



**BOARD OF SECONDARY EDUCATION ODISHA,**

**BAJRAKABATI ROAD, CUTTACK**

**Tel No.0671-2415460**

**TECHNICAL BID**

**E-Tender for purchase of 60 GSM Cream  
wove Reel paper & 110 GSM  
Maplitho cover paper in two bid  
system.**



**BOARD OF SEONDARY EDUCATION, ODISHA,CUTTACK-753001**

**E-TENDER NOTICE**

**No.4723 (Store-I) Date. 27.11.2017**

1. E-Tender for purchase of (i) 60 GSM Cream wove Reel paper & (ii) 110 GSM Maplitho Cover Paper in two bid system are invited from paper Mills manufacturing paper from virgin pulp only. For (i) 60 GSM Cream wove Reel paper, the Mills should have minimum production capacity of 40,000 MT per annum for participation in the E- Tender. E- tender for Technical Bid and Commercial Bid should be applied separately as per the guide lines.
2. The documents will be available in the latest active tender section of the website <https://tendersodisha.gov.in> from **12 Noon of 28.11.2017**.

<b>Description of Tender</b>	<b>Supply Quantity</b>	<b>Earnest Money (Refundable)</b>	<b>Cost of Tender Paper (nonrefundable)</b>
(i) 60 GSM White Cream Wove Reel Paper with Water Mark Width-84 CMs, Reel dia-100 CM, (Internal core dia of reel 7.5 CMs to 8 CMs) Reel weight -440 kg (approximately)	2000 MT (Appx)	Rs.10,00,000.00	Rs.5,600.00 (Including GST)
(ii) 110 GSM Maplitho Cover Paper of superior quality having 500 sheets in a ream size (65 cm x89 cm), weight – 31.8 Kg per Ream)	2000 Reams (Appx)	Rs.1,00,000.00	Rs.5600/- (Including GST)

3. Cost of Tender form & EMD shall be deposited in shape of demand Draft of Rs.5,600.00 & Rs.10,00,000.00 respectively for each tender form for category (i) and Rs.5600/- and Rs.1,00,000/- for category (ii) payable at Cuttack on any nationalized Bank only in favour of Secretary, Board of Secondary Education, Odisha, Cuttack.
4. The scanned copy of the Demand Draft towards cost of tender form , EMD and other documents shall be submitted online before bid submission closing date & time . Tender documents will not be sold physically by the Board.
5. Original copies of the documents should be produced / submitted at the time of opening of Technical bid along with paper sample of required quantity, test report in regard to quality of sample paper, cost of Tender Form & EMD in shape of Demand Draft.
6. Regarding operation of e-Tender procedure please visit website <https://tendersodisha.gov.in/www.bseodisha.nic.in>. For further information relating to Tender can be had from Dy. Secretary (Store), Board of Secondary Education, Odisha, Cuttack during office hour. (Contact No. 0671-2414308/9438844806 ). Please note that further corrigendum if any will be declared in same website.



7. Tender documents may be downloaded from <https://tendersodisha.gov.in>. Aspiring Tenderers/ Suppliers who have not enrolled/ registered in e-procurement should enroll /register before participating through the website <https://tendersodisha.gov.in>. The portal enrollment is free of cost. Tenderers are advised to go through instructions provided at Annexure-A regarding “Instructions for online Bid System”.
8. The tenderers should have the necessary Portal Enrolment with his own Digital Signature Certificate of Class-II or Class-III from any authorized certifying authorities.
9. Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://tendersodisha.gov.in>. Incomplete form, non supply of any mandatory information will result in rejection of Tender. Defects if any shall be notified and to be rectified within given time, failing which non compliance tender will be rejected.
10. Details regarding sale, submission & opening of Tender are given below:

Sl.No	Details	Opening Date	Hrs.	Closing Date	Hrs.
1	Online availability of bid document.	28.11.2017	12 PM	12.12.2017	5.00 PM
2.	Downloading of bid documents	28.11.2017	12 PM	12.12.2017	5.00 PM
3.	Bid Submission			12.12.2017	5.00 PM
4	Submission of Paper sample, Demand Draft towards cost of Tender Form/EMD, Cash for testing charges of sample paper as processing fee.			13.12.2017	2 PM
5	Bid Opening	13.12.2017	4.00 PM		

