



**The Bhagirathi Cooperative Milk Producers' Union Limited**  
(A Govt. of West Bengal Project)

Memo No: BU: PUR: NIT: 0465

Dated: 30.05.2020

**NOTICE INVITING OFFLINE TENDER (TWO COVER SYSTEM)**

**Website Copy**

**Name of the work: Tender for Supply of Printing Office Register for 1 year.**

Offline tenders are invited by The Bhagirathi Cooperative Milk Producers' Union Limited in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and credential on execution of similar nature of supply.

| Sl No. | Particulars              | Specifications         | Quantity |
|--------|--------------------------|------------------------|----------|
| 01     | Printing Office Register | As per enclosed sheet. |          |

**Time line for tender:**

| PARTICULAR  | DATE & TIME              |
|---|--------------------------|
| Date of Publication of NIT  | 01.06.2020 at 11.00 am   |
| Tender submission start date & time   | 01.06.2020 from 11.05 am |
| Pre-bid meeting in the office of the Managing Director BCMPUL                         | 03.06.2020 at 11.00 am   |
| Last date & time of submission of Technical Bid and Financial Bid                     | 25.06.2020 at 3.00 pm    |
| Date & Time of opening of Technical Bid in the office of the Managing Director BCMPUL | 26.06.2020 at 4.00 pm    |
| Date & Time of opening of Financial Bid in the office of the Managing Director BCMPUL | To be notified later     |

**Estimate of the Work:** NIL. The rate shall be quoted by the bidder depending upon the prevailing market rate.

**Eligibility Criteria & Mandatory Documents:**

**Earnest Money Deposit:** EMD of Rs. 5,000/- in favour of The Bhagirathi Co-operative Milk Producers' Union Limited in form of Demand Draft is to be submitted along with the Technical Bid.

**Experience:** Bidder should have minimum 1 (One) year experience worth Rs. 2.0 lakh in supply of Printing Office Register. Work Completion Certificate / PO in support of this claim must be attached.

**Statutory documents:** Bidder shall submit latest GST Registration Certificate, copy of valid PAN Card.

All the above-mentioned criteria and documents are mandatory and if the bidder fails to submit any of them, their bid will summarily be rejected.

**Submission of bids:** The bids will be submitted in offline mode.

**Technical bid submission:**

The entire mandatory documents namely

1. Documents in support of Credential i.e. Work Completion Certificate / P.O.
2. EMD of Rs. 5,000/- in favour of The Bhagirathi Co-operative Milk Producers' Union Limited
3. GST Registration Certificate
4. Copy of valid PAN Card

Shall be placed in a sealed cover having written on top "**Tender for Supply of Printing Office Register**".

**Financial Bid Submission:**

The financial offer of the bidder shall be submitted in a sealed cover having written on top “Financial Bid for **Tender for Supply of Printing Office Register**”. The financial offer of the bidder shall be in the following format:

|   |                      |
|---|----------------------|
| To  |                      |
| Bid Inviting Authority<br>Office of the Managing Director<br>The Bhagirathi Cooperative<br>Milk Producers’ Union Limited  |                      |
| Sub: Financial Offer  |                      |
| Sir,  |                      |
| I beg to submit that I agree with all the terms and conditions mentioned in the NIT No..... Dated ..... and submitting my Financial Offer is Rs...../kg for <b>Supply of Printing Office Register</b> in my financial offer includes all the taxes and incidental charges FOR BCMPUL. The Total Cost in this contract is Rs..... inclusive of all for 1 (One) year. |                      |
| You are requested to kindly accept my financial offer   |                      |
| Yours faithfully  |                      |
| Dated:  | [Name of the Bidder] |

Both the sealed covers of Technical and Financial bid shall be placed in another bigger sealed cover having written on its top as “BID for **Tender for Supply of Printing Office Register**”.

The bid shall be submitted in The Bhagirathi Cooperative Milk Producers’ Union Limited, Feeder Dairy, Panchanantala, Berhampore, Murshidabad, 742165, WB.

**Validity of the bid:** The bid once submitted will be valid for 60 days.

**Validity of Contract:** 365 days.

**Other Terms & Conditions:**

1. The bidders are required to submit their tender before last date and time of submission. No bids will be accepted for evaluation after last date and time of bid submission.
2. Partial/incomplete tenders are liable to be rejected. The tender documents should be properly indexed and signed and sealed by the bidder.

3. The rate quoted in the financial bid is fixed for the Tenure of Contract and there shall be no variation in rate whatsoever and no claims regarding escalation of rates will be entertained during the contract period.
4. Price quoted by the bidder should be inclusive of all taxes levies packing, forwarding and transportation charges & FOR dairy.
5. EMD of successful bidder shall be converted to security deposit. EMD of unsuccessful bidders shall be refunded. EMD shall not carry any interest.
6. Time being the essence of contract, materials must be delivered within 7 days after placement of Supply Order. The party should have the capacity to supply the consignments required for 3 months in a single month if any exigency situation arises.
7. Penal Clause: Liquidated Damage of 0.5% of the total cost shall be charged if there is any delay in supply of goods subjected to a maximum of 10% of the total cost and the amount shall be recovered from the bills. If the Milk Union makes alternative arrangements due to negligence of the party, the cost of the consignment arranged from the different source shall be deducted from the party.
8. Force Majeure: For delay in supply of goods for which neither the supplier or the Milk Union is responsible like strikes, lockouts, war, catastrophe shall be termed as "Force Majeure" and penalty clause will not be applicable.
9. Payment will be made in NEFT/RTGS after 15 to 20 days after delivery of goods and receipt at the Store Section of the Milk Union in good condition followed by submission of bills. The bank details of the party are to be mentioned in the bills clearly.
10. The Requisitioning Authority will certify the quality of goods received at the store. In case if any consignment is not conforming prescribed specification and quality, penalty shall be imposed and the cost will be deducted from the bill accordingly.
11. In case of any dispute between the Milk Union and the bidder the decision of the Milk Union shall be binding.
12. The Milk Union reserves the right to cancel the Contract if the Supplier fails to supply the goods in due time or compromises with the quality of the goods. On termination of contract the security deposit shall be forfeited.

