

# INDORE SAHAKARI DUGDH SANGH MARYADIT

CHANDA TALAWALI, MANGLIA-INDORE(M.P)-453771  
AN ISO 22000: 2005 & 9001:2008 CERTIFIED ORGANIZATION

Tel: : (0731)- 2811162/Fax No.0731-2811559

E-mail: sanchimsids@gmail.com

Ref No: ISDSM/PUR/2023/012

Date: 27/03/2023

## **E-TENDER NOTICE (1<sup>st</sup> Call)**

**TENDER COST: Rs.500/-**

Online e-tenders (Two Bid Systems) are invited from the manufacturers for the Supply of Office Stationary respectively for the year 2023-24. The tender notice, tender documents, containing the terms and conditions can be purchased online & downloaded through following website <http://www.mptenders.gov.in> from 27/03/2023, 11:00AM onwards upto 17/04/2023 at 2:00 PM. The tender will be submitted from 27/03/2023, 11:00 AM onwards upto 17/04/2023 at 2:00 PM. The tender will be opened on 18/04/2023 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., Area 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Corrigendum/Amendment if any to this publication would appear only on the above mentioned websites and will not be published else where.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**

**SIGNATURE OF THE TENDERER.**

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## E-TENDER FOR SUPPLY OF OFFICE STATIONARY FOR THE YEAR 2023-24

### TENDER DOCUMENT

Schedule I	:	General Terms & Conditions.
Schedule-II	:	Specifications
Schedule III	:	Form A
Schedule IV	:	Price Schedule
Schedule V	:	EMD Exemption Letter
Tender Cost	:	Rs.500/- (Rupees five hundred only)
EMD	:	Rs. 9000/-
Tender Document Download/Sale Start Date	:	27/03/2023 Time 11:00 AM Onwards
Tender Document Download/Sale End Date	:	17/04/2023 Time 02:00 PM
Bid Submission Start Date	:	27/03/2023 Time 11:00 AM Onwards
Bid Submission End Date	:	17/04/2023 Time 02:00 PM
Bid Opening Date	:	18/04/2023 Time 03:00 PM
Place of opening of Tender	:	Office of the Indore Sahakari Dugdha Sangh Maryadit, Indore.
Address for Communication	:	The CEO, Indore Sahakari Dugdha Sangh Maryadit , Chanda Talawali, Manglia, Indore 453771.

**CHIEF EXECUTIVE OFFICER**

**SIGNATURE OF THE TENDERER.**

## SCHEDULE - I

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

Indore Sahakari Dugdha Sangh Mydt, Indore (ISDSM), an ISO certified cooperative organization, invites e-tender (Two Bids System) from bonafide manufacturers/distributor/supplier/dealer for 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 Indore Sahakari Dugdha Sangh Mydt., Indore 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, Indore Sahakari Dugdha Sangh Mydt, Indore 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, Indore Sah. Dugdha Sangh Mydt. Indore 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, ISDSM 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, Income Tax Return of the two financial years 2019-20 and 2020-21, 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, ISDSM 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 Tenderer offering rates for packing materials shall submit COA and Food Grade Migration Report as per IS:9845 from NABL lab with each consignment mandatorily as per FSSAI packaging regulation 2018 clause 3.2 & 3.14.
- 2.12 If food grade migration certificate is not provide by the supplier at time of supply of material, then ISDSM Indore will get the test at its own from NABL lab and charges will be deducted from the bill of supplier.
- 2.13 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 Indore Sahakari Dugdha Sangh Maryadit, Indore.
- 2.14 If identical rates are submitted by more than one tenderer, then the decision for the contract will be taken through lottery. Tenderers / their representatives may be present at the time of lottery

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

- 3.1 All the tenderers are required to deposit Earnest Money on line 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.

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- 3.2 Any tender which is not accompanied by Earnest Money deposit are liable to be rejected. EMD Exemption allowed only to the bidder's 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 Indore 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 Indore 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 and it can be extended to further six months on the basis of quality and supply of materials made on mutual agreement.
- 4.3 The Tenderer should quote rate on F.O.R Dairy Plant Indore basis.
- 4.4 The tender should quote rates are inclusive of GST.
- 4.5 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.
- 4.6 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.
- 4.7 The lowest rate shall not be the only criteria for approve the tender.
- 4.8 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 6 months 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 Technical Bid.

