

BHOPAL SAHAKARI DUGDH SANGH MARYADIT
HABIBGANJ, BHOPAL 462024



Annual tender for supply of printed stationery

CHIEF EXECUTIVE OFFICER
BHOPAL SAHAKARI DUGDH SANGH MARYADIT
HABIBGANJ, BHOPAL 462024

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

AN ISO 9001 : 2015 Certified Organization

E-mail: bsdsim@gmail.com,

Phone 0755-2478250-53 Fax : 0755-2450896

Ref No: 32**Dated: 31-05-2023****NOTICE INVITING TENDER**

Online Tenders are invited for supply of Printed Stationary at Bhopal Sahakari Dugdh Sangh 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 01.06.2023 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.sanchibhopal.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 Bhopal 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 Stationary	30,000/- (As Per Schedule-II)	1000/-	21.06.2023 3.00 pm	22.06.2023 3.00 pm

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

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 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 Maryadit, Bhopal (BSDSM), 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.

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
- 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, 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, 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, BSDSM.
- 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 Licence, 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 (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

A- PRINTED STATIONARY

Tender Ref :BSDS/IM/Stationery/2023

S.No.	Name of Item	Size	Colour & No.of Leaves, Numbering	Binding	Estimated Annual Req.
1.	Milk Collection Reg.	16"x26"/4	250 Leaves-500 N.	R.B.	4500 Reg
2.	Ledger	17"x27"/4	Ledger 50 N.	R.B.	250 Nos.
3.	Dairy Register	22"x30"/2	White 50 N.	R.B.	50 Nos.
4.	Milk Supply ledger	17"x27"/4	White 50 N.	R.B.	100 Nos.
5.	Pass Book	17"x27"/16	Ledger 44 L+2 Cover Page	B.B.	40,000 Nos.
6.	Truck Sheet Sets(3 Nos.each Set.)	17"x27"/2	3 Leaves/w/w/w (Perforated)	Loose	50000 Set
7.	Cash Book	20"x30"/4	Ledger 150N.	R.B.	1600 Nos.
8.	Milk Fat Testing Reg.	20"x30"/4	White 50 N.	R.B..	500 Nos.
09.	Head Load Book	18"x22"/12	Colour/White 100x2 LN.	B.B.	2000 Nos.
10	Delivery Challan/Bill Book	18"x22"/8	Colour P.B.Y.+W 50x4 LN.	B.B.	1500 Nos.
11	Monthly Progress Report Book	17"x27"/4	6 SetsX21 Lx15 Set Colour Paper (180 leaf)	B.B.	1400 Nos.
12	Proceeding Register	17"x27"/4	White 100 N.	R.B.	300 Nos.
13	Stock Register	20"x30"/4	White 50 N.	R.B.	700 Nos.
14	Milk Payment Reg.	16"x26"/4	White 100 LN.	R.B.	1000 Nos.
15	Sale Register	12.5"x8"	50L both Side Numbering.White	R.B.	500 Nos.
16	Dead Stock Register	16"x26"/4	50L White	R.B.	300 Nos.
17	A.I.Register	17"x27"/4	White 100 Nos.	R.B.	60 Nos.
18	Truck Sheet Pad	12"x9"	100 Leaf Pad	Pad	500 Nos.
19	Share & Share Holder Register	17"x27"/4	White 100 Nos	R.B.	100 Nos.
20	Personal Record Reg.	17"x27"/4	White 100 Nos	R.B.	100 Nos.
21	Member Record Reg.	17"x27"/4	White 100 Nos	R.B.	200 Nos.
22	Sample Milk Sale Register	20"x30"/4	200 Pages	R.B.	10 Nos.
23	Booth Challan	18"x22"/4	Colour Paper 100x3Leaf Perforated at 4 Places	B.B.	100 Nos.
24	Agrim Patrak Dhan Rashi Ka lekha Jokha	17"x27"/4	White Paper 100 Leaves	Pads	50 Nos.
25	Distribution Vehicle Challan	18"x22"/6	Colour Paper White 100x3Leaf Perforated 2+1	B.B.	400 Nos.
26	Return Slip Book	17"x27"/4	Colour Paper 50x5 Leaves, perforated 4	B.B.	900 Nos.

