



BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

Notification No. 3036 / (Exam. Conf) / Dt 17-12-2025

Tender Notice for Printing and supply of vocational Education Certificates

1. **NATURE OF WORK:** Printing and supply of vocational Education Certificates for Academic year 2022-23 and onwards.
2. **PRE-QUALIFICATION:**
 - (i) The Printer should be an ISO certified company registered as a Security Printer, approved by the Reserve Bank of India/Indian Banks Association, Mumbai with a minimum turnover **of Rs. 7,00,00,000.00 /- (Rupees Seven Crore) per annum** during the last two previous financial years each.
 - (ii) The registered firm should have its own printing press with adequate infrastructure and experienced manpower for execution of the work.
3. **TENDER DOCUMENT:**

Tender Document can be downloaded from the official website of the BSE(O), Cuttack with payment of **Rs.7080 /- (i.e- Rs.6000 + 18 % GST as applicable)**, towards Tender Fee at the time of submission of the tender document, drawn in favor of The Secretary BSE, Odisha, Cuttack payable at Cuttack .
4. **Availability of BID document:** From **dt.18.12.2025** ,in BSE (O), Website **www.bseodisha.nic.in**
5. **LAST DATE & TIME FOR RECEIPT OF TENDERS:** The last date & time for receipt of Tender document at BSE,O, Cuttack is 03.1.2026, 03 pm.
6. **DATE, TIME & VENUE FOR OPENING OF TENDERS:**
 - i) **Pre-bid Meeting -24.12.25 , 04 pm**
 - ii) **Opening of Pre-Qualification-cum-Technical Bids: 04.01.2026 , 11.30 am**
 - iii) **Technical Presentation: 04.01.2026, 2 pm**
 - iv) **Opening of Financial Bid: 04.01.26, 03 pm**
 - v) **Venue: BSE(O), Cuttack.**

7. ESTIMATED QUANTITY OF WORK

Name of the Work	Quantity (approx.)
A-Printing of Vocational Certificate	60,000
B-Re-print of vocational certificates	
C-Supply of plain stationary of vocational certificate	

The tender document is divided into two parts. The first part called Tender Document-cum-Technical Bid and the second part called "Financial Bid. Bidders should submit both the bids separately in sealed envelopes mentioning **TECHNICAL BID** and **FINANCIAL BID** on the concerned envelopes and should put both the envelopes in another large sealed envelope superscribing as "**BID DOCUMENT FOR PRINTING & SUPPLY OF VOCATIONAL CERTIFICATE**".

8. SELECTION CRITERIA:

- (i) Bidders can clarify their queries/doubts, if any, regarding this tender in the pre-bid meeting.
- (ii) **Technical Evaluation:** The tenderer satisfying all the points mentioned at technical bid and submit all required documents, will be called for a presentation at BSE premises basing on which Technical Evaluation will be done.
- (iii) **Financial Evaluation:** The Financial Bid of the technically qualified bidders will be considered for evaluation and selection will be made accordingly considering the lowest price of Printing of vocational certificate category as per financial bid along with other points as deemed fit by BSE.

General Terms & Conditions

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenders complying partly are liable to be rejected. The BSE,(O),Cuttack reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. The BSE will not under any obligation, give any clarification to the agencies whose bids are rejected/ not selected.

1. The tender should be submitted in the prescribed tender format only.
2. While submitting tender, the tenderers must submit Tender document and Technical Bid in a sealed envelope super scribing as "**Technical Bid**". The Financial Bid should be submitted in a separate sealed envelope super scribing as "**Financial Bid**".

The sealed envelopes of “**Technical Bid**” and “**Financial Bid**” should be kept in a single large envelope super scribing “**Tender for Printing & Supply of Vocational Certificate**”.

4. All the pages of the tender document, Technical bid and Financial bid are required to be signed by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.
5. The tenders received after the due date and time will be summarily rejected.
6. The Technical Bid envelope will be opened first in the presence of tenderers or their authorized representative, if attended, at BSE, Odisha, Cuttack on the schedule date and time.
7. If the bidder qualifies in the Technical Bid, then the Financial Bid envelope of that bidder shall be considered for opening.
8. No revision of the price bid will be allowed once the price bids are opened.
9. The successful tenderer should make a Memorandum of Undertaking (**MoU**) on a non-judicial stamp paper of appropriate value with the BSE(O), Cuttack stating that the firm/agency will abide by all the terms and conditions as specified by BSE.
10. No claim for price increase will be entertained after signing the contract for one year. The period of contract may be extended beyond one year on satisfactory execution of the said work at same rates.
Extension of the said contract is at the sole discretion of the BSE, (O), Cuttack.
11. The tenderers will be responsible for the proof reading(s) of all the items approved by the BSE without any additional payment and will have to obtain the necessary order from the BSE(O), Cuttack before execution of the work.
12. No additional payment will be made for preparation of samples. Preparation of samples/design shall be made as per the instruction given by the BSE, Odisha.
13. The **Earnest Money (EMD)**: The bidders should enclose two separate Bank Drafts amounting to Rs. Rs.7080 /-i.e.- Rs.6000 + 18 % GST_ applicable towards Tender Paper cost and Rs. 40,000/- towards EMD_along with Technical Bid. The Bank draft should be drawn on any Nationalized Bank in favor of “**The Secretary ,BSE(O), Cuttack**”, failing which the tender shall be rejected outright. Any change in tax rules shall be taken in to consideration automatically.
14. The EMD amount will be returned to the unsuccessful bidders without any bank interest after completion of selection process.
15. **Performance Security**: The successful bidder shall be required to deposit an amount equal to 5% of the tendered value within seven days of declaration of

