

# **BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK.**

## **1<sup>st</sup> SHORT TENDER CALL NOTICE**

No 1086 /(Store-I)/ dt. 31.01.2024

Sealed tenders in the prescribed format in double sealed cover paper for sale of following categories of waste paper for recycling only are invited from the intending Paper Mills / waste paper dealers having valid GST Regd. No. and PAN card. The tender paper can be downloaded from the website [www.bseodisha.ac.in](http://www.bseodisha.ac.in) from 10 a.m on 01.02.2024 The tenderer shall deposit Rs.5,000/-+(GST@18%) amounting to Rs 5,900/- ( Rupees Five Thousand Nine Hundred ) only towards the cost of tender paper in shape of Bank draft payable at Cuttack in favour of Secretary ,Board of Secondary Education,. Odisha along with the tender paper. The tenderers are required to submit the tender paper duly filled in all respect, with all requisites and EMD of Rs.50,000/-(Rupees Fifty thousand) only in shape of Bank draft drawn in favour of Secretary , B.S.E. Odisha, payable at Cuttack by Speed Post or by hand. The tender should reach the office of the undersigned on or before 07.02.2024 up to 4.00P.M. . The same will be opened on 08.02.2024 at 12 noon in the presence of the tenderers or their authorised representatives, if any along with a power of attorney.

### **Details of waste paper and their offset price**

<b>Sl. No.</b>	<b>Categories of Waste Paper</b>	<b>Approximate <u>Quantity</u></b>	<b>Offset price <u>per MT</u></b>
1	Used and unused damaged Answer Books	127 M.T	Rs.39,555.00 + GST
2	Obsolete Text books	1 M.T.	Rs.34,590.00 + GST
3	Other waste paper / miscellaneous	5 M.T.	Rs.32,999.00 + GST

The authority of the Board reserves the right to accept or reject any or all tenders without assigning any reason there of.

Sd/-  
**SECRETARY**

- **PLACE OF SUBMISSION OF TENDER**

(I) SEALED TENDER BOX PLACED AT THE CONFERENCE HALL OF THE B.S.E. ,ODISHA , CUTTACK .

(II) REGD. POST / SPEED POST ADDRESSED TO SECRETARY, B.S.E. ODISHA, CUTTACK-753001

- **Downloading of Bid DOCUMENTS** from **01.02.2024** at 10.00 A.M

- **CLOSING DATE OF RECEIPT OF TENDER PAPER**  
**07.02.2024** 4.00 P.M.

- **OPENING DATE & TIME FOR TENDER**  
**08.02.2024** AT 12 NOON.

- **PLACE OF OPENING OF TENDER -**

**CONFERENCE HALL OF B.S.E., ODISHA, B.K.ROAD, CUTTACK.**

**BOARD OF SECONDARY EDUCATION ,ODISHA, CUTTACK -753001**  
**Tender Form for purchase of Waste Paper**  
**FINANCIAL BID**

1. Full Name & Address of the Mill/Firm/ Contractor :  
Telephone/Fax Number:-E-Mail ID:  
Mobile No:
2. Pan No. & Date :
3. Self attested true copies of PAN Card, audit Report & Income Tax Return of last year to be attached.
4. a) GST Registration : No. \_\_\_\_\_ Dt. \_\_\_\_\_  
b) GST Deposit Receipt for last Qtr.: YES/ NO
5. Excise /DIC/ PMI Registration No. \_\_\_\_\_ date \_\_\_\_\_ YES/ NO
6. Earnest Money- Rs.50,000/- ( Rupees Fifty thousand only)  
in shape of Bank Draft payable at Cuttack drawn on any Nationalize Bank in favour of Secretary, Board of Secondary Education Odisha.  
D.D No. :  
Date :  
Name of the Bank :
7. Cost of Tender Form –  
Rs.5,900/- ( Rupees Five thousand Nine hundred only)  
in shape of Bank Draft payable at Cuttack drawn on any Nationalize Bank in favour of Secretary, Board of Secondary Education Odisha.  
B.D No. :  
Date :  
Name of the Bank :
8. Details of Waste Paper for sale:

