



# बी.एच.ई.एल. शिक्षा मण्डल

म.प्र. सोसायटी रजिस्ट्रेशन अधिनियम पंजीकृत नं. 12903

**B.H.E.L. SHIKSHA MANDAL**

(Registered Under M.P. Societies Registration Act Regn. No. 12903)

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पिपलानी भेल, भोपाल - 462022  
M.G.M. Dispensary Building  
Piplani, B.H.E.L., Bhopal-462022


## NOTICE INVITING TENDER

Tender No.BSM//(P&S)/2025-26/ 2092

Dated 26.08.2025

BHEL Shiksha Mandal (BSM) Bhopal, invite sealed tender in **Two part Bid system** for the supply of stationary & Sanitary items for BSM office, Schools and Kasturba College of Nursing for the session 2025-26.

Details Description and terms and conditions of Tender Documents (Annexure-A to E) may be downloaded from BSM web site [www.bsmbhopal.com](http://www.bsmbhopal.com) or may be obtained directly from the office of Secretary, BHEL Shiksha Mandal, MGM Dispensary Building, Piplani BHEL Bhopal from 26.08.2025 To 08.09.2025 from 10.00 A.M. to 04.00 P.M. except second Saturday/Sunday/Holidays. Last date of submission of tenders is 09.09.2025 (up to 02.00 P.M.) at BHEL Shiksha Mandal office P&S Section.

  
(P.K.Jha)  
SECRETARY

### Tender Schedule

1. Cost of Tender form : Free of cost
2. Date of issue Tender Documents : 26.08.2025.
3. Last date and time for Issue of tender documents : 08.09.2025 up to 04.00 P.M.
4. Last date and time for Submission of tender : 09.09.2025 up to 02.00 P.M.
5. Date of opening of Technical Bid : 09.09.2025 at 03.00 P.M.
6. Date & time for opening Finance Bid : Will be intimated separately in due course of time to only those Bidders, who qualify in Technical Bid.

1. Tender for the supply of stationary & sanitary items for BSM Office, Schools and Kasturba college of Nursing.
2. The bidders shall preferably be those who have been approved by/served to any Government/Semi Government Department/organization.
3. The bidder shall have experience for at least 3 years preferably in supply of stationary & sanitary items and shall submit documentary proof (Purchase order/delivery challan copy).
4. The firm should have to submit the ITR/Balance sheet, Profit & Loss statement for the last three years (i.e. Year 2022-23, 2023-24 & 2024-25).
5. The firm must have valid GST registration number, PAN, Firm registration number.
6. The supplier should have an average annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be atleast Rs. 105600.00.
  - (a) Three similar completed works costing not less than the amount equal to Rs. 111000.00 each.

OR

- (b) Two similar completed supply costing not less than the amount equal to Rs. 158000.00 each.

OR

- (c) One similar completed supply costing not less than the amount equal to Rs. 252000.00

SCOPE OF WORK

ANNEXURE - D

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Supply of Stationary &amp; Sanitary items for BSM institutions.

Sr. No.	Stationary items	Description	Unit	Proposed Qty
1	All pins (300gm)	Superior	Pkt.	04
2	Big punching machine	Superior	No.	02
3	Box File (Index file)	27X35X8cm 3: KG (27 KG)	No.	50
4	Brown papers	Superior	sheets	80
5	Calculator	Superior	No.	05
6	Cello tape brown 2 inch	Superior	Roll	12
7	Drawing pin	Superior	Pkt.	05
8	Envelopes	laminated (08"x10")	No.	900
9	Envelopes	laminated A3 size	No.	370
10	Envelope brown	Superior	No.	10
11	Fevicol Tube	250 GM	No.	38
12	Fevicol Tube	25 Gm	No.	40
13	Fevistick	Superior	No.	20
14	File pad	Superior	No.	140
15	Note sheets Ledger paper	65 GSM Ledger paper A4 size	Pkt.	04
16	Pen box	Superior	No.	05
17	Photo Copy Paper A-3	210 X 297mm 70 GSM	Ream	70
18	Photo Copy Paper A-4	210 X 297mm 70 GSM	Ream	650
19	Pin cushion	Superior	No.	04
20	Register A-4	Superior	No.	40
21	Rubber Band Big (500 gm)	Big Size - Superior (500 gm)	Pkt.	05
22	Rubber band small size (500 gm)	Small Size - Superior (500 gm)	Pkt.	05
23	Ruled Register 1 Qr	70-P 17.5x28.5cm 65 GSM	No.	50
24	Ruled Register 4 Qr	210-P 17.5x28.5 cm 65 GSM	No.	120
25	Stapier Big	Superior	No.	04
26	Stapier small	Superior	No.	15
27	Stapier pin small box	Kangaru 1000 staples	No.	90
28	Stamp Pad ink bottle	Superior	No.	05
29	White fluid (Correction pen)	Kores/Cello (ERAZ-EXPEN)	No.	45
30	Map (Including all)	Standard	No.	36
31	Graph Paper	A4 Size	No.	12
32	Drawing Sheet	Superior	No.	3000
33	Twine Ball		Pkt.	130
34	Scissor	15 cm	No.	05
35	Sponch Cup		No.	10
36	Cello Tape White 1 inch	Superior	Roll	20
37	Cello Tape White 2 inch	Superior	Roll	20
38	Sketch Pen	Camlin 12 shades	Pkt.	05
39	Stainless Steel 30cm	Superior	Nos.	10
40	Jem Clip	Superior	Pkt.	20
41	Plastic Scale (30cm)	Superior	No.	10
42	Duster		No.	130
43	Gum Bottle	1 ltr. Camel	Botl.	02
44	Sticky Notes		Pkt.	20
45	Pay Bill Paper		Pkt.	02
46	Plastic Cover			02
47	Marker Pen	Blue Color	Pkt.	02

