

BOARD OF SECONDARY EDUCATION,ODISHA,B.K.ROAD, CUTTACK-1.
TENDER CALL NOTICE

No. 6036/ (Store-I) / Dt.15.12.2020

Sealed quotation are hereby invited in the prescribed Format from the indenting Printers having valid GST clearance Certificate, IT 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 4.00 p.m. from 16.12.2020 to 23.12.2020 on payment of Rs.560/- (Rupees Five hundred Sixty) only (including GST) by cash. Besides, the tender documents can also be down loaded from the website of B.S.E, Odisha – www.bseodisha.nic.in

The tender paper dully filled in along with earnest money of Rs.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.23.12.2020 by 4.00 P.M. The tender will be opened at 12.00 Noon on Dt.24.12.2020 in the office of undersigned in presence of bidders or their authorized representative if any.

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

All disputes are subject to jurisdiction of Cuttack only.

Sd/-
SECRETARY

TERMS AND CONDITION

1. Tender should be submitted in two separate sealed cover super scribed "Tender against Tender Notice No. / (Store-I)/ Dt.
 - 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 Rs.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. from 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 1 year 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, especially 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 Rs.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/ Register 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.

TENDER CALL NOTICE

No. (Store-I) Date :

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. (a) GST Clearance Certificate of last year (up to 31.03.2020) : Yes / No.
(b) IT clearance Certificate of last year (up to 31.03.2020) : Yes/ No.
8. (Details of EMD Bank Draft No. Dt.
(B.D. to be attached) amount Rs.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 submit B.D.
amount to Rs.560/- (Rupees Five hundred Sixty) only payable at Cuttack drawn in favour of
Secretary, Board of Secondary Education, Odisha, Cuttack.
B.D. No. Dt..... Rs.
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).

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

TENDER CELL NOTICE

No. (Store-I) Date :

FINANCIAL BID

Name of the Printing Firms :

Address :

Rate per thousand to be offered inclusive of Cost of Paper, D.T.P, Plate Making, Printing & Stitching if any. It shall also include the cost of door delivery and all taxes etc.

Form Size	Rate Offered for one side Print per thousand	Rate Offered for both side Print per thousand
A2	₹ Rupees	₹ Rupees
A3	₹ Rupees	₹ Rupees
A4	₹ Rupees	₹ Rupees
A5	₹ Rupees	₹ Rupees
A6	₹ Rupees	₹ Rupees

Booklets

A4 Size	Rate offered per thousand booklet	A5 Size	Rate offered per thousand booklet
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	
Up to 40 pages		Up to 40 pages	
Up to 48 pages		Up to 48 pages	
Up to 54 pages		Up to 54 pages	
Up to 64 pages		Up to 64 pages	
Up to 100 pages		Up to 100 pages	

C.R Books	Rate per thousand	
A5 size one side printing having duplicate copy. One Book containing 100 C.R with Numbering perforation stitching & binding with cover paper.	₹	Rupees
Challan	Rate per thousand	
A4 size one side print having triplicate copy. One book containing 50 challans with numbering perforation & stitching.	₹	Rupees
Different Certificates & Marksheet Books	Rate per thousand	
A4 size one side print having duplicate copy. One Book containing 100 pages with Numbering perforation stitching & binding with cover paper.	₹	Rupees
Fly Leaf	Rate per thousand	
Printing Charges of Fly Leaf	₹	Rupees
Printing & Supply of Mark foil Envelop	Rate per thousand	
Size- (11" x5")	₹	Rupees
Printing & Binding Charges of Attendance Register	Rate per thousand	
A2 Size (14 folio)	₹	Rupees
Register	Rate per each Register	
A4 size (with Printing, Numbering & Binding) 1. Stock Register- (200 pages) 2. Sale Register - (200 pages) 3. Diary Register - (250 pages) 4. Issue Register - (200 pages) 5. Bill Register - (200 pages) 6. Consolidated Register of Certificate (DPC) - (200 pages) 7. Cashier Cash Book Register – (250 pages)	₹	Rupees

Date:

Signature & Seal of Tenderer