



# UJJAIN SAHAKARI DUGDH SANGH MARYADIT

MAKSI ROAD UJJAIN

E-mail: [purchaseuds@gmail.com](mailto:purchaseuds@gmail.com)

Ref No: USDS/PUR/2021/

Date: 04-10-2021

## E-TENDER NOTICE

Ujjain Sahakari Dugdh Sangh Invites online e-tenders from the manufacturers for the supply of **Printing Stationary** for the year 2021-22. The tender notice, tender documents, containing the terms and conditions can be purchased online & downloaded through following website <https://www.mptenders.gov.in> from 05-10-2021 11:00AM . The tender will be submitted from 26-10-2021 at 1:00 PM. The tender Technical bid will be opened on 27-10-2021 at 3:00 PM. The detailed Tender Form can be seen (only for reference) at our H.O website: [www.sanchidairy.com](http://www.sanchidairy.com). For digital Signature please contact M.P. State Electronic Development Corporation Ltd., Arera Hills, Bhopal on toll free no. 18002588684. Corrigendum/Amendment if any to this publication would appear only on the above mentioned websites and will not be published else where.

**CHIEF EXECUTIVE OFFICER**

महाप्रबंधक (सं.स.)      सहायक महाप्रबंधक (वित्त)      सहा.महाप्रबंधक (एमआईएस)

प्रभारी(क्षे.सं.)      प्रबंधक (यांत्रिकी)      प्रभारी(गु.नि.)      प्रभारी(क्रय)



# UJJAIN SAHAKARI DUGDH SANGH MARYADIT

E-mail: purchaseuds@gmail.com

RefNo: USDS/PUR/2021/

Date: 04-10-2021

The tender notice, tender documents, containing the terms and conditions can be purchased online & downloaded through following website <http://www.mptenders.gov.in>

## **E-TENDER Printing Stationary FOR THE YEAR 2021-22**

### **TENDER DOCUMENT**

Schedule I	:	General Terms & Conditions.
Schedule-II	:	Specifications And Price Schedule
Schedule III	:	Purchase Agreement
Schedule IV	:	EMD Exemption Letter
Schedule V	:	Form A
Tender Cost	:	Rs.500/- (Rupees five hundred only)
EMD	:	Rs.10000/-
Tender Document Download/Sale Start Date	:	05-10-2021 11:00 AM Onwards Tender
Document Download/Sale End Date	:	26-10-2021 Time 01:00 PM
Bid Submission Start Date	:	05-10-2021 Time 11:00
Bid Submission End Date	:	26-10-2021 Time 01:00 PM
Bid Opening Date	:	27-10-2021 Time 03:00 PM
Place of opening of Tender	:	Office of the UJJAIN Sahakari Dugdha Sangh Maryadit, UJJAIN.
Address for Communication	:	The CEO, UJJAIN Sahakari Dugdha Sangh Maryadit , Maski Road , UJJAIN 456010

**CHIEF EXECUTIVE OFFICER**

## SCHEDULE - I

### **General Terms & Conditions for tender submission & material supply**

UJJAIN Sahakari Dugdh Sangh invites online e-tenders (Two Bid System) from the manufactureres for the supply of **Printing Stationary** for the year 2021-22, strictly in adherence to the detailed specifications given in the schedule II of the tender documents.

CEO UJJAIN Sahakari Dugdha Sangh Mydt., UJJAIN reserves the right to accept or reject any or all tenders at any stage, 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 Individuals signing on the tender and other related documents (a copy of entire Tender Document should be sealed and signed must be uploaded) must specify in which capacity of the firm he/ she has signed the documents. (copy to be uploaded –mandatory)
- 2.2 The tenderer(s) should clearly state in their offer the address, telephone, fax, e-mail. Any change in the address should immediately be communicated to the Chief Executive Officer, Ujjain Sahakari Dugdh Sangh Mydt, Ujjain 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, UJJAIN Sah. Dugdha Sangh Mydt. UJJAIN 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 As the commodity is so vital in nature, the Chief Executive Officer, USDS 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, and GST number and firm registration without which the tender may not be entertained. (Copy to be uploaded –mandatory and all documents should be in the same name of Firm/Establishment).
- 2.7 The Tenderers should submit the tender rates in the Schedule IV 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, USDS during the supply.
- 2.10 Tenderer shall fill all the details of the unit in the enclosed form- A in schedule-III. (copy to be uploaded – mandatory).
- 2.11 Presently the rates invited for one year from the approval date of rates, it can be extended to further six months on the basis of mutual agreement if quality and supply of materials found satisfactory. Wherever there is variation in the requirement of quantity, the delivery schedule shall also be modified accordingly by the UJJAIN Sahakari Dugdh Sangh Maryadit, UJJAIN.

