भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम/A Government of India Undertaking)

16-10-52, येल्स हाइट्स, साई कन्वेंशन के बगल में, वारंगल रेलवे स्टेशन प्लेटफार्म नंबर 3 गेट के पास , शिवनगर, वरंगल : 506002 तेलंगाना

16-10-52,Yele's Heights, Beside Sai Convention, Near Warangal Railway Station Gate, Platform No.3, Shivanagar, Warangal : 506002 TS

मेल : warangal@cotcorp.com **वेबसाईट** www.cotcorp.org.in Ministry Website : www.ministryoftextiles.gov.in

Ref. No. CCI/WGL/Printing Items/2025-26/ **Date:25.09.2025**

SHORT TERM TENDER NOTICE FOR PRINTING ITEMS

The Cotton Corporation of India Ltd, Warangal invites sealed tenders in Two (2) Bid system from various reputed Parties for supply of various Printing items required for Warangal Office. Interested parties may collect prescribed Tender forms along-with terms and conditions from the office address as mentioned above on any working day (Monday to Friday) between 09.45 a.m. to 5.45 p.m. upto 06.10.2025. Sealed Tenders in prescribed form clearly superscribing "TENDER FOR SUPPLY OF PRINTING ITEMS FOR THE COTTON SEASON 2025-26" addressed to General Manager, The CCI Ltd, BO: Warangal should be dropped in the Tender box kept in the office on or before 07.10.2025 upto 11.00 A.M. The interested parties shall have to submit an Earnest Money Deposit (EMD) of Rs.10000/- by way of Demand Draft (D.D)/Pay Order (P.O)/Bankers Cheque of any nationalized bank / scheduled commercial banks drawn in favour of The Cotton Corporation of India Ltd. payable at Warangal for Printing Items. In case of E-payment OR Electronic Fund Transfer/Digital mode of payment through BHIM, UPI, (UPI/BHIM-UPI QR Code) and RTGS/NEFT, Electronic Fund transfer, the same shall be valid subject to confirmation of realization. Parties/Firms which are registered with Micro and Small Enterprises (M.S.E) are exempted from paying E.M.D. on production of valid latest MSE Certificate. The latest MSE Certificate should be relevant to nature of work of tender. The Prescribed Tender can also be downloaded from CCI's website www.cotcorp.org.in and Government portal www.eprocure.gov.in. The Tenders received within the stipulated date and time i.e. on 07.10.2025 upto 11.00 A.M will be opened on the very same day i.e. on 07.10.2025 at 11.30 A.M. in presence of the Tenderers who may wish to remain present. The Corporation reserves its right to accept or reject any tender. However the tenderers may seek reasons for rejection from the Corporation.

General Manager

THE COTTON CORPORATION OF INDIA LTD, BRANCH OFFICE: WARANGAL

TECHNICAL BID - I

TENDER FOR SUPPLY OF PRINTING ITEMS

01	NAME OF THE SUPPLIER/FIRM	
02	FULL POSTAL ADDRESS WITH TELEPHONE NO. OF THE FIRM/SUPPLIER	
03	NAME OF THE PROPRIETOR/ PARTNERS/DIRECTORS	
04	DOING BUSINESS SINCE	
05	Whether the Firm is registered with Micro and Small Enterprises (M.S.E)Authorities (Yes / No), if yes please attach latest copy of MSE certificate with technical bid	
06	PAN NO. (Self Attested copy to be enclosed with Technical Bid)	
07	GST Registration No. Self Attested copy to be enclosed with Technical Bid) (if registered)	
08	Earnest Money Deposit (EMD) of Rs. 10000/- enclosed with Technical Bid (If a Firm is registered with M.S.E Authorities and having valid M.S.E certificate, they may be exempted from paying E.M.D)	D.D/P.O/Cheque No. :- _____dated_____ Amount : Rs. _____Bank_____ Or e-payment UTR No.:_____ Dated _____
09	Please furnish year of experience and which organizations you have supplied (Central/State Govt. Organizations/P.S.U/Govt./Autonomous Bodies)	

Name of the Supplier: _____

Signature with Seal: _____

Date: _____

THE COTTON CORPORATION OF INDIA LTD., BRANCH OFFICE: WARANGAL

Terms and Conditions (For Printing Materials):

