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PAN: AAAAJ0485D

जबलपुर सहकारी दुग्ध संघ मर्यादित
(मध्य प्रदेश सहकारी सोसायटीज अधिनियम 1960 के अधीन पंजीकृत)
ISO. 9001 : 2000 & 22000: 2005



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nder Ref No:03 /PUR-25(23-24)/JSDSM/ 2023 /Jabalpur

Date:- 30.01.2023

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Notice Inviting Tender (E- TENDER)

Online Tender are invited for **Supply Office Stationary, Items** at Jabalpur sahakari dugdh sangh from reputed manufacturer/distributor/dealer/suppliers. The tender documents containing the terms and conditions can be purchased online & downloaded through following website <http://www.mp.tenders.gov.in> from 31.01.2023 At 2:00 PM 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.sanchidairy.com. EMD amount 10,000/- should be submitted online only

The tender is available for purchase/download from:-31.01.2023 From 2:00 PM onwards

- ❖ Last date & time for Purchase of tender form:- **09.02.2023 till 1:00 pm**
- ❖ Last date & time of submission of Tender :- **10.02.2023 till 1:00 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 authorized dealers or other suppliers for supply of **Office stationary Items** strictly in adherence to the detailed specifications given in the annexure of the tender documents. Jabalpur Sahakari Dugdha Sangh Mydt., Jabalpur reserves the right to accept or reject any or all tenders, which in their opinion justify such actions, without further explanation to the tender.

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, Jabalpur Sahakari Dugdha 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.

- 2.11 No person or firm is permitted to submit more than one tender under different names.
- 2.12 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 during the supply.
- 2.13 If needed, negotiations will be done for prices and as well as terms & conditions of material supply only with the party which offers the lowest rate.
- 2.14 Conditional Tenders are liable for rejection.

Bid Validity

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

Documents composing the Bid

Technical bid:

1. Online EMD transaction acknowledgement
2. Copy of Registration Certificate of the Firm / Organization (Tenderer).
3. Copies of purchase orders last 2 years,
4. Copy of Permanent Account Number (PAN) and GSTIN.
5. Client list
6. Copy of latest Income Tax returns.
7. Tender document each page sealed and signed as token of acceptance to each and every terms and conditions.
8. These documents are necessary to provide to JSDS before the agreement/first Purchase order.
- 9.

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

- 3.1 EMD 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.

4.1 The tenderer should quote rate on FOR dairy plant, Jabalpur basis, GST Includes.

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.	Up-to 15 days	1% cost of the unit.
2.	Between 16 to 30 days	2% cost of the unit
3.	Beyond 30 days	Up-to 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

6.3 Each & every items should be as per JSDS Tender specified if. Supplier material is lesser than as specified in tender specification then a pro-rata deduction will be made.

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 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 Honorable 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 DUGDHA SANAGH MARYADIT JABALPUR List Of Office Stationary

S.No	Description Of Material	Specification	Unit packing
1	Attendance register	Orient, 2Quire	Rs----Per No.
2	Basta Cloth	1X1 Mtr	Rs----Per No.
3	Carbon (pencil)	8X13 cores	Rs----Per Packet/ (Pkt=100 pcs).

