THE COTTON CORPORATION OF INDIA LTD
(A Govt. of India Undertaking)
KAPAS BHAVAN, 4/2ASHOK NAGAR,. P.B NO: 227
GUNTUR-522002
PH.NO:0863-2233472 EMAIL: *guntur@cotcorp.com,*

CCI/GNT/ADM/2025-26/ Dt.22.09.2025

SHORT TENDER NOTICE

We invite sealed tenders from reputed parties for supply of Printing Items. Tender forms along with terms & conditions can also be downloaded from our website www.cotcorp.org.in or from Govt. Portal http://eprocure.gov.in. The tenderer should deposit EMD for Rs.5,000/- along with Tender, in favour of "The Cotton Corporation of India Ltd., payable at Guntur, by way of DD on any nationalized bank/scheduled bank. Tenders should be submitted on or before 29.09.2025 upto 11.00 AM and same shall be opened on 29.09.2025 at 11.15 AM, in the presence of tenderers who wish to remain present.

GENERAL MANAGER

THE COTTON CORPORATION OF INDIA LIMITED, BRANCH OFFICE :: GUNTUR

TERMS & CONDITIONS

1. E.M.D. by way of DD/ Bankers Cheque of Rs.5,000/- (Rupees Five Thousand only) of any Nationalized/ schedule bank should be enclosed with the tender. EMD amount is exempted for MSE units.
2. The tenderer should have their office / Firm in Guntur/ Krishna/ NTR Districts.
3. The tenderer have to submit copy of **GST** registration certificate if they registered & **PAN** No. otherwise tender will not be accepted.
4. The Quality of printed items and the paper should be strictly as per the Specification shown and approved by both parties in tender form and as per the specimen shown, otherwise the same will be rejected, and Corporation will not be responsible for any loss to the party.
5. Printing items should be supplied within 10 days time from the date of placing the order.
6. Payment will be made on ensuring that total ordered quantity is as per approved specifications and supplied completely within 15 days. Payment will be made within 15 days from the date of receipt of bill.
7. The rate quoted by party will be inclusive of all except GST, and material should be delivery at CCI, Guntur Office.
8. The E.M.D. of the successful tenderer shall be refunded only after completion of the work successfully and after completion of Validity period.
9. The rates quoted by the successful tenderer will be valid for one year from the date of issue of work order. The successful tenderer has to supply the required items as per requirement of the corporation during one year from the date of work order and no escalation shall be allowed during such period.
10. Tenderer should mention rate of item clearly & visibly.
11. Party quoting the lowest rate (item wise) shall be declared as L1as per specifications mentioned. The successful party declared as L-1 fails to supply material in time as per T&C clause. Then L-2 may be considered to supply material on L-1 rates and price difference so incurred shall be recovered from L-1.
12. The Corporation reserves its right for negotiations/acceptance/cancellation of any tender or all tenders without assigning any reason thereof.
13. The Corporation may Increase / decrease the quantity of Items mentioned in tender based on the requirement of the corporation.
14. Tenders should be submitted on or before 29.09.2025 by 11.00 A.M. and the same will be opened on the same day at 11.15AM. at Branch Office, Guntur.
15. The tenderer should see the specimens `of the items mentioned in tender form at above address during Office working hours up to 05.00pm on 26.09.2025, and the quality of items provided should be strictly of quality as per the specimen.
16. The items have to be printed, Packed and dispatched within specified period. Late dispatch of items due to any reason whatsoever would make order liable for cancellation and EMD amount will be forfeited and party may be blacklisted/ barred to participate in any tender of the corporation for next two years.
17. period of contract:- . The period of the agreement will be initially for one year which may be extended one more year on mutual consent on same rates, terms & conditions subject to satisfactory performance of the material supplier.

GENERAL MANAGER

We do hereby agree to abide by the above Terms & Conditions of the tender.

SIGNATURE OF THE PARTY WITH RUBBER SEAL
CONTAINING FULL ADDRESS WITH TELEPHONE.NO.

