

BOARD OF SECONDARY EDUCATION , B K ROAD, ODISHA, CUTTACK

TENDER CALL NOTICE

No- 2286 (Engg. Section)/ Dt. 17.04.26

Tender Papers in double sealed cover in the prescribed format are invited from the intending registered Transportation Agencies having valid Reg. No., PAN Card, valid up to date GST & IT Certificate etc, for supply of closed containers for transportation of confidential materials of, OTET-2026 to different Nodal Centre of B.S.E., Odisha, Cuttack. The Board reserves the right to extend the assignment of similar other Exams to the selected bidder during the financial year 2026-27 basing on the performance of the bidder. For further details please visit our website www.bseodisha.nic.in & www.bseodisha.ac.in

| | | |
|---------------------------------------|---------------|--------------|
| The last date for receipt of Tender – | dt.08/05/2026 | at 3.00 p.m. |
| Pre-bid meeting | dt.23/04/2026 | at 11.30 am |
| Opening of Technical Bid - | dt.11/05/2026 | at 11.00 a.m |
| Opening of Financial Bid - | dt.11/05/2026 | at 03.00 p.m |

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

Sd/-Secretary

Memo No. 2287 (Engg. Section) dt. 17.04.26

Copy submitted to the Joint Director (Advertising), I & PR Deptt., Govt. of Odisha, Bhubaneswar for information and to take immediate step for publication of this Notification in one edition of two nos. of highest circulating odia daily all odisha edition in one issue only utilizing space (12 Cm.x 6 Cm) inside page for publication on dt.18/04/2026 positively for information of all concerned at the approved rate. A complimentary copy shall be sent to the Finance Officer, BSE, Odisha, Cuttack along with the bill in duplicate for pass and payment.

S. K. 17.4.2026
SECRETARY
B.S.E., Odisha, Cuttack

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SECRETARY
B.S.E., Odisha, Cuttack

Memo No. 2288 (Engg. Section) dt. 17.04.26

Copy forwarded to:-

1. The Finance Officer / S.O, Finance / S.O., Accounts-II / I.A. for information and necessary action.
2. Office Notice Board for wide publication.


SECRETARY
B.S.E., Odisha, Cuttack

BOARD OF SECONDARY EDUCATION , B K ROAD, 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 along with required documents & super scribe it as "**Financial Bid**". Both the sealed envelopes shall be kept in another envelop & super scribe it as "**Tender for Transportation of Confidential Materials**", .

Tenderers are requested to submit EMD of Rs.40,000/- (Rupees fourty thousand) only in shape of Bank Draft drawn in favour of Secretary, Board of Secondary Education, Odisha, Cuttack, payable at Cuttack along with the tender.

The E.M.D. of unsuccessful tenderer(s) will be refunded soon after finalization of tender basing on the written request. No interest shall be paid on EMD deposit.

2. Tenderers are required to submit one true copy of PAN Card and I.T. Clearance Certificate, GST Clearance Certificate/ receipt of deposit of last qtr, etc. obtained from the appropriate authority along with the tender.
3. Tender Paper are to be downloaded from the Website mentioned at the tender call notice, the cost of the Tender Paper **Rs-7,080/- (6,000/- + 18% GST)** (Rupees Seven thousand eighty) only shall be submitted along with the tender(Technical bid envelop) in shape of Bank Draft drawn in favour of Secretary, Board of Secondary Education, Odisha, Cuttack, payable at Cuttack.
4. All columns of Technical Bid and Financial Bid must be filled in properly.
5. 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 Technical or Financial bids should be duly attested by the tenderer.
6. The President shall have the right to reject any tender without assigning any reason thereof.

