

Board of School Education Haryana, Bhiwani

TENDER NO.- BSEH/TENDER/2025/16/Cloth Bag

Date- 24-11-2025

Tender Fee 1000/-



TENDER DOCUMENT FOR SEWING OF CLOTH BAG

Secretary
Board of School Education
Haryana, Bhiwani-127021
Website: <https://bseh.org.in>
E-mail: asgen@bseh.org.in

Signature of Bidder with Seal & Address

Board of School Education Haryana, Bhiwani

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DOCUMENT CONTROL SHEET

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of Work	Sewing of Cloth Bag
3.	Tender Type	Open
4.	Tender Category	Work
5.	Bid Document Download / Sale Start Date	24-11-2025
6.	Bid Submission Start Date	24-11-2025
7.	Tender fee (non-refundable and non-adjustable)	Rs. 1,000/- (One Thousand only)
8.	Earnest Money Deposit (EMD)	Rs. 10,000/- (Ten Thousand only)
9.	Last date and time for submission of Bids	08-12-2025 (11:00 AM)
10.	Date and time of opening of technical Bids	08-12-2025 (12:00 PM)
11.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
12.	Period of completion of work	Within 25 Days from the date of placing the Work Order
13.	Validity of Bids	Upto 180 days from opening of Technical Bids

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Notice Inviting e-Tender

The Board of School Education Haryana, Hansi Road, Bhiwani invites E-Tenders under **Two Bid System** for sewing of cloth Bags as detailed in Annexure-III available at Page No. **13** of this tender document. *For participation in the bid, agencies will fill the complete tender form available at the Board's Website <https://bseh.org.in> and <https://etenders.hry.nic.in> as per schedule as given in CRITICAL DATES as under. Interested agencies may download the tender document from Board's Website <https://bseh.org.in> (for perusal /reference only):*

Critical Dates

<i>Subject</i>	<i>Date and time</i>
<i>Bid Document Download Date</i>	<i>24-11-2025</i>
<i>Bid Submission Start Date</i>	<i>24-11-2025</i>
<i>Bid Submission End Date & Time</i>	<i>08-12-2025 (11:00 AM)</i>
<i>Technical Bid Opening Date & Time</i>	<i>08-12-2025 (12:00 PM)</i>

Any amendment/correction in the Tender Document will be done by the Board Authority through <https://etenders.hry.nic.in>. Prospective bidders are requested to regular visit/check the website. The cost of bid document is Rs. 1000/- (Rupees One thousand only) which is non-refundable and Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) be submitted online through E-tender portal and the Proof of deposited slips should be enclosed /uploaded with the tender document.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. **The Competent Authority 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 for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. Financial bids will be opened only of those bidders who will qualify in technical bid.

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

Address:

Assistant Secretary (General)
Board of School Education Haryana, Bhiwani-127021
E-mail: asgen@bseh.org.in
Mob. 9813601545, 8053091972

SECRETARY

Board of School Education Haryana, Bhiwani

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1. BACKGROUND-

- 1.1 The Board of School Education Haryana, Bhiwani (BSEH) (hereinafter also referred to as the “Board”) came into existence in 1969 as per Haryana Act No. 11 of 1969 with its head-quarters at Chandigarh later shifted to Bhiwani in January 1981. The mission of BSEH is to prescribe relevant syllabi and text books, Fairly and Timely conducting of examinations, evaluation and declaration of results, using information and communication technology in Board working to provide better services to stakeholder etc.
- 1.2 The detailed Physical Specifications and Quantity of the Cloth Bags are provided in Annexure-III available at Page No. 13 of this tender document.

2. INSTRUCTION TO BIDDERS-

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

3. ELIGIBILITY CRITERIA :-

The tenderer must possess minimum eligibility criteria mentioned here under to participate in the tender-

- a) The bidder must have GST Registration, PAN number.
- b) The bidder must submit Non-Disqualifying/Non-Blacklisting undertaking during last 03 years with bid documents.
- c) Undertaking must be attached that the firm/tailor on their letter head have an experience in this field one year or more.
- d) Minimum Average Annual Financial Turnover of the Firm/Bidder for last three years i.e. 2022-23, 2023-24 & 2024-2025 Rs. five lakhs. Certified by C.A.

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

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5. VALIDITY OF CONTRACT: Validity of Contract will be for one year which can be extended for further two years on the basis of satisfactory performance of the firm/tailor/agency.

6. INSPECTION & DELIVERY PERIOD:-

- 6.1 Minimum 03 ready samples of Cloth Bags should be Sew by Firm/Tailor which will be inspected by Board committee, thereafter supply the ready material to Board office.
- 6.2 In case of defective supply due to latent manufacturing defects/transit damage, the same has to be removed and replaced at the supplier's cost.

7. CLARIFICATIONS

- 7.1 BSEH shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, BSEH reserves the right to not respond to any question or provide any clarification, in its sole discretion.
- 7.2 BSEH may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by BSEH shall be deemed to be part of the Tender Document.

8. AMENDMENT OF TENDER DOCUMENT

- 8.1 At any time prior to the Bid Due Date, BSEH may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Tender Document by the issuance of Addendum.
- 8.2 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Board may, at its own discretion, extend the Bid DueDate.

