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CCI

# भारतीय कपास निगम लिमिटेड

**THE COTTON CORPORATION OF INDIA LIMITED**

(भारतसरकारकाएकउपक्रम) (A Government of India Undertaking)

CIN: U51490MH1970GOI014733

शाखाकार्यालय: भवननारायणनिलयमनिवास, होटलज्योतिमहलकेपास,कँनवेन्टरोड,रायगडा765001 –

BRANCH OFFICE: BHAVAN NARAYAN NILYAM NIVAS, NEAR JYOTI MAHAL HOTEL, CONVENT ROAD,RAYAGADA-765001, ODISHA.

दूरभाषसंख्याTel No: 06856-224616, फैक्ससंख्या Fax No: 06856-226013,

वेबसाइट Website: www.cotcorp.org.in , ईमेलE-mail – rayagada@cotcorp.com, वस्त्रमंत्रालय)भारतसरकार ( Ministry of Textiles (Govt. of India), Web site : www.ministryoftextiles.gov.in


**Ref: CCI/RGDA/ADMIN/2019-20/** **Date: 01/10/2019**

## टेंडर नोटिस प्रिंटिंग के लिए

## TENDER NOTICE FOR PRINTING ITEMS

The Cotton Corporation of India Ltd, Rayagada invites sealed tenders from various reputed Parties for Supply of various Printing items required for Rayagada Office. Interested parties may collect Tender forms from the office address as above on any working day between 10.00 a.m. to 5.45 p.m. upto 16/10/2019. Sealed Tenders in prescribed form clearly super scribing "**TENDER FOR SUPPLY OF PRINTING ITEMS (2019-20)**" addressed to Branch Manager, The CCI Ltd, BO: Rayagada should be dropped in the Tender box kept in the office on or before 17/10/2019 upto 4.00 P.M. The interested parties have to submit an EMD of Rs. 2000/- by way of Demand Draft/Pay Order/Bankers Cheque/ e-payment of any nationalized bank / scheduled commercial banks drawn in favour of **The Cotton Corporation of India Ltd. payable at Rayagada** for Printing Items. Tender can also be downloaded from our website CCI's website:http://www.cotcorp.org.in and Government portal http://www.eprocure.gov.in. The Tenders received will be opened on 17/10/2019 at 4.30 P.M. in presence of the Tenderers who wish to remain present. The Corporation reserves its right to accept or reject any tender. However the tenders may seek reasons for rejection from the corporation.

**सहा. महा प्रबंधक**

**Asst. General Manager**

THE COTTON CORPORATION OF INDIA LTD
BRANCH OFFICE: RAYAGADA

(Printing Items)

TECHNICAL BID - I

| | | |
|---|---|---|
| 01 | NAME OF THE SUPPLIER | |
| 02 | FULL POSTAL ADDRESS WITH TELEPHONE NO. | |
| 03 | NAME OF THE PROPRIETOR/ PARTNERS/DIRECTORS | |
| 04 | DOING BUSINESS SINCE | |
| 05 | PAN NO. (Copy to be Enclosed) | |
| 06 | GST Registration No.(if any) | |
| 07 | Earnest Money Deposit (EMD) | D.D/P.O/Cheque No. :-<br>_____dated_____<br>Amount : Rs. _____Bank_____<br>Or e-payment UTR No._____dt_____ |
| 08 | NAME OF ORGANISATION TO WHOM SUPPLIED | |

Name of the Supplier: _____

Signature with Seal: _____

Date: _____

# THE COTTON CORPORATION OF INDIA LTD
# BRANCH OFFICE: RAYAGADA

## *Terms and Conditions (For Printing Materials):*

1) Tenders in prescribed format in sealed cover addressed to The Branch Manager, CCI, Ltd., and Rayagada clearly super scripting "**Tender for Supply of Printing Materials"** should reach office (i.e. Bhavnarayan Nilyam, Convent Road, Near Jyoti Mahal Hotel, Rayagada) on or before 17/10/2019 upto 16:00 hrs. The received tenders shall be opened on the very same day i.e. on 17/10/2019 at 16.30 hrs in presence of Tenderers or representative who 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 envelope "A" and "B" duly superscripting **"Tender for Supply of Printing Items"** addressed to the Branch Manager, CCI, Rayagada.

3) The Rates quoted by the interested Parties should be as per the prescribed format inclusive of all taxes, excluding GST applicable (Tax, duties, levies and handling / Transportation charges) for delivery at our Office. Supply should be made as per specifications within specified time. The rates for items to be supplied should be valid upto One year from the date of its finalization. Under no circumstances the rates will be enhanced.