successful bidder, as Performance Security in form of Bank draft in favour of Secretary, BSE,(O),Cuttack", issued by a scheduled bank.

16. The quantity may vary depending upon the requirement of the BSE. The tenderer shall however, not print more than the quantity ordered for. If excess quantity of any tendered item(s) over and above the given order is printed accidentally, those will be immediately informed and supplied to the BSE (without any extra payment) only with the undertaking that no such Certificates are kept with the supplier. In case of any default/defect, the President, BSE(O) is competent to take action as deemed fit, which shall be final and binding on the tenderer.
17. **Penalty:** In case the office feels that the firm has failed to execute the order in time or violates any other stipulations as laid down by the BSE, Odisha, Cuttack, penalty as deemed fit by the BSE shall be imposed to the extent of financial loss caused to the BSE. In addition to penalty, the Performance Security may be forfeited and the firm may also be black listed. However, in case the period of execution of work is extended, the reason for delay in execution of the work must be conveyed to the BSE(O), Cuttack at the earliest and looking into the gravity of the situation, the penalty may be reduced and the BSE has the discretion to decide solely on this.

If the bidder fails to complete the job and the BSE shall have the right to undertake through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm's bill besides forfeiting the Performance Security of the firm, imposing penalty and taking such other action as may be deemed fit by the BSE.
18. The rate should be quoted for printing and supply of Vocational Certificate as per the specifications given in the Financial Bid which should include all charges for printing, packing, forwarding, octroi freight, insurance, taxes, local taxes, transportation, loading and unloading etc.
19. The bidder must have experience in similar type of work in any other examination boards/ university/ Govt. agencies. Successful Work Execution Certificate from the various organizations where services rendered need to be enclosed, failing which bid is to be rejected.
20. The tenderer must not have been black listed earlier by any of the Universities or Examination boards or agencies or any other organization. To this effect the bidder has to submit an Undertaking.
21. The successful tenderer should supply the certificates as per in schedule given by the BSE subject to approval of the draft/proof, at their own cost, failing which, the order will be cancelled.

- Payments will be made only after satisfactory and successful completion of the work and verification of paper samples of the Certificate by competent authority, upon submission of bills, subject to TDS as applicable.
23. The BSE reserves the right to change the order quantity or specification without assigning any reason(s) whatsoever.
 24. **Place of delivery: The BSE,(O),Cuttack-753001.**
 25. All disputes arising out of this bid shall be within the jurisdiction of the Court at Cuttack.
 26. The entire work intended to be tendered is of confidential in nature. Hence absolute accuracy and secrecy should be maintained.
 27. The officers of the BSE,(O) Cuttack, however, can visit the premises of the tenderer during the period of the execution of the job to monitor the quality of the work, to ensure confidentiality and to ascertain that the items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the BSE shall take such action as deemed fit which shall be final and binding.
 28. All the Certificates shall have serial numbers as per specification given by the BSE.
 29. Quoting of rates shall always be both in the Figures and Words.
 30. No alteration or overwriting is permitted in the rates . Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions may be rejected.
 31. In the event of tender being accepted, the quotations will be converted into a contract. The tender is valid for one year. However in exigency, the BSE reserves the right to extend the period as deemed fit.
 32. The BSE website should be visited regularly for updated information.

Specific Terms and Conditions

1. The Printer should be an ISO certified company, registered as a Security Printer, approved by the Reserve Bank of India/ Indian Banks Association , Mumbai with a minimum turnover of Rs. 7.00 (Seven) crores per annum in the last two previous financial years each. Chartered Accountant Certificate and the audited details should be enclosed. Firm Registration copy to be submitted.
(Necessary Documents to be enclosed)
2. The Paper Material should be DuPont Tyvek Paper of 110 GSM.
3. In view of the special nature of the substrate , the bidder should enclose a letter

from the Original Manufacturer of the substrate that the material will be supplied to the awardee /bidder in case the tender is awarded to him .This is to ensure that there is no delay in supplies owing to the availability of the raw material. In case the material is not procured from the original manufacturer but from Authorized Distributor of the Original Manufacturer, then a letter from the Authorized Distributor should be enclosed stating the availability of the raw material in their ware house.

