



The Bhagirathi Co-operative Milk Producers' Union Limited

(A Govt. of West Bengal Project)

E-mail: bhagirathi6@rediffmail.com; Website: www.bhagirathimilk.com

BU: PUR: NIT: 1891

Dated: 26.10.2021

NOTICE INVITING OFFLINE TENDER (TWO COVER SYSTEM)

Name of the work: Supply of Stationery Item 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.

SI No.	Particulars	Specifications	Quantity (May vary depending upon demand/ consumption)
01	Stapler Pin:	24/6 Max.	60 Box(s)/Year
02	Stapler Pin:	10 No.	240 Box(s)/Year
03	Lever Arch File:	Ambassador / Eaggel. (With printing of Bhagirathi Logo on front side of File)	300 No(s))/Year
04	Computer Paper (III) part	Silverton / Box.	100 Box(s))/Year
05	Computer Paper (I) part	Silverton / Box.	200 Box(s))/Year
06	Dot Matrix Printer Ribbon	(12.7*10MTR) Ribbon for Dot Matrix Printer Cartridge must black suitable for EPSON FX 105,890, LQ 300/310/590/800/1050, LX 800/540, LX 240, TVSE MSP 240/245/345/450 STAR, MSP 240CLASSIC PLUS	1000 No(s))/Year
07	Dot Matrix Printer Cartridge	EPSON LQ-310 Printer Cartridge for 24 pin only	100 No(s))/Year

Time line for Tender:

PARTICULAR	DATE & TIME
Tender submission start date & time	26.10.2021 from 15.00 pm
Last date & time of submission of Technical Bid and Financial Bid	05.11.2021 till 15.00 pm
Date & Time of opening of Technical Bid in the office of the Managing Director BCMPUL	06.11.2021 at 16.00 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.



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Eligibility Criteria & Mandatory Documents:

Experience: Bidder should have minimum 1 (One) year experience worth Rs. 50% of the amount quoted in the Tender in supply of Stationary Items.

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

Technical bid submission:

The entire mandatory documents namely

1. GST Registration Certificate
2. Copy of valid PAN Card

Shall be placed in a sealed cover having written on top “**Tender for Supply of Stationery Item**”.

Financial Bid Submission Format:

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

<p>To</p> <p>Bid Inviting Authority Office of the Managing Director The Bhagirathi Cooperative Milk Producers' Union Limited</p> <p>Sub: Financial Offer</p> <p>Sir,</p> <p>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...../ for Supply of Stationery Item 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.</p> <p>You are requested to kindly accept my financial offer</p> <p style="text-align: right;">Yours faithfully</p> <p>Dated: [Name of the Bidder]</p>
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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 Stationery Item**”.

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



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Validity of the bid: 365 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 Bhagirathi Milk Union.
5. Time being the essence of the contract, materials must be delivered within 10 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.
6. 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 supplier.
7. 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 penal provision shall not be applicable.
8. Payment will be made in NEFT/RTGS within 45 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.
9. 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 or the materials shall be rejected outright. On rejection the supplier has to replace the material within the prescribed schedule as mentioned by the Milk Union failure to which shall result in termination of the Contract.



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10. In case of any dispute between the Milk Union and the bidder the decision of the Milk Union shall be binding.
11. 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.
12. 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

Copy forwarded to:

1. NDC, MSD & OC BCMPUL with a request to publish the Notice to District Website (<https://murshidabad.gov.in>) through DIO, NIC.
2. Official Website (www.bhagirathimilk.com)