11. The President reserves the right to accept or reject(Fully/Partly) tender without assigning any reason thereof.

**Cuttack**  
**Date:-**

**Sd/-**  
**Secretary**  
**B.S.E.,ODISHA,CUTTACK**  
**753001**



## INSTRUCTION TO THE TENDERER FOR E-PROCUREMENT

1. Bid documents consisting of qualification information and eligibility criteria of tenderers and other details are available in the website <https://tendersodisha.gov.in>
2. **PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL:** The Contractor/Tenderer intending to participate in the bid is required to register in the Portal with information about the firm/Contractor. This is a onetime activity for registering in Portal which will be provided with user ID. During registration, the Tenderer has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class( Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL, eMudhra etc.
3. Tenderer has to submit the relevant information as asked for about the firm/contractor. The portal registration of the tenderer/firm is to be authenticated by the State Procurement Cell after verification of uploaded valid certificates/documents such as (i) PAN and (ii) Registration Certificate(RC)/ IGST Certificate (for procurement of goods) of the concerned tenderer. The time period of validity in the portal is at par with validity of RC/ IGST.
4. To log on to the portal the Tenderer is required to type his/her *username* and password.  
*The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.*
5. The tender documents uploaded by the Tender Inviting Officer in the website <https://tendersodisha.gov.in> **will appear in the "Latest Active Tender" Section of the homepage.** Only a small notification will be published in the newspaper along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of **bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders.** Any tenderer can view or down load the bid documents from the web site.
6. Standard procedure to uploading tender.
  - 6.1 First download the Bid . Read all Terms & conditions carefully. Scan all marked pages of the Tender form & documents as per Form-A and Form- B for Technical Bid and Price Bid separately.
  - 6.2 The Tenderer shall go through the Bid carefully and list the documents those are asked for submission. He shall prepare all documents including cost of Bid Document, Bid Security, Declaration form, price bid etc. and upload the same online before bid submission closing date and time.
  - 6.3 Uploading technical bid & Price bid in PDF format only. The Scan copy of all marked pages required to be scanned and upload in PDF format as mentioned in Form-A & Form-B.

7. Bids cannot be submitted after due date and time. The Tenderer should ensure correctness of the bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. -The bids cannot be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.
8. Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Tenderer.
9. The Tenderer should ensure clarity/legibility of the document uploaded by him to the portal.
10. The tenderer should check the system generated confirmation statement on the status of the submission.
11. The Tenderer should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
12. For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
13. The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
14. **SIGNING OF BID:** The 'online tenderer' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity as per IT ACT 2000. If any of the information furnished by the tenderer is found to be false/fabricated /bogus, his EMD/Bid Security shall stand forfeited & his registration in the portal shall be blocked and the tenderer is liable to be blacklisted.
15. **SECURITY OF BID SUBMISSION:** All bid uploaded by the Tenderer to the portal will be encrypted.
16. **RESUBMISSION AND WITHDRAWAL OF BIDS:**
  - 16.1 Resubmission of bid by the tenderers for any number of times before the final date and time of submission is allowed.
  - 16.2 Resubmission of bid shall require uploading of all documents including price bid afresh. If the tenderer fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.



(Scan and upload-T 1) BOARD OF SECONDARY EDUCATION ,ODISHA, CUTTACK -753001

**TECHNICAL TENDE' FO'M A**  
**For supply of 60 GSM White Cream Wove Paper with Water Mark/  
110 GSM Maplitho Cover Paper**

