

Receipt No:

# **TENDER DOCUMENT**

PURCHASE OF PAPER  
For  
Preparation of Nationalised  
Text Books 2010-11

PRICE – Rs. 5200/-  
{Rs.5000 + Rs.200 (VAT)}

**BOARD OF SECONDARY EDUCATION, ORISSA,  
CUTTACK-753001**

## **IMPORTANT NOTICE**

TENDERS FROM TENDERERS WHO HAVE NOT PURCHASED THE TENDER DOCUMENTS, TENDERS NOT ACCOMPANIED BY EARNEST MONEY, ATTESTED XEROX COPY OF VAT CLEARANCE CERTIFICATE AND PAN CARD WILL BE SUMMARILY REJECTED.

- A Checklist has been enclosed with tender documents which must be filled in and furnished along with the tender.
  
- Each page of tender paper shall also be signed by the tenderer with his official seal.

### **CHECK LIST**

1. Have you purchased the Tender documents ( Y/N )
2. Have you remitted EMD ( Y/N )
3. Have you furnished statement of Deviations from the tender condition ( Y/N )
4. Have you furnished up-to-date VAT clearance certificate and Xerox copy of PAN CARD. ( Y/N )
5. Have you furnished sample papers as per requirement. ( Y/N )

- **PLACE OF SUBMISSION OF TENDER**

- (I) SEALED TENDER BOX PLACED AT CHAMBER OF THE ACCOUNTS OFFICER OF B.S.E, ORISSA, CUTTACK.
- (II) REGD. POST / SPEED POST ADDRESSED TO SECRETARY, B.S.E. ORISSA, CUTTACK

- **CLOSING DATE & TIME FOR SALE OF TENDER DOCUMENTS - 29.9.09 (3.00 P.M)**

- **CLOSING DATE OF RECEIPT OF TENDER PAPER :-  
- 29.9.09 (3.00 P.M)**

- **OPENING DATE & TIME FOR TENDER :-  
- 30.9.09, (11.30 A.M)**

- **PLACE OF OPENING OF TENDER : –**

**OFFICE CHAMBER OF SECRETARY, B.S.E.,  
ORISSA, CUTTACK.**

## **BOARD OF SECONDARY EDUCATION, ORISSA, CUTTACK-753001**

No. 5076 (Store-I) Dt. 07.9.2009

### **TENDER NOTICE**

Sealed Tenders are invited in double sealed cover in the prescribed form from bonafide Manufacturers or their authorized dealers including Manufacturers located within the State of Orissa involved in the business of Manufacturing Paper as per latest ISO/ISI Certification for supply of different varieties of paper for Printing of NATIONALISED TEXT BOOKS for Classes –VIII to X for the Academic Session 2010-11.

Details of tender documents with specification of items can be obtained on any working day during office hours from 08.09.09 to 29.09.09 (11.00 A.M to 3.00 P.M) from the office of the Secretary, Board of Secondary Education, Orissa, B.K.Road, Cuttack on payment of non-refundable amount Rs.5200/- (Rupees five thousand two hundred) only by cash. The above amount consists of Rs.5000/- (Rupees five thousand) only towards the cost of tender documents and Rs.200/- (Rupees two hundred) only towards VAT. Besides the tender documents can also be accessed/downloaded from our website- [www.bseorissa.in](http://www.bseorissa.in) . The tender documents so downloaded, are to be submitted together with Bank Draft of Rs.5200/- (Rupees five thousand two hundred) only (inclusive of VAT) in favour of SECRETARY, BOARD OF SECONDARY EDUCATION, ORISSA, CUTTACK payable at Cuttack towards the cost of tender documents.

The tender documents complete in all respects alongwith samples and earnest money deposit in the prescribed manner, is required to be submitted on or before 3.00 p.m on 29.9.09 and the same shall be opened on 30.9.09 at 11.30 A.M. in the office of the Secretary, Board of Secondary Education, Orissa, B.K.Road, Cuttack in the presence of the tenderer or one of his 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 in the exigency of public service, without assigning any reason there of.

All disputes are subject to jurisdiction of Cuttack City.

SECRETARY  
Board of Secondary Education,  
Orissa, Cuttack

# INSTRUCTIONS TO TENDERER

## IMPORTANT NOTES –

- a) All the original tender documents duly completed and signed under the seal of the tenderer on each page, should be returned with the offer, failing which the tender will be treated as incomplete and liable for rejection.
- b) All columns of the Tender paper should be duly filled in.
- c) Up-to-date valid VAT clearance certificate in Form VAT-612 or its attested true copy should be submitted along with the tender. No tender will be considered without a valid VAT clearance certificate in Form VAT-612 in case of Manufacturer/Supplier etc. within the State.
- d) The entire E.M.D. will be forfeited to Board, in case the tenderer fails to execute an agreement with necessary security deposit in respect of goods accepted in his favour or withdraws rates quoted in the tender, within 10 days from the date of receipt of letter for execution of agreement and 'deposit of Security Money'.
- e) The tender documents downloaded from the website, i.e. [www.bseorissa.in](http://www.bseorissa.in) and submitted without the cost of tender documents, is liable for rejection.

