

# BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

TENDER NO.- BSEH/Tender/2025/49 /A-4 Paper

Date-20-02-2025

Tender Fee 1000/- (Non-refundable)



## Tender Document For Purchase of A-4 Size Paper

Secretary  
Board of School Education  
Haryana, Bhiwani-127021

Signature of Bidder with Seal

# 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 A-4 Size Paper
3.	Tender Type	Open
4.	Tender Category	Goods
5.	Tender fee (non-refundable and non-adjustable)	Rs. 1,000/- (One Thousand only)
6.	Earnest Money Deposit (EMD)	Rs. 10,000/- (Ten Thousand only)
7.	Bid Document Download Start Date	20-02-2025
8.	Bid Submission Start Date	20-02-2025
9.	Last date and time for Bid Submission.	11-03-2025 (10:00 AM)
10.	Date and time of opening of technical Bids	11-03-2025 (10:30 AM)
11.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
12.	Period for completion of Supply Order	10 Days from the next day of placing the Supply Order.
13.	Validity of Bids	Up to 180 days from the date of opening the Technical Bids
14.	Validity of Contract	Validity of Contract will be for One Year which can be extended for further two years on the basis of satisfactory performance of the firm/Agency.

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## Notice for Re-Inviting E-Tender

The Board of School Education Haryana, Hansi Road, Bhiwani invites re-tenders under **Two Bid System** for Purchase of A-4 Size Paper as detailed in the tender document. *For participation in the bid, agencies will fill the complete tender form available at the Board's Website <https://bseh.org.in> and <https://etenders.hry.nic.in> as per schedule as given in CRITICAL DATES as under. Interested agencies may download the tender document from Board's Website <https://bseh.org.in> (for perusal /reference only):*

### Critical Dates

Subject	Date and Time
Bid Document Download Date	20-02-2025
Bid Submission Start Date	20-02-2025
Bid Submission End Date & Time	11-03-2025(10:00 AM)
Technical Bid Opening Date & Time	11-03-2025(10:30 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 regular visit/check the website. The cost of bid document is Rs. 1000/- (Rupees One thousand only) which is non-refundable and Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) be submitted online through E-tender portal and the Proof of deposited slips should be enclosed /uploaded with the Technical Bid.

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

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

**Address:**

**Board of School Education Haryana,**

**Hansi Road, Bhiwani-127021**

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

**Mob. 9729095120, 9306157172, 9050248621**

**SECRETARY**

# BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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## 1. **BACKGROUND-**

- 1.1. The Board of School Education Haryana, Bhiwani (BSEH) (hereinafter also referred to as the “Board”) came into existence in 1969 as per Haryana Act No. 11 of 1969 with its head-quarters at Chandigarh later shifted to Bhiwani in January 1981. The mission of BSEH is to prescribe relevant syllabi and text books, Fairly and Timely conducting of examinations, evaluation and declaration of results, Using information and communication technology in Board working to provide better services to stakeholder etc.
- 1.2. The detailed Physical Specifications and Quantity of the A-4 Size Paper are as under:

Sr. No.	Particulars	Specifications	Quantity
1.	A-4 Size Paper	GSM : 75 Size: 210 X 297MM Colour: White No of Sheets per Ream-500 Standard Mark As Per IS : 14490:2010	1500 Reams

## 2. **INSTRUCTION TO BIDDERS-**

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

## 3. **TECHNICAL QUALIFYING CRITERIA** :- The bidder must possess minimum eligibility criteria mentioned here under to participate in the tender:-

- Tender Fee Rs. 1000/-(One thousand Only) and EMD Rs. 10,000/- (Ten thousand only)
- The bidder must have GST Registration and PAN number.
- Undertaking as per Annexure-I by the firm on Non-Judicial Stamp paper of Rs. 100/- duly attested by Notary.
- The bidder must attach an undertaking having experience in this field. Attach at least one supply order.
- Annual Turnover of the firm must be 05 Lakh of last two financial year i.e. 2022-23 & 2023-24. Balance Sheet and C.A. certified report must be attached.

## 4. **VALIDITY OF RATES** :- The rates quoted in the tender must remain valid for 180 days from the date of opening of **Technical Bid**. Rates will not be changed under any circumstances. The rate should be quoted in Indian rupees and also should be indicated both in words and figures. If the rates quoted in figure and words are different, the amount in words only will be considered. The unit’s price should be for the same unit indicated in the tender notice. Prices should be inclusive goods delivery (F.O.R) to the Stationary Store in Board of School Education Haryana, Bhiwani. The rate should be inclusive of all charges and taxes etc. wherever applicable and the chargeable amounts should be clearly mentioned in one sheet. In absence of any specific mention the rate shall be assumed to be inclusive of all taxes.

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5. **VALIDITY OF CONTRACT:** Validity of Contract will be for One Year which can be extended for further two years on the basis of satisfactory performance of the firm/Agency.

