BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

TENDER NO.- BSEH/Tender/2026/01/Inkless Pad **Date-23-10-2026**

Tender Fee 1000/-(Non-refundable)

TENDER DOCUMENT FOR SUPPLY OF INKLESS PADS FOR HTET-2026

Board of School Education Haryana,

Hansi Road,

Bhiwani-127021

Website: https://bseh.org.in

E-mail: asgen@bseh.org.in

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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DOCUMENT CONTROL SHEET

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of work	**Purchase of Inkless Pads for HTET-2026**
3.	Tender Type	OPEN
4.	Tender category	Purchase of Goods
5.	Tender fee (non-refundable and non-adjustable)	Rs.1,000/- (One Thousand only)
6.	Earnest money deposit (EMD)	Rs. 20,000/-(Twenty Thousand only)
7.	Bid Document Download / Sale Start Date	23-10-2026
8.	Bid Submission Start Date	23-10-2026
9.	Last date and time for submission of Bids	04-11-2026 (10:00 AM)
10.	Date and time of opening of technical Bids	04-11-2026 (10:30 AM)
11.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani-127021
12.	Communication address	Assistant Secretary (General Branch)- 9466236459 Board of School Education Haryana, Bhiwani. Pin- 127021
13.	Period of completion of work	As per Terms & Conditions of tender & Award letter
14.	Validity of contract/rates	Upto Two Years or till the finalization of next tender

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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E-Tender Notice

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 Inkless Pads for Thumb Impression in HTET-2026***. Eligible and interested Bidders may obtain the E-Tender Document from the Board's website www.bseh.org.in and www.etenders.hry.nic.in Cost of this bid document is Rs. 1000/- (One Thousand Only) & Earnest Money is Rs. 20,000/- (Twenty 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 online to Secretary, Board of School Education Haryana, Bhiwani till 04-11-2026(10:00AM). Technical Bids will be opened in the Board's committee room in the presence of bidders, who wish to present, on 04-11-2026(10:30AM) by the approved committee. Financial Bid will be opened on the date to be intimated later on. Proprietors or their representatives are advised to attend personally as the negotiations of rates. For complete details, login to the Board's website. www.bseh.org.in & www.etenders.hry.nic.in.

-Sd-
Secretary
Board of School Education Haryana, Bhiwani

Calendar of Events-

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. & other Documents(online) (Publishing Date)	23-10-2026
2.	Bid submission Start Date (Online)	23-10-2026
3.	Last date of Receipt of any query in relation to tender documents	04-11-2026 (10:00 AM)
4.	Bid Submission Closing (Online)	04-11-2026 (10:00 AM)
5.	Bid opening date for Technical Proposals (Online)	04-11-2026 (10:30 AM)
6.	Opening of the Financial Proposal (Online)	To be intimated later on

Note: The above time is tentative and the Board may at its discretion change the same by issuing an Addendum. BSEH reserves the right to modify the said schedule of Bidding Process at any time during the Bidding Process at its sole discretion without assigning any reason or being liable for the same in any manner whatsoever.

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

TENDER NO.- BSEH/Tender/2026/01/Inkless Pad **Date-23-10-2026**

TECHNICAL BID

Sr. No.	Item Name	Specifications	No. of items required
1.	**Inkless Pad**	1. Inkless Pad with non-smudgy ink to capture thumb impression 2. Size: Approximately 2-2½ inch diameter or diagonal 3. Colour of Ink and impression: Black & permanent. 4. Durability: Long lasting 5. Other Features: No labels on Inkless Pads and packing. 6. Fingerprints for waterproof. 7. Leaves no residue on the finger. 8. Non toxic and harmless for skin. 9. Fingerprint impressions can be scanned in to A.F.I.S. to insure positive identification. 10. Capacity of each inkless pad should be minimum 600 thumb impressions.	**2000 Unit**

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

TENDER NO.- BSEH/Tender/2026/01/Inkless Pad **Date-23-10-2026**

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. 1000/- (Rs One Thousand only) [non refundable] and Earnest Money of Rs. 20000/- (Rs. Twenty 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 Bidder will submit two specimens of inkless pads, with slips pasted on them and slips should be signed by the bidder along with stamp of the firm. Specimens will be returned to all bidders except successful bidder after finalization of supplier firm.

4. 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.

5. The tender fee is non-refundable and non-adjustable.

6. Bids without tender fee and/or EMD shall be rejected.

7. Tender Documents can also be downloaded from Board's website **www.bseh.org.in** & www.etenders.hry.nic.in.

8. The Board has the right to increase/decrease the quantity of Inkless Pads.

9. Bids shall remain valid for 90 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.

10. After receiving notification of award, firm has to deposit an agreement of Rs. 100/- Stamp Paper attested by Notary along with 10% performance security of the value of work order within 10 days.

