

BOARD OF SCHOOL EDUCATION HARYANA , BHIWANI

TENDER NOTICE NO.BSEH/TENDER/2025/36/Pub. Annual Stationary

Dated-09.01.2025

Tender Fee. 3000/- (Non-refundable)



BID DOCUMENT

**TENDER FOR PRINTING AND SUPPLY OF
VARIOUS STATIONERY ITEMS FOR
YEAR 2024-25**

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

Signature of the Bidder with Seal

BOARD OF SCHOOL EDUCATION HARYANA , BHIWANI

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SECTION-1

BRIEF INFORMATION ON BID DOCUMENT

Tender No.	BSEH/TENDER/2025/36/Pub. Annual Stationary
Tender Type	Open
Scope of Work	As per Tender Document
Tender Document Fee (Non-refundable)	3000/- (Three thousand only) (Non-refundable)
EMD	50,000/- (Fifty Thousand Only)
Mode of Bid submission	Online
Starting Date for Submission of Bid	09-01-2025
Last Date and time of Bid submission	20-01-2025 (11:00 AM)
Date and time of opening of Technical Bids	20-01-2025 (11:30 AM)
Validity of Bid	90 Days from the date of opening Technical Bids
Validity of Contract	The contract would initially be for a period of one year which may be extended for two yearson year-to-year basis for a maximum period of two years.
Material to be supplied at	Publication Store, Board of School Education Haryana, Bhiwani-127021
Approximate cost of Tender/project	25,00,000 (Twenty-Five Lac only)
Time Period for Completion work	20 days from the next day of issuance of work order. 02 days will be given extra for preparation & submission of proof in the Board's Office. Proofreading time taken by this office is excluded in said time period.
Board's G.S.T. NO.	06AAALB0940Q1Z4

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SHORT TERM NOTICE INVITING E-TENDER

The Secretary, Board of School Education Haryana, Bhiwani invites E-Tenders under **Two Bid systems** from the reputed & experienced firms/agencies for printing and supply of Various Stationery items for the year 2024-2025.

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

CRITICAL DATE SHEET

Subject	Date and time
Bid Submission Start Date	09-01-2025
Bid Submission Closing Date & Time	20-01-2025 (11:00 AM)
Technical Bid Opening Date & Time	20-01-2025 (11:30 PM)
No. of Stationery items to be printed & Supplied	24

Bids should be submitted only in online mode at website: <https://etenders.hry.nic.in>

Any amendment/correction in the tender document will be done by the Secretary through <https://etenders.hry.nic.in>. Prospective bidders are requested to regularly visit/check the Board's website. The cost of bid document is Rs.3000/- (Rupees three thousand only) which is non-refundable and Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousand only) to be deposited through e-tender portal and the proof of EMD deposited slip should be enclosed/uploaded with the tender document. Offline/incomplete bids and the bids received after the schedule time will be rejected straightway. The Chariman of the Board reserves the right to accept or reject any or all tenders without assigning any reason thereof. Conditional tender will not be accepted. The technical bids will be opened/evaluated by the authorized committee in the Board's Committee Room in presence of the bidders/authorized representatives who may be present. Financial bids of those bidders will be opened who will qualify in technical bid. The date and time of opening of financial bid shall be intimated to the technically qualified bidders in due course.

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

Address:

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

E-mail: aspub@bseh.org.in

Mobile No. A.S.(Pub.) 9466010876,
Supdt.(Pub.)7988665495

Secretary

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Section-2

Technical Qualification Criteria

1. TENDER FEE

The Bidders must submit Tender Document fee of Rs.3000/- (Three thousand only) (Non-refundable) including E-Service Fee to be deposited through online and hard copy of fee deposited slip must be attached/uploaded with the Technical Bids.

2. EARNEST MONEY

The Bidders must submit tender document earnest money of Rs.50,000/-(Fifty thousand only) to be deposited through online and hard copy of fee deposited slip must be attached/uploaded with the Technical Bids.