1. Full Name & Address :-of  
the Mill Telephone/Fax  
Number:-E-Mail ID:-  
Mobile No:-
2. No of units, if any and:  
their names / locations  
manufacturing virgin pulp text  
printing paper only.
3. Latest one year production: YES/NO  
Figures certified by Central Excise  
Dept.(Virgin pulp writing and  
Printing paper with minimum  
Production capacity of 40,000 M.T  
Per annum for category (i))  
**(As per format enclosed Annexure-'A')**
4. Daily total production capacity:  
of the Mill (including units/group)  
text printing paper
5. How much daily production capacity would be made available for B.S.E, Odisha .  
Please give firm commitment ..... M.T
6. PAN No. Date.
7. Self-attested copies of PAN Card,  
Audit Report and Income tax Return last Year Yes/No.
8. GST Registration No. Date.
9. Last year VAT clearance Certificate. Yes/No
10. Earnest Money Rs.10,00,000/- (Rupees Ten Lakh only) for category (i) and  
Rs.1,00,000/- for category (ii) in shape of Bank Draft payable at Cuttack drawn on any  
Nationalize Bank in favour of Secretary Board of Secondary Education Odisha.  
B.D.No- Date-  
Name of the Bank:-
11. Expenditure for testing of  
sample paper. Rs.2,280/- (Rupees Two  
thousand Two hundred Eighty  
only)  
on cash payment
12. Cost of Tender form- Rs.5,600/- (Rupees Five  
thousand Six hundred only)  
drawn on any Nationalize Bank  
payable at Cuttack  
D.D No \_\_\_\_\_ Date \_\_\_\_\_  
Name of the Bank \_\_\_\_\_



13. (a). Date of downloading: From 28.11.2017 to 12.12.2017  
of E-Tender form
- ( c ) Last date of submission:  
e-Tender Form by Tenderer on  
E-format(Technical & Commercial) Date 12.12.2017 at 5.00 PM
- (b). Last Date of Submission: Place-B.S.E.,Odisha,Cuttack-753001  
of DD, Sample paper and cash Date 13.12.2017 at 2.00 PM

14. Total Quantity required:-

- (i) 2000 M.T ( Approx.)- 60 GSM white cream wove paper with water mark in reels  
(ii) 2000 Ream (approx) – 110 GSM Maplitho Cover Paper

15. Specifications of Paper:-

(i) 60 GSM white cream wove reel paper with water mark of size 84 CMs(internal core dia of reel(7.5) cms to (8) cms. There should not be more than 01 joint in a reel weight 440-450 Kgs (approx..) reel .

(ii) 110 GSM Maplitho Cover Paper of superior quality having 500 sheets in a ream size (65 cm x89 cm), weight – 31.8 Kg per Ream)

16. Supply Period: As per schedule given below

Quantity :	Jan 2018		Feb-2018	Mar 2018	Apr 2018
60 GSM Creamwove with water mark	15.01.18	31.01.18	500 MT	400 MT	400 MT
	500 MT	300 MT			
110 GSM Maplitho Cover Paper	1000 Reams		1000 Reams		

***(The above supply schedule may vary if required)***

17. **Samples:**  
30 Sheets in A-I size in shape of roll form duly sealed and signed at the top right hand Corner of the sheet by the mill/unit along with detail specification should be submitted within 2.00 PM of 13.12.2017 sample paper shall not be folded under any circumstances otherwise the tender shall not be taken into Consideration. No price will be paid for such sample papers
18. **Validity of Offer: Up to 12 months of acceptance of Tender or completion of supply whichever is earlier.**
19. **Rate:** Rates should be quoted and uploaded in the Tender Form 'B' and BOQ provided on portal in Excel format (Commercial) only and not in this Technical Tender.

**Official Signatory of the Tenderer with  
Designation With rubber stamp of official seal**

**Place:**

**Date:**



(Scan and upload- D)