6. **INSPECTION & DELIVERY PERIOD:-** Goods/Paper to be supplied within 10 days from next day of issuance of supply order. Supply to be made at the Board's office, Bhiwani.

In case of defective supply/paper of inferior quality the same has to be replaced by the supplier at its own cost.

## 7. **CLARIFICATIONS**

7.1. Board shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, Board reserves the right to not respond to any question or provide any clarification, in its sole discretion.

7.2. Board may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by Board shall be deemed to be part of the Tender Document.

## 8. **AMENDMENT OF TENDER DOCUMENT**

8.1. At any time prior to the Bid Due Date, Secretary, Board of School Education, Haryana may for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Tender Document by the issuance of Addendum.

8.2. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Board may, at its own discretion, extend the Bid Due Date.

## 9. **RIGHT TO ACCEPT AND TO REJECT ANY OR ALL BIDS**

9.1. Notwithstanding anything contained in this Tender Document, Secretary, Board of School Education Haryana, Bhiwani reserves the right to accept or reject any or all Bids at any time during the Bidding Process without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reasons thereof.

## 10. **TENDER FEE & BID SECURITY (EMD)-**

10.1. The cost of this bid document is Rs.1000/- (One Thousand only) [non-refundable] and an amount of Rs. 10,000/- (Ten Thousand only) should be deposited as EMD for participating in tender process. Slips of deposited Tender Fee and EMD should be enclosed /uploaded with e-tender documents failing which tender will not be considered.

The MSME firms/agencies only registered in Haryana will be entitled for exemption as per the instructions issued by the Govt. of Haryana from time-to-time, the proof of the firm having MSME must be enclosed/upload with the tender documents.

10.2. EMD has to be deposited through online mode.

10.3. EMD of unsuccessful Bidders will be returned through the online payment portal.

10.4. EMD and Performance Security of successful bidder will be returned after satisfactory completion of work and final payment of the bill.

10.5. EMD shall be forfeited as damages without prejudice to any other right or remedy that may be available to the Board under the Bidding Documents or otherwise, under the following conditions:

a) If a Bidder submits a non-responsive Bid;

b) If the Bidder withdraws its Bid during the Bid Validity Period as specified in this TENDER DOCUMENT and as extended by mutual consent of the respective Bidder(s) and the Board;

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- c) If the Bidder submits a conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.
- d) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
- e) Any other conditions, for which forfeiture of Bid Security has been provided under this Tender Document.

## **11. RIGHT TO VARY SCOPE OF WORK AT THE TIME OF AWARD-**

- 11.1. Secretary, Board of School Education Haryana, Bhiwani reserves the right to vary the quantity.
- 11.2. Secretary, Board of School Education Haryana, Bhiwani may at any time, by a written order given to the Bidder, make changes to the Scope of the work.

## **12. TERMS & CONDITIONS-**

- 12.1. Secretary, Board of School Education Haryana, Bhiwani reserves the right to reject the Application/ Bid of any Bidder who is a defaulter to the Board.
- 12.2. Response submitted by Fax, E-mail, Offline or any form other than mentioned above will not be accepted and liable to be rejection.
- 12.3. It will be understood that the Bidders have quoted their rates after inspection of the site(s).
- 12.4. In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly if successful contractor fails to commence the work within stipulated time, the amount of earnest money will also be forfeited besides blacklisting the firm.
- 12.5. For any situation/reason beyond control of the bidder, the extension of time may be granted on an application/request of the bidder before completion of work. No claim for any compensation during the extended period shall be entertained and the Board decision in this regard shall be final.
- 12.6. **PERFORMANCE SECURITY:-** The successful bidders shall furnish Performance Security an amount equal to 10% of the contract value through RTGS in favour of “Secretary, Board of School Education Haryana, Bhiwani”. Performance Security and Agreement to be furnished within 07(Seven) days from the date of issuance of intimation letter regarding acceptance of Bid, failing which a penalty of Rs. 100/- per day will be imposed.
- 12.7. 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 should bring authority letters from their firm.

## **13. ARBITRATION CLAUSE:-**

All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulations of arbitrator. In case of any legal dispute the jurisdiction will be Bhiwani. The sole arbitrator shall be appointed on mutual concurrence of both parties. It is the discretion of the Chairman to accept or not the decision of the Arbitrator.

## **14. BLACKLISTING THE FIRM :-** If a firm which is awarded the contract violates any of the term & condition, it shall be black listed & its EMD and Performance Security will be forfeited.

- 14.1. The Secretary, Board of School Education Haryana, Bhiwani reserves the right to reject any bid which does not fulfill the conditions stipulated in the tender i.e., the bids not qualifying the specifications specified in the tender and other conditions stipulated in the tender will be rejected.

