

BOARD OF SCHOOL EDUCATION HARYANA , BHIWANI

Tender Fee. 2,000/- (Non-refundable)



BID DOCUMENT

**TENDER FOR PRINTING AND SUPPLY OF
VARIOUS STATIONERY ITEMS FOR
YEAR 2025-26**

To
Secretary
Board of School Education Haryana,
Hansi Road, Bhiwani-127021
Phone: - 01664-243336
Website: www.bseh.org.in

Signature of the Bidder with Seal

TENDER DOCUMENT

BOARD OF SCHOOL EDUCATION HARYANA , BHIWANI

**FOR PRINTING AND SUPPLY OF VARIOUS STATIONERY ITEMS FOR
THE YEAR 2025-26**

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SECTION-1

BRIEF INFORMATION ON BID

Tender No.	1570/Pub. Dated: 03.07.2025
Tender Type	Open
Scope of Work	As per Tender Document
Tender Document Fee (Non-refundable)	2000/- (Two thousand only) (Non-refundable)
EMD	60,000/- (Sixty Thousand Only)
Mode of Bid submission	Through Online https://etenders.hry.nic.in
Starting Date for Submission of Bid	04-07-2025
Last Date and time of Bid submission	05-08-2025 (11:00 AM)
Date and time of opening of Technical Bids	05-08-2025 (11:30 AM)
Validity of Bid	180 Days from the date of opening Technical Bids
Validity of Contract	The contract would initially be for a period of one year which may be extended for maximum period of two years on the basis of previous good performance.
Material to be supplied at	Publication Store, Board of School Education Haryana, Bhiwani -127021
Approximate cost of Tender/project	30,00,000 (Thirty Lac only)
Time Period for Completion of work	30 days from the next day of issuance of work order. 02 days will be given extra for preparation & submission of proof in the Board's Office. Proof reading time taken by this office is excluded in said time period.
Board's G.S.T. NO.	06AAALB0940Q1Z4

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NOTICE INVITING E-TENDER

The Secretary, Board of School Education Haryana, Bhiwani invites E-Tenders under **Two Bid systems** from the reputed & experienced firms/agencies for printing and supply of Various Stationery items for the year 2025-2026

For participation in the bid, agencies will fill the complete tender form available at the Board's Website www.bseh.org.in and <https://etenders.hry.nic.in> as per schedule given in CRITICAL DATES as under. Interested agencies may download the tender document from Board's Website www.bseh.org.in (for perusal /reference only):

CRITICAL DATES

Subject	Date and time
Bid Submission Start Date	04-07-2025
Bid Submission Closing Date	05-08-2025 (11:00 AM)
Technical Bid Opening Date	05-08-2025 (11:30 AM)

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 regularly visit/check the Board's website. The cost of bid document is Rs.2000/- (Rupees Two thousand only) which is non-refundable and Earnest Money Deposit of Rs. 60,000/- (Rupees Sixty thousand only) to be deposited through e-tender portal and the proof of EMD deposited slip should be enclosed/uploaded with the tender document. Offline/incomplete bids and the bids received after the schedule time will be rejected straightway. 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 will be opened/evaluated by the authorized committee in the Board's Committee Room in presence of the bidders/authorized representatives who may be present. Financial bids of those bidders will be opened who will qualify in technical bid. The date and time of opening of financial bid shall be intimated to the technically qualified bidders in due course.

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

Address:

**Assistant Secretary (Publication)
Board of School Education Haryana,
Bhiwani-127021.**

E-mail: aspub@bseh.org.in

Mobile No. 9416629936, 7988665495

SECRETARY

Section-2

Technical Qualification Criteria

1. TENDER FEE

The Bidders must submit Tender Document fee of Rs. 2000/- (Two thousand only) (Non-refundable) deposited through online and hard copy of fee deposited slip must be attached/uploaded with the Technical Bids.

2. EARNEST MONEY

The Bidders must submit tender document earnest money of Rs.60,000/- (Sixty thousand only) to be deposited through online and hard copy of fee deposited slip must be attached/uploaded with the Technical Bids.

3. REGISTRATION CERTIFICATES

The firm must provide copies of the following Registration Certificates:

- i) GST Registration Certificate.
- ii) Registration certificate of the Firm.
- iii) PAN of firm/Owner

4. The firm must have minimum average annual financial turnover (as certified by the Chartered Account) during the last three years, ending 31st March of the previous financial year, should not be less than 30% of the value of the work.

2021-2022	Rs. _____
2022-2023	Rs. _____
2023-2024	Rs. _____

5. Work Experience

The firm should have experience of minimum three years in the field of printing and supply of such items. The firm should submit at least one satisfactory completion/execution certificates of the printing job work.

6. MSME firms registered only in Haryana State are entitled/eligible for relaxation under this provision as per instructions of the appropriate Government/Authority.

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SECTION-3 **INSTRUCTIONS TO BIDDERS**

3. INTRODUCTION

01. Scope of Bid

1. The Secretary/Chairman, of Board of School Education Haryana, Bhiwani is the competent authority to approve the tender and for all issues related to the tender, before and after issuance of the tender and his orders shall be final and binding for one and all in all respects.
2. Board of School Education Haryana, Bhiwani hereinafter referred to as the Board, issues these Bidding Documents for the supply of Goods and Related Services.

02. Amendment of Bidding Documents

- i) At any time prior to the deadline for submission of Bids, the Board may amend the Bidding Documents by issuing an addendum/corrigendum on the website only. No addendum/corrigendum will be published in the newspapers.
- ii) The amendment if any will be displayed on the Board's website. The amendment will be binding on all the Bidders. **Bidders are advised to keep themselves updated with the information displayed on the website of the Board and the Board shall not be responsible in case the bidder has not received such addendum /corrigendum in the manner stated above.**
- iii) In order to afford Prospective Bidders reasonable time in which they can take the amendment into account in preparing their Bid, the Board may at its discretion extend the deadline for the submission of Bids by giving extended date on website only.

03. Bid Prices

- i) The Bidder shall indicate on the Bid Submission Form and Price Schedule, inclusive of cost of paper and other material, all jobs, related services and all other taxes etc., which their firm proposes to supply under the contract. No Extra payment will be made for any job-related service/Tax.

04. Earnest Money

- i) The bidders shall have to furnish, as part of the bid, Earnest Money in the amount specified in the Brief information on Bid Document (Section-1)
- ii) The Earnest Money is required to protect the Board against the risk of bidder's conduct which would warrant forfeiture of Earnest Money. The Earnest Money will be deposited through online mode. Earnest money will be adjusted against Performance Security.
- iii) EMD of unsuccessful bidder will be returned through online portal.
- iv) EMD of Successful bidder will be returned after completion of work and final payment.
- v) **Earnest Money will be forfeited:**
 - a. If a Bidder withdraws the Bid or does not accept the correction of errors during the period of Bid validity specified by the Bidder on the Bid form; or
 - b. In case of the successful Bidders fails to sign in the contract and furnish the Performance Security.
 - c. In case of fraudulent and corrupt practices as detailed in Clause 13.

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- d. If a successful bidder has been found incapable of executing the assigned job to the satisfaction of the Board, which may reflect adversely on the image of the Board/Govt., the earnest money will be forfeited and the competent authority may allot the work to some other eligible firm.

05. Format and Signing of Bid

- i) The Bidder shall submit only one Bid. Principal Firm and its sister concern firms cannot submit separate bids.
- ii) Failure to abide by any of the instructions will make the bid liable to be rejected.

06. Opening of Bids by the Board

- i) The Committee of the Board constituted by the Chairman/Secretary will open the online Technical Bids in presence of the bidders/representatives, who may wish to be present
- ii) The Board will prepare minutes of the Bid Opening, including the information disclosed to those present in the meeting.
- iii) The evaluation of Technical Bids will commence after its opening and evaluation will be made with respect to Earnest Money, Qualification Criteria and other information furnished in DNIT. On the basis of such evaluation a list of the responsive Bids will be drawn up. The Financial Bids of only those Bidders, who qualify in the evaluation of the Technical Bids, will be considered.
- iv) The Board will open financial bids of only technically qualified firms and will prepare the minutes of the opening of the Financial Bids.

