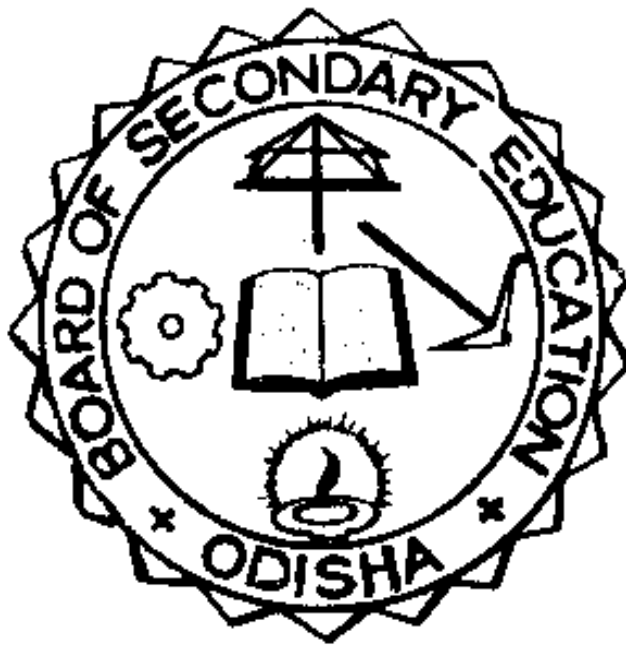


# INSTRUCTION TO TENDERER



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

**BOARD OF SECONDARY EDUCATION, B.K.ROAD,  
ODISHA, CUTTACK-1**

**TENDER CALL NOTICE**

**No- 2297 (Store-I) Date: - 17.06.2017**

Sealed quotations are hereby invited in the prescribed Format from the intending Printers having valid VAT Clearance Certificate, Income Tax Clearance Certificate and PAN Card for supply of different kinds of forms, booklets, C.R. Books, Challan Books and Registers to Board of Secondary Education, Odisha, Cuttack. The details of Tender and Tender documents can be obtained from Store-I Section of the office of Board of Secondary Education, Odisha, Cuttack on any working day during office hours from 11.00 a.m. to 3.00 p.m. from 19.06.2017 to 27.06.2017 on payment of Rs. 520/- (Rupees Five hundred twenty) only by **cash**. Besides, the tender documents can also be down loaded from the website of B.S.E., Odisha – [www.bseodisha.nic.in](http://www.bseodisha.nic.in).

The tender paper dully filled in along with earnest money of ` 10,000./-(Rupees Ten thousand) only, in shape of Bank Draft drawn in favour of Secretary, Board of Secondary Education, Odisha, payable at Cuttack and other requisites should reach the office of the Secretary, Board of Secondary Education, Odisha, Cuttack on or before dt:- 27.06.2017 by 4.00 p.m. The tender will be opened at 11.00 a.m. on dt-28.06.2017 in the office of undersigned in presence of bidders or their authorised representative if any.

The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

All disputes are subject to jurisdiction of Cuttack City only.

**SECRETARY**

**BOARD OF SECONDARY EDUCATION, B.K.ROAD,  
ODISHA, CUTTACK-1**

**TENDER CALL NOTICE**

**No- 2297 (Store-I) Date: - 17.06.2017**

**TECHNICAL BID**

- 1- Name and address of the Printing Firm :-
- 2- Name and address of the Proprietor :-
- 3- Registration No. of the firm and year of Establishment :-
- 4- Brief description of Machines and manpower :-
- 5- Experience :-
- 6- PAN No.  
(Copy to be enclosed) :-
- 7- VAT Clearance Certificate attached :- **Yes / No**
- 8- Income Tax clearance Certificate attached :- **Yes / No**
- 9- (Details of EMD-Bank Draft No. Dt. :-  
(B.D. to be attached) amount ` 10,000/- ( Rupees Ten thousand) only
- 10- Tender Paper purchased against payment of Cash :- **C.R. No. Dt.**  
(Original Cash receipt to be enclosed)
- 11- In case of Tender Paper downloaded from the website :- [www.bseodisha.nic.in](http://www.bseodisha.nic.in) submit  
B.D. amount to ` 520/- (Rupees Five hundred twenty) only payable at Cuttack drawn in  
favour of Secretary, Board of Secondary Education, Odisha, Cuttack.  
B.D. No- Dt.- `.
- 12- Paper sample in which firm intends to print the forms, Booklets, C.R. Books & Challan  
Books and Registers, submitted :- **Yes / No**  
**(10 Sheets in A4 Size  
of 60 GSM Cream wove Demy sheet paper)**

**Date:-**

**Signature and seal.**

**BOARD OF SECONDARY EDUCATION, B.K.ROAD,  
ODISHA, CUTTACK-1**

**TENDER CALL NOTICE**

No- 2297 (Store-I) Date: - 17.06.2017

**FINANCIAL BID**

**Name of the Printing Firms :-**

**Address :-**

Rate per thousand to be offered inclusive of Cost of paper, DTP, Plate making, Printing & stitching if any. It shall also include the cost of door delivery and all taxes etc.

