

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

**TENDER CALL NOTICE**

No.5811(Store-I) / Dt.18.10.2023

Sealed quotation are hereby invited in the prescribed Format from the intending Printers having valid GST clearance Certificate, IT Clearance Certificate and PAN Card for supply of different kinds & sizes of forms, booklets, C.R. Books. Challan Books and Registers to Board of Secondary Education, Odisha, Cuttack. The details of Tender and Tender documents can be downloaded from the Board's website [www.bseodisha.ac.in](http://www.bseodisha.ac.in) on dt.20.10.2023 at 10 A.M. The tenderer shall deposit Rs.560/- (Rupees Five hundred Sixty) only (including GST) towards the cost of Tender Paper in shape of Bank Draft in favour of **"Secretary, Board of Secondary Education, Odisha"** payable at Cuttack.

The tender paper dully filled in along with earnest money of Rs.10,000/- (Rupees Ten Thousand) only in shape of Bank Draft drawn in favour of **"Secretary, Board of Secondary Education, Odisha"** payable at Cuttack and other requisites should reach the office of the Secretary, Board of Secondary Education, Odisha, Cuttack on or before Dt.31.10.2023 by 4.00 P.M. The tender will be opened on Dt.01.11.2023 at 12.00 Noon in the office of the undersigned in presence of bidders or their authorized representative if any.

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

All disputes are subject to jurisdiction of Cuttack only.

Sd/-  
SECRETARY

## **TERMS AND CONDITION**

1. Tender papers should be submitted in two separate sealed cover super scribed "Tender against Tender Notice No. / (Store-I)/ Dt.
  - a) The first sealed cover will contain "Technical Bid".
  - b) The second sealed cover will contain "Financial Bid".
2. The tender shall deposit E.M.D. of Rs.10,000/- (Rupees Ten Thousand) only in shape of Bank Draft in favour of "Secretary, Board of Secondary Education, Odisha, Cuttack" payable at Cuttack. Tender without E.M.D. shall be rejected.
3. Request for transfer of any previous deposit or adjustment of E.M.D. from any claim payable will not be entertained.
4. No interest on E.M.D. will be paid.
5. The E.M.D. of unsuccessful tenderer(s) will be refunded soon after finalization of contract.
6. The rate quoted and accepted shall remain valid for 1 year from the date of award of tender.
7. The rate quoted should be inclusive of all cost i.e. paper, printing, D.T.P. & Plate making, delivery at B.S.E(O) and all taxes etc.
8. The offer / rates should be written both in figure and words.
9. Over writing, addition, alteration and erasing on Tender Paper should be avoided. All correction on Tender Paper, especially in Financial Bid should be duly attested by the tenderer himself.
10. Rate for printing and supply of each item should be quoted per thousand only.
11. The successful tenderer shall have to execute an agreement with the Board within 7 days from the date of award of contract.
12. The successful tenderer shall have to deposit Rs.20,000/- (Rupees Twenty thousand) only as security money within 7 days from the date of award of contract & signed the agreement.
13. E.M.D. will be forfeited if the tenderer fails to execute agreement and deposit security money within the stipulated date and time.
14. After due formality delineated supra, work order will be issued in favour of the firm along with sample of forms/ booklet etc. After the work of art pull of form of booklet is over, the firm shall get it approved from the Store-I Section.
15. The firm shall print the form/ booklet in the same quality of paper it has submitted as sample along with the tender.
16. The delivery of printed materials shall be made as per date specified in work order.
17. Paper used in printing if found inferior, the firm shall have to reprint the same & supply at his own cost & responsibility and also no payment will be allowed for the purpose.
18. Board shall have the right to refuse/ acceptance of delivery of forms or booklets etc. in the event of use of inferior paper or substandard/ printing by the firm.
19. Printed materials (i.e. form/booklet/ Register etc.) shall be delivered by the firm as per the specification prescribed by the Board in the work order.
20. Payment shall be made after complete delivery of items as per the work order.
21. No consideration for part payment will be made.

22. If the firm fails to deliver the printed items in time as specified in the work order, action shall be initiated by the Authority of the Board to forfeit the security deposit and to black list the firm.
23. In the event of any dispute arising in execution of the tender/ printing work, the decision of the President, Board of Secondary Education, Odisha, Cuttack is final & shall be binding on the Tenderer.
24. Any dispute related to this tender and arising out of terms and conditions thereof, will be subject of Cuttack Judicial jurisdiction only.

**Declaration :**

I have gone through the Tender Notice, both the bid formats, instruction, terms and conditions of the Tender and understood the instructions & terms and condition of the Tender correctly.

**TENDER CALL NOTICE**

No. .... (Store-I) Date : .....

