**JABALPUR SAHAKARI DUGDH SANGH MARYADIT**

DAIRY PLANT . KARONDANALA, IMALIYA, JABALPUR

**Phone no:- 09425386044 E-mail -****jdssanchipurchase@gmail.com**

GST : 23AAAAJ0485D1Z6Pan : AAAAJ0485D

(AN ISO 9001:2008 And 22000:2005 CERTIFIED ORGANISATION)

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Tender Ref No: 3164 /JSDSM/ 2019/Jabalpur Date. 23.08.2019

**NIT**

Online (E Tender) tenders are invited for Supply***DCS Stationary***, **Items**at Dairy Plant Jabalpur SahakariDugdh Sangha Maryadit.

As per the key dates mentioned on the website <https://www.mptenders.gov.in>

 Tender document can be purchased online only from <http://www.mptender.gov.in> by making an online payment.

 The tender is available for purchase/download from :- 23.Aug.2019

* Last date &time for Purchase of tender form :- 12.Sep.2019 at 012:00 PM
* Last date & time of submission of Tender : - 13.Sep.2019 at 12:00 PM
* Opening Of Tender :- 13.Sep.2019 at 04:00 PM

 The bid documents are also available in the website at <http://www.mpcdf.gov.in>.

**CHIEF EXECUTIVE OFFICER**

**Jabalpur SahakariDugdhSanghMaryadit**

JABALPUR SAHAKARI DUGDHA SANGH MYDT, JABALPUR

**TERMS & CONDITIONS:**

 1. **RATES:** Should be FOR, plant Basis (Freight + Packing & Forwarding etc. are included ) if mention extra/actual, clearly specified the percentage of basic rate for Packing+ Forwarding & Freight etc,

 2. **TAXES :** Should be specified clearly in the Quotation.

 3. **VALIDITY :** Offer should be valid for at least **One Year**

 4.**TERMS OF:**Our normal terms of payment is full payment after receipt

**PAYMENT**inspection and acceptance of material in our stores within a period of 30 days and in case of rejection no payment will be effected

5. **OFFER** :(A)The supplier shall deposit the Earnest Money Amount (EMD) as mentioned inBid invitation and General information’s ., payable online during uploading of the tender at <https://mptender.gov.in>only.EMD will not be accepted in cash at Finance section JSDS or in the demand draft.Bidder shall upload scan copy of the transaction no./ receipt obtained through online payment as proof of successful payment. In case the supplier withdraws his offer during the validity period,after placement of order, the EMD amount shall be forfeited.

( \* ) E.M.D. shall be Rs. 5,000/- **separately**

 (B) Any tender which is not accompanied by the earnest money

 deposit are liable tobe rejected. Earnest money depositof

 unsuccessful tenders will be returnedwithin 90 days from

the date of opening of the tenders. The Earnest Money deposit ofthe successful tenders will be released on completion of

 supply / work as the case may be within the stipulated. period.

(C)No interest will be paid on the E.M.D. for the period during

 which it lies in deposit with the Jabalpur SahakariDugdha

SanghJabalpur.

1. ) REJECTION /RECTIFICATIONS :

A)The rejected material should be rectified or replacement with in 15 days from our first intimation otherwise the rejected material will be disposed off at your own risk and cost.

B) Unless and until the rejected material is replaced, no further orders will be released, more over all the pending payment will be stoppedimmediately.

7)ACCEPTANCE OF PART/WHOLE TENDERS & NEGOTIATION OVER TENDERERS RIGHTS THEREOF :

A ) Chief Executive Officer, Jabalpur Sahakari. DugdhaSanghMydt, the Power To Negotiate With lowest tender On The tender date Or Any Suitable date decided there off.

B) JABALPUR SAHAKARI DUGDH SANGHA MARYADIT, JABALPUR-.reserves the right to accept/ reject wholly or partly any tender without assigning any reason whatsoever. The JABALPUR SAHAKARI DUGDH SANGHAMARYADIT, JABALPUR-.in this regard shall not entertain anycorrespondence.