**BOARD OF SECONDARY EDUCATION ,ODISHA, CUTTACK -753001**

**ENCLOSURE TO TECHNICAL TENDER(FORM-A)**

- E.M.D. in shape of D.D. of Rs-10,000,00/- for category (i) &
1. Rs.1,00,000/- for category (ii) Yes/No
  2. Cash for expenditure for testing of paper Samples Yes/No
  3. Cost of form (Demand Draft) of Rs-5,600/- Yes/No
  4. (a). Valid GST Registration Certificate Yes/No  
(b).Valid VAT Clearance certificate(last year) Yes/No  
(c).Self-attested copies of PAN Card, Audit Report and Income Tax Return last year Yes/No
  - 5.. Power of Attorney issued in the mill's official only Yes/No.
  6. Annual production capacity Certificate along with Yes/No  
A certificate that the Mill is producing writing and Printing Paper from Virgin Pulp only with minimum Production Capacity 40,000 M.T. per annum.  
(Latest one year certificate ) (As per annexure-'A')
  7. List of organizations to whom supplies were made for previous years Yes/No
  8. 30 nos. of sheets of paper in A-I size, without fold of paper for Yes/No  
Which rates are quoted should be submitted as per time Mentioned in tender. The cost of the Sample Paper shall not be paid. Each Sample Sheet should contain the following Particulars on the Top Right Hand Corner:-
    - a) Seal of the Firm with name & address of the Tenderer
    - b) Signature of the Authorized Person of the Firm.
    - c) Specification of the Paper
    - d) Name of the Manufacturer.
- (Certificate should be uploaded in the form of Annex-"B")
9. Copy of ISO & ISI License Certificate Yes/No
  10. Certificate for acceptance of Tender Document as per Annex."C" Yes/No

**Official Signatory of the Tenderer with  
Designation With rubber stamp of official seal**

**Place:**

**Date:**

**Note:- The tenderer will have to produce original documents of the above certificates for verification and handover the above demand drafts, paper samples with testing cost at the time of receipt of technical tender as mentioned at sr. no 15(i) of instructions to tenderer.**





**Annexure A**  
**(Format for Production and Excise Clearance Certificate)**

**CERTIFICATE**

It is certified and declared that M/s. (Name of Mill) .....  
Having Excise Registration No. (Insert number)..... and works located at  
(complete address of the unit/ group) ..... have manufactured and cleared  
“Writing and Printing Paper” falling under Sub-Heading Code 4802 of the Central Excise  
Tariff during the year ..... and the same is manufactured from Virgin Pulp  
only.

Financial Year	Production (M.T)	Clearance (M.T.)
	.....	.....

Further certified that the above figures are as per the excise records of the said company.

Signature:

Designation:

Name of the Excise Officer:

Seal of Excise Department:

**(This document should be uploaded in the document list given in D )**



***Annexure B***

***CERTIFICATE***

This is to certify that the required quality and quantity of samples as per the enclose form 'A' 4(viii) of important instructions to tenderer will be submitted as per the note given.

**Place:**  
**designation**  
**Date:**

**Official Signatory of the Tenderer with**  
**with rubber stamp of official seal**

**(This document should be uploaded in the document list given in D )**



**Annexure C**

***Certificate to be recorded by the tenderer  
while submitting offer***

We have carefully read and understood the important instructions para from 1 to 15 and all the terms and conditions para from 1 to 28 to of the Technical Tender (Form "A") and E-tender process given on website, we hereby agree to abide by them without any prejudice and reservation.