TERMS AND CONDITIONS

1. Transportation and delivery of confidential material to different Exam/Nodal Centres across the state may continue for at least 5 consecutive days or more. In some case tenderer may have to provide at least 10 numbers of 6/4 wheeler closed container of different capacity per day till completion of the work.
2. The tenderer must produce ownership / valid authorisation from transport agencies regarding minimum 5 number of 4/6 wheelers of closed container under it's valid position, along with the Technical bid.
3. Tender without ownership / valid authorisation from registered transport agencies shall be rejected.
4. The closed Containers must be in good running condition with up to date Tax Clearance , fitness certificates, Insurance coverage , pollution certificates and all Odisha permit. (An undertaking regarding this to be given by the transporter).
5. The driver of each vehicle must have valid Driving License and good track record of not intoxicated with alcohol etc. (An undertaking regarding this to be given by the transporter).
6. If any deviation or false information found in later stage , BSE(O) reserves the right to take any appropriate action as deemed fit and to be bound by the transporter.
7. Board will not be accountable to any type of loss of person/property if any due to any type of accidents if occurs while transportation of Confidential materials .
8. BSE(O) reserves the right to transport the confidential materials by other means of conveyance for timely completion of the work at the time of exigency. The transporter can not question it for any legal or financial point of view.
9. The rate should be quoted exclusive of all taxes but including cost of fuel, driver and Toll Gate charges etc.
10. Rate for transportation of each category of vehicle for to & fro and one side journey, both should be quoted per Km. only and should be written both in figures and words.
11. The Financial Bids of all the tenderers whose Technical Bids are found in order and are qualified, only will be opened.
12. For award of work order , being L-1 may not be the only criteria but experience / expertise in the field, credibility of the firm, for transportation of confidential materials will be taken in to consideration .
13. The successful tenderer shall have to execute an agreement & deposit Performance security money amounting to 5% of the Tender value in shape of DD drawn on any Nationalized Bank pledged in favour of Secretary, Board of Secondary Education, Odisha, Cuttack payable at Cuttack within 07(seven) days from the date of award of work order. The amount of performance security will be decided by B.S.E. and will bound to the Tenderer.
14. In case the contract is awarded to more than one bidder the performance security to be paid by each such bidder will be calculated proportionately , as decided by BSE .
15. 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 tenderer may be awarded with the work if considered and approved by Board and as suited by law.
16. The tenderer must have completed successfully at least one assignment of similar nature of work in any Govt. / PSU / Board / CHSE / University within last 05 years. Appropriate work assignment assigned orders to be attached.
17. After fulfilment of all the above terms and conditions , final order shall be placed with the Transport Agency along with the process of execution of assignment.
18. The transportation of confidential material should be made as per specified date & time as intimated by BSE. The Category of closed containers required on each date & time of reporting of vehicles at BSE Headquarter would be intimated later on by BSE . The transporter or his representative has to be present while loading of the confidential material to certify the initial kilometre reading, logbook maintenance , loading value and other necessary documentations as required by BSE

19. Board shall have the power to refuse / accept any tender without assigning any reason thereof.
20. The bills are to be submitted after completion of the assignment for payment along with the required document as per the Work Orders.
21. Payment shall be made after the transportation of confidential materials is over and submission of bill with logbooks duly certified by messenger of Board along with other relevant documents as specified in the work order failing which the bills may not be processed.
22. TDS shall be deducted at the time of payment of bill as fixed by the Govt. from time to time.
23. If the tenderer fails to deliver the confidential materials within time as specified in the work order or fails to provide the closed containers as required the authority of the Board reserves the right to forfeit the security deposit and take other action as deemed proper. In that case Board reserves the right to carry out the assignment by any other suitable means. The extra expenditure incurred by BSE, will be borne by the defaulting agency.
24. The tenders shall be opened in presence of the tenderers or their authorized representatives, who will present, on the schedule date/time/venue as specified in the tender documents.
25. The tenderer shall bear all risks, responsibility and also extra cost in case of break down or damage of any part of container and should ensure timely delivery of confidential materials at the destination without fail by using separate vehicle with due permission of BSE.
26. The vehicles/driver/Route once assigned/authorised on a specific route/assignment can not be changed en-route or before completion of assignment, without the permission of Authorities of BSE. Failing which BSE reserves the right to take appropriate action, as deemed fit.
27. Board of Secondary Education, Odisha, Cuttack shall have the power to amend any of the terms & conditions of the tender in case of exigency.
28. As the examination process is a time-bound matter, if at any stage it requires transportation of confidential materials at a short notice/immediately & the transporter is not in a situation of complying it immediately or unable to provide the required numbers of vehicles fully/partly, BSE reserves the right to transport the confidential material fully/partly by any other suitable means.
29. Detention charges and night halt may be considered if the vehicle detained with a genuine case/unavoidable situation/both basing on the report of authorised persons from BSE/destination point. The Detention charges and night halt to be calculated based on Board's norm. Detention charges and night halt charges shall NOT be allowed for transportation of materials in case of one side Journey.
In some cases vehicle may be detained at the last destination after delivery, for collecting of Answer Books after the Examination over. In such case the detention charges and night halt charges may be considered, for the day it detained without any work only, basing on the report of authorised persons from BSE/destination point as per the approved rate of the Board.
30. In the event of any dispute arising in execution of the tender, the decision of the Board shall be final & binding on the Tenderer.
31. Any dispute related to this tender and arising out of terms and conditions thereof, will be subjected to jurisdiction of Court at Cuttack only.
32. Subletting of contract is not allowed.
33. If the successful bidder at any stage found to be associated with BSE earlier, any pending bills/vouchers/work orders etc. cannot be inter-mingled with the EMD/performance security/work schedules of this tender by the bidder.