ELIGIBILATY CRITERIA

S. No	Criteria	Documents to be Submitted
1	The tenderer should be private / Public limited company and must be registered with Register of Companies in India or to be registered partnership firm / sole proprietor.	PAN & GST no
2	The tenderer should have average turnover of atleast INR **5 lacs** for last 3 financial years i.e. 2022-23 & 2023-24 & 2024-25 from the printing business. Startups /MSE's (Micro and small enterprises are exempted from turn over criteria, subject to submission valid certificate.	Self declaration in this regard should be attached . For claiming startup exemption vendors have to submit DPIIT (Dept of promotion of industry and internal trade) Recognition certificate.
3	The tenderer should have done printing work atleast 3 reputed institutions public sector/ Banks / NBFCs/ Private sectors etc in last 3 years. In case of startup / MSE (Micro & small enterprises), the firms should have successfully executed atleast one order of printing and dispatch of items during last 3 years.	The Tenderer should submit supporting documents related to their work experience. For claiming startup relaxation vendors have to submit DPIIT (Dept of promotion of industry and internal trade) Recognition certificate.
4	E.M.D. by way of DD/ Bankers Cheque of Rs.5,000/- (Rupees Five Thousand only) of any Nationalized/ schedule bank should be enclosed with the tender. EMD amount is exempted for MSE units.	

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

BID-I (TECHNICAL)

Last date of submission : 29.09.2025 upto 11.00 AM.
Date of opening of Tender : 29.09.2025 at 11.15 AM.

Tender form for Supply of printing Items .

01. Name of the Supplier/Party :

02. Name and full postal address of the Supplier with Telephone Number GST No & PAN No.

03. Name and address of the local person responsible to contact with telephone no. :

04. Details of EMD:

EMD of Rs.5,000/- : DD/PO. No_____ Date_____

Amount_____ Bank_____

(Cheques not accepted) (DD/PO of Nationalised Bank/ Scheduled Bank)

Name & Signature of supplier with seal

Place:
Date:

Bid – II
(Financial)

Name & Address of the Tender along with Telephone:

PAN No:
GST No. :
Last date for receipt of Tender : 29.09.2025 - 11.00 AM.
Opening date of Tender : 29.09.2025 - 11.15 AM.

Sl No	Name of the Item	Quality & Other Specifications	Approx. Quantity required	Rate per Item Rs.
1.	Cottonseed contract Registers (Office)	As per specimen	5 Nos	
2.	Cottonseed Outward Registers	As per specimen	100 Nos	
3.	C.L Registers	As per specimen	2 Nos	
4.	Daily processing/stock Registers	As per specimen	100 Nos	
5	Dispatch section I/W Registers	As per specimen	5 Nos	
6.	Dispatch section O/W Registers	As per specimen	6 Nos	
7.	Envelop (Cloth)covers (14 X 10 size)	As per specimen	200 Nos	
8.	Envelop (Craft)covers (14 X 10 size)	As per specimen	1000 Nos	
9.	Envelop (Craft)covers (11X5 size)	As per specimen	2000 Nos	
10.	Flat Files	As per specimen	500 Nos	
11.	F.P Bales Outward Registers (Centre)	As per specimen	100 Nos	
12.	F.P Bales Weighment Registers (Centre)	As per specimen	100 Nos	
13.	Heap Result Pads	As per specimen	50 Nos	
14.	Gate pass books (1+3)		300 Nos	
15.	Imprest cash voucher pads	As per specimen	50 Nos	
16.	Insurance Registers (Centre / Godown)	As per specimen	100 Nos	
17.	Kapas Inward Registers	As per specimen	150 Nos	
18.	Medical Registers	As per specimen	6 Nos	
19.	Pressing registers (Centre)	As per specimen	100 Nos	
20.	Printing & Stationery Registers	As per specimen	2 Nos	
21.	Sample Registers	As per specimen	50 Nos	
22.	Sample Slip Pads	As per specimen	200 Nos	
23.	Sale contract registers	As per specimen	5 Nos	
24.	Stock Registers (Factory)	As per specimen	100 Nos	

The above items should be supply strictly as per specification.

I / We read the terms and conditions enclosed herewith. I / We agreed to accept the same.
I / We herewith enclose the Bank D.D/PO/BC .No._____ Dated _____
for Rs.10,000/- (Rupees ten Thousand only) issued by the _____Bank.

Station:

SIGNATURE OF THE PARTY WITH RUBBER SEAL
CONTAINING FULL ADDRESS WITH TELEPHONE NO.

Encl: Terms & Conditions of the Tender.