** JABALPUR SAHAKARI DUGDH SANGH MARYADIT**

 DAIRY PLANT . KARONDANALA, IMALIYA, JABALPUR

 **Phone no:- 9406900452**

 **E-mail -** **jdssanchipurchase@gmail.com**

**GST : 23AAAAJ0485D1Z6** (AN ISO 9001:2008 And 22000:2005 CERTIFIED ORGANISATION) **Pan : AAAAJ0485D**

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Tender Ref No: 494 /JSDSM/ 2020 /Jabalpur Date:- 05.02.2020

**Notice Inviting Tender (E- TENDER)**

Online Tender are invited for ***Supply* *Office Stationary***, **Items** at Jabalpur sahakari dugdh sangh from reputed manufacture/distributor/dealer/suppliers. The tender documents containing the terms and conditions can be purchased online & downloaded through following website <http://www.mptenders.gov.in> from 07.02.2020 12:00 AM 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 reference ) at our H.O website : [www.mpcdf.nic.in](http://www.mpcdf.nic.in)

The tender is available for purchase/download from :- 7.02.2020

* Last date &time for Purchase of tender form:- 27.02.2020 at 2:00 PM
* Last date & time of submission of Tender : - 27.02.2020 at 4:00 PM
* Opening Of Tender :- 28.02.2020 at 4:00 PM

**CHIEF EXECUTIVE OFFICER**

**Jabalpur Sahakari Dugdh Sangh Maryadit**

 **JABALPUR SAHAKARI DUGDHA SANGH MYDT, JABALPUR**

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

Jabalpur Sahakari Dugdha Sangh Mydt, Jabalpur (JSDSM), an ISO certified cooperative organization, invites sealed tenders from bonafide manufacturers and/ or their authorised dealers or other suppliers for supply of OFFICE STATIONARY strictly in adherence to the detailed specifications given in the annexure of the tender documents. Jabalpur Sahakari Dugdha Sangh Mydt., Jabalpurl 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.

2.2 The tenderer(s) should clearly state in their offer the address, telephone, fax, e-mail, PAN and GST Numbers. Any change in the address should immediately be communicated to the Chief Executive Officer, Jabalpur Sahakari Dugdh Sangh Mydt, Jabalpur 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, Jabalpur 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, JSDSM 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 number of the tender & valid “ GSTIN “ number .The tender without “ GSTIN “ number shall be treated as non -responsive

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, JSDSM.

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.

**Bid Validity**

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

**Documents composing the Bid**

**Technical bid:**

1. Technical bid (Form A&B) filled( to be uploaded)

2. Online EMD transaction acknowledgement

3. Tender document each page sealed and signed as token of acceptance to each and every terms and conditions.

**Commercial Bid**

* Commercial Bid form filled

**Bid price**

Price indicated on the price schedule shall be inclusive of GST, pkg & frdg & freight.

**3.0 Earnest Money Deposit**

3.1EMD should be submitted online only

3.2 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.

3.3 No interest will be paid on the earnest money for the period during which (the EMD) lies in deposit with Jabalpur Sahakari Dugdha 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

**4.0 PRICES:**

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. JSDSM will have the right to extend the validity of the tender approval by 3 months. We would communicate our rate approval within 60 days of opening of tender. If any tenderer wish to offer the rate subject to **PRICE ESCALATION CLAUSE** of raw materials, they may do so by clearly indicating in the tender rate form –B.

 In case of a tenderer opting for offering prices subject to PRICE ESCALATION CLAUSE of raw materials then,

 (i) the tenderer shall have to submit the current price of the raw materials as on the date of tender along with sufficient authentic proof from the manufacturer of the raw material.

 (ii) the successful/approved firm will have to submit revised prices of raw materials with sufficient authentic proof from the manufacturer of the raw material whenever revision takes place.

 (iii) accordingly the approved prices of the materials shall be revised upwardly or downwardly to the extent of the raw material component of the material.

1. The tenderer should quote rate on FOR dairy plant, Jabalpur 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.

**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.

5.3 Wharfage /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.

1. **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. |
|  |  |  |

* 1. 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.

**10. TERMINATION OF CONTRACT:**

 If any act of commission or omission of a unit under contract brings Jabalpur Sah. Dugdha Sangh Mydt. to dispute, then Jabalpur Sahakari Dugdha Sangh Mydt. 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, Jabalpur 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, Jabalpur Dugdha Sangh Mydt., in this respect will be final and binding on the successful tenderer.

12.2 For all matters of dispute, the decision of the Honourable Chairman, Jabalpur Sah. Dugdha Sangh Mydt. Under Arbitration and Conciliation Act. 1996 shall be final and binding on all the concerned.

