

	<p align="center"> <b>BUNDELKHAND SAHAKARI DUGDH SANGH MARYADIT</b>  <b>SIRONJA, SAGAR (M.P.) 470004</b>  AN ISO 9001 : 2015 Certified Organization  E-mail: sanchimccsagar@gmail.com  Phone 07582-281345 </p>
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**Ref No: 94 /BKDS/IM/2022**

**Dated: 23.05.2022**

**NOTICE INVITING TENDER (E-TENDER)**

Online Tenders are invited for supply of **PRINTED STATIONERY & OFFICE STATIONERY** at Bundelkhand Sahakari Dugdh Sangh from manufacturers and/ or their authorized dealers or other suppliers for supply of Printed Stationery. The tender documents containing the terms and conditions can be purchased online & downloaded through following website <http://www.mptenders.gov.in> from 24.05.2022 12.30 PM onwards. The tender will be opened in the office of the undersigned as mentioned in tender time schedule(key date). The detailed Tender Form can be seen (only for reference) at our H.O website: [www.sanchidairy.com](http://www.sanchidairy.com)

Name of item	EMD (Rs)	Tender Fee (Rs)	Bid submission due date & time	Technical Bid opening Date & time	Financial Bid Opening Date & Time
<b>PRINTED STATIONERY &amp; OFFICE STATIONERY</b>	30000.00	500/-	13.06.2022 4.00 pm	14.06.2022 4.00 pm	15.06.2022 4.00 pm

**CHIEF EXECUTIVE OFFICER**

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**BUNDELKHAND SAHAKARI DUGDH SANGH MARYADIT**

**SIRONJA, SAGAR 470004**

AN ISO 9001: 2015 Certified Organization

E-mail: sanchimccsagar@gmail.com,

Phone 07582-281345

**TENDER FOR PURCHASE OF Printed & Office Stationery**

**TENDER DOCUMENT**

Schedule I	:	General Terms & Conditions.
Schedule II	:	Specification & Qnty & EMD
Schedule III (To be downloaded filled manually & scanned copy uploaded online.)	:	Form A & B
Schedule IV	:	Price Schedule
Tender Cost	:	Rs.500/- (Rupees Five hundred only)
Place of opening of Tender	:	Meeting Hall of The Bundelkhand Sahakari Dugdha Sangh Maryadit, Sagar.
Address for Communication	:	The CEO, Bundelkhand Sahakari Dugdha Sangh Maryadit, Sagar 470004

**CHIEF EXECUTIVE OFFICER**

## **SCHEDULE - I**

### **General Terms & Conditions for tender submission & supply**

Bundelkhand Sahakari Dugdha Sangh Maryadit, Sagar (BKDSM), an ISO certified cooperative organization, invites online e tender from bonafide manufacturers and/ or their authorised dealers or other suppliers for supply of **Printed & office stationery** strictly in adherence to the detailed specifications given in the schedule II of the tender documents.

Bundelkhand Sahakari Dugdha Sangh Mydt., Sagar reserves the right to accept or reject any or all tenders, which in their opinion justify such actions, without further explanation to the tenderers.

**1. DECLARATION:**

The submission of a tender by a tenderer implies that he/she has read the notice and conditions of the tender and the terms and conditions of contract and has made himself/herself aware of scope and specifications of the supplies to be made and the destination where the supplies have to be made and satisfied himself/herself regarding the quality and specifications of the articles.

**2. TENDER SUBMISSION:**

- 2.1 Tenders received by e-mail will not be considered.
- 2.2 The tenderer(s) should clearly state in their offer the address, telephone, e-mail, PAN and GST Numbers. Any change in the address should immediately be communicated to the Chief Executive Officer, Bundelkhand Sahakari Dugdh Sangh Mydt, Sagar and correspondence thereafter will be made at the changed address.
- 2.3 Negligence on the part of tenderer in filing the tender form offers him/her no right to withdraw the tender after it has been opened.
- 2.4 The acceptance of the tender and award of the purchase order will be the sole right of the Chief Executive Officer, Bundelkhand Sah. Dugdha Sangh Mydt. who does not bind himself to accept a tender in whole or in part or reject any or all the tenders received without assigning any reasons and no explanation can be demanded of the cause of rejection of the tender by any tenderer.