11. If the firm did not submit contract form and/or performance security within prescribed time in the notification of award, penalty of rupees 1000/- per day will be imposed for the next 02 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.

12. Earnest money and performance security will be returned after final payment to the firm.

13. Completely filled up bid documents must be submitted only on-line to Secretary, BSEH, Bhiwani.

14. The Bidder must fill in the requisite information in the Tender Documents at appropriate places.

15. In case of supply of defected items two-times value of that items will be imposed as penalty on the bidder. Earnest money, Performance security and amount of supply of inkless pads may be forfeited and firm may be black listed in case of defect on large scale.

16. Firm will supply the Inkless Pads (Made in India) within ten days from the date of supply order.

17. 80% payment will be made after supply of goods and balance 20% payment will be released after examination.

18. The Secretary of the Board may extend/repeat the order for supply of Inkless Pads for the subsequent years also on the rates previously approved by the Board on the same terms & conditions from the willing firm who had supplied the Inkless Pads.

19. 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 for supply of

Inkless Pads 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.

20. 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 arbitrator. The sole arbitrator shall be appointed on mutual concurrence of both parties. However, it is the discretion of the Chairman to accept or not decision of the Arbitrator. In case of any legal dispute the jurisdiction will be Bhiwani.
21. Copy of GST Certificate shall also be attached with the bid.
22. The average turnover in the respective field should be more than 10 Lacs per year for the last two years i.e. 2024-2025 and 2025-2026. 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 letter head.
23. The vendor shall ensure timely supply as per approved sample 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 contact items under subject rate contract timely in accordance with tender specifications and approved master sample during the currency of rate contract failing which my Performance Security may be forfeited and my name may be removed from the list of approved vendors at BSEH Bhiwani."
24. 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.
25. A proof of ownership/partnership shall be submitted along with verification of address and telephone number. A surprise visit to the premises by the representatives of the Board shall be made to assess the firm's capacity and standing.
26. Offline tender will not be accepted.
27. The tenderer is also required to submit performance report(s) from other similar organizations where the firm is registered for supply of Inkless Pad. The firm should also submit list of organization where Inkless Pads have been supplied before, failure to comply this clause will lead to rejection of the bid.
28. Rates should be quoted strictly as per the tender specifications and should be valid for a period of minimum two years or till finalization of next tender and any deviation from specification will not be considered at all.
29. 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.
30. 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

Important Phone Numbers :-
Asstt. Secretary (General) : 9466236459
Superintendent (General) : 8053091972

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

TENDER NO.- BSEH/Tender/2026/01/Inkless Pad **Date-23-10-2026**

FINANCIAL BID

Sr. No.	Item Name	Specifications	No. of items required	Base Rates Per Unit	GST Extra	Total Cost Per Unit
1.	**Inkless Pad**	1. Inkless Pad with non-smudgy ink to capture thumb impression 2. Size: Approximately 2-2½ inch diameter or diagonal 3. Colour of Ink and impression: Black & permanent. 4. Durability: Long lasting 5. Other Features: No labels on Inkless Pads and packing. 6. Fingerprints for waterproof. 7. Leaves no residue on the finger. 8. Non toxic and harmless for skin. 9. Fingerprint impressions can be scanned in to A.F.I.S. to insure positive identification. 10. Capacity of each inkless pad should be minimum 600 thumb impressions.	**2000 Unit**			In Figures Rs. ……..... In words Rs.…….....…… …… …… ……

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

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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FORMAT OF UNDERTAKING

To,

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

R/Sir,

1. I/We hereby submit our tender for the supply of **Inkless Pad**.
2. I/We enclosing herewith the proof of cost of bid document is deposited Rs. 1000/- (One Thousand Only) & EMD Rs. 20,000/- (Twenty 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 working 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

Note:

1. **Tender not accompanied with EMD/Bid Security and sample of Inkless pad shall be summarily rejected.**
2. **No thumb impression should be affixed.**

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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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 detail so fits mainlines 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) Fax Number:

(f) Email:

**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

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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Check list of the E-Tender Documents

Sr. No.	Name of document	Available at Page No._____
1.	Tender Cost deposit slip as per clause no. 2	
2.	Earnest Money Deposit slip as per clause no. 2	
3.	Two Samples of Inkless Pads with Sign and stamp of the bidder	
4.	Undertaking of the bidder as per instructions no. 23 of the Tender Document	
5.	Non-blacklisting declaration as per clause no. 24	
6.	Registration certificate of the firm as stationer as per clause no. 1	
7.	GST Registration certificate as per clause 21	
8.	Declaration regarding proprietorship/partnership/Pvt. Ltd. (as per clause no. 25)	
9.	Statement of accounts for the last two years 2024-2025 and 2025-2026 as per clause no. 22	
10.	Performance report and list of organizations where the material have supplied in the last 3 years (as per clause no. 27)	

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