3. REGISTRATION CERTIFICATES

The firm must provide copies of the following Registration Certificates:

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

4. The firm must have Average turnover of Rs. **Ten lac of last three financial Years.**

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

5. Work Experience

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

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

7. Undertaking/Declaration of the bidder on Non-Judicial Stamp Paper of worth Rs. 100/- as per Section-4.

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SECTION-3 INSTRUCTIONS TO BIDDERS

3. 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.

02. Amendment of Bidding Documents

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

03. Bid Prices

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

04. Earnest Money

- i) The bidders shall have to furnish, as part of the bid, Earnest Money in the amount specified in the Brief information on Bid Document(Section-1)
- ii) The Earnest Money is required to protect the Board against the risk of bidder's conduct which would warrant forfeiture of Earnest Money. The Earnest Money will be deposited through online mode.

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- iii) 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.
- iv) The successful Bidder's Earnest Money will be discharged after completion of job work and final payment of the firm.
- v) **Earnest Money will be forfeited:**
 - a. If a Bidder withdraws the Bid or does not accept the correction of errors during the period of Bid validity specified by the Bidder on the Bid form; or
 - b. In case of the successful Bidders fails to sign the contract in and furnish the Performance Security.
 - c. In case of fraudulent and corrupt practices as detailed in Clause 13.
 - 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.

05. Format and Signing of Bid

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

06. Opening of Bids by the Board

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

07. Clarification regarding Bids

- i) To assist in the examination, evaluation and comparison of Bids, the Board may at its discretion to ask the Bidder for a written clarification of his/her Bid. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors, if discovered by the Board in the Evaluation of the Bids.

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- ii) No Bidder shall contact the Board on any matter relating to firm's Bid from the time of the Bid opening to the time the contract is awarded. Any attempt by any Bidder to influence the Board's Bid Evaluation, Bid Comparison or Contract Award decision in any manner may result in summary rejection of his/her Bid and this will be treated as a fraudulent and corrupt practice and in such cases the earnest money of the firm will be forfeited besides any other action as deemed fit by the Board.

08.Award Criteria

- i) Before awarding the contract, the Board will evaluate the bids. If at any stage prior opening the financial bids and even afterwards, it is found that any firm has indulged into corrupt and fraudulent practices as laid down in Tender Document and the Board shall have the discretion to reject the bid and to allot/redistribute the job to any other firm and such orders of the Chairman 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/ negotiation policy approved by the State Govt.
- v) L-1 will be decided as per item.

09. Board's Right to vary Quantities

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

10. 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 may any Bid and all Bids at any time prior to award of contract.

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11. Notification of Award and Issue of Supply Orders

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

12. Signing of contract and depositing of Performance Security

- i) At the same time as the Board notifies the successful bidder that the firm's Bid has been accepted, the Board will send the bidder the Contract Form provided in Tender documents.
- ii) Within five (05) days from the issuance of the intimation letter regarding acceptance of the Bids/rates, the successful bidder shall sign the contract form with date and it should be personally handed over in the Board's office along with Performance Security for an amount of 10% of the contract value failing which a penalty @ Rs.500/- per day will be imposed, otherwise action as deemed fit by the Chairman including forfeiture of the earnest money or also blacklist the firm and to assign the job to the next eligible and willing firm or also to enhance the amount of penalty can be taken and such order of the Chairman will be final and binding upon the firm. Performance Security may be deposited through RTGS or Demand Draft in the favour of Secretary, Board of School Education Haryana, Bhiwani.
- iii) If the successful bidder does not accept the award of contract, Board may forfeit the earnest money and assign the award to one of the next lowest Evaluated Bidders willing to execute the job on L-1 Rates or call for new Bids.

13. Corrupt or Fraudulent Practices

- i) The Board requires the Bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, Prevention of Corruption Act, 1988.
- ii) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- iii) "Fraudulent practice" means misrepresentation of facts in order to influence a procurement process or the execution of a contract which is detrimental to the Board and include collusion practice among Bidders (prior to or after Bid submission) designed

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to establish bid price at artificial, non-competitive levels and to deprive the Board of the benefits of free and fair competition.

