

BOARD OF SECONDARY EDUCATION, BKROAD, ODISHA, CUTTACK-1

TENDER CALL NOTICE

No- 52/ (Store-II) /dt.03.01.2020

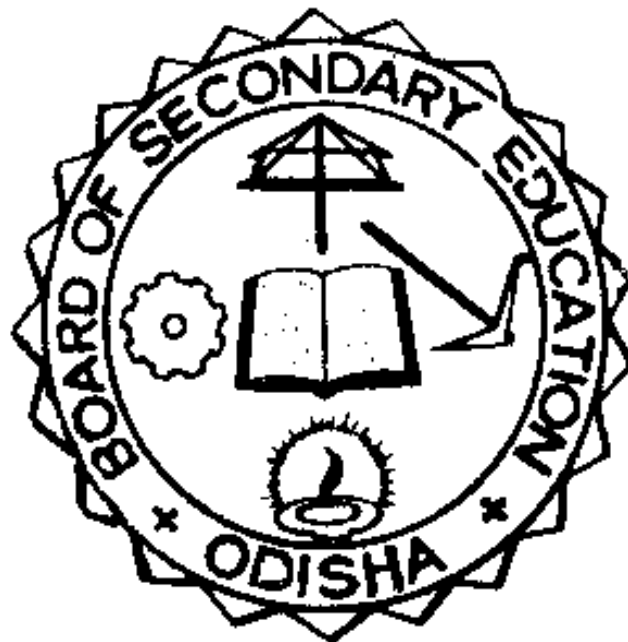
Tenders are invited in the prescribed format in double sealed cover from the intending Registered Firms/Suppliers/Registered Co-operative Societies having valid Registration Number of Dealer-ship, GST and Income Tax Clearance up to 31.03.2019 for supply of stationary articles. Details of Tender documents can be obtained from the office of the Secretary, Board of Secondary Education, Odisha, Bajrakabati Road, Cuttack on any working day during office hours from 11.00 A.M. to 3.00 P.M. from the date of publication in the Daily News Papers. The last date of submission is 13.01.2020 on payment of Rs.2240/- (Rupees Two thousand two hundred and forty) non refundable (inclusive of GST of Rs.240/-) towards cost of Tender paper and Rs. 20,000/- towards E.M.D. The tender documents can also be down loaded from the website – www.bseodisha.nic.in. of the B.S.E., Odisha on payment of Rs.2240/- and Rs. 20,000/- towards cost of Tender Paper and EMD respectively through Bank Draft in favour of the **Secretary, Board of Secondary Education, Odisha, Cuttack** payable at **Cuttack**. The Tender paper shall be opened on the next working day i.e. on 14.01.2020 at 12.00 Noon in the office of the Secretary, B.S.E., Odisha, Bajrakabati Road, Cuttack in the presence of the tenderer or their authorized representatives.

The authority reserves the right to accept or reject any or all tenders and to alter/amend the terms and conditions of the tender without assigning any reason thereof.

All disputes are subject to jurisdiction of Cuttack City.

Sd/-
SECRETARY

TENDER DOCUMENT



BOARD OF SECONDARY EDUCATION, ODISHA,
BAJRAKBATI ROAD, CUTTACK-753001

INSTRUCTION TO TENDERER

Important notes –

- (a) It is important that all the original tender papers duly filled in and signed on each page should be submitted along with the offer, failing which the Tender shall be treated as incomplete & liable for rejection.
- (b) Photo copies of valid Registration No. of Dealership, GST, PAN Card and I.T Clearance Certificate should be submitted alongwith the Tender. No tender will be considered without a valid Registration No, GST clearance Certificate, Photo copy of PAN Card and I.T. Clearance Certificate.
- (c) The entire E.M.D will be forfeited to the Board in case of violation of contract / supply of inferior quality of goods.
- (d) All columns of the Tender Paper should be duly filled in.

