



उज्जैन सहकारी दुग्ध संघ मर्यादित
Ujjain Sahakari Dugdh Sangh Mydt.

(मध्यप्रदेश सहकारी सोसायटी अधिनियम 1960 के अधीन पंजीकृत)



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क्रमांक
No.

दिनांक
Date

कय/उदुस/2018/

24.08.2018

ई-निविदा सूचना

उज्जैन सहकारी दुग्ध संघ मर्यादित उज्जैन द्वारा वर्ष 2018-19 हेतु प्रिंटिंग स्टेशनरी एवं नवीन डायरी 2019 प्रिन्ट की ई-निविदा दिनांक 25.09.2018 से आमंत्रित की जाती है। ई निविदा कय की अंतिम दिनांक 16.10.2018 प्रातः 11:00 बजे तक एवं ई निविदा के खोलने की दिनांक 16.10.2018 दोपहर 03:00 बजे तक है। ऑनलाइन मध्यप्रदेश ई-प्रोक्योरमेंट की वेबसाइट (www.mpeproc.gov.in) पर क्रय किया जा सकता है एवं भरा जा सकता है। निविदा प्रपत्र मध्यप्रदेश दुग्ध महासंघ की वेबसाइट (www.mpcdf.gov.in) पर भी देखा एवं पढ़ा जा सकता है। समस्त अथवा कुछ निविदाओ को पूर्ण अथवा आंशिक रूप से बिना कारण बताये निरस्त करने का अधिकार अधोहस्ताक्षरता को होगा।

मुख्य कार्यपालन अधिकारी

UJJAIN SAHAKARI DUGDH SANGH MARYADIT
MAKSI ROAD P.B.No.106,UJJAIN –456010 (M.P.)

Phone(0734)2527061,Fax: 2527063E-mail:purchaseuds@gmail.com

Tender Form

Tender for : PRINTING STATIONARY

SCHEDULE I : General Terms and Conditions

SCHEDULE II : Items and their specifications

SCHEDULE III : TENDER FORM and EMD with Rate offer Details.

Tender reference : USDS/IM//printing stationary /2018-2019

	E-Tender Form Cost	Rs. 500/-only (Rupees One Five Hundreds Only)
1.	NIT No.	USDS /IM/18-19/ ----- Date-----
2.	Date of issue of tender form	25-09-2018 after 11:00 PM(E-Portal)
3.	Last Date of sale of E-tender form	16-10-2018 After 11:00 PM
4.	Last date of submission of E-Tender	16-10-2018 After 1:00 PM
5.	Date of opening of E-Tender	16-10-2018 After 3.00 PM
6.	Place of opening of E-Tender	Office of The Chief Executive Officer ,Ujjain Sahakari Dugdh Sangh Maryadit, Maksi Road , Ujjain (M.P.)-456010
7.	Address of Correspondence	The Chief Executive Officer ,Ujjain Sahakari Dugdh Sangh Maryadit, Maksi Road , Ujjain (M.P.)-456010
8.	EMD	10000/- & 10000=00 Diary Printing 2019

Chief Executive Officer

Ujjain Sahakari Dugdha Sangh Maryadit
Maxi Road, Ujjain

UJJAIN SAHAKARI DUGDHA SANGH MARYADIT, UJJAIN
MAXI ROAD, UJJAIN 456010 (M.P.)

Phone : 0734-2527061
Gram : DUGDHA SANGH
Fax No. : 0734-2527063
E-Mail : purchaseuds@gmail.com

SCHEDULE I

TERMS AND CONDITIONS

Ref : UDS/IM/Printing Stationary and office Stationary/2018-19.

The Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain invites sealed tenders (in duplicate) from bonafide manufactures/association of such manufactures and their authorized dealers for the supply of the **Printing Stationary and office Stationary** strictly in adherence to the detailed specification given in the schedule II of the tender.

The Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain reserves the rights to accept any or all tenders which in their opinion justify such action without explanation to the tenderers.