**The Managing Director reserves the right to reject or cancel any bid or to cancel the entire process without assigning any reason thereof.**

Sd/-  
Managing Director  
The Bhagirathi Cooperative  
Milk Producers' Union Limited

# Bhagirathi

The Bhagirathi Co-op. Milk Producers' Union Ltd.

## List of the Office Register

| Sl. No | Name of the Register               | Description   |
|--------|------------------------------------|---|
| 1      | Truck Sheet                        | 1/2 Colour Demy, Ballarpur, 50x3page pad, 1st copy perforated.                  |
| 2      | Truck Sheet                        | 1/3, Colour demy, Ballarpur, 50x3 page pad, 1st copy perforated.                |
| 3      | Truck Sheet                        | 1/3, DFC, 8 Kg. Andhra, 50x3 page pad, 1st copy Perforated.                     |
| 4      | Truck Sheet                        | 1/4, DFC 8Kg. Andhra, 50x3 page pad, 1st copy perforated                        |
| 5      | Weighment Record                   | 1/4 , DFC, 8Kg.Andhra, 200 pages pad  |
| 6      | Primary Test report                | 1/4., DFC, 8Kg.Andhra, 200 pages pad  |
| 7      | Compressor Log Book                | 1/4 DFC, 10.4 Kg, Andhra Con, 100 Folio Page Book, Board Binding.               |
| 8      | Milk receives & dispatch Register. | 1/4 DFC, 10.4 kg. Andhra Con, 100 Folio Page Book, Board Binding.               |
| 9      | Tanker dispatch Register.          | 1/4 DFC 10.4 kg. Andhra Con, 100 Folio Page Book, Board Binding.                |
| 10     | Paneer Production Register         | 1/4 DFC 10.4 kg. Andhra Con, 100 Folio Page Book, Board Binding.                |
| 11     | Cream A/c Register                 | 1/4 DFC, 10.4kg Andhra con, 100 Folio Page Book, Board Binding.                 |
| 12     | Daily Milk a/c Register            | 1/4 DFC, 10.4kg Andhra con, 100 Folio Page Book, Board Binding.                 |
| 13     | Sample/ Sour Register              | 1/4 DFC, 10.4kg Andhra con, 100 Page Book, Board Binding.                       |
| 14     | Milk Testing Register              | 1/4DFC, 10.4kg Andhra Con, 100 Folio page Book, Board Binding.                  |
| 15     | City supply Register               | 1/4 DFC, 10.4kg Andhra Con, 100 Folio Page Book, Board Binding.                 |
| 16     | Store Stock Book                   | 1/4 DFC. 10.4Kg, Andhra Con, 200 Folio Page Book, Board Binding, 13 Page Index. |
| 17     | Letter Issue Register              | 1/4 DFC, 10.4 Kg, Andhra Con, 200 Folio Page, Board Binding.                    |
| 18     | Letter Receive Register            | 1/4 DFC, 10.4 Kg, Andhra Con, 200 Folio Page, Board Binding.                    |
| 19     | Boiler Log Book                    | 1/4 DFC, 10.4 kg. Andhra Con, 150 Page Book, Board Binding.                     |
| 20     | Vehicle Log Book                   | 1/8 DFC, 10.4kg Andhra Con, 100 Folio page Book, Board Binding.                 |
| 21     | T.A. Bill Form                     | 1/4 DFC, 8kg.Andhra, 100 pages pad.   |
| 22     | Gate Pass Book                     | 1/16 DFC, 6.6 kg Andhra, 100x2 page Book.                                       |
| 23     | Challan Cum Bill Book              | 1/8 Colour Demy, Ballarpur, 100x3 page Book.                                    |
| 24     | Money Receipt Book ( Cash)         | 1/8, Colour Demy, Ballarpur,100x2 Page Book                                     |
| 25     | Challan for City supply            | 1/12, Colour Demy, Ballarpur, 50x3 Page Book.                                   |
| 26     | Milk Dispatch Challan,             | 1/9 Colour demy, Ballarpur,50x3 Page Book                                       |
| 27     | Prescription Pad                   | 1/12 DFC, 6.6 Kg. Andhra, 100 Pages Pad.  |
| 28     | Good Receive Note                  | 1/3, Colour demy , Ballarpur, 50x4 page Book,                                   |
| 29     | Ghee Slip Pad                      | 1/16 DFC, 6.6Kg. Andhra, 100 Pages Pad  |
| 30     | Note- Sheet Pad                    | 1/4 DFC, 10.4 Andhra Con, 100 Pages Pad   |
| 31     | Note Punching Slip                 | 1/24 Colour Demy, Ballarpur, 200 Pages Pad.                                     |
| 32     | Requisition Book                   | 1/12 Demy, VG Paper, 100x2 Pages Book,  |
| 33     | Attendance Book                    | 1/2, Demy, Ballarpur, 12x3 Pages Book.  |
| 34     | Challan Book (Store)               | 1/8, Colour Demy, Ballarpur,100x3 Page Book                                     |
| 35     | Bill Book (Store)                  | 1/8, Colour Demy, Ballarpur,100x3 Page Book                                     |