



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

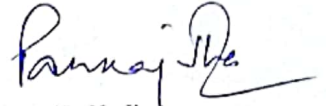
NOTICE INVITING TENDER

Tender No.BSM/(P&S)/2026-27/

Dated 01.09.2026

BHEL ShikshaMandal (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 2026-27.

Details Description and terms and 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 from 01.09.2026 To 15.09.2026 from 10.00 A.M. to 04.00 P.M. except second Saturday/Sunday/Holidays. Last date of submission of tenders is 15.09.2026 (up to 02.00 P.M.) at BHEL ShikshaMandal office P&S Section.


(P. K. Jhal)
SECRETARY

Tender Schedule

- | | |
|---|---|
| 1. Cost of Tender form | : Free of cost |
| 2. Date of issue Tender Documents | : 01.09.2026. |
| 3. Last date and time for Issue of tender documents | : 15.09.2026 up to 01.00 P.M. |
| 4. Last date and time for Submission of tender | : 15.09.2026 up to 02.00 P.M. |
| 5. Date of opening of Technical Bid | : 15.09.2026 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. |



QUALIFYING CRITERIA

Annexure - A

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1. Tender for the supply of stationery & 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 stationery & 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 2023-24, 2024-25 & 2025-26).
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 31st March of the previous financial year, should be atleast Rs. 150000.00.
 - (a) Three similar completed works costing not less than the amount equal to Rs. 156000.00 each.
OR
 - (b) Two similar completed supply costing not less than the amount equal to Rs. 195000.00 each.
OR
 - (c) One similar completed supply costing not less than the amount equal to Rs. 300000.00

Annexure B

Stationary items

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Sr. No.	Stationary items	Description	Unit	Total Requirement
1	Big punching machine	Superior	No.	4
2	Box File (Index file)	27X35X8cm 31 KG (27 KG)	No.	40
3	Brown papers	Superior	sheets	100
4	Calculator	Superior	No.	5
5	Cello tape brown 1 inch	Superior	No.	10
6	Cello tape brown 2 inch	Superior	Roll	15
7	Drawing pin	Superior	Pkt.	20
8	Envelope brown	Superior	No.	100
9	Fevicol Tube	250 GM	No.	15
10	Fevicol Tube	25 Gm	No.	60
11	Fevistick (15 gm)	Superior	No.	30
12	Note sheets Ledger paper	70 GSM Ledger paper A4 size	Pkt.	6
13	Pen box	Superior	No.	14
14	Photo Copy Paper A-3	210 X 297mm 70 GSM	Ream	20
15	Photo Copy Paper A-4	210 X 297mm 70 GSM	Ream	800
16	Register A-4	Superior	No.	30
17	Rubber Band Big (500 gm)	Big Size - Superior (500 gm)	Pkt.	8
18	Rubber band small size (500 gm)	Small Size - Superior (500 gm)	Pkt.	8
19	Ruled Register 1 Qr	70-P 17.5x28.5cm 65 GSM	No.	130
20	Ruled Register 4 Qr	210-P 17.5x28.5 cm 65 GSM	No.	50
21	Stapler Big	Superior	No.	4
22	Stapler small	Superior	No.	15
23	Stapler pin small box	Kangaru 1000 staples	No.	80
24	Stamp Pad	Superior		10
25	Stamp Pad ink bottle	Superior	No.	20
26	White fluid (Correction pen)	Kores/Cello (ERAZ-EXPEN)	No.	20
27	Graph Paper	A4	No.	5800
28	Drawing Sheet	Superior	No.	4500
29	Twin Ball	Superior	Pkt.	130
30	Scissor	15 cm	No.	4
31	Sponch Cup	Superior	No	15
32	Cello tape white 1 inch	Superior	Roll	20
33	Cello tape white 2 inch	Superior	Roll	15

34	Sketch Pen	Camlin 12 shades	Pkt.	3
35	Jem Clip	Superior	Pkt.	6
36	Duster	Superior	No	140
37	Gum Bottle	1 ltr Camel	Botl	2
38	Marker	Pen Marker (Blue Color)	Pkt.	50
39	Pencil		Pkt.	10

B Sanitary items				
Sr. No.	Sanitary items	Description	Unit	Total Requirement
1	Acid	Superior	No.	50
2	Big Broom (Sekh)	Narial	No.	224
3	Broom (Phool)	Superior	No.	150
4	Dustbin	Superior	No.	200
5	Dusting cloth	Superior	No.	50
6	Hand wash pack of 5 Litre	Lifebuoy/Dettol	Ltr.	10
7	Harpic toilet cleaner	Power 500 ml	No.	120
8	Mug	Superior	No.	50
9	Phenyl bottle	Doctor White Colour	No.	400
10	Room Freshner	Superior	No.	12
11	Soap (Lifebuoy)	100 gm	No.	100
12	Supdi	Superior	No.	50
13	Vim (1k.g)	Sai baba/Vim 1 KG Pkt	No.	50
14	Washing Powder	Nirma 1 kg	kg	60
15	Wiper extra long 53.34 cm	Superior	No.	25
16	Mop	Superior	No.	60
17	Colin	500 ml	No.	10
	Total			

TECHNICAL BID

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

1.	For the supply of Stationery & Sanitary items for BSM office, Schools and KCON for session 2026-27	
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
2023-2024		
2024-2025		
2025-2026		

(Signature of authorized person)

Place: _____

Date: _____

Seal

Full Name:- _____

Stationery items:-

Sanitary Items:Annexure: "D"(ii)

(Signature of authorized person)

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Terms & Conditions:

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 Stationery & Sanitary items for BSM Schools, Office and KCON.
2. The tender must be accompanied by Earnest Money of Rs. 7800.00 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 Stationery & 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 ShikshaMandal 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.
