



BOARD OF SECONDARY EDUCATION , B K ROAD, ODISHA, CUTTACK-1

TENDER CALL NOTICE

No- 4812 (Eng. Section) Date: - 21.08.2023

Tenders 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 for supply of closed containers for transportation of confidential materials of AHSC Exam. & other Exams for the year-2023-24 to different Nodal Centres across Odisha conducted by the Board of Secondary Education, Odisha, Cuttack. For further details please visit our website www.bseodisha.ac.in.

The last date for receipt of Tender – dt.31.08.2023 at 1.00 p.m.

Opening of Tender - dt.31.08.2023 at 3.30 p.m

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

**Sd/-
SECRETARY**

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**”, Tender call Notice No- dt-

Tenderers are requested to submit EMD of Rs.10,000/- (Rupees Ten 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.

2. Transportation and delivery of confidential material to different Nodal Centres across the state shall be continued at least for 5 consecutive days or more. Tenderer must have to provide 10 numbers of 6 wheeler close container of different capacity and in some cases 4 wheelers container if required per day till completion of the work.

3. 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, obtained from the appropriate authority along with the tender.

4. If the Tender Paper are to be downloaded from the Website, the cost of the Tender Paper Rs-1,680/- (1,500 + 12% GST) (Rupees One thousand Six hundred Eighty) only shall be submitted along with the tender in shape of Bank Draft drawn in favour of Secretary, Board of Secondary Education, Odisha, Cuttack, payable at Cuttack.

5. The closed Containers must be in good running condition with up to date Tax Clearance and fitness certificates, Insurance and all Odisha permit.

6. The driver of each vehicle must have valid Driving License and good track record of not intoxicated with alcohol etc.

7. The authority reserves the right to transport the confidential materials by other means of conveyance for timely completion of the work at the time of exigency.

8. The bills are to be submitted after completion of the assignment for payment.

9. A letter of confirmation in this regard will be sent within 3 days from the date of issue of work order.

10. The President shall have the right to reject any tender without assigning any reason thereof.

TERMS AND CONDITIONS

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 along with required documents should be kept in another envelop & super scribe it as “**Financial Bid**”. Both the sealed envelopes shall be kept in another envelop & super scribe as “**Tender for transportation of Confidential materials**”, Tender call Notice No- dt-
2. The tenderer shall deposit E.M.D. of Rs-10,000/- (Rupees Ten thousand) only in shape of Bank Draft drawn on any Nationalised Bank in favour of Secretary, Board of Secondary Education, Odisha, Cuttack payable at Cuttack. Tender without accompanying E.M.D. shall be rejected.
3. The E.M.D. of unsuccessful tenderer(s) will be refunded soon after finalization of tender. No interest shall be paid on EMD deposit.
4. All columns of Technical Bid and Financial Bid must be filled in properly.
5. The Tender should accompany the number of closed Containers that the Transport Agency posses specifying the No. of 6 wheeler & 4 wheelers of different capacity. A declaration to provide at least 10 closed containers per day for five consecutive days or till completion of assignment must be submitted with the Tender.
6. Tender without list of vehicle Number and other requisites such as copy of PAN Card, up to date I.T. Clearance Certificate & GST Clearance Certificate/ deposit receipt of last qtr. shall be rejected.
7. The rate should be quoted exclusive of all taxes / levies but including cost of fuel, driver and Toll Gate charges.
8. 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.
9. **Rate for transportation of each category of vehicle for to & fro journey should be quoted per Km. only and should be written both in figures and words.**
10. The Financial Bids of all the tenderers whose Technical Bids are found in order and are qualified, only will be opened.
11. For award of tender L-I will 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 for qualification of Financial Bid.
12. The successful tenderer shall have to execute an agreement & deposit security money amounting to Rs.50,000/- (Rupees Fifty thousand) only in shape of Bank Draft drawn on any Nationalised Bank in favour of the Secretary, Board of Secondary Education, Odisha, Cuttack, payable at Cuttack within 03 (three) days from the date of award of tender .
13. The tenderers shall produce the Original documents related to Technical Bid on the date of opening of tenders.
14. 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 shall be awarded with the work.
15. After due formalities stated above, final order shall be placed with the Transport Agency along with the process of execution of assignment.
16. The transportation of confidential material would be made as per specified date & time, which would be intimated later on along with category of closed containers required on each date of assignment.
17. Board shall have the power to refuse / accept any tender without assigning any reason thereof.
18. Payment shall be made after the transportation of confidential materials is over on

submission of bill along with other relevant documents as specified in the work order failing which the bills cannot be processed.

