



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

(A Govt. of West Bengal Project)

Feeder Dairy: P.O-Berhampore: PIN -742101: Dist.-Murshidabad

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NOTICE INVITING E-TENDER

BU/PUR/STN/1061

Dated: 10.10.2025

The Bhagirathi Cooperative Milk Producers' Union Limited invites Online Tender (E-Tender) in two bid system for entering into rate contract for supply of Stationery Items for a period of one year.

IMPORTANT DATE AND TIME SCHEDULE

Sl. No.	Particulars	Date & Time
1	Date of uploading (Publishing) of N.I.T. Documents (Online)	10.10.2025 at 1600 hrs
2	Documents download start date (Online)	10.10.2025 at 1605 hrs
3	Technical Bid proposal submission start date (Online)	10.10.2025 at 1610 hrs
4	Bid Submission end date (Online)	20.10.2025 at 1600 hrs
5	Technical bid opening date	22.10.2025 at 1600 hrs
6	Pre bid Meeting (Any query can be addressed by mail or telephonic communication)	NIL
7	Financial Bid Opening date	To be notified later

The details of work are given below:

Nature of Work	E-Rate Contract for supply of Stationery Items
Scope of Work	E-Rate Contract for supply of Stationery Items for a period of one year
Estimated Cost of Work	Rate to be offered by the bidder as per prevailing market rate
Contract Period	1 year
Bid Inviting Authority	The Managing Director of the Bhagirathi Cooperative Milk Producers' Union Limited
Eligibility Criteria	Experience: Bidder should have minimum 1 (One) year experience worth Rs. 50% of the amount quoted in the Tender in supply of similar nature of items or any general items.
Statutory & Non Statutory Documents	1. GST Registration Certificate 2. PAN Card N.B: All these documents are mandatory. Failure to upload the documents will result in disqualification during technical bid. No document is to be sent physically.
Earnest Money Deposit	The EMD amounting to Rs. 5,000/- should be deposited online through Net Banking, NEFT/RTGS in favour of The Bhagirathi Cooperative Milk Producers' Union Limited payable at Berhampore. EMD shall not carry interest. Tenderers will select the Tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payments modes (vide Finance Department Memorandum no. 3975-F(Y) Dt. 28/07/2016) :

1. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.

2. RTGS/NEFT in case of offline payment through bank accounts in any Bank.

Payment procedure

a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway :

1. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

2. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

3. Bidder will receive a confirmation message regarding success/failure of the transaction.

1. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of The Bhagirathi Cooperative Milk Producers' Union Limited maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

2. For transaction failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

1. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

2. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

3. Once payment is made, the bidder Will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

4. If verification is successful, the fund will get credited to the respective Pooling account of The Bhagirathi Cooperative Milk Producers' Union Limited maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road for collection of EMD/Tender Fees.

3. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

4. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

B. Refund/Settlement Process:

i. After opening of the bids and technical evaluation of the same by the

	Quotation inviting authority through electronic processing in the e-Procurement portal of the State Government, the Quotation inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services. ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the Tender inviting authority. iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the Quotation inviting authority. iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal and the information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority. v. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal – a) EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “8443-00-103-001-07” through GRIPS along with the bank particulars of the L1 bidder. b) EMD of the L1 bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder. In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued. vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation. vii. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders. viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD (if any) were initiated.
Bid Document	The bid document is available in the E-Tendering Portal of Govt. of West Bengal https://wbtenenders.gov.in .
Technical Bid Evaluation	The Technical Bid will be evaluated by the Tender Committee. Bidders shall

	upload all the necessary documents in the Technical Folder which will be verified and evaluated by the Tender Committee.
Financial Bid	Rate shall be quoted in the Financial bid The bidder shall quote the rate online through Computer only in the space marked for quoting rate in the Bill of Quantities (BOQ). Only downloaded copies of the above documents, digitally signed by the bidder are to be uploaded (Excel file). The rate quoted by the tenderer shall be inclusive of all elements of taxes and duties, demands, tolls etc. The tenderer shall include income tax, GST etc as applicable, octroi if any and all other charges if applicable while quoting the rate, FOR (freight on road) delivery of the material in the place of delivery.
Validity of Bid	365 days
Award of Contract	The bidder selected after evaluation of financial bid by the tender committee will be given Award of Contract, subject to fulfillment of Terms and Conditions provided in the tender.
Publication of Tender	1. E-Procurement Portal Govt. of West Bengal (https://wbtenders.gov.in) 2. Website of the Milk Union (www.bhagirathimilk.com) 3. Office Notice Board

TECHNICAL SPECIFICATION

Sl. No.	Particulars	Specification	Quantity (May vary depending upon demand/ consumption)
01	Stationery Items	As per enclosed sheet	As per enclosed sheet

General Terms & Conditions

- Two part bid which consists of Technical & Financial bid separately.
- The applicants must upload the Statutory & Non Statutory documents in the Technical Folder. Nothing should be sent physically.
- Financial quote must not be sent through post / physically.
- The intending bidders are required to quote the rate online only. Financial Bid will contain rate of items only. No other document will be sent in the financial bid (Folder).
- Bidder should quote unit price or price per piece of the material inclusive of all taxes and levies loading and unloading F.O.R The Bhagirathi Cooperative Milk Producers' Union Limited.

