

Board of School Education Haryana, Bhiwani

Tender No.– 10743/ RADDI/S-1

Date- 18-12-2025

Tender Fee: Rs.2000/-(Non Refundable)



Board of School Education Haryana, Bhiwani

BID DOCUMENT

SALE OF USED ANSWER BOOKS, OMR & UNUSED QUESTION PAPERS/BOOKLETS

Secretary,
Board of School Education Haryana,
Bhiwani - 127021

Signature of Bidder with Seal

Board of School Education Haryana, Bhiwani

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Notice Inviting E-Tender

The Board of School Education Haryana, Hansi Road, Bhiwani invites E-Tenders under **Two Bid System (Technical & Financial)** for Sale of approximate 2000 quintal used answer books, OMR & approximate 50 quintal unused question papers/booklets of various examinations.

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

Critical Dates

<i>Subject</i>	<i>Date and Time</i>
<i>Bid Document Download Date</i>	18-12-2025
<i>Bid Submission Start Date</i>	18-12-2025
<i>Bid Submission End Date & Time</i>	01-01-2026 (5:00 pm)
<i>Technical Bid Opening Date</i>	02-01-2026 (11:00 am)
<i>Financial Bid Opening Date</i>	To be intimated later on

Any amendment/correction in the Tender Document will be done by the Board Authority through <https://etenders.hry.nic.in>. Prospective bidders are requested to regular visit/check the website. The cost of bid document is Rs. 2000/- (Rupees Two Thousand only) which is non-refundable and Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two Lakh only) be submitted online through E-tender portal and the Proof of deposited slips should be enclosed /uploaded with the tender document.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. **Secretary/ Chairman 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/Financial Bids shall be opened by the committee authorized by the Secretary/Chairman for this purpose in the Board's Committee Room in the presence of the bidder who wishes to remain present. Financial bids will be opened only of those bidders who qualified in Technical bid.

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

Address:

**Board of School Education Haryana,
Hansi Road, Bhiwani-127021
E-mail: asrec12@bseh.org.in
Mob.9813601799**

SECRETARY

Board of School Education Haryana, Bhiwani

Tender No.– 10743/ RADDI/S-1

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DOCUMENT CONTROL SHEET

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of work	SALE OF USED ANSWER BOOKS, OMR & UNUSED QUESTION PAPERS/BOOKLETS.
3.	Tender Type	OPEN
4.	Tender Category	GOODS
5.	Bid Document Download / Sale Start Date	18-12-2025
6.	Bid Submission Start Date	18-12-2025
7.	Tender fee (non-refundable and non-adjustable)	Rs. 2000/- (Two Thousand only)
8.	Earnest Money Deposit (EMD)	Rs. 2,00,000/- (Two Lakh only)
9.	Last date and time for submission of Bids	01-01-2026 (05:00 PM)
10.	Date and time of opening of Technical Bids	02-01-2026 (11:00 AM)
11.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
12.	Communication Address	Assistant Secretary (Secrecy-I), Board of School Education Haryana, Bhiwani-127021 E-mail: asrec12@bseh.org.in Mob:-9466379186
13.	Period of completion of work	Within 30 days from the next day of placing the work order
14.	Validity of Rates	Upto One Year.
15.	Validity of Contract	One Year
16.	Approximate Cost of Project	Seventy Lakh

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Scope of Work

Sale of approximate 2000 quintal used Answer Books, OMR & approximate 50 quintal unused Question Papers/Booklets of various examinations .

Conditions (Qualifying Criteria)

- i) The Firm/Agency must be registered with the competent authority under the appropriate Act/Rules.
- ii) The Tender Document fee of Rs. 2000/- is non-refundable. Similarly the bidder must deposit the required amount of EMD 2,00,000/- as prescribed on the e-tender portal. Proof of depositing of Tender Fee & EMD should be attached with Technical Bid.
- iii) The bidder must submit an undertaking on a stamp paper of Rs 100/- as per the given format in **Annexure-2**.
- iv) The bidder must submit self attested GST certificate, PAN of Firm/Company/Agency/ Society.
- v) The agency/firm should submit a proof of having an average turnover of Rs. 60 lakh or above relating to trade in waste paper and/or paper board during each of the last three years. i.e. financial year 2022-23, 2023-24 & 2024-2025. The copies of Profit and Loss Account Statements and the Balance Sheets duly certified by a registered Chartered Accountant of the firm are to be attached.
- vi) The bidder should have handled assignments of similar nature in last three years in any Education Board/University/PSU/Govt. Organization/Trust/Society/ Pvt. Ltd Firm etc.
- vii) The Bidders should neither been Debarred/Blacklisted by the Central/State/Govt. Departments/Universities/Educational Institutions/Organization/Boards/Council/ Commission and any other Government/ Government undertaking organization etc. nor should have any litigation enquiry pending with any of these Department or Court of Law with regards to the works executed. An Affidavit in this regard to be submitted by the bidder along with the Technical Bid.
- viii) Proof of Satisfactorily Performance execution of at least One successful work as specified in the eligibility criteria (vii).
- ix) If the contractor fails or neglects any of his obligations under the contract it shall be lawful for BOARD to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

