



हरियाणा विद्यालय शिक्षा बोर्ड, भिवानी  
Board of School Education Haryana, Bhiwani

(Established Under Haryana Board of School Education Act, 1969)  
(ISO 9001 : 2015 - Certified Organization)



Tender No.- BSEH/TENDER/2024/14/MFM

Date- 15.03.2024

Tender Fee Rs. 2000/-

## BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI



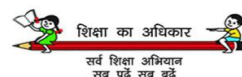
### RE-TENDER DOCUMENT FOR SUPPLY OF MULTIFUNCTION MACHINES (PRINTER-CUM-SCANNERS).

Secretary  
Board of School Education  
Haryana, Bhiwani-127021  
Website: <https://bseh.org.in>  
E-mail: [tendercell@bseh.org.in](mailto:tendercell@bseh.org.in)

Signature of Bidder with Seal



Hansi Road, Bhiwani-127021  
[www.bseh.org.in](http://www.bseh.org.in)





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**DOCUMENT CONTROL SHEET**

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of work	<b>Purchase of Multifunction Machines (Printer-cum-Scanners)</b>
3.	Tender Type	OPEN
4.	Tender category	Purchase of Goods
5.	Bid Document Download / Sale Start Date	15.03.2024
6.	Bid Submission Start Date	15.03.2024
7.	Tender fee (non-refundable and non-adjustable)	Rs. 2,000/- (Two Thousand only)
8.	Earnest money deposit (EMD)	Rs. 50,000/- (Fifty Thousand only)
9.	Last date and time for submission of Bids	04.04.2024 upto 11:00 AM
10.	Date and time of opening of Technical Bids	04.04.2024 at 11:30 AM
11.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
12.	Communication address	Assistant Secretary (Tender Cell), Board of School Education Haryana, Bhiwani E-mail: <a href="mailto:tendercell@bseh.org.in">tendercell@bseh.org.in</a> Mob:- 9306383433, 9467842569
13.	Period of completion of work	Within 30 days from receipt of purchase order
14.	Validity of Rates	Upto 90 days



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## **Notice Inviting RE- E-Tender**

The Board of School Education Haryana, Hansi Road, Bhiwani invites Re E-Tenders under **Two Bid System** from the reputed & experienced Agencies/Eligible Suppliers/OEM/Retailer/Authorized Dealers for the Supply of Multifunction Machines (Printer-cum-Scanners) as detailed in Appendix-1 available at end of this tender document. For participation in the bid, agencies will fill the complete tender form available at the Board's Website <https://bseh.org.in> and <https://etenders.hry.nic.in> as per schedule as given in CRITICAL DATES as under. Interested agencies may download the tender document from Board's Website <https://bseh.org.in> (for perusal /reference only):

### **Critical Dates**

<i>Subject</i>	<i>Date and Time</i>
<i>Bid Document Download Date</i>	<i>15.03.2024</i>
<i>Bid Submission Start Date</i>	<i>15.03.2024</i>
<i>Bid Submission End Date &amp; Time</i>	<i>04.04.2024 upto 11:00 AM</i>
<i>Technical Bid Opening Date</i>	<i>04.04.2024 at 11:30 AM</i>
<i>Financial Bid Opening Date</i>	<i>To be intimated later on</i>

Any amendment/correction in the Tender Document will be done by the Board Authority through <https://etenders.hry.nic.in>. Prospective bidders are requested to regular visit/check the website. The cost of bid document is Rs. 2000/- (Rupees Two thousand only) which is non-refundable and Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousand only) be submitted online through E-tender portal and the Proof of deposited slips should be enclosed /uploaded with the tender document.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. **The Competent Authority of the Board reserves the right to accept or reject any or all tenders without assigning any reason thereof.** Conditional tender will not be accepted. The Technical Bids / Financial Bids shall be opened by the committee authorized by the Secretary/Chairman for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. Financial bids will be opened only of those bidders who qualified in Technical bid.

