

# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

## TENDER CALL NOTICE

No. 6027 (TBP)/ Dt. 01.11.23

Sealed Tenders are invited in plain paper/letter-head from the quality printers having proven expertise in the field of printing, valid GST Clearance Certificate and PAN Card (Copies to be enclosed with the tender) for printing and binding of 1000 number of Admission Registers (consist of 100 leaves each) to be used in the Secondary Schools of the State for the session-2023-24 and onwards. The finished Admission Registers are required to be supplied to the Board within 30 days from the date of placement of work order. The last date for submission of Tender Papers before the Deputy Secretary(TBP) of the Board by dt. 13.11.2023 positively.

The details of assignment and its specifications are indicated below;

### SPECIFICATION OF ADMISSION REGISTER

#### 1. Size of the Book, Paper and Bulk

The register shall consist of 100(one hundred) leaves excluding the Title pages, End paper and the Cover. The paper shall be serially numbered. The size of the finished books (measurement of finished cover) will be 14" X 16" (35cm X40cm). The text paper to be used is 110 to 120 g/m<sup>2</sup> good quality Azure- laid of bond paper having adequate processing strength.

#### 2. Printing & Binding

The text format shall be printed on both sides with the given materials. The title pages and the cover(Rexine and Binding Cloth) shall also be printed as shown in the sample copy. Type of the binding shall be as in case of sample copy i.e. with half leather e.g. back or spine along with the corners in leather and sides in cloth/ rexine. The back leather should extended 06(six) cm towards both the sides from the grooves as shown in the sample. Both the leather and cloth should be very good in quality.

- I. A good quality clear transparent plastic sheet will wrap the cover as shown in the sample.
- II. Good quality marble paper should be used as end paper and the edges of the book sprinkled.

#### 3. No of copies - 1000 (One thousand)

However, the quantity may increase or decrease depending upon the circumstances prevailing at the time of placing work order.

4. The Tenderer shall have to submit 10 (Ten) sheets of Azure Laid Bond Paper as per the specification given in Sl. No.1 including other connected materials as in Sl.No.2 above at the time of submission of the Tender documents.
5. The selected tenderer shall have to submit 02 (two)nos of sample Admission Register for checking of all materials used in printing and binding of the register e.g. paper, leather binding cloth, cover Board and material paper, transparent sheet etc. by the Technical Expert as per Board's specification and the Board after its approval, will issue work order for supply of Admission Registers. The intended tenderers may visit the Board's office (Text Book Preparation Section) to see a sample of Admission Book and clarify their doubts in any working days within 11.00 a.m to 2.00 p.m before the last date of submission of tenders.
6. The tenderer shall quote the rate per admission register only excluding G.S.T.


7. The tenderer shall make deposit of Rs.20, 000.00 (Rupees Twenty thousand) only as EMD by cash in the Cash Counter of B.S.E(O), Cuttack or in shape of Bank draft drawn in any Nationalised Bank in favour of the Secretary, Board of the Secondary Education, Odisha payable at Cuttack. The EMD will be refunded to the successful Tenderer after discharge of all the assignments. The EMD of other unsuccessful Tenderers will be refunded in due course.
8. The selected tenderer shall have to deposit Security Money as would be decided by the Board and the same will be deposited either in shape of cash or Bank Draft drawn in any Nationalised Bank in favour of the Secretary, B.S.E, Odisha, payable at Cuttack. The Security Money so deposited shall be refunded to the firm concerned without interest after successful completion of assignment.
9. The tenders will be opened on dt. 15.11.2023 at 4.00 P.M in the Committee Room of the Board in the presence of the tenderer or their authorised representative.
10. L-1 rate is not the only criteria for selection. The quality of paper, printing, binding etc. of the Admission Register, which will be taken in to consideration for selection of successful bidder.
11. The selected firm assigned with the work shall deliver the finished Admission Registers at the Text Book Store of the Board Office, Cuttack at his own cost.
12. The Authority reserves the right to reject any or all tenders without assigning any reason thereof.
13. Any dispute related to this tender arising out of the term and conditions thereof shall be subject to the jurisdiction of Court at Cuttack only.

  
Secretary  
B.S.E, Odisha, Cuttack  
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Memo No 6028(S) (TBP)/Dt. 01.11.23

Copy forwarded to :-

1. The S.O. I/C. of Supdt. Cell for information. He is instructed to make necessary arrangement for displaying a copy of this Notification in the Notice Board of this office for information of all concerned.
2. Dy. Secretary, Central Zone and In-Charge of Boards' Website for information. He is instructed to upload the said notification in the Boards' Website on or before dt. 1.11.23 for information of all concerned.
3. Finance Officer/ Estt. Officer/ I.A/ S.O, Accounts Section, for information and necessary action.
4. Dy. Secretary(TBP)/ Asst. Secretary(TBSS) Section for information and necessary action. The Deputy Secretary(TBP) is requested to take necessary steps for showing the Admission Register to the Tenderer, regarding specification and size of paper to be used therein.

  
Secretary  
B.S.E, Odisha, Cuttack  
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