

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

## **TENDER CALL NOTICE**

No. 6941(Store-I) / Dt.15.11.2025

Sealed quotations 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 downloaded from the Board's website [www.bseodisha.nic.in](http://www.bseodisha.nic.in) from 10 A.M. dt.14.10.2025. The tenderer shall deposit Rs2000/- (Rupees Two Thousand) only and GST-18%, total Rs2360/- (Rupees Two Thousand Three Hundred Sixty) only towards the cost of Tender Paper in shape of Demand Draft in favour of "**Secretary, Board of Secondary Education, Odisha**" payable at Cuttack.

The tender paper dully filled in along with earnest money of Rs.12,000/- (Rupees twelve Thousand) only in shape of Demand 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.08.12.2025 by 4.00 P.M. The tender will be opened at 12.00 Noon on Dt.09.12.2025. 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 papers should be submitted in one sealed cover super scribed as "Tender against Tender Notice No./ (Store-I)/ Dt.        Containing item, a & b
  - 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.12,000/- (Rupees twelve Thousand) only in shape of Demand Draft in favour of "Secretary, Board of Secondary Education, Odisha, Cuttack" payable 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 at B.S.E(O)etc. and **exclusive of GST** .
8. The offer / rates should be written 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 tenderer shall have to deposit Rs.25,000/- (Rupees Twenty-five thousand) only as security money within 7 days from the date of award of contract & signed the agreement in shape of Demand Draft in favour of "Secretary ,Board of Secondary Education ,Odisha, Cuttack.
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 and also no extra payment will be allowed for the purpose.

18. Board shall have the right to refuse the acceptance of delivery of forms or booklets etc. in the event of use of inferior paper or substandard printing by the firm.
19. Printed materials (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. **As payment will be made basing on the quantity work assign in the work order. Any fraction of thousand shall be paid proportionate.**
23. **TDS (I.T. & GST) shall be deducted at the time of payment of bill.**
24. 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.
25. 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.
26. 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 & Seal of Tenderer

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

**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 Month/Qtr.: Yes / No.  
(b) IT clearance Certificate of last Month/Qtr./Year: Yes/ No.
8. (Details of EMD Demand Draft No. Dt.  
(D.D. to be attached) amount Rs.12,000/- (Rupees Twelve 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  
D.D. amount to Rs.2360/- (Rupees Two ThousandThree Hundred Sixty) only payable at  
Cuttack drawn in favour of Secretary, Board of Secondary Education, Odisha, Cuttack.  
D.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&10 sheets in demai ¼  
size of 60 GSM Maplitho paper. )

Date:

Signature & Seal of Tenderer

**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 of B.S.E(o) exclusive of tax (GST). L-1 rule of will be decided as per the rules quoted on individual category. The workorder will be issued to the respective L-1 bidder as per the requirement of B.S.E, (o) from time to time. The printing firm can't be claimed the work order solely based on the L-1 bidder.

Form Size	Rate Offered for one side Print per thousand		Rate Offered for both side Print per thousand	
	With Number	Without Number	With Number	Without Number
A2	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees
A3	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees
A4	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees
A5	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees
A6	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees

**Booklets**

A4 Size	Rate offered per five hundred booklet	A5 Size	Rate offered per five hundred 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	

Date:

Signature & Seal of Tenderer

<b>C.R Books</b>	<b>Rate per thousand</b>	
A5 size one side printing having duplicate copy. One Book containing 100 C.R with Numbering perforation stitching & binding with cover paper.	Rs.	Rupees
<b>Challan</b>	<b>Rate per thousand</b>	
A4 size one side print having triplicate copy. One book containing 50 challans with numbering perforation & stitching.	Rs.	Rupees
<b>Different Certificates &amp; Mark sheet Books</b>	<b>Rate per thousand</b>	
A4 size one side print having duplicate copy. One Book containing 100 pages with Numbering perforation stitching & binding with cover paper.	Rs.	Rupees
<b>Fly Leaf</b>	<b>Rate per thousand</b>	
Printing Charges of Fly Leaf	Rs.	Rupees
<b>Printing &amp; Supply of Envelop</b>	<b>Rate per thousand</b>	
Size- (11"x5") Mark foil (2 copies)	Rs.	Rupees
Size- (11.02"x5.51") Paper Setter (3 copies)	Rs.	Rupees
<b>Printing &amp; Binding Charges of Attendance Register</b>	<b>Rate per one Hundred</b>	
A2 Size (14 folio)	Rs.	Rupees
<b>Printing &amp; supply of 1<sup>st</sup> page Note Sheet</b>	<b>Rate per thousand</b>	
A4 Size of 80 GSM conquest paper both side printing	Rs.	Rupees
<b>ppRegister</b>	<b>Rate per each Register</b>	
<b>Legal size (with Printing,</b>		Rupees

<b>Numbering &amp; Binding)</b>		
1. <b><u>Stock Register</u></b> - (80GSM) Ledger D/F 1/4 (200 folio Number/400 Pages)	Rs.	
2. <b><u>Sale Register</u></b> - (80GSM) Ledger D/F ¼ (200 folio Number/ 400 pages)		Rupees
3. <b><u>Bill numbering Register</u></b> - (80GSM) Ledger D/F 1/4 (200 folio Number/ 400 pages)	Rs.	Rupees
4. <b><u>Diary Register</u></b> – White 60 GSM Demai 1/2 (250 folio Number/500 pages)	Rs.	Rupees
5. <b><u>Issue Register</u></b> - White 60 GSM Demai 1/2 (200 folio Number/ 400 pages)	Rs	Rupees
6. <b><u>Consolidated Register of Certificate</u></b> (DPC) D/F ½ ledger 80 GSM - (200 folio Number/400 pages)	Rs	Rupees
7. <b><u>Cashier Cash Book Register</u></b> – D/F 1/4 ledger 80 GSM (200 folio Number/ 400 pages)	Rs	Rupees
1. <b><u>School Identity Card</u></b> – 22x28 white Board 150 GSM- 1/12 size 2. <b><u>Board Identity Card</u></b> - 150 GSM Card Board -1/16 size 3. <b><u>Inward challan for Text Book</u></b> - D4 white -1/8 size -50x2=100 each book	Rs.	Rupees

Date:

Signature & Seal of Tenderer

<b>Report of observer form</b> <b>A4 size both side printing</b> <b>in demai ¼ 60 GSM</b> <b>Maplitho paper.</b>	<b>Rate per thousand</b>	<b>Rupees</b>
	<b>Rs</b>	
<b>Duty and responsibility of</b> <b>observer sheet - A4 size</b> <b>single side printing</b> <b>indemai ¼ 60 GSM</b> <b>Maplitho paper.</b>	<b>Rate per thousand</b>	<b>Rupees</b>
	<b>Rs</b>	

Date:

Signature & Seal of Tenderer