



BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI
(An ISO 9001:2015 Certified Organization)

Website: www.bseh.org.in
BSEH/ GEN/18/A4/FS LEGAL PAPER

E-mail asgen@bseh.org.in
Dated:- 02.04.2021

Price Rs. 500/-



EMPANELMENT OF VENDORS FOR SUPPLY OF A4 PAPER & FS LEGAL PAPER.

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 **A4 & FS Legal Paper**.
2. I/We enclosing herewith the proof of cost of bid document is deposited Rs. 500/- (Five Hundred Only) & EMD Rs. 5,000/- (Five Thousand Only) to be deposited on E-tender website and the proof of deposited slip should be enclosed/ uploaded with the tender documents.
3. I/We hereby agree to all the terms and conditions, stipulated by BSEH, Bhiwani.
4. I/We have noted that over-written entries shall be deleted unless duly cut & re-written and initialed.
5. Tender documents are duly signed by authorized signatory (No thumb impression should be affixed).
6. I/We Undertake to sign the contract/agreement within 5 (Five) days from the issue of the letter of acceptance, failing which my EMD and performance 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 levy/tax has not been indicated then it can be taken that the price quoted are inclusive of all levies and taxes 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



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E-Tender notice for Supply of A4 & FS Legal Paper

BSEH/ GEN/18/A4/FS LEGAL PAPER

Dated: - 02.04.2021

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 A4 Paper & FS Legal Paper as mentioned below :-

1	2	3	4	4		
Sr. No.	Item Name	Specifications	No. of items required	Rates Per Unit	GST Extra	Total Cost Per Unit
1.	A4 Paper	A4 Copier Paper Company- Roster (Pride 75) GSM : 75 Size : 210 x 297 MM Color : White Brightness : ISO 90% Whiteness : CIE 160.	1666 Rim			In Figures Rs.
2.	F/SLegal Paper	F/SLegal Paper Company- Roster GSM : 75 Size : 216 x 330 MM Color : White Brightness : ISO 90% Whiteness : CIE 160	1068 Rim			In Figures Rs.

- 1 Name of the Bidder/Firm/Agency -----
- 2 Address of the 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 address -----
- 8 Contact Number -----

Signature of bidder with Seal



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E-Tender Notice

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Dated:- 02.04.2021

Bidding Data Sheet

Sr. No.	Event	Date	Time	Place
1	Starting Date & Time of issue of Bid Documents	02.04.2021	10:00 AM	
2	Last date for submission of Bids	19.04.2021	11:00 AM	
3	Date, Time and Place of opening of Technical & Financial Bids	19.04.2021	Technical-11:00 AM Financial-12:00 PM	Board of School Education Haryana, Hansi Road, Bhiwani-127021
4.	Negotiation (if Necessary)		03:00 PM	Board of School Education Haryana, Hansi Road, Bhiwani-127021

Eligible and interested Bidders may obtain the E-Tender Document downloaded from the Board's website www.bseh.org.in and www.etenderhry.nic.in. Cost of this bid document is Rs. 500/- (Five Hundred Only) & Earnest Money is Rs. 5,000/- (Five Thousand Only) deposited on e-tender website and the proof of deposited slip 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 till **19.04.2021 up to 11:00 AM**. Bids will be opened in the Board's Committee room in the presence of bidders on 19.04.2021 **at 12:00 PM** 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.

