



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

### **E - TENDER NOTICE**

**No. 122 /dt. 09.01.2018**

1. E-Tender for sale of Waste Paper stored on the premises of Board's Office at Cuttack along with all zonal offices situated at Bhubaneswar, Balasore, Sambalpur, and Berhampur are invited from intending Paper Mills/ Contractors/ Firms/Waste Paper Dealers having valid PAN and GST Registration Number..
2. Description of Waste Paper :

Sl. No	Categories of Waste Paper	Approx. Quantity	Offset Price per MT
1	Used and Unused damaged Answer Book	200 MT	Rs.18,326/- + GST
2	Old Question Paper/ Obsolete Text Books	20 MT	Rs.14,883/- + GST
3	Other Waste Paper/ Miscellaneous	10 MT	Rs.13,442/- + GST

3. The documents will be available in the latest active tender section of the website <https://tendersodisha.gov.in> from 10.01.2018 at 10 A.M to 19.01.2018 at 5. P.M online.
4. Rs.5,600/ being Cost of Tender form (inclusive GST) and Rs.50,000/- towards EMD shall be deposited in shape of demand Draft payable at Cuttack on any nationalized Bank only in favour of Secretary, Board of Secondary Education, Odisha, Cuttack along with each Tender Form.
5. The scanned copies of the Demand Draft towards cost of tender form , EMD and other documents shall be submitted online along with tender form within the stipulated date & time. Tender documents will not be sold physically by the Board. The Demand Drafts towards cost of Tender documents and EMD shall be submitted at the time of opening of the tender.
6. Original copies of all the documents should be produced at the time of opening of Tender for verification.
7. Operation of e-Tender procedure can be verified from website <https://tendersodisha.gov.in/www.bseodisha.nic.in>. For further information please contact 0674- 2530998 / 2391617 Help Desk No.18003456765 and get in touch with the Deputy Secretary (Store), Mob No-9438844806 during office hours on working days. Please note that further addendum / corrigendum if any will be declared in the same website.
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. Tender documents may be downloaded from <https://tendersodisha.gov.in>. Aspiring Tenderers who have not enrolled/registered in e-procurement should enrol for participating through the website <https://tendersodisha.gov.in>. The portal enrolment is free of cost. Tenderers are advised to go through instructions provided in Annexure-A regarding "Instructions for online Bid System".

10. 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>.
11. Tenderers who intend to recycle waste paper are only eligible to participate in the tender.
12. 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.	10.01.2018	10 AM	19.01.2018	5.00 PM
2.	Downloading of bid documents	10.01.2018	10 AM	19.01.2018	5.00 PM
3.	Bid Submission			19.01.2018	5.00 PM
4	Submission of Demand Drafts towards cost of Tender Form/EMD so also all the documents in original for verification.			20.01.2018	2.00 PM
5	Bid Opening	20.01.2018	03 PM		

13. The President reserves the right to accept or reject tender without assigning any reason thereof.

Cuttack

Date:

Sd/-  
Secretary  
Board of Secondary Education,  
Odisha, Cuttack



### INSTRUCTIONS TO THE e-TENDERERS

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 Tenderer intending to participate in the bid is required to register in the Portal with information AS sought for. This is a onetime activity for registering in Portal. 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, e-Mudhra etc.
3. Tenderer has to submit the relevant information as asked for about the firm/contractor. The portal registration of the tenderer is to be authenticated by the State Procurement Cell after verification of original valid certificates/documents such as (i) PAN and (ii) Registration Certificate(RC) / GST Certificate (for procurement of goods) of the concerned tenderer. The time period of validity in the portal is at par with validity of RC/ GST.
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 upload 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 for Bid.
  - 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 the bid in PDF format only. The Scan copy of all marked pages required to be scanned and uploaded in PDF format as mentioned in Form-A .
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.

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 incorrect /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.

