



# UJJAIN SAHAKARI DUGDH SANGH MARYADIT

MAKSI ROAD UJJAIN

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

Ref No: USDS/PUR/2021/

Date: 16-07-2021

## 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 16-07-2021, 11:00AM . The tender will be submitted from 09-08-2021 at 1:00 PM. The tender Technical bid will be opened on 10-08-2021 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 Corrigendum/Amendment if any to this publication would appear only on the above mentioned websites and will not be published else where.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)



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## **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.25000/-
Tender Document Download/Sale Start Date	:	16-07-2021 11:00 AM Onwards Tender
Document Download/Sale End Date	:	09-08-2021 Time 01:00 PM
Bid Submission Start Date	:	16-07-2021 Time 11:00
Bid Submission End Date	:	09-08-2021 Time 01:00 PM
Bid Opening Date	:	10-08-2021 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 manufacturer 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 Dugdh 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. Dugdh 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./-25000.00 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 thereof 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 be the responsibility of supplier and shall be recovered from the bills.

**6.0 PRINTING:**

Printing work on each & every item 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 then the decision of CEO on recommendation of purchase committee shall be final.
- 7.5** In condition, if any consignment happens to be 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*

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# UJJAIN SAHAKARI DUGDHA SANGH MARYADIT, UJJAIN

## SCHEDULE II

MAXI ROAD, UJJAIN 456001 (M.P.) 2021-22 EMD 25000.00

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.	Advance Form	8"x13"	50L	Orient white 57 gsm	Gum pad binding	20	
3.	Audit note	11"x8.5"	16x3L	Orient white 57 gsm	Register binding, number	1000	
4.	Bank advice envelop with ack.	9"x5"		Orient white 57 gsm	envelop making	3000	
5.	Bank slip books	7.5"x4.5"	50x4L	Sirpur colour Y/PG//W 47 gsm	Gum pad binding	1000	
6.	Bills book DCS	8.5"x7.5"	50x5L	Sirpur colour Y/P/G/B/W47 gsm	4 copy perforated, numbered with top craft paper	500	
7.	Boiler log book	12.5"x8.5"	200L	Sirpur ledger 70 gsm	Register binding, number	10	
8.	Cash book DCS	14.4"x9.5"	200L	Sirpur ledger 70 gsm	Register binding, number	1000	
9.	Cash memo credit book	11"x8.5"	50x4L	Sirpur colour P/G/Y/W 47 gsm	3 copy perforated number with top craft paper pasting	150	
10.	Cash payment voucher	8.5"x7"	100L	Sirpur colour Pink 47 gsm	Gum pad binding	100	
11.	Cattle feed/Ghee report	8"x13"	80L	Orient white 57 gsm	Gum pad binding	50	
12.	Cattle feed deduction book	8.5"x13.5"	50x3L	Sirpur colour P/G/Y 47 gsm	2 copy perforated., number with double putta binding	40	
13.	City Distribution gateass	16"x7.5"	65x4L	Sirpur colour P/G/Y/W 47 gsm	3 copy perforated number with top craft paper pasting	200	
14.	City Distribution return sheet	10.5"x8.5"	65x4L	Sirpur colour P/G/Y/W 47 gsm	3 copy perforated number with top craft paper pasting	200	
15.	Clip file triplex without lamination	22"x14"		Sirpur board	clipfire making as per speciman	200	
16.	Compressor Log book	13"x8.5"	400L	Sirpur ledger 70 gsm	Register binding	10	
17.	Covering Letter (cheque dd)	7.5"x9"	33x3L	Sirpur colour P/G/W 47 gsm	Gum pad binding	50	
18.	Daily general fat & snf a/c book	12.5"x15"	66x2L	Orient white 57 gsm	Register binding, number	50	
19.	Dairy register	14.5"x19.5"	40L	Orient white 57 gsm	Register binding, number	1000	
20.	Delivery Memo book	9"x7.5"	100x4L	Sirpur colour Pink 47 gsm	3 copy perforated number with top craft paper pasting	500	
21.	Demand pad	8.5"x5.5"	50.2L	Sirpur colour G/W 47 gsm	Gum pad binding	400	
22.	Depo challan book	5"x7.5"	100L	Orient white 57 gsm	Gum pad binding	500	