#### 3.0 **EARNEST MONEY DEPOSIT:**

- 3.1 All the tenderers are required to deposit Earnest Money Rs./-10000.00 online only. Submissions of earnest money by any other mode than specified above shall not be acceptable and the related tender shall not be eligible for consideration.

- 3.2** Any tender which is not accompanied by Earnest Money deposit are liable to be rejected. EMD Exemption allowed only to the bidders who registered with M.S.M.E and having their establishment situated in M.P. State. As the tender will be finalized the unsuccessful tenderers will get back the EMD from MP TENDERS (as per their norms) on line. 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 without any interest amount.
- 3.3** No interest will be paid on the earnest money for the period during which (the EMD) lying in deposit with UJJAIN Sahakari Dugdha Sangh.Maryadit.

**4.0 PRICES:**

- 4.1** Rate should be quoted for the material as per the specifications given in the schedule II of the tender document. In case of any doubt as to the meaning of any of the terms & conditions or the specifications, the tendering firm may set forth the particulars there of and submit them to the Ujjain Sah. Dugdha Sangh Mydt, in writing that such doubts may be removed before submitting the tender.
- 4.2** 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. We would communicate our rate approval within 30 days of opening of tender.
- 4.3** The Tenderer should quote rate on F.O.R Dairy Plant UJJAIN basis.
- 4.4** The tender should quote rates and GST Extra.
- 4.5** The prices charged for the material supplies 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.
- 4.6** The lowest rate shall not be the only criteria for approval of the tender.

**5.0 MODE OF DESPATCH:**

- 5.1** The material to be supplied by qualified 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 delivery/dispatches of material/documents must the responsibility of supplier and shall be recovered from the bills.

**6.0 PRINTING:**

Printing work on each & every items should be printed as per USDS approved Artwork.

- a) The Barcode printing found unreadable then entire supply will be rejected.
- b) For the first time the bidder shall bear the cylinder manufacturing cost / expences.

**7.0 ACCEPTANCE / PENALTY**

- 7.1** Material must be supplied as per specification of USDS UJJAIN.
- 7.2** If printing found faded/Blurred then Full Consignment shall be rejected. No item will be used before quality check.
- 7.3** If item's GSM found lesser than as specified in tender specification then whole consignment shall be rejected.
- 7.4** In such condition when deficiencies are found more than one than the decision of CEO on recommendation of purchase committee shall be final.
- 7.5** In condition, if any consignment happens to declared as rejected, the supplier should have to visit USDS to know the causes for his own satisfaction.
- 7.6** The rejected material shall not be return to the supplier. To avoid any misuse of rejected material it shall be destroyed within a stipulated time of not more than 1 month, in presence of supplier at supplier cost and no payment shall be made for the rejected material.

**8.0 LIQUIDATED DAMAGES;**

**8.1** The time period and the date of delivery of the material stipulated in the purchase order shall be deemed to be the essence of the contract. Once firm delivery date(s) 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.

**8.2** If the qualified 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.

**8.3** If the qualified tenderer fails to make supply of the materials within required time/as per specification/material quality printing as per USDS approved art work, USDS UJJAIN will have right to purchase materials from the other bidders whom participated in the same tender and willing to supply the material on L-1 approved rates for which USDS will take the consent of other bidders too. For the issue of purchase order the proportionate ratio will be 60:40. The L-1 supplier fails to supply materials then the entire requirement shall be fulfilled through the other bidders and if the other bidders didn't agree to supply the material on L-1 approved rates the difference amount would be charged from deposited EMD or their pending bills of L-1 bidders if purchases were effected on higher price.

**9.0 INSURANCE:**

Insurance is to be arranged by the tenderer.

**10.0 INSPECTION:**

**10.1** All the materials supplies are subject to inspection at our stores 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. If the material is not found as per specification of USDS UJJAIN the consignment will be rejected shall not be returned. Supplier will be informed regarding rejection by post /e-mail supplier should attend this office within 15 days of the receipt of intimation so that the material could be rechecked and destroyed in his presence. If the supplier doesn't attend this office on time then the material will be destroyed by USDS. No payment shall be made against the rejected materials.