27	Stock Book	20"x30"¼	Ledger 80 GSM With Index 500 Leaf Full Cloth	Leather Binding	25 NOS.
28.	Stock Book	20"x30"¼	-do- 300 Leaf	Leather Binding	25 Nos.
29	Stock Book	20"x30"¼	-do- 200 Leaf	Leather Binding	30 Nos.
30	Stock Book	20"x30"¼	-do- 100 Leaf	Leather Binding	25 Nos.
31.	Depot Sales Reg.	20"x30"½	Ledger Paper 80 GSM 32 Leaf (on 80GSM Ledger Paper Only)	R.B.	150 Nos.
32.	Advance Card Book (Sanchi Shakti.)(Sanchi Gold) (Sanchi Smart)	10"x7.5"	50 Each Books 4 Colour Printing both Side Perforated. Numbering Binding etc. as per Sample Only	R.B.	3000 Nos.
33.	Note Sheet Pad	17"x27"¼	Ledger paper 70 GSM 100 Leaf each Pad	Pad	500 Nos.
34.	Advance Card Money details	16"x26"¼	White Paper 57 GSM One Side Printing 100 Leaf Pad	Pad	50 Nos.
35	Product Gate Pass	18"x22"½	Rice Paper 4x100=400 Leaf one side Printing Book & Sr. Number	Pad cloth binding	100 Nos.
36	Daily fat SNF Sheet	31x2=62	White Paper	BB	100 Nos.
37	Medical Bill Pad	16x26¼	White Paper 100 each	B.B.	100 Pad
38	Gate Pass Book	18x22/6	Colour 100x3 perforation	B.B.	200 Books
39	Hourly Test Register	20x30¼	Ledger Paper	R.B.	100 Reg.
40	Compressor Log Book	20x30¼	62 Leaf Both side Printing Double Board binding	R.B.	50 Book
41	File Cover Clip Type	As per our Sample	31 Kg Card Sheet with Printing		5000 Nos.
42	Letter Head	18"x23"¼	Executive Bond Paper A/4"size Four Colour Printing 100 Leaf each Pad	B.B.	200 Pads
43	Indent Book DCS	5 ½"x9"	Red & White 100x2 Page 47 GSM one perforated	B.B.	1000 Nos.
44	Receipt Book DCS	6 ¼" X 5"	White 100x2 Page 57 GSM one perforated	B.B. Cloth Binding	200 Nos.
45	Calves Incentive Certificate	5 ½" x 9"	Red & White 50x3.	B.B.	300 Nos.

	Book		Page 47 GSM Perforated 2	Cloth Binding	
46	M.B.R. Register	16"x26"	Red & White 200x1 Page 57 GSM	B.B. Cloth Binding	15 Nos.
47	Bill Book Credit	18"x22"/6	Colour page 50x5 GSM 47	B.B. Cloth Binding	50 Nos.
48	Daily Ghee Account Book Sheet	12 ½"x 8"	White Paper GSM 57 Two Side Printing	B.B. Cloth Binding	10 Nos.
49	Daily Product Book Sheet	17"x13 ½"	White Paper GSM 57 Two Side Printing	B.B. Cloth Binding	15 Nos.
50	Daily Test Report Book Sheet	7 ½"x10"	White Paper GSM 60	B.B. Cloth Binding	50 Nos.
51	Fat Slip Pad	18"x22"/8	White Paper 1x100 GSM 57	B.B. Cloth Binding	20 Nos.
52	Entry Permit Book	18"x22"/8	Colour paper 50x3,150 LUS Size 4"x9" 47 GSM	B.B. Cloth Binding	100 Nos.
53	Dugdh Sanklan Awak & Jawak Reg.	1x200"	White Paper ,GSM 57 16x26/4	R.B. Cloth Binding	50 Nos.
54	Milk Distribution Aawak & Jawak Reg.	1x200"	White Paper 1626/49,GSM 57 16x26/4 1x200	R.B. Cloth Binding	30 Nos.
55	Milk Distribution Road Sheet Pad	20"x30"/4	White Paper 1x100 GSM 57	R.B. Binding	200 Nos.
56	Milk Distribution & Return Sheet Pad	15"x20"/full	White Paper GSM 58 1x100	B.B. Binding	80 Nos.
57	Deduction Pad	10/5x8/5	Colour Paper 47 GSM 100x3	B.B. Binding	80 Nos.
58	Addition Pad	10/5x8/5	Colour Paper 47 GSM 100x3	B.B. Binding	50 Nos.
59	D.M. Book (Mktg)	21x25/A4	Colour Paper 47 GSM 50x5	B.B. Cloth Binding	50 Nos.
60	Cash Payment Voucher Pad	18x22/5	Pink Colour Paper 47GSM 1x100	B.B. Binding	30 Nos.
61	Shrikhand Log Book	8x13	White Paper 60 GSM 1x100	R.B. Cloth Binding	10 Nos.
62	Ghee Log Book	8x13	White Paper 60 GSM 1x100	R.B. Cloth Binding	10 Nos.
63	Dahi Log Book	8x13	White Paper 60 GSM 1x100	R.B. Cloth Binding	10 Nos.
64	Product Report Book (QC)	A4 Size	White Paper 60 GSM 2x100 One perforated	R.B. Cloth Binding	15 Nos.
65	Gate Pass Book Secu.	4x4"	Colour Paper 100x2 GSM 47 One perforated	B.B. Binding	100 NOs.

