

**GWALIOR SAHAKARI DUGDHA SANGH MARYADIT, GWALIOR
GOLA KA MANDIR, GWALIOR**

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Please do mention tender reference and opening date on envelop.

SHORT TERM E-TENDER DOCUMENTS

Tender for : **DCS Stationery Items**

SCHEDULE – I : General Terms and Conditions

SCHEDULE – II : Items specifications

UPLOAD ONLINE (MANDATORY) IN ENVELOPE-A : ANNEXURE –I

(UPLOAD MANDATORY IN TECHNICAL DOCUMENT) ENVELOPE- B : ANNEXURE –II

Tender reference : GSDS/PUR/DCS/2025-26

Published Date : 15-10-2025 Time 11.00 A.M

Bid Submission End Date : 29-10-2025 Time: 03.00 P.M

Bid Opening Date : 30-10-2025 Time 04.00 P.M

Place of opening Tender : Office of the Gwalior Sahakari Dugdha Sangh Maryadit, Gwalior Golam Ka Mandir Gwalior MP

Cost of Tender Document: Rs. 1000/-
EMD Rs. 10000.00

**Chief Executive Officer
Gwalior Sahakari Dugdh Sangh Maryadit Gwalior**

GWALIOR SAHAKARI DUGDHA SANGH MARYADIT, GWALIOR
GOLA KA MANDIR
GWALIOR

1. डी.सी.एस इक्यूपमेंट ई-निविदा प्रपत्र www.mptenders.gov.in से प्राप्त किये जा सकेंगे।
2. निविदा प्रपत्र राशि रुपये 1000/- का ऑनलाईन भुगतान करना होगा, जो कि वापसी योग्य नहीं होगा। निविदा प्रपत्र राशि हेतु डी.डी मान्य नहीं किया जावेगा।
3. निविदा प्रपत्र में अंकित ई.एम.डी राशि का भुगतान ऑनलाईन भुगतान करना होगा, जिसकी प्रति ऑनलाईन अपलोड करना होगी। एवं मध्य प्रदेश के सूक्ष्म एवं लघु उद्योगों को निविदा में प्रतिभूति/ई0एम0डी0 राशि के भुगतान से छूट रहेगी। परन्तु एम0एस0एम0ई पेंजीयन की प्रति ऑनलाईन अपलोड करनी होगी।
4. ई.एम.डी राशि का ऑनलाईन भुगतान करते समय Confirm to Pay करने उपरान्त बदलाव नहीं होगा। जिसकी संघ की कोई जिम्मेवारी नहीं होगी।
5. निविदा स्वीकृत होने उपरान्त निविदाकार को निर्धारित सिक्यूरिटी राशि रुपये 10000/- डी.डी के माध्यम से जमा करना होगी।
6. सफल निविदाकार को निविदा के माध्यम से क्रय सामग्री को क्रयदेश में अंकित निदेशानुसार कॉम्बो पैक अर्थात् **(कॉम्बो पैक = बी0ओ0क्यु0में दर्शित क्रय सामग्री की एक अथवा दो नग समिल होंगे)** बनाकर उपलब्ध कराना होगा। इस कार्य हेतु अलग से कोई भुगतान नहीं किया जावेगा।

GWALIOR SAHAKARI DUGDHA SANGH MARYADIT, GWALIOR
GOLA KA MANDIR, GWALIOR
SCHEDULE – I

The Gwalior Sahakari Dugdh Sangh Maryadit, Gwalior invites Online tenders from bonafide manufactures/association of such manufactures and their authorized dealers for the supply of the material of different types and sizes strictly in adherence to the detailed specification given in the schedule – II of the tender.

The Gwalior Sahakari Dugdh Sangh Maryadit, Gwalior reserves the right to accept any or all tenders which in their opinion justify such actions without further explanation to the tenderers.

1.0 Tender Submission :

- 1.1 The tender should be submitted Envelope A, B & C along with required documents online on www.mptenders.gov.in.
- 1.2 The tender shall be opened online in presence of tenderers / or their authorized representative who wish to witness tender opening ceremony.
- 1.2 The tender received by the Fax / E-mail / Telegram will not be considered.
- 1.3 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, Gwalior Sahakari Dugdh Sangh Maryadit, GOLA KA MANDIR, Gwalior and correspondence thereafter will be made at the changed address.
- 1.4 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.
- 1.5 Individual signing the tender and other related documents must specify where he has signed as :
 - a) The sole proprietor of the firm or constitution 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.

1.6 Document Required:

- a) Receipt of Payment with Envelope – A . Submit online (mandatory Upload)
- b) Technical Document is mandatory Upload in Envelope – B:
 - 1. Copy of Factory License/MSME Certificate/Shop Act Registration
 - 2. Copy of GST
 - 3. Copy of PAN
 - 4. Envelope ‘C’ – Price Bid – To be submitted only online.