**BOARD OF SECONDARY EDUCATION ,ODISHA, CUTTACK -753001**  
**Tender Form for purchase of Waste Paper**

1. Full Name & Address of the Mill/Firm/ Contractor :  
Telephone/Fax Number:-E-Mail ID:  
Mobile No:
2. Pan No. & Date :
3. Self attested copies of PAN Card, audit Report & Income Tax Return last year to be attested.
4. GST Registration : No. \_\_\_\_\_ Dt. \_\_\_\_\_
5. VAT clearance certificate of last year.  
(to be attached) YES/ NO
6. Excise /DIC/ PMI Registration No. \_\_\_\_\_ date \_\_\_\_\_ YES/ NO
7. Earnest Money- Rs.50,000/- ( Rupees Fifty thousand only)  
in shape of Bank Draft payable at Cuttack drawn on any Nationalize Bank in favour of Secretary,  
Board of Secondary Education Odisha.  
D.D No. :  
Date :  
Name of the Bank :
8. Cost of Tender Form –  
Rs.5,600/- ( Rupees Five thousand Six hundred only)  
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 :
9. Date of Downloading of E-Tender 10.01.2018 at 10 A.M to 19.01.2018 at 5. P.M
10. Details of Waste Paper for sale:

Sl. No	Categories of Waste Paper	Approx. Quantity	Offset Price per MT
1	Used and Unused damaged Answer Book	200 MT	Rs.18,326/- + GST
2	Old Question Paper/ Obsolete Text Books	20 MT	Rs.14,883/- + GST
3	other Waste Paper/ Miscellaneous	10 MT	Rs.13,442/- + GST

11. Lifting Period : From 01.02.2018 to 31.03.2018
12. Validity of order: Up to 12 months from the date of agreement/ work order or complete of lifting whichever is earlier.
13. Rate : Rates should be quoted and uploaded in the Tender Form in the BOQ provided on portal in Excel format (Commercial) only and not in this Form.

Place:

Signature of Tenderer  
with Designation With rubber stamp of official seal

Date :

(Scan and upload- D)

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

### ENCLOSURE TO TENDER FORM

- |   |         |
|---|---------|
| 1. E.M.D. in shape of D.D. of Rs.50,000/-   | Yes/ No |
| 2. Cost of Tender Papers (Demand Draft) of Rs-5,600/-                                     | Yes/ No |
| 3. (a) Valid GST Registration Certificate   | Yes/ No |
| (b) Valid VAT Clearance certificate of last year  | Yes/ No |
| (c) Self-attested copies of PAN Card,<br>and Income Tax Return last year                  | Yes/ No |
| (d) Power of Attorney if any of the Tenderer  | Yes/ No |
| (e) Valid Excise Registration Certificate/ D.I.C/<br>P.M.I Certificate. ( Annexure- 'C' ) | Yes/ No |
| 4. List of organizations from whom waste paper<br>were purchased the Mill/Firm previously | Yes/ No |
| 5. Certificate for acceptance of Tender Document<br>as per Annex."B"                      | Yes/ No |
| 6. Undertaking that the waste paper will be used<br>for recycling only                    | Yes/ No |

**Place:**

**Signature of Tenderer**  
**with Designation With rubber stamp of official seal**

**Date:**

**Note:-**The tenderer will have to produce original documents of the above certificates for verification and handover the above demand drafts at the time of receipt of tender as mentioned at Sl. No.14(i) of instructions to tenderer.



**Annexure- B**  
**(Certificate to be recorded by the tenderer while submitting other)**

We have carefully read and understood the important instructions from Para from 01 to 16 and all terms and conditions Para 01 to 17 of Tender Form A and E-Tender process given on website, we hereby agree to abide by them without any prejudice and reservation.

**Place:**

**Signature of Tenderer**  
**with Designation With rubber stamp of official seal**

**Date:**

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

**Annexure- C**  
**(Format for production of Excise/DIC/ PMI Clearance Certificate.)**

It is certified and declared that M/S (Name of Tenderer)  
\_\_\_\_\_ has  
been registered under Excise/DIC/ PMI Department vide No. \_\_\_\_\_  
dt. \_\_\_\_\_ and the above certificate is valid and also available in the records of  
concerned department.

Signature:

Designation:

Name of the Excise/ DIC/PMI Officer:

Seal of the Excise/ DIC/PMI Department.