**Place:**

**Official Signatory of the Tenderer with  
designation with rubber stamp of official seal**

**Date:**

**(This document should be uploaded in the document list given in D )**



**ENCLOSURE TO TECHNICAL TENDER**

**(FORM-A)**

**BOARD OF SECONDARY EDUCATION ,ODISHA, CUTTACK -753001**

**IMPORTANT INSTRUCTIONS TO THE TENDERERS**

**For supply of 60 GSM White Cream Wove Paper with Water Mark and  
110 GSM Maplitho cover Paper**

1. The tendering shall be by two bid system i.e. the one envelope shall contain the Technical Tender (Form "A") and the second envelope shall contain the Commercial (Price Bid) Tender (Form "B").
2. Tender shall be submitted in prescribed form only and completed in all respects.  
**Incomplete tender will be rejected.**
- 3.(a). **Manufacturers of Paper i.e. manufacturing paper from Virgin pulp only are eligible to submit the tender for category (i).**
  - (b). Paper should be manufactured from virgin pulp. Virgin pulp includes the paper made from raw materials such as bamboo, wood, rice straw, different types of grasses, wheat straw, sarkanda grass and baggase, free from unbleached pulp. Paper produced other than from virgin pulp will not be accepted and the President will have right to reject the tender.
4. Technical Tender (Form "A") should contain the following documents.....
  - (i) A sum of for `10,00,000/- (Rupees Ten lakh only) for category (i) & Rs.1,00,000/- for category (ii) as earnest money deposit in shape of D.D. drawn on any Nationalized Bank payable at Cuttack in favour of Secretary, B.S.E, Odisha, Cuttack- 753001. It should be submitted in a separate envelope marked E.M.D. and kept in one envelope i.e. "Technical Tender" (Form "A"). Tender without required amount of E.M.D. shall not be taken into consideration. The earnest money deposit will be forfeited, if the tenderer fails to execute the contract after acceptance of his offer by Board of Secondary Education, Odisha.
  - (ii). A cash payment of Rs.2,280/- (Rupees Two thousand Two hundred Eighty) should be deposited as the expenditure for testing of paper samples(non-refundable).
  - (iii). A separate Demand Draft of Rs.5,600/- (Rupees Five thousand Six hundred only) should be enclosed as the cost of tender form fee (non-refundable) drawn on any Nationalised Bank only, payable at Cuttack in favour of Secretary, B.S.E., Odisha , Cuttack . The Demand Draft towards cost of tender form fee should be submitted in a separate envelope marked "Cost of tender form fee" and kept in one envelope i.e. "Technical Tender".
  - (iv). Self-attested copy of valid Central Sales Tax/ GSTregistration certificate as applicable and valid VAT clearance certificate of last year.
  - (v). Self-attested copies of PAN Card, Audit Report and Income Tax Returns for last year.



- (vi). The tenderer should attach a certified copy of the **Power of Attorney** issued in the name of mill's official only **who would attend the tender opening at the office of the B.S.E, Odisha, Cuttack** and also who is authorized to sign the tenders, agreements and other relevant documents.
- (vii). The paper Mill should have an **excise clearance of minimum 40,000 M.T. per annum for writing and printing paper manufactured from virgin pulp only for category (i)**. Latest one year Certificate of the Jurisdictional Central Excise authority must be enclosed. (As per format enclosed). In form of Annexure "A".
- (viii). Tenderer is required to enclose along with the tender in a separate envelope 30 nos. of sheets of sample paper in A-I size of 60 GSM white cream wove and 110 GSM Maplitho of required quality only indicating the size, GSM and name of the mill. The sample submitted should be signed and stamped by the appropriate authority of manufacturing mill (while filing of E-tender, submit scan copy of certificate given in annexure-B) without fold of paper for which rates are quoted should be submitted before opening of the technical bid. The cost of the sample paper shall not be paid. **The commercial tender of the successful bidders who qualify the technical requirements i.e. laboratory test of samples shall be opened in presence of the bidders or their authorized representatives.**  
**The tenders received without prescribed number of samples as per the size and specifications of the paper given in the tender notice shall not be considered. The samples other than paper specified in the tender will not be considered.**
- (ix). Details of supplies made in the previous years to other organizations / institutions/Government Departments etc.
- (x). If the manufacturer holds ISO Certification or ISI License, he should enclose certified copy of the valid Certificate or ISI License along with the technical tender.
5. Technical tender submitted without the documents at Sr. No4(i) to (viii) above , is liable to be rejected without reservation along with the commercial (Price Bid) tender.
6. B.S.E., Odisha, Cuttack is inviting tenders by E-tendering system, hence the tenderer is required to upload the scanned copies of documents at Sr. No-4(i) to (x) above with Technical tender only. All documents furnished by the tenderer should be duly certified. **Original copies of the documents should be produced for verification at the time of opening of Technical Tender.**
7. ***Validity of the offer should be up 12 months of acceptance of tender or completion of supply whichever is earlier.***
8. **Offers having conditions other than that specified herein shall not be considered and treated as invalid.**