2.1 exemption for E.M.D. to any registered unit in S.S.I./MSME shall be considered. Any tender which is not accompanied by Earnest Money Deposit shall be rejected. E.M.D. of unsuccessful tenders will be returned within 60 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.

2.0 No interest will be paid on Earnest Money / Security Deposit for which the period during the earnest money / security deposit with Gwalior Sahakari Dugdh Sangh Maryadit, GOLA KA MANDIR, Gwalior

2.1 **After Approval of tender tenderer must deposit security deposit as per mentioned into tender documents..**

3.0 **Prices :**

3.1 The offered by the tenderers should be firm clear and free from all escalations. The prices offered should be valid for one year from the approval of the 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 Dugdh Sangh.

3.0 The tenders should quote rates are F.O.R. Delivery at Dairy Plant, Banmore, Morena

3.1 The tender should quote rates are inclusive all taxes and FOR Dairy Plant.

3.2 Octroi duty if applicable at the destination shall be borne by supplier / tenderer.

3.3 The prices charged for the stores supplied under the contract by the supplier firm in no event exceed the lowest price in which the supplier firm, sales the stores of identical tender description to any other persons during the period and until the performance of all supply 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 considering their offers as the goods mentioned in this would be resold by the Sangh.

4.0 **Mode of Despatches :**

4.1 The material to be supplied by the tenderer shall be dispatched to Dairy Plant Banmore by Road under intimation to Gwalior Dugdh Sangh. The supplies shall carry out proper packing / crating to avoid damage during transit period depending upon the type of material.

4.0 After receiving confirmed purchase order, the material must be dispatched 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 payments 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.

6.1 Payment shall be made by account payee cheques / RTGS. The Bank Commission charges shall be borne by suppliers itself.

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, Gwalior Sahakari Dugdh Sangh Maryadit, GOLA KA MANDIR, Gwalior 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 demanded of the cause of rejection of the tender by any of the tenderers.

7.1 Any tender not properly addressed and identified may be opened by the Chief Executive Officer 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 in his discretion may allow or reject tender to be considered along with other tender. The tenders received against the advertisement upto the specified time limit shall only be considered. But awarding the tender the lowest rates could not be criteria but also considering the other criteria such as quality, our specification and make also.

7.2 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 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/SD/BILLS would be forfeited.

7.3 The tenderer should send their offers alongwith the specifications, necessary drawing ISI certificate, etc. which will form the basis, of their quotations and integral part thereof.

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

7.5 The other Bank Commission, Postage shall be borne by the suppliers.

7.6 The Chief Executive Officer, Gwalior Sahakari Dugdh Sangh Maryadit, GOLA KA MANDIR, Gwalior reserves the right to lace order for sole requirement with any tenderer or split the order among one or more tenderers.

7.7 Each tender should be accompanied with Income Tax / GST/Registration No. without that the tender may not be entertained.

7.8 The submission of a tender by tenderer implies that he has read 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 tenderer should submit the tender in prescribed forms and no conditional tenders shall be considered.

7.10 No person or firm is 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 quality indicated in Schedule – II is tentative and shall increase / decrease up to any extend.
- 8.0 **Liquidated Damages** :

Once firm delivery dates are established then it shall be strictly adhered to. In case they are not followed, Gwalior Sahakari Dugdh Sangh Maryadit, GOLA KA MANDIR, Gwalior reserves the right either to cancel the order and make alternative purchase at the risk and expense of the defaulting supplier or deduction will be made as mentioned below :-

Delivery:

	Duration of Delay	Liquidated Damages
	Upto 15 Days	1%
	Between 16 to 30 Days	2%
	Beyond 30 Days	5%

Services:

	Duration of Delay	Liquidated Damages
	Upto 15 Days	1%
	Between 16 to 30 Days	2%
	Beyond 30 Days	5%

9.0 **Inspections** :

- 9.1 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 life out the goods within a stipulated period, than Dugdh Sangh is liable to auction to same goods.

10.0 Samples :

- 10.1** Samples of the articles should be produced before the competent authority within 7 days or as mutually agreed.
- 10.2** Demonstration of articles shall be arranged by the tenderer at the desired place on the cost of the tenderer wherever requested by Gwalior Sahakari Dugdh Sangh Maryadit, Gwalior.
- 11.0 Warfage & Demurrage** :Warfage / demurrage etc. On the account of incorrect or delayed despatch of material or by documents shall be responsibility of suppliers / recovered from their bills / security.
- 11.1** Delivery of the material is to be made as per the purchase order.
- 11.2** The validity of tender rates shall be valid for one year from the date of approval. Period may be extended for one more year on mutual consent.

12.0 Termination of Contract :

- 12.1** If any act of commissions or commission of a unit brings the Gwalior Sahakari Dugdha Sangh Maryadit, GOLA KA MANDIR, Gwalior to dispute, the Gwalior Sahakari Dugdha Sangh Maryadit, GOLA KA MANDIR, Gwalior shall be competent to debar / black list the unit from further business with the Gwalior Sahakari Dugdha Sangh Maryadit, GOLA KA MANDIR, Gwalior and EMD also may be forfeited.