23.	Depotsale sheet register	11.5"x18"	60L	Orient white 57 gsm	number with double putta binding	100	
24.	Duplicate book	7.5"x8.5"	50x2L	57 & 47 gsm white paper	1 copy perforated, number with double putta binding	100	
25.	Entry Permit book	5.5"x8.5"	100x3L	Sirpur colour Y/G/W 47 gsm	2 copy performed with top craft paper pasting	50	

CODE	NAME OF ITEMS	SIZE	NO. OF LEAVES	PRINTING STATIONARY	BINDING DETAILS	TOTAL APPROX REQUIREMENT	RATE OFFER
				PAPER DETAILS			
26.	Envelop (cloth) 3 colour printing	8"x14"		Brown paper	Envelope with cloth inside	500	
27.	Envelop (window) 3 colour printing	9"x4"		Orient white 57 gsm	window envelop making	5000	
28.	Gate pass book (processing)	4.5"x5.5"	100x2L	Sirpur colour G/W 47 gsm	1 copy perforated, number with double putta binding	500	
29.	Gate pass material (returnable)	8.5"x11"	50x4L	Sirpur colour P/Y/G/W 47 gsm	Gum pad binding	25	
30.	gate pass milk supply	7.5"x17.5"	100x4L	Sirpur colour P/Y/G/W 47 gsm	3 copy perforated number with top craft paper pasting	50	
31.	Gate pass (material)	5.5"x8.5"	50x4L	Sirpur colour P/Y/G/W 47 gsm	3 copy perforated number with top craft paper pasting	200	
32.	Head load book	5.5"x10.5"	100x2L	Orient white 57 gsm	1 copy perforated, number with double putta binding	500	
33.	Journal Voucher	8.5"x7"	100L	Sirpur colour Green 47 gsm	Gum pad binding	100	
34.	Leave form pad	7.5"x5.5"	100L	Orient white 57 gsm	Gum pad binding	50	
35.	Ledger	12.5"x8"	200L	Sirpur Ledger 70 gsm	Leather binding, number	300	
36.	Letterpad 3 colour	8.5"x11"	100L	Bond paper 60 gsm	Gum pad binding	100	
37.	M.I.S. Book DCS	8.5"x11"	4x3x12set	Sirpur colour P/G/Y 47 gsm	Gum pad binding	1000	
38.	Material return slip book	8.5"x5.5"	100x2L	Sirpur colour P/W 47 gsm	1 copy performed with top craft paper pasting	25	
39.	MBRT book	6.5"x8.5"	50x2L	Orient white 57 gsm	1 copy perforated, number with double putta binding	30	
40.	Medical bill form pad	12.5"x8'	100L	Orient white 57 gsm	Gum pad binding	50	
41.	Member pass book with extra plastic cover	4.4'x5.4'	48L	Orient white 57 gsm & cover of caro sheet 8.3	Centre stitch bind with printed cardsheet	50,000	
42.	Member Proceeding register	13"x9"	40 L	Sirpur Ledger 70 gsm	Leather register binding	50	
43.	Milk advance card book(3col)	11'x4.5"	50 L	Orient cardsheet 8.3 kg	number with double putta binding	500	
44.	Milk Analysis Register	13"x8'	100 I	Orient white 57 gsm	Register binding, number	50	
45.	Milk collection register evening	15.5"x12.5"	100x2L	Orient white 57 gsm	1 copy with 14 alliened performation with top craft paper	300	
46.	Milk collection register morning	15.5"x12.5"	100x2L	Orient white 57 gsm	1 copy with 14 alliened performation with top craft paper	300	
47.	Milk collection Sheet	8'x13"	65x4L	Sirpur colour P/G/Y/W 47 gsm	Gum pad binding	75	
48.	Milk payment register	12.2"x7.5"	100L	Orient white 57 gsm	Register binding, number	400	
49.	Milk purchase register	12.5"x7.5"	300L	Orient white 57 gsm	Register binding, number	4000	
50.	Milk supply ledger	12.5"x7.5"	100L	Orient white 57 gsm	Register binding, number	600	
51.	Milk testing register	12.5"x7.5"	100L	Orient white 57 gsm	Register binding, number	800	



52.	Milk testing slip evening	11"x4.5"	100L	Sirpur colour Green 47 gsm	Gum pad binding	500	
53.	Milk testing slip morning	11"x4.5"	100L	Sirpur colour Yellow 47 gsm	Gum pad binding	500	

