

# TENDER DOCUMENT



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



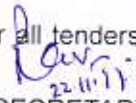
BOARD OF SECONDARY EDUCATION, B.K.ROAD,  
ODISHA, CUTTACK-1

TENDER CALL NOTICE

No-4652 (Store-II) Date: 22.11.17

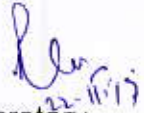
Tenders in double sealed cover in the prescribed Format are invited from the intending Manufacturers / Suppliers having PAN Card, valid up to date GST clearance Certificate and for supply of polymer tamper-evident-envelops of different sizes for use in dispatching Confidential paper relating to examinations conducted by the Board of Secondary Education, Odisha, Cuttack. Tender Paper can be obtained from the office of the undersigned on payment of Rs-560/- (Rs-500/-+GST@12%) (Rupees Five hundred sixty) only in cash on any working day from 24.11.2017 to 04.12.2017 between 11.00 a.m. to 3.00 p.m. The tender paper can also be downloaded from our website – [www.bseodisha.nic.in](http://www.bseodisha.nic.in). The last date of submission of Tender Paper at the office of the Secretary, Board of Secondary Education, Odisha, B.K.Road, Cuttack-753001 is 04.12.2017 up to 4.00 p.m. The same shall be opened on **05.12.2017 at 2.00 p.m.** in presence of tenderers or their authorised representative only.

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

  
22.11.17  
SECRETARY

Memo No. 4653 (Store-II) Dt: 22.11.17

Copy submitted to the Joint Secretary to Govt., Department of Information and Public Relation, Odisha, Bhubaneswar for information with a request to publish this Notification in one issue of Odia daily "The Samaj" and English daily "The Times of India" in all India Edition on 24.11.2017 utilizing space 12 Cm X 10 Cm inside page.


  
22.11.17  
Secretary,

B.S.E.(O),Cuttack

Memo No. 4654(4) (Store-II) Dt: 22.11.17

Copy forwarded to:-

1. Finance Officer / S.O. Salary / I.A. for information and necessary action.
2. Smt. Sagarika Lenka, Comp. Teacher, S.B.High School, Cuttack for information. She is instructed to upload tender call notice in the Board's website.

  
22.11.17  
Secretary

B.S.E.(O),Cuttack



BOARD OF SECONDARY EDUCATION ,BKROAD,  
ODISHA, CUTTACK-1

**INSTRUCTION TO TENDERER**

- 1- Tenderers are required to fill up the Technical Bid & keep it in one envelop along with other requisites & super scribe it as "**Technical Bid**". Similarly Financial Bid should be kept in another envelop & super scribe it as "**Financial Bid**". Both the sealed envelops shall be kept in another envelop & super scribe as "**Tender for polymer Tamper-evident-envelops**, Tender call Notice No.4652(Store-II) dt.22.11.2017
  
1. Tenderers are requested to submit EMD of Rs-10,000/- (Rupees Ten thousand) only in shape of Bank Draft in favour of Secretary, Board of Secondary Education, Cuttack payable at Cuttack along with the tender.
  
2. Tenderers are required to submit nos. of samples of required sizes and specifications along with tender.
  
3. Tenderers are required to submit one true copy of PAN Card and I.T. Clearance Certificate, GST Clearance Certificate obtained from the appropriate authority in original along with the tender.
  
4. If the Tender Paper has been downloaded from the Webside the cost of the Tender Paper Rs-560/-(Rupees Five hundred and sixty) only shall be submitted along with the tender in shape fo Bank Draft drawn in favour of Secretary, Board of Secondary Education, Odisha, Cuttack payable at Cuttack.



## TERMS AND CONDITIONS

1. Tenderers are required to fill up the Technical Bid & keep it in one envelop along with other requisites & super scribe it as “**Technical Bid**”. Similarly Financial Bid should be kept in another envelop & super scribe it as “**Financial Bid**”. Both the sealed envelops shall be kept in another envelop & super scribe as “**Tender for polymer Tamper-evident-envelops**, Tender call Notice No- 4652(Store-II) dt.22.11.2017
2. The tenderer shall deposit E.M.D. of Rs-10,000/- (Rupees Ten thousand) only in shape of Bank Draft drawn on any Nationalized Bank in favour of Secretary, Board of Secondary Education, Odisha, Cuttack payable at Cuttack. Tender without accompanying E.M.D. shall be rejected.
3. The E.M.D. of unsuccessful tenderer(s) will be refunded soon after finalization of tender. No interest shall be paid on EMD deposit.
4. All columns of Technical Bid and Financial Bid must be filled in properly.
5. The Tender should accompany samples of specifications and quality as per Annexure-A.
6. Tender without samples and other requisites such as copy of PAN Card, up to date I.T. Clearance Certificate & GST Clearance Certificate shall be rejected.
7. The rate should be quoted exclusive of all taxes / levies.
8. Over writing, insertion, addition, alteration and erasing on Tender Paper should be avoided. This may cause disqualification. Corrections if any on tender paper, in either or the bids should be duly attested by the tenderer.
9. Rate for supply each item should be quoted per thousand only and should be written both in figures and words.
10. The Financial Bids of all the tenderers whose Technical Bids are found in order and are qualified only will be opened.
11. L-1 will not be the only criteria for award of tender. Experience / expertise in the field, credibility of the firm, quality and suitability of the items to match the requirement will be taken in to consideration for qualification of Financial Bid.

