



**BUNDELKHAND SAHAKARI DUGDH SANGH
MARYADIT**

SIRONJA, SAGAR (M.P.) 470004

AN ISO 9001 : 2015 Certified Organization

E-mail: sanchimccsagar@gmail.com

Ref No: 180 /BKDS/IM/SAGAR/2023

Dated: 10-08-2023

NOTICE INVITING TENDER

Online Tenders are invited for supply of Printed Stationery at Bundelkhand Sahakari Dugdh Sangh Maryadit from reputed manufacturers/distributors/dealers/suppliers. The tender documents containing the terms and conditions can be purchased online & downloaded through following website <http://www.mptenders.gov.in> from 11.08.2023 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 website: www.sanchidairy.com Any changes in tender documents will be notified on above website only and not at any other sources/platforms, hence bidders are requested to visit the site regularly. The Chief Executive Officer Bundelkhand Sahakari Dugdh Sangh Maryadit has all the right to accept or reject any or all bids.

Name of item	EMD (Rs)	Tender Fee (Rs)	Bid submission due date & time	Technical Bid opening Date & time
Printed Stationery	12,000/- (As Per Schedule- II)	1000/-	31.08.2023 4.00 pm	01.09.2023 4.00 pm
Office Stationery	3,000/- (As Per Schedule- II)			

CHIEF EXECUTIVE OFFICER

BUNDELKHAND SAHAKARI DUGDH SANGH MARYADIT

SIRONJA, SAGAR (M.P.) 470004

AN ISO 9001 : 2015 Certified Organization

E-mail: sanchimccsagar@gmail.com

TENDER DOCUMENT

Schedule I	:	General Terms & Conditions.
Schedule II	:	Specification & Qty
Schedule III	:	Form A (To be downloaded filled manually & scanned copy uploaded online.)
Schedule IV	:	Price Bid (Form B)
Schedule V	:	EMD details.
Tender Cost	:	Rs.1000/-(Rupees One Thousand 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 Dugdh 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 Stationeries strictly in adherence to the detailed specifications given in the schedule II of the tender documents.

Bundelkhand Sahakari Dugdh 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.

1.0 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.

2.0 TENDER SUBMISSION:

- 2.1 Tenders received by e-mail will not be considered. However, amendments by e-mail to a tender sent will be considered, provided the same are received before the opening of the tender
- 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 Maryadit, Sagar and correspondence thereafter will be made at the changed address.
- 2.3 Negligence on the part of tenderer in filling 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 Sahakari Dugdh Sangh Maryadit, Sagar. 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 and Firm Registration.
- 2.7 The tenderer 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 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 12 months from the date of opening.

Documents composing the Bid

Technical bid: (To be uploaded online mandatory)

1. Form A filled with copy of PAN, GST, Company/Firm Registration or Factory License, ITR of 2 Assessment year (2021-22,2022-23)
2. 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 portal) so as to enable you for EMD exemption.

3.0 Earnest Money Deposit (Printed Stationery EMD of Rs.12,000/- and office stationery EMD of Rs. 3,000/-)

- 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 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.
 - 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, Sagar
 - 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

4.0 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. The tenderer should quote rate on FOR dairy plant, Sagar basis, GST extra.
- 4.2 If need be, negotiations will be done for prices and as well as terms & conditions of material supply only with the party which offers the lowest rate.
- 4.3 The prices charged for the material supplied 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.

5.0 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 Wharfage /Demurrage etc. on account of incorrect or delayed despatch of material/documents shall be the responsibility of supplier and shall be recovered from the bills.

6.0 LIQUIDATED DAMAGES:

6.1 Delivery date 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 Dugdha 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.

7.0 INSURANCE:

Insurance is to be arranged by the tenderer.

8.0 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.

9.0 PAYMENT

- 9.1 Our normal terms of payment is 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. Tenderer agreeing to these terms would be given preference over those specifying other terms.