66	Gate Pass Book Store	18x22"/6	As per sample		
67	Box File				Nos 150
68	Ghee Transfer To store Book	7 ½ x8"	Colour Paper 100x2 GSM47 One perforated	B.B. Cloth Binding	15 Nos.
69	Note Sheet Pad One Side Printing	8"x13"	Ledger Paper70 GSM.	B.B.	50 Nos.
70	E.T.P Plant Log Book	16 ½ X13½ Open 27"	Side 57 GSM 1x200 White paper both	R.B.	10 Nos.
71	M.R. Book Cash	7"x5"	Colour Paper 100x2 GSM 47 Perforated	B.B.Cloth Binding	20 Nos.
72	Indent Book Office	9"x5.5"	Colour Paper 100x2 GSM 47 Perforated	B.B.Cloth Binding	150 Nos.
73	File Pad	13 ½ x10"	32 Ounce		1500 Nos.
74	Attendance Register	14"x9.5"	100 pages	R.B.	80 Nos.
75	Vehicle Log Book	17x27"/8	100 L	R.B.	50 Nos
76	Contract Bill Pad (FO)	18x22"/4	50x3 with numbering	Pad cloth binding	100 Nos.
77	Envelope Large Size	10x12"	Laminated		500 Nos.
78	A.I. Ledger	17"x27"/4	White 100 Nos.	R.B.	100 Nos.
79	Samagra Sanklan Patrak (FO)	8"x13"	Colour Paper Red & White 1 Perforated 47 GSM	Pad Binding	200 Nos.
80	E.L. Forms	A4 Size	White Paper 57 GSM Two Leafs Four Page Both Side Printing	Loose Binding	700 Nos.
81	Fix T.A Bill Pad	A4 Size	White Paper 57 GSM 3x50 Leafs 1Perforated	Pad Binding	200 Nos.
82	Regular T.A. Bill Pad	13.5"x 17"	100 Leaves		50 Nos.
83	Miscellaneous Advance Form Pad	A4 Size	White Paper 57 GSM	Pad Binding	20 Nos.
84	Recuipment/Advance Adjustment Voucher Pad	A4 Size	White Paper 57 GSM	Pad Binding	10 Nos.
85	Receipt Register	A4 Size	White Paper 8 Quair	Leather Binding	20 Nos.
86	Despatch Register	A4 Size	White Paper 8 Quair	Leather Binding	30 Nos.
87	Register	A4 Size	White Paper 1/2/3/4/5 Quairs	R.B. Binding	100 Nos.
88	Bacteriology Register	8.5:x13.5"	Orient 100 L	R.B	5 Nos.
89	Boiler Log Book	13.5"x17"	Orient 100 L	R.B	7 Nos.
90	Attendance Register Time Office	10"x15"	Ledger 200 page	R.B	20 Nos.
91	Consumable Register	8.5"x13.5"	200 page Orient	R.B	15 Nos
92	Cream & Butter Product Sheet	8"x13"	32x2 Orient	B.B cloth	10 Nos.
93	Can Milk Summary	8"x13"	200 page orient	B.B cloth	40 Nos

