

**BOARD OF SECONDARY EDUCATION  
MANIPUR**

No. 101/AC/86/e-T/17/172

Imphal, the 09<sup>th</sup> Sept, 2024

**Notice Inviting Expression of Interest for Empanelment  
OF  
Supply of WHITE MAPLITHO PAPER (SHEET & REEL),70 GSM AND 80 GSM  
TO  
BOARD OF SECONDARY EDUCATION, MANIPUR (BOSEM)**

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Sealed offers are invited from the Authorized distributors/dealers/reputed supplier having its office/registered agency located at Imphal area for supply of “**WHITE MAPLITHO PAPER (SHEET & REEL), 70 GSM AND 80 GSM**” to the BOSEM with mutual consent of both parties. Interested distributors/dealers/reputed supplier have to apply in the prescribed form and should reach this office on or before 3.00 P.M. on 12-9-2024 and the same would be opened at 3.30 P.M. in presence of distributors/dealers/reputed supplier or their authorized representative who wish to be present. Form, documents and detailed specification of the **WHITE MAPLITHO PAPER** may be had from the Board of Secondary Education Manipur (BOSEM), Imphal Babupara – 795001 on any working day between 10.00 A.M. to 03.00 P.M. on payment of Rs.1000/- per set or may be downloaded from the Departmental website <https://www.bsem.nic.in>. The cost of Rs.1000/- should be paid at the time of submission of application in case the form is obtained from the website.

The undersigned reserved the rights to accept or reject any or all applications without assigning any reason whatsoever. Empanelment does not confer any right for invitation to other bids.

(Asem Angouba Singh)

Under Secretary  
Board of Secondary Education,  
Manipur

*Copy to: -*

1. Secretary to Chief Minister, Manipur.
2. The P.S to the Minister (Education), Manipur.
3. The Commissioner (Education –S), Government of Manipur.
4. The Director (DIPR), Manipur for information. The copy may also be displayed on DIPR Notice Board also.
5. The Editor, \_\_\_\_\_ for publication in your daily as advertisement for 1(one) day only (to be published on 10/09/2024).
6. Notice Board.
7. Guard file.

## **1. Bidder Qualification Criteria:**

- i. The bidder must have office or shop in Imphal or should be ready to setup office in Imphal.
- ii. The bidder should be a registered Firm or Government Supplier.
- iii. The bidder should have an experience of at least 2 years in supply of stationery items in government related projects.
- iv. The bidder should be able to demonstrate the quality of the paper at the office of Board of Secondary education Manipur.
- v. The bidder should never have been blacklisted/barred/disqualified by regulator / statutory body or any PSU.
- vi. The bidder must have a valid GST registration Certificate.
- vii. The bidder must have an Authorized WHITE MAPLITHO PAPER (SHEET & REEL) ,70 GSM AND 80 GSM Certificate.
- viii. The bidder should have a minimum turnover of 25 Lakhs each in last 2 (two) financial years (FY 2022-23, 2023-24)
- ix. The bidder should have experience in successful supply of stationery items in any government department or PSU during last two years.
- x. The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

## **2. Terms & Conditions**

- i. The bidder will ensure that the supply should be completed within the stipulated period of time i.e. within 30 days of award of work order.
- ii. The bidder will bear the responsibility to bring the supply items at the office godown.
- iii. BOSEM reserves the right to reject any quotation completely or partially without assigning any reason.
- iv. BOSEM also reserves the right to cancel the contract before supply, if the items of the bidder are not found satisfactory.
- v. The Documents will be opened in the presence of the representatives of the bidders who may wish to be present.

- vi. Supplier shall be liable to be rejected if there is/are any deviation(s) from the Specifications.
- vii. Any deviations whether technical or commercial stated anywhere in the document shall not be considered and may render the bid non-responsive and liable to be rejected.
- viii. BOSEM reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term and condition at any time during the currency of the contract.

The bidding process is stipulated in the tender document clearly. In case of any clarifications about bidding process/eligibility criteria the bidders may seek clarification by contacting BOSEM, Imphal

### 3. **Technical Bid**

The following documents are to be submitted by the bidder as per the EOI document:

- ii. Signed copy of Registration certificate as per existing norms (indicating the legal status—company/partnership firm/proprietorship concern, etc.);
- iii. Signed copy of GST/TIN and PAN Card Registration Certificates;
- iv. Signed copy of Income Tax Returns filed for the last two financial years;
- v. Signed copy of Audited Profit & Loss Account Statements for the last two financial years;
- vi. Signed copy of proof of experience of supplying stationery items in bulk to the Government Departments /PSUs/Autonomous Bodies (copies of two Purchase Orders issued during each of the last two years to be attached);
- vii. Signed copy of the authorization from manufacturer against this Tender valid throughout the period of the contract, in case the firm (s) is authorized dealer of the items;
- viii. Signed copies of Technical Bid ,Tender Accepting letter (**Annexure-I**), Declaration regarding blacklisting or otherwise. (**Annexure-II**) and Letter of authorization for attending the bid opening (**Annexure-III**).

### 4. **Submission of Samples**

The bidders are required to submit samples of the papers quoted above for which rates are quoted on or before opening of the tender at the Room No. 104, Under Secretary (TB), Board of Secondary Education, Manipur, Babupara, Imphal -795001. Sample of paper of those firms which qualify Technical Bid, will be sent to BOPSEM for feedback. Bids not accompanied by samples will be summarily rejected.

## **TECHINICAL BID FORM**

The following details /documents /certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

1.	Name of firm/Agency	
2.	Name of the Proprietor/Partner	
3.	Address of the firm	
4.	Telephone/Fax No. Email ID	
5.	Pan Number (attached photocopy)	
6.	GST NO (attach photocopy)	
7.	Shop/ Vender Regd. No. (attached photocopy)	
8.	Bank Account Details :	

**(SIGNATURE OF THE BIDDER)**

With address and seal

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date : .....

To,

The Secretary  
Board of Secondary Education  
Manipur.

Subject: Supply of White Maplitho Paper (sheet & reel), 70 GSM AND 80 GSM,  
under annual rate contract basis - Acceptance of Terms and Conditions of  
Tender (Tender Reference No )

Dear Sir/Madam,

I/We hereby submit the tender document(s) of the above mentioned tender and certify that I/we have read the entire terms and conditions of the tender documents from Page No. ....to (including all documents like annexure (s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms and conditions/clauses contained therein.

2. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
4. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**ANNEXURE-II**

**DECLARATION**

(To be given on Company Letter Head)

To

The Secretary  
Board of Secondary Education  
Manipur.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the format to be provided by your office as per-condition for obtaining the Supply / Purchase Orders.
3. I/We further undertake that none of the Proprietor/Partners of the firm was or is Proprietor of any firm with whom the Government have blacklisted/ banned / suspended business dealing. I/We further undertake to report immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Bidder)

Name:.....

Date:

Designation with Seal of the Firm

**LETTER OF AUTHORIZATION FOR ATTENDING THE BID  
OPENING**

(To be given on Company Letter Head)

Subject: Authorization for attending the tender opening  
on..... of the Tender for supply of  
.....

Following person is hereby authorized to attend the bid opening for  
the Tender mentioned above on behalf of

M/s.....(name of the Bidder)

Name

Specimen signature

Alternate representative

Name

specimen signature

Signature of the bidder:

(Officer authorized to sign the bid documents on behalf of the bidder.)