9. RIGHT TO ACCEPT & REJECT ANY OR ALL BIDS

- 9.1 Notwithstanding anything contained in this Tender Document, BSEH reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time during the Bidding Process without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

10. TENDER FEE & BID SECURITY (EMD)-

- 10.1 The cost of this bid document is Rs.1000/- (One Thousand only) [non-refundable] and an amount of Rs. 10,000/- (Ten Thousand only) should be deposited as EMD for participating in tender process. Slips of deposited Cost and EMD should be enclosed /uploaded with e-tender documents failing which tender will not be considered. The firms/agencies exempted from the submission of EMD as per the directions issued by the Govt. of Haryana from time-to-time need not to deposit the EMD, the proof of the same may be enclosed/uploaded with the tender documents.

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- 10.2 EMD has to be payable in ONLINE mode.
- 10.3 The EMD of unsuccessful Bidders will be returned through the online payment portal.
- 10.4 The EMD shall be forfeited as damages without prejudice to any other right or remedy that may be available to the Board under the Bidding Documents or otherwise, under the following conditions:
- a) If a Bidder submits a non-responsive Bid;
 - b) If the Bidder withdraws its Bid during the Bid Validity Period as specified in this TENDER DOCUMENT and as extended by mutual consent of the respective Bidder(s) and the Board;
 - c) If the Bidder submits a conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.
 - d) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
 - e) Any other conditions, for which forfeiture of Bid Security has been provided under this Tender Document.

11. BSEH'S RIGHT TO VARY SCOPE OF WORK AT THE TIME OF AWARD-

- 11.1 BSEH reserves the right to vary the quantity.
- 11.2 If any such change causes an increase or decrease in the cost of or the time required for the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the value or time schedule, or both. Any claims by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from date of the Bidder's receipt of BSEH's order for change.
- 11.3 BSEH may at any time, by a written order given to the Bidder, make changes to the Scope of the work.

12. TERMS & CONDITIONS-

- 12.1 BSEH reserves the right to reject the Application/ Bid of any Bidder who is a defaulter to the BSEH.
- 12.2 Response submitted by Fax, E-mail, Offline or any form other than mentioned above will not be acceptable and liable for rejection by BSEH.
- 12.3 It will be understood that the Bidders have quoted their rates after inspection of the site(s).
- 12.4 In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly, if successful contractor fails to commence the work within stipulated time, the amount of earnest money will also be forfeited besides blacklisting the firm.
- 12.5 For any reason beyond the control of the bidder the extension of time may be granted upon application by the bidder in prescribed format. No claim for any compensation during the extended period shall be entertained and the Board decision in this regard shall be final.

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13. PERFORMANCE SECURITY:-

The successful bidders shall furnish Performance Security an amount equal to 10% of the contract value through RTGS in favour of “Secretary, Board of School Education Haryana, Bhiwani”. Performance Security and Agreement to be furnished on non-judicial stamp paper of Rs. 100/- within 07(Seven) days from the date of issuance of intimation letter regarding acceptance of Bid, failing which a penalty of Rs. 1000/- per day will be imposed.

- 13.1 Offline tender will not be accepted.
- 13.2 The Bids will be opened in the presence of Bidders or their authorized representatives, who may wish to be present. So, it is advised that authorized representatives bring authority letters from their firm.

14. ARBITRATION CLAUSE:-

All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulations of arbitrator. In case of any legal dispute the jurisdiction will be Bhiwani. The sole arbitrator shall be appointed on mutual concurrence of both parties. The Chairman will have the right to reject or accept the decision of arbitration.

15. BLACKLISTING THE FIRM :-

If a firm which is awarded the contract violates any of the terms & conditions, it shall be black listed & its EMD/Performance Security shall be forfeited.

- 15.1 The Secretary, Board of School Education Haryana, Bhiwani reserves the right to reject any bid which does not fulfill the conditions stipulated in the tender i.e., the bids not qualifying the specifications specified in the tender and other conditions stipulated in the tender will be rejected.
- 15.2 The competent authority reserves the right to cancel the tender without assigning any reason thereof.
- 15.3 All Bidders/Vendors must quote the price for delivery at BSEH, Bhiwani. The applicable taxes/duties shall be quoted extra in the financial bid. However, the L1 bidder will be decided on the total cost up to destination.
- 15.4 The office will not provide any road permit to the successful bidder for the supply of the material at FOR destination.
- 15.5 The courts at Bhiwani only will be the legal jurisdiction in case of any dispute.

16. WARRANTY-

- 16.1 Must provide for free-of-cost complete replacement of the concerned module of the item, for any fault, malfunctioning or defect found.

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17. PAYMENTS-

- 17.1 The 70% payment will be made after supply of goods and balance 30% payment will be released after satisfactory report by committee & completion of work.
- 17.2 Additionally, all payments to be made to the Agency shall be inclusive of all statutory levies' duties, taxes and other charges whenever levied/applicable. Any increase in rates of all applicable direct or indirect taxes (central or state or local), rates, duties, charges and levies (central or state or local); will be to the account of Agency. The Agency shall also bear all personal/income taxes levied or imposed on its personnel on account of payment received under this work. Agency shall further bear all income/corporate taxes, levied or imposed on account of payments received by it from the BSEH for the work done.