10. TERMINATION OF CONTRACT:

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

11.0 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 Maryadit, Sagar 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 Dugdh Sangh Maryadit, Sagar, 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 Dugdh Sangh Maryadit, Sagar matter will be presented to MD, MPCDF for resolution.
- 12.3 All disputes between renderers and BkDS matter will be put to MD, MPCDF for resolution. In case 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 become any govt. holiday, then the next day may be considered for tender opening.

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

SCHEDULE –II

B- A- PRINTED STATIONARY EMD of Rs. 12,000/- is required

S.No.	Name of Item	Size	Colour & No.of Leaves, Numbering	Binding	Estimated Annual Req.
1	Milk Collection Reg.	16"x26"¼	250 Leaves-500 N.	R.B.	1000 Reg
2	Ledger	17"x27"¼	Ledger 50 N.	R.B.	100 Nos.
3	Pass Book	17"x27"¼	Ledger 44 L+2 Cover Page	B.B.	10,000 Nos.
4	Truck Sheet Sets (3 Nos.each Set.)	17"x27"½	3 Leaves/w/w/w (Perforated)	Loose	1000 Set
5	Cash Book	20"x30"¼	Ledger 150N.	R.B.	1000 Nos.
6	Milk Fat Testing Reg.	20"x30"¼	White 50 N.	R.B..	100 Nos.
7	Head Load Book	18"x22"½	Colour/White 100x2 LN.	B.B.	1000 Nos.
8	Delivery Challan/Bill Book	18"x22"½	Colour P.B.Y.+W 50x4 =200 pages 49 GSM ABC	B.B.	500 Nos.
9	Proceeding Register	17"x27"¼	White 100 N.	R.B.	300 Nos.
10	Milk Payment Reg.	16"x26"¼	White 100 LN.	R.B.	500 Nos.
11	Sale Register	12.5"x8"	50L both Side Numbering.White	R.B.	100 Nos.
12	A.I.Register	17"x27"¼	White 100 Nos.	R.B.	50 Nos.
13	Truck Sheet Pad	12"x9"	100 Leaf Pad	Pad	200 Nos.
14	Share & Share Holder Register	17"x27"¼	White 100 Nos	R.B.	100 Nos.
15	Member Record Reg.	17"x27"¼	White 100 Nos	R.B.	100 Nos.
16	Stock Book	20"x30"¼	Ledger 80 GSM With Index 500 Leaf Full Cloth	Leather Binding	25 Nos.
17	Stock Book	20"x30"¼	-do- 300 Leaf	Leather Binding	100 Nos.
18	Stock Book	20"x30"¼	-do- 200 Leaf	Leather Binding	100 Nos.
19	Stock Book	20"x30"¼	-do- 100 Leaf	Leather Binding	100 Nos.
20	Note Sheet Pad	17"x27"¼	Ledger paper 70 GSM 100 Leaf each Pad	Pad	200 Nos.
21	Hourly Test Register	20x30/4	Ledger Paper	R.B.	50 Reg.
22	File Cover Clip Type	As per our Sample	31 Kg Card Sheet with Printing 4 Colour		1000 Nos.
23	Indent Book DCS	5 ½"x9"	Red & White 100x2 Page 47 GSM one perforated	B.B.	200 Nos.
24	M.B.R. Register	16"x26"	Red & White 200x1 Page 57 GSM	B.B. Cloth Binding	15 Nos.
25	Deduction Pad	10/5x8/5	Colour Paper 47 GSM 100x3	B.B. Binding	100 Nos.
26	Addition Pad	10/5x8/5	Colour Paper 47 GSM 100x3	B.B. Binding	50 Nos.