07. Clarification regarding Bids

- i) To assist in the examination, evaluation and comparison of Bids, the Board may at its discretion to ask the Bidder for a written clarification of his/her Bid. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors, if discovered by the Board in the Evaluation of the Bids.
- ii) No Bidder shall contact the Board on any matter relating to firm's Bid from the time of the Bid opening to the time the contract is awarded. Any attempt by any Bidder to influence the Board's Bid Evaluation, Bid Comparison or Contract Award decision in any manner may result in summary rejection of his/her Bid and this will be treated as a fraudulent and corrupt practice and in such cases the earnest money of the firm will be forfeited besides any other action as deemed fit by the Board.

08. Award Criteria

- i) Before awarding the contract, the Board will evaluate the bids. If at any stage prior opening the financial bids and even afterwards, it is found that any firm has indulged into corrupt and fraudulent practices as laid down in Tender Document and the Board shall have the discretion to reject the bid and to allot/redistribute the job to any other firm and such orders of the Chairman/Secretary shall be conclusive and binding upon the defaulter bidder/firm.
- ii) The Board may in its discretion redistribute awards of contract to eligible bidder/s keeping in view the capacity/prior performance of the bidder/s, provided the bidder/s are agreed to match the lowest evaluated substantial responsive bid.

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- iii) The Board also reserves the right to negotiate as per norms of the purchase/ negotiation policy approved by the State Govt.

09. Board's Right to vary Quantities

- i) At the time of award of contract, the Board reserves the right to increase or decrease the quantity of goods by normally up to 50 (Fifty) percent in each subsequent order from quantity originally specified in the Schedule of Specification in respect of the additional quantity of the Conditions of Contract. However, in emergent situation, the Chairman/Secretary of the Board shall have the power to exceed the order even more than 50% by allowing extra time for execution of the job as deemed fit by him.
- ii) The Chairman/Secretary of the Board may extend/repeat the order in parts within the validity period of bids and even afterwards or get printed the Stationery Items of the subsequent session/s on the rates previously approved by the Board Office on the same terms and conditions of the tender from the willing firms who had executed the job of printing and supply of stationery items after approval of rates by the Board Office lastly and in such cases the time period of printing and supply of stationery items or its extension will also be decided by the Chairman/Secretary.

10. Board's right to accept any Bid and to reject any or all the Bids

The Secretary/Chairman of the Board reserves the right to accept or reject any Bid and all Bids at any time prior to award of contract.

11. Notification of Award and Issue of Supply Orders

- i) Prior to the expiration of the period of Bid Validity, the Board will notify the successful Bidder, in writing through registered letter or E-mail that the firm's Bid has been accepted.
- ii) The placement of work order/purchase order will be treated as the formation of contract.
- iii) Upon the successful Bidder furnishing of Contract Form and Performance Security, the Board will promptly notify each unsuccessful Bidder and will discharge his/her Earnest Money.
- iv) Successful Bidders will complete the delivery of awarded goods definitely within prescribed time from the next day of handing over the work order and delivery of MSS. 02 days will be given extra for preparation & submission of proof in the Board's Office personally by the Firm by sending messenger to avoid delay. Time taken by this office for proofreading is excluded in said time period. The responsibility for getting in time clearance of proofs from the Board's office shall rest exclusively with the printer. It is the responsibility of the Printer to collect the Manuscripts and all other relevant material necessary for starting the job of printing & manufacturing.

12. Signing of contract and depositing of Performance Security

- i) At the same time as the Board notifies the successful bidder that the firm's Bid has been accepted, the Board will send the bidder the Contract Form provided in Tender documents.
- ii) Within seven (07) days from the issuance of the intimation letter regarding acceptance of the Bids/rates, the successful bidder shall sign the contract form with date and it

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should be personally handed over in The Board's office along with Performance Security for an amount of 10% of the contract value failing which a penalty @ Rs.500/- per day will be imposed, otherwise action as deemed fit by the Chairman including forfeiture of the earnest money or also blacklist the firm and to assign the job to the next eligible and willing firm or also to enhance the amount of penalty can be taken and such order of the Chairman will be final and binding upon the firm. However earnest money deposited along with the Bid, may be adjusted against the Performance Security. If the amount of Performance Security exceeds beyond Earnest Money, balance Performance Security will be furnished along with the Contract Form. Performance Security may be deposited through RTGS/Demand Draft at the fee counter of the Board at Bhiwani.

- iii) If the successful bidder does not accept the award of contract, Board may forfeit the earnest money and assign the award to one of the next lowest Evaluated Bidders willing to execute the job on L-1 Rates or call for new Bids.

13. Corrupt or Fraudulent Practices

- i) The Board requires the Bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, Prevention of Corruption Act, 1988.
- ii) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- iii) "Fraudulent practice" means misrepresentation of facts in order to influence a procurement process or the execution of a contract which is detrimental to the Board and include collusion practice among Bidders (prior to or after Bid submission) designed to establish bid price at artificial, non-competitive levels and to deprive the Board of the benefits of free and fair competition.
- iv) If in any case it is found that a firm has tried to cheat the Board by using sub-standard paper or any other material intentionally or in any other way, such cases will also be treated with in the ambit of fraudulent practices, and penalty will be imposed as per provision of the tender.
- v) If at any stage, it is found that a particular firm has misrepresented/ concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be dealt with under fraudulent practices.

14. Any point not covered under the Terms & Conditions of the tender

For any point which does not cover under the provisions of the tender, the Chairman of the Board shall be the final authority, whose orders in any of such issues at all stages shall be final for one and all as a matter of binding in all respects.

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Section-4

UNDERTAKING BY THE BIDDER

The bidders will submit an undertaking/declaration on One Hundred Rupees Stamp paper attested by Notary Public.

- a) "That we have read and understood all the Terms & Conditions given in the Tender Documents and our Firm 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 document and our firm is financially capable to execute the work.
- b) The Firm possesses sufficient machinery and other infrastructure capable to execute the order in time pertaining to the allotted items for which we are bidding. We have also the sufficient godown space for the safe storage of paper required for the printing of the various items and storage of the printed material.
- c) That our firm has never been disqualified/Blacklisted/Debarred for printing & Supply of any publication work by the Board of School Education, Haryana/Any other Board/University/Controller Printing work & Stationery Deptt., Haryana/Govt. of Haryana, NCERT, New Delhi, Printing Board/Agency/Any semi-Govt. Board in India/any State Govt./Central Govt. etc. nor any such action is in process against the firm
- d) That we shall supply the required quantity of the item/s within stipulated time period.
- e) That we shall supply the allotted items within the prescribed time schedule mentioned in the Tender Documents from the date of receipt of the Work order. We also agree that if allotted items are not supplied as per the Terms and Conditions of the Tender, Board will be at Liberty to forfeit our EMD and Performance Security and to impose the penalty as deemed fit by the Chairman of the Board.
- f) The contract would initially be for a period of one year which may be extended on year-to-year basis for a maximum period of two years as specified in the Tender Document from the last date of receipt of the Bid.
- g) That our firm is capable of procuring the Paper as per Specifications mentioned in the Schedule of Specifications of the Tender Documents.
- h) That our firm will use the presented WPP/craft paper/Muslin cloth etc.
- i) That we will furnish the copies of purchase bills of paper, labels of the paper supplied by the mills along with the invoice.

We undertake to abide by the terms and conditions of the tender, its contents including addendum/corrigendum/instructions to be issued after issuance of the tender and the orders of the Chairman, the final authority regarding to all issues will be binding upon us in all respects.

Deponent

VERIFICATION:

That the information given by me/us our firm is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

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Section- 5

Specifications of Paper & Price Schedule

I. PAPER SPECIFICATIONS FOR THE ITEMS

Ledger Paper/WPP/Craft paper/Art Paper of GSM required for the items shown in the schedule of specifications Section-5 and as per BIS specification The Paper must conform to BIS parameters/ specifications.

Note: -Paper must be of best quality and fit for writing as well as printing purpose and of uniform formation with fair smoothness and reasonably free from specks, sieves, holes and other blemishes and the paper must conform to the necessary parameters and criterion, as laid down by the Bureau of Indian Standards for the above type of paper.