9. Rates should not be quoted in the Technical Tender in Form “A” Rates should be quoted in the commercial tender in Form “B” in excel sheet only.
10. The envelope containing D.D for EMD and Form Fees and the paper samples should be sealed and super scribed as “PAPER SAMPLES” and “DEMAND DRAFTS” in separate envelopes.
11. The President , B.S.E.,Odisha reserves the right to split the estimated quantity for distribution of the supply orders at acceptable rates to other tenderers.
12. There should not be any overwriting and erasures in filling up of the tender form. Mistakes/Omission, if any, may be scored out and neatly written with duly attested by the signatory . All the entries must be filled in **INK** only.
13. **The right to accept or reject any tender or all tenders without assigning any reason is reserved by the President, B.S.E, Odisha .**
14. Any dispute related to this tender and arising out of terms and conditions thereof, the same will be subject to Cuttack judicial jurisdiction only.
- 15.(i). The last date and time for the receipt of tenders completed in electronic format & in all respects on website is on or before **12.12.2017 upto 5.00 PM** . and Demand Drafts paper samples with testing cost should reach secretary , B.S.E., Odisha , Cuttack on or before **13.12.2017 upto 2.00 PM**. The tenders received thereafter shall not be considered on any ground.
  - (ii) **The Technical Tender i.e form ‘A’ will be opened on 13.12.2017at 4.30 PM. A change, if any, will be communicated on e-Tender portal on time to time.**
  - (iii) **The commercial (Price Bid) Tender in form ‘B’ will be opened later on.** The date of opening of commercial tenders will be informed to those tenderers whose technical tender qualifies and found acceptable after scrutiny



(FORM - A)

**BOARD OF SECONDARY EDUCATION , ODISHA, CUTTACK-753001**

**Terms and Conditions of the Tender for supply of 60 GSM white cream wove paper with water mark & 110 GSM Maplitho cover paper**

1. Manufacturers of paper i.e. paper Mills who are manufacturing paper from Virgin Pulp only and possess the minimum production capacity of 40000 M.T. of Paper or more are eligible to submit the Tender in the case of category (i).
2. The tendering system shall be two Bid system, i.e. the Envelop One will contain the "Technical Tender "(Form-A) and Second "Commercial Tender" (form- B) will be uploaded. The tender shall be submitted in prescribed forms and completed in all respects. Incomplete Tender will be rejected.
3. The tenderer is required to quote the rates in Commercial (Price) Bid form B in BOQ excel format. The rates shall be quoted both in words and in figures. In case of any discrepancy between the rates quoted in words and in figures of BOQ the offer in words mentioned will be treated as the correct offer of the tenderer.
4. The rate shall be quoted including all the taxes with other charges per M.T, commonly for delivery of F.O.R at B.S.E godown situated at Cuttack, including Unloading charges, to be borne by the tenderer.
5. The supplier shall supply paper by road. However, in exceptional circumstances if the supply is made by rail, the supplier shall make arrangement at his own cost to transport paper from the concerned railway station to specified depot of the B.S.E.(O).
6. It is obligatory on the part of the tenderer to transport the paper to the destinations as per the Board's requirement. Hence, the service tax (if applicable) and education Cess thereon shall be borne by the tenderer himself.
7. The commercial tender will be opened later on. The date, time and venue of opening of commercial tenders will be informed to those tenderers whose Technical Bid is qualified and is accepted and only if their paper samples are found acceptable to the BSE(O) after carrying out necessary laboratory test. The tenderer shall be in readiness to supply the sample reel (1no) within five days of issue of intimation letter from the Secretary , BSE(O), Cuttack for further tests.
8. After acceptance of tender the tenderer will have to pay @ 5% of the value of the contract as a security deposit. Security deposit in shape of FDR/Bank Guarantee of any **Nationalized Bank only payable at Cuttack is to be deposited** within seven days from the date of acceptance of tender. Earnest Money would be refunded after receipt of security deposit. Security Deposit should remain valid for a period of **(Six) 6 Month** beyond the date of completion of all contractual obligations of the suppliers.



The EMD of unsuccessful tenderer will be refunded after finalization of tenderer and acceptance of award of contract on successful tenderer. The tenderer shall not be entitled to any interest on EMD. The entire EMD will be forfeited to Board in case the tenderer whose tender has been accepted fails to execute agreement with necessary security deposit within the stipulated date or withdraws rate quoted in the tender.