94	Contractor Bill Pad	A4 size	Both side printing	25set x 4	60 Nos.
95	Collection Report Book plant	A4 Size	White Paper 57 GSM32x2	Pad Binding	15 Nos.
96	D.M. Register	13"x17"	100 page leaves	Ledger	5 Nos.
97	Finished Report Book	11"x18"	50x4 both side	Colour	10 Nos.
98	Journal Voucher Pad	A-4 size	100 Leaves	Pad Binding	50 Nos
99	I.G. Book	9x7.5"	Both side 4 copy 100 set		30 Nos.
100	Log book Pouch Film	8.5"x13.5"	100 L Orient paper	Pad	25 Nos.
101	Milk Disposal Sheet	8"x13"	100 L White	Pad	50 Nos.
102	Milk Collection & Distribution Patrak	A4 Size	White Paper 57 GSM 32x 2	Pad	15 Nos.
103	Material Return Book	9"x5"	100 set x 3 colour	B.B.	20 Nos.
104	Requisition Book	8"x13"	50x3	Pad Cloth Binding	25 Nos.
105	Raw Milk Tanker Details	10"x15"	100 Leave Register	R.B	20 Nos.
106	Stock Position Book Plant	8.5"x13.5"	100 Leaves	B.B.	15 Nos.
107	Tank Position Book	A-4 size	100 L White paper	B.B	30 Nos.
108	Tanker Incoming Register	8.5"x13.5"	100 L Orient paper	RB	15 Nos.
109	Bin Card	8"x5.5"	210 GSM	R.B	5000 Nos.
110	Tanker Despatch Note	A4 size	100 Colour Paper 47 GSM 100x4 Perforaton 3 Fix one	Pad Cloth Binding	60 Nos.
111	Contractor Bill Book (MKT)	11"x9	100 x 2 White Paper 57 GSM 1 Perforated	Pad Cloth Binding	20 Nos.
112	Cheque Receipt Book	8 ½"x5 1/2"	White Paper 100x2 57 GSM 1 Perforated	Pad Cloth Binding	20 Nos.
113	Sanction Memo	7 ½"x 5	Colour Paper 47 GSM 100x3 Perferation2	Pad Cloth Binding	20 Nos.
114	Window Envelope	4"x9"	White Paper two colour Printing	B.B. Cloth Binding	15000nos
115	Delivery challan ghee	18x22/8	Colour paper 49GSM ABC 50x4=200 pages		80 Nos
116	Leaky Pkt Register (city supply)	17x27/4	Original paper (white paper) 58 GSM 100 pages		11 Nos
117	Tanker seal detail milk collection transport sheet	18x22/4	Original paper 58 GSM		80 Nos
118	Pouch film testing reg.	17x27/4	Maplitho paper 70 GSM 100 pages		5 nos
119	DCS Register	17x27/4	Original paper (white paper) 58 GSM 100 pages		40 nos
120	Delivery challan book(store)	18x22/4	Colour paper 49GSM ABC 50x4=200 pages		60 nos
121	Gate pass book (MDM)	18x22/4	Colour paper 49GSM ABC		20 nos

			50x6=300 pages		
122	Daily disposal sheet	18x22/1/2	Maplitho paper 70 GSM 100 pages		20 nos
123	Tanker gate pass book	18x22/8	Colour paper 49 GSM ABC paper 100 + 100=200		120 Nos
124	MBR Book	18x22/6	Colour Paper 49GSM ABC 50x4=200 pages		17 nos

E.M.D.