**Technical Bid**

1. Name and address of the Printing Firm :
2. Name and address of the Proprietor :
3. Registration No. of the firm and  
Year of Establishment :
4. Brief description of Machines  
and manpower :
5. Experience :
6. PAN No. (Copy to be enclosed) :
7. (a) GST Clearance Certificate of last year (up to 31.03.2023) : Yes / No.  
(b) IT clearance Certificate of last year (up to 31.03.2023) : Yes/ No.
8. (Details of EMD Bank Draft No. Dt.  
(B.D. to be attached) amount Rs.10,000/- (Rupees Ten Thousand) only.
10. Tender Paper purchased against payment of Cash : C.R. No..... Dt.....  
( Original Cash receipt to be enclosed).
11. In case of Tender Paper downloaded from the website : [www.bseodisha.ac.in](http://www.bseodisha.ac.in) submit B.D.  
amount to Rs.560/- (Rupees Five hundred Sixty) only payable at Cuttack drawn in favour of  
Secretary, Board of Secondary Education, Odisha, Cuttack.  
B.D. No. .... Dt..... Rs. ....
12. Paper sample in which firm intends to print the forms, Booklets, C.R. Books & Challan  
Books and Registers, submitted : Yes/ No  
(10 Sheets in A4 Size of 60 GSM Cream Wove Demy Sheet Paper).

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

**TENDER CELL NOTICE**

No. .... (Store-I) Date : .....

**FINANCIAL BID**

Name of the Printing Firms :

Address :

Rate per thousand to be offered inclusive of Cost of Paper, D.T.P, Plate Making, Printing & Stitching if any. It shall also include the cost of door delivery and all taxes etc.

Form Size	Rate Offered for one side Print per thousand		Rate Offered for both side Print per thousand	
	With Number	Without Number	With Number	Without Number
A2	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees
A3	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees
A4	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees
A5	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees
A6	Rs. Rupees	Rs. Rupees	Rs. Rupees	Rs. Rupees

**Booklets**

A4 Size	Rate offered per thousand booklet	A5 Size	Rate offered per thousand booklet
Up to 08 pages		Up to 08 pages	
Up to 16 pages		Up to 16 pages	
Up to 24 pages		Up to 24 pages	
Up to 32 pages		Up to 32 pages	
Up to 40 pages		Up to 40 pages	
Up to 48 pages		Up to 48 pages	
Up to 54 pages		Up to 54 pages	
Up to 64 pages		Up to 64 pages	
Up to 100 pages		Up to 100 pages	

<b>C.R Books</b>	<b>Rate per thousand</b>	
A5 size one side printing having duplicate copy. One Book containing 100 C.R with Numbering perforation stitching & binding with cover paper.	Rs.	Rupees
<b>Challan</b>	<b>Rate per thousand</b>	
A4 size one side print having triplicate copy. One book containing 50 challans with numbering pertoration & stitching.	Rs.	Rupees
<b>Different Certificates &amp; Mark sheet Books</b>	<b>Rate per thousand</b>	
A4 size one side print having duplicate copy. One Book containing 100 pages with Numbering pert oration stitching & binding with cover paper.	Rs.	Rupees
<b>Fly Leaf</b>	<b>Rate per thousand</b>	
Printing Charges of Fly Leaf	Rs.	Rupees
<b>Printing &amp; Supply of Envelop</b>	<b>Rate per thousand</b>	
Size- (11"x5") Mark foil (2 copies)	Rs.	Rupees
Size- (11.02"x5.51") Paper Setter (3 copies)	Rs.	Rupees
<b>Printing &amp; Binding Charges of Attendance Register</b>	<b>Rate per thousand</b>	
A2 Size (14 folio)	Rs.	Rupees
<b>Printing &amp; supply of 1<sup>st</sup> page Note Sheet</b>	<b>Rate per thousand</b>	
A4 Size of 80 GSM conquest paper both side printing	Rs.	Rupees

Register	Rate per each Register	
<b>Legal size (with Printing, Numbering &amp; Binding)</b>		
1. <b>Stock Register-</b> (80GSM) Ledger D/F 1/4 (200 folio Number/400 Pages)	Rs.	Rupees
2. <b>Sale Register</b> - (80GSM) Ledger D/F ¼ (200 folio Number/ 400 pages)		Rupees
3. <b>Bill numbering Register</b> - (80GSM) Ledger D/F 1/4 (200 folio Number/ 400 pages)	Rs.	Rupees
4. <b>Diary Register</b> – White 60 GSM Demai 1/2 (250 folio Number/500 pages)	Rs.	Rupees
5. <b>Issue Register</b> - White 60 GSM Demai 1/2 (200 folio Number/ 400 pages)	Rs	Rupees
6. <b>Consolidated Register of Certificate</b> (DPC) D/F ½ ledger 80 GSM - (200 folio Number/400 pages)	Rs	
7. <b>Cashier Cash Book Register</b> – D/F 1/4 ledger 80 GSM (250 folio Number/ 400 pages)	Rs	
1. <b>School Identity Card</b> – 22x28 white Board 150 GSM- 1/12 size 2. Board Identity Card- 150 GSM Card Board -1/16 size 3. <b>Inward challan for Text Book-</b> D4 white -1/8 size -50x2=100 each book	Rs.	Rupees

Date:

Signature & Seal of Tenderer