- 2.5 The Chief Executive Officer, BKDSM reserves the right to place order for whole requirement with any tenderer or split the orders among one or more tenderers or not to purchase at all any item even after rate approval.
- 2.6 Each tender should be accompanied with copy of PAN, GST, Firm Registration, ITR of 2 Financial Year (2019-20, 2020-21).
- 2.7 The tenderers should submit the rates online only. The conditional tenders are liable to be rejected.
- 2.8 No person or firm is permitted to submit more than one tender under different names.
- 2.9 The tenderer shall not sublet the contract or assign to any other party or parties, the whole or any portion of the contract without prior written permission of Chief Executive Officer, BKDSM.
- 2.10 Manufacturers will be given preference. Copy of license is to be attached with tender for each item filled in, wholesalers dealing with the item will have to attach copy of authorization certificate of the manufacturer.
- 2.11 Tenderer shall fill all the details of the unit in form- A in schedule-III. (To be uploaded – mandatory.)

**Bid Validity**

Bid shall be valid for a period of 90 days from the date of opening.

**Documents composing the Bid****Technical bid: (To be uploaded online mandatory)**

All the following documents are necessary in technical bid. Lack of any following document in the technical bid may lead to disqualification of the tender.

1. Form A filled with copy of PAN, GST, Company/Firm Registration or Factory License, ITR of 2 Financial Year (2019-20, 2020-21).
2. An undertaking (self-certificate) that the bidders/firm/company hasn't been blacklisted by any dugdh sangh of MPCDF, Bhopal.
3. Online EMD transaction acknowledgement or EMD exemption certificate (if applicable see **Sr.No. 3.2**)

**Commercial/Financial Bid**

- ☐ Commercial/Financial Bid form online (submit online in excel format only)

**Bid price**

Price indicated on the price schedule shall be inclusive of pkg/frdg & freight. GST (to be shown extra)

**Note: - When submitting EMD online please note that you pay only the EMD of particular item you would like to offer the rate. By choosing "Yes" option (in [mptenders.gov.in](http://mptenders.gov.in) portal) so as to enable you for EMD exemption.**

3. **EARNEST MONEY DEPOSIT (As per Schedule-II)**

- 3.1 EMD should be submitted online only and attach copy of proof for payment of EMD in technical bid.
- 3.2 **MSME industries of The Madhya Pradesh State** will be exempted from payment of the EMD and tender fee of the tender. MSME certificate should be of relevant category of supplies/materials/works. (MSME Certificate to be uploaded online mandatory)
- 3.3 Any tender which is not accompanied by Earnest Money deposit are liable to be rejected. Earnest money deposit of unsuccessful tenderers will be returned within 90 days from the date of opening of the tender. The earnest money deposit of the successful tenderers will be released on completion of supply/work as the case may be within the stipulated period.
- 3.4 No interest will be paid on the earnest money for the period during which (the EMD) lies in deposit with Bundelkhand Sahakari Dugdh Sangh. Maryadit.
- ☐ EMD may be forfeited:
- If successful Bidder/supplier fails/denies to perform work
  - If any bidder/supplier withdraw its bid during the bid validity period

4. **PRICES:**

- 4.1 Prices offered by the tenderers should be firm and free from all escalations and shall be valid at least for a period of 12 months from the date of approval of rates. BKDS will have the right to extend the validity of the tender approval by 6 months. We would communicate our rate approval within 60 days of opening of tender.
- 4.2 The tenderer should quote rate on FOR dairy plant Sagar basis (GST extra)
- 4.3 If needed the negotiations will be done for prices and as well as terms & conditions of material supply only with the party which offers the lowest rate.
- 4.4 The prices charged for the material supplies under the contract by the supplier firm in no event shall exceed the lowest price at which the supplier firm sells the material of identical tender description to any other persons/ firms during the period and until the execution of all supply orders placed during contract period.
- 4.5 The lowest rate shall not be the only criteria for approving the tender.