Sl. No.	Categories of Waste Paper	Approximate Quantity	Quoted price per MT
1	Used and unused damaged Answer Books	127 M.T	/- + GST
2	Obsolete Text books	1 M.T.	/- + GST
3	Other waste paper / miscellaneous	5 M.T.	/- + GST

9. Validity of order: 12 months from the date of agreement/ work order.

**Place:**

**Signature of Tenderer  
with Designation & Seal**

**Date :**

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

**ENCLOSURE TO TENDER FORM**

**Annexure – A  
TECHNICAL BID**

- |                                                                                           |         |
|-------------------------------------------------------------------------------------------|---------|
| 1. E.M.D. in shape of D.D. of Rs.50,000/-                                                 | Yes/ No |
| 2. Cost of Tender Papers in shape of D.D. of Rs-5,900/-                                   | Yes/ No |
| 3. (a) Valid GST Registration Certificate                                                 | Yes/ No |
| (b) GST deposit Receipt for last Qtr.                                                     | Yes/ No |
| (c) Self-attested true copies of PAN Card,<br>and Income Tax Return last year             | Yes/ No |
| (d) Valid Excise Registration Certificate/ D.I.C/<br>P.M.I Certificate. ( Annexure- 'C' ) | Yes/ No |
| 4. Power of Attorney if any of the Tenderer                                               | Yes/ No |
| 5. List of organizations from whom waste paper<br>were purchased by Tenderer in the past. | Yes/ No |
| 6. Certificate for acceptance of Tender Document as per Annex. B                          | Yes/No  |
| 7. Undertaking that the waste paper will be used for recycling only                       | Yes/ No |

**Place:**

**Signature of Tenderer  
with Designation & Seal**

**Date:**

**Note:-** The tenderer will have to produce original documents refer to in Item No.3 above for verification at the time of opening of tender.

**Annexure- B**  
**(Certificate to be recorded by the tenderer while submitting offer)**

We have carefully read and understood the important instructions from Para from 01 to 16 and all terms and conditions Para 01 to 18 of Tender Form. We hereby agree to abide by them without any prejudice and reservation.

**Place:**

**Signature of Tenderer  
with Designation & Seal**

**Date:**

**Annexure- C**

***(Format for production of Excise/DIC/ PMI Clearance Certificate.)***

It is certified and declared that M/S (Name of Tenderer) \_\_\_\_\_  
has been registered under Excise/DIC/ PMI Department vide No. \_\_\_\_\_  
dt. \_\_\_\_\_ and the above certificate is valid and also available in the  
records of concerned department.

Signature:

Designation:

Name of the Excise/ DIC/PMI Officer:

Seal of the Excise/ DIC/PMI Department.

