BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Quotation Notice

Quotation Notice No. 64/Gen Date:- 02/09/2026

Subject: Preparation of Digital Signature.

Quotations are invited for Preparation of Digital Signature as per specification enclosed Annexure–I, subject to the terms and conditions mentioned in Annexure-II. Quotations must reach to E-mail address: *ratesbseh@gmail.com* latest upto 02:00 PM on 09/09/2026.

In case the quotationer does not implicitly follow all these instructions terms and conditions (as in Annexure-II) quotations cannot be considered. The maximum period of delivery is 05 days from the date of placing the orders.

Quotations will be opened on the same day subject to availability of competent authority.

Assistant Secretary (General)
for Secretary

Annexure-I

Items Requirement List

No.: 64/Gen Date: 02/09/2026

Sr. No.	Description of item	Quantity Required	Cost of item to be quoted by the quotationer including all taxes in figure and words
1.	**Digital Signature** Class III with Encryption, Combo with Token Validity 01 year Type:- Organization	04	Rs. _____ per piece In words _____
2.	**Digital Signature** Class III with Encryption, Combo with Token Validity 02 years Type:- Organization	03	Rs. _____ per piece In words _____

(Space to be used by the Quotationer for quoting the rates of the items both in figure and words. The same Annexure is to be sent back to board after filling up the rates by email. The quantity of above items can be increased/decreased by this office.)

It is certified that the instructions, terms and conditions of the Quotation Notice are acceptable and the rates of the items in Annexure-I quoted by me are correct.

1. Name of Quotationer _____
2. Name of Firm/Agency _____
3. Address of Firm/Agency _____
4. PAN No. _____
5. GST No. (Mandatory) _____
6. Mobile No./E-mail Id _____
7. Reg. No. of the firm/agency _____
8. Name of the Bank in which Quotationer has account _____
9. Name of the Branch of the Bank _____
10. Account No. of the Quotationer _____
11. I.F.S.C Code of the Bank Branch _____
12. It is certified that this firm is not debarred by department of Industries & commerce or any other Govt. Department/Agency of the State.
13. It is certified that goods will be provided as per rate given by my firm and there will be no difference in rate for next 120 days.

Signature of Quotationer
With seal/stamp

To

The Asstt. Secretary (General)
Board of School Education Haryana,
Bhiwani-127021

TERMS AND CONDITIONS

ANNEXURE-II

1. **All quotations will be deemed to be for F.O.R. Destination unless otherwise specified in the quotation and should include packing and forwarding charges and must not be "ex-works" "ex-go down", "ex-mills", etc.**
2. If quoting otherwise than F.O.R. Destination, insurance charges to destination may please be separately stated.
3. Unless the goods offered are of recognized popular standard makes and full specifications have been stated samples bearing stamp, seal and signature must in all cases accompany all quotation for all items quoted for. It is necessary that samples must reach this office before or at the latest by the due time and date of opening quotations.
4. Samples received are not paid for and should be sent freight paid. Those returnable at suppliers request, arrangement and cost if called for within 60 days from opening date.
5. In cases where full specifications are not incorporated in the enquiry or where alternative specifications are quoted for the suppliers own specifications should be stated in full for the articles quoted for any illustrative literature available duly stamped and signed should also accompany.
6. In all cases the country of manufacture and unit of measurement must be prominently stated. The unit should usually be the one stated in the enquiry.
7. All containers will be deemed to be non-returnable, unless when specifically stated otherwise in the quotation.
8. **The minimum period of delivery from date of placing the order should be specified.**
9. **All quotations will be deemed valid for at least 30 days from and excluding the date of opening of tenders.**
10. The approved sample will be sealed and signed in the office immediately by you on the receipt of the order.
11. A sufficient number of samples according to the approved pattern for supply of one each to the Joint Secretary/Deputy Secretary/Assistant Secretary and two spares will be supplied by you and got approved from this office in the first instance within **05** days from the date of issue of

this order. A sample of these will be forwarded to the Joint Secretary/Deputy Secretary/Assistant Secretary for comparing the supply.

12. (i) The inspection of the goods be carried out by the consignee at destination and rejected goods will have to be removed by you within 10 days of dispatch of advice from Joint Secretary/Deputy Secretary/Assistant Secretary, failing which the goods will lie at your risk.

(ii) The rejected goods must be replaced by you within 15 days of the dispatch by the Joint Secretary/Deputy Secretary/Assistant Secretary of a registered notice intimating that the goods have been rejecting failing which the Secretary, Board of School Education Haryana, Bhiwani will be entitled to make risk purchases without any further reference to you.

(iii) if you claim that the goods supplied by you are strictly according to the approved sample you may file an appeal with the **Secretary, Board of School Education Haryana, Bhiwani** under intimation to the **Joint Secretary/Deputy Secretary/ Assistant Secretary** within 5 days of the receipt of the registered notice from the **Joint Secretary/Deputy Secretary/Assistant Secretary.** Where such an appeal has been filed and **Joint Secretary/Deputy Secretary/Assistant Secretary** will hold the goods with him till the final decision of the **Secretary, Board of School Education Haryana, Bhiwani.**

13. The supply must be completed satisfactorily with in the stipulated period, failing which the **Secretary, Board of School Education Haryana, Bhiwani** reserves the right to purchase or to allow purchase of goods at your risk, provided that where goods are not supplied according to the muster pattern and on account of urgency of the demand the **office** decides to retain the interior goods you will be entitled to received payment not at the contract but at the rate fixed by the **Secretary, Board of School Education Haryana, Bhiwani** with due regards to the quality of the material supplied.

14. **Your quotations may be accepted in part or whole.**

15. In case your rates are good for a certain period, postings of the acceptance on the last day will be acceptable to you.

16. In case of controlled goods by the Government the quotation must be sent subject to the control rate and other conditions and you will be paid at the controlled rate or rate offered by you whichever is lower.
17. In case of any dispute the decision of the **Secretary, Board of School Education Haryana, Bhiwani** shall be final and binding on you.
18. The firm must be supplied genuine and good quality items as per supply order within stipulated time failure in this, the firm can be debarre/blacklist as decide by the **Secretary, Board of School Education Haryana, Bhiwani** and this decision also binding on you.
19. The contractor shall dispatch material "freight paid" in all cases where their offer is F.O.R. Destination.
20. All above conditions will be enforced, unless written orders of **Secretary, Board of School Education Haryana, Bhiwani** are obtained relaxing any specific condition in any specific instance.
21. The quotations not strictly in accordance with the above conditions are liable to be rejected without considerations.
22. Without prejudice to other rights of the **Secretary, Board of School Education Haryana, Bhiwani** or the **Joint Secretary/ Deputy Secretary/ Assistant Secretary** the contractor shall be liable to pay at the rate of ten percent of the value of the order by way of liquidated damages which shall be recoverable from any amount due to the contractor whether under this or any other contract of account.
23. The firm should not be debarred/ blacklisted by the department of Industries & Commerce or any other government department/agency of the state.