8). THE TENDERERS HAS TO DEPOSIT EARNEST MONEY as described at S.No.( 5 )- (B) for this schedule.

9) FAILURE AT ADHERE TO THESE INSTRUCTION will be render the offer liable for rejections.

10) We will avail liberty to purchase
required quantity in whole or part.

11) The tender has to submit the documents relating to the “PAN” number of the tender & valid “ GSTIN “ number .The tender without “ GSTIN “ number shall be treated as non responsive.

12) The Chief Executive Officer reserves the right to accept/reject any or all the tenders or its parts without assigning any reason thereoff**.**

13) Any dispute arised for the interpretation of any word or clause of this contract will be settled through an arbitration chaired by the chairman of Jabalpur DugdhSangh,whose decision shall be binding to both of the bodies.

14) For all disputes the Jurisdiction shall be Jabalpur,no court outside Jabalpur will have any Jurisdiction

**Chief Executive Officer**

**JABALPUR SAHAKARI DUGDHA SANGH MARYADIT JABALPUR**

**List OfDCS Stationary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description Of Material** | **Specification** | **Unit packing** | **Required Quantity** |
| **1** | Advance card book | 4’’x5’’ – 50x2 page -1 J.k. bond white , page-II card sheet yellow perforated | Rs-----------Per No. |  |
| **2** | Bill book | 10’’x7’’ – 4 copy, color paper 50x4=200page  | Rs-----------Per No. |  |
| **3** | Delivery memo book | 8.4’’x10.5’’/50x5 with page number/ colorful paper | Rs-----------Per No. |  |
| **4** | Delivery memo book (marketing) | 8.4’’x10.5’’/50x5 with page number/ colorful paper | Rs-----------Per No. |  |
| **5** | Daily working sheet book  | 16’’x14.5’’/duplicate 50x2-100 page orient  | Rs-----------Per No. |  |
| **6** | Cheque issue register | 8.5’’x13.5’’-100 page, ledger paper | Rs-----------Per No. |  |
| **7** | Hourly test report register  | 15.5’’x9.5’’/-100 page, orient paper  | Rs-----------Per No. |  |
| **8** | Issue voucher book | 9’’x10.5’’/triplicate@-50x3 =150 with page number/ colorful paper | Rs-----------Per No. |  |
| **9** | Letter head pad | 9’’x11.5’’/-100 page , J.K bond paper | Rs-----------Per No. |  |
| **10** | Depot challan  | 50x2 =100 first page green &second white, sirpur color | Rs-----------Per No. |  |
| **11** | Milk supply bill book | 14.5x8.5’’@triplicate@ 50x3 =150 page, orient paper  | Rs-----------Per No. |  |
| **12** | Milk delivery summary | 12.5’’x8’’@duplicate@ 50x3 = page, orient paper  | Rs-----------Per No. |  |
| **13** | Milk return summary | 12.5’’x15’’@triplicate@ 50x3 =150 with page number/orient paper/ colorful paper | Rs-----------Per No. |  |
| **14** | Milk delivery sheet  | 20’’x15’’@triplicate@ 50x3 =150 page, orient paper | Rs-----------Per No. |  |
| **15** | Money receipt book  | 5.5’’x8’’@triplicate@ 50x3 =150 with page number @white orient/ colorful paper | Rs-----------Per No. |  |
| **16** | Note sheet pad | 8’’x13’’/ledger/85GSM/100 page per pad | Rs-----------Per No. |  |
| **17** | Purchase order book | 8’’x13’’/triplicate/50x3=150 page /color paper | Rs-----------Per No. |  |
| **18** | Refrigeration log book | 15.5’’x20’’@ = 100page/orient paper | Rs-----------Per No. |  |
| **19** | Stock book | 10’’x15’’/ledger paper/85GSM/150 page & 13 index leaf page  | Rs-----------Per No. |  |
