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. डिस्पेंसरी बिल्डिंग
पिपलानी, बी.एच.ई.एल., भोपाल-462022
M.G.M. Dispensary Building
Piplani, B.H.E.L., Bhopal-462022

To,

Date- 16/11/2026

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 23/11/2026 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 (23/11/2026) 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 10500.00 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 partles.
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 cot 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

Annexure A

Scope Of Work- Schedule of Requirements and specifications the printing

S no	Item	Qty
1	**Ans. Copy 4 Page C type (9"x11")**	80000
2	**Ans. Copy 8 Page B type (9"x11")**	85000
3	**Ans. Copy 12 Page A type (9"x11")**	53000
	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	**Attendance Register Students** 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) **(As Per Sample)**	175
5	**C.L Form Pad**: Each pad having 100 leaves size 210 mm x220 mm paper 57 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. (As Per Sample)	14
6	**Envelope (9"x4")** To be printed separately on 60 GSM white cream orient paper. (KCON,JNS (PW), JNS (SW),VHSS, BSM **(As Per Sample)**	1370
7	**Hand Receipt form Pad** 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. **(As Per Sample)**	26
8	**Progress Report Card** Size A4 (210x297mm) paper 120 GSM JK Maplitho JNS (PW), One side multicolor and other side single color Portrait size. **(As Per Sample)**	7000
9	**Letter Head** (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)**	28
10	**Fee Receipt** (200 pages) (As per sample)	9
11	**Attendance Register Staff** (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	Library Card (Student) **(As Per Sample)**	2000
13	Remittance Advice Slip Pad **(As Per Sample)**	8
14	Pay Register **(As Per Sample)**	11

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")	80000 Nos..					
2	Ans Copy 8 Page B type (9"x11")	85000Nos.					
3	Ans Copy 12 Page A type (9"x11")	53000 Nos.					
4	Attendance Register Students	175 Nos.					
5	C.L Form Pad	14 Nos.					
6	Envelope (9"x4")	1370Nos.					
7	Hand Receipt form Pad	26 Nos.					
8	Progress Report Card	7000 Nos.					
9	Letter Head	28 Nos.					
10	Fee Receipt (200 pages)	9 Nos.					
11	Attendance Register Staff	11 Nos.					
12	Library Card	2000 Nos.					
13	Remittance Advice slip pad	8 Nos.					
14	Pay Register	11 Nos.					

Signature of Authorized Person

Full Name-
Seal-