9. The total requirement of reel paper is 2000 MT (Approx.) as per specifications as indicated in the Technical Tender(Form-A). **The quantity so ordered may increase or decrease according to the actual requirement.** It shall be binding on the supplying mill to supply such quantity accordingly at the accepted rate on the same terms and conditions as per dispatch schedule given by BSE(O).
- 10.(a). **Packing should be standard packing of HDPE material only and strong enough to prevent damages, pilferage, protection from rain, water, moisture and other forms of deterioration during transit period. The mill shall take appropriate care, so that paper is not damaged during transit.**
- (b). **The mill shall charge for reels on net weight basis only i.e. gross weight minus weight of packing material and core. The gross weight and net weight should be distinctly mentioned on each reel in the case of category (i) & (ii) .**
- 11.(a). For ascertaining the quality of supplied, samples thereof shall be sent to an independent institution of the choice of BSE(O) for test and the mill will have to accept the test report given by such institution . Cost of such laboratory test shall be deducted from the bill amount. In case the test report indicates that the paper is not according to the specifications or do not confirm to required IS specifications, President , BSE(O) reserves the right to reject supplies or to accept them at reduced rate and the decision of President in this regard shall be final and binding on the mill concerned. In such cases, quantity and value of material supplied in that lot will be taken into consideration for levy of penalty which may extend up to one percent of value of the material not supplied as per required IS specifications. Decision of the President of the BSE(O) for reduction in rate and levying of penalty shall be final and bindings on the mill. In case, the paper is not accepted, it shall be the responsibility of the mill to take back the material at their own cost within the time allowed by the President and the mill shall not claim damages or losses on this account. On failure BSE will be at liberty to dump/destroy/ sell/ appropriate and do take such other step.
- (b). It is obligatory on the part of the successful tenderer to replace the entire lot of the paper even if confirms to required IS specifications but found unsuitable for printing on actual use thereof on offset printing machine. In addition , it is obligatory on the part of the successful tenderer that any damaged paper found in transit and consequently rendered unsuitable for printing, after actual use, will have to be replaced by the mill at their own cost and risk.
- (c). In addition to what is provided herein above, in case the President observes that major quantity of supplies made are not as per required IS specifications and taking into account the laboratory test results, he rejects such major quantities of supplies; he shall have right to cancel the entire supply order and in such case, the agreement between the mill and the Board shall stand cancelled.



- 12.(i). All bills should be submitted to the Secretary ,B.S.E, Odisha. Cuttack duly Stamped & pre-receipted along with self-attested photo copy excise gate pass.
- ii). Payment will be made in phases on receipt of consignment , in perfect condition as per specification and subject to clearance by testing laboratory .
- (iii). On receipt of each consignment 90% of bill amount less the security on running bills shall be paid within 30 days subject to clearance by testing laboratory . Balance amount of the bill value shall be paid after full utilization of paper or within 45 days from the date of receipt of consignment.
- 13.(a). Board shall place supply order in phases with dispatch schedule. The time is the essence of the contract and shall be binding on the mill. The Mill will have to supply the paper as per dispatch schedule and the same is to be adhered to strictly, failing which penalty per week of delay will be charged for delay in supply at the rate of up to 0.5 percent of the value of undelivered paper. In case of natural and unforeseen calamities or other reasons beyond human control i.e. flood, earthquake, fire etc. , the Mill should get the dispatch schedule duly extended from the BSE(O) in time. It is the discretion of the President to sanction the extensions of such time limit on merit in each case with or without penalty. For the purpose of calculating “week” for levy of penalty, the decision of the President in this regard shall be final and binding on the supplier. The days exceeding four days will be reckoned as a “week”.
- (b). The instances like power failure, Breakdown of the boiler, shortage of raw materials, dearth of water or closure of factory due to order imposed by Factory Inspector shall not be proper and acceptable reasons for the delay in delivery. However, the President, BSE, Odisha shall have the authority to make an enquiry and if he feels the reason furnished by the Firm for delay in delivery is justified and genuine he may either waive or relax the penalty or may modify this clause.
- 14.(a). In addition to what is stated hereinabove, the BSE(O) shall be entitled to send the sample of the stock, received from the supplier to one or more independent institutions of the choice of BSE(O) for testing. Such testing of stock may be done once or more than once as may be decided by the BSE(O).The result of the laboratory tests shall be binding. In case the test report indicates that the paper supplied is not according to the specifications, the supplier will be asked to replace the rejected materials immediately.
- (b). The BSE(O) shall have right to weigh each reel of printing papers supplied by the Mills at receiving points i.e. Board’s Godowns in the presence of authorized representatives of the concerned mills.