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

### **IMPORTANT INSTRUCTIONS TO THE TENDERERS FOR PURCHASE OF WASTE PAPER**

1. The tenderers are requested to submit their bid in double sealed cover i.e. Technical Bid in one and Financial Bid in another. The envelope containing Technical Bid should be super scribed as “**Technical Bid**” and the envelope containing financial bid need to be super scribed as “**Financial Bid**”. Both the bids should be kept in another sealed envelope & then be submitted.
2. Tender shall be submitted in prescribed form only and shall be completed in all respects. Incomplete tender will be rejected.
3. The Tender to be submitted accompanying the following documents:
  - (i) A sum of for Rs.50,000/- (Rupees Fifty thousand only) as earnest money deposit in shape of D.D. drawn on any Nationalized Bank payable at Cuttack in favour of Secretary, Board of Secondary Education , Odisha, Cuttack-753001. Tender without required amount of E.M.D. shall not be taken into consideration. The earnest money deposit will be forfeited, if the tenderer fails to execute the contract after acceptance of his offer by Board of Secondary Education, Odisha within the time stipulated..
  - (ii) A separate Demand Draft Rs.5,900/-(Rupees Five thousand Nine hundred only) should be deposited as cost of Tender Form fee (non-refundable) drawn on any Nationalized Bank payable at Cuttack in favour of Secretary, Board of Secondary Education,, Odisha, Cuttack- 753001.
  - (iii) Self attested true copy of valid GST registration certificate.
  - (iv) Self- attested true copy of PAN card and Income Tax return of last year.
  - (v). The tenderer not personally remaining present and sending authorized representative should attach a certified copy of the Power of Attorney issued in the name of the attorney holder that the latter would attend the tender opening at the office of the B.S.E, Odisha, Cuttack on the date of opening of tender would be authorized to sign the tenders, agreements and other relevant documents.
  - (vi) Experience in details of purchase of waste paper by the tenderers in last two years from other organisations/ Institutions/ Govt. Dept. etc., if any. An under taking that the waste paper purchased by the Tenderer shall be utilised for recycling but not for virgin pulp.
4. Tender submitted without the document at Sl. No.3 above is liable to be rejected without reservation.
5. All documents furnished by the tenderer as per Sl.3 at above should be duly certified and submitted in the Tender. Original copies of the documents should be produced for verification at the time of opening of Tender.
6. (i) The tender shall remain valid up to 12 months from the date of agreement/ work order. However the authority of the Board reserves the right to extend the validity period for sufficient reasons.  
(ii) In the event the Tenderer fails to lift the waste paper within the time stipulated in the work order the Board reserves the right to cancel the work order and the Security amount shall be forfeited.

(iii) The time scheduled in the work order is only indicative and Board may change the schedule and call upon the tenderer to lift the waste paper, by altering the schedule in which event the tenderer shall lift the same during the agreement period. Failure on the part of the tenderer shall be considered as violation of tender conditions. .

7. Offers having conditions other than that specified herein shall not be considered and treated as invalid.
8. (a) Rates should be quoted in the Tender Form excluding GST . Tenderers quoting multiple rate will be rejected.  
(b) GST will be charged in the bill on the date of lifting as fixed by the Govt.
9. GST applicable will be charged extra on the quoted price.
10. The President, B.S.E.,Odisha reserves the right to split the estimated quantity for distribution of the lifting orders at acceptable rates to other tenderers.
11. The price quoted is confidential. The Award of Contract (AOC) will be considered on highest bidding rate approved by the authority for each category. The President reserves the right to accept/ reject any offer even though a Tenderer is H-1.
12. The successful tenderer shall have to deposit the total cost of waste paper as will be determined by the authority of the Board in the manner directed before lifting of waste paper.
13. The President reserves the right to allot the tender by splitting the categories of waste paper and is at liberty to allot the tender of each category to different tenderers.
14. (i) The last date and time for the receipt of tenders complete in all respects is on or before 07.02.2024 up to 4.00 pm. and The tenders received thereafter shall not be considered on any ground.  
(ii) The Tender will be opened on 09.02.2024 at 12 noon. Changes if any will be communicated.
15. The right to accept or reject any tender or all tenders (Fully/Partly) without assigning any reason is reserved by the President, B.S.E, Odisha.
16. Any dispute related to this tender and arising out of terms and conditions thereof, the same will be subject to Cuttack judicial jurisdiction only.