## TERMS & CONDITIONS

1. The reel paper should contain Dandy Water Mark in the form of Logo of B.S.E.
2. The tenderer are requested to quote the prices in the prescribed format. Prices quoted in other format may not be accepted.
3. Price should be quoted in words as well as in figures.
4. (i) The Board is eligible to purchase paper against declaration form "C". Documents in support of insurance payment are to be produced along with the bill in case insurance charge is claimed. Loading, un-loading and any other incidental charges till delivery of goods are to be borne by the firm. Entry tax against the goods supplied shall be borne by the Board.  
(ii) In case of escalation/de-escalation of Taxes/Duties due to fiscal policy of the Central or State Government, the discretion to refix the price of the goods due to the above reason rests with the President, B.S.E.Orissa, Cuttack provided the tenderer submits authentic document in this respect.
5. (i) The tenderer shall deposit earnest money along with the tender in shape of Demand Draft made payable in favour of Secretary, B.S.E. Orissa, Cuttack as mentioned below. Tenders without earnest money deposit will 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.

Types of Papers

EMD

- |      |   |                |
|------|---|----------------|
| i)   | 60 GSM Reel Paper                                       | Rs. 1,00,000/- |
| ii)  | 110 GSM Coloured cover Paper<br>in sheet (green & pink) | Rs. 10,000/-   |
| iii) | Glazed maplitho cover paper                             | Rs. 50,000/-   |
- (ii) The tenderer shall not be entitled to any interest on the earnest money.
- (iii) The earnest money deposit of unsuccessful tenderer(s) will be refunded preferably after one month from the date of finalization of tender.
6. The rate quoted and accepted shall remain valid up to 31.3.2010.
7. Overwriting, addition, alteration and erasing on Tender Paper should be avoided. All corrections on the tender paper should be duly attested by the tenderer, otherwise the decision of the authorities in respect of rates, etc. will be final.
8. One rate shall be offered for one item. Submission of multiple rates against one item will be considered a demerit. In case there are really different qualities or brands to be offered against one item and all of them, at the maximum, confirm to the standards and specifications of the required item more than one rate can be considered. But, in respect of each item, Tenderers can offer three rates with separate samples maximum.
9. (i) In the event of acceptance of rates, the supplier will have to execute agreement with security deposit amounting to 1% of the value of the article(s) decided in their favour within 10 days from the date of receipt of letter for execution of agreement and deposit of required security money. The deposit shall be made in shape of Bank Draft made payable in favour of Secretary, B.S.E.Orissa, Cuttack. Failure to deposit security money and execution of agreement in time may entail stringent action like black-listing and forfeiture of earnest money. Request for transfer any previous deposit or adjustment of security money from any claim payable will not be entertained.
- (ii) For breach of contract on the part of the tenderer, the entire security deposit or part thereof as would be determined by the authority, B.S.E.Orissa, Cuttack shall be forfeited to Board.
10. The supply shall be completed within the time specified by the Secretary, B.S.E. Orissa, Cuttack in supply order to be issued.
11. (i) Supply shall be received after weighment of the reels & reams at random, in the weigh bridge up to the satisfaction of authority.
- (ii) Packing/markings shall be as per the relevant I.S.I specification.
- (iii) The rates shall always be for net weight and measure, and shall be inclusive of all charges for Packing, Container, etc. & F.O.R. Cuttack.