12. The successful tenderer shall have to execute an agreement & deposit security money amounting to Rs-20,000/- (Rupees Twenty thousand) only in shape of Bank Draft drawn on any Nationalised Bank in favour of the Secretary, Board of Secondary Education, Odisha, Cuttack payable at Cuttack within 07(seven) days from the date of award of tender .
13. The tenderers shall produce the Original documents related to Financial Bid on the date of opening of tenders.
14. If the tenderer fail to execute the agreement and does not deposit security money within the stipulated date, the EMD will be forfeited and award of tender shall be cancelled and next eligible tenders shall be awarded the work.
15. After due formalities stated above, final order shall be placed with the firm.
16. The delivery of envelops shall be made strictly as per the dates specified in the supply order.
17. Board shall have the power to refuse / accept any envelop, in the event of supply not matching the sample submitted along with tender both in quality and size.
18. Payment shall be made after complete delivery of items.
19. TDS shall be deducted at the time of payment of bill.
20. If the tenderer fails to deliver the materials within in time as specified in the work order or supplies inferior /sub-standard quality or goods or violates any of the conditions of tender/work order. Board reserves the right to forfeit the security deposit and take other action as deemed proper in the event.
21. The tenders shall be opened in presence of the tendrers or their authorized representatives if any, otherwise the tender of the absentee shall be rejected.
22. President, Board of Secondary Education, Odisha, Cuttack shall have the power to amend any of the terms & conditions of the tender.
23. In the event of any dispute arising in execution of the tender, the decision of the President, Board of Secondary Education, Odisha shall be final & binding on the Tenderer.
24. Any dispute related to this tender and arising out of terms and conditions thereof, will be subject to jurisdiction of Court at Cuttack only.

**Declaration**

I have gone through the Tender Notice, both the bid formats, instruction, terms and conditions of the Tender and understood fully and agreed.

**Date:-**

**Signature  
& seal of the Tenderer**



BOARD OF SECONDARY EDUCATION ,BKROAD,  
ODISHA, CUTTACK-1

**FINANCIAL BID**

Tender Call Notice No- 4652 (Store-II) dt.22.11.2017

**Polymer Tamper evident Envelops**

**Specification**

- 1- (i) Size- (15" x 18") 381 m.m. x 457.2 m.m. (+/-5 m.m. in length & +/- 3 m.m. in width)
- (ii) Size- (15" x 12") 381 m.m. x 304.5 m.m. (+/-5 m.m. in length & +/- 3 m.m. in width)
- (iii) Size- (06" x 14") 152.4m.m. x 355.6m./m. (+/-5m.m. in length & +/-3m.m. in width)
- 2- Sealing flap length: 55 m.m. (+/- 3m.m.)
- 3- Thickness : 240 gauge
- 4- Adhesive : Hot melt Permanent adhesive from Synthetic thermoplastic rubber base type(10+/- 1 m.m. with 15 m.m. +/-2 m.m. silicon coated liner)
- 5- Strength : 4 Kg. maximum load sustained capacity.
- 6- No. of layer : 3 layers, white/other colour(2 layers) black (1 layer)
- 7- Colour : Inside Black outside white/other colour
- 8- Opacity : 95%
- 9- B.S.E. address to be printed along with other text as will be provided.

## Security features

**Closure** :- The flap of the envelopes should have a strip of hot melt adhesive for permanent closure. Once sealed the envelop can not be opened without being damaged.

**Security tape** :- The envelop should consist of a red or blue coloured security tamper evident tape in which the word "void" and "B.S.E. logo" will be imposed if any one tries to open the envelop.

<i>Rate offered per thousand</i>			
<b>Item</b>	<b>No-(i)</b>	<b>Size- 457.2m.m. x 381m.m.</b>	<b>Rs-</b>
Approximate quantity 75,000		(with other specification & security feature mentioned above)	<b>Rupees:-</b>
<b>Item</b>	<b>No-(ii)</b>	<b>Size- 381m.m. x 304.8m.m.</b>	<b>Rs-</b>
Approximate quantity 15,000		(with other specification & security feature mentioned above)	<b>Rupees:-</b>
<b>Item</b>	<b>No-(iii)</b>	<b>Size- 355.6m.m. x 152.4m.m.</b>	<b>Rs-</b>
Approximate quantity 5,000		(with other specification & security feature mentioned above)	<b>Rupees:-</b>

Date:-

Signature  
& seal of the Tenderer



BOARD OF SECONDARY EDUCATION ,BKROAD, ODISHA, CUTTACK-1

**TECHNICAL BID**

*Tender Call Notice No- 4652 (Store-II) dt.22.11.2017*

*(Original Documents are to be produced on the date of opening of Tender Paper for verification)*

- 1- Name and address of the Firm / Supplier along with photo copy of Registration Certificate :-
- 2- Name and address of the Proprietor/Director :-
- 3- PAN No. (photo Copy of PAN Card to be enclosed) :- Yes / No
- 4- Photo copy I.T. Clearance Certificate :- Yes / No
- 5- GST Clearance Certificate attached :- (Photocopy to be enclosed) Yes / No
- 6- Details of EMD :- B.D.No ..... Dt .....
- 7- (Draft to be attached) Rs- If Tender Paper purchased against payment of Cash :- C.R. No- Dt- (Original Cash receipt to be enclosed)
- 8- In case of Tender Paper downloaded from the Website :- B.D. No..... Dt- ..... ( Cost of Tender Paper in shape of B.D. to be attached) Rs-
- 9- Experience in the field of Manufacture / Supply such Polymer Tamper evident Envelops- proof to be attached.
- 10- Samples as per Commercial bid submitted:- Yes/No
- 11- Sample wise Technical Specification to be furnished:-

Date:-

Signature  
& seal of the Tenderer