5. **MODE OF DESPATCH**

- 5.1 The material to be supplied by successful firm shall be dispatched to the dairy under prior intimation. Depending upon the type of material, the supplier shall have to carry out proper packing/crating to avoid damage during transit.
- 5.2 Wharf age /Demurrage etc. on account of incorrect or delayed dispatch of

material/documents shall be the responsibility of supplier and shall be recovered from the bills.

**6. LIQUIDATED DAMAGES:**

- 6.1 The time period and the date of delivery of the material stipulated in the purchase order shall be deemed to be the essence of the contract. Once firm delivery dates are fixed for supply of material they shall be strictly adhered too. In case they are not followed, or in case of delay in execution or non-execution of the order, the Dugdh Sangh reserves the right either to cancel the order and make alternative purchases from other sources, at the risk and cost & expenses of the defaulting supplier. In case the supplies are not affected as per the schedules, the liquidated damages may be charged on the goods not so delivered as under: -

Sl.No.	Duration of delay	Liquidated Damages
1.	Upto 15 days	1% cost of the unit.
2.	Between 16 to 30 days	2% cost of the unit
3.	Beyond 30 days	Upto 5% cost of the unit.

- 6.2 If the tenderer fails to make supply as per purchase order without any valid reason, the order would be treated as cancelled and the firm may be blacklisted for future dealings and EMD also would be forfeited by the management.
- 6.3 If the qualified tenderer fails to make supply the materials as per specification/material quality/printing as per BKDS's approved art work, BKDS will have right to purchase materials from the other bidders who participated in the same tender and willing to supply the material on L-1 approved rates for which BKDS will take the consent of other bidders too. For the issue of purchase order, the proportionate ratio will be 60:40. If the L-1 supplier fails to supply materials then the entire requirement shall be fulfilled through the other bidders and if the other bidders didn't agree to supply the material on L-1 approved rates then difference amount of purchase order of L-1 would be charged from deposited EMD or their pending bills of L-1 bidders.

**7. INSURANCE:**

Insurance is to be arranged by the tenderer.

**8. INSPECTION:**

- 8.1 All the supplies are subject to inspection at our plant before acceptance. If goods are rejected due to defective or wrong supply, the report of our authorized official in this respect shall be FINAL and no correspondence on the subject would be entertained. The rejected goods should be removed from our premises by the tenderer within 15 days after receipt of our inspection report failing which the same shall be returned to the supplier at his risk and expenses or disposed off in Auction and the proceeds, if any, less expenses would be credited to tenderer's account.

- 8.2 Sample of the articles should be sent/produced before the competent authority if asked for within 7 days or as mutually agreed.

9. **PAYMENT**

- 9.1 Our normal terms of payment are full payment after receipt, inspection and acceptance of materials in our stores within a period of about 30 days after receipt. Such payments shall be made through RTGS/NEFT.

10. **TERMINATION OF CONTRACT:**

If any act of commission or omission of a unit under contract brings Bundelkhand Sah. Dugdha Sangh Mydt. to dispute, then Bundelkhand Sahakari Dugdha Sangh Mydt. shall be competent to debar/blacklist the unit from further business.

11. **CONSEQUENCES OF BREACH OF AGREEMENT:**

If any firm under the contract commits breach of any of the conditions, it shall be lawful for the Chief Executive Officer, Bundelkhand Sahakari Dugdha Sangh Mydt. to cancel the contract and to purchase material from any other alternate sources on the risk and cost of the defaulting unit.