**For any query/clarification/difficulty regarding tendering process flow, please contact us on:**

**Address:**

**Board of School Education Haryana, Bhiwani-127021**

**E-mail: [tendercell@bseh.org.in](mailto:tendercell@bseh.org.in)**

**Mob. 9729095120, 9306157172**

**Sd/-  
SECRETARY**



## 1. Background-

- 1.1. The Board of School Education Haryana, Bhiwani (BSEH) (hereinafter also referred to as the “Board”) came into existence in 1969 as per Haryana Act No. 11 of 1969 with its head-quarters at Chandigarh later shifted to Bhiwani in January 1981. The mission of BSEH is to prescribe relevant syllabi and text books, Fairly and Timely conducting of examinations, evaluation and declaration of results, Using information and communication technology in Board working to provide better services to stakeholder etc.
- 1.2. BSEH requires 70 Multifunction Machines (Printer-cum-Scanners) for office use.
- 1.3. The detailed Technical Specifications and Quantity required of the Multifunction Machines (Printer-cum-Scanners) are provided in Appendix 1 available at the end of this tender document.

## 2. Instruction to Bidders-

- 2.1 Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid. The bids shall be unconditional, firm and irrevocable.
- 2.2 The tender documents can be downloaded from Board’s website <https://bseh.org.in> & Govt. of Haryana e-tenders website <https://etenders.hry.nic.in>
- 2.3 The Bidders shall be responsible for all costs associated with the preparation of their Bids and their participation in the Bid. The Board will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

## 3 ELIGIBILITY CRITERIA :- The tenderer must possess minimum eligibility criteria mentioned here under to participate in the tender-

- a) Should possess minimum 3 years’ experience in the relevant field of marketing of Multifunction Machines (Printer-cum-Scanners)
- b) Should have sold the similar product to any Government Organization/PSU. Evidence for having supplied Multifunction Machines (Printer-cum-Scanners) to Central/State Government departments/Public Sectors undertaking in the last 3 years.
- c) Should have facility to organize/provide after sales service support in Bhiwani-127021 (Haryana).
- d) The bidder must have GST Registration, PAN number.
- e) Annual turnover of OEM (Original Equipment Manufacturer) must be more than 500 crore during the last three Financial Years i.e .2020-21, 2021-22, 2022-23. CA certificate must be attached along with the tender.
- f) The firm must be ISO Certified.



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- g) Bid specific OEM authorization certificate and compliance on OEM letterhead only to be submitted by the bidder and department can also verify with OEM whether bidder is authorized to participate in the Bid or not.
- h) Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents.
- i) Buyers can match and verify the Data Sheet with the product specifications offered.
- j) No consortium or joint venture is allowed.
- k) The bidder must submit Non-Disqualifying/Non-Blacklisting undertaking with bid documents on Rs.100-non-judicial stamp paper.
- l) The Bidder should either be Original Equipment Manufacturer (OEM) / Retailer/ Authorized Dealer of Multifunction Machines (Printer-cum-Scanners). In case of Retailer/ Authorized Dealer/ Supplier, Authorization certificate of respective OEM to be enclosed with this Tender.
- m) The agency should have executed at least one similar work of value not less than ₹ 30 lakh or two similar work not less than of ₹ 15 lakh each in any Central Govt./State Govt./PSU/Autonomous Bodies/ other Govt Departments during last three financial years (Similar work means Supply of Multifunction Machines (Printer-cum-Scanners). This may be inspected (at the risk and cost of company/agency) by the representative of the Board, if required. Company/agency shall have to submit (with Technical Bid) all supporting documents i.e. work order, work completion certificates etc.
- n) The Bidder to furnish a certificate from Original Equipment Manufacturer (OEM) that they will support the mechanism of this project either directly through their support office in India or through their authorized channel partner/ dealers in India.

**4 VALIDITY OF RATES :-** The rates quoted in the tender must remain valid for 90 days from the date of opening of **Technical Bid**. Rates will not be changed under any circumstances. The rate should be quoted in Indian rupees and also should be indicated both in words and figures. If the rates quoted in figure and words are different, the amount in words only will be considered. The units price should be for the same unit indicated in the tender notice. Prices should be at free delivery to the Secretary, Board of School Education Haryana, Bhiwani. The rate should be inclusive of all charges and tax etc. wherever applicable and the chargeable amounts should be clearly mentioned in one sheet. In absence of any specific mention the rate shall be assumed to be inclusive of all taxes.