**10.2** Sample of the articles should be sent/produced before the competent authority if asked for within 3 days or as mutually agreed.

**10.3** Bidders has to submit their customers list along with the performance report of consignee is compulsory. (copy to be uploaded – mandatory).

**11 PAYMENT:**

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.

**12 TERMINATION OF CONTRACT:**

If any act of commission or omission of a unit under contract brings UJJAIN Sah. Dugdha Sangh Mydt. To dispute, then the Milk Unions shall be competent to debar/blacklist the unit from further business.

**13 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, UJJAIN 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.

**14 DISPUTE ARBITRATION & FINAL AUTHORITY:**

- 14.1 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, UJJAIN Sah Dugdha Sangh Mydt., in this respect will be final and binding on the successful tenderer.
- 14.2 For all matters of dispute, the decision of the M.D., M.P.C.D.F. Under Arbitration and Conciliation Act. 1996 shall be final and binding on all the concerned.
- 14.3 For all disputes, the venue for legal course shall be at UJJAIN.
- 14.4 If the tender opening date become any govt. holiday then the next working day may considered for tender opening.

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

@@@@@@@@

**UJJAIN SAHAKARI DUGDHA SANGH MARYADIT, UJJAIN  
SCHEDULE II**

MAXI ROAD, UJJAIN 456001 (M.P.) 2021-22 EMD 10000.00

CO DE	NAME OF ITEMS	SIZE	LEAVE	PRINTING STATIONARY	BINDING DETAILS	TOTAL APPROX REQUIREMENT	RATE OFFER
				PAPER DETAILS			
1.	Addition deduction book	8.5"x13.5"	100x3L	Sipur colour G/Y/W/ 47 gsm	2 copy performed with top craft paper pasting	30	
2.	Bank advice envelop with ack.	9"x5"		Orient white 57 gsm	envelop making	3000	
3.	Bills book DCS	8.5"x7.5"	50x5L	Sirpur colour Y/P/G/B/W47 gsm	4 copy perforated, numbered with topcraft paper	500	
4.	Demand pad	8.5"x5.5"	50.2L	Sirpur colour G/W 47 gsm	Gum pad binding	400	
5	Envelop (cloth) 3 colour printing	8"x14"		Brown paper	Envelope with cloth inside	500	
6.	Plain register	17"x13.5"	300L	Sirpur Ledger 70 gsm	Register binding, number	30	
7.	Sale Register	12.5"x7.5"	200L	Orient white 57 gsm	Register binding, number	100	
8	Triplicate book	7.5"x8.5"	50c3L	57 & 47 gsm white paper	2 copy perforated, number with double nutta binding	100	
09	Women member pass book	5.5"x4.5"	48L	Orientwhite 57 gsm & cover on card sheet	Centre stitch bind with printed cardsheet	1500	

1. पेपर सिर्फ ओरियन्ट पेपर मिल्स , सिरपुर मिल्स का ही स्वीकार्य रहेंगे।
2. निविदा के साथ प्रिंटिंग में उपरोक्त पेपर मिल्स के उपयोग किये जाने वाले पेपर का हस्तांतरित नमूना लगाना आवश्यक है।
3. छपाई कार्य निर्धारित पेपर पर नहीं किये जाने पर सम्पूर्ण सामग्री रिजेक्ट कर दी जावेगी। छपाई कार्य पूर्व नमुना अवश्य चेक करवायें।
4. बाईडिंग कार्य में यथासंभव नम्बरिंग का लिखा है परन्तु किसी आईटम में नहीं लिखा हो पर संस्था को आवश्यक होगा उस पर परिस्थिति में नंबरिंग कार्य करना होगा।
  6. छपाई कार्य की दरे प्रति नग ही देवे एवं कितने प्रतिशत जीएसटी है अलग से दर्शाये। एफओआर डेयरी प्लांट उज्जैन
  7. **W=white, P= pink, Y= Yellow, G= green, B = blue**
  8. स्टेशनरी का पेपर का साईज स्पेशीकेसन अनुसार होना चाहिए अन्यथा कटोत्रा किया जावेगा।

Seal & signature of company







## Technical Evaluation Check List

The tenderers should upload all the documents as per following check points.

