

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

**TENDER CALL NOTICE**

**No. 303 (Store-II)/ dt. 16.01.2026**

Tender is invited in the prescribed format in double sealed cover from the intending Registered Firms/Suppliers/Registered Co-operative Societies having valid Registration Number of Dealer-ship, up to date GST and Income Tax Clearance for supply of stationary articles. Details of Tender documents can be downloaded from the website- [www.bseodisha.nic.in](http://www.bseodisha.nic.in) and also obtained from the office of the Secretary, Board of Secondary Education, Odisha, Bajrakabati Road, Cuttack on any working day during office hours from 11.00 A.M. to 4.00 P.M. from the date of publication in the Daily News Papers on payment of Rs.2,360/- (Rupees Two thousand Three hundred and Sixty) non refundable (inclusive of GST of Rs.360/-) towards cost of Tender paper and Rs. 20,000/- towards E.M.D through Bank Draft in favour of the **Secretary, Board of Secondary Education, Odisha, Cuttack** payable at **Cuttack**. The last date of submission is 29.01.2026 by 4.00 P.M. . The Tender paper shall be opened on the next working day i.e. on 30.01.2026 at 12.00 Noon in the office of the Secretary, B.S.E., Odisha, Bajrakabati Road, Cuttack in the presence of the tenderer or their authorized representatives.

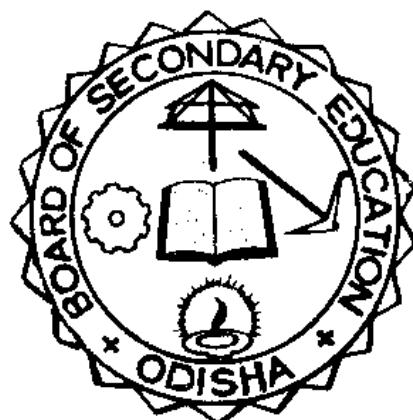
The authority reserves the right to accept or reject any or all tenders and to alter/ amend the terms and conditions of the tender without assigning any reason thereof.

All disputes are subject to jurisdiction of Cuttack City.

Sd/-

Secretary

# **TENDER DOCUMENT**



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

## **INSTRUCTION TO TENDERER**

### **Important notes –**

- (a) It is important that all the original tender papers duly filled in and signed on each page should be submitted along with the offer, failing which the Tender shall be treated as incomplete & liable for rejection.
- (b) Photo copies of valid Registration No. of Dealership, GST, PAN Card and I.T Clearance Certificate should be submitted alongwith the Tender. No tender will be considered without a valid Registration No, GST clearance Certificate, Photo copy of PAN Card and I.T. Clearance Certificate.
- (c) The entire E.M.D and /or performance security will be forfeited to the Board in case of violation of contract / supply of inferior quality of goods.
- (d) All columns of the Tender Paper should be duly filled in.

### **TERMS AND CONDITIONS**

1. The tenderer shall deposit earnest money of Rs.20,000/- (Rupees Twenty Thousand) only along with the tender in shape of Demand Draft drawn in favour of **Secretary, Board of Secondary Education, Odisha, Cuttack** payable at **Cuttack**. Tender without earnest money deposit shall not be considered under any circumstances. Request for transfer of any previous deposit or adjustment of earnest money from any claim payable will not be entertained.
2. The tenderer shall not be entitled to any interest on the earnest money.
3. The earnest money deposit of unsuccessful tenderer (s) will be refunded after finalization of Tender. The successful tenderer shall have to enter in to an agreement & to deposit an amount of Rs.25,000/- as Security Money within seven days of receipt of acceptance letter from the Board.
4. The rate quoted and accepted shall remain valid up to 31.12.2026
5. Overwriting, addition, alteration and erasing on Tender Paper should be avoided. All correction on the tender paper should be duly attested by the Tenderer, other wise the decision of the authority in respect of rates, etc. will be final.
6. One rate shall be offered for one item. Submission of multiple rates against one item will be considered as a demerit.
7. Price should be quoted in words as well as in figures.
8. The tenderers are requested to submit their bid in double sealed cover i.e. Technical Bid in one and Financial Bid in another. The envelope containing Technical Bid should be superscribed as "**Technical Bid**" and the envelope containing financial bid need to be superscribed as "**Financial Bid**". Both the bids should be kept in another envelope & sealed & then be submitted.
9. The tenders shall be opened in presence of the tenderers or authorized representatives if present on scheduled date
10. The supply shall be completed within the time specified in the work order.
11. The supply shall confirm to the approved sample; otherwise, the purchaser has every right to reject the goods so supplied.

(i) If the supplies are found to be of sub-standard quality, the same shall be rejected by the authority or accepted with suitable percentage of deduction from the cost, at the time of payment as would be determined by the authorities of the Board of Secondary Education, Odisha, Cuttack. In case of rejection the same shall be replaced at his own cost, failing which the cost of such rejected goods shall stand forfeited & no payment will be made against the same.