**5 INSPECTION :-** Inspection of the stores will be carried out by the supplier at the factory before dispatch. The final inspection will be carried out at the consignee's site after receipt of the consignment. In case of defective supply due to latent manufacturing defects/transit damage, the same has to be removed and replaced at the supplier's cost. Payment against Bills/Invoice shall be released only after receipt of supplies and verification of material by this office.

**6 DELIVERY PERIOD:-** Bidders must be able to supply the entire material within 30 days from the date of receipt of supply order.





## 7 Clarifications

- 7.1 BSEH shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, BSEH reserves the right to not respond to any question or provide any clarification, in its sole discretion.
- 7.2 BSEH may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by BSEH shall be deemed to be part of the Tender Document.

## 8 Amendment of Tender Document

- 8.1 At any time prior to the Bid Due Date, BSEH may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Tender Document by the issuance of Addendum.
- 8.2 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Board may, at its own discretion, extend the Bid Due Date.

## 9 Right to accept and to reject any or all Bids

- 9.1 Notwithstanding anything contained in this Tender Document, Secretary/Chairman BSEH reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time during the Bidding Process without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

## 10 Tender Fee & Bid Security (EMD)

- 10.1 The cost of this bid document is Rs.2000/- (Two Thousand only) [non-refundable] and an amount of Rs. 50,000/- (Fifty Thousand only) should be deposited as EMD for participating in tender process. Slips of deposited Cost and EMD should be enclosed /uploaded with e-tender documents failing which tender will not be considered. The firms/agencies exempted from the submission of EMD as per the directions issued by the Govt. of Haryana from time-to-time need not to deposit the EMD, the proof of the exemption must be enclosed/uploaded with the tender documents.
- 10.2 EMD has to be payable in ONLINE mode.
- 10.3 The Bid Security (EMD) shall be forfeited as damages without prejudice to any other right or remedy that may be available to the Board under the Bidding Documents or otherwise, under the following conditions:
- 10.3.1 If a Bidder submits a non-responsive Bid;
- 10.3.2 If the Bidder withdraws its Bid during the Bid Validity Period as specified in this TENDERDOCUMENT and as extended by mutual consent of the respective Bidder(s) and the Board;
- 10.3.3 If the Bidder submits a conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.



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- 10.3.4 If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
- 10.3.5 Any other conditions, for which forfeiture of Bid Security has been provided under this Tender Document.

### 11 BSEH's right to vary Scope of Work at the time of Award-

- 11.1 Board Authority reserves the right to vary the quantity.
- 11.2 If any such change causes an increase or decrease in the cost of or the time required for the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the value or time schedule, or both. Any claims by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from date of the Bidder's receipt of BSEH's order for change.
- 11.3 Board Authority may at any time, by a written order given to the Bidder, make changes to the Scope of the work.

### 12 Terms & Conditions

- 12.1 Secretary/Chairman BSEH reserves the right to reject the Application/ Bid of any Bidder who is a defaulter to the BSEH.
- 12.2 Response submitted by Fax, E-mail, Offline or any form other than mentioned above will not be acceptable and liable for rejection by BSEH.
- 12.3 It will be understood that the Bidders have quoted their rates after inspection of the site(s).
- 12.4 In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly if successful contractor fails to commence the work within 30 days from the date of issue of award letter, the amount of earnest money will also be forfeited.
- 12.5 Delivery & installation at the destination point should be completed within 30 days from the date of issue of purchase order failing which liquidated damage @ 1.0% per week shall be deducted from final payment, for each week of delay beyond the delivery period up to maximum of 5%. However, for any reason beyond the control of the bidder the extension of time may be granted upon application by the bidder in prescribed format. No claim for any compensation during the extended period shall be entertained and the Board decision in this regard shall be final.
- 12.6 The operating system so stated in the specifications must be factory pre-loaded and the CD of the Operating System and the supporting drivers be provided along with each computer.
- 12.7 In case of Partnership firm registered under the partnership Act-1932-Please enclose detail of partners, detail of





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their business and partnership deed etc. duly attested by Notary.

