



BOARD OF SECONDARY EDUCATION ODISHA,

BAJRAKABATI ROAD, CUTTACK

Tel No.0671-2415460

TECHNICAL BID

**E-Tender for purchase of 110 GSM
Maplitho Cover Paper in two bid system.**



BOARD OF SEONDARY EDUCATION, ODISHA,CUTTACK-753001

E-TENDER NOTICE

No. _____ Date. _____

1. E-Tender for purchase of 110 GSM Maplitho Cover Paper in two bid system are invited from Paper Mills/ Authorised Dealers having facility of manufacturing cover paper from Virgin Pulp only.
2. The bidder should have the necessary portal enrolment with his own digital signature certificate of Class-II or Class-III from any authorized certifying authority.
3. The documents will be available in the latest active tender section of the website <https://tendersodisha.gov.in> from 10 a.m of 16.09.2016 to 5 p.m of 26.09.2016 for online.

Description of Tender	Supply Quantity (Ream)	Earnest Money (Refundable)	Cost of Tender Paper (nonrefundable)
110 GSM Maplitho Cover Paper of superior Quality having 500 sheets in a ream size (65cm x 89 cm) Weight 31.8 Kg per ream.	5000	Rs-1,00,000/-	Rs-5,250/-

4. Cost of Tender form & EMD shall be deposited in shape of demand Draft of `5,250/- & `1,00,000/- respectively for each tender form payable at Cuttack on any nationalized Bank only in favour of Secretary, Board of Secondary Education, Odisha, Cuttack.
5. 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.
6. 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 drawn on any Nationalized Bank only in favour of Secretary, Board of Secondary Education, Odisha, Payable at Cuttack.
7. Regarding operation of E-Tender procedure please visit website <https://tendersodisha.gov.in/www.bseodisha.nic.in>. For further information please contact: 0674-2530998/0674-2391617 or 0671- 2414308 / 2415363 Help Desk No.18003456765 and get in touch with Mr. R.C. Ghadai ,A.O. telephone No-09438204932. Please note that further addendum / corrigendum if any will be declared in same website.



8. 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 Submission".
9. The tenderers should have the necessary Portal Enrolment with his own Digital Signature Certificate of Class-II or Class-III from any authorised certifying authorities.
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. 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.	16.09.2016	10 AM	26.09.2016	5.00 PM
2.	Downloading of bid documents	16.09.2016	10 AM	26.09.2016	5.00 PM
3.	Bid Submission	16.09.2016	10 AM	26.09.2016	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.			29.09.2016	2.00 PM
5	Bid Opening	29.09.2016	2 PM		

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

Cuttack

Date:-

**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 some information about the firm/Contractor. This is a onetime activity for registering in Portal. During registration, the contractor 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 original valid certificates/documents such as (i) PAN and (ii) Registration Certificate(RC) / VAT Clearance Certificate (for procurement of goods) of the concerned tenderer. The time period of validity in the portal is at par with validity of RC/ VAT Clearance.
4. To log on to the portal the Contractor/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 Technical Bid & Price Bid . Read all Terms & conditions carefully. Scan all marked pages of the Tender form & documents as per Form-A & Form-B for Technical bid & 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 scan 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 TENDER FORM- A

For supply of 60 GSM White Cream Wove Paper

1. Full Name & Address :-of
the Mill/Authorised
Telephone/Fax Number:-
E-Mail ID:-
Mobile No:-
2. No of units, if any and:
their names / locations
Manufacturing virgin pulp
cover paper only.
3. Daily total production capacity:
Capacity would be made available for
BSE(O). Please give firm
commitment.....Reams.
4. PAN No:- Date:-
5. Self-attested copies of PAN Card, Audit YES/NO
Report and Income tax Return last Year
6. VAT Registration No:- Date:-
7. VAT Clearance certificate- YES/NO
8. CST Registration. No:- Date:-
9. Earnest Money:- `1,00,000/- (Rupees One lakh) only In shape of Bank Draft payable
at Cuttack drawn on any Nationalise Bank in favour of **Secretary, Board of Secondary
Education Odisha.**
B.D.No- Date-
Name of the Bank:- `1,00,000/- (Rupees One Lakh)
10. Expenditure for testing of `2,280/- on cash payment
paper before
11. Cost of Tender form- Opening of tender `5,250/-
(Five thousand Two hundred
Fifty) only drawn on any
Nationalise Bank payable at
Cuttack.