CODE	NAME OF ITEMS	SIZE	NO. OF LEAVES	PRINTING STATIONARY	BINDING DETAILS	TOTAL APPROX REQUIRE MENT	RATE OFFER
				PAPER DETAILS			
54.	Milk Analysis Report Book	7.5"x8.5"	50x2L	57& 47 Gsm white paper	1 copy perforated, number with double putta binding	100	
55.	Milk vehicle Deduction pad	8"x13"	100 L	Orient white 57 gsm	Gum pad binding	10	
56.	Note sheet pad	12.5"x8"	100L	Sirpur Ledger 80 gsm	Gum pad binding	100	
57.	Photocopy Requisition	7.5"x5.5"	100L	Orient white 57 gsm	Gum pad binding	50	
58.	Plain register	17"x13.5"	300L	Sirpur Ledger 70 gsm	Register binding, number	30	
59.	Proceeding register	12.5"x7.5"	200L	Orient white 57 gsm	Register binding, number	100	
60.	Purchase Order Pad	12.5"x7"	50x4L	Sirpur colour P/Y/G/W 47 gsm	Gum pad binding	10	
61.	Q.C. Rawmaterial testing report book	11"x9"	50x3L	Sipur colour /YG/W 47 gsm	2 copy perforted number with top craft paper pasting	250	
62.	Receipt book DCS	4.5"x5.5"	100x2L	Sirpur White 47 gsm	1 copy perforted., with top craft paper pasting	500	
63.	Receipt/bd/credit voucher	8.5"x7"	100L	Sirpur colour Yellow 47 gsm	Gum pad binding	100	
64.	Return slip (security)	5.5"x8.5"	500x5L	Sirpur colour P/Y/G/B/W 47 gsm	4 copy perforted., with top craft paper pasting	250	
65.	Sale Register	12.5"x7.5"	200L	Orient white 57 gsm	Register binding, number	100	
66.	Samank sankalan patrak	8.5"x11"	252L	Sirpur colour P/G/Y 47 gsm	Gum pad binding	150	
67.	Samiti Upniyam	8.5"x11"	16L	Orient white 57 gsm & card sheet	Centre stitch bind with printed cardsheet	1000	
68.	Sanction memo	11"x8.5"	50L	Orient white 57 gsm	Gum pad binding	100	
69.	Sangh mem. & share holder reg.	10"x14"	400L	Orient white 57 gsm	Leather register binding	5	
70.	Sankarjersey vatsa p. patra	5.5"x8.5"	50x3L	Sirpur colour Y/G/W 47 gsm	2 copy perforted., with top craft paper pasting	200	
71.	Stock register (dcs)	12.5"x8"	100L	Orient white 57 gsm	Register binding, number	200	
72.	Stock register with index	10."x15"	100L	Sirpur Ledger 70 gsm	Leather register binding with index cutting	100	
73.	Stock register with index	10"x15"	200L	Sirpur Ledger 70 gsm	Leather register binding with index cutting	50	
74.	Stock register with index	10"x15"	300L	Sirpur Ledger 70 gsm	Leather binding with index cutting	20	
75.	Stock Transfer Challan Duplicate book	9"x7.5"	100x2L	Orient white 57 gsm	1 copy perforted number with top craft paper pasting	30	
76.	Store requisition slip	5.5"x8.5"	50x2L	Sirpur colour Y/W 47 gsm	1 copy perforted., with top craft paper pasting	100	
77.	Swikriti Patrak	8"x6"	50L	Orient white 57 gsm	Gum pad binding	50	