- 12.8 Dedicated /Toll Free Telephone No. for Service Support: Bidder/OEM must have dedicated/toll free telephone no. for service support.
- 12.9 Escalation Matrix for service support: Bidder/OEM must provide Escalation Matrix of telephone numbers for service support.
- 12.10 Installation and working demonstration of all the material supplied shall be the responsibility of the bidder.
- 12.11 **PERFORMANCE SECURITY:-** Successful tenderer will have to furnish 10% Performance Security of the order/contract value within 7 days from the date of intimation given by the Board failing which penalty @1000/- per day will be imposed. Performance Security may be deposited in the form of Bank Guarantee/FDR of any National/Commercial Bank valid for warranty period of equipments, with a provision of further extension in favour of the “**Secretary, Board of School Education Haryana, Bhiwani.** In case of Bank Guarantee/FDR submitted by the tenderer it should be unconditional in all cases. Bank Guarantee/FDR should be submitted along with the bill for release of payment towards delivery of goods.
- 12.12 Offline tender will not be accepted.
- 12.13 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.
- 12.14 **Arbitration Clause:-** All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulations of arbitration.
- 12.15 **BLACKLISTING THE FIRM :-** If a firm which is awarded the contract violates any of the terms & conditions, it shall be black listed & its EMD/Performance Security shall be forfeited.
- 12.16 The Secretary/Chairman, Board of School Education Haryana, Bhiwani reserves the right to reject any bid which does not fulfill the conditions stipulated in the tender i.e., the bids not qualifying the specifications specified in the tender and other conditions stipulated in the tender will be rejected.
- 12.17 The competent authority reserves the right to cancel the tender without assigning any reason thereof.
- 12.18 All Bidders/vendors must quote the price for delivery at BSEH, Bhiwani. The applicable taxes/duties shall be quoted extra in the financial bid. However, the L1 bidder will be decided on the total cost up to destination.
- 12.19 The office will not provide any road permit to the successful bidder for the supply of the material at FOR destination.



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12.20 The courts at Bhiwani only will be the legal jurisdiction in case of any dispute.

**12.21 Warranty:**

All the items should be covered under onsite comprehensive warranty as per company policy.

12.22 **Warranty Support:** The total system will be warranted against bad workmanship and manufacturing defects from the date of acceptance of the system whole or part. Service support for the entire warranty period will be on site and comprehensive (including spares and all other support) and free of cost for the entire warranty period. The warranty must include, if not mentioned herein otherwise, but not limited to the following onsite services:

12.22.1 Free-of-cost all services required during the entire warranty period that should result in complete restoration of the equipment to its fully functional status.

12.22.2 Must provide for free-of-cost complete replacement of the concerned module of the equipment, for any fault, malfunctioning or defect found in the warranty period.

12.22.3 Provide for free-of-cost replacement of defective components/parts of the equipment for the warranty period.

12.22.4 Provide for services of repair & maintenance for the warranty period.

12.22.5 Provide for repetitive replacement of defective parts subject to reduction of the warranty period of the concerned new part/component to the extent of the warranty life consumed by the old replaced part, counted from the date of start of warranty period.

**12.23 Payments:**

12.23.1 The payment shall be made after successful completion of delivery and handing over of material to this office in all respect.

12.23.2 Additionally, all payments to be made to the Agency shall be inclusive of all statutory levies duties, taxes and other charges whenever levied/applicable. Any increase in rates of all applicable direct or indirect taxes (central or state or local), rates, duties, charges and levies (central or state or local); will be to the account of Agency. The Agency shall also bear all personal/income taxes levied or imposed on its personnel on account of payment received under this work. Agency shall further bear all income/corporate taxes, levied or imposed on account of payments received by it from the BSEH for the work done.

**13 Fraud and Corrupt Practices**

13.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest



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standard of ethics during the Bidding Process and subsequent to the issue of the LOI and during the subsistence of the commissioning etc.

