



Board of School Education  
Haryana, Bhiwani

## **BID DOCUMENT FOR ELECTRONIC TENDERING**

**EMPANELMENT FOR PRINTING AND  
SUPPLY OF  
VARIOUS STATIONERY ITEMS FOR YEAR 2021-22**

## TENDER DOCUMENT

### FOR PRINTING AND SUPPLY OF VARIOUS STATIONERY ITEMS FOR THE YEAR OF 2021-22

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## SECTION-1

### BRIEF INFORMATION ON BID

Tender No.	709/Pub/ P-1. Dated 16-09-2021
Mode of Bid submission	Online Through <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>
Time for Completion	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 Office. Time taken by this office for proof reading is excluded in said time period.
Last Date and time of Bid submission	25-10-2021 up to 11:00 AM
Date and time of opening of Technical Bids	25-10-2021 at 11:30 AM
Date and time of opening of financial bids for technically qualified bidder	26-10-2021 12:30 P.M.
EMD	Rs. 40000/ (Rupees Forty thousand only)
Cost of Tender Document	Rs. 2000 + E-Service fee
Validity of Bid	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 three years.
Material to be supplied at	Publication Store, Board of School Education Haryana , Bhiwani
Approximant cost of project	20,00,000 (Twenty Lakh )
Board's G.S.T. NO.	<b>06AAALB0940Q1Z4</b>

**Note:-** Hard copy of depositing E.M.D. and cost of tender document are to be placed in the sealed envelopes for specimens of paper etc which is to be submitted before last date or on the last date of submission of online bids. Scan Copies of Hard copy of deposited of E.M.D. and cost tender document are to be submitted along with the online technical bid also.

# Notice For Inviting Tender

## BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Board of School Education Haryana, Bhiwani invites online bids from established printers having minimum three years experience in the field of printing and supply of Various Stationery Items for the Year of 2021-22, as per detail given below:-

- |       |   |                           |
|-------|---|---------------------------|
| (i)   | No. of Stationery items to be printed & Supplied                                      | = 89                      |
| (ii)  | Cost of Bid Documents Rupees  | = 2000                    |
| (iii) | Earnest Money   | = 40,000                  |
| (iv)  | Last date of submission of online bids  | = 25-10-2021 11:00 AM     |
| (v)   | Date and time for opening of online Technical Bids.                                   | = 25-10-2021 11:30 AM     |
| (vi)  | Date and time for opening of online Financial Bids for technically qualified bidder . | = 26-10-2021 at 12:30 P.M |

**Note:-** Bids shall be submitted through e-tendering only. For further detail, visit website <https://etenders.hry.nic.in>. The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. Bidders are advised to be present at the time of opening of bids.

**Secretary,  
Board of School Education Haryana,  
Bhiwani.**

### NOTICE INVITING TENDER

e-Tender is invited as mentioned in Section-2 for Stationery items in a single stage two cover request for Technical Bid (online Bid under Technical Envelope) and request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope)

The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in> The Bidders shall have to pay Tender documents cost & E.M.D. through online.

The Bidders can submit their tender documents online only as per the dates mentioned in the key dates.

### Key Dates

Sr.No.	Deptt. Stage	Contractor Stage	Start date and Time for bids submission	Expiry Date and Time for bids submission
1.	_____	Download Tender, Online Bid Preparation & Submission	16-09-2021	25-10-2021 up to 11:00 AM
2.	Opening of Technical Bids	_____	25-10-2021 at 11:30 AM	
3.	Opening of Financial/Price-Bids of Eligible Bidders	_____	26-10-2021 at 12:30 PM	

Important Note:

- 1) The bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder fails to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

Bidder can rework on his/her bids even completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.

### GENERAL:

Bidding documents (Technical Bid and Financial Bid) to be submitted online via e-procurement website: <https://etenders.hry.nic.in> latest by 11:00 hrs on Dated 25-10-2021

The tender documents can be downloaded from e-procurement website <https://etenders.hry.nic.in> .

### Opening of Bids

The technical bids will be opened at 11:30 hrs on 25-10-2021 ,by the committee constituted by the Chairman, Board of School Education Haryana, Bhiwani.

The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose.

The competent authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Chairman, Board of School Education Haryana, Bhiwani shall be final and binding.

## **Instructions to bidder on Electronic Tendering System**

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

1. The digital signature of the authorized user will be binding on the firm.
2. Tender document can be download from website <https://etenders.hry.nic.in> and Board website [www.bseh.org.in](http://www.bseh.org.in) .
3. The bidders are strictly advised to follow the date and time as indicated in the online notice inviting tender. The date and time shall be binding on all bidders.
4. The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries and all terms and conditions except the rates (price bid).
5. The bidder shall quote the prices in online price bid format.
6. If bidder fails to complete the online bid preparation and submission stage on the stipulated date and time, his/ hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.
7. For further details please log in <https://etenders.hry.nic.in> .

**IMPORTANT NOTES:—**

- 1. The price of this tender document is Rs. 2000 + (E-Service Fees) non-refundable which is to be deposited through online only.**
- 2- The Bids must be accompanied with an Earnest Money of Rs 40,000/- (Forty thousand only ) which is to be deposited through online only.
- 3- The technical bids shall be opened at 11.30 A.M. on 25-10-2021 in the presence of the Bidders or their authorized representatives, who may wish to be present. If the date of opening of technical bid happens to be a holiday it shall be opened on next working day at the same place and time.
- 4- The Samples of Stationery Items to be printed, can be seen during office time in the Office of the Assistant Secretary (Publication), Room No 78, Board of School Education Haryana, Bhiwani on any working day till one day prior to the closing date.
- 5- Bid Document can be downloaded from the website :[https:// etenders.hry.nic.in](https://etenders.hry.nic.in) and Board website [www. bseh.org.in](http://www.bseh.org.in) .
- 6- Financial Bids of only technically qualified printers shall be opened.
- 7- The contract would initially be for a period of one year which may be extended on year to year basis for maximum period of three years.
- 8- The time for delivery of the Stationery Items is mentioned in Section-2 which will be treated from the next day of issuance of work order letter. 02 days will be given extra for preparation & submission of proof in the Board Office. Time taken by this office for proof reading is excluded in the said time period.
- 9- The delivery of the Stationery Items shall be made at Publication Store, Board of School Education Haryana, Bhiwani by the Bidder.
- 10- In case of any dispute, Board and the supplier shall make every effort to resolve the dispute amicably by direct informal negotiations and if after such negotiations they are unable to resolve the dispute amicably then either party may require that the dispute be referred for resolution to the formal mechanism specified in clause 19 (iii) of section 7 for arbitration. Only after the decision of arbitration, either party can approach the court of law and for this purpose the legal jurisdiction will be Bhiwani (Haryana).
- 11- The Board's Address is :—**  
 Board of School Education Haryana,  
 Hansi Road, Bhiwani-127021.  
 Email: [aspub@bseh.org.in](mailto:aspub@bseh.org.in)  
 Website [www.bseh.org.in](http://www.bseh.org.in)  
 Phone No 01664-243336
- 12- Important Mobile Numbers:-**  
 Assistant Secretary (Publication)      9813601692  
 Superintendent (Publication)      9034601468



## Section 2

### Invitation for Bids

The Secretary, Board of School Education Haryana, Bhiwani invites Bids, complete in all respects as per Tender document contents from the eligible bidders for the supply of stationery items of printed with make of paper as specified below in Table – A

**TABLE- A**

(The Board has the right to increase/decrease the quantity of any items)

