

BHOPAL SAHAKARI DUGDH SANGH MARYADIT
HABIBGANJ, BHOPAL 462024



**Annual tender for supply of Computer
Stationery**

CHIEF EXECUTIVE OFFICER



BHOPAL SAHAKARI DUGDH SANGH MARYADIT

HABIBGANJ, BHOPAL 462024

AN ISO 9001 : 2000 Certified Organization

E-mail: bsds@sancharnet.in,

Phone 0755-2478250-53 Fax : 0755-2450896

Ref No:62

Dated: 08/12/2023

NOTICE INVITING TENDER (E-TENDER)

Online Tenders are invited for supply of **COMPUTER STATIONERY** at Bhopal Sahakari Dugdh Sangh from bonafide manufacturers and/ or their authorised 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 08-12-2023 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 H.O website: www.mpcdf.nic.in

Name of item	EMD (Rs)	Tender Fee (Rs)	Bid submission due date & time	Technical Bid opening Date & time
Computer Stationery	30,000/-	500/-	28.12.2023 03:00 pm	29.12.2023 03:00 pm

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TENDER FOR PURCHASE OF Printed & Computer Stationery

TENDER DOCUMENT

Schedule I	:	General Terms & Conditions.
Schedule II	:	Specification & Qty & EMD
Schedule III	:	Form A (To be downloaded filled manually & scanned copy uploaded online.)
Schedule IV	:	Price Schedule
Schedule V	:	EMD details.
Tender Cost	:	Rs.500/- (Rupees Five hundred only)
Place of opening of Tender	:	Meeting Hall of The Bhopal Sahakari Dugdha Sangh Maryadit, Bhopal.
Address for Communication	:	The CEO, Bhopal Sahakari Dugdha Sangh Maryadit, Bhopal 462024

CHIEF EXECUTIVE OFFICER

SCHEDULE - I

General Terms & Conditions for tender submission & supply

Bhopal Sahakari Dugdha Sangh Mydt, Bhopal (BSDSM), an ISO certified cooperative organization, invites online tenders from bonafide manufacturers and/ or their authorised dealers or other suppliers for supply of Computer Stationeries strictly in adherence to the detailed specifications given in the schedule II of the tender documents.

Bhopal Sahakari Dugdha Sangh Mydt., Bhopal 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 and confirmed by post.
- 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, Bhopal Sahakari Dugdha Sangh Mydt, Bhopal 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, Bhopal 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, BSDSM 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, BSDSM.
- 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. (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 Licence, ITR of 2 Assessment year (2022-23, 2023-24)
2. Online EMD transaction acknowledgement or EMD exemption certificate
(If applicable see **Sr. No. 3.2**)

Commercial 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 (Rs.30,000/-)

- 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.
- 3.4 No interest will be paid on the earnest money for the period during which (the EMD) lies in deposit with Bhopal 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:

- 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. BSDS 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, Bhopal 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. 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 Bhopal Sah. Dugdha Sangh Mydt. to dispute, then Bhopal 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, Bhopal 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, Bhopal Sahkari 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 Bhopal Sahakari Dugdha Sangh matter will be presented to MD, MPCDF for resolution.
- 12.3 All disputes between renderers and BSDS 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 Bhopal.
- 12.5 If the tender opening date become any govt. holiday then the next day may considered for tender opening.

*Chief Executive Officer
Bhopal Sahakari Dugdha Sangh Mydt. Bhopal*

SCHEDULE –II

COMPUTER STATIONERY

S.No.	Description	Qty.Approx.	Specifications
1.	10”X12”X1	175 pkts	Plain,Perforated 70 GSM +/- 5% 1000 Sheets each pkt. Maplitho
2.	10”x12”x2	800 pkts	70 GSM +/- 5% 2x500 Sheets each Packet Maplitho
3.	10”x12”x3	90 pkts	70 GSM +/- 5% 3x250 Sheets each Pkt. Maplitho
4.	15”X12”x1	550 pkts	70 GSM +/- 5% 1000 Sheets each Pkt. Maplitho
5.	15”x12”x2	300 pkts	70 GSM +/- 5% 2x500 Sheets each Pkt. Maplitho
6.	Photocopy Paper 500 sheets/pkt	1700 Pkts	75 GSM Each pkts with 500 sheets A-4 size JK Red.

E. M. D. for above (sl.No.1 to 6) Rs. 30,000/-

**BHOPAL SAHAKARI DUGDHA SANGH MARYADIT,
HABIBGANJ, BHOPAL 462024**



SCHEDULE – III

**Form – A
(To be uploaded -mandatory)**

To,
Chief Executive Officer
BSDSM, Bhopal

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 ofCo.(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 BSDSM 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**

SCHEDULE – IV

**BHOPAL SAHAKARI DUGDHA SANGH MARYADIT HABIBGANJ,
BHOPAL 462024**



**Form – B
(Price bid Format)
(To be submitted Financial Bid Online only)**

S. No.	DESCRIPTION	Rate/unit F.O.R Dairy GST Extra.
		Submit Online in excel format only

SCHEDULE – V

Form – C

**EMD Amount exemption form for DCS ARTICLES (Milk Testing Equipments) tender
published by Bhopal Dugdh Sangh Maryadit, Bhopal**

S. No.	Items Name (The materials for which the rates are being quoted)	Online EMD amount submitted (in Rs.)
1		
2		
Total EMD Amount (in Rs.)		

(If required, add row in above table format)

Submitted EMD amount (online)-

.....

Exemption EMD amount- (Total EMD amount – Submitted EMD
amount).....

**Seal & Signature of the
Authorized**

Signatory of the Co./Unit

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 (2022-23, 2023-24) (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