| **20** | Tanker challan book | 8.4’’x10.5’’/four copy/50x4=200page/ colorful paper | Rs-----------Per No. |  |
| **21** | Cash book  | 11.5’’x19.5’’/ledger paper/85GSM/100page /color paper | Rs-----------Per No. |  |
| **22** | Demand book | 18.5’’x5.5’’/duplicate/50x2=100page/pink & white / sirpur color paper | Rs-----------Per No. |  |
| **23** | D.C.S. delivery memo (bill book) | 5.5’’x10’’/four copy 50x4=200page / sirpur color paper | Rs-----------Per No. |  |
| **24** | Head load slip book | 9’’x10’’/duplicate/50x2=100/orient paper  | Rs-----------Per No. |  |
| **25** | Ledger  | 13.5’’x9.5’’/ledger paper/85Gsm/100page | Rs-----------Per No. |  |
| **26** | Milk testing register | 13.5’’x10.5’’/200page/orient paper  | Rs-----------Per No. |  |
| **27** | Milk purchase register | 13.5’’x10.5’’@200page/orient paper | Rs-----------Per No. |  |
| **28** | Milk payment book | 13.5’’x8.5’’@ 200page/white orient paper | Rs-----------Per No. |  |
| **29** | Memberaccountof milksupply | 10’’x15’’/ 200 page/white orient paper | Rs-----------Per No. |  |
| **30** | Member /name member passbook  | 5’’x4.5’’/35page/with card sheet cover | Rs-----------Per No. |  |
| **31** | Receipt book  | 5.5’’x8.5’’/duplicate/10x2=200page/ white orient paper | Rs-----------Per No. |  |
| **32** | Sample milk sale register  | 8’’x13’’/150page/white orient paper | Rs-----------Per No |  |
| **33** | Mannual operation  | 8’’x13’’/150page/white orient paper | Rs-----------Per No. |  |
| **34** | Truck sheet pad | 8’’x13’’/150 page/white orient paper | Rs-----------Per No. |  |
| **35** | Weight sheet pad | 18.5’’x15.5’’/per four/ 50x4=200page/perforted in vertical size  | Rs-----------Per No. |  |
| **36** | DCS monthly progress pad  | 10’’x3=30x7 set/triplicate/10page per seven | Rs-----------Per No. |  |
| **37** | Monthly progress pad | 2’’x4’’/duplicate/4 page per set/total seven set | Rs-----------Per No. |  |
| **38** | Member register | 9.5’’x15’’/100 page/ white orient paper | Rs-----------Per No. |  |
| **39** | Dead stock register | 8’’x13’’/100 page/ white orient paper | Rs-----------Per No. |  |
| **40** | Stock register | 8’’x13’’/100 page/ white orient paper | Rs-----------Per No. |  |
| **41** | Shareandshareholders register  | 9.5’’x15’’/100 page/ white orient paper | Rs-----------Per No. |  |
| **42** | Hourly testing register  | 9.5’’x14.5’’/200page/100page number/ white orient paper | Rs-----------Per No. |  |
| **43** | Gate passbook | 5’’x8 . 1/2’’/200page/100page number/ white orient paper | Rs-----------Per No. |  |
| **44** | MDM gate pass receipt | 8.4’’x10.5’’/50x4 =200 page/with number/colorful paper | Rs-----------Per No. |  |
| **45**  | Buylaws (upniyam) | As per Sample  | Rs-----------Per No. |  |
| **46** | Ansh and Anshadhari Register | 2 Quire14”x9”=100 page | Rs-----------Per No. |  |
| 2Quire 9’x14’’=100 page |
| **47** | A I Register | 2Quire13”x8” | Rs-----------Per No. |  |
| **48** | KaryawahiPustika | 12”x8”=100 page | Rs-----------Per No. |  |
| **49** | SadashiyaDugdhPrdayaKhataBahi | 14 ½”x9 ½” =200 Page  | Rs-----------Per No. |  |
| **50** | SadashiyaAvedan Form | 11”x8 ½”=100 Page | Rs-----------Per No. |  |

**Name of Firm Signature Seal**