



उज्जैन सहकारी दुग्ध संघ मर्यादित Ujjain Sahakari Dugdh Sangh Mydt.

(मध्यप्रदेश सहकारी सोसायटी अधिनियम 1960 के अधीन पंजीकृत)



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क्रमांक
No.

दिनांक
Date

कय/उदुस/2020/

ई-निविदा सूचना

उज्जैन सहकारी दुग्ध संघ मर्यादित उज्जैन द्वारा वर्ष 2020-21 हेतु कार्यालयीन स्टेशनरी की ई-निविदा दिनांक 01.01.2020 से आमंत्रित की जाती है। ई निविदा कय की अंतिम दिनांक 21.01.2020 प्रातः 11:00 बजे तक एवं ई निविदा के खोलने की दिनांक 22.01.2020 दोपहर 03:00 बजे तक है। ऑनलाइन मध्यप्रदेश ई-प्रोक्योरमेंट की वेबसाइट (www.mptender.gov.in) पर क्रय किया जा सकता है एवं भरा जा सकता है। निविदा प्रपत्र मध्यप्रदेश दुग्ध महासंघ की वेबसाइट (www.mpcdf.gov.in) पर भी देखा एवं पढ़ा जा सकता है। समस्त अथवा कुछ निविदाओ को पूर्ण अथवा आंशिक रूप से बिना कारण बताये निरस्त करने का अधिकार अधोहस्ताक्षरता को होगा।

मुख्य कार्यपालन अधिकारी

**UJJAIN SAHAKARI DUGDH SANGH MARYADIT
UJJAIN 456010**

**DOCUMENT COST Rs. 500/-
TENDER FOR PURCHASE OF OFFICE STATIONARY**

TENDER DOCUMENT

Schedule I	:	General Terms & Conditions.
Schedule II	:	Specification & Qty & EMD
Schedule III	:	Form A & B
(To be downloaded filled manually & canned copy uploaded online.)		
Schedule IV	:	Price Schedule
Tender Cost	:	Rs.500/-(Rupees Five hundred only)
Place of opening of Tender	:	Meeting Hall of The UJJAIN Sahakari Dugdha Sangh Maryadit, UJJAIN.
Address for Communication	:	The CEO, UJJAIN Sahakari Dugdha Sangh Maryadit, UJJAIN 456010

Tender Document Download/Sale Start Date		: 01-01-2020 Time 01:00 PM
Tender Document Download/Sale End Date		: 21-01-2020 Time 02:30 PM
Bid Submission Start Date		: 01-01-2020 Time 01:00 PM
Bid Submission End Date		: 21-01-2020 Time 01:30 PM
Bid Opening Date		: 22-01-2020 Time 03:00 PM
Place of opening of Tender		: Office of the Ujjain Sahakari Dugdh Sangh Maryadit, Ujjain.
Address for Communication		: The CEO, Ujjain Sahakari Dugdh Sangh Maryadit, Maxi Road, Ujjain 456010.

CHIEF EXECUTIVE OFFICER

SCHEDULE - I
General Terms & Conditions for tender submission & supply

UJJAIN Sahakari Dugdha Sangh Mydt, UJJAIN (USDS), 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 schedule II of the tender documents.

UJJAIN Sahakari Dugdha Sangh Mydt., UJJAIN 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 Only E&tender will be considered, However softcopy of required documents should positively be made available in the office of chief executive officer, Ujjain Sahakari Dugdha Sangh Maryadit , before opening of the Tender fairling which the E- Tender of such tender 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, UJJAIN Sahakari Dugdha Sangh Mydt, UJJAIN 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, UJJAIN 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, USDS 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, income tax clearance certificate, sales tax number and sales tax clearance certificate.
- 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, USDS.
- 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 the enclosed form- A,B in schedule-III. Failing which the tender will not be considered for that consignment material, for which food grade certificate of is not attached
- 2.12 Before Printing of Packing Material the art work of each consignment to be approved.

Bid Validity

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

Documents composing the Bid

Technical bid: Technical documents/bid should reach physically in USDS, UJJAIN upto 3.00 pm of bid submission due date mentioned.

1. Technical bid (Form A&B) filled
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 ONLINE only

Bid price

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

GST (should be extra) The rates mentioned should be Basic . GST Amount should be mentioned separately.

(Example $4.10 + 0.50 = 4.60$) Octori duty if applicable at the destination

3.0 Earnest Money Deposit (As per Schedule-II)

EMD should be submitted online only and copy thereof should be attached in proof of payment of EMD in Technical bid. All document submitted only online.

- 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 UJJAIN 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. USDS 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. The tenderer should quote rate on FOR dairy plant, UJJAIN basis, GST shall be 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.

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 The Payment shall be made after 30 days of the receipt, inspection and acceptance of materials in our stores, Such payments shall be made through RTGS Only.

10. TERMINATION OF CONTRACT:

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

11.0 CONSEQUENCES OF BREACH OF AGREEMENT:

If the tender after acceptance of tender commits breach of any of the conditions of the contract .

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, UJJAIN 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, UJJAIN 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 UJJAIN.