12. The supply shall conform to the approved sample, otherwise the purchaser has every right to reject the goods so supplied.
13. The samples submitted along with tenders and the supplies shall be subjected to Laboratory Test, if it is felt necessary and test report of Laboratory as may be done on the decision of the authority, shall be binding on the Supplier/Purchaser.
14. (i) In case of sub-standard quality of paper the same may 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 Board of Secondary Education, Orissa, Cuttack. In case of rejection the same shall be replaced at the cost of tenderer, failing which the cost of such rejected goods shall stand forfeited & no payment shall 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 without any further intimation to the supplier to dispose of the same as deemed proper at the cost and risk of the supplier, and cost of such removal shall be recovered from the supplier. The Secretary shall not be held responsible or liable for any damage of such rejected goods while in possession.
15. (i) The supplier is responsible till the supply reaches the godown of the purchaser in good condition.  
(ii) The Supplier in his own interest should obtain suitable transit insurance cover for the goods at his own expense.
16. **Payment shall be made only on receipt of total stocks in perfect condition as per specifications, etc. and subject to clearance of testing Lab.** However the authority has the prerogative to make part payment on genuine ground.
17. All correspondence should be made with the Secretary, Board of Secondary Education, Orissa, Cuttack-753001 in his official address but not by name.
18. All bills should be submitted to consignee, duly stamped and pre-receipted on receipt of acceptance report of goods from the consignee(s) concerned. Original excise gate pass shall be submitted along with the bills.
19. Preference will be given to the articles having I.S.I mark. In case I.S.I. marked articles are not available, preference will be given to the goods conforming to I.S.I. specification.
20. Decision of the authority, Board of Secondary Education, Orissa, Cuttack in regard to purchase of the paper is final.
21. President, Board of Secondary Education, Orissa, Cuttack has the right in exceptional circumstances to relax any or more conditions in public interest.

22. The tenderer is to sign and return the tender paper duly signed and sealed in token of their acceptance failing which the same may be ignored or rejected.
23. Tender should be double sealed cover superscribed "Tender against Tender Notice No. .... Dt.....
  - (a) The first sealed cover (technical bid) will contain all tender documents except rates of the items.
  - (b) The second sealed cover (financial bid) will contain the tender with rates of the items only. The technical bid will be opened on 30.9.09 in presence of the tenderers or their authorized representative if any. The samples of the successful bidders so selected on scrutiny of technical bid will be tested in the state testing laboratories. The financial bid of the tenderers whose samples conform to the required specification on testing, shall be opened on another date in the presence of tenderers or their authorized representative if any.
24. The tender along with sample should be furnished in the office of the Accounts Officer of this Board on or before the last date and time specified for submission of tender. The sample received late may not be accepted.
25. Tenders sealed and superscribed as above may also be sent by Registered Post addressed to the Secretary, Board of Secondary Education, Orissa, Cuttack-753001 so as to reach him by the due date and time. Any tender even if posted on or before the due date fixed for submission of tender but reaching beyond the due date and time, will be liable for rejection.

Full Signature of the Tenderer  
With Date.

## **COMPANY PROFILE**

### **PROFORMA**

1. Name and address of the Manufacturer/ Authorised Distributor.
2. Whether a Limited Firm or a Public or Private Undertaking Limited Company
3. (a) The names and addresses of Prop./ Partner/Managing Director / Manager/ Principal Officer.  
(b) Is the place of business of the tenderer within the State of Orissa ?
4. Financial condition of the Firm whether solvent or not, with details thereof.
5. (a) Whether a Manufacturer or an Authorised Distributor.  
(b) If a Distributor, name and address of the Manufacturer.
6. Varieties of paper dealt with and names of the items.
7. Is it a Small Scale Industry or Govt. Sponsored Cottage Industry?
8. Is it a Registered Firm under the Partner ship Act ? If so, Registration No. and date and office of registration should be given.
9. (a) Are you a Registered VAT Dealer ? and if so, please quote TIN.  
(b) Are you registered under the CST Act of your State? If so please furnish the No. & copy of the relevant certificate.
10. Name of the authorized person who can hold discussion on your behalf at the time of necessity.
11. The names of the Prop./Partners or Managing Agents or director/Principal Officer with address or addresses, as the case may be, who is authorized to receive money in case of an endorsed bill on behalf of the Firm from the Board and their specimen signature in quadruplicate for each.
12. Are you an Income Tax Assessee ? If so submit the photo copy of the PAN card.

### **CERTIFICATE**

Certified the above information furnished by me is true and correct to the best of our/my knowledge and belief. In case any or all the information's given above is/are found to be incorrect at any time, I undertake the liability to be proceeded within any manner. Any change or changes in regard to the furnished information will be intimated by us/me as and when such changes occur.