TERMS AND CONDITIONS

1. The tenderer shall deposit earnest money of Rs-20,000/- (Rupees Twenty Thousand) only along with the tender in shape of Demand Draft drawn in favour of **Secretary, Board of Secondary Education, Odisha, Cuttack** payable at **Cuttack**. Tender without earnest money deposit shall not be considered under any circumstances. Request for transfer of any previous deposit or adjustment of earnest money from any claim payable will not be entertained.
2. The tenderer shall not be entitled to any interest on the earnest money.
3. The earnest money deposit of unsuccessful tenderer (s) will be refunded after finalization of Tender. The successful tenderer shall have to enter in to an agreement & to deposit an amount of Rs.25,000/- as security money within seven days of receipt of acceptance letter from the Board.
4. The rate quoted and accepted shall remain valid up to 31.12.2020.
5. Overwriting, addition, alteration and erasing on Tender Paper should be avoided. All correction on the tender paper should be duly attested by the Tenderer, other wise the decision of the authority in respect of rates, etc. will be final.
6. One rate shall be offered for one item. Submission of multiple rates against one item will be considered as a demerit. In case there are really different qualities or brands to be offered against one item and all of them, at the maximum, conform to the standards and specifications of the required item, more than one rate can be considered. But, in respect of each item Tenderers can offer three rates with separate sample maximum.
7. Price should be quoted in words as well as in figures.
8. The tenderers are requested to submit their bid in double sealed cover i.e. Technical Bid in one and Financial Bid in another. The envelope containing Technical Bid should be superscribed as “**Technical Bid**” and the envelope containing financial bid need to be superscribed as “**Financial Bid**”. Both the bids should be kept in another envelope & sealed & then be submitted.

9. The tenders shall be opened in presence of the tenderers or authorized representatives if any, otherwise the tender of absentee shall be rejected.
10. The supply shall be completed within the time specified by the Secretary, Board of Secondary Education, Odisha, Cuttack; in the supply order to be issued.
11. The supply shall confirm to the approved sample; otherwise the purchaser has every right to reject the goods so supplied.
 - (i) If the supplies are found to be of sub standard quality, the same shall be rejected by the authority or accepted with suitable percentage of deduction from the cost, at the time of payment as would be determined by the authorities of the Board of Secondary Education, Odisha, Cuttack. In case of rejection the same shall be replaced at his own cost, failing which the cost of such rejected goods shall stand forfeited & no payment will be made against the same.
 - (ii) The goods rejected shall be removed by the supplier at his own cost and responsibility, within such time, as may be fixed by the Secretary; failing which the Secretary shall be at liberty to remove the same without any further intimation to the supplier, and cost of such removal shall be recovered from the supplier.
12. The supplier shall be responsible for said delivery of goods at the godown of the purchaser (Board) and ensure that the goods are received in good condition by the Board.
13. TDS shall be ensured at the time of payment of bill.
14. Payment shall be made only on receipt of goods in perfect condition as per samples, specifications, etc. and accepted by the Board.
15. All correspondence should be made with the Secretary, Board of Secondary Education, Odisha, Cuttack-753001 in his official address but not by name.
16. The tenderers should bring the samples of each item of product they have offered the rate for necessary selection at the time of opening of tender paper, failing which tender shall not be considered.
17. Rate should be quoted unit wise for each item to be purchased including all taxes and transportation cost up to delivery at the Board of Secondary Education, Odisha, Bajrakabati Road, Cuttack.
18. Sealed Tenders may also be sent by Registered Post addressed to the Secretary, Board of Secondary Education, Odisha, Cuttack-753001 so as to reach him by the due date and time i.e. 3.00P.M. of 13.01.2020. Any tender even if posted on or before the due date fixed for submission of tender but reached beyond the due date and time, will be liable for rejection.
19. Financial bid of those tenderers shall be opened who will qualify in the Technical Bid.
20. Tender should be submitted in sealed cover superscripted "Tender against Tender notice
21. Any dispute relating to this tender and arising out of terms and condition thereof, will be subject to Cuttack Judicial jurisdiction only.

**Signature of the Tenderer
with Date**

BOARD OF SECONDARY EDUCATION: ODISHA: CUTTACK.
FINANCIAL BID FOR THE YEAR-2020

Tender Notice No-..... (Store-II) / Dt.