1.0 TENDER SUBMISSION:

- 1.1 The tender should be sent by registered post, so as to reach the office of Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain on before are scheduled time & date.
- 1.2 If the tenderers do not propose to send the tenders by registered post and if they wish to hand-over personally the sealed tenders addressed to the office of Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain they are permitted to do so.
- 1.3 The tender shall be opened before the purchase committee at 3:00 P.M. on 16-10-2018 in presence of tenderers / or their authorized representative who which to witness tender opening ceremony.
- 1.4 The tenders received by the Fax/E-mail/telegram will not be considered.
- 1.5 The rates should not be in figures as well as in words and no cutting/over writing in rates or material terms should not be there in tender.
- 1.6 The tenders should clearly states in their offers the address, Fax/E-mail/ telephone and telex No. Any change in the address should immediately be notified to the CHIEF EXECUTIVE OFFICER, Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain and correspondence thereafter will be made at the changed address.
- 1.7 Offer for each tender under reference should be sent under separate cover. Failure to adhere to this instruction will render the offer liable for rejection.
- 1.8 The tenders must be submitted in duplicate out of the two copies on must be marked as "ORIGINAL" and the second copy as "DUPLICATE". The tender marked original shall alone be considered for the purpose of evolution.
- 1.9 Individual signing the tender and other related documents must specify whether he has signed as
 - a) The sole proprietor of the firm or constituted attorney of such proprietor.
 - b) A partner of the firm, if it is partnership firm in which case he must have authorities to refer to the arbitration disputes concerning the business of the partnership either by virtue of partnership deed or by power of attorney.

1.10 The tender should be put in double cover. The inner cover should be sealed and prescribed with tender No. Name of the item and date of opening. The outer cover should bear only the address of the Sangh without any indication. The Sangh reserves the right to ignore any tender which fails to comply with the above instruction. Out station tenders should be send by registered post.

2.0 EARNEST MONEY DEPOSIT:

2.1 All the tenderers shall be required to deposit earnest money as specified in tender document for each item in cash or in the form of crossed Demand Draft or Banker's Cheque drawn drawn in favour of the Chief Executive Officer, Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain. Submission of E.M.D. by any other mode than specified above shall not be acceptable and the related tender shall not be eligible for consideration.

2.2 No exemption for E.M.D. to any registered unit in S.S.I. shall be consideration Any tender which is not unsuccessful tenders will be returned within 90 days from the date of opening of the tender. The E.M.D. of successful tenders will be released after completion of supply/work order.

2.3 No interest will be paid on earnest money/security deposit, for which the period during the earnest money/security deposit with Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain.

2.4 The earnest money of unsuccessful bidders shall be return within 60 days from date of approval of tender.

2.5 The earnest money deposit of second and third lowest parties will be detained up to 150 days from date of approval of tender.

2.6 The earnest money of successful bidder shall be returned after 90 days from completion of one year tender period.

2.7 Draft/Banker's Cheques and cash deposit receipt towards E.M.D. must be submitted along with the original tender documents.

2.8 Fresh E.M.D. as to deposit for each tender. EMD deposited in previous year shall be no considered.

3.0 PRICES:

3.1 The offered by the tenders should be firm clear and free from all escalations. The prices offered should be valid for one year from the approval of rates. We would communicate our rate approval within 45 days from the opening of tenders. Supply is to be made as per scheduled mentioned in our purchase orders. The orders should be placed in parts as per requirement of Dugdha Sangh.

3.2 The Tender should quote rates on F.O.R. Ujjain Dairy Plant, Maksi Road Ujjain

3.3 The rates mentioned should be exclusive of vat GST.

3.4 Octori duty if applicable at the destination shall be borne by supplier/tenderer.

3.5 The charged for the stores supplied under the contract by the supplier firm in no event exceed the lowest price in which the supplier order placed during the contract period are completed. Manufacturing units situated in Madhya Pradesh has to provide the M.P. Sales

Tax benefit certificate, while consideration there offers as the goods mentioned in this would be resold by the Sangh.

4.0 MODE OF DISPATCHES:

4.1 The material to be supplied by the tenderer shall be dispatched to Dairy plant Ujjain/chilling center Ratlam & Mandsoor by Road/Railway under intimation to Ujjain Dugdha Sangh. The supplies shall carry out proper packing/crating to avoid damage during transit period depending upon the type of materials.

4.2 After receiving confirmed purchase order, the material must be respected as per schedule as mentioned in purchase order.

5.0 INSURANCE:

5.1 All transit Insurance shall be arranged by the supplier/tenderer.

6.0 PAYMENT:

6.1 Our normal terms of payment is full payment after receipt, inspection and acceptance of materials by the competent authorities within a period of 30 days after receipt of the bills.