II. SAMPLE OF PAPER

No Sample of Paper and other materials to be submitted along with the Technical Bids. The successful bidders shall submit the samples of paper (One full sheet) and other materials along with their purchase bill to be used in the items as per specification mentioned in the schedule of specifications to the Board's office for approval. No bidder will use any paper and other material without prior approval of the Board. The Board may inspect the paper & other materials and ready samples at any time at the Firm's Premises if necessary. Bidder can submit certified samples of reputed 'A' Grade Paper mills like 1. Star Paper Mills. 2 Andhra Paper Mills. 3 Ballarpur Paper Industries Ltd. 4. Hindustan Paper Corporation Ltd. 5. J.K. Paper Mills. 6 Orient Paper Mills. 7. West Coast Paper Mills etc. Samples of paper submitted to the Board's office for approval and the finished goods will be got tested from the paper laboratory to ensure the use of correct and prescribed paper by the firm. No firm in any case should use the paper other than the samples submitted to the Board's office. However, the firm can use prescribed paper of another Mill with the prior approval of the Board otherwise a very serious view by treating the matter under fraudulent practices can be taken. Lab Test Charges shall be borne by the firm and deduction of lab test charges shall be made from the firm's bill at the time final payment.

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Price Schedule

SCHEDULE OF SPECIFICATIONS FOR PRINTING & SUPPLY OF VARIOUS ANNUAL STATIONERY ITEMS FOR THE YEAR 2025-26

Sr. No.	Name of item & Description	Size & Printing	Quantity	Time allowed	Prescribed paper BIS Specification to be used	Rates to be quoted + tax applicable from time to time and delivery at Board's godown at Bhiwani
1.	4-ASS-I Form of A/Books	7 ½ "x10" Single side printing as per MSS.	20,000 Copies (1000 copies each packet in 6mm plastic step in cross)	30 days	WPP 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____
2.	4-ASS-II	8½"x13½" Both side printing as per MSS	20,000 Copies (1000 copies each packet in 6mm plastic step in cross)	30 days	Maplitho paper 60 GSM of A Grade paper Mill to be used by the printer.	Rs _____ In words _____
3.	5/SS Dispatch Challan form	7 ½ " x10" Both side printing and Ruling as per MSS.	10,000 Copies (1000 copies each packing)	30 days	20"x30"/11.6 kg Maplitho paper 60 GSM of A grade Paper Mill to be used by the printer.	Rs _____ In words _____
4.	7/SS Attendance Cert.	7 ½ " x10" Single side printing . as per MSS	10,000 Copies (1000 copies each packing)	30 days	20"x30"/11.6 kg Maplitho paper 60 GSM of A grade Paper Mill to be used by the printer.	Rs _____ In words _____
5.	A-110 Taxi Bill	8½"x13½ " Single side ruling & printing as per MSS	10,000 Sets of 05 leaves each (200 copies each packing)	30 days	WPP 60 GSM of A Grade Paper Mill to be used by Printer	Rs _____ In words _____
6.	A-43 ITR Register	8 ½ "x 13 ½ " after folding Both side ruling & printing as per MSS	05 Registers (100 leaves each duly Serial No. 001 to 200)	30 days	i) Ledger paper of 70 GSM of 'A' grade Paper Mill to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____

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7.	A-62 Register	8 ½ "x 13 ½ " after folding Both side ruling & printing as per MSS	10 Registers (100 leaves each duly Serial No. 001 to 200)	30 days	i) WPP of 70 GSM of 'A' grade Paper Mill to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____
8.	A-80	17 ½ "x 11 ½ " printing on both side as per MSS	05 Registers (100 leaves each duly Serial No. 001 to 200)	30 days	i) WPP of 70 GSM of 'A' grade Paper Mill to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____
9.	ABR & C-86 Proforma Booklet	8½"x13½" " single side printing . Title cover single side printing in four color with lamination as per MSS. Wire stitched at two places with perfect binding.	2,000 Booklets (28 leaves each booklet & title cover extra)	30 days	i) Maplitho paper 70 GSM of A Grade Paper Mill to be used by the printer for text leaves. ii) Appropriate size of Art paper of 170 GSM with lamination of reputed Mill to be used by the printer for title cover.	Rs _____ In words _____
10.	BD-1 Stock Register	10"x15" after folding both side printing and Ruling as per MSS	30 Registers (100 leaves each duly Sr. No. 1 to 200).	30days	1) 70 GSM Ledger paper of 'A' Grade paper Mill to be used by the printer. 2) Canvas and Straw board of 40 oz, Kraft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____
11.	C-9 (a) Inspection report Proforma	8½"x11½" Single side printing as per MSS	15,000 copies	30 days	WPP 70 GSM of A Grade Paper Mill to be used by the printer.	Rs _____ In words _____
12.	C-109 (UMC File)	9"x11½ " both Side Printing & wire stitched at 2 place as per MSS	4,000 Booklet (each Booklet 20 leaves)	30 days	23"x36"/16 kg WPP of 60 GSM of A' Grade paper of reputed Mill to be used by the printer.	Rs _____ — in words _____ _____

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13.	C-308 Inspection Diary	9"x11½" single side printing after folding. 8 leaves each Sr. No. 1-8 centrally wire stitched at 2 places along with a cover of Craft paper on single side printing as per MSS.	4,000 Sets (8 leaves each)	30 days	i) Maplitho Paper of 70 GSM to be used by the printer. ii) 23" x 36"/26.7 Kg of 100 GSM Craft paper to be used by the printer.	Rs _____ In words _____
14.	C-100 Police report	7½"x10" single side printing as per MSS.	6,000 (500 copies each packing in 6mm plastic strips in cross)	30 days	iii) 20"x30/11.6 Kg WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ _____ In words _____
15.	C-109 (A) Impersonation Proforma	9"x11½ " Single Side Printing & wire stitched at 2 place as per MSS	1,500 Booklet (each Booklet 10 leaves)	30 days	WPP of 60 GSM of A' Grade paper of reputed Mill to be used by the printer	Rs _____ In words _____
16.	C-109 (B) Police Report Proforma	9"x11½ " Single Side Printing & wire stitched at 2 places as per MSS	1,500 Booklet (each Booklet 10 leaves)	30 days	WPP of 60 GSM of A' Grade paper of reputed Mill to be used by the printer	Rs _____ In words _____
17.	C-112 Last packet receipt	5"x7½" single side printing as per MSS.	4,000 copies	30 days	WPP of 60 GSM of A' Grade paper of reputed Mill to be used by the printer.	Rs _____ _____ In words _____
18.	C-114 Q.P. Receipt Slips	5"x7½" single side Printing as per M.S.S.	20,000 (500 copies each packing in 6mm plastic stap in cross)	30 days	20"x30"/11.6 Kg WPP of 60 GSM of A' Grade paper of reputed Mill to be used by the printer.	Rs _____ _____ In words _____
19.	C-116 Seating plan (i) G. Ins. (ii) C-116	9"x11½" single side printing & wire stitched from left side at 2 places.as per MSS. 01 Leaf 99 leaves (Same matter/page)	5,000 booklets (100 leaves each)	30 days	1) WPP of 60 GSM of A' Grade paper of reputed Mill to be used by the printer. 2) Superior wire stitching is to be used by printer.	Rs _____ In words _____
20.	C-13 Convener Bill Proforma	8½"x11½" Single side printing as per MSS	15,000 copies	30 days	WPP 70 GSM of A Grade Paper Mill to be used by the printer.	Rs _____ In words _____