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

### **Terms and Conditions of the Tender for sale of Waste Paper**

1. The Tenderers who intend to recycle waste paper only are allowed to participate in the tender for purchasing waste paper from Board of Secondary Education, Odisha, Cuttack.
2. The successful tenderer shall have to furnish an undertaking to the effect that the materials purchased will be directly put into digesters for pulping and any deviation detected later shall entail action as per law.
3. (a) The tenderer are requested to submit copy of valid GST registration certificate and PAN card along with the tender.  
(b) The tenderers are also required to submit attested photo copy of the registration certificate of Excise/DIC/ P.M.I industries Dept., Cuttack along with the tender.
4. The tenderers are required to deposit Rs.5,900/- ( 5,000/- + GST18%) only towards cost of Tender Paper in shape of Bank Draft drawn in favour of Secretary, Board of Secondary Education, Odisha, Cuttack - 753001.
5. The tenderers are required to deposit Rs.50,000/- (Rupees Fifty thousand) only towards EMD in shape of Bank Draft drawn in favour of Secretary, Board of Secondary Education, Odisha, Cuttack - 753001. The EMD of unsuccessful tenderers will be refunded soon after finalization of tender. Tender without EMD shall be rejected.
6. Tenderers shall quote their rate per MT in the Tender.
7. GST applicable will be charged extra on the quoted price.
8. Incomplete tenders / tenders without EMD/ Tenders without copy of the valid GST Registration certificate, photo copy of PAN card / cost of Tender form shall be rejected.
9. The successful tenderers shall have to deposit Rs.1,00,000/- (Rupees One lakh) only as security money in shape of Bank Draft in favour of Secretary, Board of Secondary Education, Odisha, Cuttack, payable at Cuttack within a period of 05 days from the receipt of assignment order from the Board, failing which the order shall be treated as cancelled and in that case the EMD shall be forfeited. The security money will be refunded after certification by the store section of the Board to ensure that all the waste paper have been lifted by the tenderers for which the tender was invited. If the tenderer fails to lift all the waste paper or delay in lifting the paper the EMD and/ or security money will be forfeited.
10. The successful tenderer shall have to deposit the total cost of waste paper as will be determined by the authority of the Board in the manner directed before lifting of waste paper.
11. The cost of lifting and transporting of waste papers shall be borne by the tenderer.
12. The weighment of loaded and unloaded vehicle carrying waste paper will be made in the weighbridge in presence of the officials of BSE (O) in order to determine the quantity of waste paper and the cost of the same shall be borne by the tenderer.
13. The tender shall remain valid up to 12 months from the date of agreement/ work order. However the authority of the Board reserves the right to extend the validity period for sufficient reasons.
14. (i) The quality and quantity of waste paper may be inspected by the tenderers before quoting rates of each item.  
(ii) In the event the Tenderer fails to lift the waste paper within the time stipulated in the work order the Board reserves the right to cancel the tender and the Security

amount in deposit shall be forfeited.

(iii) The time scheduled in the work order is only indicative and Board may change the schedule and call upon the tenderer to lift the waste paper, by altering the schedule in which event the tenderer shall lift the same during the agreement period. Failure on the part of the tenderer shall be considered as violation of tender conditions. .

(iv) The last date and time for receipt of Tender complete in all respect is on or before 07.02.2024 up to 4.00 P.M and the Tenders received their after shall not be considered on any ground. The Tender will be opened on 08.02.2024 at 12 noon. A change if any will be communicated.

15. (i) Details regarding sale, submission and opening of Tender are as follows:

SI.No	Details	Opening Date	Hrs.	Closing Date	Hrs.
1	Downloading of Tender Papers	01.02.2024	10.00 A.M		
2	Last date of Tender Submission			07.02.2024	4.00 p.m
4.	Submission of Demand Drafts towards cost of Tender Form/EMD so also all the documents in original for verification			08.02.2024	12 noon
5	Tender Opening	08.02.2024	12 noon		

No deviations in the above scheduled will be entertained by the Board.

(ii) Any short of terms and conditions proposed by the tenderer shall not be accepted.

16. Approximate quantity of waste paper with their offset price is given below:

SI. No	Categories of Waste Paper	Approximate Quantity	Offset price per MT
1	Used and unused damaged Answer Books	127 M.T	Rs.39,555.00 + GST
2	Obsolete Text books	1 M.T.	Rs.34,590.00 + GST
3	Other waste paper / miscellaneous	5 M.T.	Rs32,999.00 + GST

17. In case of any dispute arising in course of transaction of business the decision of President, B.S.E, Odisha, Cuttack shall be final and binding on the part of the tenderer.

18. The President reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

Sd/-  
**SECRETARY**