In case of a tenderer opting for offering prices subject to **PRICE ESCALATION CLAUSE** of raw material then:

- a) 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.
- b) 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.
- c) Accordingly the approved prices of the materials shall be revised upwardly or downwardly to the extent of the raw material component of the material.
- d) Supplier should sent the current raw material price list alongwith all the time of supplies were effected. However ISDSM reserves the right to approve the rates offered with or without to **PRICE ESCALATION CLAUSE**.

#### **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 **FOOD GRADE MIGRATION CERTIFICATE** from NABL lab for material which is coming in direct contact of food , is to be provided with every supply as per FSSAI packaging regulation 2018 clause 3.2 & 3.14.
- 5.3 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 ISDS approved Artwork.

- a) If printing found faded/Blurred then a penalty of 5% cost will be imposed.
- b) If item's Specifications found lesser than as specified in tender specification then a pro-rata deduction will be made.

#### **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

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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 the materials as per specification/material quality/printing as per ISDS's approved art work, ISDS Indore 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 ISDS 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.

8.0 **INSURANCE:**

Insurance is to be arranged by the tenderer.

9.0 **INSPECTION:**

9.1 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 ISDSM Indore 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 ISDSM. No payment shall be made against the rejected materials.

9.2 Sample of the articles should be sent/produced before the competent authority within 3 days or as mutually agreed.

9.3 Bidders has to submit their customers list along with the performance report of consignee is compulsory.

10.0 **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 accounts payee cheques / RTGS. Tenderer agreeing to these terms would be given preference over those specifying other terms.

11.0 **ACCEPTANCE / PENALTY**

11.1 Material must be supplied as per specification of ISDSM Indore.

11.2 If printing found faded/Blurred then a penalty of 5% cost will be imposed in an emergency requirement otherwise the full consignment shall be rejected.

11.3 If item's GSM found lesser than as specified in tender specification then a pro-rata deduction will be made in an emergency requirement otherwise the full consignment shall be rejected.

11.4 If the dimensions of the material is not found as per ISDSM specification then a pro-rata deduction will be made in an emergency requirement otherwise the full consignment shall be rejected.

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**12.0 TERMINATION OF CONTRACT:**

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

**13.0 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, Indore 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.

**14.0 DISPUTE ARBITRATION & FINAL AUTHORITY:**

13.1 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, Indore Sah Dugdha Sangh Mydt., in this respect will be final and binding on the successful tenderer.

13.2 For all matters of dispute, the decision of the Honorable M.D., M.P.C.D.F. Under Arbitration and Conciliation Act. 1996 shall be final and binding on all the concerned.

13.3 For all disputes, the venue for legal course shall be at Indore.

13.4 If the tender opening date become any govt. holiday then the next day may considered for tender opening.

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

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## 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>
1.	EMD should paid online, except who registered with M.S.M.E and having their establishment situated in M.P	
2.	The tenderers should submit copy of IT Return of year 2019-20,2020-21 and 2021-22	
3.	The tenderers should submit copy of PAN Card	
4.	GST Detail	
5.	Firm Registration Certificate /MSME Certificate	
6.	Tender Document Sealed & Signed	
7.	Form-A	
8.	Present client list	

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

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## Schedule- II

### List Of Office Stationary:-

<b>Ite.No.</b>	<b>Description of Materials</b>	<b>Quantity Required</b>	<b>Specification</b>	<b>Unit/Packing</b>
<b>1.</b>	<b>Computer Stationery 80gsm. 10X12X1 Part(1000Sheet set per. pkt)</b>	<b>100 pkt</b>	<b>80gsm</b>	<b>Rs Per No.</b>
<b>2.</b>	<b>Computer Stationery 60gsm. 10X12X2 Part(500 Sheet set per. pkt)</b>	<b>50 pkt</b>	<b>60gsm</b>	<b>Rs Per No.</b>
<b>3.</b>	<b>Computer Stationery 60gsm. 10X12X3 Part(250 Sheet set per. pkt)</b>	<b>50 pkt</b>	<b>60gsm</b>	<b>Rs Per No.</b>
<b>4.</b>	<b>Computer Stationery 60gsm. 10X12X5 Part( 250 Sheet set per. pkt)</b>	<b>200 pkt</b>	<b>60gsm</b>	<b>Rs Per No.</b>
<b>5.</b>	<b>Computer Stationery 60gsm. 15X12X 2 Part(500 Sheet set per. pkt)</b>	<b>10 pkt</b>	<b>60gsm</b>	<b>Rs Per No.</b>
<b>6.</b>	<b>A4 Size photocopy paper  (J.K.Brand)</b>	<b>1200 pkt</b>	<b>70gsm</b>	<b>Rs Per No.</b>

