



# बी.एच.ई.एल. शिक्षा मण्डल

म.प्र. सोसायटी रजिस्ट्रीकरण अधिनियम पंजीकृत नं. 12903

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

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

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एम.जी.एम. स्वास्थ्य केन्द्र परिसर  
पिपलानी, भेल, भोपाल - 462022  
M.G.M. Dispensary Building  
Piplani, B.H.E.L., Bhopal-462022

No. BSM/PSS/230/2024-25/1893

Dt. 24/12/2024

To,

Sub: Printing and Supply of stationary items.

Dear Sir,

Sealed quotations are invited for printing and Supply of stationary items. As per the specification given in Annexure A.

1. Sealed tenders are invited for the printing and supply of stationary items for BSM institutions the sealed tenders should reach this office on or before 30-12-2024 at 02.00 pm. The bidder has to deposit sealed quotations' in tender box available at BSM office on or before as the date mentioned above positively. The quotation shall not be accepted beyond the stipulated date and time any circumstances whatsoever. The tender will be opened on the same day (30-12-2024) at 03.00 pm, In the presence of tenderness who may be present the sample of papers to be sent along with the tender without which will not be accepted.

2. The tenders must be accompanied by earnest money of Rs 9000 the same can be deposited either by Cash or demand draft in favor of BHEL SHIKSHA MANDAL, BHOPAL and shall be returnable to every unsuccessful tendered.

3. Generally the order shall be placed on lowest offer for the particular item however this lowest offer us subject to acceptance of sample of the paper by a committee. The authority reserves the rights to reject/ cancel any or all the tenders at any time or to relax/ amend/withdraw any of the terms and conditions as contained in the tender documents without assigning any reason thereof. In case the offer accepted of a party is not executed in the stipulated time for whatever reason, The item can procured by BSM from other supplier at his price and difference in price shall recovered from the original supplier from the earnest money/security deposit. Any enquiry after submission of the tenders will not be entertained.

4. The full supply of the items has to be completed within 10 days from the date of placing order and the supply of the items subject to inspection by our committee.

5. The rates should be quoted in Annexure B and should be inclusive of all Taxes/ duties and F.O.R at BHEL Shiksha Mandal Bhopal.

6 The supplies shall be as per paper quality weight requirement given in tender specification. BSM may refer your supplies to technical services division of BHEL for checking/ comments. In case your supplies differ from the mentioned specifications BSM may be reject the goods or impose penalty as fixed by the president BSM.

7. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of supply the items to qualifying tenderer. The offer should remain valid for a minimum for a period of 90 days EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful / bidder/bidders.



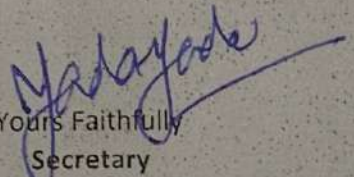
8. BHEL Shiksha Mandal reserves the full rights to increase and decrease the quantity of items in the tenders as per requirement.

9. In all cases of dispute, the decision of president, BHEL Shiksha Mandal shall be final and binding on both the parties.

10. Materials should be of best quality and to our specification materials not confirming to these shall be rejected and returned to supplier at their own risk and cost.

11. Failure to supply the items within the stipulated time will attract penalty @ 1 percent of the order value per week of delay subject of maximum of 10 percent 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 supplier.

12. Payment will be made within 30 days on safe receipt of the items after inspection.

  
Yours Faithfully  
Secretary

BHEL Shiksha Mandal

**BHEL SHIKSHA MANDAL  
BHEL BHOPAL**

**Annexure A**

Scope Of Work- Schedule of Requirements and specifications the printing

S no	Item	Qty
1	<b>Ans. Copy 4 Page C type (9"x11")</b>	91000
2	<b>Ans. Copy 8 Page B type (9"x11")</b>	54000
3	<b>Ans. Copy 12 Page A type (9"x11")</b>	15000
	Note- (for item No 1 to 3) a) There should one small hole in the left hand up corner of the each answer book for lying of ANS Book with twine. b) There should be two stapled pin in two places of each Ans. Book. c) The answer book should be serial numbered. d) The paper is to be used for answer copies shall be 60 GSM White cream orient paper.	
4	<b>Attendance Register Students</b> a) Page- 84 (42 Leaves) size: Open position. 212mmx294mm and closed position 215 mmx300 mm paper 60 GSM white orient paper, printing. Both sides, Binding Register to be bound with 90 DKG straw board and superior binding cloth at the back and corners. b) Board to be pasted with 48 GSM color paper with one spare sheet. c) Top cover to be printed with details BSM name, loge etc. d) Thread binding at three places ( Upper, Middle and Lower ) <b>(As Per Sample)</b>	100
5	<b>C.L Form Pad:</b> Each pad having 100 leaves size 210 mm x220 mm paper 57 GSM white orient cream wave paper, printing is to be done one side only. Binding pads to be pound with 45 DKG straw board on back and top cover to be pasted with 60 GSM brown papers. <b>(As Per Sample)</b>	18
6	<b>Envelope (9"x4")</b> To be printed separately on 60 GSM white cream orient paper. (KCON, JNS (PW), JNS (SW), VHSS, BSM) <b>(As Per Sample)</b>	2750
7	<b>Hand Receipt form Pad</b> Each pad having 100 leaves Size 210 mm x 220 mm, Paper 60 GSM white orient paper, printing is to be done one side only, binding pads to be bound with 45 DKG straw board on back and top cover to be pasted with 60 GSM brown paper. <b>(As Per Sample)</b>	29
8	<b>Pay Register</b> Page 100 leaves (200 Pages) size 253 mm x 375 mm close position and 243 mm x 370 mm open 75 GSM. Binding Register to be bound with 90 DKG strews board and superior binding cloth at the back and 4 corners. Board to be pasted with 48 GSM white paper outside and 60 GSM brown paper with one spare sheet. Top Cover to be printed with details of BSM Name logo etc. (As per sample) thread binding at three places (Upper, Middle and Lower)	3