- 13.2 If a Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the LOI, such Bidder shall not be eligible to participate in any tender or TENDER DOCUMENT issued by the Board during a period of 2 (two) years from the date such Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.
- 13.3 For any point which is not covered under the provisions of the tender, the Chairman of the Board shall be the supreme competent authority, whose orders in any of such issues at all stages shall be final for one and all as a matter in the interest of Board.
14. For fast delivery and service support, the bidder must have its registered office/GST registration within range of 300 KM from the Board. (GST copy to be attached as evidence)

**SECRETARY**



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Annexure – I Format of Undertaking  
(on Company's Letter Head)

(The Bidder shall submit together with CHECK LIST & other documentary evidences)

To,  
The Secretary,  
Board of School Education Haryana,  
Hansi Road, Bhiwani-127021  
E-mail: [tendercell@bseh.org.in](mailto:tendercell@bseh.org.in)

TENDER DOCUMENT Ref No:

**Subject: "TENDER DOCUMENT FOR SUPPLY OF MULTIFUNCTION MACHINES (PRINTER-CUM-SCANNERS)".**

Dear Sir/ Madam,

Being duly authorized to represent and act on behalf of (hereinafter referred as the "**Bidder**"), and having reviewed and fully understood all of the requirements of the tender and information provided, the undersigned hereby expresses its interest and apply for the tender for undertaking the subject project.

We are enclosing our Bid, in conformity with the terms of the Tender Document, and furnishing the details as per the requirements of the Bid Document, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Proposal is complete, true and correct in every detail.

We confirm that the application is valid for a period of One Year from the due date of submission of application and is unconditional.

We hereby also confirm the following:

We have examined in detail and have understood the terms and conditions stipulated in the Tender Document issued by BSEH (hereinafter referred as the "**Board**") and in any subsequent communication sent by Board.

- 1 We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the Tender Document or in any of the subsequent communications from Board.
- 2 The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the Tender



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Document, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.

- 3 We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitration tribunal or a judicial authority or judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
- 4 **I/ We declare that:**
- a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Board; and
- b. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Tender Document, in respect of any tender or Tender Document issued by or any agreement entered into with the Board or any other public sector enterprise or any government, Central or State; and
5. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the subject work, without incurring any liability to the Bidders.
6. I agree and undertake to abide by all the terms and conditions of the Tender Document. In witness thereof, I submit this Bid under and in accordance with the terms of the Tender Document.

Thanking You,

Yours Sincerely,

**For and on behalf of:** (name of the Bidder and the Company Seal)

**Signature:** (Authorised Representative & Signatory)

**Name of the Person: Designation:**



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Annexure II – Bidder's Profile

1. (a) Name:
  - (b) Registration Details of the Bidder (**Enclose certification of Company /Trust deed/Society deed**):
  - (c) Country of incorporation:
  - (d) Address of the corporate headquarters and its branch office(s), if any, in India:
  - (e) Date of incorporation and/ or commencement of business:
  - (f) GST No
  - (g) PAN No.
- 2 Brief description of the Bidder including details of its main lines of business:
- 3 Details of individual(s) who will serve as the point of contact/ communication for BSEH:
4. Particulars of the Authorized Signatory of the Bidder:
  - (a) Name:
  - (b) Designation:
  - (c) Address:
  - (d) Phone /Mobile Number:
  - (e) Email ID:

**\*\* Wherever applicable submit documentary evidence to facilitate verification.**

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our TENDER DOCUMENT is liable to be rejected.

Signature of the Authorized Signatory with date & seal





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Annexure III– Bidder's Experience (Technical Capacity of the Bidder)

Sl. No.	Order placed by (Address of purchaser) (attach documentary proof)*	Order No. & Date	Item Name	Manufacturer	Quantity	Value of Contract

\*The documentary proof will be copies of the purchase order.