1) Tenders in prescribed format in sealed cover addressed to The General Manager, The CCI, Ltd., Warangal clearly super scripting "Tender for Supply of Printing Items for Cotton Season 2025-26" should reach office on or before 07.10.2025 upto 11.00 hrs. The received tenders shall be opened on the very same day i.e. on 07.10.2025 at 11.30 hrs in presence of Tenderers or representative who may wish to remain present.
2) Interested parties should drop their tenders in the following manner:
   Envelope "A": Sealed Envelope "A" marked as Technical bid - I on the envelope should contain Technical Bid along with EMD only.
   Envelope "B": Sealed Envelope "B" marked as Financial Bid - II on the envelope should contain Financial Bid only.
   Envelope "C": Sealed Envelope "C" should contain Envelopes "A" and "B" which in turn shall be addressed to General Manager, The CCI Ltd., Warangal.
3) The bidders who are having functional office in Telangana State can apply.
4) The Rates quoted by the interested Parties should be as per the prescribed format should be inclusive of all taxes, Levies and handling / Transportation charges but excluding GST(if applicable) for delivery at our Office.
5) Supply should be made as per specifications within specified time. The rates for items to be supplied shall be valid upto one year from the date of work order issued. Under no circumstances the rates will be enhanced.
6) The number of items and quantity indicated in the tender form may be increased or decreased as per the requirement and the Corporation shall be entitled to order the items in part quantity from time to time as per requirement.
7) In case the quality of printing items are not found in accordance with the specifications or the sample, the Corporation has liberty to reject such items and supplier is liable to make good the losses occurred, if any. If the party is not able to supply the required printing items within the prescribed time, Corporation has liberty to fulfill its requirement from other supplier and the loss occurred if any, shall be recovered from the party. **Quality of papers should be of atleast 70 gsm and good quality binding (rexine or cloth) should be done for long term usage.**
8) Any amendments / overwriting in rates are not allowed and such quotations are liable to be rejected.
9) Valid Permanent Account Number (PAN), Goods and Service Tax (GST) Registration Number should be mentioned in the Technical Bid of the Tender Form. Relevant self attested copies of the same should be attached with Technical Bid of Tender.
10) Tax Deducted at source (TDS) deduction will be made as per rules of Income Tax Act.
11) **L-1 rates will be decided by Item-wise.**
12) Interested parties shall have to submit their sealed tenders mentioned as per Sr. No. 2 above along with Earnest Money Deposit (EMD) of Rs.10000/- (Rupees Ten Thousand only) by way of Demand Draft (D.D)/Pay Order (P.O)/Bankers Cheque of any nationalized bank / scheduled commercial banks drawn in favour of The Cotton Corporation of India Ltd. payable at Warangal. In case of E-payment OR Electronic Fund Transfer/Digital mode of payment through BHIM,

UPI, (UPI/BHIM-UPI QR Code) and RTGS/NEFT, Electronic Fund transfer, the same shall be valid subject to confirmation of realization. The firms which come under MSE (Micro & Small Enterprises) and registered with MSE authorities are exempted from tender EMD while production of valid latest MSE Certificate. The MSE Certificate should be relevant to nature of work of tender.

The bank details are as under:

Bank Name	BANK OF BARODA
Name of the Account Holder	THE COTTON CORPORATION OF INDIA LIMITED
Branch Name	WARANGAL
Account Number	07410200000079
IFSC Code	BARB0WARANG

The EMD amount will be returned to the unsuccessful Bidders while the same for the successful Bidder shall be retained as EMD No interest shall be accrued on such EMD & it will be paid to the Party after successful and satisfactory completion of the period of work contract.

13) The Items to be printed and delivered should be as per the list in the prescribed tender form. The proof of items to be printed should be approved from the authorized official within a week and supply of printed material should be completed within 15 days from the date of approval / proof accepted of order by the Corporation. Failure to seek necessary approval of the printed items shall force the Corporation to cancel the Work Order (if necessary).
14) The Corporation reserves its right to cancel the work order if the party fails to seek approval for printing proof from concerned authority.
15) The books which require binding have to be made with thick cardboard skinned with plain paper on both sides. The sample of the same shall have to get approved from the Authority before making/supply of the same.
16) The prospective bidder should visit branch office, Warangal during working hours till 06.10.2025 for inspection of formats / quality etc. before participating in the tender.
17) The qualified Party has to supply the required ordered qty. within 15 days from the date of approval / proof accepted, if not supplied timely, any price difference that is (Market Price / Tender rate) losses whatsoever shall be recovered from original Party (i.e. L-1).
18) The Party has to submit the bills after making delivery of the required Order qty. from time to time. The payment of bills will be made subject to deduction of TDS and GST TDS (if applicable) within 15 days from the date of receipt of the same in Branch Office.
19) Once the tender is accepted, tenderer has to abide by all the terms & conditions and specification of printing quality and printing material standard. In case of any violation found in terms & conditions even after tender is accepted, the security deposit made by the party shall be forfeited.
20) The Tenderers own terms & conditions will not be accepted.
21) The Corporation reserves the rights to accept or reject any or all tenders.

However the tender may seek reasons for rejection, from the corporation.

22) In case of any dispute, the decision of the Corporation will be final.
23) Tender documents must be sealed & signed by the parties.
24) Parties should physically submit the tender will be accepted.
25) Tender should be put in the tender box before scheduled time, tender through post / courier will be not accepted.

DECLARATION

a. We confirm having read and understood all the terms and condition of this tender notice and hereby undertake unconditionally to abide by the same for fullest compliance thereof, failure to which the Corporation reserves its right to forfeit the EMD amount of Rs. 10000/- and at the same time would recover the losses if any sustained during the above process.
b. We confirm that all the Items to be delivered will be as per the Technical Specifications/Quality specified in the Tender Form failure to which the Corporation also reserves its right to reject the Work Order.
c. The decision of the Corporation will be treated as final & accepted with regard to any dispute whatsoever pertaining to the Tender.