27	Gate Pass Book Secu.	4x4"	Colour Paper 100x2 GSM 47 One perforated	B.B. Binding	100 Nos.
28	E.T.P Plant Log Book	16 ½ X13½ Open 27"	Side 57 GSM 1x200 White paper both	R.B.	10 Nos.
29	M.R. Book Cash	7"x5"	Colour Paper 100x2 GSM 47 Perforated	B.B.Cloth Binding	20 Nos.
30	Indent Book Office	9"x5.5"	Colour Paper 100x2 GSM 47 Perforated	B.B.Cloth Binding	150 Nos.
31	File Pad	13 ½ x10"	32 Ounce		1000 Nos.
32	Attendance Register	14"x9.5"	100 pages	R.B.	20 Nos.
33	Vehicle Log Book	17x27"/8	100 L	R.B.	50 Nos.
34	Contract Bill Pad (FO)	18x22"/4	50x3 with numbering	Pad cloth binding	100 Nos.
35	Envelope Large Size	10x12"	Laminated		500 Nos.
36	A.I. Ledger	17"x27"/4	White 100 Nos.	R.B.	100 Nos.
37	Samagra Sanklan Patrak (FO)	8"x13"	Colour Paper Red & White 1 Perforated 47 GSM	Pad Binding	200 Nos.
38	Receipt Register	A4 Size	White Paper 8 Quair	Leather Binding	20 Nos.
39	Dispatch Register	A4 Size	White Paper 8 Quair	Leather Binding	30 Nos.
40	Boiler Log Book	13.5"x17"	Orient 100 L	R.B.	7 Nos.
41	Milk Disposal Sheet	8"x13"	100 L White	Pad	50 Nos.
42	Tanker Despatch Note	A4 size	100 Colour Paper 47 GSM 100x4 Perforation 3 Fix one	Pad Cloth Binding	60 Nos.
43	Daily disposal sheet	18x22/1/2	Maplitho paper 70 GSM 100 pages		20 nos

C- OFFICE STATIONERY EMD of Rs. 3,000/- is required

S.No.	Description	Qty.Approx.	Specifications
1.	10"x12"x2	100 pkts	70 GSM +/- 5% 2x500 Sheets each Packet Maplitho
2.	Index file	100	Make – Veer No 574846/ good quality
3.	15"x12"x2	20 pkts	70 GSM +/- 5% 2x500 Sheets each Pkt. Mapleton
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.	Dak Pad	50	Good Quality
7.	Envelop (tink paper)	500	9X4 white orient
8.	Gum Bottle	20	300 ml/cores
9.	Paper Pin	100	100 gm/cores
10.	Punching Machine	20	Small cores KP80
11.	Punching Machine	20	Big cores
12.	Plastic scale	50	12"/18"
13.	Pencil (HB)	20	Apsara
14.	Dot Pen	50	Use and throw (flair/Linc pentonic)
15.	Rubber band	100	Good quality
16.	Register 1 QR	50	Size-30x18 cm
17.	Register 2 QR	50	Size-30x18 cm
18.	Register 3 QR	50	Size-33x20 cm
19.	Register 4 QR	50	Size-33x22 cm
20.	Stamp Pad	50	Reguler size Ashoka
21.	Stamp pad ink(30ml)	15	Ashoka blue/red/green
22.	Stapler m/c	50	No.10 Kangaroo
23.	Stapler m/c	50	24/6 kangaroo
24.	Stapler Pin	100	No. 24/6 kangaroo
25.	Stapler Pin	100	No 10 Kangaroo
26.	Tag (small)	500	white
27.	Toncha	50	Plastic handle
28.	White correcting (Fluid)	50	White diluter cores
29.	Computer ribbon	50	Good quality
30.	Electronic Calculator	50	Make- Casio 12 digit
31.	Highlighter	50	Faber- castell/ camlin/Luxor

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.
4. Please quote rate as per tender specification of dimension & standard quality of paper only and not as per sample.
 5. Quantities mentioned in the schedule are only approximate and may be about 30% on either side.
 6. Sample paper of 8"/13" duly sealed and signed shall be submitted on due date

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SCHEDULE – III

Form – A

(To be uploaded -mandatory)

