



# 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/ QUOTATION/0983

July 20, 2021

## NOTICE INVITING QUOTATION

Quotation is invited from the accredited & authorized Suppliers/Manufactures for entering into an Annual Rate Contracts for the item detailed below. Therefore, you are requested to quote your lowest rate as per the following General Terms & Conditions. The contract would remain valid for a period of one year. The specifications, quality and quantity of items to be purchased are given below:-

Sl. No	Particulars	Specification	Unit Rate Inclusive of all taxes, any other incidental charges and F.O.R Feeder Dairy, Berhampore, W.B.
1.	Stationery Items	As per enclosed sheet	To be Quoted by the bidder.

### General Terms and Conditions:

1. The bidders are required to go through the Terms & Condition carefully, understand the requirement and then quote the most competitive rate in sealed envelope addressed to the Managing Director, The Bhagirathi Cooperative Milk Producers' Union Limited, Feeder Dairy, Panchanantala, Berhampore, Murshidabad, 742165, WB.
2. The last date and time of submission of quotation documents is **31.07.2021**, 15.00 hours in the office of The Bhagirathi Cooperative Milk Producers' Union Limited.
3. Quotation shall only be accepted in sealed envelope subscribing the Enquiry No. and Item Type. No quotation shall be accepted through mail. Incomplete quotations are liable to be rejected.
4. The bidders participating in the Quotation must provide GST Registration Certificate along with the price bids.
5. The rate quoted in the 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.
6. Price quoted by the bidder should be inclusive of all taxes levies packing, forwarding and transportation charges & FOR Bhagirathi Milk Union.
7. Time being the essence of the contract, materials must be delivered within 15 days after placement of Supply Order.



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8. 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.
9. 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.
10. 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.
11. 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.
12. In case of any dispute between the Milk Union and the bidder the decision of the Milk Union shall be binding.
13. 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.
14. The Milk Union reserves the right to cancel any/all bids or the entire bidding process without assigning any reason thereof.

Sd/-

Managing Director  
The Bhagirathi Cooperative  
Milk Producers' Union Limited



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## List of Stationery Items

Sl.	Name Of the Items	Specification
1	White Paper :	Size: 17"x13.5", Wt.4.0 Kg Andhra.
2	Rulled Paper:	Size: 17"x13.5", Wt.4.0 Kg Andhra.
3	Computer Cartridge	TVS Original 136 Col with ink bank.
4	Xerox Paper: FS U1	Copy Power/500 Sheet Ream.
5	File Belt	
6	Rull Pencil	APSARA Platinum
7	Pencil Carbon:	Kores, Sapphire, 210x330mm, 100 Sheet/Box, Colour Blue.
8	Printer Ribbon :	DMP Ribbon, High density.
9	Stapler Machine:	Kangaro ® HP-45
10	Stapler Machine:	Kangaro ® - 10
11	Stapler Pin:	24/6 Max.
12	Stapler Pin:	10 No.
13	Rulled Register:	4 to 12 No.
14	Flat File:	Ambassadar / Eaggle. (With printing of Bhagirathi Logo on front side of File)
15	Lever Arch File:	Ambassadar / Eaggle. (With printing of Bhagirathi Logo on front side of File)
16	Punch Machine	Max-59
17	Gum:	Supreme, 700 ml/Bottle.
18	Cloth Duster:	24"x24" good quality.
19	Jems Clip:	Size: 26mm
20	Cover File:	RUPAN (With printing of Bhagirathi Logo on front side of File)
21	Stamp Pad:	Big Size- FOAM
22	Stamp Pad Ink:	Supreme,700 ml/Bottle
23	Pencil Battery (AA & AAA):	Nippo
24	Highlighter	Camlin (Yellow, Green, Orange, Pink)
25	Phenol Black	Hammer Brand, 5 ltrs. pack
26	Phenol White:	5 ltr pack.
27	Alpin: T-Type	King needlepoint, silver plated.
28	Flag Lebel (Sticky Pad):	Size: 7½ x 4 cm,200 pcs/pkt.
29	Tag (Flap)	
30	Envelop ( Brown paper)	Size: 15x11 cm (Small), 25x11 cm (Big)
31	Window Envelop	Size: 15x9 cm (Small), 25x11 cm (Big)
32	Computer Paper (III) part	Silverton / Box.
33	Computer Paper (I) part	Silverton / Box.
34	Computer File	10x12" Size.
35	Channel File	
36	Correction Pen	Camlin- COVER-IT. ( Volume-7ml)
37	Wooden Pencil	Nataraj-Correction-Red.
38	Use & Throw: Blue, Red, Black	Linx.
39	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
40	Dot Matrix Printer Cartridge	EPSON LQ-310 Printer Cartridge for 24 pin only