(Letter from Original Manufacturer or Authorized Distributor to be enclosed)

4. To protect the highly confidential nature of this job, out-sourcing the job in full or part is not allowed. The Printer should have adequate in-house facilities and technical manpower for the entire process of printing the Certificates.

(Undertaking Letter by Bidder to be submitted)

5. The period of contract is for one year without any price variations in the basic price and tax structures will be according to the rules and regulations of the Government.

(Acceptance letter of Bidder to be submitted)

6. The Printer should submit any other Purchase Orders / Work Orders from different Universities / Examining Boards / Examining Councils / Government Sector Clients for successful execution of similar application as a proof of their expertise to print on **Tyvek** substrate along with the Tender document.

(Copies of the Purchase Orders to be submitted)

7. The vocational Certificates should be of A4 Size & should contain the paper specification of DuPont **Tyvek paper 110 GSM**. Certificate to be printed in multi-colour as per Specifications supplied by BSE, Odisha.
8. 10. The Printer should have the capacity to supply the material within 1 month from the date of work order.

(Acceptance Letter by bidder to be submitted)

Declaration

1. I/We have read the above terms and conditions carefully and these are acceptable to me/us. The proforma giving details of equipment, premises and a copy of declaration relating to registration of the press is submitted herewith as required under the tender. Our rates are also given in the enclosed proforma.
2. I/We hereby declare that our firm/company/concern is registered for the above work. We are in the technical infrastructure , technical staffs and adequate in-house facility for smooth and effective execution of the above work and we do not outsource any manpower, infrastructure fully or partially . We have not been black listed by any Government (Central & State) Board/ University/ Public Undertaking/ Banks/ R.B.I. etc.

Name of Tenderer _____ Address _____.

Signature of Tenderer with Seal & Date.

DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. Copy of Company/Partnership Registration Certificates.
2. Copy of up to date GST clearance certificate .
3. Copy of PAN card with up to date ITR return
4. ISO Certification document
5. Audited financial statement for last two financial years.
6. Letter from Original Manufacturer/Authorized Distributor as details in specific terms and conditions
7. EMD-Demand Draft
8. Tender fee-Demand Draft.
9. Minimum **10 copies** of Sample Papers (Blank).
10. Experience Certificates for successful execution of similar job (failing which bid to be cancel).
11. Tender document signed with seal & date in each page by authorized Signatory.
12. Acceptance letters as details in specific terms and conditions.
13. Declaration form with proper seal and signature.

Note : *If the above documents are not submitted the tender will be summarily rejected.*

BOARD OF SECONDARY EDUCATION, CUTTACK-753001

TECHNICAL BID.

(Printing & Supply of Vocational Education Certificate)

Technical Bid for printing and supply of Vocational Education Certificate

1. Name of the Firm.
2. Address of the Firm: With email ID / Mobile Nos.(mention if any principal/additional place of business located at Odisha)
- 3.(i) Name of the Proprietor
(ii) Registration no of the firm from any approved authority of Odisha or Central Agency Register no. of the firm registered as a security printer
ISO Certificate no.
(iv) IBA/RBI approval no.
- (iii) Core business area of operation
- (iv) Year of Establishment and No of years in the business
- (v) PAN No.
4. Client reference and brief details of the similar projects undertaken if any.
5. Annual turnover and audited financial statement for the last two financial year
6. GST No: -
7. GST Clearance Certificate. (Deposit receipt of last month/Qrs).
8. IT Clearance Certificate. (of last month/Qrs).
9. Cost of Tender paper. (Non- refundable) in shape of Bank draft
Amount Rs ----- BD No-----Dt-----
10. EMD (refundable) in shape of Bank Draft.
Amount Rs ----- BD No-----Dt-----'
11. Self-attested documentary evidence complying with all points of 'General terms and conditions and 'Specific terms and conditions of this Bid.
13. Self attested Documents as mentioned under heading - Documents to be submitted with technical bid.
14. Any other relevant information.

BOARD OF SECONDARY EDUCATION ODISHA, CUTTACK

FINANCIAL BID FORMAT

(Printing & Supply of Vocational Certificate)

1. Name of firm
2. Registration no. of the firm
3. Name of the proprietor
4. Address of the firm

CATEGORY	SECURITY FEATURE	PAPER SPECIFICATION	RATE PER CERTIFICATE
A	Printing of Vocational Certificate	DuPont Tyvek Paper 110 GSM	
B	Re-print of vocational certificates		
C	Supply of plain stationary of Vocational Certificate.		

**L1 rate will be decided based on the Rate quoted at Category A. i.e- Printing of Vocational certificates. But the Firms must submit the rates for Category B & C (Must not higher than rate quoted for category A) , failing which bid is to be rejected.

Signature of the Tenderer


Secretary
B.S.E. Odisha, Cuttack