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21.	C-14 Observer Absentee Performa	8 ½"x11 ½ "Double Side Printing as per MSS	5000 Copies	30 days	WPP 60 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs _____ In words _____
22.	Envelope for key (HTET)	5"x7" ready size BP -¾", CP=1", flap = 1½" Extra, single side printing as per MSS..	10,000	30 days	i) Appropriate size of Craft paper of 100 GSM of Star paper Mill to be used by the printer. ii) Superior Muslin Cloth appropriate size to be used by the printer.	Rs _____ In words _____
23.	C-25(a) Centre Supdt. Memo (Practical I)Content & instruction II)C=25(a)=	7½"x10" both side printing & wire stitch at two places as per MSS 02 leaves 24 leaves (Same matter/page)	2,000 Set	30 days	20"x30"/11.6 Kg WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____
24.	C-301 Tag	3½"x7" single side printing. one ring is to be affixed on left hand side in the middle at the distance of 1" as per MSS.	40,000	30 days	i) 22"x28"/11.9 kg (150 Sheets) of 200 GSM/ PBC 'A' Grade paper of reputed Mill to be used by the printer. Ring and muslin cloth 24"x38"to be used by the printer	Rs. _____ _____ (in words) _____
25.	C-4 Proforma	15½"× 26" single side printing and ruling as per MSS	9000 copies	30 days	Maplitho paper of 70 GSM of Grade Paper mill to be used by the printer	Rs _____ In words _____
26.	C-94 (a) envelope (cloth lined)	11"x14" Single side printing as per MSS BP 1½ CP=1",flap = 2½ " extra	60,000 packing of 50 envelopes each duly tied with sutli from the four side of each bundles.	30 days	36"x46"/51.3 kg 100 GSMcraft paper star mills to be used by the printer. Superior muslim cloth to be used by printer.	Rs _____ In Word _____
27.	CC-S-1 Adjustment of Advance	8 ½ "x13 ½" Both side printing as per MSS	10,000 Copies (1000 copies each packing)	30 days	17"x 27"/8.9 Kg Maplitho paper 60 GSM of A grade Paper Mill to be used by the printer.	Rs _____ In words _____

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28.	CC S-2 Proforma	13 ½ "x17" Single side printing & ruling as per MSS	5,000 Copies (1000 copies each packing)	30 days	17"x27"/ 8.9 Kg Maplitho paper of 60 GSM of A grade Paper Mill to be used by the printer.	Rs _____ _____ In words _____ _____
29.	CC-S-3 Proforma for claiming payment	13 ½ "x17" Single side printing & ruling as per MSS	5,000 Copies (500 copies each packing)	30 days	17"x 27"/8.9 Kg Maplitho paper of 60 GSM of A grade Paper Mill 60 GSM to be used by the printer.	Rs _____ _____ In words _____ _____
30.	Centre Shift Proforma	8½"x13½" Single side printing as per MSS	15,000 copies	30 days	WPP 70 GSM of A Grade Paper Mill to be used by Printer	Rs _____ _____ In words _____ _____
31.	Exam Cancel Performa	8½"x13½" Single side printing as per MSS	15,000 copies	30 days	WPP 70 GSM of A Grade Paper Mill to be used by Printer	Rs _____ _____ In words _____ _____
32.	Cert./DB-3	9" x11½" Single side printing as per MSS	3,000 (500 copies each packing in 6mm plastic strap in cross)	30 days	WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ _____ In words _____ _____
33.	Cert-03	9" x11½" Single side printing as per MSS	2,000 (500 copies each packing in 6mm plastic step in cross)	30 days	WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ _____ In words _____ _____
34.	Cert-04 Proforma	7½"x10" Single Side Ptg. as per MSS	8,000 copies (1000 copies each packing)	30 days	WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ _____ In words _____ _____

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35.	Cert./DB-2	9" ×11½" Single side printing as per MSS	2,000 (500 copies each packing in 6mm plastic strap in cross)	30 days	WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____
36.	Cert-03(A) Proforma	8½"x13½" Single side printing as per MSS.	4,000 copies	30 days	WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____
37.	Cert-07 Register	8½"×13½" after folding both side printing & Ruling as per MSS	20 Registers of 100 leaves each duly (Sr. No. 1 to 100)	30 days	i) Ledger paper 17"×27"/10.1 Kg. of 70 GSM (superior quality) to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____
38.	Cert-14	9"x11½ " Single Side Printing as per MSS	5,000 copies	30 days	18"x23"/8 kg Maplitho Paper of 60 GSM to be used by the printer.	Rs. _____ In Words----- _____
39.	Cert-146 (Fee Verification Certificate)	8½"×13½" after folding both side ruling and printing as per MSS	25 Register of 100 leaves each duly (Sr. No. 1 to 100)	30 days	i) Ledger paper of 70GSM (superior quality) to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____
40.	Cert-4A	8 ½"x13½ " Single Side Printing as per MSS	2,000	30 days	WPP of 60 GSM of A' Grade paper of reputed Mill to be used by the printer	Rs _____ In words _____

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41.	Certificate Fail/card Record Register	8 ½ "x 13 ½ "after folding Both side ruling & printing as per MSS	30 Registers (100 leaves each duly Serial No. 001 to 200)	30days	i) WPP of 70 GSM of 'A 'grade Paper Mill to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs. _____ In words _____
42.	CRP-01	8 ½ "x 11 ½ "after folding Both side ruling & printing as per MSS	20,000 copies	30days	i) WPP of 60 GSM of 'A 'grade Paper Mill to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs. _____ In words _____
43.	CS-11 Press copy (A-4 Size)	8 ½ "x11 ½ " Single Side Printing as per MSS	2,000 copies (20 copies with staple each set)	30 days	WPP 80 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs. _____ _____ In words _____ _____
44.	CS-12 Office copy (A-4 Size)	8 ½ "x11 ½ " Single Side Printing as per MSS	2,000 copies (20 copies with staple each set)	30 days	WPP 80 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs. _____ _____ In words _____ _____
45.	CS-13 (Marking Ins. & Model Answer) (A-4 Size)	8 ½ "x11 ½ " Single Side Printing as per MSS	2,000 copies (20 copies with staple each set)	30 days	WPP 80 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs. _____ _____ In words _____ _____
46.	CS-38	9"x11 ½ " Single side printing as per M.S.S.	500	30 days	23"x36"/18.7Kg Maplitho of 70 GSM of "A" grade paper of reputed Mill to be used by the printer.	Rs. _____ _____ (in words) _____ _____

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47.	CS-40	9"x11 ½ " Single side printing as per M.S.S	500	30 days	23"x36"/18.7 Kg Maplitho of 70 GSM of "A" grade paper of reputed Mill to be used by the printer.	Rs. _____ _____ (in words) _____ _____
48.	CS-43 Tyvek Envelope	9" x13" ready size Flap 2½ "B.P.2"CP 1¼" Space -2" printing as per MSS	2,000	30 days	Appropriate size of paper to be used by the printer. Readymade envelopes to be supplied by the printer as per M.S.S.	Rs _____ _____ In words _____
49.	CS-43 (a) Tyvek Envelope	9" x13" ready size Flap 2½ "B.P.2"CP 1¼" Space -2" printing as per MSS	2,000	30 days	Appropriate size of paper to be used by the printer. Readymade envelopes to be supplied by the printer as per M.S.S.	Rs _____ _____ In words _____
50.	CS-43 (b) Tyvek Envelope	9" x13" ready size Flap 2½ "B.P.2"CP 1¼" Space -2" printing as per MSS	2,000	30 days	Appropriate size of paper to be used by the printer. Readymade envelopes to be supplied by the printer as per M.S.S.	Rs _____ _____ In words _____
51.	CS-7 Proforma	8 ½ "x13 ½ " Single Side Printing as per MSS	1,000 copies	30 days	17"x27"/10.4 kg WPP 70 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs _____ _____ in words _____ _____ _____
52.	CS-8 Proforma for Coverage of the Syllabus	8 ½ "x13 ½ " Single Side Printing as per MSS	1,000 copies	30 days	17"x27"/10.4 kg WPP 70 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs _____ _____ in words _____ _____ _____
53.	E-11 Verification Performa	8 ½ "x 11 ½ "single side printing as per MSS	5,000 copies	30days	i) WPP of 60 GSM of 'A' grade Paper Mill to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ _____ In words _____
54.	E-115 Proforma	7 ½ " x 10" single side printing as per MSS	15,000 Copies	30 days	20"x30"/11.6 kg WPP of 60 GSM of "A" grade paper of reputed Mill to be used by the printer.	Rs. _____ _____ In Words _____