Sr. No.	Sanitary items	Description	Unit	Proposed Qty
1	Acid	Superior	No.	30
2	Big Broom (Sekh)	Narial	No.	200
3	Broom (Phool)	Superior	No.	70
4	<b>Bucket (Baalti)</b>	<b>Power 500 ml</b>	<b>No.</b>	<b>15</b>
5	Computer cleaning brush	Superior	No.	3
6	Dustbin	Superior	No.	80
7	Dusting cloth	Superior	No.	50
8	Hand wash pack of 5 Litre	Lifebuoy/Dettol	Ltr.	10
9	Harpic toilet cleaner	Power 500 ml	No.	85
10	Mug	Superior	No.	25
11	Phenyl bottle	Doctor 450ml	No.	200
12	Room Freshner	Superior	No.	14
13	Soap (Lifebuoy)	100 gm	No.	100
14	Supdi	Superior	No.	30
15	Towel Cleaning table	Superior	No.	5
16	Vim (1k.g)	Sai baba/Vim 1 KG Pkt	No.	30
17	Washing Powder	Nirma 1 kg	K.G	60
18	Wiper extra-long 53.34 cm	Superior	No.	20
19	Mop	Superior	No.	20
20	Collin		No.	15
21	Nepthelene Balls		Pkt.	05
22	Door Mat 1'11"x 1'3"	Normal Anti-Skid Plastic Green	No.	08



**TECHNICAL BID**

(It is mandatory for all bidders; they should fill all fields "clearly" in this form)

1.	For the supply of Stationary & Sanitary items for BSM office, Schools and KCON. for session 2025-26	
2.	Name of Company/Firm/Agency and its registration No.	:
3.	Name of Proprietor/Director of the company/Firm/Agency registration must be enclosed	:
4.	Full Address of Reg. office (A copy of company/Firm registration must be enclosed)	:
(a)	Telephone Nos.	:
(b)	E-mail id	:
5.	Details of Banker of the Firm with full Address	:
(a)	Telephone Nos. of Banker	:
(b)	Fax no. of Banker	:
(c)	E-mail id of Bankers	:
6.	Bank A/c No. of firm for payments.	:
7.	PAN, GSTIN Registration No. of Firm (Enclose a copy of the same)	:
8.	Details of EMD	:
9.	Financial turnover of the tendering Company/Firm Agency for the last three financial years:	:

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2022-2023		
2023-2024		
2024-2025		

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of authorized person)

Full Name:- \_\_\_\_\_  
Seal



1. Sealed tenders are invited under **two part bid system** (Party-I Earnest Money (D/D or cash receipt) and Technical Bid & Part-II Financial bid, for the supply of Stationary & Sanitary items for BSM Schools, Office and KCON.
2. The tender must be accompanied by Earnest Money of **Rs. 6311.00**. The same can be deposited either by Cash or Demand Draft in favour of BHEL Shiksha Mandal, Bhopal and shall be returnable to every unsuccessful tenderer. EMD exempted for MSME registered party.
3. The tenderer is required to prepare two sealed cover super scribed as (i) Cover-I Technical Bid, and (ii) Cover-II Financial Bid. Both covers should be kept in one main sealed cover as **"Tender for the supply of Stationary & Sanitary items for BSM schools, office and KCON"**.
4. The rate should be inclusive of all taxes/duties and F.O.R. at BHEL Shiksha Mandal, Bhopal.
5. The quantities to be ordered may vary (+/-) 10% of the tendered quantity according to the actual requirements.
6. The full supply of the items has to be completed within 15 days from the date of placing order.
7. The supply of the items is subject to inspection by our committee.
8. The tenderer has to submit to cover sealed in above manner at BSM office P&S section of before as the date mentioned above positively. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
9. The Technical bid will be opened on the same day at 15.00 hrs by the tender Committee of BSM, in its office in the presence of the Tenderers of the authorized representative who wish to be present. The date and time for opening of financial bids of the technically qualified tenderers shall be communicated later as per convenience of this office.
10. Generally the orders shall be placed on lowest offer for the particular items. However this lowest offer is subject to acceptance of sample of the items by a committee. BSM may also reject all the offers without assigning any reason whatever. In case the offer accepted of a party is not executed in the stipulated time for whatever reason, the item can be procured by BSM from other supplier at his price and difference in price shall be recovered from the original supplier from the Earnest money/Security Deposit.
11. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of supply to qualifying Tenderer. The offer should remain valid for a minimum period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.
12. In all cases of dispute, the decision of the President, BHEL Shiksha Mandal shall be final and binding on both the parties.
13. Materials should be of best quality and to our specifications. Materials not confirming to these shall be rejected and returned to the supplier at their own risk and cost.
14. Failure to supply the items within the stipulated time will attract penalty @ 1% of the order value per week of delay subject to a maximum of 10 % of the order value. In such event, the management shall be within their right to cancel the order and procure the materials through any other source at the risk and cost of the supplier.
15. Payment will be made within 30 days on safe receipt of material and after inspection.

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