6.2 Payment shall be made by account payee cheques/Demand Draft. The Bank Demand Draft commission charges shall be borne by suppliers itself.

6.3 The order Bank commission, postage shall be borne by the suppliers.

7.0 GENERAL TERMS & CONDITIONS:-

7.1 The acceptance of the tender and award of the purchase order shall be sole right of the CHIEF EXECUTIVE OFFICER, Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain who does not bound himself to accept a Tender in whole or in part or reject any or all tenders received, without assigning any reasons and no explanation can be demand of the cause of rejection of the tender by any of the tenderers.

7.2 Any tender not properly addressed and identified may be opened by the General Manager and in such cases no responsibility can attract to the CHIEF EXECUTIVE OFFICER for such premature opening of the tender and the CHIEF EXECUTIVE OFFICER has discretion may allow or reject tender to be considered along with other tenders only be considered. But awarding the advertisement lowest rates could not be criteria but also be considering the other criteria's such quality. Our specification and make also.

7.3 Negligence on the part of the tenderers in filling the tender confirm no right to withdraw the tender after it has been opened. If the tenderer fails to make supply within the tender after it has been opened. If the tenderer fails to make supply within the stipulated period mentioned in purchase order without any valid reason, the order would be treated as cancelled and the firm may be blacklisted and EMD/BILLS would be forfeited.

7.4 The tenderer should send their offers along with the specifications, necessary drawing ISI certificate etc. Which will form the basis, of their quotations and integral part thereof.

7.5 Correction if any in the tender should be noted over the signed at the place of each correction made.

7.6 The CHIEF EXECUTIVE OFFICER, Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain reserves the right to place order or sole requirement with any tenderer or split the order among one or more tenderers.

7.7 Each tender should be accompanied with income Tax/clearance certificate/commercial Tax/clearance certificate/commercial Tax Registration No./commercial Tax Clearance Certificate/Excise license No., without that the tender may not be entertained.

7.8 The submission of a tender by tenderer implies that he reads the notice and terms and conditions of tender and has made himself aware of the scope and specifications of the supplies to be made and the destination where the supply has to be made and satisfied himself regarding the quality and specification of the articles.

7.9 The tender should be submitted in prescribed forms and no conditional tenders shall be considered.

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

7.11 Each page of the tender and its enclosures must be signed.

7.12 The tenderer shall not contract or assign to any other party or parties the whole or any portions of the tender awards.

7.13 The quantity indicated in schedule is tentative and shall increase/decrease up to any extent.

8.0 LIQUIDATED DAMAGES:

8.1 Once firm delivery dates are established then shall all strictly adhere to in case they are not followed, Ujjain Sahakari Dugdha Sangh reserves the right either to cancel the order and make alternative purchase at risk and expenses of the defaulting supplier or to change liquidated damages from him at the rates of 2% of the value of goods not so delivered for each month's delay or part thereof or the different rate shall be recovered from the EMD/SD/Bills.

9.0 MANUFACTURERS:

Only manufacturers will be entertained, copy of license is to be attached with tender of each item filled, wholesalers dealing with the items will have to attach copy of authorization certificate of the manufacturer.

10.0 INSPECTIONS:

10.1 All the goods are subjected to inspection at our works before acceptance. If goods are rejected due to defective or wrong supplies, our inspection report in this regard shall be treated as FINAL and no correspondence on the subject would be entertained. The rejected goods should be lifted from our premises by supplier within 15 days after communication of our office. In case party is not in position to lift out the goods within a stipulated period, then Dugdha Sangh is liable to auction the same goods.

11. SAMPLES:

11.1 Samples of the articles should be produced before the competent authority within 7 days or as mutually agreed.

11.2 Demonstration of equipment/machine or articles shall be arranged by the tenderer at the desired place on the cost of the tenderer whenever requested by Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain.

12.0 WARF AGE & DEMURRAGE:

Warfare/demurrage etc. On the account of incorrect or delayed dispatch of material or by documents shall be responsibility of suppliers & recovered from their bills/security.

12.1 Delivery of the material is not to made as per the purchase order. No Excess material shall not be accepted and return to the same on parties cost.