13.0 Drawing & Specification :

- 13.1 The rate should be quoted for the specification given in the Schedule-II. Where no specification / incomplete specifications are give in it, detailed specifications of the articles and its components should be mentioned by the tenderer giving reference to ISI & registration with the GDS and National Dairy Development Board if any alogwith printed literature etc. if available.
- 13.2 If the tenderer have any doubt, clarification shall be obtained before submission of tender.

14.0 Consequences of Branch of Conditions :

- 14.1 If the authorised person of the unit or a partner in the tendering firm commits breach of any of the conditions of the agreement it shall be lawful for the Chief Executive Officer, Gwalior Sahakari Dugdha Sangh Maryadit, GOLA KA MANDIR, Gwalior to cancel the purchase order / Contract which on the risk of tenderer.
- 14.2 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.

15 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, Gwalior Sahakari Dugdh Sangh Maryadit, GOLA KA MANDIR, Gwalior in this respect shall be final and binding on tenderer.
- 16.2 For the matters of dispute relating to the interpretation of the above clause the decision of the Chairman/Competent Authority Gwalior Sahakari Dugdh Sangh Maryadit, GOLA KA MANDIR, Gwalior shall be final and binding on all concerned under orbitation and council Act, 1996.

**Chief Executive Officer
Gwalior Sahakari Dugdha Sangh Maryadit Gwalior**

Note : Tender reference must be indicates on top of the envelope

GWALIOR SAHAKARI DUGDHA SANGH MARYADIT, GWALIOR
GOLA KA MANDIR, GWALIOR (M.P.)

SCHEDULE – II

SN	Name Of Item Stationery 1 Set	Size	Quality of paper	Colour	No of Leaves	Binding	Required Qty in Nos
1	Purchase Register	12.5”X7.5”	White(54GSM)	W	300L	RB	130
2	Proceeding Book	12.5”X7.5”	Ledger(68GSM)	Green	100L	RB	130
3	Fat Register(fat Register, with hard cover	12.5”X15”	White(54GSM)	W	65X2L	RB	130
4	Share and Shareholder Ledger	14”X9.5”	56GSM	W	100L	RB	130
5	Share Register	13.5”X8.5”	68GSM	W	100L	RB	130
6	Dead Stock Register	13.5”X8.5”	68GSM	GREEN	100L	RB	130
7	Stock Register	12.5”X8”	White (54GSM)	W	100L	RB	130
8	Bhugtan register(Payment Register ,with hard cover 200 page in good paper quality)	12.5”X7.5”	White(54GSM)	W	100L	RB	130
9	Member pass Book	4.5”X55”	White(54GSM)	W	100L	Card sheet binding with lamination	130
10	DCS Visit Register	12.5”X7.5”	White(54GSM)	W	100L	RB	130
11	Demand pad rasid book						130
12	Calculator	Std					130
13	File Cover						650
14	Stapler with pin (Small Size)						130

Note :

1. The sample shall have to be submitted whenever demanded.
2. Material shall be purchased as per requirement.
3. Tenderer should be make & provide combo pack with content one or two above items as per mentioned in PO i.e. 1Pack= which content one or two each above items, for this we will not pay any extra amount.

ANNEXURE –I

**GWALIOR SAHAKARI DUGDHA SANGH MARYADIT
GOLA KA MANDIR, GWALIOR**

Envelop-A – EMD

UPLOAD ONLINE (MANDATORY) IN ENVELOPE-A

Acknowledgement No. of Online Tender Fee And EMD	
DATE	
AMOUNT	
Bank Name	
Name of Tenderer	

ANNEXURE –II

GWALIOR SAHAKARI DUGDHA SANGH MARYADIT

GOLA KA MANDIR, GWALIOR

Envelop-B - Technical Bid

(UPLOAD MANDATORY IN TECHNICAL DOCUMENT) ENVELOPE- B

1	Name of Unit	
2	Address of the Unit-Office	
	Factory	
3	Name of Proprietor / Partner 1	
	2	
	3	
4	Name with designation of other person authorised to sign the documents on behalf of the unit if any.	
5	Telephone Nos. Office	
6	Mobile Nos. / Fax	
7	Email Address:	
8	Particulars of the Registration Certificate issued by the competent authority.	
9	Factory License/ Shop Act Registration/MSME Registration No. & date (Upload online in Technical Document)	
10	GST NO. (Upload online in Technical Document)	
11	PAN (Upload online in Technical Document)	
12	Whether the unit or its sister concerned unit or any unit of the proprietorship or partnership, if any has been penalised by any Central or State Government / Organisation of Other Dugdh Sanghs any time ?	
13	If the reply is “Yes” when & Why ? Give reasons in details :	
14	Enclosed Last Two Year Supply Order	