**SIGNATURE OF THE TENDERER.**



**INDORE SAHAKARI DUGDHA SANGH MARYADIT  
CHANDA TALAWALI, MANGLIA INDORE 453 771**



**As ISO 9001 : 2000 Certified Organization Plant**

E-Mail : agmpurids@gmail.com / sanchimsids@gmail.com

Phone : 0731 – 2811162 Fax : 2811559

**SCHEDULE – III**

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

**Form – A**

Chief Executive Officer  
ISDSM,  
Indore

Date :

Dear Sir,

I/We hereby furnish below some particular 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 Per No. of Regn. Certificate as a  
Manufacturer Issued by the competent authority  
(Regn No. & Date) (Enclosed Copy) : \_\_\_\_\_
7. GST NO. \_\_\_\_\_ dated \_\_\_\_\_
8. Details of PAN CARD (Enclosed Copy): \_\_\_\_\_
9. Income Tax return (Enclose Copy): \_\_\_\_\_
10. Name of Bank & RTGS/NEFT No.: \_\_\_\_\_  
Enclose cancelled cheque: \_\_\_\_\_

11. Have your Co./Unit or its sister concern ever been black listed/ debarred by ISDSM or its sister Milk Unions or GOI /GOMP & its undertaking ? YES / NO
12. 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

**Seal & Signature of the  
Authorised Signatory of the Co./Unit**

**SIGNATURE OF THE TENDERER.**

**SCHEDULE – IV****Price Bid**

<b>Item.No.</b>	<b>Description of Materials</b>	<b>Quantity Required</b>	<b>EMD Required</b>	<b>Rate/Unit F.O.R Dairy Inclusive of all taxes / levies(Including Packing and Forwarding, GST, Transport charges, Loading ,Unloading , Insurance)</b>
<b>1.</b>	<b>Computer Stationery 80gsm. 10X12X1 Part(1000 Sheet set per.pkt)</b>	<b>100 pkt</b>	<b>Rs.1000</b>	
<b>2.</b>	<b>Computer Stationery 60gsm. 10X12X2 Part(500 Sheet set per. pkt)</b>	<b>50 pkt</b>	<b>Rs.500</b>	
<b>3.</b>	<b>Computer Stationery 60gsm. 10X12X3 Part(250 Sheet set per. pkt)</b>	<b>50 pkt</b>	<b>Rs.300</b>	
<b>4.</b>	<b>Computer Stationery 60gsm. 10X12X5 Part( 250 Sheet set per. pkt)</b>	<b>200 pkt</b>	<b>Rs.3000</b>	
<b>5.</b>	<b>Computer Stationery 60gsm. 15X12X 2 Part(500 Sheet set per. pkt)</b>	<b>10 pkt</b>	<b>Rs.200</b>	
<b>6.</b>	<b>A4 Size photocopy paper (J.K.Brand)</b>	<b>1200 pkt</b>	<b>Rs.4000</b>	

**Note :**

- 1. Tenderers Per No. are required to submit a copy of their valid ISI License otherwise their rates will not be considered.**
- 2. Requirement shown above is tentative and it can be increased or decreased depending upon situation prevails at the time of processing P.O.**

**SIGNATURE OF THE TENDERER.**

ई.एम.डी. राशि जमा / छूट प्राप्त करने हेतु आवेदन

मेरे द्वारा इन्दौर दुग्ध संघ द्वारा जारी ई-निविदा ( Supply of Office Stationary संबंधी निविदा) अनुसार .....

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(सामग्रीयों के नाम लिखे) हेतु दरें प्रस्तुत की गई है, जिसकी ई.एम.डी. राशि रु. ....  
 (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 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 :- -----

मोबाईल नं -----

ई-मेल नं. -----

**SIGNATURE OF THE TENDERER.**