(ii) The goods rejected shall be removed by the supplier at his own cost and responsibility, within such time, as may be fixed by the Secretary; failing which the Secretary shall be at liberty to remove the same without any further intimation to the supplier, and cost of such removal shall be recovered from the supplier.

12. The supplier shall be responsible for said delivery of goods at the godown of the B.S.E, Odisha Cuttack

13. **TDS shall be ensured at the time of payment of bill.**

14. Payment shall be made only on receipt of goods in perfect condition as per samples, specifications, etc. and accepted by the Board.

15. All correspondence should be made with the Secretary, Board of Secondary Education, Odisha, Cuttack-753001 in his official address but not by name.

16. **Rate should be quoted unit wise for each item to be purchased exclusive all taxes and inclusive of transportation cost up to delivery at the Board of Secondary Education, Odisha, Bajrakabati Road, Cuttack.**

17. Sealed Tenders to be submitted by Hand/Registered Post/ Put up drop box addressed to the Secretary, Board of Secondary Education, Odisha, Cuttack-753001 so as to reach him by the due date and time i.e. 4.00P.M. of dt.29.01.2026 Any tender even if posted on or before the due date fixed for submission of tender but reached beyond the due date and time, will be liable for rejection.

18. Financial bid of those tenderers shall be opened who will qualify in the Technical Bid.

19. Tender should be submitted in sealed cover superscripted "Tender against Tender notice ....."

20. Any dispute relating to this tender and arising out of terms and condition thereof will be subject to Cuttack Judicial jurisdiction only.

21. **Experience- The Bidders must have a minimum of 1 years' experience in executing Supply orders for stationery items to Government/University/Board organizations**

22. **The Bidders must have been in existence for a minimum period of 3 (Three) years in field of supply of stationary articles.**

**Signature of the Tenderer  
with Date**

**BOARD OF SECONDARY EDUCATION: ODISHA: CUTTACK.**

**FINANCIAL BID**

Tender Notice No-..... (Store-II) / Dt. .....

**Time and last date of receipt of Tender** : .....

**Time and Date of opening of Tender** : .....

**1. Name of the Supplier / Firms** : .....

along with Mobile No.

**2. Full address** : .....

**3. Rate offered in the table below** : .....

**4. (a) Registration No. of Dealership** : .....

(b) PAN No. : .....

(c) GST Registration No. : .....

**CATAGORY - A**

<b>SI. No.</b>	<b>NAME OF THE ARTICLES</b>	<b>Make</b>	<b>UNIT</b>	<b>PRICE EXCLUSIVE ALL TAXES . (In words &amp; Figures)</b>
1	White correction fluid (pen) (7 ml)	camlin	Each Pen	
2	Stamp Pad Ink 50 ml	camlin	Each Bottle	
3	AllPin 50 grams net in a packet Length-26mm	kores	Each Pkt	
4	Use and Through Dot Pen (Red) 05 Piece in a packet	link / Elkos	Each No	
5	Use and Through Dot Pen (Black) 05 Piece in a Packet	link / Elkos	Each No	
6	Permanent Marker Pen Pointed (Blue/ Red/Black)	camlin	Each No	
7	Gum (150ml)	camlin	Each Bottle	
8	Officer's Ball Point Pen (Blue / Violet Gel Refill)	Link Executive	Each No.	
9	Officer's Signature Pen	Parker	Each No.	
10	Eraser non dust big size	Apsara	Each No.	
11	Jam Clip		Each Pkt.	
12	High Lighter Big size	camlin	Each No.	
13	H.B. Pencil 10 Piece in a Packet	Natraj	Each No	

14	Stapler – No. 10	Kangaroo	Each No.	
15	Stapler Pin – No.10	kangaroo	Each Pkt	
16	Stamp Pad 11x7 cm	Faber Castel	Each No.	
17	Xerox Paper – A4 size(70GSM)	JK, easy copier	Each Pkt.	
18	Cello Tape-03" (100 M.)		Each No.	
19	Plastic Scale 30 cm/21" (Carbo Plane 503)	Camlin	Each No.	
20	Carbon Paper (type) 210/330MM 100 Sheets in a packet	Kores	Each Pkt	
21	Calculator 12 Digits Check & correct system	casio	Each No.	
22	Marker Pen (Black / Red)	camlin	Each No.	
23	Budkin with plastic handle (Super Quality)		Each No.	
24	Counting Sponz (Super Quality)		Each No.	
25	Paper Weight 150 gms (Glass)		Each No.	
26	Gum Tape- 03"(100M)		Each No.	
27	Tag-15cm (100 Nos in a Bundle) Super Quality 20 Cm. Length (White)		Each Bundle	
28	Stock Register Leather Binding( No-10) 350 Pages	Anupam Gold	Each No.	
29	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.2(40pages)		Each No.	
30	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.4(80pages)		Each No.	
31	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.6(120pages)		Each No.	
32	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.8(160pages)		Each No.	
33	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.10(200pages)		Each No.	
34	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.12(240pages)		Each No.	