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55.	E-171 Proforma	9"×11½" Single side printing as per MSS	10,000 Copies	30 days	WPP of 60 GSM of "A" grade paper of reputed Mill to be used by the printer.	Rs _____ _____ In words _____ _____ _____
56.	E-172 Proforma	9"×11½" single side printing as per MSS	10,000 Copies	30 days	WPP of 60 GSM of "A" grade paper of reputed Mill to be used by the printer.	Rs _____ _____ In words _____ _____ _____
57.	E-182 (A) Booklet	8½"×13", single side printing as per MSS. Perforation be done ¾" of top side as per MSS	05 Books of 300 leaves each. Sr.no. in triplicate 001 to 100 & book no. on each leaf.	30 days	i) WPP 60 GSM of A Grade Paper Mill to be used by the printer ii) Straw board of 40 oz, Craft paper of 70 GSM for upper cover, binding cloth & other binding material to be used by the printer.	Rs _____ _____ In words _____ _____ _____
58.	EW-01 Register	10"×15" after folding both side printing and Ruling as per MSS	02 Registers (100 leaves each duly Sr. No. 1 to 200).	30days	1) 70 GSM Ledger paper of 'A' Grade paper Mill to be used by the printer. 2) Canvas and Straw board of 40 oz, Kraft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ _____ In words _____ _____ _____
59.	EW-02 Register	8½"×13½"after folding both side printing & Ruling. duly Sr. No. 1 to 100 & Canvas binding as per MSS	02 Registers (100 leaves in each register Sr. No. 1 to 200)	30 days	1) Ledger paper of 70 GSM 'A' Grade paper Mill to be used by the printer. 2) Canvas and Straw board of 40 oz, Kraft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ _____ In words _____ _____ _____
60.	Flapper	4 ½ " x 28" (without printing) As per MSS.	10,000 pcs.	30 days	Handmade paper of 100% rags along with a strap of ½ " width x 36" and abri/cover paper in the size of 2 ½ " x 8" to be pasted on the strap in side the flaps as per MSS.	Rs _____ _____ In words _____ _____ _____

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61.	G-121 SPL Envelope	6¾"x12" Ready size, BP=1" CP=½", flap - 1½" extra single side Printing as per MSS	2,00,000	30 days	Appropriate size of Craft paper of 80 GSM of Star paper Mill to be used by the printer.	Rs _____ In words _____
62.	G-123 Slip Pad	4½"x7½" single side printing as per MSS	200 Slip Books of 100 leaves each duly wire stitched at two places & perforated at the distance of ¼" from the top side as per MSS	30 days	i) 20"x30"/11.6Kg. WPP 60 GSM to be used by the printer. ii) Cloth, Straw board of 16 oz, Kraft paper of 100 GSM, BIS Grade-2, to be used by the printer.	Rs _____ In words _____
63.	G-4 Register	8½"x13½" after folding both side printing & Ruling . duly Sr. No. 1 to 200 & Canvas binding as per MSS	10 Registers (100 leaves in each register)	30 days	1) Ledger paper of 70 GSM 'A' Grade paper Mill to be used by the printer. 2) Canvas and Straw board of 40 oz, Kraft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____
64.	G-17 Envelope	11"x14" ready size BP -1 ½", CP=½", flap = 2½" Extra, single side printing as per MSS. Muslin cloth is to be pasted inner side of the envelopes.	50,000	30 days	i) 36"x 46"/53.4 Kg Craft Paper of 100 GSM, Star paper Mill to be used by the printer. ii) Superior Muslin Cloth (24"x38") to be used by the printer.	Rs _____ In words _____
65.	G-17 Big	13"x16" ready size BP-1 ½", CP-1 ½", Flap-3" extra single side printing & Muslin cloth is to be pasted inner side of the envelopes as per MSS	5,000	30 days	i) 29" x 44"/41.2 kg Craft Paper of 100 GSM of Star paper Mill to be used by the printer. ii) Superior Muslin Cloth appropriate size to be used by the printer.	Rs _____ In words _____
66.	G-202 Register	8½"x13½" after folding both side printing & Ruling . duly Sr. No. 1 to 100 & Canvas binding as per MSS	100 Registers (100 leaves in each register)	30 days	1) Ledger paper of 70 GSM 'A' Grade paper Mill to be used by the printer. 2) Canvas and Straw board of 40 oz, Kraft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____

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67.	G-27 Attendance Sheets	10"x20" both side printing & ruling as per MSS	1,000 Pages	30 days	20"x30'/13.5 Kg Maplitho Paper of 70 GSM, A Grade Paper Mill to be used by the printer.	Rs _____ In words _____
68.	Gate Pass (M.M Cell)	4½"x7½" single side printing as per MSS	05 Slip Books of 100 leaves each duly wire stitched at two places & perforated at the distance of ¼" from the top side as per MSS	30 days	i) WPP 60 GSM to be used by the printer. ii) Cloth, Straw board of 16 oz, Kraft paper of 100 GSM, BIS Grade-2, to be used by the printer.	Rs _____ In words _____
69.	HTET Absentee Proforma	8½"x13½" Single side printing & wire stitched at 2 place as per MSS	800 Booklets (each Booklet 10 Leaves)	30 days	WPP of 60 GSM of A' Grade paper of reputed Mill to be used by the printer	Rs _____ In words _____
70.	HTET Proforma Booklet	A-4 size. two page both side printed and 54 pages single side printing in single colour as per MSS. Perforation be done ¾" of top side as per M.S.S.perfect binding.	600 Booklets (each Booklet contains 56 leaves.)	30 days	i) WPP 70 GSM of A Grade Paper Mill to be used by the printer. ii) Straw board of 32 oz, Craft paper of 70 GSM for upper cover, binding cloth & other binding material to be used by the printer.	Rs _____ In words _____
71.	HTET Seating Plan sample Proforma	8½"x11½" Single side printing as per MSS	1,000	30 days	WPP 70 GSM of A Grade Paper Mill to be used by the printer.	Rs _____ In words _____
72.	Legal-02 File Cover	10" x14" after folding 2" extra folded inner side of the file from right hand side ptg. is to be done on title page as per MSS. Eye litter hole at the top left hand corner side gray color as per MSS.	1,000 (100 copies each packing)	30 days	PBC 250 GSM pink/yellow color of 'A' Grade paper mill & Pankajmarka binding cloth of 4" width to be pasted inside and outside on all file covers. All material is to be used by the printer.	Rs _____ In words _____

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73.	ME-43	10"x15" after folding both side printing and Ruling as per MSS	10 Registers (100 leaves each duly Sr. No. 1 to 200).	30days	1) 70 GSM Ledger paper of 'A' Grade paper Mill to be used by the printer. 2) Canvas and Straw board of 40 oz, Kraft Paper of 60 GSM, Grade-2, for end paper	Rs. _____ In words _____
74.	NSQF-01	9"x13 "Single Side Printing as per MSS	6,000 copies	30 days	18"x23"/8 kg Maplitho Paper of 60 GSM to be used by the printer.	Rs. _____ In Words----- -----
75.	Q.P. Record Proforma for center superintendent	9"x11½ " Single Side Printing as per MSS	60,000 copies	30 days	WPP 60 GSM of A Grade Paper Mill to be used by the printer.	Rs. _____ In words _____
76.	Q.P. Record Proforma for Supervisor	9"x11½ " Single Side Printing as per MSS	3,00,000 copies	30 days	WPP 60 GSM of A Grade Paper Mill to be used by the printer.	Rs. _____ In words _____
77.	S-11 A Envelope	8¾"x13" ready size BP=¾" CP=½", flap – 1½" extra single side printing as per MSS	15,000 Envelopes	30 days	Appropriate size of Craft paper of 80 GSM of Star paper Mill to be used by the printer.	Rs. _____ In words _____
78.	S-11 B Envelope	6"x12¾" ready size BP=¾" CP=¼", flap – 1½" extra single side printing as per MSS	15,000 Envelopes	30 days	Appropriate size of Craft paper of 100 GSM of Star paper Mill to be used by the printer.	Rs. _____ In words _____
79.	S-3 Proforma	8½"x13½"Single side printing & ruling as per MSS	10,000 (500 copies each packing in 6mm plastic strap in cross)	30 days	WPP 60 GSM of A Grade Paper Mill to be used by Printer	Rs. _____ (in words) _____ _____
80.	SCS-1 Proforma	7 ½ " x10" after folding Both side printing as per MSS	10,000 Copies (1000 copies each packing)	30 days	20"x30"/11.6 kg WPP 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs. _____ In word _____