<b>Check Points</b>		<b>Please Specify Documents Submitted in (Yes/NO)</b>
<b>1.</b>	EMD should paid online, except who registered with M.S.M.E and having their establishment situated in M.P	
<b>2.</b>	The tenderers should submit copy of PAN Card	
<b>3.</b>	GST Detail	
<b>4.</b>	Firm Registration Certificate	
<b>5.</b>	Tender Document Sealed & Signed	

**Note:-** The tenderer were not submitted any one of the above documents are liable for rejection in **Technical Bid Evaluation**.

## **SCHEDULE - III**

(To be executed on Non- judicial Stamp Paper value Rs.1000-/-)

### **PURCHASE AGREEMENT**

This AGREEMENT is made this day-----between M/s-----  
----- here in after call the cupplier which expression shall where the  
context so admits include heirs, executors successors administrators and assignees )on the  
**FIRST PARTY** AND Ujjain Sahakari Dugdh Sangh Maryadit ujjain through its Chief  
Executive Officer (hereinafter call the **SECOND PARTY** which expression shall be in context  
to include his successors in the office)

WHERE AS the contractor/supplier has offered **Printing Stationary** confirming as per  
tender NO----- Dated ----- to the nominated consignee as specified in the tender  
document FOR Ujjain as per terms and conditions of this Tender with Ujjain Sahakari dugdh  
Sangh Maryadit ujjain Agreement will be effective for a period of One Year from the date of  
awarding contract. The contract period can be increased for further Six months mutually. Where  
as Once firm delivery dates are communicated by Dugdh Sangh the same be strictyl adhered to  
and essecne of the contract. The supplies should be made as given schedule, in case they are not  
followed Chief Executive Officer, Ujjain Sahakari Dugdh Sangh Maryadit Ujjain reserves the  
right to make alternative purchases from open market and the difference of cost, if any shall be  
recoverable from the defaulting supplier. In case the supplies are not affected as per schedules  
the liquidated damages may be charged on the goods not so delivered as under :-

Duration of delay	Penalty
a) 15 Days	1% of the value of goods.
b) 16 to 30 Days	2% of the value of goods.
c) After 30 Days	5% of the value of goods and/ or the purchase order shall be treated as cancelled and the EMD may be forfeited.

Where as our normal terms of payment are 30 days after receipt of material & bills.

The payment shall be made by RTGS/NEFT Only.

Where as No price escalation shall be given in contract period.

Where as material do not confirm the above standard. The same shall be liable for  
rejection and first party has to lift the material at his own cost with in 7 days. Delay in lifting  
shall attract storage charges as per the rule of USDS Ujjain.

Schedule I of tender document general terms and conditions is part of agreement.

Now therefore the agreement witnesses and it is hereby agreed in accordance with terms and conditions of tender Document.

Witness:

Signature of Contractor

Firm Rubber Stamp

(1<sup>st</sup> Party)

Chief Executive Officer.

USDS Ujjain

(Ind Party)

Witness:

Witness:

(1)-----  
-----

-----  
-----

-----  
-----

(2)-----  
-----

-----  
-----

(1)-----

-----

-----

(2)-----

-----

ईएमडी राशि जमा/छूट प्राप्त करने हेतु आवेदन (IV)

मेरे द्वारा उज्जैन दुग्ध संघ द्वारा जारी ई-निविदा Printing Stationery संबंधि  
ई-निविदाअनुसार -----

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

(सामग्रीयों के नाम लिखे) हेतु दरें प्रस्तुत की गई है, जिसकी ई.एम.डी. राशि रू. ....  
(जिन सामग्रीयों हेतु दरें प्रस्तुत की जा रही है, उनके सम्मुख टंकित ई.एम.डी. राशि को जोड़कर  
लिखें) मेरे द्वारा आनलाईन जमा की जा रही है। शेष सामग्रीयों की ई.एम.डी. राशि रू. ....  
(कुल ई.एम.डी. राशि में से निविदाकार द्वारा जमा की गई राशि को घटाकर लिखें) की छूट प्रदान  
करने का कष्ट करें।

हस्ताक्षर -----

नाम :- -----

स्थायी पता :-  
-----

मोबाईल नं -----

ई-मेल नं. \_\_\_\_\_

UJJAIN SAHAKARI DUGDHA SANGH MARYDIT, UJJAIN

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

Chief Executive Officer  
USDS, Ujjain

Date :

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 Nos.(with STD Code): \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
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 of ..... Co.(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 USDS or its sisterMilk Unions or MPCDF 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**