Time and last date of receipt of Tender :

Time and Date of opening of Tender :

1. Name of the Supplier / Firms :
along with Mobile No.

2. Full address :

3. Rate offered in the table below :

4. Registration No. of Dealership :

CATAGORY - A

Sl. No.	NAME OF THE ARTICLES	Make	UNIT	PRICE INCLUDES ALL TAXES ETC. (In words & Figures)
1	Carbon Paper(Pencil) one side 210/330MM Royal Blue-100 sheets in a packet	kores	Each Pkt	
2	Correcting fluid-30 ML Red	kores	Each Bottle	
3	Correcting fluid-30 ML White	kores	Each Bottle	
4	Duplicating ink for all seasons 400gms , net in a tube	kores	Each Tube	
5	Duplicating paper(white) 33x21 cm 68GSM, 2.5 kg 500sheets in a packet	kores	Each Pkt	
6	Stencil paper (455x260mm) 50 sheets in a packet with both side carbon paper	kores	Each Pkt	
7	Type writing Black Ribbon Vacum packets 10 Mtrs	kores	Each No	
8	Numbering machine Ink (Black) 25ml.	kores	Each Bottle	
9	Stamp Pad Ink 50 ml	camlin	Each Bottle	
10	Alpine 50 grams net in a packet Length-26mm	kores	Each Pkt	
11	Use and Through Dot Pen (Red) 05 Piece in a packet	link / Elkos	Each No	
12	Use and Through Dot Pen (Black) 05 Piece in a Packet	link / Elkos	Each No	
13	Permanent Marker Pen Pointed (Black)	link	Each No	
14	Gum (150ml)	camlin	Each Bottle	
15	Officer's Ball Point Pen (Blue / Violet Gel Refill)	Link Executive	Each No.	
16	Officer's Signature Pen	Parker	Each No.	

Sl. No.	NAME OF THE ARTICLES	Make	UNIT	PRICE INCLUDES ALL TAXES ETC. (In words & Figures)
17	Officer's Pen (Red Gel Refill)	Link Executive	Each No.	
18	Eraser non dust big size	Apsara	Each No.	
19	Sketch Pen (Black)		Each No.	
20	Jam Clip		Each Pkt.	
21	High Lighter Big size		Each No.	
22	H.B. Pencil 10 Piece in a Packet	Natraj	Each No	
23	Stapler – No. 10	Kangaroo	Each No.	
24	Stapler Pin – No.10	kangaroo	Each Pkt	
25	Stamp Pad 11x7 cm	Faber Castel	Each No.	
26	Xerox Paper – A4 size(75GSM),weight	JK, Red pack	Each Pkt.	
27	Numbering Machine	MAX	Each No.	
28	Rubber Band 3"x3" Golei 500 Gm each packet			
29	Cello Tape-02" (50 M.)		Each No.	
30	Plastic Scale 30 cm/21" (Carbo Plane 503)	Camlin	Each No.	
31	Carbon Paper (type) 210/330MM 100 Sheets in a packet	Kores	Each Pkt	
32	Type paper (size-40x64cm, 480 sheets in a packet	Emami	Each Pkt	
33	Calculator 12 Digits Check & correct system	Orpat	Each No.	
34	Urgent Pad		Each No.	
35	Marker Pen (Black / Red)		Each No.	
36	Shorthand Note Book (200pages 21x13 cm with good quality		Each No.	
37	Writing Ink (Ordinary) Red Colour 700ml	Camlin	Each Bottle	
38	Writing Ink (Ordinary) black Colour	Camlin	Each Bottle	
39	Budkin with plastic handle (Super Quality)		Each No.	
40	Counting Sponz (Super Quality)		Each No.	
41	Paper Weight 150 gms (Glass)		Each No.	