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



**BOARD OF SECONDARY EDUCATION ,ODISHA, CUTTACK -753001**  
**ENCLOSURE TO TECHNICAL TENDER**

**IMPORTANT INSTRUCTIONS TO THE TENDERERS FOR PURCHASE OF WASTE PAPER**

1. The tendering shall be by one bid system i.e. in one envelope containing all the paper.
2. Tender shall be submitted in prescribed form only and completed in all respects. Incomplete tender will be rejected.
3. The Tender to be submitted accompanying the following documents:
4.
  - (i) A sum of for Rs.50,000/- (Rupees Fifty thousand only) 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 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 separate Demand Draft Rs.5,600/-(Rupees Five thousand Six hundred only) should be deposited as the cost of Tender Form fee (non-refundable) drawn on any Nationalized Bank payable at Cuttack in favour of Secretary, B.S.E, Odisha, Cuttack- 753001. The D.D towards cost of Tender Form fee should be submitted in a separate envelop marked as “ Cost of Form Fee” and kept in one envelop.
  - (iii) Self attested copy of valid GST registration certificate as applicable and valid VAT clearance certificate of last year.
  - (iv) Self-attested copy of PAN card and Income Tax return of last year.
  - (v). The tenderer should attach a certified copy of the Power of Attorney issued in the name of the attorney holder that the latter would attend the tender opening at the office of the B.S.E, Odisha, Cuttack and also should be authorized to sign the tenders, agreements and other relevant documents.
  - (vi) Experience in details of purchase of waste paper by the tenderers in last two years from other organisations/ Institutions/ Govt. Dept. etc., if any.An under taking that the waste paper purchased by the Tenderer shall be utilised for recycling.
5. Tender submitted without the document at Sl. No. 3(i) to 3(vi) above in liable to be rejected without reservation.
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-3(i) to 3(v) above and 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 Tender.
7. Validity of the offer should be up to 12 months of agreement/work order.
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 Tender Form . Rates should be quoted and uploaded in the “BOQ” provided on portal in Excel format only.

10. Period for lifting of waste paper from 01.02.2018 to 31.03.2018.
11. The President , B.S.E.,Odisha reserves the right to split the estimated quantity for distribution of the lifting orders at acceptable rates to other tenderers.
12. The Tenderers have to download the concerned BOQ to offer their rate against all the following three categories of waste paper and them to upload the same in the E-Tender process. They are instructed not to quote zero rate (o) and not to leave any category blank.

Sl. No	Categories of Waste Paper	Approx. Quantity	Offset Price per MT
1	Used and Unused damaged Answer Book	200 MT	Rs.18,326/- + GST
2	Old Question Paper/ Obsolete Text Books	20 MT	Rs.14,883/- + GST
3	Other Waste Paper/ Miscellaneous	10 MT	Rs.13,442/- + GST

13. The offset price is confidential the Award of Contract (AOC) is based on highest bidding rate approved by the authority for the particular categories. The President reserves the right to accept/ reject any offer even through selected as H-1.
14. The President reserves the right to allot the tender by splitting the categories mentioned in Para-12 and is at liberty to allot the tender of each category to different tenderers.
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 19.01.2018 up to 5.00 pm. and The tenders received thereafter shall not be considered on any ground.  
(ii) The Tender will be opened on 20.01.2018 at 3.00 pm , if possible. A change if any will be communicated on e- Tender portal on time to time.
16. The right to accept or reject any tender or all tenders (Fully/Partly) without assigning any reason is reserved by the President, B.S.E, Odisha .
17. Any dispute related to this tender and arising out of terms and conditions thereof, the same will be subject to Cuttack judicial jurisdiction only.