- iv) If in any case it is found that a firm has tried to cheat the Board by using sub-standard paper or any other material intentionally or in any other way, such cases will also be treated with in the ambit of fraudulent practices, and penalty will be imposed as per provision of the tender.
- v) If at any stage, it is found that a particular firm has misrepresented/ concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be dealt with under fraudulent practices.

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

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

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Section-4

UNDERTAKING BY THE BIDDER

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

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

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Section- 5

Specifications of Paper & other Materials

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

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

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**SECTION -6
Bid Submission Form**

To

The Secretary
Board of School Education Haryana
Bhiwani

Sir,

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

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

If our bid is accepted, we shall be found to furnish the Performance Security an 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 two 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 two years from the date of opening of Technical Bid. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

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

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

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

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

Dated this _____ day of _____ 2025

Duly authorized to sign Bid for and on behalf of _____

Signature with seal

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Section-7 **CONDITIONS OF CONTRACT**

01. Definitions

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

02. Entire Agreement

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

03. Specification and Standard: -

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

04. Performance Security

- i) **Performance Security/any payment of ahead1y lying with the Board is not adjustable towards the Performance Security of the present tender.**
- ii) Within five(05) 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 extended on year-to-year basis for a maximum period of two years from the date of award of contract. In disputed cases, it will be at the discretion of the Chairman of the Board, to extend the period. It will be the responsibility of the firm to collect the order letter, MSS etc. within the stipulated period personally from Board's office otherwise such period shall be counted as delay period and deductions shall be made as specified in penalty clause.

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- 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 05 (five) days of such amendment, rendering the same valid for the contract, as amended.
- v) The Performance Security will be released only after the final payment of the bill.
- vi) For any misuse of material supplied by the Board or for use of any non-prescribed/ sub-standard material by the firm shall result in forfeiture of the Performance Security and payment of the firm, in addition to any other action to be taken by the Board, including black listing the firm and in accordance with provisions of the tender, as per law or as deemed fit by the Chairman. The Chairman may order registration of a criminal case against the firm in case of fraudulent act of the firm for such an act. The MSS, proofs and whole material as specified in this tender have to be returned to the Board otherwise payment bill will not be processed.

05. Inspections and Tests

- i) The Board reserves the right to inspect the prescribed material such as Paper or any other materials at any time after placement of order and during the work in progress and may ask for the purchase vouchers and the orders placed with the relevant material manufacturing firms and their relevant documents.
- ii) The inspections of paper of various items under print may be conducted by the officers of the Board in the premises of the Supplier. In case of non-assistance of the firm and/or failure of the firm in having arranged the paper a penalty of @ of Rs.5000/- per visit in addition to the actual expenditure incurred by the Board on visiting the firm shall be imposed.
- iii) If at any stage any inspected Goods fail to conform to the specifications, the Secretary 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 **Secretary** 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 Secretary, 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 7 shall in any way release the Supplier from any warranty or other obligations under this contract.
- vi) The Board reserves the right to inspect at the premises of the Supplier any time where the paper is stored to ascertain the use of prescribed paper and the Board shall have also the right to check the documentary record of the firm.
- vii) Board may take samples of finished/unfinished allotted items at random for technical test checking and may get it tested in all respects from any reputed lab/labs. or the Official Machine. The supplier will bear the cost of such lab tests.
- viii) Physical verification of firm can be done by board before or after giving the work order.

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06. Packing and documents

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

07. Delivery and Documents

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

08. Incidental Services

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

09. Terms of Payment

The Office will entertain the Bill received in triplicate along with delivery vouchers and printed samples and will make effort for making Payment after retaining 20% amount from the Bill. 80% amount of Bill shall normally be paid within 30 working days after delivery of respective whole quantity and Declaration/Undertaking as per Section-11 on letter head of the firm. The remaining 20 % amount of Bill shall be paid after receipt of the following Documents: -