Signature and Seal of the Tenderer



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**Annexure IV: Format of Power of Attorney for Authorizing Signatory of the Bidder**

Know all men by these presents, We \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name), \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_ who is [presently employed with us and holding the position of \_\_\_\_\_], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for the \*\*\*\*\* Project[s] proposed or being developed by the \*\*\*\*\* (the "Board") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Bid and other conferences and providing information/ responses to BSEH, representing us in all matters before BSEH, signing and execution of all contracts and undertakings consequent to acceptance of our proposal, and generally dealing with BSEH in all matters in connection with or relating to or arising out of our proposal.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\*\*

For \_\_\_\_\_ (Signature)

(Name, Title and Address) Witnesses:

1 [Notarized]

2 Accepted  
(Signature)

(Name, Title and Address of the Attorney) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.



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**Annexure V: Format of BOQ for Financial Bid**

To,  
 The Secretary,  
 Board of School Education Haryana,  
 Hansi Road, Bhiwani-127021  
 E-mail: [tendercell@bseh.org.in](mailto:tendercell@bseh.org.in)

TENDER DOCUMENT Ref No:

**Subject: "FINANCIAL BID FOR SUPPLY OF MULTIFUNCTION MACHINES (PRINTER-CUM-SCANNERS)".**

Dear Sir,

As a part of the Bid for the subject work, we offer our Price Bid to BSEH, as follows:

S. No.	Particulars	Specifications	Quantity	Rates to be quoted including all of taxes in Rs.
1.	Multifunction Machines (Printer-cum-Scanners) (HP/Brother/Canon make)	As per Appendix-1	70	Rs. _____ Per Piece In words _____

- The above Price shall be inclusive of all cost associated with supply of material and associated cost towards warranty period post commissioning.
- The Price includes all related tools, all hardware equipments, cables, structural frames as persite requirement.
- We agree to bind by this offer if we are selected as the preferred bidder.

FOR AND ON BEHALF OF \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

COMPANY SEAL



Tender No.- BSEH/TENDER/2024/14/MFM

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**Appendix-1 : Detailed Technical Specifications of Multifunction Machines (Printer-cum-Scanners)**

Specifications of MFM		
S. No.	Specifications	Values
1	Specifications	Values
2	Print Technology	Laser
3	Type of Machine	Multifunction Machine
4	Type of Printing	Mono
5	Cartridge Technology	Composite Cartridge
6	Platen/Flatbed Size	A4
7	Paper Size (Original/Image)	Legal/Legal
8	RAM size (MB)	512
9	Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size-Mono	35
10	Scanning Feature Availability	Yes
11	Duplexing Feature Availability	Yes
12	Networking Feature Availability	Yes
13	If yes, Type of Network Interface	Ethernet 10/100/1000
14	Wi-Fi Availability	Yes
15	If yes,Wi-Fi Type	Wi Fi Direct
16	Original Document Feeder Type	ADF
17	Feeder Capacity (Number)	50
18	Number of Main Paper Tray	1
19	Each Main Paper Tray Capacity (Number)	250
20	Bypass Facility	Yes
21	If Yes, Bypass Tray Capacity	100
22	Yield of the cartridge/Ink Tank/Ink Pack supplied with Machine as per ISO/IEC: 19752/2004(E) for Black (Number of prints)	1500
23	Duty Cycle (No of Prints/month)	80000
24	On Site OEM Warranty (Year)	1





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**CHECKLIST FOR TECHNICAL BID**

Sr. No.	Name of document	Attached at Page No.	Remarks
1.	Tender Cost deposit slip		
2.	Earnest Money Deposit slip		
3.	Detail of past experience in relevant field i.e. Purchase orders of any Central/State Govt. Organisation/ PSU/ Autonomous Bodies/Other Govt Dept etc. during last three Financial Years		
4.	GST Registration Certificate		
5.	PAN Number		
6.	Average Turnover Detail for FY 2020-21, 2021-22 & 2022-23 certified by CA		
7.	ISO Certificate		
8.	Bid specific OEM authorization certificate on OEM letterhead		
9.	Undertaking for Non-Blacklisting		
10.	OEM Certificate regarding support of the mechanism of items either directly through their support office in India or through their authorized channel partner/ dealers in India		
11.	Annexure I to IV (Duly filled & signed in all aspects)		
12.	Any other document		

Note:-All documents uploaded online along with the bid are to be page numbered & arranged as per check list only.