4) Any amendments / overwriting in rates, if any in the quotation should be duly countersigned by the Tenderer otherwise such quotations are liable to be rejected.

5) PAN Number, GST Regn. No. (Copy to be enclosed) should be mentioned in the Technical Bid of the Tender Form.

6) TDS deduction will be made as per rules of Income Tax Act.

7) L-1 rates will be decided by calculating total tender value taking all items altogether in given quantities.

8) Interested parties shall have to submit their sealed tenders mentioned as per Sr. No. 2 above along with EMD of Rs.2000/- by way of Demand Draft/Pay Order/Bankers Cheque/e-payment of any nationalized bank / scheduled commercial banks drawn in favour of The Cotton Corporation of India Ltd. **payable at Rayagada**. The EMD amount will be returned to the unsuccessful Bidder while the same for the successful Bidder shall be retained as Security deposit. No interest shall be accrued on such security deposit & that shall be paid to the Party after completion of the period.

9) 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 placement 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).

10) Before the commencement of printing, the supplier has to show the sample to the concerned Authority for necessary endorsement.

11) The books which require book binding have to be bind with thick cardboard skinned with plain paper on both sides. The sample of the same would have to be got approved from the Authority before making/supply of the same.

12) Printing has to be done as per specimen/requirement available in Branch Office.

13) It will be mandatory to print the right to information (including all pages) with monogram on all printing items.

14) The qualified Party has to supply the required order qty within 15 days from the date of receipt of Work Order failure to which the Corporation would have no other option but the liberty to fulfill its requirement from other suppliers 'and any prices difference that is (Market Price / Tender rate) losses whatsoever shall be recovered from party.

15) 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 within 15 days from the date of receipt of the same in Branch Office.

16) The Corporation reserves its right to increase / decrease the quantity of Printed items to be supplied by the successful bidder without assigning any reason thereof. The quantity mentioned in the quotation is subject to change as per requirement.

17) The Tenderers own terms & conditions will not be accepted.

18) The Corporation reserves the rights to accept or reject any or all tenders.. However the tender may seek reasons for rejection, from the corporation.

## DECLARATION

a. We confirm having read and understood all the terms and condition of this tender notice and hereby undertake unconditionally to abide by them all for fullest compliance thereof failure to which the Corporation reserves its right to forfeit the EMD of Rs. 2000/- and at the same time would recover from me any extent of loss sustained during such course.

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 subject to any dispute whatsoever pertaining to the Tender.

**NAME OF THE SUPPLIER:**

**SEAL & SIGNATURE :**

**PLACE :**

**DATE :**

# THE COTTON CORPORATION OF INDIA LTD
## BRANCH OFFICE: RAYAGADA
### FINANCIAL BID - II

### PRINTING ITEMS

| SR. NO | PARTICULARS | REQUIREMENT | NAME OF BRAND INTENDED TO BE SUPPLIED | RATE PER BOOK/REGISTER /PAD (INCLUSIVE OF ALL TAXES/ GST applicable.) |
|---|---|---|---|---|
| 1 | Proforma Expenses Book | 20 Books (100 Pgs per Pad) | As per Specimen | |
| 2 | Purchase Bill Covering Letter | 20 Books (One plus One) (200 Pgs. Per Book) | As per Specimen | |
| 3 | Heap Savingram book | 10 Books (100 Pgs. Per Book) | As per Specimen | |
| 4 | Heap Completion Intimation Book | 10 Books (100 Pgs. Per Book) | As per Specimen | |
| 5 | Heap Completion Report Book | 10 Books (100 Pgs. Per Book) | As per Specimen | |
| 6 | Cotton seed Readiness Intimation Book | 50 Books (100 Pgs. Per Book) | As per Specimen | |
| 7 | Cotton Seed Delivery Invoice Book (Printed ) | 50 Books (100 Pgs. Per Book) | As per Specimen | |
| 8 | F.P. Bales Press Weight Book | 50 Books (100 Pgs. Per Book) | As per Specimen | |
| 9 | F.P. Bales Sample slip Book | 50 Books (100 Pgs. Per Book) | As per Specimen | |
| 10 | Imprest Cash Voucher Book | 20 Books (100 Pgs. Per Book) | As per Specimen | |
| 11 | Gate Pass Book | 100 Books (One plus One) (200 Pgs. Per Book) | As per Specimen | |
| 12 | Insurance Advice Book | 100 Books (100 Pgs. Per Book) | As per Specimen | |
| 13 | Insurance Cancelation Book | 50 Books (100 Pgs. Per Book) | As per Specimen | |
| 14 | Delivery Challan Kapas | 100 Books (100 Pgs. Per Book) | As per Specimen | |
| 15 | F.P. Bales Press & Stock Register (Printed) | 10 Register (100 Pgs. Per Register) | As per Specimen | |
| 16 | T O T Register (Printed) | 10 Register (100 Pgs. Per Register) | As per Specimen | |
| 17 | Bidding slip | (One plus Two) (300 Pgs. Per Book) | As per Specimen | |
| 18 | Kapas Weighment Slip Book | (One plus One) (100 Pgs. Per Book) | As per Specimen | |

