

BHEL SHIKSHA MANDAL
M.G.M. Dispensary Building
D-Sector, Piplani, BHEL Bhopal- 462022
Website: www.bsmbhopal.com

NOTICE INVITING TENDER

Tender No. BSM/ (P&S)/(200(ii)/2024-25/ /698

Dated : 13.06.2024

BHEL Shiksha Mandal (BSM) Bhopal, Invite sealed Tender in **Two Part Bid System** for printing and supply of Student's Diary for the session 2024-25.

Details Description and Term & Conditions of Tender Documents (Annexure-A to E) may be downloaded from BSM web site www.bsmbhopal.com or may be obtained directly from the Office of Secretary, BHEL Shiksha Mandal, MGM Dispensary Building, Piplani, BHEL, Bhopal on any working days from 13 June to 26 June 2024 from 10.00 A.M. to 4.00 P.M. except Second Saturday/Sundays/Holidays. Last date of submission of tender is 26 June 2024 (up to 3.00 P.M.) at BHEL Shiksha Mandal Office P&S Section.


(Yashendra Dutt Yadav)
13/06/24
SECRETARY

Tender Schedule

- | | |
|--|--|
| 1. Cost of Tender form | : Free of cost |
| 2. Date of issue Tender Documents | : 13/06/2024 |
| 3. Last date and time for
Issue of Tender documents | : 26/06/2024 |
| 4. Last date and time for
Submission of tender | : 26/06/2024 |
| 5. Date of opening of Technical Bid | : 27/06/2024 |
| 6. Date & time for opening Financial Bid | : Will be intimated separately in due course
of time to only those Bidders, who qualify in Technical Bid. |

QUALIFYING CRITERIA

1. Tender for printing and supply of Student's diary for the academic session 2024-25 for BSM Schools.
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 three years (i.e. 2021-22, 2022-23 & 2023-24) preferably in printing of School Stationary items and shall submit documentary proof.
4. The firm must have valid Firm Registration Number, PAN & GSTIN Registration number.
5. The Supplier should have an Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial years, should be at least Rs. 85,000.00.

(a) Three similar completed works costing not less than the amount of Rs. 1,13,000.00 each

OR

(b) Two similar completed works costing not less than the amount of Rs. 1,40,000.00 each.

OR

(c) One similar completed work costing of Rs. 2,26,000.00.

TECHNICAL BID

(It is mandatory for all Bidders; they should fill all fields “clearly” in this form)

1.	For the printing and supply of Student’s diary for the session 2024-25.		
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)	Fax No.	:	
(c)	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 Number of firm (Enclosed a copy of the same)	:	
8.	Details of EMD	:	
9.	Financial turnover of the tendering Company/Firm Agency for the last three financial years: (Attach separate sheet if space provided insufficient)	:	

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2023-24		
2022-23		
2021-22		

Place:-
Date:-

(Signature of authorized person)
Full Name:-

(Seal)

BHEL SHIKSHA MANDAL
BHEL: BHOPAL

SCOPE OF WORK

SPECIFICATION FOR PRINTING OF STUDENT DIARY FOR THE SESSION 2024-25 FOR THREE DIFFERENT SCHOOLS

1. REQUIREMENT:

S.No.	School	Quantity required
1.	Jawaharlal Nehru School (SW), Habibganj	2300 Nos.
2.	Jawaharlal Nehru School (PW), Govindpura	2100 Nos.
3.	BHEL Vikram Hr. Sec. School, Piplani	750 Nos.
Total		5150 Nos.

NOTE: (i) while number of pages will be same, the contents of cover page and at different pages will be different at certain places for different schools.

2. SIZE : 23 cm x 16.5 cm

3. QUALITY OF PAPER

- i) Cover sheet 4 pages (2 sheets) should be of 220 GSM Indian Art Card sheet multicolor printing with lamination.
- ii) Inner sheets should 60 GSM white orient cream wove superior quality papers with two colour printing.

4. PRINTING DETAILS

- i) Running material : 48 printed page (24 sheets) will be different of respective Schools with two colour printing
- ii) Ruling pages (Home Assignment): 64 pages (32 sheets) having one slogan on each page at the bottom with two colour printing. 27 lines on each page with 3 blocks and printing of Date, Day, Subject& Note in each Block.
- iii) Total sheets to be bound with thread.
- iv) Total page 112 pages (56 sheets) besides cover page.

FINACIAL BID

Printing and Supply of Student diary for the session 2024-25 for BSM Schools. The price bid should be kept in separate 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.

S.No	Item with Description	Unit	Total Qty. for 3 School	Basic Cost per Unit (in Rs.)	Applicable GST Rate (in %)	Applicable GST (in Rs.)	Total Unit Cost including GST (in Rs.)	Total Cost for Quantity given in Column 4 (including GST in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Student's Diary for the session 2024-25	Nos.	5150					
	Total							

(Signature of authorized person)

Full Name: -----

(Seal)

TERM & CONDITION:-**Annexure:-“E”**

1.	Sealed tenders are invited under two part bid system (Party –I Earnest Money (D/D receipt) and Technical Bid & Part- II Financial bid, for the printing and supply of Student’s Dairy for the session 2024-25.
2.	The tender must be accompanied by Earnest Money of Rs. 2500.00 . 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.
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 printing and Supply of Student’s Dairy For the session 2024-25.
4.	The rate should be inclusive of all taxes, duties and for delivery at respective Schools.
5.	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 period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.
6.	The sample of 220 GSM Indian Art Card Sheet and 60 GSM white Orient Cream Wove paper should invariably be sent along with the tender without which the tender will not be accepted.
7.	The complete printed Student’s Dairy have to be delivered within 15 days time from the date of final proof accepted. The workmanship should be superior and acceptable quality, proof will be get approved from concerned Principal before final printing for which your respective has to be deputed to respective schools. The quantities to be ordered may vary (+/-) 10% of the tendered quantity according to the actual requirements.
8.	The delivery is the essence of contract. BSM reserves the right for not accepting goods beyond stipulated delivery and procure the items from alternative source at the risk & cost of supplier.
9.	The work is subject to inspection by a committee authorized by BHEL Shiksha Mandal at various stages of printing and any suggestion for improvement proposed by the committee to be complied with.
10.	The supplies made 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 reject the goods or impose penalty as fixed by the President, BSM.
11.	The Tenderer has to submit the cover sealed in above manner at BSM Office P&S section or before as the date mentioned above positively. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
12.	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 Tenders of the authorized representative who wish to be present. The date and time for opening of Financial Bids of the technical qualified tenderers shall be communicated later as per convenience of this office.
13.	Generally the orders shall be placed on lowest offer for the particular item. The Authority reserves the right to reject/ cancel any or all the tenders at any time or to relax/amend/withdraw any of the term 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 be procured by BSM from other supplier at their price and difference in price shall be recovered from the original supplier from the Earnest Money/Security Deposit. Any enquiry after submission of the tender will not be entertained.
14.	In all cases of dispute, the decision of the President, BHEL Shiksha Mandal shall be final and binding on both the parties.
15.	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.
16.	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 material through any other source at the risk and cost of the supplier.
17.	Payment will be made within 30 days after successful delivery.