12.3 For all disputes, the venue for legal course shall be at Jabalpur.

 *Chief Executive Officer*

 *Jabalpur Sahakari Dugdha Sangh Mydt. Jabalpur*

**JABALPUR SAHAKARI DUGDH SANAGH MARYADIT JABALPUR**

 **List Of Office Stationary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description Of Material** | **Specification** | **Unit packing** | **Required Quantity** |
|  **1** | Attendance register | Orient, 2Quire | Rs-------Per No. |  |
| **2** | Basta Cloth | 1X1 Mtr | Rs-------Per No. |  |
| **3** | Carbon (pencil)  | 8X13 cores | Rs------- Per Packet. |  |
| **4** | Carbon (pencil) | 13X17 cores | Rs------- Per Packet. |  |
| **5** | Brown tape | 2”/1”, Length-30Mtr  | Rs------- Per No. |  |
| **6** | Cello tape | 12mm, L-30Mtr | Rs------- Per No. |  |
| **7** | Duplicating book | 8x13,MB/orient | Rs------Per book |  |
| **8** | Dak Pad (four Folder) | Good quality | Rs------- Per No. |  |
| **9** | Duplicate book | Orient, size ¼ | Rs------- Per No |  |
| **10** | Duplicate book | Orient, size 1/6 | Rs------- Per No. |  |
| **11** | Duplicate book | Orient, size 1/8 | Rs------- Per No. |  |
| **12** | Dot Pen | Good quality | Rs-------------Per No. |  |
| **13** | Clip file (with Printing) | Make – veer No. 1008  | Rs------- Per No. |  |
| **14** | Envelope (thick paper) | 9x4, white orient | Rs------- Per No. |  |
| **15** | Envelope(Ditto) | 11x5, white orient | Rs------- Per No. |  |
| **16** | Envelope(Felt fabric) | 10x12, Khaki colour | Rs------- Per No. |  |
| **17** | Envelope(Ditto) | 10x12, Khaki colour | Rs------- Per No. |  |
| **18** | Envelope (thick) | 10x12 Cloth flap, with corner | Rs------- Per No. |  |
| **19** | File Fodder  | Good Quality A4 Size | Rs------- Per No. |  |
| **20** | Gum Bottle | 300ml/Cores | Rs------- Per No. |  |
| **21** | Index file (with printing)  | Make – veer No. 574846 | Rs------- Per No. |  |
| **22** | Lace (long) | White | Rs------- Per No. |  |
| **23** | Plain Paper  | Orient full scape 13x17 | Rs------- Per No. |  |
| **24** | White correcting pen | Camlin | Rs------- Per No. |  |
| **25** | Waste paper (basket) | Good quality | Rs------- Per No. |  |
| **26** | Photo copy paper (J.K. Copier, Red)  | A-4, J.K. bond | Rs------- Per No. |  |
| **27** | Photo copy paper (J.K. Copier, Green) | A-4, J.K. bond | Rs------- Per No. |  |
| **28** | Paper Weight  | Glass, Normal size | Rs------- Per No. |  |
| **29** | Plastic Scale  | 12’’/18” | Rs-------------Per No. |  |
| **30** | Pencil HB  | Natraj/Apsara | Rs-------------Per No. |  |
| **31** | Computer paper  | Part- II, 10x12, century | Rs------- Per No. |  |
| **32** | Computer paper  | Part- I, 12x14, century | Rs------- Per No. |  |
| **33** | Computer paper  | Part- II, 12x14, century | Rs------- Per No. |  |
| **34** | Computer Ribbon | ----- | Rs------- Per No. |  |
| **35** | Calculator  | Make Citizen |  |  |
| **36** | Pen drive 4GB/8GB/16GB | Good quality | Rs------- Per No. |  |
| **37** | Dispatch/issue/letter/ register | No.-8/ Sangam | Rs-------------Per No. |  |
| **38** | File Pad | ---- | Rs-------------Per No. |  |
| **39** | File Flag | ----- | Rs-------------Per No. |  |
| **40** | Punching Machine | Kangaro 20Nos | Rs-------------Per No. |  |
| **41** | Register 1 Quire | 8x13 160 /Madhukar | Rs-------------Per No. |  |
| **42** | Register 2 Quire | 8x13 160/ Madhukar | Rs-------------Per No. |  |
| **43** | Register 2 Quire | 13x17 |  |  |
| **44** | Register 3 Quire | 8x13 150/ Madhukar | Rs-------------Per No. |  |
| **45** | Register 4 Quire | 8x13 | Rs-------------Per No. |  |
| **46** | Refill Long  | Dot long Refill | Rs-------------Per No. |  |
| **47** | Stapler Machine No-10 | Kangaro 170 Nos | Rs-------------Per No. |  |
| **48** | Stapler Machine No-24/6 | Kangaro 170 Nos | Rs-------------Per No. |  |
| **49** | Rubber Band | 4 packet | Rs-------------Per No. |  |
| **50** | Rough Pad | Size 1x41x6 | Rs-------------Per No. |  |
| **51** | Stapler Pin No-10 | Kangaro 20Nos | Rs-------------Per No. |  |
| **52** | Stapler Pin No-24/6 | Kangaro 20Nos | Rs-------------Per No. |  |
| **53** |  Stamp Pad  | Regular Size / Ashoka | Rs-------------Per No. |  |
| **54** | Stamp Pad Ink  | 30 ML/Blue/Red/Green | Rs-------------Per No. |  |
| **55** | Tag Small | white | Rs-------------Per No. |  |
| **56** | Tocha | Plastic Handle | Rs-------------Per No. |  |
| **57** | Paper Pin 50Gms | Good quality | Rs-------------Per No. |  |
| **58** | U Plain  | 100 Gm Plastic | Rs-------------Per No. |  |

**Name of Firm Signature Seal**