Sl. No.	NAME OF THE ARTICLES	Make	UNIT	PRICE INCLUDES ALL TAXES ETC. (In words & Figures)
42	Gum Tape- 02"		Each No.	
43	Tag-15cm (100 Nos in a Bundle) Super Quality 20 Cm. Length (White)		Each Bundle	
44	Stock Register Leather Binding(No-10) 1000 Pages	Anupam Gold	Each No.	
45	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.2(40pages)	<u>Swastik</u> Kalinga	Each No.	
46	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.4(80pages)	<u>Swastik</u> Kalinga	Each No.	
47	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.6(120pages)	<u>Swastik</u> Kalinga	Each No.	
48	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.8(160pages)	<u>Swastik</u> Kalinga	Each No.	
49	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.10(200pages)	<u>Swastik</u> Kalinga	Each No.	
50	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.12(240pages)	<u>Swastik</u> Kalinga	Each No.	
51	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.16(320pages)	<u>Swastik</u> Kalinga	Each No.	
52	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.20(400pages)	<u>Swastik</u> Kalinga	Each No.	
53	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.24(480pages)	<u>Swastik</u> Kalinga	Each No.	
54	Window Envelops (White) Size – 10" x 4" cm		Each No.	
55	Cloth Line Envelops (Green) Size- 35" x 25" cm.		Each No.	
56	Cloth Lined Envelope (Yellow) Size – 35 x 25 cm		Each No.	
57	Envelops (White) Size – 11" x 5" cm		Each No.	
58	Envelope(Golden craft) Size 11" x 5"		Each No.	

Sl. No.	NAME OF THE ARTICLES	Make	UNIT	PRICE INCLUDES ALL TAXES ETC. (In words & Figures)
59	Envelope(Golden craft) Size 9" x 4"		Each No.	
60	Envelope(White) Size 9" x 4"		Each No.	
61	File Board 33.5 x 24 cm (Pitch standard Board, 105 pound corner cloth)		Each No.	
62	Plastic folder (Super Quality)		Each No.	
63	Sealing Wax – 400 games in a packet, 12 sticks.		Each Pkt.	
64	Guard File		Each No.	
65	Paper Roll for Officer's Pen Stand		Each No.	
66	Clip Exam. Board	Meher	Each No.	
67	Computer File Size- 15" x 12"	Royal	Each No.	
68	Computer File- 10"x12"	Royal	Each No.	
69	Toilet Brush		Each No.	
70	Pen Stand (Four Pen holder with paper roll)	Kebica	Each No.	
71	Alpine Stand (Plastic, Magnate)		Each No.	
72	Self Adhesive Note (Yellow Paper & Colour Paper)		Each Pkt.	
73	Accounts Register Leather Binding 1000 Pages	Anupam Gold	Each No.	
74	Craft Paper 35" X 46" X 24 480 Pages in a Ream		Each Ream.	
75	Dot Pen (Green Gel)	Elkos Boom Gel	Each No.	
76	Dot Pen (Red Gel)	Elkos Boom Gel	Each No.	
77	Dot Pen (Black Gel)	Elkos Boom Gel	Each No.	
78	Peon Book (Good quality)	Oxford	Each No.	
79	Cloth lined Envelope size 30X40 cm, side gap 4.5cm, back gap 3cm (90GSM paper, yellow)		Each No.	
80	Cloth lined Envelope size 37X17 cm, side gap 4.5cm, back gap 3cm (90GSM paper, blue/green)		Each No.	
81	Signature Pad Good Quality		Each No.	
82	Full cloth cover file (good quality)		Each No.	
83	Calculator (Big Size)	ORPAT	Each No.	
84	Ding Dong Calling Bell	Cona	Each No.	
85	Music System Calling Bell Cordless with	Cona	Each No.	