12.1.1 The validity of Tender rates shall be valid for one year from the date of approval.

13.0 TERMINATION OF CONTRACT:

13.1 If any act of commissions or commission of a unit brings the Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain to dispute, the Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain shall be competent to debar/black list the unit from further business within the Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain and E.M.D. also may be forfeited.

14.0 DRAWING & SPECIFICATION:

14.1 The rates should be quoted to the specification given in the schedule II, Where no specification/incomplete specifications are given in it, detailed specifications of the articles and its components should be mentioned by the tenderer giving reference to ISI & registration with the D.G.S. & D and National Dairy Development Board if any along with printed literature, etc. if available.

14.2 If the tenderer have any doubt, clarification shall be obtained before submission of tender.

15.0 CONSEQUENCES OF BREACH OF CONDITIONS:

15.1 If the authorized person of the unit or a partner in the tendering form commits breach of any of the conditions of the agreement it shall be lawful for the CHIEF EXECUTIVE OFFICER, Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain to cancel the purchase order/Contract which on the risk of tenderer.

15.2 If the tenderer fails to make supply within the stipulated time mentioned in purchase order then they may be blacklisted and EMD/SD also may be forfeited.

16.0 DISPUTE ARBITRATION FINAL AUTHORITY:

16.1 It should be clearly understood that in the event of tenderer failing to accept and execute the supply order within the stipulated time. decision of the CHIEF EXECUTIVE OFFICER, Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain in this respect shall be final and binding on tenderer.

16.2 For the matter or matters of dispute relating to the interpretation of the above clause the decision of the Chairman, Ujjain Sahakari Dugdha Sangh Maryadit, Ujjain shall be final and binding on all concerned.

For all disputes subjected to Ujjain Jurisdiction.

Liquidated Damages:

16.3 The time period and the date of delivery of the material/services stipulated in the purchase/work order shall be deemed to be the essence of the contract. Once firm delivery date(s) are fixed for supply of material or service or for construction/installation/ commissioning of the job assigned, they shall be strictly adhered to. In case they are not followed, or in case of delay in execution of the order, the Dugdha Sangh reserves the right either to cancel the order

and make alternative purchases/arrange the completion of job from other sources, at the risk and cost & expenses of the defaulting supplier. In case the supplies & services are not affected as per the schedules, the liquidated damages may be charged on the goods/services not so delivered as under:

(A) (For items purchase)

S.No.	Duration of delay	Liquidated Damages
1.	Upto 15 days	1%
2.	Between 16 to 30 days	2%
3.	Beyond 30 days	5%

(B) Services

S.No.	Duration of delay	Liquidated Damages
1.	1 Month	1%
2.	1 to 2 months	2%
3.	Beyond 2 months	5%

(B) FORCE MAJEURE

Force majeure condition is herein defined as:-

- (a) Natural phenomena, such as floods, draughts, earth-quakes and epidemics.
 - (b) Act of any Government Authority, domestic or foreign, such as war quarantines, embargoes, licensing control or production or distribution restrictions.
 - (c) Accident and disruptions such as fires, explosions, increase in power cut with respect to date of tender opening, break-down of essential machinery or equipments etc.
 - (d) Strikes, slow down, lockouts continuing for more than three (3) weeks.
- Failure or delay in the Tenderer's source of supply due to force majeure causes enumerated at (a) to (d) above, provided the Tenderer produces documentary evidence to show that there were no other alternative sources of supply available to him or if available, the lead time required was likely to be longer than the duration of the Force Majeure at the normal source of supply.
 - Any cause which is beyond the reasonable control of the Tenderer or purchaser as the case may be.

All the provisions of this clause shall apply whether the disrupting cause is total or partial in its effect upon the ability of the Tenderer to perform.

NOTE:- The cause of force majeure condition will be taken into consideration only if the Tenderer within 15 days from the occurrence of such delay notifies. **Ujjain Sahakari Dugdh Sangh Maryadit, Ujjain** shall verify the facts and grant such extension as the facts justify. For extension of delivery period on account of force majeure conditions, the Tenderer shall submit his representation with documentary evidence for scrutiny by the purchaser and decision of **Ujjain Sahakari Dugdh Sangh Maryadit, Ujjain** Shall be binding on the Tenderer.

17.0 OTHER TERMS:

17.1 The rates should be in figures as well as in words and no cuttings/overwriting in rates of material terms should be there in tender.