Sr. No.	Name of item & Description	Size & Printing	Quantity	Time allowed
1	A-9 Contingent Proforma	7½ "x10" both side ruling & printing as per MSS.	7000	30 days
2	A-15(a) Register	8½"x13½" after folding both side printing & ruling as per MSS.	10 Registers (100 leaves each duly Sr. No. 1 to 100)	30 days
3	A-15 Proforma	10"x15" both side Printing as per M.S.S.	10,000 Copies ( 500 copies each packing in 6mm plastic stap in cross)	30 days
4	A-28 T.A Bill Register	8½"x13½" after folding both side printing & ruling as per MSS	06 Registers (200 leaves)	30 days
5	A-28 T.A Bill Register	8½"x13½" after folding both side printing & ruling as per MSS	06 Registers (100 leaves)	30 days
6	A-31 Bill Register	13½"x17" after folding both side printing & ruling as per MSS	05 Registers (100 leaves)	30 days
7	A-37 ECR Pages	15"x20" after folding both side printing stop & cross ruling as per MSS	2000 Pages	30 days
8	A-44 Income Register	8 ½ "x 13 ½ " after folding Both side ruling & printing as per MSS	15 Registers (100 leaves each duly Serial No. 001 to 100)	30 days
9	A-62 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)	30 days
10	A-64 Register	17 "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
11	AB-R (A/B Record Proforma)	8½"x13½" Single side printing as per MSS	5000	30 days
12	Absentee Proforma Supdt.	8½"x13½" Both side printing as per MSS	3000	30 days
13	BD-1 Stock Register	10"x15" after folding both side printing and Ruling as per MSS	30 Registers (100 leaves each duly Serial No. 001 to 200)	30 days
14	BD-1 Stock Register	10"x15" after folding both side printing and Ruling as per MSS	06 Registers (200 leaves each duly Serial No. 001 to 400)	30 days
15	CAS-5 Proforma	8 ½ "x13 ½ " Both Side Printing as per MSS	1000 copies	30 days
16	CS-11 Press copy (A-4 Size)	8 ½ "x11 ½ " Single Side Printing as per MSS	20,000 copies (40 copies with staple each set)	30 days
17	CS-12 Office copy (A-4 Size)	8 ½ "x11 ½ " Single Side Printing as per MSS	20,000 copies (40 copies with staple each set)	30 days
18	CS-13 (Marking Ins. & Model Answer) (A-4 Size)	8 ½ "x11 ½ " Single Side Printing as per MSS	20,000 copies (40 copies with staple each set)	30 days
19	Cert-501 Verification Booklet	8½"x13½"Single side printing & Ruling as per MSS. Perforation be done through ¾ " of top side as per MSS	20 booklets (100 leaves each)	30 days

20	C-18 (Supdt. File)  i ) title cover  C-18 C18(a)=2 C-18(b)=2 C-18(d)=3 C-18(e)=1 C-18(f)=6 C-18(h)=6 C-18(i)=1 C-18(j)=2 C18(m)=2 C-18(n)=2 C-18(o)=1 C-18(p)=2 C-18(q)=1 C-18(r)=1 C-18(s)=4 C-18(t)=4 C-1 =1 C-2 =1	Each booklet contain 39 leaves duly wire stitched at 2 places title cover extra as per details given below:-  10"x15" after folding single side printing on craft paper  7½"x10"single sidePrinting 10"x15"single side Printing 10"x15"single side printing 7½"x10"single side printing 7½"x10"single side printing 10"x15"both side printing 10"x15"both side printing 7½"x10"single side printing 10"x15"both side printing 7½"x10"single side printing 10"x15"single side Printing 7½"x10"single side printing 7½"x10"single side printing 10"x15" after folding both side printing 10"x15" after folding both side printing 8 ½"x11 ½ Single side printing 8 ½"x11 ½ Single side printing	3000 Sets  1 leaf  1 leaf 2 leaves 2 leaves 3 leaves 1 leaf 6 leaves 6 leaves 1 leaf 2 leaves 2 leaves 2 leaves 1 leaf 2 leaves 1 leaf 1 leaves 2 leaves 2 leaves 1 leaf 1 leaf	30 days
21	C-25(a) Centre Supdt. Memo(Practical  l)Content & instruction  ll)C=25(a)=	7½"x10" both side printing & wire stitch at two places as per MSS  02 leaves  24 leaves (Same matter/page)	5000 Sets	30 days
22	C-100 Police report	7½"x10"single side printing as per MSS.	2000 ( 500 copies each packing in 6mm plastic strips in cross)	30 days
23	C-109(A) Impersonation Proforma	9"x11½" " Single Side Printing & wire stitched at 2 place as per MSS	1500 Booklets ( each Booklet 10 leaves)	30 days
24	C-109(B) Police Report Proforma	9"x11½" " Single Side Printing & wire stitched at 2 place as per MSS	1500 Booklets ( each Booklet 10 leaves)	30 days
25	C-112 Last packet receipt	5"x7½" single side printing as per MSS.	1500 ( 500 copies each packing in 6mm plastic stap in cross)	30 days
26	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)	3500 booklets (100 leaves each)	30 days
27	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.	10,000	30 days
28	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.	5000 Sets ( 8 leaves each)	30 days
29	Centre Shift Proforma	8½"x13½" Single side printing as per MSS	2000	30 days
30	Exam Cancel Performa	8½"x13½" Single side printing as per MSS	2000	30 days
31	Taxi Bill (A-110)	8½"x13½" "Single side ruling & printing as per MSS	3000 Sets of 05 leaves each (200 copies each packing)	30 days
32	Remuneration Proforma	8½"x13½" Single side printing as per MSS	2000	30 days
33	Envelopes for key (HTET)	5"x7" ready size BP -¾",CP=1",flap = 1½" Extra, single side printing as per MSS..	10,000	30 days
34	I-Card for HTET (Videography/jammer/ Biometric)	4"x 5 ½" " both side two colour printing& Eye litter hole at the middle in the I card as per MSS.	10,000	30 days

35	I-Card (Annual+HTET) Examination duty only	4"x 5 ½ " both side two colour printing& Eye litter hole at the middle in the I card as per MSS.	50,000	30 days
36	Observer Report Proforma	8 ½"x11 ½ " Single Side Printing as per MSS	5000	30 days
37	Declaration form	9"x11 ½ " Single Side Printing as per MSS	3,00,000 Copies (2000 copies each packet in 6mm plastic step in cross)	30 days
38	Declaration Form HTET (Temporary)	9"x11 ½ " Single Side Printing as per MSS	20,000 Copies (1000 copies each packet in 6mm plastic step in cross)	30 days
39	DC-3 SPL Register	10"x15" after folding both side printing and Ruling as per MSS	02 Registers (100 leaves)	30 days
40	E-169 Revised Notification Slip Proforma	7 ½ " x 10" single side printing as per MSS	4000	30 days
41	E-171 Proforma	9"x11½ " Single side printing as per M.S.S	7000 Copies (1000 copies each packet in 6mm plastic step in cross)	30 days
42	E-172 Proforma	9"x11½ " single side printing as per MSS	5000 Copies (1000 copies each packet in 6mm plastic step in cross)	30 days
43	E-182 Booklet	8½"x13", single side printing in single color as per MSS Perforation be done ¾" of top side as per M.S.S.	20 Books (300 leaves)	30 days
44	E-182 (A) Verification Register	8½ "x 13½ " after folding Both side ruling & printing as per MSS	15 Registers (100 leaves)	30 days
45	E-201 Proforma	7 ½ " x 10" single side printing as per MSS.	2000	30 days
46	E-202 Proforma	7 ½ " x 10" single side printing As per MSS.	2000	30 days
47	A.S.A Proforma	8½"x13½" Single side printing as per MSS	1000	30 days
48	Flapper	4 ½ " x 28" ( without printing) As per MSS.	5000	30 days
49	New Envelopes R.T.I	4 ¼ "x9" Single side printing as per MSS, BP ½ " CP=½",flap = 1½ " extra window size 2"x4½" placement as per MSS.	2000	30 days
50	G-2 Property Stock Register	8½ "x13½ " after folding Both side ruling & printing No. 1 to 200 & Canvas binding.as per MSS	05 Registers (200 leaves) Sr. No. 1 to 200	30 days
51	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
52	G-17 Big Envelope	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	10,000	30 days
53	G-27 Attendance Sheets	10"x20" both side printing & ruling as per MSS	1200 Pages	30 days
54	G-121 SPL Envelope	6¾"x12" Ready size, BP=1" CP=½",flap - 1½" extra single side Printing as per MSS	3,00,000	30 days
55	G-123 Slip Pad	4½"x7½" single side printing as per MSS	300 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
56	G-202 Register	8½"x13½"after folding both side printing & Ruling . duly Sr. No. 1 to 100 & Canvas binding as per MSS	90 Registers (100 leaves in each register )	30 days
57	G-203 Verification Register (HOS)	8½"x13"ready size after folding both side printing, Ruling & Canvas binding as per MSS	10 Registers (100 leaves in each register )	30 days
58	G-204 Certificate issue register (HOS)	8½"x13"ready size after folding both side printing, Ruling & Canvas binding as per MSS	05 Registers (100 leaves in each register )	30 days