12. **DISPUTE ARBITRATION & FINAL AUTHORITY:**

- 12.1 It should be clearly understood that in the event of a successful tenderer failing to accept and execute the supply order, then decision of the Chief Executive Officer, Bundelkhand Sahakari Dugdha Sangh Mydt., in this respect will be final and binding on the successful tenderer.
- 12.2 In any case of dispute between material / services supplier and Bundelkhand Sahakari Dugdha Sangh matter will be presented to MD, MPCDF for resolution.
- 12.3 All disputes between tenderers and BKDS matter will be put to MD, MPCDF for resolution. In case of no resolution, action will be taken as per Arbitration Act. 1996.
- 12.4 For all disputes, the venue for legal course shall be at Sagar.
- 12.5 If the tender opening date becomes any govt. holiday then the next day may be considered for tender opening.

***Chief Executive  
Officer Bundelkhand Sahakari Dugdha  
Sangh Mydt. Sagar***

**SCHEDULE –II**

**A- PRINTED STATIONARY**

S.N.	Name of Item	Size	Color & NO. of Leaves, Numbering	Binding	Estimated Annual Req.
1	Milk Collection Reg.	16"x26"/4	250 Leaves -500 N.	R.B.	1000 Nos.
2	Ledger	17"x27"/4	Ledger 50 N.	R.B.	200 Nos.
3	pass Book	17"x27"/2	Ledger 44 L+2 Cover Page	B.B.	10000 Nos.
4	Truck Sheet Sets (3 Nos. each set.)		3 Leaves/W/W/W (Perforated)	Loose	1000 Set.
5	Cash Book	20"x30"/4	Ledger 300 N.	R.B.	1000 Nos.
6	Milk fat testing Reg.	18"x22"/12	white 50 N.	R.B.	100 Nos.
7	Head Load Book	18"x22"/8	Colour/White 100x2 LN.	B.B.	1000 Nos.
8	Delivery Challan/ Bill Book	17"x27"/4	Colour P.B.Y.+ W 50x4 LN.	B.B.	500 Nos.
9	Monthly Progress report book	17"x27"/4	6 Setsx21 Lx15 set Colour paper (180 leaf)	B.B.	100 Nos.
10	Proceeding Reg.	20"x30"/4	White 100 N.	R.B.	100 Nos.
11	Stock Reg.	16"x26"/4	White 50 N.	R.B.	100 Nos.
12	Milk Payment Reg.	12.5"x8"	White 100 LN.	R.B.	500 Nos.
13	Sale Reg.	16"x26"/4	50L both side Numbering white	R.B.	100 Nos.
14	Dead Stock Reg.	17"x27/4	50 L white	R.B.	100 Nos.
15	A.I. Reg.	12"x9"	White 100 Nos.	R.B.	50 Nos.
16	Truck Sheet Pad	17"x27"/4	100 Leaf Pad	Pad	200 Nos.
17	Share & Share Holder Reg.	17"x27"/4	white100 Nos.	R.B.	100 Nos.
18	Personal Record Reg.	17"x27"/4	white100 Nos.	R.B.	100 Nos.