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

10. Prices

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

11. Contract Amendments

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

12. Assignment

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

13. Delay in the Supplier's Performance

- i) Delivery of the Goods as per specifications and Performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Board in the Bid Submission form and Price Schedule, to the entire satisfaction of the Board with a pre-agreed sanction regarding deduction of liquidated damages for delay from the supplier's bill as specified in Section-9 criteria for imposition of Penalties.
- ii) In case of an inordinate delay in the supply of the goods/any unexcused delay by the Supplier in the Performance of its delivery obligations hurting the image of the Board/Govt. shall render the supplier liable to any or all of the following sanctions in addition to deduction

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of the liquidated damages mandatory to be imposed as mentioned above and as per clause in Section-9: —

- a) Forfeiture of its Earnest Money, Performance Security and payment of bills.
 - b) Termination of the Contract for defaults.
 - c) Black Listing of the firm.
 - d) Any other action, as deemed fit by the Secretary.
- 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, it's likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, The Chairman of the Board shall evaluate the situation on the merits of the case and may, at its discretion, extend the Supplier's time for Performance with or without liquidated damages, in such case the extension shall be deemed to be ratified by the parties treating this as an amendment. However, it will be at the discretion of the Chairman to enter into a fresh agreement to the effect. All powers with regard to this issue rest with the chairman. No representation regarding extension in time shall be entertained after completion/cancellation of work order.
- iv) The power regarding extension of time period and for condoning the delay will be absolutely at the discretion of the Secretary of the Board, whose decision shall be final and binding in all respects.

14. Termination for Default

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

15. 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

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reasonably practical, and shall seek all reasonable alternative means for Performance not prevented by the Force Majeure event.

16. Termination of Insolvency

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

17. Resolution of Disputes/Arbitration

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

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

The Secretary 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.

19. Taxes and duties

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

20. 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.

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

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Section-8

CONTRACT FORM

(On Hundred Rupees Stamp Paper)

THIS AGREEMENT made the day of, 2024 between the Board of School Education of Haryana (hereinafter called "Board") of the one-part and..... (Name of Supplier) of.....(Address)..... (hereinafter called "the Supplier") of the other part.

WHEREAS the Board is desirous to get certain items manufactured and has accepted a bid by the Supplier for the supply of those items in the sum of..... (Contract Price in Words and Figures) (Hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS: -

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

Section	
Section 1	Brief information on bid document.
Section 2	Technical qualification criteria.
Section 3	Instructions to bidders and tables of clauses
Section 4	undertaking by the bidder
Section 5	Specifications of paper and other materials
Section 6	Bid submission form
Section 7	Conditions of contract
Section 8	Contract form
Section 9	Criteria for imposition of penalties
Section 10	Schedule of specifications & price schedule
Section 11	Undertaking/declaration of the Bidder.

3. In consideration of the payments to be made by the Board to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Board to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4.The Board hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Signatures with seal of the Supplier/Bidder

Full Name

Full Address.....

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Section-9

Criteria for Imposition of Penalties

(A) Paper Quality:

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

- | | |
|------------------------------------|--|
| a) For deviation of grammage 1-3: | 3% of the total payable amount of the title. |
| b) For deviation of grammage 4-5: | 5% of the total payable amount of the title. |
| c) For deviation of grammage 6-8: | 7% of the total payable amount of the title. |
| d) For deviation of grammage 9-10: | 10% of the total payable amount of the title. |
| e) For deviation of grammage >10: | 20% of the total payable amount of the title.
or penalties as per A(ii) |

(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 para-meter 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 ---- | 50 paise per paper/piece. |
| (iii) For poor quality of cloth lined ----- | 50 paise per piece/envelope. |

For short supply/missing/Torn items in bundles---- Rs 5/-per missing piece of items for the whole lot.

(i) In case of short size of items than the prescribed size a penalty of 2% of total amount of that lot item will be imposed.

(ii) For pasting defect ----- 25 paise per mistake per paper/piece.

(iii) Reg. Numbering misprint-----25 paise per mistake per paper/piece.