CODE	NAME OF ITEMS	SIZE	NO.OF LEAVES	PRINTING STATIONARY	BINDING DETAILS	TOTAL APPROX REQUIRE MENT	RATE OFFER
78	Tanker dispatch challon	9.5"x9"	50x5L	Sirpur colour P/Y/G/B/W 47 gsm	4 copy perforated, number with double putta binding	50	
79	Tour Dairy	11"x8.5"	36x2L	Orient white 57 gsm	1 copy perforated., with top craft paper pasting	50	
80.	Transport bill book	12.5"x8"	30x3L	Sirpur colour P/Y/W 47 gsm	2 copy perforated., number with top craft paper pasting	100	
81.	Triplicate book	7.5"x8.5"	50c3L	57 & 47 gsm white paper	2 copy perforated, number with double putta binding	100	
82.	Truck sheet (driver) evening	8.5"x11"	100L	Sirpur 47 gsm	Gum pad binding	200	
83.	Truck sheet (driver) morning	8.5"x11"	100L	Orient white 57 gsm	Gum pad binding	200	
84.	Vehicle Log Book	6.5"x10"	100l	Orient white 57 gsm	number with double putta binding	25	
85.	Women member pass book with extra plastic cover	5.5"x4.5"	48L	Orient white 57 gsm & cover on card sheet	Centre stitch bind with printed cardsheet	1500	
86	TA bill form fix	8.5"x10.5"	100L	Orient white 57 gsm	Gum pad binding	50	
87	TA bill form open	12.5"x16"	100L	Orient white 57 gsm	Gum pad binding	50	
88	TA register with index	12.5"x8"	250L	Orient white 57 gsm	Leather binding with index cutting	20	
89	Dispatch Register	12.5"x7.5"	300 L	Laser Paper 70 gsm	Register Binding	50 No	
90	Inward Register	12.5x7.5	300 L	Laser Paper 70 gsm	Register Binding	50 No	
91	Envelop with printing	13.5x10	Envelop with laminated Inside Thick Paper			1000	
92	Collection Transport register	12.x8 "	100 L	Laser Paper 70 gsm	Full Raging Binding	200 No	
93	Report Book	75x8.5"	50x2L	57 & 47 GSM white Paper	1 copy Perforate number with double putta binding	20 no	
94	QC Product Report book	28.5x21"	100x2L Orient white 57 & 47 GSM 1 copy perforate			100 no	

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. लिफाफे में संस्था का नाम – पता, जीएसटी नंबर पेन नं, गुमास्ता की फोटोकापी , अमानत राशि का डीडी एवं पेपर सेम्पल लगाना आवश्यक है एवं निर्धारित फार्मेट में दर्ज होना चाहिए।
4. छपाई कार्य निर्धारित पेपर पर नहीं किये जाने पर सम्पूर्ण सामग्री रिजेक्ट कर दी जावेगी। छपाई कार्य पूर्व नमूना अवश्य चेक करवायें।
5. बाईंडिंग कार्य में यथासंभव नम्बरिंग का लिखा है परन्तु किसी आईटम में नहीं लिखा हो पर संस्था को आवश्यक होगा उस पर परिस्थिति में नम्बरिंग 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 स्पेशीफिकेशन 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	
<b>6.</b>	Form-A	
<b>7.</b>	Valid Agmark License	
<b>8.</b>	Food Grade Migration Report (Lab Report)	
<b>09.</b>	Present client list along with Performance Report	

**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 to Spares Parts confirming to as per  
tender NO----- Dated ----- to the nominated consignee as specified in the tender  
document is Rs----- FOR Ujjain as per terms and conditions of this Tender with Ujjain  
Sahakari dugdh Sangh Maryadit ujjain Agreemint 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  
strictly adhered to and essence 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 good not so delivered as under :-

Duration of delay

- a) 15 Days
  - b) 16 to 30 Days
  - c) After 30 Days
- purchase

Penalty

- 1% of the value of goods.
  - 2% of the value of goods.
  - 5% of the value of goods and/ or the
- order shall be treated as cancelled and the  
EMD may be forfeited.

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

The payment shall be made by RTGS/NEFT Only.

Where as No price escalation shall be give 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

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  
(2<sup>nd</sup> Party)

Witness:

Witness:

(1)-----  
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(1)-----  
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(2)-----  
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(2)-----  
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ईएमडी राशि जमा/छूट प्राप्त करने हेतु आवेदन (IV)

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

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(सामग्रीयों के नाम लिखें) हेतु दरें प्रस्तुत की गई हैं, जिसकी ई.एम.डी. राशि रु. ....  
(जिन सामग्रीयों हेतु दरें प्रस्तुत की जा रही हैं, 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 रु. ....  
(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 :-  
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मोबाईल नं -----

ई-मेल नं. -----



## प्रपत्र

### **Schedule IV**

ईएमडी राशि जमा/छूट प्राप्त करने हेतु आवेदन

मेरे द्वारा उज्जैन दुग्ध संघ द्वारा जारी ई-निविदा | Chemical and Detergents  
संबंधि ई-निविदा अनुसार -----

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(सामग्रीयों के नाम लिखें) हेतु दरें प्रस्तुत की गई हैं, जिसकी ई.एम.डी. राशि रु. ....  
(जिन सामग्रीयों हेतु दरें प्रस्तुत की जा रही हैं, 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 रु. ....  
(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 :-  
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मोबाईल नं -----  
ई-मेल नं. -----

**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 sister Milk 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**