



उज्जैन सहकारी दुग्ध संघ मर्यादित

मकसी रोड, उज्जैन 456010 (म.प्र.)

वर्ष 2023–24 आफिस स्टेशनरी कय हेतु ऑनलाईन द्वितीय  
निविदा



Notice Inviting E-Tender for  
SUPPLY of Office Stationary

Bid submission Last Date: 17-04-2023



# UJJAIN SAHAKARI DUGDH SANGH MARYADIT

MAKSI ROAD UJJAIN

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

Ref No: USDS/PUR/2023/

Date: 28-03-2023

## **E-TENDER NOTICE (2<sup>nd</sup> call )**

Ujjain Sahakari Dugdh Sangh Mayradit Invites online E-tenders from the manufacturers/suppliers for the supply of **Office Stationary** for the year 2023-24. The tender documents containing the terms and conditions can be purchased online & downloaded through website <https://www.mptenders.gov.in> from 29-03-2023 01:00PM . The tender will be submitted up to 17-04-2023 Til 02:00 PM. Technical bid will be opened on 18-04-2023 at 2:00 PM. The details of Tender can be seen (only for reference) at our MPCDF 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 Corrigendum/Amendment if any to this publication would appear only on the above mentioned websites and will not be published else where.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**

प्रबंधक (कय)

प्रबंधक (प्रशासन)

प्रभारी(एमआईएस)

प्रभारी(वित्त)

प्रभारी(गु.नि.)



# UJJAIN SAHAKARI DUGDH SANGH MARYADIT

E-mail: purchaseuds@gmail.com

RefNo: USDS/PUR/2023/

Date: 28-03-2023

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 Office Stationary FOR THE YEAR 2023-24**

### **TENDER DOCUMENT**

Schedule I	:	General Terms & Conditions.
Schedule-II	:	Specifications and Price
Schedule III	:	Purchase Agreement
Schedule IV	:	Form A
Tender Cost	:	Rs.500/- (Rupees five hundred only)
EMD	:	Rs.15000/-
Tender Document Download/Sale Start Date	:	29-03-2023 01:00 PM Onwards Tender
Document Download/Sale End Date	:	17-04-2023 Time 02:00 PM
Bid Submission Start Date	:	29-03-2023 Time 01:00 PM
Bid Submission End Date	:	17-04-2023 Time 02:00 PM
Bid Opening Date	:	18-04-2023 Time 02:00 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 manufacturers for the supply of **Office Stationary** for the year 2023-24, 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 TENDER SUBMISSION:**

2.0 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)

2.1 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.

2.2 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.

2.3 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.

2.4 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.

2.5 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).

2.6 The Tenderers should submit the tender rates in the Schedule IV only. The conditional tenders are liable to be rejected.

2.7 No person or firm is permitted to submit more than one tender under different names.

2.8 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.

2.9 Tenderer shall fill all the details of the unit in the enclosed form- A in schedule-III. (Copy to be uploaded – mandatory).

2.10 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 15000.00 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 FOR Dairy Plant UJJAIN basis.
- 4.4** The tender should quote rates and GST Extra. Please fill the GST amount in price bid possibly.
- 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 be responsibility of supplier and shall be recovered from the bills.

**6.0 ACCEPTANCE / PENALTY**

- 6-1** Material must be supplied as per specification of USDS UJJAIN.
- 6-2** In such condition when deficiencies are found more than one time than the decision of CEO on Recommendation of purchase committee shall be final.
- 6-3** 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.

## **7.0 LIQUIDATED DAMAGES:**

**7.1** 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.

**7.2** 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.

**7-3** If the qualified tenderer fails to make supply of the materials within required time/as per specification, USDS UJJAIN will have right to purchase materials from the other bidders who 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.

## **8.0 INSURANCE:**

Insurance is to be arranged by the tenderer.

## **9-0 INSPECTION:**

**10.0** 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.

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

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

**10.3** Required Quantity Mentioned in schedule II Colum 3 against each item is only indicative & actual demand may Be more as less than mentioned in the schedule. Validity of tender will be for one year from the date of according Contract.

## **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.

**12.1 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.

**13 DISPUTE ARBITRATION & FINAL AUTHORITY:**

13.1 If there is Govt holiday on tender opening date Tender will be opened on next working day.

13.2 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.

13.3 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.

13.4 FOR all disputes, the venue for legal course shall be at UJJAIN.

**14 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.

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

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UJJAIN SAHAKARI DUGDH SANGH MARYADIT, UJJAIN  
(GENERAL STATIONARY TENDER 2023-2024)