6. EMD of the lowest successful bidder shall be converted to Security Deposit and shall be released after successful execution of the Contract. EMD of unsuccessful bidders shall be refunded from E-Tender portal as per norms. EMD shall not carry any interest.
7. 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.
8. The intending bidder is required to quote the rate in figures as well as in words in financial bid. Rate should be quoted per kg of item.
9. **Payment shall be made within 30 days in NEFT/RTGS** on receipt of quality report of the supplied materials from Requisitioning Authority & on submission of Bill in duplicate along with the received challans from the Competent Authority. If the materials received does not conform to the above prescribed standard then the materials shall not be accepted or rejected after joint inspection.
10. The documents submitted by the bidders online should be properly indexed & digitally signed. The NIT must be signed by the bidder as a token of acceptance of the terms and conditions stipulated in this E-Tender.
11. During the scrutiny, if it comes to the notice to the tender inviting authority that the credential(s) and/or any other paper(s) has/have been of any bidder found incorrect/ manufactured/ fabricated, that bidder will not be allowed to participate in the tender process and that application will be rejected outright. The Bhagirathi Cooperative Milk Producers' Union Ltd. reserves the right to cancel the N.I.T. at any time without showing any reason and no claim in this respect will be entertained.
12. **Materials must be delivered within 7 days after placement of Supply Order.**
13. Time being the essence of contract no variation shall be permitted in the delivery time as prescribed in the delivery schedule. If the supplier fails to supply within delivery schedule, The Bhagirathi Milk Union Ltd. shall reserve the right to cancel the order besides forfeiture of Security Deposit and the loss shall be recovered from the party.
14. On termination of contract, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the contractor by legal means apart from forfeiture of any amount due to the bidder.
15. If there is any complaint regarding the **quality/ damage / short supply / failure of schedule date delivery** etc. you will be responsible for replacement and if the Milk Union makes an alternative arrangement from another supplier the cost of such item would be deducted from the bill amount, Security Deposit whichever applicable.
16. Place of Delivery: The Store Section of The Bhagirathi Cooperative Milk Producers' Union Ltd. Feeder Dairy, Panchantala, Chaltia, Berhampore, Murshidabad, Pin-742101, West Bengal.
17. Conditional and incomplete tender will not be entertained. Violation of one or more clause will result in rejection of the tender.
18. The accepting authority (The Bhagirathi Cooperative Milk Producers' Union Ltd.) reserves the right to reject any or all the tenders without assigning any reason whatsoever and will not be bound to accept either the lowest tender or any of the tenders.

19. Before issuance of the SUPPLY ORDER, the tender inviting authority may verify the original credential(s) and/ or other document(s) of the lowest bidder with original documents, if found necessary. After verification, if it is found that the document(s) submitted by the lowest bidder is/are either manufactured or false, the work order will not be issued in favour of the said Bidder and security deposit will be forfeited.
20. You will be required to serve us at least 3 months' notice in advance and Security Deposit will be forfeited, if you want to discontinue supplying us the materials as per the rate contract.
21. The Milk Union may approve more than one supplier at L1 rate and that should be termed as alternate supplier.
22. The rate quoted by the bidder shall be inclusive of all taxes packing, forwarding, Excise Duty & GST loading and unloading charges and other charges/ taxes if any for the delivery of the goods in the office of The Bhagirathi Cooperative Milk Producers' Union Ltd.
23. Mode of transportation for the supply of the goods will be arranged by the supplier.
24. In case of any dispute between the Milk Union and the bidder the decision of the Milk Union shall be binding.
25. The undersigned 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. Official Website (www.bhagirathimilk.com)
2. Office Notice Board

