**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***Office 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 DUGDH SANAGH MARYADIT JABALPUR**

**List Of Office Stationary**

**List Of Office Stationary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description Of Material** | **Specification** | **Unit packing** | **Required Quantity** |
| **1** | Attendance register  | Orient, 2Quire | Rs------- Per No. |  |
| **2** | Basta Cloth | 1X1 Mtr | Rs------- Per No. |  |
| **3** | Carbon (pencil) | 8X13 cores | Rs------- Per Packet. |  |
| **4** | Carbon (pencil) | 13X17 cores | Rs------- Per Packet. |  |
| **5** | Brown tape | 2”/1”, Length-30Mtr  | Rs------- Per No. |  |
| **6** | Cello tape | 12mm, L-30Mtr | Rs------- Per No. |  |
| **7** | Duplicating book | 8x13,MB/orient | Rs |  |
| **8** | Dak Pad (four Folder) | Good quality | Rs------- Per No. |  |
| **9** | Duplicate book | Orient, size ¼ | Rs------- Per No. |  |
| **10** | Duplicate book | Orient, size 1/6 | Rs------- Per No. |  |
| **11** | Duplicate book | Orient, size 1/8 | Rs------- Per No. |  |
| **12** | Clip file (with Printing) | Make – veer No. 1008  | Rs------- Per No. |  |
| **13** | Envelope (thik paper) | 9x4, white orient | Rs------- Per No. |  |
| **14** | Envelope(Ditto) | 11x5, white orient | Rs------- Per No. |  |
| **15** | Envelope(Felt fabric) | 10x12, Khaki colour | Rs------- Per No. |  |
| **16** | Envelope(Ditto) | 10x12, Khaki colour | Rs------- Per No. |  |
| **17** | Envelope (thik) | Cloth flap, with corner | Rs------- Per No. |  |
| **18** | Gum Bottle | 300ml/Cores | Rs------- Per No. |  |
| **19** | Index file (with printing)  | Make – veer No. 574846 | Rs------- Per No. |  |
| **20** | Lace (long) | White  | Rs------- Per No. |  |
| **21** | Plain Paper  | Orient full scape 13x17 | Rs------- Per No. |  |
| **22** | White correcting (fluid) | With Diluter, cores  | Rs------- Per No. |  |
| **23** | Waste paper (basket) | Good quality | Rs------- Per No. |  |
| **24** | Photo copy paper (J.K. Copier, Red) | A-4, J.K. bond | Rs------- Per No.s |  |
| **25** | Photo copy paper (J.K. Copier, Green) | A-4, J.K. bond | Rs------- Per No.s |  |
| **26** | Photo copy paper (J.K. Copier, Green) | A-4, J.K. bond | Rs------- Per No. |  |
| **27** | Computer paper  | Part- II, 10x12, century  | Rs------- Per No. |  |
| **28** | Computer paper  | Part- I, 12x14, century  | Rs------- Per No. |  |
| **29** | Computer paper  | Part- II, 12x14, century  | Rs------- Per No. |  |
| **29** | Computer Ribbon | - | Rs------- Per No. |  |
| **30** | Pendrive 4GB/8GB/16GB | Good quality  | Rs------- Per No. |  |
| **31** | Dispatch/issue/letter/ register | No.-8/ Sangam | Rs-------------Per No. |  |
| **32** | File Pad | 200 | Rs-------------Per No. |  |
| **33** | File Flag | 50 Nos | Rs-------------Per No. |  |
| **34** | Punching Machine | Kangaro 20Nos | Rs-------------Per No. |  |
| **35** | Register 1 Quire | 160 /Madhukar | Rs-------------Per No. |  |
| **36** | Register 2 Quire | 160/ Madhukar | Rs-------------Per No. |  |
| **37** | Register 3 Quire | 150/ Madhukar | Rs-------------Per No. |  |
| **38** | Receipt Register |  No.-8/ Sangam | Rs-------------Per No. |  |
| **40** | Stapler No-10 | Kangaro 170 Nos | Rs-------------Per No. |  |
| **41** | Rubber Band | 4 packet | Rs-------------Per No. |  |
| **42** | Rough Pad |  | Rs-------------Per No. |  |
| **43** | Stapler Pin No-10 | Kangaro 20Nos | Rs-------------Per No. |  |
| **44** | Stapler Pin No-24/6 | Kangaro 20Nos |  |  |
| **45** | Paper Pin 100Gms | Good quality  |  |  |

**Name of Firm Signature Seal**