SCHEDULE II

EMD 15000/-

S. NO.	NAME OF ITEMS	QUANTITY	SPECIFICATIONS	Basic RATE	GST RATE	TOTAL PRICE
01.	T Alpine (Any reputed make)	200 Pkts.	100 gram weight and Rust Free			
02.	Basta Cloth	500 Nos.	Minimum size 3 ft. x 3 ft. standard quality			
03.	Envelop	2500 Nos.	9" x 4" Brown/White paper standard quality			
04.	Envelop	2000 Nos.	13" x 4" Brown paper standard quality			
05.	File Cover (Lase file)	2000 Nos.	Superior quality standard size.			
06.	File Pads.	1000 Nos.	11' x 15' one kg. Board superior quality			
07.	Boxfile	200 Nos.	Standard size 1 kg. Board superior quality			
08.	Lace Bundles	100 Nos.	Length of Lace 18" approx. 100 in each bundles.			
09.	Pencil	10 dozen	Standard size H.S. Natraj/Camel			
10.	Punching machine Small DP 52	20 Nos.	Kangaroo make.			
11.	Punching machine medium Kangaroo 600	20 Nos	Kangaroo make.			
12.	Photocopy paper	1800 Pkts.	A-4, 70 GSM PAPER (J.K. BRAND) JK EASY COPIER			



# UJJAIN SAHAKARI DUGDH SANGH MARYADIT,

(GENERAL STATIONARY TENDER 2023-2024)  
SCHEDULE II :

S. N.	NAME OF ITEMS	QUANTITY	SPECIFICATIONS	Basic RATE	GST RATE	TOTAL PRICE
13.	Tags small	50 Bundle	Minimum length 4'/each bundle of 100 Nos. superior quality			
14	Stepler pin small no 10-1 M	500 Nos.	Kores brand for max 10 stepler			
15	Stepler Pin big No 24/6-1M	200 Nos	Kores brand for max 10 stepler			
16	Stepler machine Small 10	50 No	Max 10			
17	Stepler Machine big size(24/6)	50 No	H54SP or other big size			
18.	Rulled register 1 coir	200 Nos.	8" x 13" Orient paper 24 sheet (48 Pages.)			
19.	Rulled register 2 coir	200 Nos.	8" x 13" Orient paper 48 sheet (96 Pages.)			
20.	Rulled register 3 coir	200 Nos.	8" x 13" Orient paper 72 sheet (144 Pages)			
21.	Rulled register 4 coir	200 Nos.	8" x 13" Orient paper 96 sheet (192 Pages.)			
22.	Computer stationary Canstar/Navneet/Magnum					
(A)	10x12x1= 1000 PAPER	100 Pkts.	60 GSM			
(B)	10x12x2 = 1000 PAPER	50 Pkts	60 GSM			
(C)	10x12x4 = 1000 PAPER	50 Pkts	60 GSM			



UJJAIN SAHAKARI DUGDHA SAHAKARI MARYADIT,  
(GENERAL STATIONARY TENDER 2023-2024)

SCHEDULE II :

S.NO.	NAME OF ITEMS	QUANTITY	SPECIFICATIONS	Basic RATE	GST RATE	TOTAL PRICE
(D)	15x12x2 Computer Paper	150 Pkts.	60 GSM			
23.	Computer Dot Metric Printer Ribbon	200 Pkts.	13x10 size 10 Meter			
24	Fevi Gum Lime 100 ML	100 No				
25	Fevi Gum Lime 200 ML	100 No				
26	Carbon Half size	30 pkt	KORES Sapphire			
27	Carbon Full Size	10 Pkt	KORES Sapphire			

Along with above mentioned 7 articles we purchase kores stationary articles like , corbon papers of different sizes, stamp pad, pad ink, office paste correcting ink, copiers paper etc. Please offer your maximum discount percent allowable on current kores Price list in force, giving your terms of supply.

(B) S No Name of Items Qty. Not Required As Branded Percentage of Discount (Or current MRP.)

Note :- Quantity Mentioned in Colum 3 above in only indicative and the actual order for purchase of material can be more as less or per actual requirement .

## **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 **Office Stationery** 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.

(Signature of Contractor)

1<sup>ST</sup> PARTY

With Seal

Chief Executive Officer.

USDS Ujjain

(IInd Party)

Witness:

(1)-नाम-----

पूर्ण पता-----

मोबाईल नंबर -----

(2)नाम-----

पूर्ण पता-----

मोबाईल नंबर -----

Witness:

(1)नाम-----

पूर्ण पता-----

मोबाईल नंबर-----

(2)नाम-----

पूर्ण पता-----

मोबाईल नंबर-----



**UJJAIN SAHAKARI DUGDHA SANGH MARYADIT**  
**Maksi Road Ujjain 456010**

**SCHEDULE – IV**

**(To be submitted along with the offer)**

**Form – A**

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 as a  
Manufacturer Issued by the  
competent authority  
(Regn No. & Date) (Enclosed Copy) : \_\_\_\_\_
7. GST NO. \_\_\_\_\_ dated \_\_\_\_\_ copy
8. Details of PAN CARD (Enclosed Copy): \_\_\_\_\_
9. Name of Bank & RTGS/NEFT No.: \_\_\_\_\_  
Enclose cancelled cheque: \_\_\_\_\_
10. Have your Co./Unit or its sister concern ever been black listed/ debarred by USDS or its sister Milk  
Unions MPCDF Bhopal or GOI /GOMP & its undertaking ? YES / NO
11. If Yes, when & Why? Give reason in details

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.

DATE:

SEAL AND SIGNATURE OF TENDERER

NAME OF SIGNATORY

DESIGNATION