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

If a supplier does not submit the contact form and Performance Security within 05 days after issuance of the notification of awards, in such cases penalty @ Rs. 500/- per day will be imposed and thereafter it will be at the discretion of the Chairman to forfeit the earnest money and black list the firm and/or to enhance the amount of penalty and to assign the job to the next eligible willing firm.

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

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

(H) SCHEDULE OF SUPPLY

(i) The prescribed time Period will start from the next day of handing over the order letter and delivery of MSS. 02 days will be given extra for preparation & submission of proof/material etc. in the Board's office. The firm may submit the proofs personally to the Board's office, Bhiwani by sending a special messenger to avoid delay. Proof reading time will be given extra. Schedule of delivery will be as follows:

(ii) Whole quantity delivery to be made within the prescribed time limit after issuance of work order and handing over the M.S.S. The whole work is to be completed and goods supplied in the stipulated time, failing which the firm will be liable to imposition of penalty for the late execution of the job on the part job executed late, payable as per as under:

(I) For delay:

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

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

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

Chairman of the Board shall have the power:

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

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Section-10 Price Schedule

SCHEDULE OF SPECIFICATIONS FOR PRINTING & SUPPLY OF VARIOUS ANNUAL STATIONERY ITEMS FOR THE YEAR 2024-25

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 and delivery at Board's godown at Bhiwani
1.	A-65 Cash book	8 ½ "x 13 ½ "after folding Both side ruling & printing as per MSS	02 Registers (100 leaves each duly Serial No. 001 to 200)	20 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 word _____
2.	A-66 Group Insurance for the year 20---	8½"x13½" Single side printing as per MSS	700 Pages	20 days	WPP of 60 GSM of A' Grade paper of reputed Mill to be used by the printer	Rs. _____ In words _____
3.	A-36	8 ½ "x 13 ½ "after folding Both side ruling & printing as per MSS	10 Registers (100 leaves each duly Serial No. 001 to 200)	20 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 _____
4.	A-83 Guard Files	12"x15" without printing 100 leaves of kraft paper of 100 GSM in the size of 4 / "x14½"devided into 5 parts of patties each with thick card board of 48 oz combind together with section sewing at four places with superior thread as per MSS	200	20 days	i) Kraft paper of appropriate size of 100 GSM of Star paper mills to be used by the printer. ii) Leather binding with 48 oz straw board superior leather bound corners. Superior cover paper & superior quality of thread to be used by the printer. iii) Pasting work with Fevo/SR.	Rs. _____ In words _____
5.	O.I.G.S. Envelope (Chairman office)	4½"x10" Ready size, BP=¾" CP=1½", flap - 2½" extra single side Printing as per MSS	200 (100 copies each packing)	20 days	Appropriate Sunshine Maplitho paper 95 GSM. of "A" Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____

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6.	Visitor Slip	4 ½ "x4 ½ " single side printing as per MSS	5,000 Copies (1000 copies each packing)	20 days	20"x30"/11.6 Kg. 60 GSM WPP to be used by the printer.	Rs _____ In words _____
7.	C-100 Police report	7½"x10"single side ptg as per MSS.	12,000 (500 copies each packing in 6mm plastic strips in cross)	20 days	20"x30/11.6 Kg WPP of 60 GSM of 'A Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____
8.	C-109 (UMC File)	9"x11½ "both Side Printing & wire stitched at 2 places as per MSS	5,000 Booklet (each Booklet 20 leaves)	20 days	23"x36"/16 kg WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____
9.	C-112 Last packet receipt	5"x7½" single side ptg as per MSS.	4,000 (500 copies each packing in 6mm plastic stap in cross)	20 days	20"x30"/11.6 Kg WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____
10.	C-25(a) Centre Supdt. Memo (Practical	7½"x10" both side printing & wire stitch at two places as per MSS	1,000 Set	20 days	20"x30"/11.6 Kg WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer.	Rs _____ In words _____
11.	Tyvek Envelope	12" x15½" ready size Flap 2½ "B.P.2"CP 1¼" Space -2" printing as per MSS	5,000	20 days	Appropriate size of paper to be used by the printer. Readymade envelopes to be supplied by the printer as per M.S.S.	Rs _____ In words _____
12.	Cert-07 Register	8½"x13½" after folding both side printing & Ruling as per MSS	10 Registers of 100 leaves each duly (Sr. No. 1 to 100)	20 days	i)Ledger paper 17"x27"/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 _____ In words _____
13.	Legal-4 Proforma	8½"x13½" single side printing as per MSS	2,000 Copies (500 copies each packing)	20 days	17"x27"/10.4 KgWPP 70 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs _____ In words _____
14.	CC-S-1 Adjustment of Advance	8 ½ "x13 ½" Both side printing as per MSS	2,000 Copies (1000 copies each packing)	20 days	17"x 27"/8.9 Kg Maplitho paper 60 GSM of A grade Paper Mill to be used by the printer.	Rs _____ In words _____