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81.	SEC-4 Craft Paper Envelope	13"X 9 ½ " ready size ,Flap 2 " , B.P 1" , C.P. 1", Printing as per MSS.	30,000 envelopes	30 days	Appropriate size of Craft Paper of 100 GSM Star paper Mill to be used by the Printer	Rs _____ In words _____
82.	Security-1 Register	15"X20" Both side printing & cover printing as per MSS each register Sewing with thread binding with canvas.	33 Register (100 leaves each Sr. No. 1 to 100)	30 days	i) 20"×30"/13.2 Kg Ledger Paper 70 GSM of 'A Grade paper of reputed Mill to be used by the Printer. Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs. _____ _____ (in words) _____ _____
83.	Security-2 Register	15"X20" Both side printing & cover printing as per MSS each register Sewing with thread binding with canvas.	24 Register (100 leaves each Sr. No. 1 to 100)	30 days	i)20"×30"/13.2 Kg Ledger Paper 70 GSM of 'A Grade paper of reputed Mill to be used by the Printer. Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs. _____ _____ (in words) _____ _____ _____
84.	Security-3 Register	8 ½ "x 13 ½ " after folding Both side ruling & printing as per MSS	25 Registers (100 leaves each duly Serial No. 001 to 200)	30 days	i) Ledger paper of 70 GSM of 'A'grade Paper Mill to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____
85.	SSE-11 Verification Performa	8 ½ "x 11 ½ "single side printing as per MSS	10,000 copies (1,000 copies each packing in 6mm plastic strap in cross)	30days	i) WPP of 60 GSM of 'A 'grade Paper Mill to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____
86.	SSE-12 Verification Performa	8 ½ "x 11 ½ "single side printing as per MSS	5,000 copies (1,000 copies each packing in	30days	i) WPP of 60 GSM of 'A 'grade Paper Mill to be used by the printer.	Rs _____

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			6mm plastic strap in cross)		ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	In words_____
87.	SSE-13 Verification Performa	8 ½ "x 11 ½ "single side printing as per MSS	5,000 copies (1,000 copies each packing in 6mm plastic strap in cross)	30days	i) WPP of 60 GSM of 'A' grade Paper Mill to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs._____ In words_____
88.	SSE-17 Proforma	8½" x 13½" single side printing as per MSS	12,000 Copies	30 days	17"x27"/ 8.9 kg of 60 GSM of "A" grade paper of reputed Mill to be used by the printer.	Rs._____ _____ (in words)_____
89.	UMC-2 Proforma	8½"x13½" Single side printing as per MSS	1,500 Copies	30 days	17"x27"/8.9 Kg. WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs._____ _____ In words_____ _____ _____
90.	UMC-118 Letters	8"x10½" Maplitho inlands both side Printing. O/c of 7 ½ " x 10" as per MSS. Printing matter on inlands & on O/Copies should be parallel as per MSS.	1,000 +1,000 O/copies	30 days	i) Inland letter in appropriate size of Maplitho paper of 70 GSM to be used by the printer. ii) For O/c WPP of 60 GSM of Bilt/HPC/Orient mill to be used by the printer.	Rs._____ _____ (in words)_____ _____ _____
91.	UMC-119 Proforma	8 ½ " x 13 ½ " single side printing as per MSS.	2,000 Copies	30 days	17" x 27"/8.9 Kg. WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer	Rs._____ _____ In words_____ _____

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92.	UMC-S-1 Summary Proforma	8½"×13½" Single side printing as per MSS.	1,500 Copies	30 days	17" x27"/10.4 Kg. ledger of 70 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ _____ In words _____ _____
93.	Certificate Verification Register (Sec.)	8½"×13" ready size after folding both side printing, Ruling & Canvas binding as per MSS	10 Registers (100 leaves each Sr. No. 1 to 100)	30 days	i) Ledger paper of 70 GSM (superior quality) to be used by the printer. ii) Canvas and Straw board of 40 oz, Craft Paper of 60 GSM, Grade-2, for end paper superior quality abri & other binding material to be used by the printer.	Rs _____ In words _____
94.	Visitor Slip	4 ½ "×4 ½ " single side printing as per MSS	5,000 Copies (1000 copies each packing)	30 days	20"×30"/11.6 Kg. 60 GSM WPP to be used by the printer.	Rs _____ _____ In words _____ _____ _____

NOTE: - The delivery period of the various items from the next date of work order has been shown in Section-1, Brief information on bid. Time taken by this office in proof reading is excluded in the said time period.

Signature-----

Name of firm-----

Mobile No-----

PAN No.-----

Email -----

BOARD OF SCHOOL EDUCATION HARYANA , BHIWANI

SECTION -6
Bid Submission Form

To,

The Secretary
Board of School Education Haryana
Bhiwani

Sir,

Having examined the Bidding Documents including Agenda Nos. _____ the receipt of which is hereby acknowledged, we, the undersigned, undertake and offer to supply and deliver various Stationery items for the year _____.

Further, we undertake that, if our Bid is accepted, we will deliver the goods as per specifications and in accordance with the delivery schedule specified in the Schedule of Requirements and specifications.

If our bid is accepted, we shall be bound to furnish the Performance Security as equivalent to 10% of the Contract Price for the due Performance of the Contract, in the form prescribed by the Board and the same will be submitted within 07 days along with the Contract Form. Validity for the contract would initially be for a period of one year which may be extendable on year-to-year basis for a maximum period of two years

I/We agree to abide by this Bid for the Bid Validity period of the contract would initially be for a period of one year which may be extendable on year-to-year basis for a maximum period of two years from the date of opening of Technical Bid. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

I/We agree that the following documents are deemed to be part of the Bid.

The placement of Work Order shall constitute a binding Contract between the Parties.

I/We undertake that, in competing for and for execution of the Contract if allotted (and, if the award is made to me/us, in executing) the above Contract, we will strictly observe the laws against fraud and corruption as in force in India namely "Prevention of Corruption Act, 1988"

I/We hereby certify that I/We have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

I/We understand that you are not bound to accept the lowest/ to accept any bid or you may receive and you reserve the right to reject any bid/ all bids without assigning any reason to me/us.

I/We confirm that I/we at the moment fulfill all the eligibility requirements as per Clause 2 and 3 of the Bidding Documents.

Dated this _____ day of _____ 2025

Duly authorized to sign Bid for and on behalf of _____

Signature with seal

Section-7

CONDITIONS OF CONTRACT

01. Definitions

- i) In this contract, interpretation of terms will be as follows: —
- ii) "The contract" means the agreement entered into between the Board and the Supplier, as recorded in the Contract Form signed by the parties, including the printer/supplier all the attachments and appendices thereto and all documents incorporated by reference therein.
- iii) "Contract Documents" means the documents listed in the Contract Agreement, including any amendment thereto.
- iv) "Contract Price" means the price payable to the Printer/Supplier, as specified in the Contract Agreement, subject to such additions and adjustments there to or deductions there- from, as may be made pursuant to the Contract.
- v) "Completion" means the fulfillment of total supply of goods as per specifications, by the Supplier in accordance with the terms and conditions set forth in the Contract Tender and the instructions given from time to time, to the entire satisfaction of the Board.
- vi) "Goods" means all of the commodities and/or other materials that the Supplier is required to supply to the Board under the Contract.
- vii) "Related Services" and "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services and other obligations of the Supplier covered under the contract;
- viii) "Supplier" means the natural person, private or government entity, or a combination of the above and the printer whose Bid to perform the Contract has been accepted by the Board and is named as such in the Contract Agreement.