59	G-206 Record Register of Exam (HOS)	8½”×13”ready size after folding both side printing, Ruling & Canvas binding as per MSS	20 Registers (100 leaves in each register )	30 days
60	Gate Pass (M.M Cell)	4½”×7½” single side printing as per MSS	05	30 days
61	HOS-58 Booklet	8 ½ “ x 13 ½ “ single side printing as per MSS. Ist in Red Colour IInd in green colour IIIRD in Black colour. 100 leaves each booklet each colour.	30 Books (300 leaves in each Book)	30 days
62	OS-57 Verification Booklet	8½”×13”, single side printing as per MSS Perforation be done through & through ¾” of top side as per M.S.S.	10 Books of 200 leaves each Sr. no. in double 001 to 100 with O/c each booklet.	30 days
63	O.I.G.S. Envelope (Secretary office)	4½”x10” Ready size, BP=¾” CP=1½”, flap - 2½” extra. Two color single side Printing as per MSS	500	30 days
64	O.I.G.S. Envelope (Chairman office)	4½”x10” Ready size, BP=¾” CP=1½”, flap - 2½” extra single side Printing as per MSS	500	30 days
65	Legal-4 Proforma	8½”×13½” single side printing as per MSS	4000	30 days
66	N.S.Q.F-01	8 ½”x11 ½ “ Single Side Printing as per MSS	10,000	30 days
67	Roster Register Page	8½“ x 13½ ” single side printing as per MSS	500 Pages	30 days
68	SSE-17 Proforma	8½“ x 13½ ” single side printing as per MSS	15,000 Copies (1000 copies each packet in 6mm plastic step in cross)	30 days
69	SSE-71A Booklet	8½”×13”, single side printing as per MSS Perforation be done through & through ¾” of top side as per M.S.S.	50 Books of 200 leaves each Sr. no. in double 001 to 100 with O/c each booklet.	30 days
70	SSE-75	8 ½ “ x 13 ½ “ single side printing as per MSS. Ist in Red Colour IInd in green colour IIIRD in Black colour. 100 leaves each booklet each colour.	50 Books (300 leave each)	30 days
71	Verification Register	8½”×13”ready size after folding both side printing, Ruling & Canvas binding as per MSS	20 Registers (100 leaves)	30 days
72	S-1/B Proforma	8 ½ ”x13 ½ ” Both side printing as per MSS	5000	30 days
73	S-3 Proforma	8½”×13½”Single side printing & ruling as per MSS	20,000	30 days
74	S-5 Appointment Form of HE/CA	13½” x 8½” Single side printing as per MSS.	10000 (1000 each packet .each packet tied with sutli.)	30 days
75	S-11 A Envelope	8¾”x13” ready size BP=¾” CP=½”,flap – 1½” extra single side printing as per MSS	50,000 Envelopes	30 days
76	S-11 B Envelope	6”x12¾” ready size BP=¾” CP=¼”,flap – 1½” extra single side printing as per MSS	50,000 Envelopes	30 days
77	S-23 Booklet	7½ “ x 10” Both side printing and wire stitched at two places as per MSS	6000 Booklets (each booklet contains 8 leaves) (50 copies each packing)	30 days
78	SCS-1 Proforma	7 ½ ” x10” after folding Both side printing as per MSS	10000 Copies (1000 copies each packing)	30 days
79	3/SS Attendance Chart	8 ½ ”x13 ½ ” Both side printing as per MSS.	6000 Copies (1000 copies each packing)	30 days

80	4/SS Maintenance of account of Answer Books	8½”×13½” Both side printing as per MSS	10,000 Copies (1000 copies each packet in 6mm plastic step in cross)	30 days
81	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
82	4-ASS-II	8½”×13½” Both side printing as per MSS	35,000 Copies (1000 copies each packet in 6mm plastic step in cross)	30 days
83	5/SS Despatch Challan form	7 ½ ” x10” Both side printing and Ruling as per MSS.	10,000 Copies (1000 copies each packing)	30 days
84	7-SS Attendance Cert.	7 ½ ” x10” Single side printing . as per MSS	20,000 Copies (1000 copies each packing)	30 days
85	CC-S-1 Adjustment of Advance	8 ½ ”x13 ½” Both side printing as per MSS	15,000 Copies (1000 copies each packing)	30 days
86	CC S-2 Proforma	13 ½ “x17” Single side printing & ruling as per MSS	12,000 Copies (1000 copies each packing)	30 days
87	CC-S-3 Proforma for claiming payment	13 ½ “x17” Single side printing & ruling as per MSS	12,000 Copies (1000 copies each packing)	30 days
88	CC S-4 Proforma	12”×23” single side printing and ruling as per MSS	15,000 Copies (1000 copies each packing)	30 days
89	UMC-61 File Cover	10” x14” after folding 2” extra folded inner side of the file from right hand side printing is to be done on title page as per MSS . Eye litter hole at the top left hand corner side as per MSS.	Pink-1000 <u>Yellow-1000</u> <u>Total-2000</u>	30 days

## SECTION 3

### INSTRUCTIONS TO BIDDERS

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### **3.A. INTRODUCTION**

#### **01. Scope of Bid**

1. The Chairman, of Board of School Education Haryana, Bhiwani is the final competent authority to approve the tender and will also be the supreme authority 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 incidental there to as specified in Section 5.0, Schedule of Requirements and Specifications.
3. Throughout these Bidding Documents:-
  - a. The term “in writing” means communicated in written form by post and E-mail with proof of receipt;
  - b. If the context so requires, “singular” means “plural” and vice versa and “day” means calendar day.

#### **02. Financial Capability/Budget provision**

The Board hereby declares that it has the financial capacity to get the Stationery Items printed for which tender (bid) have been issued. Criteria regarding the financial capability of the firms have been specified in Section 4.0.

#### **03. Eligible Bidders**

This invitation for Bids is open to all the eligible printers as per Qualification Criteria given in Section 4.0.

#### **04. Eligible Goods and Services**

All goods to be supplied, ancillary services thereto, under the contract shall have their origin in India and all expenditures made under the contract will be limited to such goods and services.

#### **05. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of Bid, and the Board will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. All Bidders will submitted with cost of tender document and earnest money in the shape of online ` for the amount mentioned in Section-1 of, Brief information on as per not in section mentioned below on Bid Document, otherwise in no case the bid will be accepted.

### **3. B. BIDDING DOCUMENTS**

#### **06. Sections of the Bidding Documents**

- i) The Bidding Documents consists of Parts 1, 2, and 3, which include all the Sections indicated below and should be read in conjunction with any addendum/corrigendum issued in accordance with Clause 8 of Section 3B.

##### **Part 1: Bidding Procedures**

- Section 1.0 Brief information on Bid Document,
- Section 2.0 Invitation for Bids
- Section 3.0 Instructions to Bidders
- Section 4.0 Qualification Criteria
- Section 5.0 Schedule of Requirements and Specifications
- Section 11 Authorization/Undertaking by Paper Mills

##### **Part 2: SUBMISSION OF RATES**

- Section 6.0 Bid Submission Form and Price Schedule.

##### **Part 3: Contract**

- Section 7.0 Conditions of Contract
  - Section 8.0 Contract Form
  - Section 9 Form for depositing of performance security (Bank Guarantee)
- ii) The Board will not be responsible for the completeness of the Bidding Documents and their amendment/corrigendum, which is to be read in conjunction with clause 8 of

Section 3B. In this regard the entire responsibility shall rest with the bidder to keep in touch with the concerned authorities as well as the website of the Board.

- iii) The Bidder is bound to minutely go through and examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish any of the required information's or documentations as specified in the tender document or any compliance or instructions in any manner, if even communicated otherwise may result in the rejection of the bid.

#### 07. Pre-Bid meeting

No Pre- bid meeting will be held.

#### 08. 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 news papers.
- 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.

### 3.C. PREPARATION OF BIDS

#### 09. Language of Bid

- i) **The Bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Board, shall be written legibly and clearly in English or Hindi language without any cutting/overwriting, provided that any printed literature furnished by the Bidder may be in another language but it must be accompanied by an accurate translation in English/Hindi with its pertinent portions in bold letters or highlighted.**

#### 10. Documents Comprising the Bid

I .The following documents, not submitted with the Bid, will be deemed to be part of the Bid.

<i>Section</i>	<i>Particulars</i>
Section 1	Brief information on Bid Document
Section 2	Invitation for Bids
Section 3	Instructions to Bidders
Section 4	Qualification Criteria
Section 5	Schedule of Requirements and Specifications
Section 7	Conditions of Contract
Section 8	Contract form
Section 12	Criteria for Imposition of penalties

#### 11. Bid Submission Form

The Bidder shall complete and submit the Bid Submission Form and Price Schedule by using the form furnished in Section 6 Online. **These forms must be completed without any alterations to its format or any cutting/overwriting and no substitutes shall be accepted. All blank spaces must be filled in with the required information.**

#### 12 . 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/Octroi.
- ii) **Bid Prices will not be adjusted for any unconditional or conditional discount offered by the Bidder and such bids are liable to be rejected for which the**



**firm will be responsible and the Board will not entertain any correspondence on this issue.**

- iii) Prices quoted by the Bidder will remain fixed during the Bidder's performance of the contract and not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected. Conditional bids will not be accepted.