19	Member Record Reg.	17"x27"/4	white100 Nos.	R.B.	100 Nos.
20	Sample Milk Sale Reg.	20"x30"/4	white100 Nos.	R.B.	100 Nos.
21	Return Slip Book	17"x27"/4	Colour Paper 50x5 Leaves, perforated 4	B.B.	200 Nos.
22	Stock Book	20"x30"/4	Ledger 80 GSM Index 500 Leaf Full Cloth	Leather Binding	25 Nos.
23	Stock Book	20"x30"/4	300 Leaf	Leather Binding	25 Nos.
24	Stock Book	20"x30"/4	200 Leaf	Leather Binding	25 Nos.
25	Stock Book	20"x30"/4	100 Leaf	Leather Binding	25 Nos.
26	Note Sheet Pad	17"x27"/4	Ledger Paper 70 GSM 100 Leaf each pad	Pad	300 Nos.
27	Medical Bill Pad	16x26/4	white paper 100 each	B.B.	50 pads
28	Gate Pass Book	18x22/6	Colour 100x3 Perforation	B.B.	100 books
29	Hourly Test Reg.	20x30/4	Ledger Paper	R.B.	50 Nos.
30	File Cover Clip Type	As per our Sample	31 kg card sheet with printing		1000 Nos.
31	Letter Head	18"x23"/4	Executive Bond Paper A/4" size Four Colour Printing 100 Leaf each pad	B.B.	100 Nos.
32	Indent Book DCS	5½"x9"	Red & White 100x2 Page 47 GSM one Perforated	B.B.	200 Nos.
33	Receipt Book DCS	6¼"x5"	White 100x2 Page 57 GSM one Perforated	B. B. Cloth Binding	200 Nos.
34	M.B.R. Register	16"x26"	Red & White 200x1 page 57 GSM	B.B.Cloth Binding	15 Nos.
35	Deduction Pad	10/5x8/5	Colour paper 47 GSM 100x3	B.B. Binding	50 Nos.
36	Addition Pad	10/5x8/5	Colour paper 47 GSM 100x3	B.B. Binding	50 Nos.
37	Gate Pass Book Sec.	4x4"	Colour Paper 100x2 GSM 47 one perforated	B.B. Binding	100 Nos.

38	Gate Pass Book Store	18x22"/6	As per Sample		100 Nos.
39	E.T.P plant log book	16½x13½	side 57 GSM 1x200	R.B.	20 Nos.
40	M.R. Book cash	7"x5"	Colour Paper 100x2 GSM 47 perforated	B.B. Cloth binding	50 Nos.
41	Indent Book office	9"x5.5"	Colour Paper 100x2 GSM 47 Perforated	B.B. Cloth binding	50 Nos.
42	File Pad	13½x10"	32 Ounce		1000 Nos.
43	Attendance Register	14"x9.5"	100 pages	R.B.	25 Nos.
44	Vehicle log book	17x27"/8	100 L	R.B.	25 Nos.
45	Contract Bill pad (FO)	18x22"/4	50x3 with numbring	Pad cloth Binding	200 Pad
46	A.I. Ledger	17"x27"/4	White 100 Nos.	R.B.	50 Nos.
47	Samagra Sanklan patrak (FO)	8"x13"	Colour Paper Red & white 1 Perforated 17 GSM	Pad Binding	100 Nos.
48	E.L. Forms	A4 size	White paper 57 GSM two leafs four page both side printing	Losse Binding	100 Nos.
49	fix T.A Bill Pad	A4 size	White paper 57 GSM 3x50 Leafs 1 Perforated	Pad Binding	100 Nos.
50	Regular T.A. Bill Pad	13.5"x17"	100 Leaves		50 Nos.
51	Receipt Reg.	A4 size	White paper 8 Quair	Leather Binding	20 Nos.
52	Despatch Reg.	A4 size	White paper 8 Quair	Leather Binding	20 Nos.
53	Register	A4 size	White Paper 1/2/3/4/5 Quairs	R.B. Binding	100 Nos.
54	Log book pouch film	8.5"x13.5"	100 L Orient Paper	Pad	50 Nos.
55	Milk Disposal Sheet	8"x13"	100 L white	pad	200 Nos.
56	Milk Collection & Distribution Patrak	A4 size	White paper 57 GSM 32x2	pad	50 Nos.
57	Material Return Book	9"x5"	100 set x 3 colour	B.B.	50 Nos.
58	Requisition Book	8"x13"	50x3	Pad cloth	50 Nos.