- (c). In addition to what is stated hereinabove, the Board shall be entitled to levy penalty which may extend to 5 % the value, of the material not supplied as per specification.
15. The rates once accepted for the supply of ordered quantity of paper shall be binding on the mill. Increase or decrease in any taxes resulted due to Government orders during the period of dispatch schedule shall only be considered by the Board on submission of documentary evidence thereof.
16. (a). The commission if any, charged by the Banker of the Mill, shall be borne by the Mill itself.
- (b). The Policy of Transit Insurance is to be drawn by the Mill. A certified copy of policy along with documents should be submitted to the Board simultaneously at the time of dispatches paper in transit will be at the risk of the mill.
- (c). Supplies will be accepted on the basis of sample submitted by the mill along with the tender.
17. It will be binding on the mill to supply required quantity of paper as per the sample submitted at the time of tender. In this connection no deviation shall be accepted in respect of sample. **In case the mill fails to supply the paper as offered by them in the tender or commits any breach of any one or more conditions of the tender, in that event the President Shall be competent to forfeit the Security Deposit in full or in part.** In addition to this, he will be entitled to purchase balance quantity of paper from other sources at the risk and cost of the tenderer and shall be entitled to recover the extra expenditure incurred by the Board in purchasing equal quantity of paper at higher rates from other sources. The decision of President in this matter shall be final and binding on the Mill.
18. The BSE(O) requires reel paper in size 84 cms. of 60 GSM with maximum weight of 400 to 450 kgs. of each reel. The maximum numbers of joints should not exceed one in a reel. The reel should be packed properly i.e. as per IS specification so that the same should be received in good condition without hampering the printability. The core for rewinding the reel paper should be strong. **The paper received in damaged condition due to hook marks, torn edges, improper winding, shall have to be replaced at the cost of the mill. No separate charges shall be paid for by the Board.**
19. **Offers having conditions other than specified herein shall not be considered and treated as invalid.**
20. The successful tenderer i.e. mill shall be required to enter in to an agreement within 7(seven) days from the date of acceptance letter of Tender on stamp paper worth `100/- with the Board. Besides the Mill will have to give an



undertaking on stamp paper worth Rs.100/- for replacement of damaged / defective papers.

21. **All the terms and conditions of this Technical and Commercial Tender, Agreement and supply order shall be binding on the supplier.**
22. **Failure to fulfill the contractual obligations by the successful tenderer may result in the black listing of the tenderer.**
23. **The President Board of Secondary Education ,Odisha, Cuttack reserves the right to split the estimated quantity for distribution of the supply orders, at acceptable rates to other successful tenderer(s).**
24. There should not be any overwriting and erasing in filling up of the tender form. Mistakes/Omission, if any, should be scored out and neatly written duly attested.
25. **The right to accept or reject any tender or all the tenders without assigning any reason is reserved by the President , BSE(O) .**
26. Any dispute related to this tender and arising out of terms and conditions thereof, will be subject to Cuttack Judicial Jurisdiction only.



**Model Bank Guarantee Format for Performance Security  
(For successful Bidder)**

To

**The Governor of Odisha,**

WHEREAS .....(name and address of the suppliers) (hereinafter called “the supplier”) has undertaken, in purchase of contact No..... dated..... to supply .....(description of goods and services) (hereinafter called “ the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee ;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a total of ..... amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contact and without cavil or argument, any sum or sums within the limits of(amount of guarantee) as aforesaid , without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to the performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

The guarantee shall be valid until the ..... Day of ..... 20..... .

Our ..... branch .....(name & address of the ..... Branch) is liable to pay the guaranteed amount depending on the filling of claim of and any part thereof under this Bank Guarantee only and if you serve upon us at our ..... Branch a written claim or demand and received by us at our ..... Branch on or before dt. .... Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

- Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.



**PRICE BID (FORM-B)**

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

**<https://tendersodisha.gov.in>**