### **13. Bid Currencies**

Prices shall be quoted in Indian Rupees only.

### **14. Documents Establishing Bidder's Eligibility and Qualifications**

- i) The Bidder shall complete the Bid Submission Form included in Section 6.
- ii) The Bidder as per tender document shall provide documentary evidence as per Section 4 of firm's eligibility and qualifications to perform the contract to the Board's entire satisfaction.
- iii) For ascertaining the capability of the bidder The Board reserves the right to confirm regarding the eligibility criteria by making physical inspection of the firm and verifying the original documents/ record of the firm before opening of financial Bids and even afterwards.

### **15. Earnest Money**

- i) Pursuant to Clause 10 of Section 3 the bidder shall 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, pursuant to Clause 15 (ii) of Section 3.
- iii) The Earnest Money will be deposited through online.
- iv) Any bid from a Bidder, not secured in accordance with Clauses 15 (i) and 15(ii) above will be summarily rejected by the Board's non-responsive, pursuant to Clause 23 of Section 3. Earnest money/any payment of any printer already lying with the Board is not adjustable towards earnest money of this tender.
- v) The Earnest Money of unsuccessful bidders will be discharged/returned, as soon as possible, but not later than 30 days, after the award of contract to the successful Bidders. However, in disputed cases, the Board will not be bound to release the earnest money.
- vi) The successful Bidder's Earnest Money will be discharged after completion of job work and final payment of the firm.
- vii) **Earnest Money will be forfeited:**
  - a. If a Bidder withdraws the Bid or does not accept the correction of errors pursuant to Clause 24 of Section 3 during the period of Bid validity specified by the Bidder on the Bid form; or
  - b. In case of the successful Bidders fails: (i) To sign the contract in accordance with Section 8 (ii) To furnish Performance Security in accordance with Clause 28 of Section 3
  - c. In case of fraudulent and corrupt practices as detailed in Clause 28.
  - d. If a successful bidder has been found incapable of executing the assigned job to the satisfaction of the Board, which may reflect adversely the image of the Board/Govt., the earnest money can be forfeited and the Chairman may allot the work to some other eligible firm.

### **16. Period of Validity of Bids**

- i) 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 three years from the last date of submission of bid. as specified in the Brief information on Bid Document. Any Bid shown to be valid for a shorter period than the period specified shall be rejected by the Board as non-responsive.
- ii) In exceptional circumstances, the Board may solicit the Bidder's consent to an extension of the period of Bid validity. The request and the responses thereto shall be made in writing. The Earnest Money provided under Clause 15 of Section 3C shall also be suitably extended in such case. A Bidder may refuse the request

without getting the earnest money forfeited only on this account. A bidder making such request will not be permitted to modify the Bid.

#### **17. 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.

### **3D. SUBMISSION OF BIDS**

#### **18 Online submission of Bids**

Technical and financial Bids are to be submitted online only

#### **19. Deadline for Submission of Bids**

Last date & Time for Bid Submission is mentioned in Brief information on Bid Document.

- i) The Board may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents in accordance with Clause 8, in that case all rights and obligations of the Board and Bidders, previously subject to the deadline will thereafter be subject to the deadline as extended.
- ii) It shall be the responsibility of the Bidders to ensure that the Bidding Document is completed in all respects and are uploaded successfully.

### **3 E. OPENING AND EVALUATION OF BIDS**

#### **20. Opening of Bids by the Board**

- i) The Committee of the board appointed by the Chairman will open the online technical bids in the presence of the bidders/representatives, who as per NIT to attend at the time, date and place specified in the tender documents. In the event of the specified date being declared a holiday for the Board, the Bids will be opened at the appointed time and location on the next working day.
- ii) The Board will prepare minutes of the Bid Opening, including the information disclosed to those present in the meeting in accordance with Clause 22(i) of Section 3E.
- 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 shall announce/inform the Bidders, whose Technical Bids are found responsive.
- v) The Board will open financial bids of only technically qualified firms and will prepare the minutes of the opening of the Financial Bids.

#### **21. 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, in accordance with Clause 23 of Section 3E.
- 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.

## 22. Responsiveness of Bids

- i) During the detailed evaluation of “Technical Bids”, the Board shall determine whether each Bid: (a) meets the eligibility criteria defined in Clauses 3 and 4 of Section 3, (b) has been properly signed; (c) is accompanied by the required Earnest money; (d) meets the minimum criteria of Bidding document, and (e) is substantially responsive to all the requirements of the Bidding Documents. During the detailed evaluation of the “Financial Bids”, the responsiveness of the Bids will be further determined with respect to the remaining Bid conditions, i.e., Schedule of Requirements and Specifications, Section-5 and all other conditions of the tender.
- ii) A Substantially responsive “Financial Bid” is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation and meets all the requirements of the Board as laid down in the relevant tender. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality or performance of the Goods; (b) which limits in any substantial way, inconsistent with the Bidding Documents, the Board’s rights or the Bidder’s obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- iii) If a “Financial Bid” is not substantially responsive, it is deemed to be rejected by the Board, and cannot subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation and the responsibility for the lapse in this connection will solely rest with the defaulter firm.
- iv) Provided that a Bid is substantially responsive, the Board may waive any minor non-conformities or omissions of the nature of discrepancies in the Bid that do not constitute a material deviation.
- v) Provided that a Bid is substantially responsive, the Board may direct that the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify the nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to timely comply with the direction will result in the rejection of its Bid. In this connection the order passed by the Chairman of the Board shall be final and binding upon the bidder.
- vi) The Board’s determination as to the substantial responsiveness or otherwise of each Bid or consideration of a minor informality or non-conformity or irregularity is final, conclusive and binding upon the bidder.

## 23. Correction of Errors

- i) Bids determined to be substantially responsive will be checked by the Board for any arithmetical error/s will be corrected by the Board as follows:
  - (a) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- ii) The amount stated in the Bid will be corrected by the Board in accordance with the above procedure for removal of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Earnest money shall be forfeited in accordance with sub- clause 15(vii) of section 3.

## **3F. AWARD OF CONTRACT**

### 24. Award Criteria

- i) Before awarding the contract, the Board will evaluate the bids as per section-3E. If at any stage prior to opening the financial bids and even afterwards, it is found that any firm has indulged into corrupt and fraudulent practices as laid down in clause-29 of Section 3 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 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.

- iii) **If there are two or more lowest successful bidders quoting equal rates for the same title/s, then the Chairman may award the work to any one of them or can distribute the work equally among the two.**
- iv) The Board also reserves the right to negotiate as per norms of the purchase policy approved by the State Govt.

## **25. 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 Section-6 in respect of the additional quantity as per clause 20 of the Conditions of Contract Section-7. However in emergent situation, the Chairman 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 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.

## **26. Board's right to accept any Bid and to reject any or all the Bids**

The Chairman of the Board reserves the right to accept or reject any Bid and to annul the whole bidding process and may reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Board's action.

## **27. 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 fax 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, pursuant to Clause 28 of Section 3 the Board will promptly notify each unsuccessful Bidder and will discharge his/her Earnest Money, pursuant to Clause 15(v) of Section 3.
- 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 proof reading is excluded in said time period. The responsibility for getting in time clearance of proofs from the Board 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.

## **28. 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 Section 8 of the bidding documents.
- ii) Within Ten (10) days of issuance of the notification of award, the successful bidder shall sign on the contract form as per section 8 with date and it should be personally handed over in the Board's office with performance security for an amount of 10% of the contract value failing which a penalty @ Rs.1000/- per day will be imposed, otherwise action as deemed fit by the Chairman including forfeiture of the earnest money or also black listing 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.

- iii) Failure of the successful bidder to comply with the requirement of Clause 28 and 29 of Section 3 shall constitute sufficient grounds for annulment of the award and forfeiture of the earnest money, in which event, the Board may 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.

## **29. 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 is to be imposed as per provision of section-12 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.

## **30. Any point not covered under the Terms & Conditions of the tender**

For any point which does not covered under the provisions of the tender, the Chairman of the Board shall be the supreme competent 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.

## Section 4

### Qualification Criteria

#### 1. TENDER FEE

The Tender must submit tender document cost of Rs 2000 + (E-Service Fee) to be deposited through online. The Bidder will submit hard copy of deposit of cost of tender document in the sealed envelope of specimens of paper and scanned copy of these hard copy will also submit with online technical Bid.

#### 2. EARNEST MONEY

The Tender must submit tender document earnest money of Rs 40,000/- Rupees to be deposited through online. The Bidder will submit hard copy of deposit of EMD in the sealed envelope of specimens of paper and scanned copy of these hard copy will also submit with online technical Bid.

