



## The Bhagirathi Co-operative Milk Producers' Union Limited

(A Govt. of West Bengal Project)

E-mail: [bhagirathi6@rediffmail.com](mailto:bhagirathi6@rediffmail.com); Website: [www.bhagirathimilk.com](http://www.bhagirathimilk.com)

**BU: PUR: NIT: 0962**

**Dated: 20.07.2021**

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

**Name of the work: 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.

SI No.	Particulars	Specifications	Quantity
01	Printing Office Register	As per enclosed sheet.	

**Time line for Tender:**

PARTICULAR	DATE & TIME
Tender submission start date & time	20.07.2021 from 15.00 pm
Last date & time of submission of Technical Bid and Financial Bid	31.07.2021 at 15.00 pm
Date & Time of opening of Technical Bid in the office of the Managing Director BCMPUL	02.08.2021 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.

**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. 50% of the amount quoted in the Tender in supply of Printing Office Register. Work Completion Certificate / PO in support of this claim must be attached.

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



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### Technical bid submission:

The entire mandatory documents namely

1. Credential for supply of similar nature of items to any Dairy/ Govt. Organization/ Autonomous bodies/ undertaking etc. Work Order/ Completion Certificate in support of you claim must be submitted.
2. EMD of Rs. 5,000/- in favour of The Bhagirathi Co-operative Milk Producers' Union Limited payable at Berhampore. EMD shall be exempted for MSE/MSME subject to submission of relevant documents.
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 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 Printing Office Register**”. The financial offer of the bidder shall be in the following format:

To

Bid Inviting Authority  
Office of the Managing Director  
The Bhagirathi Cooperative  
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...../ for **Supply of Printing Office Register** 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**”.



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

**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. EMD of successful bidder shall be converted to security deposit. EMD of unsuccessful bidders shall be refunded. EMD shall not carry any interest. The EMD which has been converted to Security Deposit shall be released after 1 month of successful execution of the Contract.
6. Time being the essence of the contract, materials must be delivered within 30 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 supplier.
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 penal provision shall not be applicable.
9. 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.



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



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### List of the Office Register

Sl. No	Name of the Register	Description
1	Truck Sheet	1/2 Colour Demy, Ballarpur, 50x 3page 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	Compressor Log Book	1/4 DFC, 10.4 Kg, Andhra Con, 100 Folio Page Book, Board Binding.
6	Milk receives & dispatches Register	1/4 DFC, 10.4 kg. Andhra Con, 100 Folio Page Book, Board Binding.
7	Tanker dispatch Register	1/4 DFC 10.4 kg. Andhra Con, 100 Folio Page Book, Board Binding.
8	Paneer Production Register	1/4 DFC 10.4 kg. Andhra Con, 100 Folio Page Book, Board Binding.
9	Cream A/c Register	1/4 DFC, 10.4kg Andhra con, 100 Folio Page Book, Board Binding.
10	Daily Milk a/c Register	1/4 DFC, 10.4kg Andhra con, 100 Folio Page Book, Board Binding.
11	Sample/ Sour Register	1/4 DFC, 10.4kg Andhra con, 100 Page Book, Board Binding.
12	Milk Testing Register	1/4DFC, 10.4kg Andhra Con, 100 Folio page Book, Board Binding.
13	City supply Register	1/4 DFC, 10.4kg Andhra Con, 100 Folio Page Book, Board Binding.
14	Letter Issue Register	1/4 DFC, 10.4 Kg, Andhra Con, 200 Folio Page, Board Binding.
15	Letter Receive Register	1/4 DFC, 10.4 Kg, Andhra Con, 200 Folio Page, Board Binding.
16	Boiler Log Book	1/4 DFC, 10.4 kg. Andhra Con, 150 Page Book, Board Binding.
17	Vehicle Log Book	1/8 DFC, 10.4kg Andhra Con, 100 Folio page Book, Board Binding.
18	T.A. Bill Form	1/4 DFC, 8kg.Andhra, 100 pages pad.
19	Gate Pass Book	1/16 DFC, 6.6 kg Andhra, 100x2 page Book.
20	Money Receipt Book (Cash)	1/8, Colour Demy, Ballarpur,100x2 Page Book
21	Challan for City supply	1/12, Colour Demy, Ballarpur, 50x3 Page Book.
22	Milk Dispatch Challan	1/9 Colour demy, Ballarpur,50x3 Page Book
23	Note- Sheet Pad	1/4 DFC, 10.4 Andhra Con, 100 Pages Pad
24	Requisition Book	1/12 Demy, VG Paper, 100x2 Pages Book,
25	Attendance Book	1/2, Demy, Ballarpur, 12x3 Pages Book.
26	Attendance Sheet	Full Demy, 8kg Con.
27	Cash/Bank Adjustment Voucher	1/5 Demy (Pink colour paper), 100 pages Pad, 6.8kg paper
28	Cash/Bank Payment Voucher	1/5 Demy (Blue colour paper), 100 pages Pad, 6.8kg paper
29	Challan Book for Milk	1/12 DFC, Colour demy, Ballarpur,50x3 Pages Book
30	Challan Book (Paneer)	1/12 DFC, Colour demy, Ballarpur,50x3 Pages Book
31	Cheque/ Draft Payment Register	1/4 DFC, 10.4 Kg, Andhra Con, 200 Folio Pages, Board Binding
32	Cheque/ Draft Receipt Register	1/4 DFC, 10.4 Kg, Andhra Con, 200 Folio Pages, Board Binding
33	Cheque/Draft Money Receipt Book	1/6 Demy (1 <sup>st</sup> copy White, 2 <sup>nd</sup> copy Pink), 100x2 pages book, Serial Nos on all pages, 54 GSM, paper 6.8kg
34	CIP Record Register	1/4 DFC, 10.4 Kg, Andhra Con, 150 Pages Register, Board Binding
35	Dahi & Lassi Preparation Register	1/4 DFC, 10.4 Kg, Andhra Con, 150 Pages Register, Board Binding



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36	Dahi Production & Dispatch Register	1/4 DFC, 10.4 Kg, Andhra Con, 100 Folio Pages Register, Board Binding
37	Earned Leave Register	1/4 Demy, 50x3 pages book, 8.0kg, Colour Paper (White, Yellow & Green)
38	Laboratory Test Report Register for Milk	1/4 DFC, 10.4 Kg, Andhra Con, 150 Pages Register, Board Binding
39	Lassi Production Register	1/4 DFC, 10.4 Kg, Andhra Con, 100 Folio Page, Board Binding
40	Leave Application Form	1/8 Demy, 50 pages Pad, 70 GSM
41	Letter Pad (Paper A4) Milk Union	Paper- 100 GSM, Bond paper, Print colour- Blue
42	Milk Collection Register	1/4 DFC, 10.4 Kg, Andhra Con, 100 Folio Page, Board Binding
43	Test Report Register Tanker & Marketing (LAB)	1/4 DFC, 10.4 Kg, Andhra Con, 150 Pages Register, Board Binding
44	Vault Register	10.4 Kg, Andhra Con, 300 Pages Book, Board Binding

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