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General Terms & Conditions

1. Tender Form is not transferable.
2. Conditional Tender shall be rejected.
3. The successful bidder shall be required to deposit Contract Form & Performance Security in the shape of Demand Draft/RTGS in favour of Secretary, Board of School Education Haryana, Bhiwani an amount equal to 10% of the total value of the assigned work within seven days from the date of issuance of work order in Board office Bhiwani. EMD will be adjusted against Performance Security. It will be released on request of the firm within one month after completion the job.
4. The Firm/Agency shall be required to lift the described raddi within 30 days from the date of issuance of the Work Allotment Order by the Board in writing. If the needful is not done within the stipulated period, a penalty @ 2000/- per day will be imposed for a period of 05 days. If the needful is still not done within the extended period of 05 days, with penalty, the amount of Performance Security Deposit shall be forfeited and this contract shall stands terminated. However, in case of any emergent situation, Secretary, Board of School Education Haryana, Bhiwani shall have the power to extend the time period for lifting of the goods on receipt of request/application from the firm before completion of work.
5. The concerned agency/firm/bidder shall be bound to lift the described raddi on “as is where is basis” with 1st page of Answer Books (OMR), carton/paper/paper bag/cloth bags. No shifting or segregation of material shall be allowed. Depending on the quantity of material, estimated above amount/money as intimated by the Board office shall be deposited by the firm before lifting the raddi. The amount/money shall be deposited in Board's account by direct or RTGS (Real Time Gross Settlement).
6. The firm/agency/bidder shall bear the weighing, lifting and loading charges of raddi.
7. The weighing of the raddi shall be got done in the presence of a approved Committee constituted by the competent authority at a Truck Weighing System (Dharm Kanta) approved by the Municipal Committee, Bhiwani.
8. Any other condition as may be deemed fit to this office shall be announced at the time of opening of tenders in the presence of bidders.
9. The contract for lifting raddi will be started from the next day of actual award of the contract.

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10. Rates should be carefully filled up without any cutting, erasure or overwriting, both in words and figures.
11. The Chairman, BSEH reserves all the rights to accept or reject any or all the bids without assigning any reason.
12. There are also other terms and conditions as may be considered necessary for execution of this contract which shall be provided separately in an agreement to be signed/executed by the firm/agency/bidder in writing on a Non-Judicial Stamp Paper of Rs. 100/-(Rs. One Hundred Only) which shall execute an agreement with the Board.
13. The firm/agency should quote their rates according to Annexure 'A'
14. In case the firm/agency/bidder quoting the 1st, 2nd, 3rd highest rates and so on but declines to accept the offer, the earnest money of such firm(s) shall be forfeited and the firm (s) shall be black- listed by Board for any kind dealing in future.
15. The firm/agency/bidder shall pay GST charges separately as per the rules of Govt. of Haryana.
16. Negotiation may be held with the bidders as per the Negotiation Policy of the Government of Haryana.
17. The agency shall append the following declaration with the online technical bid :-

DECLARATION

I/We (Name) _____ do hereby solemnly affirm and declare that the facts stated in the Technical Bid No. _____ dated _____ are correct and true to the best of my/our knowledge and belief and that nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/we will be liable to legal action as per The Indian Penal Code as the case may be and I/We accept all the terms and conditions of the tender document.

(Signature of the Bidder with seal)

Full Name _____

Place : _____

Name of the firm _____

Date : _____

Telephone No. _____

E-mail Id: _____

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Instructions to bidders 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 downloaded from website <https://etenders.hry.nic.in> or from Board website www.bseh.org.in
3. The bidders are strictly advised to follow 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 lifting the purchased material and all terms and conditions except the rates (price bid).
5. The bidder shall quote the prices in price bid format (BOQ).
6. If bidder fails to complete the online bid preparation and submission stage within the stipulated date and time, his/ her 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:-

Board of School Education Haryana, Bhiwani

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1. Board reserves the right to counter offer price against price quoted by the bidder.
2. The technical bids shall be opened 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.
3. The Samples of used Answer book, OMR & unused question papers/booklets can be seen during office time (9AM to 5PM) in the office of the Assistant Secretary (Secrecy-1) Room No 63 Board of School Education Haryana, Bhiwani on any working day till one day prior to the closing date.
4. Bid document can be downloaded from the website: <https://etenders.hry.nic.in> or from Board's web site www.bseh.org.in.
5. Financial bids of only technical eligible bidders shall be opened.
6. Bids shall remain valid up to the period specified in the "Document Control Sheet". Any bid shown to be valid for a shorter period than the period specified shall be summarily rejected by the Secretary, Board of School Education Haryana, Bhiwani treating as non responsive.
7. The time for lifting of used Answer Books, OMR & Unused Question Papers/Booklets is mentioned in "Document Control Sheet" which will be treated from the next day of issuance of work order letter.
8. In case of dispute of any kind, Board and the bidders 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 for arbitration. The sole arbitrator appointed on the basis of unanimous concurrence of both the contractual parties. The decision of said sole arbitrator shall be binding upon both parties. However, it is the discretion of the Chairman to accept or not to accept decision of the Arbitrator. Furthermore, for any other dispute the legal jurisdiction of court shall be at court of Bhiwani (Haryana) only.
9. MSME Firms registered only in Haryana state are entitled/eligible for relaxation under this provision as per instructions of the appropriate Government/Authority.
10. For any point which is not covered under the provisions of the tender, the The Chairman, BSEH of the Board shall be the competent authority, whose orders in any of such issues at all stages shall be final for one and all as a matter in the interest of Board.
11. The Board's Address is :—