#### 3. MACHINERY / CAPACITY

The Firm must possess at least following Machinery.

Sr. No.	Name of Machine	Minimum Requisite Number
1	Offset Printing Machine or Four Colour printing Machine	01
2	Cutting Machine or Automatic cutting Machine	01
3	Dye Machine	01
4	Performance Machine	01

#### 4. REGISTRATION CERTIFICATES

The firm must provide copies of the following Registration Certificates:

- i) GST Registration Certificate & mention the rates of all 89 stationery items from page No- 26 to page No-32.
- ii) Registration certificate of the Firm.

#### 5. SAMPLES

All the bidders are required to attach 01 (One) full sheet (folded) of samples of each paper to be used in the printing of various Stationery items with the Technical Bids. Each sample of paper should also be duly stamped and signed by the Bidder indicating: (a) the firm's name and address along with seal mark of the dealer/distributor/Miller of the paper marketed / manufactures. The samples of Muslin cloth to be used in cloth lined envelopes should also be enclosed with the Technical Bid.

#### 6. FINANCIAL

The firm must have Annual turnover of Rs. Three Lakh in last three financial Years

2018-2019	Rs. _____
2019-2020	Rs. _____
2020-2021	Rs. _____

The firm will submit certificates of satisfactory completion/execution of the printing job work allotted to the firm in the last three years.

#### 7. 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 three 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 competent supreme 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

## Section- 5

### Schedule of Requirements and Specifications

#### **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-6 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**

All the bidders are required to attach 01 (one) full sheets (Not small pieces) (folded) of samples of each paper to be used in the printing of various items and sample of muslin cloth for use of cloth lined envelopes with the Technical Bids. 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 with the bid 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 at the time of submission of tender. 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.

#### **III. SCHEDULE OF SUPPLY**

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 personally by the Firm by sending a special messenger to avoid delay. Proof reading time will be given extra. Schedule of delivery will be as follows:

Whole quantity delivery within the prescribed time limit after allotment of work order/M.S.S. The whole work is to be completed and goods supplied in 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 Section-12.



## SECTION 6

### Bid Submission Form and Price Schedule

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 will obtain the Bank Guarantee of a Bank in a sum equivalent to 10% of the Contract Price for the due Performance of the Contract, in the form prescribed by the Board 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 three years and the same will be submitted within five days along with the Contract Form.

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 three 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 /Purchase Order shall constitute a binding Contract between 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 3 and 4 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

(Signature)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
(With Stamp)

## Board of School Education Haryana, Bhiwani

### SCHEDULE OF SPECIFICATIONS FOR PRINTING & SUPPLY OF VARIOUS ANNUAL STATIONERY ITEMS FOR THE YEAR 2021-22.

Sr. No.	Name of item & Description	Size & Printing	Quantity	Time allowed	Prescribed paper BIS Specification to be used	Rates to be quoted Inclusive all taxes etc. and delivery at Board's godown at Bhiwani
1	A-9 Contigent Proforma	7½ "x10" both side ruling & printing as per MSS.	7000 copies	30 days	WPP of 60 GSM "A" Grade paper of reputed Mill to be used by the printer.	Rs _____  In words _____
2	A-15(a) Register	8½ "x13½" after folding both side printing & ruling as per MSS.	10 Registers (100 leaves each duly Sr. No. 1 to 100)	30 days	1) Ledger paper of 68 GSM 'A' grade Paper Mill to be used by the printer. 2) 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 _____
3	A-15 Proforma	10"x15" both side Printing as per M.S.S.	10,000 Copies ( 500 copies each packing in 6mm plastic stap in cross)	30 days	WPP of 60 GSM of "A" grade paper of reputed Mill to be used by the printer.	Rs _____  In words _____
4	A-28 T.A. Bill Register	8 ½ "x 13 ½ " after folding both side printing & ruling as per MSS	06 Registers (200 leaves each duly Sr. No. 1 to 400)	30 days	1) Ledger paper of 68 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 _____
5	A-28 T.A. Bill Register	8 ½ "x 13 ½ " after folding both side printing & ruling as per MSS	06 Registers (100 leaves each duly Sr. No. 1 to 200)	30 days	1) Ledger paper of 68 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 _____
6	A-31 Bill Register	13 ½ "x 17 " after folding both side printing & ruling as per MSS	05 Registers (100 leaves each duly Sr. No. 1 to 200)	30 days	1) WPP paper of 68 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 _____
7	A-37 ECR Pages	15"x20" after folding both side printing stop & cross ruling as per MSS	2000 Pages	30 days	70 GSM ledger paper of 'A' Grade paper Mill to be used by printer.	Rs _____  In words _____
8	A-44 Income Register	8 ½ "x 13 ½ " after folding Both side ruling & printing as per MSS	15 Registers (100 leaves each duly Serial No. 001 to 100)	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 _____
9	A-62 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)	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 _____

10	A-64 Register	17 “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) 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_____
11	AB-R Proforma	8½”x13½” Single side printing as per MSS	5,000	30 days	WPP 70 GSM of A Grade Paper Mill to be used by Printer	Rs_____
						In words_____
12	Absentee Performa	8½”x13½” Both side printing as per MSS	3,000	30 days	WPP 70 GSM of A Grade Paper Mill to be used by Printer	Rs_____
						In words_____
13	BD-1 Stock Register	10”×15” after folding both side printing and Ruling as per MSS	30 Registers (100 leaves each duly Sr. No. 1 to 200).	30days	1) 68 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_____
14	BD-1 Stock Register	10”×15” after folding both side printing and Ruling as per MSS	06 Registers (200 leaves each duly Sr. No. 1 to 400).	30 days	1) 68 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_____
15	CAS-5 Proforma	8 ½ ”x13 ½ “ Both Side Printing as per MSS	1,000 copies	30 days	WPP 70 GSM of ‘A’ Grade paper of reputed Mill to be used by the Printer	Rs_____
						In words_____
16	CS-11 Press copy (A-4 Size)	8 ½”x11 ½ “ Single Side Printing as per MSS	20,000 copies (40 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_____
17	CS-12 Office copy (A-4 Size)	8 ½”x11 ½ “ Single Side Printing as per MSS	20,000 copies (40 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_____
18	CS-13 (Marking Ins. & Model Answer) (A-4 Size)	8 ½”x11 ½ “ Single Side Printing as per MSS	20,000 copies (40 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_____
19	Cert-501 Booklet	8½”×13½”Single side printing & Ruling as per MSS. Perforation be done through ¾ “ of top side as per MSS	20 booklets (100 leaves each duly Serial no. 001 to 100)	30 days	i) Maplitho Paper of 70GSM to be used by the printer. ii)Canvas and Straw board of 40 oz Craft paper of 60 GSM & other binding material to be used by the printer.	Rs._____
						In words_____
20	C-18 (Supdt. File)	Each booklet contain 39 leaves duly wire stitched at 2 places title cover extra as per details given below:-	3,000 Sets	30 days	As per following description.	Rs._____
	i ) title cover	10"x15" after folding single side printing on craft paper	1 leaf		i) Craft Paper of 80 GSM used by the printer. ii) 20X30/11.6 Kg Maplitho paper of 60 GSM of A’ Grade paper of reputed Mill to be used by the printer.	In words_____
	C-18	7½"x10"single sidePrinting	1 leaf			
	C18(a)=2	10"x15"single side Printing	2 leaves			
	C-18(b)=2	10"x15"single side printing	2 leaves			
	C-18(d)=3	7½"x10"single side printing	3 leaves			
	C-18(e)=1	7½"x10"single side printing	1 leaf			
	C-18(f)=6	10"x15"both side printing	6 leaves			
	C-18(h)=6	10"x15"both side printing	6 leaves			
	C-18(i)=1	7½"x10"single side printing	1 leaf			
	C-18(j)=2	10"x15"both side printing	2 leaves			
	C18(m)=2	7½"x10"single side printing	2 leaves			
	C-18(n)=2	10"x15"single side Printing	2 leaves			
	C-18(o)=1	7½"x10"single side printing	1 leaf			
	C-18(p)=2	7½"x10"single side printing	2 leaves			
	C-18(q)=1	7½"x10"single side printing	1 leaf			
	C-18(r)=1	10”×15” both side printing	1 leaves			
	C-18(s)=4	10”×15” after folding both side printing	2 leaves			
	C-18(t)=4	10”×15” after folding both side printing	2 leaves			
	C-1	8 ½”x11 ½ Single side printing	1 leaf			
	C-2	8 ½”x11 ½ Single side printing	1 leaf			