1. **Form size** **Rate offered for one side print per thousand** **Rate offered for both side print per thousand**

<b>A2</b>	(Rupees)	(Rupees)
<b>A3</b>	(Rupees)	(Rupees)
<b>A4</b>	(Rupees)	(Rupees)
<b>A5</b>	(Rupees)	(Rupees)
<b>A6</b>	(Rupees)	(Rupees)

2. **Booklets** **Rate offered**

<b>A4 Size</b>	<b>Rate offered per thousand booklet</b>	<b>A5 Size</b>	<b>Rate offered per thousand booklet</b>
Up to 08 pages		Up to 08 pages	
Up to 16 Pages		Up to 16 Pages	
Up to 24 Pages		Up to 24 Pages	
Up to 32 Pages		Up to 32 Pages	
<b><u>XXXXXXXXXX</u></b>		Up to 40 Pages	
<b><u>XXXXXXXXXX</u></b>		Up to 48 Pages	
<b><u>XXXXXXXXXX</u></b>		Up to 54 Pages	
<b><u>XXXXXXXXXX</u></b>		Up to 64 Pages	

<b><u>C.R. Books</u></b>	<b><u>Rate per thousand</u></b>	
A5 Size- One side print having duplicate copy. One book containing 100 C.R. with Numbering perforation stitching & binding with cover paper.	,	<b>Rupees</b>
<b><u>Challan</u></b>		
A4 Size- One side print having Triplicate copy. One books containing 50 Challans with Numbering, Perforation & stitching.	,	<b>Rupees</b>
<b><u>Different Certificate and Marksheet books</u></b>		
A4 Size- One side print having Duplicate Copy. One book containing 100 pages with Numbering perforation, stitching and binding with Cover paper	,	<b>Rupees</b>
<b><u>Register</u></b>	Rate per each Register	
A4 Size-( with printing, numbering & Binding) i) Stock Register (200 Pages) ii) Sale Register iii) Diary Register ( iv) Issue Register ( v) Bill Register (250 Pages)		

**Date:-**

**Signature and seal**

## **TERMS AND CONDITION**

- 1.** Tender should be submitted in two separate sealed cover super scribed “**Tender against Tender Notice No. 2297(Store-I) Dt:- 17.06.2017**”
  - a) The first sealed cover will contain “**Technical Bid**”.
  - b) The second sealed cover will contain “**Financial Bid**”.
- 2.** The tender shall deposit E.M.D. of ` 10,000/- (Rupees Ten thousand) only in shape of Bank Draft in favour of Secretary, Board of Secondary Education, Odisha, Cuttack drawn at Cuttack. Tender without E.M.D. shall be rejected.
- 3.** Request for transfer of any previous deposit or adjustment of E.M.D. form any claim payable will not be entertained.
- 4.** No interest on E.M.D. will be paid.
- 5.** The E.M.D. of unsuccessful tenderer(s) will be refunded soon after finalization of contract.
- 6.** The rate quoted and accepted shall remain valid for 3 Years from the date of award of tender.
- 7.** The rate quoted should be inclusive of all cost i.e. paper, printing, D.T.P. & plate making, delivery and all taxes etc.
- 8.** The offer should be both in figure and words.
- 9.** Over writing, addition, alteration and erasing on Tender Paper should be avoided. All correction on Tender Paper, specially in Financial Bid should be duly attested by the tenderer himself.
- 10.** Rate for printing and supply of each item should be quoted per thousand only.
- 11.** The successful tenderer shall have to execute an agreement with the Board within 7 days from the date of award of contract.
- 12.** The successful tender shall have to deposit ` 20,000/- (Rupees Twenty thousand) only as security money within 7 days from the date of award of contract.
- 13.** E.M.D. will be forfeited if the tenderer fails to execute agreement and deposit security money within the stipulated date and time.
- 14.** After due formality delineated supra, work order will be issued in favour of the firm along with sample of forms / booklet etc. After the work of art pull of form of booklet is over, the firm shall get it approved from the Store-I Section.
- 15.** The firm shall print the form / booklet in the same quality of paper it has submitted as sample along with the tender.

- 16.** The delivery of printed materials shall be made as per date specified in work order.
- 17.** Paper used in printing if found inferior, the firm shall have to reprint the same & supply at his own cost & responsibility.
- 18.** Board shall have the right to refuse / acceptance of delivery of forms or booklets etc. in the event of use of inferior paper or substandard / printing by the firm.
- 19.** Printed matter (i.e. form / booklet, etc.) shall be delivered by the firm as per the specification prescribed by the Board in the work order.
- 20.** Payment shall be made after complete delivery of items as per the work order.
- 21.** No consideration for part payment will be made.
- 22.** If the firm fails to deliver the printed items in time as specified in the work order, action shall be initiated by the Authority of the Board to forfeit the security deposit and to black list the firm.
- 23.** In the event of any dispute arising in execution of the tender / printing work, the decision of the President, Board of Secondary Education, Odisha, Cuttack is final & shall be binding on the Tenderer.
- 24.** Any dispute related to this tender and arising out of terms and conditions thereof, will be subject of Cuttack Judicial jurisdiction only.

**Declaration**

I have gone through the Tender Notice, both the bid formats, instruction, terms and conditions of the Tender and understood the instructions & terms and condition of the Tender correctly.

**Date:-**

**Signature and seal**