NAME OF THE SUPPLIER:

SEAL & SIGNATURE :

PLACE:

DATE :

(On the letter Head of the supplier)

FINANCIAL BID - II

In reference to the tender notice dated----------, we hereby submit our rates for each items is as under:

PRINTING ITEMS

Sl. No.	Name of the item	Pad / Register	No. of Pages	Quality and other Specification	Quantity (Approx.)	Rate per Each Item in Rs(Inclusive of all taxes, except GST) (In Rs.)
1	Cotton seed delivery challan pads	Pad	200 pages	As per Specimen	100	
2	Daily purchase report pads	Pad	200 pages	As per Specimen	100	
3	Daily processing returns pads	Pad	200 pages	As per Specimen	200	
4	F.P.Bales delivery challan pads	Pad	200 pages	As per Specimen	100	
5	F.P.Bales transit insurance/transfer slip pads	Pad	200 pages	As per Specimen	300	
6	F.P.Bales weight list Pads	Pad	200 pages	As per Specimen	300	
7	Gate pass pads(1+3 Color)	Pad	400 pages	As per Specimen	500	
8	Heap registers pads (1+2 Pages)	Pad	150 pages	As per Specimen	400	
9	Imprest Cash Voucher pads	Pad	200 pages	As per Specimen	100	
10	Kapas Purchase bills forwarding pads (1+1 Color)	Pad	200 pages	As per Specimen	50	

Seal & Signature of Authorized Signatory:_____

11	Letter head Pads	Pad	200 pages	As per Specimen	30	
12	Sample slip pads	Pad	200 pages	As per Specimen	1000	
13	Transit Insurance declaration (HO) pads	Pad	200 pages	As per Specimen	50	
14	Stock register	Register	300 pages	As per Specimen	500	
15	Insurance Registers	Register	200 pages	As per Specimen	400	
16	Forwarding of Ginning bill Pads	Pad	200 pages	As per Specimen	100	
17	Submission of Pressing bill Pads	Pad	200 pages	As per Specimen	100	
18	Sample Drawing Register	Register	200 pages	As per Specimen	200	
19	F.P. bales delivery godown register	Register	100 pages	As per Specimen	400	
20	Kapas /bales transportation covering pads(1+1 Color)	Pad	200 pages	As per Specimen	100	
21	F.P. Bales Daily Godown Stock Register	Register	200 pages	As per Specimen	200	
22	C.L. form pads	Pad	200 pages	As per Specimen	50	
23	E.L. form pads	Pad	200 pages	As per Specimen	30	
24	F.P. Bales Godown Stock Compartment wise Register	Register	200 pages	As per Specimen	100	
25	Kapas Inward Register	Register	100 pages	As per Specimen	500	
26	Trail Out Turn Pads(1+2 Color)	Pad	150 pages	As per Specimen	200	

Seal & Signature of Authorized Signatory:_____

27	Officers Visit Books pads(1+1)	Pad	200 pages	As per Specimen	100	
28	H.Q. Leaving Application Pads	Pad	200 pages	As per Specimen	50	
29	Outward (Seed/Bales) Register	Register	100 pages	As per Specimen	500	
30	Proforma Invoice Pads	Pad	200 pages	As per Specimen	100	
31	Daily Trail Out turn registers	Register	200 pages	As per Specimen	200	
32	F.P Bales Weight Registers	Register	200 pages	As per Specimen	200	
33	Kapas Rejection Register	Register	100 pages	As per Specimen	300	
34	Cash Imprest Statement Pads	Register	100 pages	As per Specimen	100	
35	Flat file with Printing			As per Specimen	4,000	
36	Cotton Seed Sale Register	Register	100 pages	As per Specimen	300	
37	GST Challan Pads	Pad	200 pages	As per Specimen	100	
38	Medical Claim Form pads (two sides Print)	Pad	200 pages	As per Specimen	100	
39	TA Claim Form pads (two sides Print)	Pad	200 pages	As per Specimen	50	
40	Kapas Moisture Register	Register	200 pages	As per Specimen	200	
41	Grievance Register	Register	200 pages	As per Specimen	200	
42	Staff Attendance Register	Register	200 pages	As per Specimen	20	
43	QR Code Labels Register	Register	200 pages	As per Specimen	300	

Seal & Signature of Authorized Signatory:_____

44	Envelop Covers with Printing Size 11x5 cm			As per Specimen	5000	
45	Pamphlets A4 Size Colour Paper			As per Specimen	50,000 Copies (Lump Sum Rate to be quoted (Inclusive of all taxes, except GST))	

I/We hereby confirm that the above terms and conditions have been read out and I/We agree to abide by the terms and condition for printing.

Note: 1) The rates quoted are inclusive of all expenses transportation and free delivery at B.O., CCI, Warangal excluding GST.

2) Please clearly specify the GST rate applicable on above items: _____ %

Authorized Signature: _____

Name of the Printer: _____

Address of the Printer: _____

_____

Place: _____

Date: _____

Seal & Signature of Authorized Signatory:_____