21	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)	5,000 Sets	30 days	WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____  In words _____
22	C-100 Police report	7½"x10"single side printing as per MSS.	2,000 ( 500 copies each packing in 6mm plastic strips in cross)	30 days	WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____  In words _____
23	C-109 (A) Impersonation Proforma	9"x11½" " Single Side Printing & wire stitched at 2 place as per MSS	1,500 (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 _____
24	C-109 (B) Police Report Proforma	9"x11½" " Single Side Printing & wire stitched at 2 place as per MSS	1,500 ( 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 _____
25	C-112 Last packet receipt	5"x7½" single side printing as per MSS.	1,500 ( 500 copies each packing in 6mm plastic stap in cross)	30 days	WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____  In words _____
26	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)	3,500 booklets (100 leaves each)	30 days	1) 23"x36"/16 kg 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) _____
27	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.	10,000	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.  ii) Ring and muslin cloth 24"x38"to be used by the printer	Rs. _____  (in words) _____
28	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.	5,000 Sets ( 8 leaves each)	30 days	i) Maplitho Paper of 23" x 36"/18.6 Kg 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) _____
29	Centre Shift Proforma	8½"x13½" Single side printing as per MSS	2,000	30 days	WPP 70 GSM of A Grade Paper Mill to be used by Printer	Rs _____  In words _____
30	Exam Cancel Performa	8½"x13½" Single side printing as per MSS	2,000	30 days	WPP 70 GSM of A Grade Paper Mill to be used by Printer	Rs _____  In words _____
31	Taxi Bill A-110	8½"x13½" " Single side ruling & printing as per MSS	3,000 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 _____
32	Remuneration Proforma	8½"x13½" Single side printing as per MSS	2,000	30 days	WPP 70 GSM of A Grade Paper Mill to be used by Printer	Rs _____  In words _____
33	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 _____
34	I-card for HTET (videography/ jammer)	4"x 5 ½" " both side two colour printing& Eye litter hole at the middle in the I card as per MSS.	10,000	30 days	22'x 28"/11.9 kg 200 GSM PBC of bilt/Andhra/Star Mills to be used by the printer.	Rs _____  In words _____
35	I-card Examination duty only	4"x 5 ½" " both side two colour printing & Eye litter hole at the middle in the I card as per MSS.	50,000	30 days	22'x 28"/11.9 kg 200 GSM PBC of bilt/Andhra/Star Mills to be used by the printer.	Rs _____  In words _____
36	Observer Report Proforma	8 ½"x11 ½" " Single Side Printing as per MSS	5,000	30 days	WPP 60 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs _____  In words _____

37	Declaration form	9"x11 ½ " Single Side Printing as per MSS	3,00,000 Copies (2000 copies each packet in 6mm plastic sten in cross)	30 days	WPP 60 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs. _____ In Words _____
38	Declaration Form HTET (Temporary)	9"x11 ½ " 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 _____
39	DC-3 SPL Register	10"x15" after folding both side printing and Ruling as per MSS	02 Registers (100 leaves each duly Sr. No. 1 to 100).	30days	1) 20"x30"/13.2 Kg 68 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 _____
40	E-169 Revised Notification slip Proforma	7 ½ " x 10" single side printing as per MSS	4,000	30 days	WPP of 60 GSM of "A" grade paper of reputed Mill to be used by the printer.	Rs. _____ In Words _____
41	E-171 Proforma	9"x11½ " Single side printing as per M.S.S	7,000 Copies (1000 copies each packet 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 _____ _____
42	E-172 Proforma	9"x11½ " single side printing as per MSS	5,000 Copies (1000 copies each packet 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 _____ _____
43	E-182 Booklet	8½"x13", single side printing as per MSS. Perforation be done ¾" of top side as per M.S.S.	20 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 _____ _____
44	E-182(A) Verification Register	8½ "x 13½ " after folding Both side ruling & printing as per MSS	15 Registers 100 leaves each Sr. No. 1 to 100	30 days	1) Ledger paper of 68 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 _____ _____
45	E-201 Proforma	7 ½ " x 10" 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 _____ _____
46	E-202 Proforma	7 ½ " x 10" 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 _____ _____
47	A.S.A Proforma	8½"x13½" Single side printing as per MSS	1,000	30 days	WPP 70 GSM of A Grade Paper Mill to be used by Printer	Rs _____ In words _____
48	Flapper	4 ½ " x 28" ( without printing) As per MSS.	5,000	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 _____ _____
49	New Envelopes R.T.I	4 ½ "x9" Single side printing as per MSS, BP ½ " CP=½", flap = 1½ " extra window size 2"x4½" placement as per MSS.	2,000	30 days	(i) Kraft Paper of 60 GSM, BIS Grade-2, IS -1397:1995(amended up to date) to be used by the printer.  (ii) 5"x5" polypropylin cellophane film paper of superior quality to be used by the printer.	Rs _____ In words _____ _____
50	G-2 Property Stock Register	8½ "x13½ " after folding Both side ruling & printing No. 1 to 100 & Canvas binding.as per MSS	05 Register (200 leaves) Sr. No. 1 to 200	30 days	i) Ledger paper 17"x27"/10.1 Kg. of 68 GSM 'A' Grade paper Mill to be used by the printer.  ii) 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 _____ _____

51	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 _____
52	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	10,000	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 _____
53	G-27 Attendance Sheets	10"x20" both side printing & ruling as per MSS	1,200 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 _____
54	G-121 SPL Envelope	6¾"x12" Ready size, BP=1" CP=½", flap - 1½" extra single side Printing as per MSS	3,00,000	30 days	Appropriate size of Craft paper of 80 GSM of Star paper Mill to be used by the printer.	Rs _____ In words _____
55	G-123 Slip Pad	4½"x7½" single side printing as per MSS	300 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 60GSM 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 _____ _____
56	G-202 Register	8½"x13½" after folding both side printing & Ruling . duly Sr. No. 1 to 100 & Canvas binding as per MSS	90 Registers (100 leaves in each register )	30 days	1) Ledger paper of 68 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 _____ _____
57	G-203 Verification Register (HOS)	8½"x13½" after folding both side printing & Ruling . duly Sr. No. 1 to 100 & Canvas binding as per MSS	10 Registers (100 leaves in each register )	30 days	1) Ledger paper of 68 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 _____ _____
58	G-204 Certificate Issue Register (HOS)	8½"x13½" after folding both side printing & Ruling . duly Sr. No. 1 to 100 & Canvas binding as per MSS	05 Registers (100 leaves in each register )	30 days	1) Ledger paper of 68 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 _____ _____
59	G-206 Record Register of Exam (HOS)	8½"x13½" after folding both side printing & Ruling . duly Sr. No. 1 to 100 & Canvas binding as per MSS	20 Registers (100 leaves in each register )	30 days	1) Ledger paper of 68 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	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) 20"x30"/11.6Kg. WPP 60GSM 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 _____ _____
61	HOS-58 Booklet	8 ½ " x 13 ½ " single side printing as per MSS. Ist in Red Colour IInd in green colour IIIRD in Black colour. 100 leaves each booklet each colour.	30 Books (300 leaves in each Book)	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 100 GSM for upper cover & Pankaj Marka binding cloth to be used by the printer.	Rs _____ In words _____

