an amount of 10% of the total estimated cost of the work as Performance Security in Board along with contract agreement. It will be released on request within one month after completing the job.
- 3 The Earnest Money of the unsuccessful firms shall be returned on completion of the process.
- 4 The Firm/Agency shall be required to lift the raddi with in 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” with Cloth Bags and Ist page of answer books (OMR) in paper bags. 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 IFSC Code HDFC0000479 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 Municipal Committee, Bhiwani.
- 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 raddi of used Answer Books of exam held in July/September-2017 & January/March/April-2018 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 reserve 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:-
Name of Item. (Rates are to quoted in the separate financial bid) Used Answer Books/Sheets (As at annexure 'A')

Rates per k.g. including weighing, lifting, loading and all other charges (All kind of taxies are to be born 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 2500 quintals in weight approximately.
- 18 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.

Place : _____

Date : _____

(Signature of the Bidder with seal)

Full Name _____

Name of the firm _____

Telephone No. with STD _____

Fax No. _____

E-mail Id: _____

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 price of this tender document is Rs.5000/-(Rupees Five thousand only) non-refundable which is to be deposited in Board's account number 04791450000663 IFSC Code HDFC0000479 of HDFC Bank by direct or RTGS (Real Time Gross Settlement) and the proof of deposited slip should be upload with the tender document.
2. The Bids must be accompanied with an Earnest Money of Rs 2,00,000/- (Two Lacs only) as mentioned in brief information on Bid document, which is to be deposited in Board's account number 04791450000663 IFSC Code HDFC0000479 of HDFC Bank by direct or RTGS (Real Time Gross Settlement) and the proof of deposited slip should be upload with the tender document.
3. The technical bids shall be opened at 3.00 PM on dated 05-12-2018 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.
4. The Samples of used Answer books can be seen during office time in the Office of the Assistant Secretary (Secrecy-1), Room No 61, Board of School Education Haryana, Bhiwani on any working day till one day prior to the closing date.
5. Bid Document can be downloaded from the website: <https://etenders.hry.nic.in> or from Board's web site www.bseh.org.in .
6. Financial Bids of only eligible bidders shall be opened.
7. Bids shall be remain valid up to the period specified in the "Brief Information on Bid document". Any Bid shown to be valid for a shorter period than the period specified shall be summarily rejected by the Secretary, Board of School Education Haryana, Bhiwani treating as non responsive.
8. The time for lifting of used Answer Books is mentioned in brief information on Bid document which will be treated from the next date of issuance of work order letter.
9. In case of dispute of any kind, Board and the bidders 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 and for this purpose the legal jurisdiction will be Bhiwani (Haryana).
10. The Board's Address is :—
Board of School Education Haryana,
Hansi Road, Bhiwani-127021.
Email: asrec12@bseh.org.in
Website www.bseh.org.in
Phone No 01664-243336
Fax No. 01664-241611
11. Important Phone Numbers:-

Assistant Secretary (Secrecy-1)	9813601512
Superintendent (Secrecy-1)	9416629936
Assistant (Secrecy-1)	9813785061

Annexure – A

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Price Schedule/Financial Bid

Financial bid is to be submitted through online only as mentioned in Brief information on bid document

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 taxies 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 5000/-
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.	Fifty Lac each year turnover of last three years. Trading Account, Profit & loss account & balance sheet. (2015-16, 2016-17 & 2017-18)
7.	Proof of latest Income tax return filed
8.	Copy of permanent Account Number (PAN Number).

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.