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15.	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.)	20 days	WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer	Rs _____ In words _____
16.	5/SS Dispatch Challan form	7 ½ " x10" Both side printing and Ruling as per MSS.	15,000 Copies (1000 copies each packing)	20 days	20"x30"/11.6 kg Maplitho paper 60 GSM of A grade Paper Mill to be used by the printer.	Rs _____ In words _____
17.	7/SS Attendance Cert.	7 ½ " x10" Single side printing .as per MSS	15,000 Copies (1000 copies each packing)	20 days	20"x30"/11.6 kg Maplitho paper 60 GSM of A grade Paper Mill to be used by the printer.	Rs _____ In words _____
18.	UMC-119 Proforma	8 ½ " x 13 ½ " single side printing as per MSS.	3,000 Copies	20 days	17" x 27"/8.9 Kg. WPP of 60 GSM of 'A' Grade paper of reputed Mill to be used by the printer	Rs _____ In words _____
19.	G-202 Register	8½"x13½"after folding both side printing & Ruling . duly Sr. No. 1 to 100 & Canvas binding as per MSS	100 Registers (100 leaves in each register)	20 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 _____
20.	G-121 SPL Envelope	6¾"x12" Ready size, BP=1" CP=½", flap - 1½" extra single side Printing as per MSS	2,50,000	20 days	Appropriate size of Craft paper of 80 GSM of Star paper Mill to be used by the printer.	Rs _____ In words _____
21.	CAS-1 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.	5000 Envelope	20 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 _____
22.	I-Card For Annual/D.el.ed/NMMS/HTET	4"x 5 ½ "both side two colour ptg. & Eye litter hole at the middle of the I card as per MSS.	1,00,000	20 days	22"x 28"/11.9 kg 200 GSM PBC of bilt/Andhra/Star Mills to be used by the printer.	Rs _____ In words _____
23.	Declaration Form	9"x11 ½ "Single Side Ptg. as per MSS	2,00,000Copies (2000 copies each packet in 6mm plastic step in cross)	20 days	WPP 60 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs _____ In words _____

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24.	Observer Absentee Performa	8 ½"x11 ½ "Single Side Printing as per MSS	5000Copies	20 days	WPP 60 GSM of 'A' Grade paper of reputed Mill to be used by the Printer	Rs _____ In words _____
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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. Proofreading time taken by the Board's office will be given extra.

Signature-----

Name of firm-----

Mobile No-----

PAN No.....

Email -----

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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 _____

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CHECK LIST

Sr. No.	Name of the Document	Available on page No.
1.	Tender fee Rupees 3000/- (Three thousand only).	
2.	EMD Rupees 50,000/- (Fifty thousand only).	
3.	Registration Certificate of firm	
4.	GST Registration Certificate	
5.	PAN of firm/owner	
6.	Average Turnover of Rs. Ten Lac of last three financial years 2021-22, 2022-23 and 2023-24 Certified by CA.	
7.	i).Three Years Work Experience in the field of printing and supply of such items. ii. At least one satisfactory completion/execution certificates of the printing job work.	
8.	Undertaking/Declaration of the Bidder on Non-Judicial Stamp paper of Rs. 100/- as per clause-7 of Section-4 .	