35	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.16(320pages)		Each No.	
36	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.20(400pages)		Each No.	
37	Bound Register ruled with page numbering Size 21x32 cm Paper cloth Binding No.24(480pages)		Each No.	
38	Cloth Line Envelops (Green) Size- 35" x 25" cm.		Each No.	
39	Cloth Lined Envelope (Yellow) Size – 35 x 25 cm		Each No.	
40	Envelops (White) Size – 11" x 5" cm		Each No.	
41	Envelope(Golden craft) Size 11" x 5"		Each No.	
42	Envelope(Golden craft) Size 9" x 4"		Each No.	
43	Envelope(White) Size 9" x 4"		Each No.	
44	File Board 33.5 x 24 cm (Pitch standard Board, 105 pound corner cloth)		Each No.	
45	Sealing Wax – 400 games in a packet, 12 sticks.		Each Pkt.	
46	Guard File		Each No.	
47	Computer File Size- 15" x 12"	Royal	Each No.	
48	Computer File- 10"x12"	Royal	Each No.	
48	Toilet Brush		Each No.	
49	Pen Stand (Four Pen holder with paper roll)	Kebica	Each No.	
50	Alpine Stand (Plastic, Magnate)		Each No.	
51	Self Adhesive Note (Yellow Paper & Colour Paper)		Each Pkt.	
52	Accounts Register Leather Binding 571Pages	Anupam Gold	Each No.	
53	Dot Pen (Green Gel)	Elkos	Each No.	
54	Peon Book (Good quality)	Oxford	Each No.	
55	Cloth lined Envelope size 30X40 cm, side gap 4.5cm, back gap 3cm (90GSM paper, yellow)		Each No.	
56	Cloth lined Envelope size 37X17 cm, side gap 4.5cm, back gap 3cm (90GSM paper, blue/green)		Each No.	

57	Full cloth cover file (good quality)		Each No.	
58	Calculator (Big Size)	Casio	Each No.	
59	Ding Dong Calling Bell	Cona	Each No.	
60	Music System Calling Bell Cordless with Remote Control	Cona	Each No.	
61	Full scape size ( Legal size) xerox Paper 80 GSM	JK	One packet consist of 500sheets	
62	Ledger Paper(DF) (68 X 43) cm 90GSM	Emami	One Ream consist of 500sheets	
63	Cloth Line Envelops Size- 15"x18" (Green)		Per Each	
64	Staple Machine No-H.S.-45P	Kangaroo	Per Each	
65	Staple Pin No-H.S-45P	Kangaroo	Per Each	
66	Wall Clock	Ajanta	Per Each	
67	Ceiling Fan (Size- 48")	Orient Bajaj	Per Each	
68	Stand Fan (Size-18")	Crompton	Per Each	
69	Fevi Stick (Big Size)	<u>Kiwi</u>	Each No.	
70	5 Ply CB Box (size- 460 mm X 325mm X 310 mm)		Each No.	

**NB- (i) Other Brands and Rates are not acceptable instead of the BRAND/ MAKE mentioned above.**

**(ii) The L-1 bidders will be decided basing on the bids quoted under each Individual category separately.**

**Signature of the Tenderer  
with date and seal**

# BOARD OF SECONDARY EDUCATION: ODISHA: CUTTACK.

## FINANCIAL BID

Tender Notice No. ..... (Store-II) / Dt.- .....

**Time and last date of receipt of Tender** :  
**Time and Date of opening of Tender** :  
**1. Name of the Supplier / Firms** :  
 along with Mobile No.  
**2. Full address** :  
**3. Rate offered in the table below** :  
**4. (a) Registration No. of Dealership** :  
 (b) PAN No. :  
 (c ) GST Registration No. :