To,
Chief Executive Officer
BkDSM, Sagar

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
11. I/WE HAVE READ THE TERMS AND CONDITIONS OF THE TENDER DOCUMENT WHICH ARE ACCEPTABLE TO ME/US. NO ADDITIONAL CONDITION DEVIATION OR POINT OF DIFFERENCE HAS BEEN GIVEN BY ME/US. I AM PROPRIETOR/MANAGER/DIRECTOR..... OF THE TENDERING FIRM AND HAVE BEEN AUTHORISED TO SUBMIT THE AUTHORITY LETTER IN THIS REGARDS IS ENCLOSED HERewith.

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

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SCHEDULE – IV

Form – B

(PRICE BID) ONLINE ONLY

NIT Ref. No.	
NAME OF TENDERER:	

A- PRINTED STATIONERY

S. No.	Name of Items	Rate per unit/ GST Extra
1	Milk Collection Reg.	
2	Ledger	
3	Pass Book	
4	Truck Sheet Sets (3 Nos.each Set.)	
5	Cash Book	
6	Milk Fat Testing Reg.	
7	Head Load Book	
8	Delivery Challan/Bill Book	
9	Proceeding Register	
10	Milk Payment Reg.	
11	Sale Register	
12	A.I.Register	
13	Truck Sheet Pad	
14	Share & Share Holder Register	
15	Member Record Reg.	
16	Stock Book	
17	Stock Book	
18	Stock Book	
19	Stock Book	
20	Note Sheet Pad	
21	Hourly Test Register	
22	File Cover Clip Type	
23	Indent Book DCS	
24	M.B.R. Register	
25	Deduction Pad	
26	Addition Pad	
27	Gate Pass Book Secu.	
28	E.T.P Plant Log Book	
29	M.R. Book Cash	
30	Indent Book Office	

31	File Pad	
32	Attendance Register	
33	Vehicle Log Book	
34	Contract Bill Pad (FO)	
35	Envelope Large Size	
36	A.I. Ledger	
37	Samagra Sanklan Patrak (FO)	
38	Receipt Register	
39	Dispatch Register	
40	Boiler Log Book	
41	Milk Disposal Sheet	
42	Tanker Despatch Note	
43	Daily disposal sheet	
Office Stationery		
1.	Pape 10"x12"x2	
2.	Index file	
3.	Paper 15"x12"x2	
4.	Photocopy Paper 500 sheets/pkt	
5.	Basta Cloth	
6.	Dak Pad	
7.	Envelop (tink paper)	
8.	Gum Bottle	
9.	Paper Pin	
10.	Punching Machine	
11.	Punching Machine	
12.	Plastic scale	
13.	Pencil (HB)	
14.	Dot Pen	
15.	Rubber band	
16.	Register 1 QR	
17.	Register 2 QR	
18.	Register 3 QR	
19.	Register 4 QR	
20.	Stamp Pad	
21.	Stamp pad ink(30ml)	
22.	Stapler m/c	
23.	Stapler m/c	
24.	Stapler Pin	
25.	Stapler Pin	
26.	Tag (small)	
27.	Toncha	
28.	White correcting (Fluid)	
29.	Computer ribbon	
30.	Electronic Calculator	
31.	Highlighter	

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SCHEDULE -V

Form – C

(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

BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION

S. No.	Tender Submission Check Points	Check before submission (write Yes or No)
1.	Online tender Fee and EMD payment transaction acknowledgement or EMD exemption certificate copy	
2.	Form A (with seal & sign)	
3.	The authority letter regarding clause no. 11 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 Assessment year (2021-22, 2022-23) (with seal & sign)	
8.	An undertaking (self-certificate) that the bidders/firm/company hasn't been blacklisted	
9.	Form C of Schedule –V(with seal & sign)	
10.	Any Other documents (with seal & sign)	

Seal & signature of the
Authorized signatory of the co./Unit