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

### ***Terms and Conditions for the Tender for sale of Waste Paper***

1. The Tenderers who intend to recycle waste paper only are allowed to participate in the tender for purchasing waste paper from Board of Secondary Education, Odisha, Cuttack.
2. The successful tenderer shall have to furnish an undertaking to the effect that the materials purchased will be directly put into digesters for pulping and any deviation detected later shall entail action as per law.
3. (a) The tenderer are requested to submit copy of valid GST registration certificate and PAN card and VAT clearance Certificate of last year along with the tender.  
(b) The tenderers are also required to submit attested photo copy of the registration certificate of Excise/DIC/ P.M.I industries Dept., Cuttack along with the tender.
4. The tenderers are required to deposit Rs.50,000/- (Rupees Fifty thousand) only and EMD in shape of Bank Draft drawn in favour of Secretary, B.S.E, Odisha, Cuttack-753001. The EMD of unsuccessful tenderers will be refunded soon after finalisation of tender.
5. Tender without EMD shall be rejected.
6. Tenders shall quote their rate per MT and upload in the "BOQ" provided in the portal in Excel format or else the tender shall be rejected.
7. GST applicable will be charged extra on the quoted price.
8. Incomplete tenders / tenders without EMD/ Tenders without copy of the valid GST Registration clearance certificate , photo copy of PAN card / cost of Tender form shall be rejected.
9. The successful tenderers shall have to deposit Rs.1,00,000/- (Rupees One lakh) only as security money in shape of Bank Draft in favour of Secretary, B.S.E, Odisha, Cuttack, payable at Cuttack within a period of 05 days from the receipt of assignment order from the Board, failing which the order shall be treated as cancelled and in that case the EMD shall be forfeited. The security money will be refunded after certification by the store section of the Board to ensure that all the waste paper have been lifted by the tenderers for which the tender was invited. If the tenderer fails to lift all the waste paper or delay in lifting the paper the EMD and/ or security money will be forfeited.
10. The successful tenderer shall have to deposit the full cost if waste paper as will be determined by the authority of the Board in phase manner before lifting of paper.
11. The cost of lifting and transporting of waste papers shall be borne by the tenderer.
12. The weighment of loaded and unloaded vehicle carrying waste paper will be made in the weighbridge in order to determine the guaranty of waste paper and the cost of the same shall be borne by the tenderer.
13. (i) The tender shall remain valid up to 12 months of agreement/ workorder or completion of lifting of waste paper whichever is earlier. However the authority of the Board reserves the right to extend the validity period for sufficient reasons.  
(ii) Authorisation in favour of somebody else by the tenderer to lift the paper shall not

be entertained.

(iii) The Board shall not be held responsible in case the market price of waste paper goes down during period of transaction.

(iv) The last date and time for receipt of Tender completed in electronic format and in all respect on website is on or before 19.01.2018 up to 5.00 P.M and the Tenders received their after shall not be considered on any ground. The Tender will be opened on 20.01.2018 at 3.00 P.M if possible. A change if any will be communicated on e-Tender Portal on time to time.

14. (i) Details regarding sale, submission and opening of e-Tender are as follows:

Sl.No	Details	Opening Date	Hrs.	Closing Date	Hrs.
1	Online availability of bid document.	10.01.2018	10.00 A.M	19.01.2018	5.00 PM
2.	Downloading of bid documents	10.01.2018	10.00 A.M	19.01.2018	5.00 PM
3.	Bid Submission			19.01.2018	5.00 PM
4.	Submission of Demand Drafts towards cost of Tender Form/EMD so also all the documents in original for verification			20.01.2018	2.00 PM
5	Bid Opening	20.01.2018	3.00 P.M		

No deviations in the above scheduled will be entertained by the Board.

(ii) Any short of terms and conditions proposed by the tenderer shall not be accepted.

15. Approximate quantity of waste paper with their offset price is given below:

Sl. No	Categories of Waste Paper	Approx. Quantity	Offset Price per MT
1	Used and Unused damaged Answer Book	200 MT	Rs.18,326/- + GST
2	Old Question Paper/ Obsolete Text Books	20 MT	Rs.14,883/- + GST
3	other Waste Paper/ Miscellaneous	10 MT	Rs.13,442/- + GST

16. In case of any dispute arising in course of transaction of business the decision of President B.S.E, Odisha, Cuttack shall be final and binding on the part of the tenderer.

17. The President reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Sd/-  
**SECRETARY**