62	OS-57 Verification Booklet	8½”×13”, single side printing as per MSS Perforation be done through & through ¾” of top side as per M.S.S.	10 Books of 200 leaves each Sr. no. in double 001 to 100 with O/c each booklet.	30 days	i)Maplitho Paper of 60 GSM of A Grade Paper Mill to be used by printer. ii)Straw Board of 40 OZ superior leather & other binding material to be used by the printer.	Rs. _____  In words _____
63	O.I.G.S. Envelope (Secretary office)	4½”x10” Ready size, BP=¾” CP=1½”, flap - 2½” extra Two color single side Printing as per MSS	500 (100 copies each packing)	30 days	Appropriate Sunshine Maplitho paper 95 GSM. of “A” Grade paper of reputed Mill to be used by the printer.	Rs. _____  In words _____
64	O.I.G.S. Envelope (Chairman office)	4½”x10” Ready size, BP=¾” CP=1½”, flap - 2½” extra single side Printing as per MSS	500 (100 copies each packing)	30 days	Appropriate Sunshine Maplitho paper 95 GSM. of “A” Grade paper of reputed Mill to be used by the printer.	Rs. _____  In words _____
65	Legal-4 Proforma	8½”×13½” single side printing as per MSS	4,000 Copies (500 copies each packing)	30 days	17”x27”/10.4 KgWPP 70 GSM of ‘A’ Grade paper of reputed Mill to be used by the Printer	Rs. _____  In words _____
66	N.S.Q.F-01	8 ½”x11 ½” “ Single Side Printing as per MSS	10,000	30 days	WPP 60 GSM of A Grade Paper Mill to be used by Printer	Rs. _____  In words _____
67	Roster Register Page	8½”x13½” Single side printing as per MSS	500 Pages	30 days	WPP 70 GSM of A Grade Paper Mill to be used by Printer	Rs. _____  In words _____
68	SSE-17 Proforma	8½” x 13½” single side printing as per MSS	15,000 Copies (1000 copies each packet in 6mm plastic step in cross)	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) _____
69	SSE-71A Booklet	8½”×13”, single side printing as per MSS Perforation be done through & through ¾” of top side as per M.S.S.	50 Books of 200 leaves each Sr. no. in double 001 to 100 with O/c each booklet.	30 days	i)Maplitho Paper of 60 GSM of A Grade Paper Mill to be used by printer. ii)Straw Board of 40 OZ superior leather & other binding material to be used by the printer.	Rs. _____  (inwords) _____  _____
70	SSE-75 Booklet	8 ½” x 13 ½” “ single side printing as per MSS. Ist in Red Color Iind in green color IIIRD in Black color. 100 leaves each booklet each color.	50 Booklet (300 leaves in each Book)	30 days	i) 17×27”/8.9 Kg. WPP 60 GSM of A Grade Paper Mill to be used by the printer ii) Straw board of 40 oz, Craft paper of 100 GSM for upper cover & Pankaj Marka binding cloth to be used by the printer.	Rs. _____  (inwords) _____  _____
71	Verification Register	8½”×13”ready size after folding both side printing, Ruling & Canvas binding as per MSS	20 Registers ( 100 leaves each Sr. No. 1 to 100)	30 days	i)Ledger paper 17”×27”/10.1 Kg. of 68GSM (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. _____  (inwords) _____  _____
72	S-1/B Proforma	8 ½”x13 ½” Both side printing as per MSS	5000 ( 500 copies each packing in 6mm plastic stap in cross)	30 days	WPP 60 GSM of A Grade Paper Mill to be used by Printer	Rs. _____  (inwords) _____  _____
73	S-3 Proforma	8½”×13½”Single side printing & ruling as per MSS	20,000 ( 500 copies each packing in 6mm plastic stap in cross)	30 days	WPP 60 GSM of A Grade Paper Mill to be used by Printer	Rs. _____  (inwords) _____  _____
74	S-5 Appointment Form of HE/CA	13½” x 8½” Single side printing as per MSS. each packet tied with sutli.	10,000 (1000 each packet .each packet tied with sutli.)	30 days	WPP of 60 GSM of ‘A’ Grade paper of reputed Mill to be used by the printer	Rs. _____  In words _____
75	S-11 A Envelope	8¾”x13” ready size BP=¾” CP=½”, flap – 1½” extra single side printing as per MSS	50,000 Envelopes	30 days	Appropriate size of Craft paper of 80 GSM of Star paper Mill to be used by the printer.	Rs. _____  In words _____  _____
76	S-11 B Envelope	6”x12¾” ready size BP=¾” CP=¼”, flap – 1½” extra single side printing as per MSS	50,000 Envelopes	30 days	Appropriate size of Craft paper of 100 GSM of Star paper Mill to be used by the printer.	Rs. _____  In words _____

77	S-23 Booklet	7½ “ x 10” Both side printing and wire stitched at two places as per MSS	6,000 Booklets (each booklet contains 8 leaves) (50 copies)	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 words _____
78	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 words _____
79	3/SS Attendance Chart	8 ½ ”x13 ½ ” Both side printing as per MSS.	6,000 Copies (1000 copies each packing)	30 days	17” x 27”/8.9Kg. WPP of 60 GSM of ‘A’ Grade paper of reputed Mill to be used by the printer	Rs _____ In words _____
80	4/SS Maintanence of account of Answer Books	8½”×13½” Both side printing as per MSS	10,000 Copies (1000 copies each packet in 6mm plastic step in cross)	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 _____ _____
81	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	20”x30”/11.6 kg WPP 60 GSM of ‘A’ Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____ _____
82	4-ASS-II	8½”×13½” Both side printing as per MSS	35,000 Copies (1000 copies each packet in 6mm plastic step in cross)	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 _____ _____
83	5/SS Despatch 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 _____
84	7-SS Attendance Cert.	7 ½ ” x10” Single side printing . as per MSS	20,000 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 _____
85	CC-S-1 Adjustment of Advance	8 ½ ”x13 ½ ” Both side printing as per MSS	15,000 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 _____
86	CC S-2 Proforma	13 ½ “x17” Single side printing & ruling as per MSS	12000 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 _____
87	CC-S-3 Proforma for claiming payment	13 ½ “x17” Single side printing & ruling as per MSS	12,000 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 _____
88	CC S-4 Proforma	12”×23” single side printing and ruling as per MSS	15,000 Copies (1000 copies each packing)	30 days	23”x36”/16 Kg Maplitho paper of 60 GSM of Grade Paper mill to be used by the printer.	Rs _____ In words _____
89	UMC-61 File Cover	10” x14” after folding 2” extra folded inner side of the file from right hand side printing is to be done on title page as per MSS . Eye litter hole at the top left hand corner side as per MSS.	Pink-1000 <u>Yellow-1000</u> <u>Total-2000</u>	30 days	22” x 28”/14.3Kg.PBC 250 GSM pink/yellow color of ‘A’ Grade paper mill & Pankajmarka binding cloth of 3” width to be pasted in side and out side on all file covers. All material is 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 -----



## Section 7

### CONDITIONS OF CONTRACT

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### 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. Contract Documents**

Subject to the order of precedence set forth below, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

- a) Contract Agreement
- b) Condition of Contract
- c) Schedule of Requirements and Specifications
- d) Bid Submission Form and Price Schedule
- e) Instruction to Bidders
- f) Notice inviting Bids
- g) Bank Guarantee or Performance Security

## **03. 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

## **04 Specification and Standard:-**

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

## **05 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 10 (Ten) 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 three 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 10 (Ten) 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.

## **06 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 conform 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 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.
- 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 8 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 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.

## **07 Packing and documents**

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

## **08. 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.
- ii) The allotted items are to be supplied in one lot within the scheduled period.

## **09. 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

## **10. 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) Two Printed Samples of each item
- iii) Acknowledged delivery receipts from the official of the Board.
- iv) An affidavit required as per Section-11.

**11. Prices**

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

**12. Contract Amendments**

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

**13. 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.

**14. 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-12 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-12:—
  - 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.
  - d) Any other action, as deemed fit by the Secretary / Chairman.
- iii) 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, its 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.

**15. 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 pursuant to Clause 12(iii) of Section 7 or
  - (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, pursuant to Clause 12, 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.

**16. 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.

## 17. 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 1<sup>st</sup> bidder, the Secretary/Chairman 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 1<sup>st</sup> bidder.

## 18. Work Order

Work order/award of Notification shall be a binding contract. The work order may be issued in parts at the discretion of the Board.

## 19. Resolution of Disputes

The dispute resolution mechanism to be applied shall be as follows:-

- i- The Board and the Supplier shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.
- ii- If, after such informal negotiations, the Board and the Supplier have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism as specified in clause 19 (iii) and 19 (iv)
- iii- : Arbitration

(a)	A dispute or difference arising between the Board and Supplier relating to any matter arising out of or connected with the contract, such dispute or difference is mandatory to be referred to the sole arbitration by the Chairman, Board of School Education, Haryana or his nominee as a provision of providing initial remedy to the supplier. The award of the Arbitrator shall be final and binding on the parties to the contract. The venue of arbitration shall be within the discretion of the arbitrator to be appointed by the Chairman.
b)	The Indian Conciliation and Arbitration Act, 1996, the rules there under and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.

- iv. Only after award of arbitration a firm can approach for the courts of law and the legal jurisdiction for this purpose will be Bhiwani, Haryana.

## 20. Governing Language

The contract shall be written in the language of the bid, as specified by the Board in the Instructions to bidders.

## 21. Notices

Any notice given by one party to the other pursuant to this contract shall be sent by Regd. Post, FAX and E-mail to other party in writing and confirmed in writing to the other Party's address specified for the purpose in the notification of award/contract. The notice will be effective when delivered. In case the other party refuses to accept the notice, the notice shall be deemed to have become effective one week after the date of dispatch through registered post.

**22. Additional Order/Repeated order and Extension of Tenure of the Tender.**

The Board reserves the right to place additional order up to 50% of the original order with the supplier on the same rate and terms and conditions any time between the award of contract up to within the period of bid validity and even afterwards in the subsequent year/s repeat the whole order or part thereof on mutual consent at the same rate as quoted in the tender and approved by the Board on last occasion/s or on lower rates or otherwise reserves the right to assign the job to any other supplier. Every extended order will be a separate order and the printer will complete the supply of each and every order separately within the prescribed period of each such order.