9	<b>Progress Report Card</b> Size A4 (210x297mm) paper 120 GSM JK Maplitho JNS (PW), One side multicolor and other side single color Portrait size. (As Per Sample)	6000
10	<b>Letter Head</b> (Size: "8x11.5" Paper: white Royal Executive Bond Paper, Printing: Multicolor. Binding: Pad to be bound with 45 DKG straw board on back and top cover to be pasted with 60 GSM Brown Paper (As Per Sample)	30
11	<b>Attendance Register Staff</b> (Paper: 75 sheet (150 pages) Size: 255 mm x380 mm close position and 250 mm x 365 mm open position, paper Ledger paper 75 GSM, printing :- Both sides. Binding: - Register to be bound with 90 DKG strews board and superior binding cloth at the back and 4 corners. Board to be pasted with 48 GSM white papers outside and 60 GSM Brown papers with one spare sheet. Top cover to be printed with details of BSM Name, Mono etc. (as per sample) Thread binding at three places (Upper, Middle and Lower) (As Per Sample)	11
12	<b>Scholar Register</b> (Size: 250x375 mm Paper: 75 GSM Ledger papers, Binding Register to be bound with 90 DKG strews board and superior binding cloth at the back and 4 corners. Board to be pasted with 48 GSM white paper outside and 60 GSM brown paper with one spare sheet. Top cover to be printed with details of school, Name loge etc. (as per sample) Thread binding at three places (Upper, middle and lower) (As Per Sample)	7
13	<b>Flat File Cover</b> (Size: 11"x14" closed position in assorted colors. Made of card sheet of superior quality of Sirpur mills card sheet 32 Kg. with indenting cloth strip .100 mm wide to be pasted inside with file clip of 195 mm 200 m. printing is to be done as per our specimen and any instruction given at the time of placing order. (As Per Sample)	950
14	<b>TC Book</b> (Size: 255 x.325 mm) page 200 sheets (sheets(Original 100 + duplicate 100) papers: Ledger paper 75 GSM Printing: sheets will be printing on both sides. The foil will be perforated and counter foil will have the same mater printing but it will not be perforated as per sample. Numbering of Book No. SL. No. with machine in original and in duplicate both (Book No. and Sl. No. will be intimated letter no.), Binding:- The book is to be bound with 200 GSM Card sheet at the front and 60 DKG card board at the back. (As Per Sample)	7
15	<b>Remittance Advice Slip Pad</b> (Each Book having 200 leaves (100 original & 100 Duplicate) Size: 21.5x16.5 cm. Paper 60 GSM white orient paper for original sheet and 60 GSM Yellow color paper for duplicate, printing is to be done one side only on both original & duplicate, Binding Book to be bound with 45 DKG straw board on back and top cover to be pasted with 60 GSM Brown paper. (As Per Sample)	2
16	<b>Library Card (Student)</b> (As Per Sample)	200
17	<b>Pre School Record</b> (As Per Sample)	100
18	<b>Nutrition Assessments</b> (As Per Sample)	100
19	<b>Leave Register</b> (As Per Sample)	2

**BHEL SHIKSHA MANDAL  
BHEL BHOPAL**

Annexure B

**FINANCIAL BID  
(Item Wise Specification at Annexure – A)**

Printing and supply of stationery items for BSM Schools. The price bid should be kept in separate sealed envelope superscripting "Financial Bid".

BHEL Shiksha Mandal Bhopal authorities reserve the full rights to increase/decrease the quantity of items in the time of award of tenders as per its actual requirement.  
Item number – 1 to 19 Price bid form.

Sl No	Item	Qty	Basic Cost Per Unit ( In Rs.)	GST @%	GST ( In Rs.)	Total Unit Cost including GST ( In Rs)	Total Cost for Quantity given in Column 3 ( Including GST in Rs )
1	Ans Copy 4 Page C type (9"x11")	91000 Nos.					
2	Ans Copy 8 Page B type (9"x11")	54000 Nos.					
3	Ans Copy 12 Page A type (9"x11")	15000 Nos.					
4	Attendance Register Students	100 Nos.					
5	C.L Form Pad	18 Nos.					
6	Envelope (9"x4")	2750 Nos.					
7	Hand Receipt form Pad	29 Nos.					
8	Pay Register	3 Nos.					
9	Progress Report Card	6000 Nos.					
10	Letter Pad	30 Nos.					
11	Attendance Register Staff	11 Nos.					
12	Scholar Register	7 Nos.					
13	Flat File Cover	950 Nos.					

14	TC Book	7 Nos.					
15	Remittance Advice Slip Pad	2 Nos.					
16	Library Card (Student)	200 Nos.					
17	Pre School Record	100 Nos.					
18	Nutrition Assessments	100 Nos.					
19	Leave Register	2 Nos.					

Signature of Authorized Person

Full Name-  
Seal-