Secretary



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Terms, Conditions and Instructions to the Bidders

1. The Bidder should be registered as a stationer/manufacturer.
2. The cost of this bid document is Rs. 500/- (Rs Five hundred only) [non refundable] and Earnest Money of Rs. 5000/- (Rs. Five thousand only) deposited. Slips of deposited Cost and EMD should be enclosed and uploaded with e-tender documents. Without this tender shall be rejected.
3. 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 respective firms.
4. The tender fee is non-refundable and non-adjustable.
5. Bids without tender fee and/or EMD shall be rejected.
6. Tender Documents can also be downloaded from Board's website www.bseh.org.in & www.etenderhry.nic.in.
7. The Board has the right to increase/decrease the quantity of Papers.
8. Bids shall remain valid for 120 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 it as non-responsive.
9. After receiving notification of award, firm has to deposit an agreement as per contract form available in tender documents on Rs. 100/- Stamp Paper attested by Notary along with 10% performance security of the value of work order as per Performa available in tender documents within four days. EMD will be adjusted against performance security.
10. If the firm did not submit contract form and/or performance security within prescribed time in the notification of award, penalty of rupees 500/- per day will be imposed for the next 05 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.
11. Performance security will be returned after final payment to the firm.
12. Completely filled up bid documents must be submitted only on-line to Secretary, BSEH, Bhiwani.
13. The Bidder must fill in the requisite information in the Tender Documents at appropriate places.
14. In case of supply of defected items 50% value of that items will be deducted as penalty or party will replace within a week. Otherwise performance security and amount of supply of papers may be forfeited and firm may be black listed in case of defect on large scale.
15. Firm will supply the papers prescribed company as per specification (Mention on page No 3) within ten days from the date of supply order.



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16. Lab Testing: - After supply of A4 & Legal Papers a Lab Test will be obtained. Lab Test will be obtained from registered Lab affiliate from Govt of Haryana or India. The lab testing charge will be paid 50% by Board Office & 50% by firm. 80% payment will be made after supply of goods and balance 20% payment will be released according to the lab testing report.
17. The Secretary/Chairman of the Board may extend/repeat the order for supply of paper for the subsequent year also on the rates previously approved by the Board on the same terms & conditions from the willing firm who had supplied the papers.
18. 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 papers 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.
19. If any dispute arises between the Board and supplier, it is mandatory to use the option of arbitration. Board's Chairman or his nominee will be the sole arbitrator and decision of the arbitrator will be binding on both the parties.
20. Copy of GST Certificate shall also be attached with the bid.
21. The average turnover in the respective field should be more than 10 Lacs per year for the last two years i.e.2018-2019 & 2019-2020. 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.
22. The approved vendor shall ensure timely supply as per specification 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 BSEH Bhiwani will be taken. The vendor will also submit an undertaking (on a non-judicial stamp paper of RS. 100/- & 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 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 BSEH Bhiwani."
23. Non-Blacklisting Certificate should be on Rs. 100/- non-judicial stamp paper attested by the Notary and business for a period of at least last 3 years certificate shall also be attached.
24. A proof of ownership/partnership shall be submitted along with verification of address, telephone number and Fax number.
25. Offline tender will not be accepted.
26. The tenderer is also required to submit performance report(s) from other similar organizations where the firm is registered for supply of papers in last two years. The firm should also submit list of organization where papers have been supplied before, failure to comply this clause will lead to rejection of the bid.



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27. Rates should be quoted strictly as per the tender specifications and should be valid for a period of 120 days and any deviation from specification will not be considered at all.
 28. 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.
 29. The courts at Bhiwani only will be the legal jurisdiction in case of any dispute.
Address and contact details of the Board are:-

Secretary,
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) : 9466379186
Superintendent (General) : 8053091972



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Check list of the E-Tender Documents

Sr. No.	Name of document	Attached at Page No.
1.	Tender Cost deposit slip as per clause no. 2	
2.	Earnest Money Deposit slip as per clause no. 2	
3.	Undertaking of the bidder as per instructions no. 22 of the Tender Document	
4.	Non-blacklisting declaration	
5.	Registration certificate of the firm as stationer	
6.	GST Registration certificate as per clause 20	
7.	Declaration regarding proprietorship/partnership/Pvt. Ltd. (as per clause no. 24)	
8.	Statement of accounts for the last two year i.e.2018-2019& 2019-2020 as per clause no. 21.	
9.	Performance report and list of organizations where the material have supplied in the last 2 years (as per clause no. 26)	

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