**23. Taxes and duties**

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

**24. 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.

**25. Negotiation with the firms will be done strictly as per Govt. Guidelines for the tenders.**

Section 8

CONTRACT FORM

(On Hundred Rupees Stamp Paper)

THIS AGREEMENT made the ..... day of ....., 2021 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	Bidding Data sheet/Notice inviting Tender
Section 2	Invitation for Bids
Section 3	Instructions for Bidders
Section 4	Qualification Criteria
Section 5	Schedule of Requirement and specification
Section 7	Condition of Contract
Section 8	Contract form.
Section 11	Affidavit
Section 12	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 .....  
Tel. No with STD Code.....  
Mobile No. ....  
FAX No. ....  
Email.....  
Full Address.....  
.....

## Section 9

### FORM FOR DEPOSITING BANK GUARANTEE (OR PERFORMANCE SECURITY)

Date: .....

Bank Guarantee No. : .....

Amount Rs. : .....

Secretary,

Board of School Education Haryana

Bhiwani

Amount of guarantee: Rs.....

Guarantee cover from: .....

LAST DATE FOR LODGEMENT OF CLAIM: .....

This deed of guarantee executed by .....  
 .....(Herein after referred to as THE BANK) in favour of Secretary,  
 Board of School Education Haryana (hereinafter referred to as Board) FOR AN AMOUNT NOT  
 EXCEEDING Rs..... (Rupees.....) at  
 the request of M/s.....  
 (hereinafter referred to as the Supplier). This guarantee is issued subject to the condition that the  
 liability of the Bank under the guarantee is limited to a maximum of  
 Rs..... (Rupees.....) and the  
 Guarantee shall remain in force up to..... and cannot invoked served otherwise than by a  
 written demand or claim under this guarantee served on the bank on or before  
 .... In consideration of Secretary, Board having agreed to award contract  
 for supply of printed items on M/s.....  
 (hereinafter called the said contractor) undo the terms and conditions of an agreement made  
 between both the parties (hereinafter called the said agreement) for the due fulfillment of the  
 contract as per the terms and agreement on production of bank guarantee for Rs.....  
 (Rupees .....only)

1. I/We ..... do hereby undertake to pay Board  
 an amount not exceeding Rs..... (Rupees.....)  
 against any loss or damage caused to or suffered by Board by reason of any breach of the terms  
 and conditions contained in the said agreement.

2. I/We ..... do hereby undertake to pay  
 amount due and payable under this guarantee without any demur, namely on a demand stating  
 that the amount demanded is due by way of loss or damage caused to or would be caused to or  
 suffered by Board by reason of the contractor's failure to perform the said agreement by such  
 demand made on the bank shall be conclusive as regards the amount due and payable by the  
 bank under the guarantee. However our liability under this guarantee shall be restricted to an  
 amount not exceeding Rs..... (Rupees.....only)

3. I/We .....further agree that the guarantee herein  
 contained shall be in force and effect up to .....unless a demand or claim under this  
 guarantee is made on us in writing on or before..... We shall be discharged form  
 all liability under this guarantee thereafter.

Name & Address of the Bank.....

Signatures with seal of the supplier/Bidder

Signatures of Bank Manager (with seal).....

Full Name .....

Full Name of Bank Manager.....

Tel. No. ....

TelephoneNo.....

Mobile No.....

Mobile No.....

Fax No. ....

Fax No. ....

Email address.....

Email address.....

PAN No. ....

Full Address .....



## Section 10

### Notification of award

(Letter to the Successful bidder regarding Depositing Performance Security and Agreement etc. )

To

..... [Name and address of the bidder]

.....

.....

Dear Sir,

This is to notify you that your Bid dated the .....for the supply of ..... [give particulars of the goods to be supplied as given in the Instructions to the Bidders] for the contract Price of Rupees..... [in figures] (.....) [Amount in words], in accordance with the Instructions to Bidders is hereby accepted by the Secretary, Board of School Education Haryana Bhiwani.

You are hereby requested to furnish Performance Security with in five days, in the form detailed in clause 28 (ii) of Section 3F..... of the Instruction to Bidders for an amount equivalent to Rs..... [in figures] (.....) [Amount in words] within ..... days of the receipt of this letter of acceptance valid from ..... [insert the period], i.e. valid up to ..... [insert the last date of validity] and sign the contract as per contract form available in the tender documents within above mentioned days failing which action as stated in Clause 25(ii),(iii) of Section 3F ..... of Instructions to Bidders will be taken.

Assistant Secretary (Publication)  
for Secretary

**Section-11**

Specimen of Affidavit to be submitted by the bidder with the Bill  
(On One Hundred Rupees Stamp Paper attested by Notary)

I/we\_\_\_\_\_ (Name of Prop. of Firm ) do hereby solemnly declare as under:-

- 1) That our Firm has used paper as required as per prescribed specification in the Tender Documents by the Board for manufacturing the assigned Item/s.
- 2) That no excess copies of assigned items have been printed.
- 3) That if short/defective items, are found, the Secretary of the Board has right to take action against me/our Firm as per Terms & Conditions of the Tender and also any other action as deemed fit by him.
- 4) That in case of above certificate is found false the Secretary shall have full right to impose any penalty/deduction from our bill/performance security/Earnest Money and in any fact comes to the notice to this effects after passing of bill/releasing the Performance Security/Earnest Money, the Secretary shall have full right to impose penalty in this connection and his decision shall be final and binding upon me/us and the firm shall deposit the same amount of penalty with the board within a fortnight from the date of issue of notice letter to prosecute the firm and recovery amount through the court of Law and all expenditure incurred or litigation by Board’s office shall be born by the firm.

Dated\_\_\_\_\_

Place \_\_\_\_\_

DEPONENT

VERIFICATION

It is certified that above statements are true the best of my knowledge and nothing has been concealed there in.

Dated\_\_\_\_\_

DEPONENT

Place \_\_\_\_\_

## SECTION -12

### 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) the deduction from the bill of the printer shall be made on the basis of the cost of the less consumed paper + 100% surcharge taking into account the total of less gramage and permissible tolerance of the total quantity of the specific items received.
- (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 action ordered 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 @ 0.50% 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 clothlined ----- 50 paise per piece/envelope.
- (iv) For short supply/missing/Torn items in bundles----- Rs 5/-per missing piece of items for the whole lot.
- (v) 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.
- (vi) For pasting defect ----- 25 paise per mistake per paper/piece.
- (vii) 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 contact form and Performance Security within 10 days after issuance of the notification of awards, in such cases penalty @ Rs. 1000/- per day will be imposed and thereafter it will be at the discretion of the 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) Chairman of the Board shall have the power:**

- (i) To increase the quantum of penalty specified in this tender as deemed fit.
- (ii) To impose penalty in case of nature of mistakes not covered in this tender.
- (iii) 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.

**(I) For delay:**

- A) For delay up to 10 days = 5% of the value of the amount payable for remaining quantity.
- B) For delay beyond 10 days=15% of the value of the amount payable for remaining quantity.

Besides above, the Chairman reserves the right to cancel the supply order in case the supply order is not honoured 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.

***The decision of the Chairman of the Board will be final and binding in this regard.***

## Section 13

### Check list of the Required Documents

Sr. No.	Name of the Document	Available on page No.
1	Scanned copy of Hard copy of deposited cost of tender Rupees 2000/-	
2	Scanned copy of Hard copy of deposited earnest Money of tender Rupees 40,000/-	
3	Undertaking of the Bidder as per Section-4 of clause-7 on 100/- stamp Paper	
4	Scanned of Certificates of satisfactory completion/ execution of the printing job work allotted to the firm in the last three years.	
5	Annual Turnover of Rs Three Lac each for last three years. Trading account Profit and loss account and Balance sheet.	
6	Registration certificate of the firm.	
7	GST Registration Certificate.	
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-5	
10	Disqualified/Blacklisted/ Debarred certificate by the firm.	

- Note:-1. The bidders will submit Certified samples of paper showing GSM and packing material (bearing the mark of the dealer/distributor/Miller) before last date or on the last date of submission of bids up to 11:00 AM in a sealed envelope., addressed to the Secretary, Board of School Education, Haryana, Bhiwani and will deposit it in the office of Deputy Secretary (Publication) Room no. 55. Hard copy of deposited of EMD and cost of tender document are also to be placed in the above sealed envelope with samples of paper.
2. All documents to be submitted along with the online bid are to be page numbered arranged as per check list and an Index thereof is also to be placed right below the forwarding letter of the firm.

Sd/-  
Secretary