02. Entire Agreement

- i) The Contract constitutes the entire agreement between the Board and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.
- ii) No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto

03. Specification and Standard: -

The goods supplied under this contract shall conform to the standard mentioned in the specifications and standards mentioned in the schedule of requirements and specification.

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04. Performance Security

- i) **Performance Security/any payment of already lying with the Board is not adjustable towards the Performance Security of the present tender.**
- ii) Within 07 (Seven) days, after the Board's issue of the notification of award, the Supplier shall furnish Performance Security along with contract form personally to the Board for an amount of 10% of the contract value, validity of the contract would initially be for a period of one year which may be extendable on year-to-year basis for a maximum period of two years from the date of award of contract. In disputed cases, it will be at the discretion of the Chairman of the Board, to extend the period. It will be the responsibility of the firm to collect the order letter, MSS etc. within the stipulated period personally from Board's office otherwise such period shall be counted as delay period and deductions shall be made as specified in penalty clause.
- iii) The proceeds of the Performance Security shall be payable to the Board as compensation for any loss resulting from the Supplier's failure to complete his/her obligations under the contract to the entire satisfaction of the Board and/or on account of deduction of the amount of penalties and/or on account of any act of the bidder as defined in corrupt and fraudulent practices.
- iv) In the event of any contract amendment, the Supplier shall furnish the amendment to the Performance Security within 07 (seven) days of such amendment, rendering the same valid for the contract, as amended.
- v) The Performance Security will be released only after the final payment of the bill.
- vi) For any misuse of material supplied by the Board or for use of any non-prescribed/ sub-standard material by the firm shall result in forfeiture of the Performance Security and payment of the firm, in addition to any other action to be taken by the Board, including black listing the firm and in accordance with provisions of the tender, as per law or as deemed fit by the Chairman. The Chairman may order registration of a criminal case against the firm in case of fraudulent act of the firm for such an act. The MSS, proofs and whole material as specified in this tender have to be returned to the Board otherwise payment bill will not be processed.

05. Inspections and Tests

- i) The Board reserves the right to inspect the prescribed material such as Paper or any other materials at any time after placement of order and during the work in progress and may ask for the purchase vouchers and the orders placed with the relevant material manufacturing firms and their relevant documents.
- ii) The inspections of paper of various items under print may be conducted by the officers of the Board in the premises of the Supplier. In case of non-assistance of the firm and/or failure of the firm in having arranged the paper a penalty of @ of Rs.5000/- per visit in addition to the actual expenditure incurred by the Board on visiting the firm shall be imposed.
- iii) If at any stage any inspected Goods fail to confirm to the specifications, the Board has the right to reject them and ask the Supplier to either replace the rejected goods or make all alterations necessary to meet specification requirements free of cost to the Board, within a period of 10 (Ten) days of intimating such rejection or within the period as specified by the Chairman and the Board will have also the right to take any action against the firm in accordance with the provisions of tender, law or as deemed fit by the Chairman, in addition to replacement of the defective Goods.

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- iv) The Board's right to inspect, where necessary, reject the Goods after the Goods' arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, and passed by the Board or its representative prior to the Goods dispatch from the place of Supplier.
- v) Nothing in Clause 7 shall in any way release the Supplier from any warranty or other obligations under this contract.
- vi) The Board reserves the right to inspect at the premises of the Supplier at any time where the paper is stored to ascertain the use of prescribed paper and the Board shall have also the right to check the documentary record of the firm.
- vii) Board may take samples of finished/unfinished allotted items at random for technical test checking and may get it tested in all respects from any reputed lab/labs. or the Official Machine. The supplier will bear the cost of such lab tests.
- viii) Physical verification of firm can be done by board before or after giving the work order.

06. Packing and documents

The packing of stationery items should be as per specification laid down in section-5

07. Delivery and Documents

- i) Time of delivery of the items of the prescribed specifications and high quality shall be essence of the contract. The prescribed time limit for the job will begin next day from the date of issuance of the order letter and MSS. 02 (Two) days will be given extra for preparation & submission of proofs in the Board's office The penalty will be imposed for late supply as specified in the Schedule of delivery.

08. Incidental Services

- i) As specified in the Contract Form, the Supplier is required to provide all work-related services, including loading/unloading at the points of dispatch and receipt. No extra payment will be made by the Board except of Rates given by the bidder.
- ii) No additional costs will be borne by the Board towards such services

09. Terms of Payment

The Office will entertain the Bill received in triplicate along with delivery vouchers and printed samples and will make effort for making Payment after retaining 20% amount from the Bill. 80% amount of Bill shall normally be paid within 30 working days after delivery of respective whole quantity. The remaining 20 % amount of Bill shall be paid after receipt of the following Documents: -

- i) Original MSS and all approved Proofs
- ii) Acknowledged delivery receipts from the official of the Board.

10. Prices

Prices charged by the Supplier for Goods delivered under the contract shall not vary from the prices notified in the award of contract.

11. Contract Amendments

No variation modification in the terms of the contract shall be made except by written amendment signed by the parties.

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12. Assignment

- i) Neither the Board nor the Supplier shall assign, in whole or in part, its obligations to perform under the contract, except with the prior written consent of the other party.
- ii) No bidder is allowed to sublet the contract awarded to his firm and not even allowed to get any of the jobs done from any other firm.

13. Delay in the Supplier's Performance

- i) Delivery of the Goods as per specifications and Performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Board in the Bid Submission form and Price Schedule, to the entire satisfaction of the Board with a pre-agreed sanction regarding deduction of liquidated damages for delay from the supplier's bill as specified in Section-9 criteria for imposition of Penalties.
- ii) In case of an inordinate delay in the supply of the goods/any unexcused delay by the Supplier in the Performance of its delivery obligations hurting the image of the Board/Govt. shall render the supplier liable to any or all of the following sanctions in addition to deduction of the liquidated damages mandatory to be imposed as mentioned above and as per clause in Section-9: —
 - a) Forfeiture of its Earnest Money, Performance Security and payment of bills.
 - b) Termination of the Contract for defaults.
 - c) Black Listing of the firm.
- iii) Any other action, as deemed fit by the Chairman/Secretary. If at any time during Performance of the contract, the Supplier should encounter conditions impeding timely delivery of the Goods, the Supplier shall promptly notify the Board in writing of the fact of the delay, it's likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Chairman of the Board shall evaluate the situation on the merits of the case and may, at its discretion, extend the Supplier's time for Performance with or without liquidated damages, in such case the extension shall be deemed to be ratified by the parties treating this as an amendment. However, it will be at the discretion of the Chairman to enter into a fresh agreement to the effect. All powers with regard to this issue rest with the chairman. No representation regarding extension in time shall be entertained after completion/cancellation of work order.
- iv) The power regarding extension of time period and for condoning the delay will be absolutely at the discretion of the Chairman of the Board, whose decision shall be final and binding in all respects.

14. Termination for Default

- i) The Board may without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, can terminate the contract in whole or part:
 - (a) If the supplier fails to deliver any or all of the Goods within the time period(s) specified in the Contract, or within any extension thereof granted by the Board.
 - (b) If the Supplier fails to perform any other obligation(s) under the contract.
 - (c) If the Supplier, in the judgment of the Board, has engaged in fraud and corruption, in competing for or in executing the Contract or has committed gross violation of the terms and condition of the tender.
- ii) In the event the Board terminates the contract in whole or in part, the Board may procure upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, the Supplier shall be liable to pay to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the Performance of the contract to the extent not terminated.

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15. Termination of Insolvency

The Board may at any time terminate the contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Board. After termination of Agreement/Contract with the 1st bidder, the Chairman/ Secretary have right to assign the work to the other bidder, if other bidder agree/willing to do the work at the same rate by the 1st bidder.

16. Resolution of Disputes/Arbitration Clauses

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 regulation of arbitration act. The sole arbitrator shall be appointed on mutual concurrence of both parties. However, it is the discretion of the **Chairman** to accept or not to accept decision of the Arbitrator. In case of any dispute the legal jurisdiction will be at courts of Bhiwani.

17. Taxes and duties

The supplier shall be entirely responsible for all taxes, duties, road permits etc.

