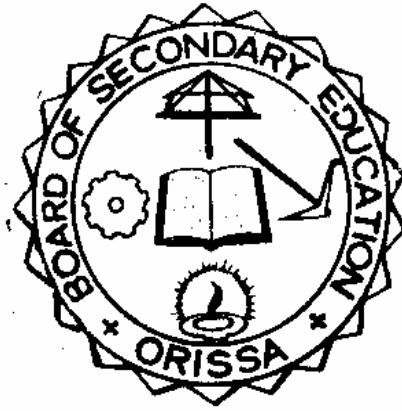


# TENDER DOCUMENT



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

**BOARD OF SECONDARY EDUCATION, ORISSA**  
**BAJRAKABATI ROAD, CUTTACK-1**

**TENDER CALL NOTICE**

No. \_\_114\_\_ (Store-II) Date: \_7/1/10

Sealed Tenders are invited in the prescribed Form from the intending Registered Firms/Suppliers/Co-operative Societies registered under societies Act. having valid VAT clearance Certificate and PAN Card for supply of stationary articles for use in the office of the Board of Secondary Education, Orissa for the year 2010. Details of Tender documents can be obtained on any working day during office hours from 11.00 am to 3.00 pm from the office of the Secretary, Board of Secondary Education, Orissa, Bajrakabati Road, Cuttack on payment of Rs.520/- (Rupees Five hundred twenty) only non refundable by cash. The above amount includes Rs.500/- (Rupees Five hundred) only towards the cost of Tender documents and Rs.20/- (Rupees Twenty) only towards VAT. Besides, the tender documents can also be obtained 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.520/- (Rupees Five hundred twenty) only (inclusive VAT) in favour of the Secretary, Board of Secondary Education, Orissa, Cuttack payable at Cuttack towards cost of tender documents.

The tender documents completely filed in along with other documents and earnest money deposit in the prescribed manner is required to be submitted by 4.00p.m on 21/01/10 and same will be opened on the next working day i.e on 22/1/2010 at 11.00 A.M. in the office of the Secretary, B.S.E.,Orissa, Bajrakabati Road, Cuttack in 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 to the terms and conditions of the tender without assigning any reason thereof.

All disputes are subject to jurisdiction of Cuttack City.

SECRETARY

Memo No. \_\_\_\_\_ (Store II)/ Dt. \_\_\_\_\_

Copy to

- 1) Finance Officer/Accounts Officer for information.
- 2) Office Notice Board for Wide publication.
- 3) Sri N.Mishra , Expert(Math) with a request to publish it in the Board's website.

SECRETARY

## **INSTRUCTION TO TENDERER**

### **Important notes –**

- (a) It is important that all the original tender documents duly completed and signed at each page should be returned with the offer failing which the Tender will be treated as incomplete & liable for rejection.
- (b) All columns of the Tender Paper should be duly filled in.
- (c) Valid VAT clearance certificate in Form VAT-612 or its attested true copy & photo copy of PAN Card should be submitted alongwith the Tender. No tender will be considered without a valid VAT clearance Certificate in Form VAT-612 and Photo copy of PAN Card.
- (d) The entire E.M.D will be forfeited to Board in case of violation of contract / supply of inferior quality of goods.

### **TERMS AND CONDITIONS**

1. The tenderer shall deposit earnest money of Rs. 15,000/- (Rupees Fifteen Thousand) only alongwith the tender in shape of Demand Draft made payable in favour of Secretary, Board of Secondary Education, Orissa, Cuttack. Tender 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.
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.
4. The rate quoted and accepted shall remain valid upto 31.12.2010.
5. Overwriting, addition, alternation 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 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 sample maximum.
7. Price should be quoted in words as well as figures.

Contd.

8. The supply shall be completed within the time specified by the Secretary, Board of Secondary Education, Orissa, Cuttack in supply order to be issued.
9. The supply shall conform to the approved sample, otherwise the purchaser has every right to reject the goods so supplied.
10. (i) In case of sub standard quality of articles 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 the Board of Secondary Education, Orissa, Cuttack. In case of rejection the same shall be replaced at its 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.
11. The supplier is responsible till the supply reaches the godown of the purchaser in good condition.
12. Payment shall be made only on receipt of goods in perfect condition as per samples, specifications, etc. and accepted by the Board.
13. All correspondence should be made with the Secretary, Board of Secondary Education, Orissa, Cuttack-753001 in his official address but not by name.
14. The tenderers should bring the samples of each item of product for necessary selection at the time of opening of tender paper.
15. Rate should be quoted unit wise for each item to be purchased including all taxes, transportation cost upto delivery at Board of Secondary Education, Orissa, Bajrakabati Road, Cuttack.
16. Sealed Tenders may also be sent by Registered Post addressed to the Dy. Secretary (store), 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 reached beyond the due date and time will be liable for rejection.

17. Tender should be submitted in sealed cover superscribed “Tender against Tender notice No. \_\_ Dated \_\_\_\_\_.

**Documents to be attached alongwith the Tender paper.**

- (i) Copy of the valid clearance certificate in form VAT-612 from the statutory authority.
- (ii) Photo copy of the PAN Card.
- (iii) E.M.D. as stated above.
- (iv) Cash receipt of Rs.520/- (Rupees Five hundred twenty) only in original towards purchase of tender paper from the office.

Signature of the Tenderer  
with Date