19. TDS shall be deducted at the time of payment of bill.

20. 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.

21. The tenders shall be opened in presence of the tenders or their authorized representatives if any, otherwise the tender of the absentee shall be rejected.

22. The closed containers must be in good running condition with up to date Tax Clearance receipts, Fitness Certificates, Insurance and all Odisha permit.

23. The driver of each vehicle must have valid Driving License and good track record of not intoxicated with alcohol etc.

24. 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.

25. 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.

26. In the event of any dispute arising in execution of the tender, the decision of the President, Board of Secondary Education, Odisha shall be final & binding on the Tenderer.

27. Any dispute related to this tender and arising out of terms and conditions thereof, will be subject to jurisdiction of Court at Cuttack only.

Declaration

I have gone through the Tender Notice, both the bid formats, instruction, terms and conditions of the Tender and understood fully and agreed.

Date:

**Signature
& seal of the Tenderer**

TECHNICAL BID

Tender Call Notice No-

(Engg. Section) dt:-

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

- 1- Name and address of the Transport Agency along with photo copy of Registration Certificate :
- 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.
(to be enclosed) : Yes / No
- 5- GST Registration along with Clearance Certificate/deposit receipt of last qtr :
(Photocopy to be enclosed) Yes / No
- 6- Details of EMD B.D.No Dt
(Draft to be attached)- Rs.
- 7- If Tender Paper purchased against payment of Cash : C.R. No- Dt-
Rs.
- 8- In case of Tender Paper downloaded from the Website :- B.D. No..... Dt-
(Cost of Tender Paper in shape of B.D. to be attached) Rs.
- 9- Detail list of closed containers with vehicle No. that the agency possess as per clause -5 of terms & conditions to be attached along with the declaration.
- 10- Experience in the field of Transportation if any,
(proof to be attached)

**Signature
& seal of the Tenderer**

FINANCIAL BID

Tender Call Notice No-

(Eng. Section) dt:-

SPECIFICATION

Name and address of Transport Agency:

Sl. No	Type of closed container	Particular of KM for coverage	Rate to be offered per K.M. for to and fro journey	Remarks
1	6 wheelers closed container (8 ton capacity and above)	More than 250 kms (To & Fro)	Rs. Rupees	
		Covering 151 to 250 kms (To & Fro)	Rs. Rupees	
		Covering up to 150 kms (To & Fro)	Rs. Rupees	
2	6 wheelers closed container (6 ton capacity and above)	More than 250 kms (To & Fro)	Rs. Rupees	
		Covering 151 to 250 kms (To & Fro)	Rs. Rupees	
		Covering up to 150 kms (To & Fro)	Rs. Rupees	
3	4 wheelers closed container (4 ton capacity and above)	More than 250 kms (To & Fro)	Rs. Rupees	
		Covering 151 to 250 kms (To & Fro)	Rs. Rupees	
		Covering up to 150 kms (To & Fro)	Rs. Rupees	
4	4 wheelers closed container (less than 4 ton capacity)	More than 250 kms (To & Fro)	Rs. Rupees	
		Covering 151 to 250 kms (To & Fro)	Rs. Rupees	
		Covering up to 150 kms (To & Fro)	Rs. Rupees	

Note: Close container shall be binding on the firm as per the rate offered which should be exclusive of all taxes but inclusive of cost of fuel, driver and Toll Gate Charges.

**Signature
& seal of the Tenderer**