18. Any point not covered under the terms & conditions of the tender

For any of the points arising at any stage which is not covered under the provisions of the tender, the Board's Chairman shall be the final competent authority, whose orders shall be final and binding for one and all.

19. A Negotiation can be held with the firms as per negotiation policy of the Govt. of Haryana

20. Force Majeure

- i) The Supplier shall not be liable for forfeiture of its Earnest Money, Performance Security, Liquidated Damages or Termination for Default, if and to the extent that, its delay in Performance or other failure to perform its obligations under the contract is positively the result of an event of Force Majeure.
- ii) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Board either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- iii) If a Force Majeure situation arises, the Supplier shall promptly notify the Board in writing of such conditions and the cause thereof. Unless otherwise directed by the Board in writing, the Supplier/ firm shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for Performance not prevented by the Force Majeure event.

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Section-8

CONTRACT FORM

(On Hundred Rupees Stamp Paper)

THIS AGREEMENT made the day of, 2025 between the Board of School Education of Haryana (hereinafter called "Board") of the one-part and..... (Name of Supplier) of.....(Address)..... (hereinafter called "the Supplier") of the other part.

WHEREAS the Board is desirous to get certain items manufactured and has accepted a bid by the Supplier for the supply of those items 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.:

Section	
Section 1	Brief information on bid document.
Section 2	Technical qualification criteria.
Section 3	Instructions to bidders and tables of clauses
Section 4	undertaking by the bidder
Section 5	Schedule of specifications & price schedule
Section 6	Bid submission form
Section 7	Conditions of contract
Section 8	Contract form
Section 9	Criteria for imposition of penalties

3. In consideration of the payments to be made by the Board to the Supplier as hereinafter mentioned, the Supplier 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 Supplier 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 Contract.

Signatures with seal of the Supplier/Bidder

Full Name

Full Address.....

.....

Section-09

Criteria for Imposition of Penalties

(A) Paper Quality:

(i) For use of prescribed Paper but exceeding the permissible tolerance of the substance (as laid down by B.I.S) penalty will be imposed as under: -

- a) For deviation of grammage 01-05: 2% of the total payable amount of the title.
- b) For deviation of grammage 06-10: 5% of the total payable amount of the title.
- c) For deviation of grammage 11-15: 10% of the total payable amount of the title.
- d) For deviation of grammage 16-20: 15% of the total payable amount of the title.
- e) For deviation of grammage >20: 20% of the total payable amount of the title.

(ii) If it is found that a supplier has used un prescribed/substandard paper/muslin cloth, the whole supply can be rejected by the Chairman and the supplier will have to resupply the rejected items with correct specification free of cost within 10 days or within the time period as prescribed by the Chairman or the firm will have to act as per orders by the Chairman, failing which the Chairman reserves the right to forfeit the Earnest Money, Performance security, amount of the bill of supplied of items and black-list the firm, besides imposition of any other penalty as deemed fit by him.

(iii) For all other deficiency found in the test report a penalty @ 0.5% per deficient parameter of the test norms of BIS on the total payable amount will be imposed on the printers/suppliers up to 10 points and if it is over 10 points, penalty rate would be 1% of the total payable amount.

(B) Printing/ Stapling etc.

Deduction at the following rates will be made in case of followings mistakes: -

- (i) For printing mistake. 25 paise per mistake per paper/piece.
- (ii) For poor quality of printing 25 paise per mistake per paper/piece.
- (iii) For poor quality of cloth lined 50 paise per piece/envelope.

For short supply/missing/Torn items in bundles---- Rs 5/-per missing piece of items for the whole lot and original cost of the item will not be paid.

- (i) In case of short size of items than the prescribed size a penalty of 2% of total amount of that lot item will be imposed.
- (ii) For pasting defect 25 paise per mistake per paper/piece.
- (iii) Reg. Numbering misprint 25 paise per mistake per paper/piece.

(C) Penalty on account of late submission of contract form and Performance security:

If a supplier does not submit the contract agreement form and Performance Security within 07 days after intimation of awards, in such cases penalty @ Rs. 500/- per day up to next 10 days will be imposed and thereafter it will be at the discretion of the

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Chairman to forfeit the earnest money and/or black list the firm and/or to enhance the amount of penalty and to assign the job to the next eligible willing firm.

(D) Penalty on account of non-assistance of the firm or failure to arrange the paper for inspection:

In case of non-assistance of the firm to the visiting party during inspection of the firm or if a printer fails to get inspected the paper to the visiting inspection team penalty of Rs. 5000/- per visit shall be imposed, in addition to the actual expenditure incurred by the board on visiting the firm.

(E) Penalty for unspecified defects:

For any defects of the nature not specified in the tender, it will be at the discretion of the Chairman of the Board, to impose the penalty as per merit of the case/as deemed fit by him and orders of the Chairman shall be final and binding.

(F) Forfeiture of earnest money, Performance Security and payment for the job executed or part thereof:

Earnest money and/or Performance security, and/or full/part payment can be forfeited in case of corrupt and fraudulent practice exercised by the bidding firm as detailed in Section 3 or in case of incapability of the firm to execute the job which may reflect the reputation of the Board /Govt. adversely.

(G) Penalty for non-return of Proofs/MSS/Positives etc. In case of non-submission of documents, the bill of the supplier for payment will not be processed. If any printer does not return the Proofs/MSS/Positives etc. to the Board with his bill, a penalty @ Rs.1000/- shall be imposed for each item.

(H) SCHEDULE OF SUPPLY

- (i) The prescribed time Period will start from the next day of handing over the order letter and delivery of MSS. 02 days will be given extra for preparation & submission of proof/material etc. in the Board's office. The firm may submit the proofs personally to the Board's office, Bhiwani by sending a special messenger to avoid delay. Proof reading time will be given extra. Schedule of delivery will be as follows:
- (ii) Whole quantity delivery to be made within the prescribed time limit after issuance of work order and handing over the M.S.S. The whole work is to be completed and goods supplied in the stipulated time, failing which the firm will be liable to imposition of penalty for the late execution of the job on the part job executed late, payable as per as under:

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(I) For delay:

- | | |
|-------------------------------|------------------------------|
| a) For delay up to 05 days | = 2% of the payable amount. |
| b) For delay up to 06-10 days | = 5% of the payable amount. |
| c) For delay up to 11-15 days | = 10 % of the payable amount |
| d) For delay beyond 15 days | = 15 % of the payable amount |

Note: If an item is supplied by the firm in parts, the penalty on account of delay will be imposed on amount of the remaining quantity.

However, in case of emergent situation, Chairman, Board of School Education Haryana shall have the power to extend the time period of the supply on request/ application of the firm before completion of work.

Chairman of the Board shall have the power:

Besides above, the Chairman reserves the right to cancel the supply order in case the supply order is not honored or the work is not completed within the prescribed time limit, forfeit the entire amount of security, blacklist the firm and recover the difference of cost what-so-ever in getting the goods supplied and allot the work to any other party. In case however, the firm does not start submitting the proofs within 5 days after placing the order action as deemed fit by the Secretary will be taken against the bidder. Chairman of the Board may impose penalty in case of nature of mistakes not covered in this tender. In case the payment of the bill has already been made, the recovery of amount of penalty can be made from any of the pending/ subsequent bills of the firm.

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CHECK LIST

Sr. No.	Name of the Document	Available on page No.
1	Scanned copy of Hard copy of deposited cost of tender Rupees 2,000/- (Two thousand only)	
2	Scanned copy of Hard copy of deposited earnest Money of tender Rupees 60,000/- (Sixty thousand only)	
3	Undertaking of the Bidder as per Section-4 on 100/- stamp Paper	
4	Scanned of Certificates of satisfactory completion of the printing job work allotted to the firm in the last three years.	
5	The firm must have minimum average annual financial turnover (as certified by the Chartered Account) during the last three years, ending 31 st March of the previous financial year, should not be less than 30% of the value of the work	
6	Registration certificate of the firm.	
7	GST Registration Certificate and PAN of Firm	
8	Certified samples of the paper/ Muslin cloth (bearing the seal mark of the dealer/distributor/Miller) along with cloth lined.	
9	Sample as per Specifications as per Clause-II of Section-05	