DD No.
Date
Name of the Bank



12. (a). Date of downloading: From 16.09.2016 to 26.09.2016
E-Tender form
- (b). Last Date of Submission: Place-B.S.E.,Odisha,Cuttack-753001
of DD, Sample and cash Date 29.09.2016 upto 2.00 PM.

13. Total Quantity required:- 5000 Reams (Approx.)
110 GSM Maplitho Cover Paper in ream.

14. Specifications of Paper:-

110 GSM Maplitho Cover Paper of superior quality having 500 sheets in a ream size (65cm x 89cm) weight- 31.8 Kg per ream

15. Supply Period : As per schedule given below

Quantity	Oct-2016	Nov-2016	Dec-2016	Remarks
	2000	2000	1000	

16. Samples:- 30 Sheets in A-I size in shape of roll form duly sealed and signed at the top right hand of the sheets by the mill/unit along with detail specification should be submitted within 2.00 PM of 29.09.2016 sample paper shall not be folded at any circumstances otherwise the tender shall not be taken into Consideration. No price will be paid for such sample papers .

17. Validity of Offer: Upto March-2016 or completion of supply whichever is later.

18. 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 Mill
/Authorised Dealer 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)

- | | |
|--|---------|
| 1. E.M.D. in shape of D.D. of Rs-1,00,000/- | Yes/No |
| 2. Cash for expenditure for testing of paper Samples | Yes/No |
| 3. Cost of form (Demand Draft) of Rs-5250/- | Yes/No |
| 4. (a). Valid C.S.T./VAT Registration Certificate | Yes/No |
| (b).Valid VAT Clearance certificate | Yes/No |
| 5. Self-attested copies of PAN Card, Audit Report and Income Tax Return last year | Yes/No |
| 6. Power of Attorney issued in the mill's official only | Yes/No. |
| 7. List of organizations to whom supplies were made previously | Yes/No |
| 8. 30 nos. of sheets of paper in A-I size, without fold of paper for 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:- | Yes/No |
| a) Seal of the Firm with name & address of the Tenderer | |
| b) Signature of the authorised 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 |
| 11. Original Authorization Letter from the Manufacturer in case of Authorised Dealer. | Yes/No |

Official Signatory of the Mill/ Authorised Dealer with Designation With rubber stamp of official seal

Place:

Date:

Note:- *The Mill/Authorised Dealer 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

CERTIFICATE

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

Place: Official Signatory of the Mill /Authorised Dealer
with designation with rubber stamp of official seal

Date:

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



Annexure -B

Certificate to be recorded by the tenderer while submitting offer

We have carefully read and understood Para-1 to 15 of important instructions, Para-1 to 26 of terms and conditions, Technical Tender (Form "A") along E-tender process given on website and we here by agree to abide by them without any prejudice and reservation.

Place:

Official Signatory of the Mill/Authorised Dealer 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 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. Their authorized dealers can also submit the Tender.**
 - (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, waste and paper cutting. 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 `1,00,000/- (Rupees One lakh 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 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 `2,280/- (Rupees Two thousand Two hundred Eighty) only should be deposited as the expenditure for testing of paper samples(non-refundable).
 - (iii). A separate Demand Draft of `5,250/- (Rupees Five thousand Two hundred Fifty 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/Vat registration certificate as applicable and valid VAT clearance certificate.
 - (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.
However, in case of a company or a partnership firm, or sole proprietorship, Managing Director or one of the partners or sole proprietor respectively, can sign tenders and other relevant documents and attend Tender opening. Besides, if the Tenderer desires to appoint any other person as an authorized person for further follow up (after final decision of the tender) , the tenderer should ensure that such authorized person would not work for another Tenderer to follow up the matters relating to this tender.
- (vii). 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 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 and machine test of reels respectively 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.**
- (VIII). Details of supplies made previously in the last two years to other organizations / Institutions/Government Departments etc.
- (IX). 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 to March-2017 or till completion of supply whichever is later.
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" 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 envelops.
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 (Fully/Partly) 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 **26.09.2016 up to 5.00 PM.** and Demand Drafts paper samples with testing cost should reach secretary , B.S.E., Odisha, Cuttack on or before **29.09.2016 Up to 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 29.09.2016 at 2 P.M, if possible. 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 qualify and found acceptable after scrutiny.