17.2 If payment term is through bank, then in no case the party will be allowed to negotiate retired bank document not more than 80% payment and remaining 20% will be released after quality inspection.

17.3 In case of any dispute arising between supplier and milk unions this will be referred for arbitration to Managing Director, MP State Cooperative Dairy Federation Ltd., Bhopal who will be sole arbitrator under prevailing Arbitration Act.

UJJAIN SAHAKARI DUGDHA

Note : Tender reference must be indicated on Top of the envelope.

UJJAIN SAHAKARI DUGDHA SANGH MARYADIT, UJJAIN

SCHEDULE (अ)

MAXI ROAD, UJJAIN 456001 (M.P.) 2018-19

EMD 10,000/-

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 gate pass	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	3copy 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	3copy 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.	Leaveform 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"	40L	Sirpur Ledger 70 gsm	Leather register binding	50	
43.	Milk advance card book(3col)	11'x4.5"	50L	Orient cardsheet 8.3 kg	number with double putta binding	500	
44.	Milk Analysis Register	13"x8'	100 l	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 performance with top craft paper	300	
46.	Milk collection register morning	15.5"x12.5"	100x2L	Orient white 57 gsm	1 copy with 14 alliened performance 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 REQUIREMENT	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"x8.5"	50x2L	Sipur colour G/W 47 gsm	2 copy perforted number with top craft paper pasting	250	
62.	Receipt book DCS	4.5"x5.5"	100x2L	SirpurWhite 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	9.5"x14.5"	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 REQUIREMENT	RATE OFFER
78.	Tanker dispatch voucher	9.5"x8.5"	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	

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 व निर्धारित फार्मेट में दरें होना चाहिए।
4. छपाई कार्य निर्धारित पेपर पर नहीं किये जाने पर सम्पूर्ण सामग्री रिजेक्ट कर दी जावेगी।
5. 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

Seal & signature of company

UJJAIN SAHAKARI DUGDHA SANGH MARYDIT, UJJAIN

MAXI ROAD, UJJAIN 456010 (M.P.)

**SCHEDULE - III
FORM**

I/we hereby furnish following particulars about our units:

01. Name of Unit : M/S-----
02. Address of the Unit : 01- Office-----
02- Factory-----
03. Name of proprietor/partner : 01-----
02-----
03-----
04. Name with designation of : 01-----
Other person authorized to : -
sign with the document on behalf : 02-----
of unit if any. : -
05. Telephone Nos. Office-----Factory-----
06. Telegraphic Address/Fax-----
07. Particulars of Registration : -----
Certificate issued by the
competent authority.
Registration No. & date -----
08. TIN No. ----- PAN No. -----dated-----
09. GST NUMBER No. -----dated-----
10. STATUS OF
ISO CERTIFICATION Yes / No
IF YES PLEASE GIVE DETAILS.

11. Whether the unit or its sister concerned unit or any unit of the proprietorship or partnership, if any has been black-listed/ debar or penalized by any central or state Government/ Organization or other Dugdha Sanghs any time ?

Yes

No

12. If the reply is "Yes" when & why? Give reason in details.

**Signature of the Authorized
Person of the Unit**

(ब) डायरी के मापदण्ड

- (1) डायरी की संख्या : 6000 नग
- (2) डायरी का साईज :
चौड़ाई : 18 से.मी.
लम्बाई : 24 से.मी.
पेज संख्या : 250 पेज ब्लेक एण्ड व्हाईट
15 पेज रंगीन (लगभग)
- (3) पेपर
अंदर के पेज ब्लेक एण्ड व्हाईट हेतु : मेपलितो 75 जी.एस.एम.
अंदर के कलर पेज हेतु : आर्ट पेपर – 90 जी.एस.एम.
कवर : एम्बोस विथ गोल्ड फोईल
प्रिन्टिंग दिये गये नमूना अनुसार
- (4) बाईन्डिंग / फिनिशिंग : हार्ड बाईन्डिंग, बेस्ट
क्वालिटी (पेम्प्लस)
- (5) डायरी का नमूना : कार्यालय द्वारा दिखाये गये
नमूने अनुसार