List of Stationery Items

Sl. No.	Name Of the Items	Specification	Quantity (May vary depending upon demand/ consumption)
1	White Paper	Size: 17"x13.5", Wt.4.0 Kg Andhra.	12 Ream(s)
2	Rulled Paper	Size: 17"x13.5", Wt.4.0 Kg Andhra.	20 Ream(s)
3	Xerox Paper: A4	Copy Power/ JK Sparkel 500 Sheet Ream.	1200 Ream(s)
4	Xerox Paper: FS U1	Copy Power/500 Sheet Ream.	4 Ream(s)
5	File Belt	Good Quality	240 No(s)
6	Rull Pencil	APSARA Platinum	50 No(s)
7	Pencil Carbon	Kores, Sapphire, 210x330mm, 100 Sheet/Box, Colour Blue.	12 Box(s)
8	Printer Ribbon	DMP Ribbon, High density.	60 No(s)
9	Stapler Machine	Kangaro ® HP-45	10 No(s)
10	Stapler Machine	Kangaro ® - 10	20 No(s)
11	Stapler Pin	24/6 Max. (10 Pcs / Box)	60 Box(s)
12	Stapler Pin	10 No. (20 Pcs / Box)	240 Box(s)
13	Rulled Register	4 to 12 No.	384 No(s)
14	Flat File	Ambassador / Eagle.	400 No(s)
15	Lever Arch File	Ambassador / Eagle.	300 No(s)
16	Punch Machine	Max-59	15 No(s)
17	Gum	Supreme, 700 ml/Bottle.	25 Bottle(s)
18	Cloth Duster	24x24' good quality.	100 No(s)
19	Jems Clip	Size: 26mm	100 Box(s)
20	Cover File	RUPAN	250 No(s)
21	Stamp Pad	Big Size- FOAM	15 No(s)
22	Stamp Pad Ink	Supreme,700 ml/Bottle	10 Bottle(s)
23	Pencil Battery (AA)	DURACELL	30 No(s)
24	Pencil Battery (AAA)	DURACELL	20 No(s)
25	Highlighter	Camlin (Yellow, Green, Orange, Pink)	50 No(s)
26	Phenol Black	Hammer Brand, 5 ltrs. pack	40 No(s)
27	Phenol White	5 ltr pack.	40 No(s)
28	Alpin: T-Type	King needlepoint, silver plated.	100 Box(s)
29	Flag Label (Sticky Pad)	Size: 7½ x 4 cm,200 pcs/pkt.	50 Pkt(s)
30	Tag (Flap)	Size: 12 cm (50 Pcs / Bundles)	20 Bundles
31	Envelop (Brown paper)	Size: 15x11 cm (Small)	500 No(s)
32	Envelop (Brown paper)	Size: 25x11 cm (Big)	500 No(s)
33	Window Envelop	Size: 15x9 cm (Small)	500 No(s)
34	Window Envelop	Size: 25x11 cm (Big)	500 No(s)
35	Computer Paper (III) part	Silverton / Box	50 Box(s)
36	Computer Paper (I) part	Silverton / Box.	50 Box(s)
37	Computer File	10x12' Size.	100 No(s)
38	Channel File		500 No(s)
39	Correction Pen	Camlin- COVER-IT. (Volume-7ml)	30 No(s)
40	Wooden Pencil	Nataraj-Correction-Red.	30 No(s)
41	Pen: Blue, Red, Black	Pentonic	300 No(s)
42	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)
43	Dot Matrix Printer Cartridge	EPSON LQ-310 Printer Cartridge for 24 pin only	200 No(s)

44	Computer Roll paper	Roll, Width- 57mm, Diameter- 65mm, Ply 1	15000 No(s)
45	Basin / Sink Washing Brush		20 No(s)
46	Harpic (Blue)	1Ltrs.	50 Ltr(s)
47	Harpic (Red)	1Ltrs.	50 Ltr(s)
48	Napthalene	1Kg.	5 Kg(s)
49	Broom		20 No(s)
50	Lizol	975ml	100 Ltr(s)
51	String Mop	T. Type and Clip & Fit	24 No(s)
52	Dustbin		20 No(s)
53	Room Freshener Spray		60 No(s)
54	Scrubber with Handle		50 No(s)
55	Liquid Hand Wash with dispenser (1Ltr)		100 No(s)
56	Water Cleaner with stand		20 No(s)
57	Odonil		100 No(s)
58	Garbage Bag / PPF Kits		100 No(s)
59	Toilet Cleaning Brush		20 No(s)
60	Masking Tape 1 inch		30 No(s)
61	Mosquito Repellant Device	Good Knight/AllOut	30 No(s)
62	Mosquito Repellant Chemical	Good Knight/AllOut	100 No(s)
63	Paint Brush	25mm	20 No(s)
64	Fevistick Gum	15gm	50 No(s)
65	Insect Repellent (RED Hit)	400ml	50 No(s)
66	Insect Repellent (BLACK Hit)	400ml	50 No(s)
67	Photopaper A4 Size	KODAK 230 GSM	50 No(s)
68	USB Drive 32GB	Scandisk/Crysal 3.0 and Higher	20 No(s)
69	HDMI Cable	Industry Grade (3 m)	20 No(s)

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