Chief Executive Officer
UJJAIN Sahakari Dugdha Sangh Mydt. UJJAIN

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नोट:- ई-निविदा ऑनलाईन से भरे वही मान्य की जावेगी एवं दर तथा जीएसटी पृथक पृथक दर्शावे। सफल निविदाकार की ईएमडी वर्क आर्डर जारी होने पर जमा ईएमडी ई-निविदा की प्रकिया द्वारा आपके खाते में आनलाईन द्वारा जमा हो जावेगी। जिसको आपको उज्जैन दुग्ध संघ में डीडी या आरटीजीएस के माध्यम से जमा करना अनिर्वाय होगा।

UJJAIN SAHAKARI DUGDHA SAHAKARI MARYADIT, UJJAIN : (GENERAL
STATIONARY TENDER 2020-2021)

SCHEDULE II

EMD 5000/-

S.NO.	NAME OF ITEMS	QUANTITY	SPECIFICATIONS	RATE	Item applied (✓)
01.	Alpine (Any reputed make)	300 Pkts.	100 gram weight		
02.	Basta Cloth	300 Nos.	Minimum size 3 ft. x 3 ft. standard quality		
03.	Envelop	10000 Nos.	9" x 4" Brown/White paper standard quality		
04.	File Cover	2500 Nos.	Superio quality standard size.with printing		
05.	File Pads.	500 Nos.	11" x 15' one kg. Board superior quality		
06.	Box file	75 Nos.	Standard size 1 kg. Board superior quality		
07.	Lace Bundles	100 Nos.	Length of Lace 18" approx. 100 in each bundles.		
08.	Pencil	10 dozen	Standard size H.S. Natraj/Camael.		
09.	Punching machine	20 Nos.	Kangooro make.		
10.	Pocker (toncha)	50 Nos.	Superior quality pointed pocket with wood/plastic handle.		
11.	Rulled paper full size	40 Rime	17" x 13" orient.		
12.	Photocopy paper	1200 Pkts.	70 GSM (J.K. BRAND) 70 GSM (A-4 Size / NPLPepar 70 gm)		
13.	Unruled paper	40 Rime	13½x 17 Orient (Full scape paper)		

UJJAIN SAHAKARI DUGDHA SAHAKARI MARYADIT, UJJAIN
(GENERAL STATIONARY TENDER 2020-2021)
SCHEDULE II :

S.NO.	NAME OF ITEMS	QUANTITY	SPECIFICATIONS	RATE	Item applied (√)
14.	Tags	100 Bundle	Minimum length 4'/each bundle of 100 Nos. superior quality		
15.	Stepler pin	50 Nos.	Kores brand for max 10 stepler		
16.	Stepler machine	50 Nos.	Max 10		
17.	Rulled register 1 coir	200 Nos.	8" x 13" Orient paper 24 sheet (48 leaves.)		
18.	Rulled register 2 coir	250 Nos.	8" x 13" Orient paper 48 sheet (96 leaves.)		
19.	Rulled register 3 coir	250 Nos.	8" x 13" Orient paper 72 sheet (144 leaves.)		
20.	Rulled register 4 coir	200 Nos.	8" x 13" Orient paper 96 sheet (192 leaves.)		
21.	Lase File	500 Nos.	White good Quality		
22.	Computer stationary Canstar/Navneet/Magnum	100 Pkts. (1000 paper)	60 GSM		
(A)	10x12x1		60 GSM		
(B)	10x12x2	50 Pkts. (500 papers)			
(C)	10x12x4	1000 sheet 250+4	60 GSM		

UJJAIN SAHAKARI DUGDHA SAHAKARI MARYADIT, UJJAIN
(GENERAL STATIONARY TENDER 2020-2021)

SCHEDULE II :

S.NO.	NAME OF ITEMS	QUANTITY	SPECIFICATIONS	RATE	Item applied (✓)
(D)	15x12x2	50 Pkts.	60 GSM		
23.	Computer Ribbon ABB or (Wipro)	200 Pkts.	13x10 size		

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Along with above mentioned 7 articles we purchase kores stationary articles like , carbon papers of different sizes, stamp pad, pad ink, fax roles, office paste correcting ink, copiers paper etc. Please offer your maximum discount percent allowable on current kores Price list in force, giving your terms of supply.

UJJAIN SAHAKARI DUGDHA SANGH MARYDIT, UJJAIN
MAXI ROAD, UJJAIN 456001 (M.P.)

**SCHEDULE - III
FORM**

I/we hereby furnish following particulars about our units:

01. Name of Unit : M/S-----
02. Address of the Unit : 01- Office-----
02- Factory-----
03. Name of proprietor/partner : 01-----
02-----
03-----
04. Name with designation of : 01-----
Other person authorized to -
sign with the document on behalf 02-----
of unit if any. -
05. Telephone Nos. Office-----Factory-----
06. Telegraphic Address/Fax-----
07. Particulars of Registration : -----
Certificate issued by the
competent authority.
Registration No. & date -----
08. TIN No. ----- PAN No. -----dated-----
09. G.S.T. No. -----dated-----
10. STATUS OF
ISO CERTIFICATION Yes / No
IF YES PLEASE GIVE DETAILS.

TERMS:

01. If material is not as per above specification then proportionate deduction shall be made.
02. Price basis F.O.R Ujjain Dairy Plant.
03. TAX GST Extra.
04. Delivery schedule.

Date :

Details of EMD deposited

Tenderers Signature

Amount

Name

MR No.

Designation

D.D. No.

Seal

महाप्रबंधक(सं.स.)

उपमहाप्रबंधक (क्षे.सं.)

प्रबंधक (गु.नि.)

प्रबंधक (एम.आई.एस.)

प्रभारी(वित्त)

प्रबंधक (कय)