A. For all printing stationery (Sr. No. 1 to 124) EMD of Rs. 30,000/- is required.

Specification of printing of above stationery

1. 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.
2. Putta of the following thickness shall be used:
 - a) Pads - 8 oz
 - b) Book Binding (Putta on one side) 16 oz
 - c) Ordinary Register binding (Putta on both the sides) - 16 oz.
3. 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

**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**

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



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	Dairy Register	
4	Milk Supply ledger	
5	Pass Book	
6	Truck Sheet Sets(3 Nos.each set)	
7	Cash Book	
8	Milk Fat Testing Reg.	
9	Head Load Book	
10	Delivery Challan/Bill Book	
11	Monthly Progress Report Book	
12	Proceeding Register	
13	Stock Register	
14	Milk Payment Reg.	
15	Sale Register	
16	Dead Stock Register	
17	A.I.Register	
18	Truck Sheet Pad	
19	Share & Share Holder Register	
20	Personal Record Reg.	
21	Member Record Reg.	
22	Sample Milk Sale Register	
23	Booth Challan	
24	Agrim Patrak Dhan Rashi Ka lekha Jokha	
25	Distribution Vehicle Challan	
26	Return Slip Book	
27	Stock Book 500 L	

28	Stock Book 300 L	
29	Stock Book 200 L	
30	Stock Book 100 L	
31	Depot Sales Reg.	
32	Advance Card Book	
33	Note Sheet Pad	
34	Advance Card Money details	
35	Product Gate Pass	
36	Daily fat SNF Sheet	
37	Medical Bill Pad	
38	Gate Pass Book	
39	Hourly Test Register	
40	Compressor Log Book	
41	File Cover Clip Type	
42	Letter Head	
43	Indent Book DCS	
44	Receipt Book DCS	
45	Calves Incentive Certificate Book	
46	M.B.R. Register	
47	Bill Book Credit	
48	Daily Ghee Account Book sheet	
49	Daily Product Book Sheet	
50	Daily Test Report Book Sheet	
51	Fat Slip Pad	
52	Entry Permit Book	
53	Dugdh Sanklan Awak & Jawak Reg.	
54	Milk Distribution Awak & Jawak Reg.	
55	Milk Distribution Road Sheet Pad	
56	Milk Distribution & Return sheet pad	
57	Deduction Pad	
58	Addition Pad	
59	D.M. Book (Mktg)	
60	Cash Payment Voucher Pad	
61	Shrikhand Log Book	
62	Ghee Log Book	
63	Dahi Log Book	
64	Product Report Book (QC)	
65	Gate Pass Book Secu.	
66	Gate Pass Book Store	
67	Box File	
68	Ghee Transfer To store Book	
69	Windows Envelope	
70	Note Sheet Pad one side printing	
71	E.T.P Plant Log Book	
72	M.R. Book Cash	
73	Indent Book Office	

74	File Pad	
75	Attendance Register	
76	Vehicle Log Book	
77	Contract Bill Pad (FO)	
78	Envelope Large Size	
79	A.I. Ledger	
80	Samagra Sanklan Patrak (FO)	
81	E.L. Forms	
82	Fix T.A Bill Pad	
83	Regular T.A. Bill Pad	
84	Miscellaneous Advance Form Pad	
85	Recuipment/Advance Adjustment Voucher Pad	
86	Receipt Register	
87	Despatch Register	
88	Register 1 Qr	
89	Register 2 Qr	
90	Register 3 Qr	
91	Register 4 Qr	
92	Register 5 Qr	
93	Bacteriology Register	
94	Boiler Log Book	
95	Attendance Register Time Office	
96	Consumable Register	
97	Cream & Butter Product Sheet	
98	Can Milk Summary	
99	Contractor Bill Pad	
100	Collection Report Book plant	
101	D.M. Register	
102	Finished Report Book	
103	Journal Voucher Pad	
104	I.G. Book	
105	Log book Pouch Film	
106	Milk Disposal Sheet	
107	Milk Collection & Distribution Patrik	
108	Material Return Book	
109	Requisition Book	
110	Raw Milk Tanker Details	
111	Stock Position Book Plant	
112	Tank Position Book	
113	Tanker Incoming Register	
114	Bin Card	
115	Tanker Despatch Note	
116	Contractor Bill Book (MKT)	
117	Cheque Receipt Book	
118	Sanction Memo	
119	Delivery challan Ghee	
120	Leaky pkt register (city supply)	

121	Tanker seal detail milk collection transport sheet	
122	Pouch film testing register	
123	DCS Register	
124	Delivery challan book(store)	
125	Gate Pass Book (MDM)	
126	Daily disposal sheet	
127	Tanker Gate pass book	
128	MBR Book	

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



SCHEDULE -V

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

To,
Chief Executive Officer
BSDSM, Bhopal

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