TECHNICAL BID

Tender Call Notice No-

(Engg. Section) dt:-

- 1- Name and address of the Transport Agency along with photo copy of Registration Certificate from appropriate authority :
- 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/ deposit receipt of last qtr./Month (to be enclosed) : Yes / No
- 5- GST Registration along with Clearance Certificate/deposit receipt of last qtr/Month: (Photocopy to be enclosed) Yes / No
- 6- Details of EMD B.D.No Dt (Draft to be attached)- Rs.

Cost of Tender Paper :- B.D. No..... Dt-

- 7- Documents regarding ownership / authorisation from transport Agencies of minimum 5 number of 4/6 wheelers of closed container under the valid position of the bidder.
- 8- Experience of similar nature of works for any Govt./PSU/Board/CHSE/University within last 05 years.

Signature
& seal of the Tenderer

FINANCIAL BID

Tender Call Notice No-

(Eng. Section) dt:-

SPECIFICATION

1. Name and address of Transport Agency:
2. GST No.

| Sl. No | Type of closed container | Particular of KM for coverage | Rate to be offered per K.M. for (to and fro) journey | Rate to be offered per K.M. for (one side) journey | Remarks |
|--------|--|---|--|--|---------|
| 1 | 6 wheelers closed Container (8 to 10 ton material loading) Capacity | More than 301 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| | | Covering 201 to 300 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| | | Covering up to 200 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| 2 | 6 wheelers closed container (6 to 8 ton material loading) Capacity | More than 301 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| | | Covering 201 to 300 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| | | Covering up to 200 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| 3 | 4 wheelers closed container (4 to 6 ton material loading) Capacity | More than 301 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| | | Covering 201 to 300 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| | | Covering up to 200 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| 4 | 4 wheelers closed Container (2 to 4 ton material loading capacity) (Pickup Van type) | More than 301 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| | | Covering 201 to 300 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| | | Covering up to 200 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| 5 | 4 wheelers closed Tata Ace / Milk Van (less than 2 ton material loading capacity) | Covering 201 to 300 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| | | Covering up to 200 kms (To & Fro) / (one Side) | Rs. Rupees | Rs. Rupees | |
| 6 | 4 wheelers closed container (4 ton material loading) Capacity | For Cuttack Town | Rs. Rupees | Rs. Rupees | |
| | 4 wheelers closed Container (2 to 4 ton material loading capacity) | For Cuttack Town | Rs. Rupees | Rs. Rupees | |
| | 4 wheelers closed Tata Ace / Milk Van (less than 2 ton material loading capacity) | For Cuttack Town | Rs. Rupees | Rs. Rupees | |

Signature
& seal of the Tenderer



Note: 1.The rate to be quoted should be exclusive of GST but inclusive of cost of fuel, driver and Toll Gate Charges etc. .

2.Work will be assigned to the L-1 bidder qualified under each individual category as specified in financial bid.

3.L-1 in any individual category does not automatically create the right for work assignment in favour of a bidder.

Qualified as L1 bidder means the tenderer will empanel with BSE for the Tender period concern. Work will be assigned based on the requirement of BSE for the particular Examination concern as well as other examinations which will be the sole discretion of BSE.

4. President, Board of Secondary Education, Odisha, Cuttack shall have the power to amend any of the terms & conditions of the tender in case of exigency.

Declaration

I have gone through the Tender Notice, both the bid formats, instruction, terms and conditions of the Tender and understood fully and agreed. I am not blacklisted/debarred by any Central/State Govt. Institute. I am submitted the undertaking that :-

1. The closed Containers must be in good running condition with up to date Tax Clearance , fitness certificates, Insurance coverage , pollution certificates and all Odisha permit.
2. The driver of each vehicle must have valid Driving License and good track record of not intoxicated with alcohol etc.
3. That I have produced documents regarding ownership / valid authorisations from the registered transportation agencies to provide required number of closed containers of different categories as per the requisition of B.S.E., Odisha, Cuttack in time.
4. I am not debarred/ blacklisted from any Central/ State Govt. Institution.

Date:

**Signature
& seal of the Tenderer**


Secretary
B.S.E., Odisha, Cuttack