(FORM - A)

BOARD OF SECONDARY EDUCATION , ODISHA, CUTTACK-753001

Terms and Conditions of the Tender for supply of 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.
2. The tendering system shall be two Bid system, i.e. the Envelop One will contain the “Technical Tender “(Form-A) and Second envelop will contain the “Commercial Tender” (form- B). 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 Board is eligible to purchase paper against declaration of form-C . The Unit price should include all duties, taxes, levies , cess, insurance charges if any, transportation of Paper to Board’s Godown or godown of its periphery located at Cuttack, loading and unloading of paper and incidental expenditure if any. However the unit price should exclude Orissa VAT & entry tax.
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(as applicable) and education cess thereon shall be borne by the tenderer himself and the BSE(O) will not be responsible for the same.
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 tender is qualified and is accepted and only if their paper samples are found acceptable to the BSE(O) after carrying out necessary laboratory and machine tests. The tenderer shall be in readiness to supply the sample reel(1 no) within five days of issue of intimation letter from the Secretary , BSE(O), Cuttack for necessary machine test of sample.
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 **Nationalised 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 i.e. up to 30.09.2017.



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 Cover Paper is 5,000 reams (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 avoid 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.**
11. (a). For ascertaining the quality of supplied, samples thereof shall be sent to an independent institution of the BSE(O) choice 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.
 - (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 shall be paid within 30 days subject to clearance by testing laboratory . Balance 10% of the bill value shall be paid after full utilisation of paper or within 30 days from the date previous payment whichever is earlier.
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 , earthquakes, 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 BSE(O) choice 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. Boards 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 i.e. Excise Duty, CST or ST or VAT (State or Central Govt.) 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 tenderer 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 tenderer 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 tenderer.
18. The BSE(O) requires sheet paper in size (65 cms x 89 cms) of 110 GSM Maplitho Cover Paper and should be packed properly i.e. as per IS specification so that the same should be received in good condition. **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 `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, and 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.



Annexure-I

**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
(Tender paper for 110 GSM Maplitho Cover Paper)

TENDER NOTICE No _____ /(Store-I)/ Dt. _____

1. Name of the Manufacturer/ Authorised Dealer :

2. Full Address :

E-mail I.D., Mobile Phone No:

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

3. Mill/ Dealer should fill each and every column given in the schedule mandatorily.

4. Description of Paper :

- I. 110 GSM Maplitho Cover paper of superior quality having 500 sheets in a ream size (65 cm x 89 cm), weight- 31.8 kgs in a ream. (Approximately)
- II. As per latest ISI specification
- III. Quantity required : 5000 reams
- IV. Entry Tax will be borne by BSE(O)
- V. Price to be quoted in ream unit - INR

5. Rate offered

Sl. No	Types of Paper	Unit (Ream)	Unit Price(in INR) (inclusive of all duties and levies except Odisha VAT & Entry Tax)	Remarks
1	110 GSM Maplitho Cover paper in a ream size (65 cm x 89 cm), weight- 31.8 kgs in a ream	Per Ream	In figures : In words:	

General Condition

- I. The Secretary, Board of Secondary Education, Odisha reserves the right to increase or decrease the quantity as mentioned above.
- II. The authority has the right to place order in phases.
- III. Board is eligible to purchase paper against Form-C.

we have offered the tender for supply of 110 GSM Maplitho Cover paper in Commercial Tender Form- "B". We have read and understood all terms and conditions and accept them unconditionally. We offer this tender and the offer shall be binding on us and shall remain open for consideration up to June, 2017.

Full Signature of the tenderer
with date