Signature of the  
Prop./Partner/Shareholder/Manager/  
Principal Officer

## **DOCUMENTS TO BE ATTACHED ALONGWITH THE TENDERS**

1. In case of manufacturer/Suppliers of the State of Orissa Valid VAT Clearance Certificate in Form VAT-612 or its attested Photo copy. The aforesaid original Certificate may be produced at the time of execution of agreement for necessary verification and return.
2. Proforma duly filled in (in duplicate) as in the form enclosed.
3. Earnest Money Deposits as required in shape of Bank Draft in favour of Secretary B.S.E. Orissa , Cuttack payable at Cuttack.
4. Twenty-five full sheets of paper of 42 cms.x 59.4 cms. without fold for each variety of paper for which rates are quoted should be supplied alongwith the tender for use as samples. The cost of the sample paper shall not be paid. Each sample sheet should contain the following particulars in the top right hand corner :-
  - (a) Seal of Firm with name and address of the tenderer.
  - (b) Signature
  - (c) Item number & Specification of the paper.
  - (d) Name of the manufacturer giving authorization (in case of Distributor)
5. Authorisation from the Manufacturer, if the tenderer is an authorized distributor.
6. A detailed list of samples against rates for various items clearly written/typed in triplicate.
7. Specimen signature (in quadruplicate) of the authorized person(s) on behalf of the tenderer.
8. Cash receipt for Rs.5200/- (Rupees Five thousand Two hundred) only in original towards purchase of tender paper from the office.
9. Bank Draft of Rs.5200/- (Rupees Five thousand Two hundred) only towards cost of tender paper if downloaded from the website.

Signature of the tenderer.

# BOARD OF SECONDARY EDUCATION, ORISSA, CUTTACK.

( Tender paper for white Creamwove reel Paper )

TENDER NOTICE No. \_\_\_\_\_ (Store-I) Dt. \_\_\_\_\_

1. Name of the Manufacturer/Supplier/Distributor :
2. Full Address :  
E-mail I.D, Mobile Phone No.
3. Whether Manufacturer or Supplier or Distributor :
4. **Description of Paper :**
  - (i) 60 GSM white creamwove paper in reels of 84 cms. Width 76 cms. dia (internal core dia of reel 7.5 cms to 8 cms.) **containing water mark in the form of logo** ( ) of the Board spaced 2” from each other from four sides. There should not be more than five joints in a reel. Reel weight 440 Kgs (Approximately)
  - (ii) I.S. No. 1848 of 1991 and latest amendment if any.
  - (iii) Quantity required : 1800 M.T.
  - (iv) Price to be quoted in M.T. unit :-
5. Rate offered

Sl. No.	Unit (M.T.)	Unit Price (inclusive of all duties and levies except Orissa VAT & Entry Tax)	Remarks

## General Condition

- (i) The Secretary, Board of Secondary Education, Orissa reserves the right to increase or decrease the quantity as mentioned above.
- (ii) The authority has the right to place order in phases.

Full signature of the tenderer

# BOARD OF SECONDARY EDUCATION, ORISSA, CUTTACK.

( Tender paper for white coloured cover Paper )

TENDER NOTICE No. \_\_\_\_\_ (Store-I) Dt. \_\_\_\_\_

1. Name of the Manufacturer/Supplier/Distributor :
2. Full Address :  
E-mail I.D, Mobile Phone No.
3. Whether Manufacturer or Supplier or Distributor :
4. **Description of Paper :**
  - (i) 110 GSM coloured cover paper in sheet (green & pink) – 65 CM X 89 CM. one ream having two packets of 250 sheets each. Weight 31.8 kg. per ream of 500 sheets.
  - (ii) I.S. No. 1848 of 1991 and latest amendment if any.
  - (iii) Quantity required: 250 reams
  - (iv) Price to be quoted:            per ream
5. Rate offered

Sl. No.	Unit (ream)	Unit Price (inclusive of all duties and levies except Orissa VAT & Entry Tax)	Remarks

## General Condition

- (i) The Secretary, Board of Secondary Education, Orissa reserves the right to increase or decrease the quantity as mentioned above.
- (ii) The authority has the right to place order in phases.

Full signature of the tenderer

# BOARD OF SECONDARY EDUCATION, ORISSA, CUTTACK.

( Tender paper for Glazed maplitho cover Paper of superior quality )

TENDER NOTICE No. \_\_\_\_\_ (Store-I) Dt. \_\_\_\_\_

1. Name of the Manufacturer/Supplier/Distributor :
2. Full Address :  
E-mail I.D, Mobile Phone No.
3. Whether Manufacturer or Supplier or Distributor :
4. **Description of Paper :**
  - (i) 110 GSM glazed maplitho cover paper of superior quality having 500 sheets in a ream size 65 C.M X 89 C.M. weight 31.8 kg per ream.
  - (ii) I.S. No. 1848 of 1991 and latest amendment if any.
  - (iii) Quantity required: 3700 reams
  - (iv) Price to be quoted:            per ream
5. Rate offered

Sl. No.	Unit (ream)	Unit Price (inclusive of all duties and levies except Orissa VAT & Entry Tax)	Remarks

## General Condition

- (i) The Secretary, Board of Secondary Education, Orissa reserves the right to increase or decrease the quantity as mentioned above.
- (ii) The authority has the right to place order in phases.

Full signature of the tenderer