				Binding	
59	Tanker Despatch note	A4 size	100 Colour Paper 47 GSM 100x4 Perforaton 3 Fix one	Pad cloth Binding	50 Nos.
60	DCS Reg.	17"x27"/4	Original Paper (white paper) 58 GSM 100 pages		50 Nos.
61	Delivery Challan book (store)	18"x22"/4	Colour Paper 49 GSM ABC 50x4=200 pages		1000 Nos.
62	Quality Control lab Report Book	18"x5"x14.5"	Colour paper (48GSM) W, 100x2L	B.B.C	
63	Indent	7"x10"	54 GSM, G/W, 50x2L	RB	
64	QC Dairy Milk Analysis Report	13"x16"	54 GSM, W, 50x2L	RB	
65	Daily Disposal processing Sheet	12.5"x16"	54 GSM, W, 50x2L	RB	
66	MBRT Report Book	9"x10.5"	54 GSM, W, 50x2L	RB	
67	Stock Transfer Voucher	7"x9"	54 GSM, W, 50x2L	RB	

#### **E.M.D.**

A. **For all printing stationery (Sr. No. 1 to 67 EMD of Rs. 20,000/- is required.**

#### **Specification of printing of above stationery**

- Paper of standard mills only be used (J.K, Orient) White paper of 57 GSM colours 47 GSM and Ledger paper 70 GSM only will be used.
- Putta of the following thickness shall be used:
  - Pads - 8 oz
  - Book Binding (Putta on one side) 16 oz
  - Ordinary Register binding (Putta on both the sides) - 16 oz.
- Sample of all the printing material can be seen for numbering, binding and ruling purpose in our stores on any working days.
- Please quote rate as per tender specification of dimension & standard quality of paper only and not as per sample.
- Quantities mentioned in the schedule are only approximate and may be about 30% on either side.
- Sample paper of 8"/13" duly sealed and signed shall be submitted along with technical bid.

#### **B- OFFICE STATIONERY**

S.No.	Description	Qty.Approx.	Specifications
1.	10"x12"x2	100 pkts	70 GSM +/- 5% 2x500 Sheets each Packet Maplitho
2.	Index file	200	Make – Veer No 574846/ good quality
3.	15"x12"x2	50 pkts	70 GSM +/- 5% 2x500 Sheets each Pkt. Maplitho
4.	Photocopy Paper 500 sheets/pkt	500 Pkts	75 GSM Each pkts with 500 sheets A-4 size JK Red.
5.	Basta Cloth	100	1X1 mtr
6.	Brown tape	50	2"/1" 30 mtr
7.	Cello tape	50	12 mm L-30 mtr
8.	Duplicate book	25	8X13 mb/orient
9.	Dak Pad	50	Good Quality
10.	Envelop (tink paper)	500	9X4 white orient
11.	Envelop(ditto)	500	11X5 white orient
12.	Gum Bottle	20	300 ml/cores
13.	Lace (Long)	500	White
14.	Paper Pin	100	100 gm/cores
15.	Punching Machine	20	Small cores KP80
16.	Punching Machine	20	Big cores
17.	Plastic scale	50	12"/18"
18.	Pencil (HB)	20	Apsara
19.	Dot Pen	50	Use and throw (flair/Linc pentonic)
20.	Rubber band	100	Good quality
21.	Register(rulled)	50	1Q/8x13 orient
22.	Register(rulled)	50	2Q/8x13 orient
23.	Register(rulled)	50	3Q/8x13 orient
24.	Register(rulled)	50	2Q/13x17 orient
25.	Stamp Pad	50	Reguler size Ashoka
26.	Stamp pad ink(30ml)	15	Ashoka blue/red/green
27.	Stapler m/c	50	No.10 Kangaroo
28.	Stapler m/c	50	24/6 kangaroo
29.	Stapler Pin	100	No. 24/6 kangaroo
30.	Stapler Pin	100	No 10 Kangaroo
31.	Tag (small)	500	white
32.	Toncha	50	Plastic handle
33.	U pin	100	100gm plastic
34.	White correcting (Fluid)	50	White diluter cores
35.	Computer ribbon	50	Good quality
36.	Electronic Calculator	50	Make- Casio 12 digit
37.	Highlighter	50	Faber- castell/ camlin/Luxor

