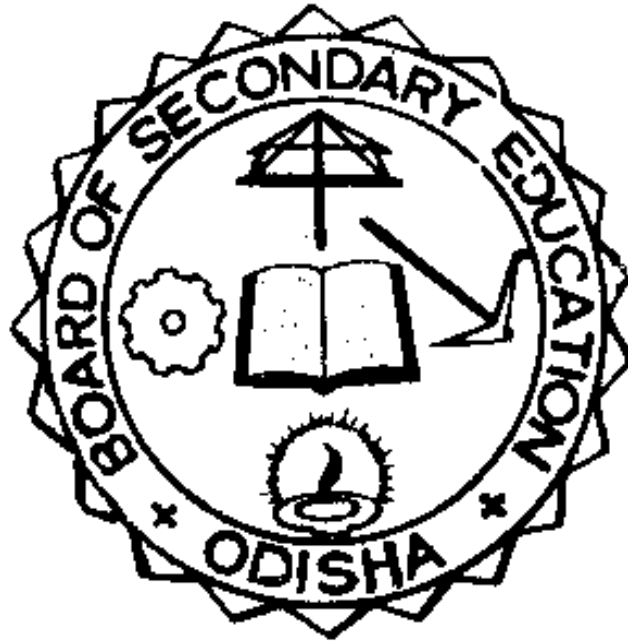


# TENDER DOCUMENT



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

**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK.**

**TENDER CALL NOTICE**

**No. 4873/(Store-II)/dt.07.12.2017**

Tenders are invited in the prescribed format in double sealed cover from the intending Registered Computer Firms having valid Registration Number of Dealership, GST Clearance Certificate and PAN Card for supply of Computer items for use in the office of the Board of Secondary Education, Odisha for the year 2018. Details of Tender documents can be obtained on any working day during office hours from the date of publication in the New Paper at 11.00 am to 3.00 pm, from the office of the Secretary, Board of Secondary Education, Odisha, Bajrakabati Road, Cuttack on payment of Rs.2240/- (Rupees Two thousand two hundred and forty) non refundable by cash. The above amount includes Rs.2000/- (Rupees Two thousand) only towards the cost of Tender Paper and Rs.240/- (Rupees Two hundred and forty) only towards GST. The tender documents can also be down loaded from our website – [www.bseodisha.nic.in](http://www.bseodisha.nic.in) The Tender documents so downloaded are to be submitted together with Bank Draft of Rs.2240/- (Rupees Two thousand two hundred and forty) only (inclusive of GST) drawn in favour of the **Secretary, Board of Secondary Education, Odisha, Cuttack** payable at **Cuttack** towards cost of tender documents.

The tender documents dully filled in along with other documents and earnest money of Rs.20,000/- , in the prescribed manner; is required to be submitted by 4.00 p.m. on 15.12.17 and the same shall be opened on the next working day i.e. on 16.12.17 at 11.30 a.m.. in the office of the Secretary, B.S.E., Odisha, Bajrakabati Road, Cuttack in the presence of the tenderer or one of his 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**

## 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 Rs25,000/- 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 31.12.2018.
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 as per the supply order to be issued.
11. The supply shall conform 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. 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 No. ....(Store-II) Dated- ....."
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**

**BOARD OF SECONDARY EDUCATION: ODISHA: CUTTACK.****FIANCIAL BID FOR THE YEAR-2018**

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

- Time and last date of receipt of Tender : ..... up to 4.00pm.  
 Time and Date of opening of Tender : Next working day at 11.30am. i.e.....  
 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 :

Sl. No.	NAME OF THE ARTICLES	Make	UNIT	PRICE INCLUDES ALL TAXES ETC. (In words & Figures)
1	Computer Paper Size-15" X 12"x 3 (Triple part with carbon),	Fronttech	Each Thousand	
2	Computer Paper Size-15" X 12"x 2 ( Double part with carbon),	Fronttech	Each Thousand	
3	Computer Paper Size-15" X 12"x 1 (Single part),	Fronttech	Each Thousand	
4	Computer Paper Size-10" X 12"x 3 (Triple part with carbon),	Fronttech	Each Thousand	
5	Thermal Transfer Ribbon (Panasonic FAX) (Fax Cartridge, No.KX-FP 342)	Panasonic	Each No.	
6	Tonner Cartridge for HP Laser Jet 1022 Printer	HP	Each No.	
7	Tonner Cartridge for HP Laser Jet -P1007 Printer	HP	Each No.	
8	H.P. Ink Cartridge No-802 Colour Nitam	HP	Each No.	
9	H.P. Ink Cartridge No-802 Black Nitam	H.P. Original	Each No.	
10	Card Reeder	H.P.	Each No.	
11	<u>CD-RW</u> 80/700MB/4X-10X	Moserbaer Samsung	Each Box	
12	<u>CD-R</u> 80/700MB/4X-10X	Moserbaer Samsung	Each Box	
13	02 G.B. RAM DDR-2	Zion	Each No	
14	02 G.B. RAM DDR-3	Zion	Each No	
15	04 G.B. RAM DDR-3	Zion	Each No	
16	LAN CARD Dliuk DFE 520TX	H.P.	Each No	
17	Pen Drive 8 GB	Ibol Sandisk	Each No	
17	Pen Drive 16 GB	Ibol Sandisk	Each No	
18	Pen Drive 32 GB	Ibol Sandisk	Each No	
19	LED Monitor- 18.5"	DELL	Each No.	
20	Line Matrix Printer Ribbon P-7000	Printonix	Each No.	

21	Ribbon Cartridge for Dot matrix printer SLR (EPSON)-3500 (DLQ)	Epson	Each	
22	Anti-Virus 1User	Quick Heal	One Pkt.	
23	Anti- Virus (Total Security)	Quick Heal	One Packet	
24	Hard Dish 1 TB (Internal)	Segate Thosiba	Each No.	
25	Hard Disk 1 TB (External)	Segate back up plus / WD passport		
26	Hard Disk 2 TB (External)	Segate back up plus / WD passport		
27	Canon Cartridge No-328	Canon	Each No.	
28	Key Board	Dell / Logitech	Each No.	
29	Mouse	Dell / Logitech	Each No.	
30	ADSL+2 Modem com Router 150MB	Dlink Iball	Per Each	
31	Back up UPS	APC	Per Each	
32	Xerox Machine Cartridge D-2360	Sharp	Per Each	
33	Mother Board (G-31)	Zebronic Enter Mercury		
34	Mother Board (G-41)	Zebronic Enter Mercury		
35	Mother Board (H-61)	Zebronic Enter Mercury		
36	Refilling of Canon Cartridge 328	Canon		
37	Drum for Canon Cartridge 328	Canon		
38	Refilling of HP Cartridge-12AA / 88AA	HP		
39	Drum for HP Cartridge-12AA / 88AA	HP		
40	H.P. 1020 Plus Logic Card			
41	H.P. 1020 Plus Power Supply Cord			
42	H.P. 1007 Plus Logic Card			
43	H.P. 1007 Plus Power Supply Cord			

**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 & Mobile No.:-**
- 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- Experience in the field of Supply if any:-**
- 11- Submit the Photo copy of Cash receipt obtained  
against purchase of Tender Paper:**
- 12- Details of B.D. submitted towards cost of  
Tender Paper in case Tender Paper downloaded  
from the Website:**

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