### CATAGORY - B

<b>Sl. No.</b>	<b>NAME OF THE ARTICLES</b>	<b>Make</b>	<b>UNIT</b>	<b>PRICE EXCLUSIVE ALL TAXES ETC. (In words &amp; Figures)</b>
1	Bleaching Powder – 1 Kg in a Packet	Bengal Chemical	Each Pkt.	
2	Bleaching Powder – 25 Kg in a Packet	Super Brand (good Quality)	Each Pkt	
3	Candle-228 gm. net- 6 nos. stick in a packet Size-22"x6	Laxmi	Each Pkt.	
4	White Phynile 1 Liters in a bottle	Bengal chemical/nimyle (ITC)	Each Bottle	
5	Lock No. 3	Mobaj	Each No.	
6	Lock No.31	Mobaj	Each No.	
7	Lock No.41	Mobaj	Each No.	
8	Lock – 7 Livers Brass	Godrej	Each No.	
9	Plastic Mug 1 Liter capacity		Each No.	
10	Black Phenyl – 5 Liters in a Tin	Bengal Chemical	Each Tin	
11	Thermo steel flask – 1 Ltr	Milton	Each No.	
12	Waste paper Basket (Plastic- 9.5 size)		Each No.	
13	Detergent Powder – 1 Kg Pkt	O.K. / Wheel	Each Kg.	
14	Naphthalene – 1 Kg Pkt	Bengal chemical	Each Kg.	
15	Battery (Pencil)	Eveready	Each No.	
16	Toilet Cleaner ( 1/2 kg bottle)	Harpic	Each Litre	
17	Odonil 100 Grams net		Each Pkt	
18	Caushion – 18" x 18" x 2"	kurlon	Each No.	
19	Damphan –15 cm. in good quality		Each No.	

20	Knife with wooden handle 15 Cm blade		Each No.	
21	Key Purse (Medium)	SR	Each No.	
22	Room Spray (Best Quality)	Godrej	Each No.	
23	Jute Thread (3 Ply)		Each Kg.	
24	Gramaxin (1Kg in a packet)		Each Kg.	
25	Phula Jhadu		Each No.	
26	Acid (For use in the Latrine)		Each Liter	
27	Boom Stick (Large size, Best quality)		Each Kg.	
28	Floor Wash Brush	Scotch Bright	Each No.	
29	Bamboo Baskets (Gandua)		Each No.	
30	White Ant Medicine		Each Bottle	
31	Mosquito Liquid with Machine	Morten	Each Pkt.	
32	Gunny Bag Size- 34" x 24" Weight- 500gms. in good condition (once used)		Each No.	
33	LED bulb- 09 watts	Philips	Each No.	
34	LED bulb- 12 watts	Philips	Each No.	
35	LED bulb- 14 watts	Philips Champion	Each No.	
36	LED bulb- 17 watts	Philips	Each No.	
37	LED bulb- 20 watts	Philips	Each No.	
38	LED bulb- 23 watts	Philips	Each No.	
39	LED bulb- 40 watts	Philips	Each No.	
40	LED bulb- 50 watts	Philips	Each No.	
41	Two Pin Socket		Each No.	
42	Two Pin Socket TOP		Each No.	
43	PVC Tape (9 meters)	Anchor	Each No.	
44	Flexible Wire	Finolex	Each Coil	

45	Pendent Holder	Cona	Each No.	
46	PVC Copper Wire-3/36 (91mts.)	Finolex	Each Coil	
47	Full Fittings with LED- 20W (Tube light)	Philips	Each No.	
48	05 Amp. 3 Pin Socket		Each No.	
49	100% waterproof Tarpaulin Bag (Size- 60 cm x 45 cm)		Each No.	
50	100% waterproof Tarpaulin Bag (Size- 90 cm x 50 cm)		Each No.	
51	Capacitor for Fan- 2.25 mfd/3.15mfd	Power	Each No.	
52	Hand wash Towel	Chatla	Each No.	
53	Hand Wash Liquid	Detol/ Lifebuoy	Each Bottle	
54	Soap	LUX/ Detol	Each No.	
55	Soap Case		Each No.	
56	Plastic Bucket (12 Ltr.)		Each No.	

**NB- (i) Other Brands and Rates are not acceptable instead of the BRAND/ MAKE mentioned above.**

**(ii) The L-1 bidders will be decided basing on the bids quoted under each Individual category separately.**

**Signature of the Tenderer  
with date and seal**



## **BOARD OF SECONDARY EDUCATION: ODISHA: CUTTACK. TECHNICAL BID**

**Tender Notice No- (Store-II) Dt:-**

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

**1 -Name of the Firm / Supplier:-**

**2- Address:-**

**3- Name of the Proprietor:-**

**4- Registration No. of Dealership:-  
(Photo copy to be attached)**

**5- Electoral Photo Identity Card No-  
(Submit Photo copy of the Identity Card)**

**6- GST Registration No :-  
( Submit photocopy of the GST Registration Certificate)**

**7- Photo copy of the GST (Deposit Receipt) for last Qtr.  
Submitted:**

**8- (a) PAN No :  
( Submit Photo copy of PAN Card)  
(b) IT return of last year (Photo copy)**

**9- Details of EMD submitted:- B.D. No Dt:-  
(Bank Name & amount)**

**10- Submit the Photo copy of Cash receipt obtained  
against purchase of Tender Paper or B.D. No & date,  
in case of downloaded from the website :-**

**11- Experience in the field of Supply if any:-  
(photo Copy)**

**12-Eligibility :Minimum 1 year of the business existence:**

**Signature of the Tenderer  
with date & seal.**