**E. M. D. for above (S.No.1 to 37) Rs. 10,000/-**



**BUNDELKHAND SAHAKARI DUGDHA SANGH MARYADIT, SIRONJA, SAGAR 470004**

**SCHEDULE – III**

**Form – A**

**(To be uploaded - mandatory)**

To,  
Chief Executive Officer  
BKDSM, SAGAR

Dear Sir,  
Please find enclosed herewith scan copy of Online EMD transaction acknowledgement vide  
no.....dtd.....Rs.....towards EMD deposit.

**Seal & Signature of the of the tenderer**

**BUNDELKHAND SAHAKARI DUGDHA SANGH MARYADIT,  
SIRONJA, SAGAR 470004**



**SCHEDULE – III**

**Form – B**

**(To be uploaded -mandatory)**

Chief Executive Officer  
BKDSM, SAGAR

Date :

Dear Sir,

I/We hereby furnish below some particulars about our company/unit which will form a part of our offer submission:

1. Name of the Co./Unit : \_\_\_\_\_
2. Address of the Co./Unit : \_\_\_\_\_  
\_\_\_\_\_
3. Telephone /Mobile Nos: \_\_\_\_\_ : \_\_\_\_\_  
Email ID : \_\_\_\_\_
4. Name of the CEO/Proprietor/ : \_\_\_\_\_  
Partner
5. Name and designation of other : \_\_\_\_\_  
Authorized signatory of the Co./Unit
6. Particulars of Regn. Certificate : \_\_\_\_\_  
Issued by the competent authority  
(Regn No. & Date)
7. We are manufacturer/distributor/dealer/supplier of .....Co.(with proof)
8. GST NO ..... dtd.....
9. PAN Number(Permanent Account Number- Income Tax) :
10. Have your Co./Unit or its sister concern ever been black listed/ debarred by BKDSM or its sister Milk Unions or GOI /GOMP & its undertaking ? YES / NO

**Seal & Signature of the  
Authorized Signatory of the Co./Unit**

BUNDELKHAND SAHAKARI DUGDHA SANGH MARYADIT SIRONJA,  
SAGAR 470004



**SCHEDULE – IV**

**Form – C**

**(PRICE BID) ONLINE ONLY AS PER BOQ**

<b>NIT Ref. No.</b>	
<b>NAME OF TENDERER:</b>	

**A- PRINTED STATIONERY**

S. No.	Name of Items	Rate per unit/ GST Extra

**B- OFFICE STATIONERY**

S.No.	Description	Rate per Unit / GST Extra

**BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**  
**(To be uploaded all mandatory documents scanned copy  
with seal and sign, online mandatory)**

Note: - All the documents are necessary in technical bid. Lack of any document in the technical bid may lead to disqualification of the tender.

S. No.	Tender Submission Check Points (mandatory documents)	Check before submission (write Yes or No)
1.	Online tender Fee and EMD payment transaction acknowledgement or EMD exemption certificate copy	
2.	Form A of Schedule-III (with seal & sign)	
3.	The Authority letter on letter head (with seal & sign) as per Clause no.12 of Form-A, Schedule-III.	
4.	PAN Card Copy (with seal & sign)	
5.	GST Certificate Copy (with seal & sign)	
6.	Company/Firm Registration or Factory License Copy (with seal & sign)	
7.	ITR of 2 Financial Year (2019-20, 2020-21) (with seal & sign)	
8.	An undertaking (self-certificate) that the bidders/firm/company hasn't been blacklisted	
9.	Form C of Schedule-III (with seal & sign)	
10.	Any Other documents (with seal & sign) .....	

Seal & Signature of the  
Authorized Signatory of the  
Co./Unit