4	Carbon (pencil)	13X17 cores	Rs----Per Packet. (Pkt=100 pcs).
5	Brown tape	“24mm”, Length-30Mtr	Rs-----Per Nos.
6	Cello tape	12mm, L-30Mtr	Rs----Per Nos.
7	Duplicating book	8x13,MB/orient	Rs----Per book
8	Dak Pad (four Folder)	Good quality	Rs----Per Nos.
9	Duplicate book	Orient, size ¼	Rs----Per Book
10	Duplicate book	Orient, size 1/6	Rs----Per Book.
11	Duplicate book	Orient, size 1/8	Rs----Per Book.
12	Dot Pen	cello	Rs----Per Nos.
13	Clip file (with Printing)	Make – veer No. 1008	Rs----Per Nos.
14	Envelope (thick paper)	9x4, white orient	Rs----Per Nos.
15	Envelope(Ditto)	11x5, white orient	Rs----Per Nos.
16	Envelope(Felt fabric)	10x12, Khaki colour	Rs----Per Nos.
17	Envelope(Ditto)	10x12, Khaki colour	Rs----Per Nos.
18	Envelope (thick)	10x12 Cloth flap, with corner	Rs----Per Nos.
19	Envelope (thick)	12x16 Cloth flap, with corner	Rs----Per Nos.
20	File Fodder	Good Quality A4 Size	Rs----Per Nos.
21	Gum Bottle	300ml/Cores	Rs----Per Nos.
22	Index file (with printing)	Make – veer No. 574846	Rs----Per Nos.
23	Lace (long)	White	Rs----Per Pkt (Pkt=100Pcs).
24	White correcting pen	Camlin (7ml)	Rs----Per Nos.
25	Waste paper (basket)	Good quality	Rs----Per Nos.
26	Photo copy paper (J.K. Copier, Red)	A-4, J.K. bond / GSM 75gm	Rs----Per Pkt. (pkt=500Nos.)
27	Photo copy paper (J.K. Copier, Green)	A-4, J.K. bond/ GSM 70gm	Rs----Per Nos (pkt=500Nos.).
28	Paper Weight	Glass, Normal size	Rs----Per No.
29	Plastic Scale	12’’/18’’	Rs----Per Nos.
30	Pencil HB	Natraj/Apsara	Rs----Per Pkt (Pkt=12 Nos.).
31	Computer paper	Part- II, 10x12, century	Rs----Per pkt.
32	Computer paper	Part- I, 12x14, century	Rs----Per pkt.
33	Computer paper	Part- II, 12x14, century	Rs----Per pkt.
34	Computer Ribbon	-----	Rs----Per No.
35	Calulator (Make Citizen)	CT-800/112 steps checks & correct (Large Size)	Rs----Per Nos.
36	Dispatch/issue/letter/ register	No.-8/ Sangam	Rs----Per Nos.
37	File Pad	----	Rs----Per Nos.
38	File Flag	----	Rs----Per PKT
39	Punching Machine	Kangaro 20Nos	Rs----Per Nos.
40	Register 1 Quire	8x13 160 /Madhukar	Rs----Per Nos.
41	Register 2 Quire	8x13 160/ Madhukar	Rs----Per Nos.
42	Register 2 Quire	13x17	Rs----Per Nos.
43	Register 3 Quire	8x13 150/ Madhukar	Rs----Per Nos.
44	Register 4 Quire	8x13	Rs----Per Nos.
45	Refill Long	Dot long Refill	Rs----Per Nos.

46	Stapler Machine No-10	Kangaro 170 Nos.	Rs----Per Nos.
47	Stapler Machine No-24/6	Kangaro 170 Nos.	Rs----Per Nos.
48	Rubber Band	4 packet	Rs----Per kg.
49	Rough Pad	Size 1x4 1x6	Rs----Per Nos.
50	Stapler Pin No-10	Kangaro 20Nos	Rs----Per Nos.
51	Stapler Pin No-24/6	Kangaro 20Nos	Rs----Per Nos.
52	Stamp Pad	Regular Size / Ashoka	Rs----Per Nos.
53	Stamp Pad Ink	30 ML/Blue/Red/Green	Rs----Per Nos.
54	Tag Small	white	Rs----Per Pkt (Pkt=100Pcs).
55	Tocha	Plastic Handle	Rs----Per Nos.
56	Paper Pin 70Gms	Good quality (26mm)	Rs----Per Pkt.
57	U Plain	100 Gm Plastic	Rs----Per No.
58	Cell (watch/Remote)	Eveready	Rs----Per No.
59	Highlighter Textliner48 refill	Faber –Castell (Yellow)	Rs----Per No.
60	Vehicle Log Book	Aashish	Rs----Per No.
61	Marker Pen Black	Camlin Bold-E	Rs----Per No.
62	Marker Pen Ink	Camlin	Rs----Per No.
63	Receipt Register	No-08/Sanagam	Rs----Per No.

Name of Firm

Signature Seal