18. PENALTY CLAUSE-

- 18.1 In case of non-supply of material by the firm after getting the supply order - forfeiture of EMD and/or Performance Security and Blacklisting the firm.
- In case of late delivery:
- If material is not supplied within stipulated time late up to 07 days - 2% penalty of contract value of that time.
- 18.2 If firm has not supplied the material up to 07(Seven) days or refused to supply then EMD and Performance Security will be forfeited along with blacklisting the firm.

19. FRAUD AND CORRUPT PRACTICES-

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

20. Any point not covered under the Terms & Conditions of the Tender.

For any point which is not covered under the provisions of the tender, the Secretary 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 of binding in all respects.

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Annexure – I Format of Undertaking

(on Company's Letter Head)

(The Bidder shall submit together with CHECK LIST & other documentary evidences)

To,
The Secretary,
Board of School Education Haryana,
Hansi Road, Bhiwani-127021
E-mail: asgen@bseh.org.in

TENDER DOCUMENT Ref No:

Subject: "TENDER DOCUMENT FOR SEWING OF CLOTH BAG".

Dear Sir/ Madam,

Being duly authorized to represent and act on behalf of (hereinafterreferred as the "**Bidder**"), and having reviewed and fully understood all of the requirements of the tender and information provided, the undersigned hereby expresses its interest and apply for the tender for undertaking the subject project.

We are enclosing our Bid, in conformity with the terms of the Tender Document, and furnishing the details as per the requirements of the Bid Document, for your evaluation.

The undersigned hereby also declares that the statements made and the information providedin the Proposal is complete, true and correct in every detail.

We confirm that the application is unconditional.

We hereby also confirm the following:

We have examined in detail and have understood the terms and conditions stipulated in the Tender Document issued by BSEH (hereinafter referred as the "**Board**") and in any subsequent communication sent by Board.

- 1 We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the Tender Document or in any of the subsequent communications from Board.
- 2 The information submitted in our Proposal is complete, is strictly as per the requirementsstipulated in the Tender Document, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.
- 3 We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitration tribunal or a judicial authority or judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
- 4 **I/ We declare that:**
 - a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Board.

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- b. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Tender Document, in respect of any tender or Tender Document issued by or any agreement entered into with the Board or any other public sector enterprise or any government, Central or State.
5. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the subject work, without incurring any liability to the Bidders.
6. I agree and undertake to abide by all the terms and conditions of the Tender Document. In witness thereof, I submit this Bid under and in accordance with the terms of the Tender Document.

Thanking You,

Yours Sincerely,

For and on behalf of: (name of the Bidder and the Company Seal)

Signature: (Authorised Representative & Signatory)

Name of the Person: Designation:

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Annexure II – Bidder's Profile

1. (a) Name:
(b) Address of the Firm/Bidder
(c) GST No
(d) PAN No.
2. Details of individual(s) who will serve as the point of contact/ communication for BSEH:
3. Particulars of the Authorized Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone /Mobile Number:
 - (e) Email ID:

** Wherever applicable submit documentary evidence to facilitate verification.

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

Signature of the Authorized Signatory with date & seal

Board of School Education Haryana, Bhiwani

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Annexure III: Format of BOQ for Financial Bid

To,
The Secretary,
Board of School Education Haryana,
Hansi Road, Bhiwani-127021
E-mail: asgen@bseh.org.in

TENDER DOCUMENT Ref No:

Subject: “Financial Bid For Supply Of Cloth Bag”.

Dear Sir,

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

S. No.	Particulars	Specifications	Quantity	Time allowed	Rates to be quoted per bag (Basic Rates+GST as per applicable from time to time) & delivery to be made at Board's godown Bhiwani
1.	Cloth bags	70X57, 31X26 CM नेफे सहित (नेफा साईज से अलग है।	55000	25 days	Rs. _____ (per bag) In words _____ _____

- a) The above Price shall be inclusive of all cost associated with supply of material and associated cost towards warranty period post commissioning.
- b) The Price includes all related items frames as persite requirement.
- c) We agree to bind by this offer if we are selected as the preferred bidder.

FOR AND ON BEHALF OF _____

NAME _____

SIGNATURE _____

DESIGNATION _____

COMPANY SEAL

Board of School Education Haryana, Bhiwani

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CHECKLIST FOR TECHNICAL BID

Sr. No.	Name of document	Attached at Page No.	Remarks
1.	Tender Cost deposit slip		
2.	Earnest Money Deposit slip		
3.	Undertaking must be attached that the bidder has relevant experience in this field.		
4.	GST Registration Certificate		
5.	PAN Number		
6.	Minimum Average Annual Financial Turnover of the Firm/Bidder for three years i.e. 2022-23, 2023-24 & 2024-2025 Rs. five lakhs. Certified by C.A.		
7.	Undertaking for non-blacklisting		
8.	Annexure I to III (Duly filled & signed in all aspects)		
9.	Any other document		

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