Board of School Education Haryana,
Hansi Road, Bhiwani-127021
Email: asrec12@bseh.org.in
Website www.bseh.org.in
Phone No 01664-244171-176, Ext. 163

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Technical Bid

Technical Bid for Sale of USED ANSWER BOOKS, OMR & UNUSED QUESTION PAPERS/BOOKLETS/ of various examinations.

ABOUT THE FIRM

1.	Year of Establishment	
2.	Type of firm (Proprietary/Private/Public/Govt.)	
3.	Turnover during (Attach proof verified by C.A.) 2022-2023 2023-2024 2024-2025	
4.	Whether the firm is Income Tax payee (Attach proof)	
5.	Detailsofpremise Owned/Rented Area in Sq.feet	
6.	Quality Certification No, if any Details of Issuing Authority Validity of Certificate (Attach proof)	
7.	One work completion certificates in last Three years. Mention name of the organization (s), nature of jobs, volume ofworkhandled (Attach copyofworkcompletion certificate)	
8.	Mention PAN / GST	
9.	Have you ever been blacklisted / debarred. If no, Attach Affidavit	

(Signature of the bidder)
Name and Address (with seal)

Board of School Education Haryana, Bhiwani

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Annexure – A

Price Schedule/Financial Bid

Financial bid is to be submitted through online mode only.

S. No.	Particulars	Quantity (Approximate)	Rates to be quoted per KG (GST Extra as per rule)
1.	Used Answer Books with OMR	2000 Quintal	Rs. _____ per KG In words _____
2.	Unused Question Papers/Booklets	50 Quintal	Rs. _____ per KG In words _____

1. The Firm/Agency shall pay GST charges separately as per the rules of Govt. of Haryana. All kind of taxes and other expenditure related to the job will be borne by the bidder such as lifting, loading and weighing octroi etc.

(Signature of the Bidder with seal)

Place:

Name of Firm _____

Date:

Address _____

Annexure-1

TENDER FORM FOR _____

Board of School Education Haryana, Bhiwani

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1. Cost of Tender: Rs _____

2. Due date for submission of tender _____ up to _____ AM/PM

3. Opening time and date of Technical Bid _____ at _____ AM/PM

4. Names, address of firm/Agency with Telephone numbers

5. Registration No. of the Firm/Agency _____

6. Name, Designation, Address _____

And Telephone No. of the Bidder or Authorized person of Firm/Agency to deal with

7. Please specify as to whether _____

Tender is sole proprietor/ _____

Partnership firm Name and _____

Address and Telephone No _____

Of Directors/partners should _____ specified.

8. Pan No. & GST no. _____

9. Details of Bid Security deposited:

(a) Amount: Rs. _____

(Rupees in words also) _____

10. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)
Name and Address (with seal)

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ANNEXURE-2

UNDERTAKING (ON A STAMP PAPER OF Rs. 100/-)

Tender No. _____

Dated:

To

The Secretary

Board of School Education Haryana,
Bhiwani-127021

(Name of the Firm/Agency/Company)

Name of the tender

Due Date of Tender

Dear Sir,

1. Having read the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the required services for the work with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this bid.
2. We undertake, to enter into agreement as early as possible of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our bid is accepted, we will provide a sum not exceeding 10% of the contract sum as a performance security via RTGS/ Demand Draft.
4. We agree to abide by this bid for a period of One Year from the date fixed for bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept any bid, you may receive.

Dated thisDay of2025

Signature _____

In capacity of _____

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

Board of School Education Haryana, Bhiwani

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Check list of the Tender Documents

The Bidders are advised to Check before submitting online tender that they have attached below mentioned documents with the online technical bid.

Sr.	Name of Document	Page No.
1.	Proof of Tender Cost deposit i.e Rs. 2000/-	
2.	Proof of Earnest Money Deposit (EMD) i.e Rs. 2,00,000/-	
3.	Copy of Registration Certificate of the Firm	
4.	Copy of GST Certificate	
5.	Copy of PAN	
6.	Proof of Average Turnover of Rs. 60 lakhs or above relating to trade in waste paper and/or paper board during each of the last three years. i.e. financial year 2022-23, 2023-24 & 2024-2025.	
7.	Proof of past experience in similar field in last three years.	
8.	Affidavit regarding non blacklisting of bidder/ firm.	
9.	Proof of satisfactorily performance execution of atleast one successful work as specified in the eligibility criteria	
10.	Undertaking as per the format in Annexure-2 on a stamp paper of Rs. 100/-	
11.	Declaration as per Point 17 of General T&C	
12.	Completely filled Annexure-1	

Note: 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.