Sl. No.	NAME OF THE ARTICLES	Make	UNIT	PRICE INCLUDES ALL TAXES ETC. (In words & Figures)
86	Full scape size (Legal size) Conquest Paper 80GSM	Emami	One packet consist of 500sheets	
87	Conquest Paper Ledger (43 X 69)cm 110GSM	Emami	One Ream consist of 500sheets	
88	Door Screen 2.5 Miter with steeching		Per Each	
89	Window Screen 1.5 Miter with steeching		Per Each	
90	Table Cloth 2 Miter with steeching		Per Each	
91	Plain Enveplo Size- 35":x 20" C.M. Green / Pink		Per Each	
92	Plain Envelop Size-35" x 18" C.M. White		Per Each	
93	Cloth Line Envelops Size- 15"x18" (Green)		Per Each	
94	Staple Machine No-H.S.-45P	Kangaroo	Per Each	
95	Staple Pin No-H.S.-45P	Kangaroo	Per Each	
96	Wall Clock	Ajanta	Per Each	
97	Ceiling Fan (Size- 48")	<u>Orient</u> Bajaj	Per Each	
98	Stand Fan (Size-18")	Crompton	Per Each	
99	Table Lamp	<u>Cona</u> Philips	Each No.	
100	Emergency Light	<u>ORPAT</u> <u>Philips</u> Bajaj	Each No.	
101	Febi Stick (Big Size)	<u>Kiwi</u>	Each No.	

**Signature of the Tenderer
with date and seal**

**BOARD OF SECONDARY EDUCATION: ODISHA: CUTTACK.
FINANCIAL BID FOR THE YEAR-2020**

Tender Notice No. (Store-II) / Dt.-

Time and last date of receipt of Tender :

Time and Date of opening of Tender :

1. Name of the Supplier / Firms :
along with Mobile No.

2. Full address :

3. Rate offered in the table below :

4. Registration No. of Dealership :

CATAGORY - B

Sl. No.	NAME OF THE ARTICLES	Make	UNIT	PRICE INCLUDES ALL TAXES ETC. (In words & Figures)
1	Bleaching Powder – 25 Kg in a Packet	Ankur	Each Pkt.	
2	Candle-228 gm. net- 6 nos. stick in a packet Size-22"x6	Laxmi	Each Pkt.	
3	White Phynile 1 Liters in a bottle	Nimyle	Each Bottle	
4	Lock No. 3	Mobaj	Each No.	
5	Lock No.31	Mobaj	Each No.	
6	Lock No.41	Mobaj	Each No.	
7	Lock – 7 Livers Brass	Godrej	Each No.	
8	Plastic Mug 1 Liter capacity		Each No.	
9	Black Phynile – 5 Liters in a Tin	Bull	Each Tin	
10	Thermo flask – 1 Ltr	Milton	Each No.	
11	Waste paper Basket (Plastic- 9.5 size)		Each No.	
12	Detergent Powder – 1 Kg Pkt	O.K. / Wheel	Each Kg.	
13	Naphtholine – 1 Kg Pkt		Each Kg.	
14	Battery (Pencil)	Eveready	Each No.	
15	Toilet Cleaner (1/2 kg bottle)	Harpic	Each Litre	
16	Odonil 100 Grams net		Each Pkt	
17	Plastic Tumbler	Flower / Cello	Each No.	
18	Caushion – 18" x 18" x 2"	kurlon	Each No.	
19	Damphan –15 cm. in good quality		Each No.	

Sl. No.	NAME OF THE ARTICLES	Make	UNIT	PRICE INCLUDES ALL TAXES ETC. (In words & Figures)
20	Knife with wooden handle 15 Cm blade		Each No.	
21	Key Purse (Medium)	SR	Each No.	
22	Room Spray (Best Quality)	Zee	Each No.	
23	Jute Thread Twin (Handmade)		Each Kg.	
24	Jute Thread (3 Ply)		Each Kg.	
25	Table Glass (45 x 72Cm x5mm)		Each No.	
26	Gramaxin (1Kg in a packet)		Each Kg.	
27	Phula Jhadu		Each No.	
28	Acid (For use in the Latrine)		Each Liter	
29	Boom Stick (Large size, Best quality)		Each Kg.	
30	Floor Wash Brush	Scotch Bright	Each No.	
31	Dustbin Basket(Big) 30 Lts.	Cello	Each No.	
32	Bamboo Baskets (Gandua)		Each No.	
33	White Ant Medicine		Each Bottle	
34	Mosquito Liquid with Machine	Morten	Each Pkt.	
35	Gunny Bag Size- 34" x 24" Weight- 500gms. in good condition (once used)		Each No.	
36	LED bulb- 09 watts	Philips	Each No.	
37	LED bulb- 12 watts	Philips	Each No.	
38	LED bulb- 14 watts	Philips Champion	Each No.	
39	LED bulb- 17 watts	Philips	Each No.	
40	LED bulb- 20 watts	Philips	Each No.	
41	LED bulb- 23 watts	Philips	Each No.	
42	LED bulb- 40 watts	Philips	Each No.	
43	LED bulb- 50 watts	Philips	Each No.	
44	Tube Light- 40 Watts	Philips	Each No.	
45	Two Pin Socket		Each No.	
46	Two Pin Socket TOP		Each No.	
47	Tube Light Starter-40 Watts	Philips	Each No.	
48	PVC Tape (9 meters)	Anchor	Each No.	
49	Flexible Wire		Each Coil	