(स) निविदा शर्तें

- 1- निविदा प्रपत्र के साथ अमानत राशि के रूप में रु. 10000/- के उज्जैन सहकारी दुग्ध संघ मर्यादित, उज्जैन के पक्ष में उज्जैन में देय डिमाण्ड ड्राफ्ट संलग्न करना अनिवार्य है। बिना धरोहर राशि के साथ/पार्टी द्वारा जारी बैंक के माध्यम से प्रस्तुत की गई निविदा को अमान्य किया जाएगा।
- 2- प्रिन्टिंग मेटर एवं फोटो आदि कार्यालय द्वारा उपलब्ध कराये जावेगे।
- 4- प्रिन्टिंग मेटर के फाईनल प्रूफ के बाद 15 दिवस के अंदर आदेशित संपूर्ण मात्रा में मुद्रित डायरी की डिलेवरी संघ कार्यालय में देनी होगी।
- 5- सफल निविदाकार को डायरी की बनवाई नमूने के अनुसार देना आवश्यक होगी, यदि डायरी नमूने के अनुसार न बनने की स्थिति में देयक से 50 प्रतिशत राशि का कटौती किया जावेगा।
- 6- सफल निविदाकार को किसी भी प्रकार का अग्रिम भुगतान नहीं दिया जाएगा। संतोषजनक कार्य पूर्ण कर देयक प्रस्तुत करने के 30 दिवस के पश्चात एक मुश्त भुगतान किया जाएगा।
- 7- निविदाकार को अपनी फर्म का जीएसटी नंबर एवं पेन नंबर दर्शाना अनिवार्य होगा। निविदा प्रपत्र के साथ फर्म की पेन कार्ड एवं जीएसटी नंबर की छायाप्रति संलग्न करना होगा।
- 8- सफल निविदाकार के देयक से नियमानुसार स्रोत पर आयकर का कटौती कर देयक का भुगतान किया जाएगा।
- 9- किसी भी निविदाकार द्वारा निविदा में शामिल होने पर यह मान लिया जावेगा, कि उन्हें निविदा एवं कार्य से संबंधित सभी शर्तें मान्य होगी।
- 10- असफल निविदाकारों को उनके द्वारा जमा धरोहर राशि निविदा के निर्णय पश्चात एवं सफल निविदाकार को कार्योपरांत हीं जमा धरोहर राशि वापस की जावेगी।
- 11- मुख्य कार्यपालन अधिकारी, उज्जैन सहकारी दुग्ध संघ, उज्जैन के पास बिना कारण बताये किसी एक या सभी निविदाओं को निरस्त करने का अधिकार सुरक्षित रहेगा।
- 12- पार्टी के द्वारा विगत 05 वर्षों में कहां-कहां की डायरी प्रिंट की गई है, प्रमाण सहित विवरण देवें। ऐसे प्रिन्टरो को प्राथमिकता दी जाएगी।
- 13- डायरी की न्यूनतम दरों पर न जाते हुए गुणवत्ता के आधार पर क्रय की जावेगी, जिसका पूर्ण अधिकार मुख्य कार्यपालन अधिकारी को होगा।
- 14- किसी भी विवाद की स्थिति में अंतिम निर्णय माननीय अध्यक्ष उज्जैन सहकारी दुग्ध संघ मर्यादित, उज्जैन का अंतिम तथा दोनों पक्ष को मान्य होगा।

मुख्य कार्यपालन अधिकारी

उज्जैन सहकारी दुग्ध संघ मर्यादित, मक्सी रोड़, उज्जैन (म.प्र.)

डायरी वर्ष 2019 हेतु निविदा दर फार्म

1.	संस्था का नाम	
2	संस्था का पता	
3	दूरभाष क्रमांक	कार्यालय प्रेस / मोबाईल नंबर
4	जीएसटी नंबर	
5	पेन नंबर	
6	प्रति डायरी हेतु दर (कर अतिरिक्त) अंको में शब्दों में	-----
7	जीएसटी अतिरिक्त	(प्रतिशत में)
8	निविदा में पेजों की संख्या अनुमानित दर्शाई गई है। अतः कमी या वृद्धि के आधार पर प्रति पेज की दर	ब्लेक एण्ड व्हाइट प्रति पेज----- कलर प्रति पेज -----

निविदा में दर्शित सभी शर्तें मान्य हैं।

निविदाकार के हस्ताक्षर

नाम -----

पता -----

सील -----