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- 14.2. The Secretary, Board of School Education Haryana reserves the right to cancel the tender without assigning any reason thereof.
- 14.3. All Bidders/Vendors must quote the rates inclusive all of taxes. Transport and labour charges etc. shall be borne by the Firm/Agency.
- 14.4. The office will not provide any road permit to the successful bidder for the supply of the material at for destination.
- 14.5. In case of any dispute, the courts at Bhiwani only will be the legal jurisdiction.

## **15. PAYMENTS-**

- 15.1 The 100% payment will be made after supply and inspection of the goods.
- 15.2 Additionally, all payments to be made to the Agency shall be inclusive of all statutory levies duties, taxes and other charges whenever levied/applicable. Any increase in rates of all applicable direct or indirect taxes (central or state or local), rates, duties, charges and levies (central or state or local); will be to the account of Agency. The Agency shall also bear all personal/income taxes levied or imposed on its personnel on account of payment received under this work. Agency shall further bear all income/corporate taxes, levied or imposed on account of payments received by it from the BSEH for the work done.

## **16. PENALTY CLAUSE-**

- 16.1. In case of late delivery:  
If the items are not supplied within the stipulated time period, the penalty will be imposed as under:-
  - i) For delay up to 05 days – 2% penalty on the payable amount.
  - ii) For delay up to 10 days – 5% penalty on the payable amount.
- 16.2. In case of non-supply of Item by the firm/supplier after getting the supply order, EMD and Performance Security deposited by the firm will be forfeited and firm will be blacklisted for a specific period.

## **17. FRAUD AND CORRUPT PRACTICES-**

- 17.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the LOI (Letter of Intent) and during the subsistence of the commissioning etc.
- 17.2 If a Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the LOI, such Bidder shall not be eligible to participate in any tender or TENDER DOCUMENT issued by the Board during a period of 2 (two)years.

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## Bidder's Profile

1.

- (a) Name of the Firm/Agency:\_\_\_\_\_
- (b) Address of the Firm/Bidder:\_\_\_\_\_
- (c) GST No:\_\_\_\_\_
- (d) PAN :\_\_\_\_\_

2. Particulars of the Authorized Signatory of the Bidder:

- (a) Name:\_\_\_\_\_
- (b) Designation:\_\_\_\_\_
- (c) Address:\_\_\_\_\_
- (d) Phone /Mobile Number:\_\_\_\_\_
- (e) Email ID:\_\_\_\_\_

Wherever applicable submit documentary evidence to facilitate verification.

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

Signature of the Authorized Signatory with date & seal



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## UNDERTAKING Annexure-I (On Stamp paper Of Rs. 100/-duly attested by notary)

Tender No. \_\_\_\_\_

Dated: \_\_\_\_\_

To  
The Secretary  
Board of School Education Haryana,  
Bhiwani-127021

(Name of the Firm/Agency/Company)  
Name of the tender  
Due Date of Tender

Dear Sir,

1. Having read the conditions of contract and service to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the required Goods/Paper with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake; to enter into agreement as early as possible or being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
3. If our Bid is accepted, we will furnish the 10% Performance Security of the contract value for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent Re-placement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.
8. That our firm is not blacklisted/debarred from Central Govt/State Govt/Board/University

Dated this ..... Day of .....

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature

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## Financial Bid

To,  
The Secretary,  
Board of School Education Haryana,  
Hansi Road, Bhiwani-127021

TENDER DOCUMENT REF. NO.: \_\_\_\_\_

**Subject: "Financial Bid For Purchase of A-4 size Paper".**

Dear Sir,

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

S. No.	Particulars	Specifications	Quantity	Time allowed	Rates to be quoted per Ream inclusive all of taxes & delivery to be made at Board's Stationery Store, Bhiwani
1.	A-4 Size Paper	GSM : 75 Size 210 X 297MM Colour White No. of Sheet per Ream-500 Standard Mark As Per IS : 14490:2010	1500 Reams	10 days	Rs. _____ (per Ream) In words _____ _____

1. All Bidders/Vendors must quote their rates inclusive all of taxes.
2. It is the responsibility of firm/Agency/ delivered at the Board Office at its own cost. Transport and labour charges etc. shall be borne by the Firm/Agency.
3. Time period will start from the next day of placing the supply order.

For And On Behalf Of \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company Seal

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## CHECKLIST FOR TECHNICAL BID

Sr. No.	Name of document	Attached at Page No.	Remarks
1.	Tender Fee 1000/- and EMD Rs. 10,000/- Deposit slip		
2.	Copy of GST Registration .		
3.	Copy of PAN Card.		
4.	Undertaking having experience in this field and at least one supply order.		
5.	Annual turnover of the firm must be 05 Lakh of last two financial year i.e. 2022-23 & 2023-24. Balance Sheet and C.A. certified report must be attached.		
6.	Undertaking as per Annexure-I on stamp paper of Rs. 100 duly attested by Notary.		

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