Sl. No.	NAME OF THE ARTICLES	Make	UNIT	PRICE INCLUDES ALL TAXES ETC. (In words & Figures)
50	Pendent Holder	Cona	Each No.	
51	PVC Copper Wire-3/36 (91mts.)	Finolex	Each Coil	
52	Full Fittings with Electronic Choke (Tube light)	Philips	Each No.	
53	Full Fittings with LED- 18W (Tube light)	Philips	Each No.	
54	Full Fittings with LED- 20W (Tube light)	Philips	Each No.	
55	15 Amp. Board Switch	Cona	Each No.	
56	15 Amp. Board Socket	Cona	Each No.	
57	05 Amp. Board Switch	Cona	Each No.	
58	05 Amp. Board Socket	Cona	Each No.	
59	Electronic Choke	Philips	Each No.	
60	Service Wire 4MM		Each Coil	
61	Extension Board		Each No.	
62	05 Amp. 3 Pin Socket		Each No.	
63	Plain Gunny Bag Size- 40" x 48"		Each No.	
64	Gunny Bag with inner polythine Coated (Size- 24" x 18")		Each No.	
65	Gunny Bag with inner polythine Coated (Size- 20" x 36")		Each No.	
66	Telephone Hand Set	BPL/ Beetel / Orpat	Each No.	
67	Battery (Big Size)	Everedy Red	Each No.	
68	Capacitor for Fan- 2.25 mkd/3.15mfd	Power	Each No.	
69	Cup with surse in a packet 6/6=12 Pieces	JCPL	Each Pkt.	
70	Four wheeler Vehicle Towel (4 pc.)	Chatla	Each Pkt.	
71	Hand wash Towel	Chatla	Each No.	
72	Officers Chair Towel	Chatla	Each No.	
73	Hand Wash Liquid	Detol Lifeboy	Each Bottle	
74	Soap	LUX Detol	Each No.	
75	Soap Case		Each No.	
76	Plastic Bucket (12 Ltr.)		Each No.	

**Signature of the Tenderer
with date and seal**



BOARD OF SECONDARY EDUCATION: ODISHA: CUTTACK.

TECHNICAL BID

Tender Notice No- (Store-II) Dt:-

(Original Documents are to be produced on the date of opening of Tender Paper for verification)

1- Name of the Firm / Supplier:-

2- Address:-

3- Name of the Proprietor:-

**4- Registration No. of Dealership:-
(Photo copy to be attached)**

**5- Electoral Photo Identity Card No-
(Submit Photo copy of the Identity Card)**

**6- GST Registration No :-
(Submit photocopy of the GST Registration Certificate)**

**7- Photo copy of the GST Clearance Certificate
Submitted:**

**8- (a) PAN No :
(Submit Photo copy of PAN Card)
(b) IT Clearance Certificate (Photo copy)**

**9- Details of EMD submitted:- B.D. No Dt:-
(Bank Name & amount)**

**10- Submit the Photo copy of Cash receipt obtained
against purchase of Tender Paper or B.D. No & date,
in case of downloaded from the website :-**

11- Experience in the field of Supply if any:-

**Signature of the Tenderer
with date & seal.**