| | | | | |
|---|---|---|---|---|
| 19 | Kapas Purchase Bills Book | (200 Pgs per Pad) | As per Specimen | |
| 20 | Kapas Purchase Statement Book | (100 Pgs per Pad) | As per Specimen | |
| 21 | Daily Purchase Kapas Report(DPR) Book | (100 Pgs per Pad) | As per Specimen | |
| 22 | Heap Register Book | (50 Pgs per Book) | As per Specimen | |
| 23 | Daily Processing Return Book (D.P.R ) | (100 Pgs per Pad) | As per Specimen | |
| 24 | Purchase Telegram Book | (100 Pgs per Pad) | As per Specimen | |
| 25 | G&P Certificate Book | (100 Pgs per Pad) | As per Specimen | |
| 26 | Cotton Seed Debit Note Book | (100 Pgs per Pad) | As per Specimen | |
| 27 | Weekly Cotton seed Statement Book | (100 Pgs per Pad) | As per Specimen | |
| 28 | F.P. Bales Delivery Invoice Book | (100 Pgs per Pad) | As per Specimen | |
| 29 | F.P Bales Sticker/Label | As per Specimen | As per Specimen | |
| 30 | FP Bales/Packing Materials: Forwarding Letter | One Plus Two (100 Pages per book) | As per Specimen | |
| 31 | Imprest Cash Statement | (100 Pgs per Pad) | As per Specimen | |
| 32 | Money Receipt Book | (100 Pgs per Pad) | As per Specimen | |
| 33 | Visit Book | (100 Pgs per Pad) | As per Specimen | |
| 34 | Medical Proforma Book | (100 Pgs per Pad) | As per Specimen | |
| 35 | Payments Forwarding Book | (One plus One) (100 Pgs. Per Book) | As per Specimen | |
| 36 | Stationary Issue Book | (100 Pgs per Pad) | As per Specimen | |
| 37 | Noting Sheet Book | (100 Pgs per Pad) | As per Specimen | |
| 38 | T.A.Proforma Book | (100 Pgs per Pad) | As per Specimen | |
| 39 | White Envelopes(Small) | As per Specimen | As per Specimen | |
| 40 | White Envelopes(Big) | As per Specimen | As per Specimen | |
| 41 | Cloth Envelopes(Big) | As per Specimen | As per Specimen | |
| 42 | Letter Head (Printed) | (100 Pgs per Pad) | As per Specimen | |
| 43 | Farmers Data | (100 Pgs per Pad) | As per Specimen | |
| 44 | Clip Files (With Printed) | As per Specimen | As per Specimen | |
| 45 | Lays Files With print | As per Specimen | As per Specimen | |
| 46 | Daily Kapas Processing Register (Printed) | (100 Pgs per Register) | As per Specimen | |

| | | | | |
|---|---|---|---|---|
| 47 | Cotton seed Sale & Delivery Register (Printed) | (100 Pgs per Register) | As per Specimen | |
| 48 | F.P Bales Press Weight Register (Printed) | (100 Pgs per Register) | As per Specimen | |
| 49 | F.P Bales Sales Register B.O. | (100 Pgs per Register) | As per Specimen | |
| 50 | F.P. Bales Delivery Register ( Printed )MSP/CP | (100 Pgs per Register) | As per Specimen | |
| 51 | Letter Inward Register(printed) | (100 Pgs per Register) | As per Specimen | |
| 52 | Letter Outward /Dispatch Register(printed) | (100 Pgs per Register) | As per Specimen | |
| 53 | Staff Attendance Register (Printed) | (100 Pgs per Register) | As per Specimen | |
| 54 | Kapas Inward Register (Printed) | (100 Pgs per Register) | As per Specimen | |
| 55 | Cotton Seed Outward Register (Printed) | (100 Pgs per Register) | As per Specimen | |
| 56 | F.P. Bales Outward Register (Printed) | (100 Pgs per Register) | As per Specimen | |
| 57 | F.P.Bales Stock Register at Godown (Printed) | (100 Pgs per Register) | As per Specimen | |
| 58 | F.P.Bales Inward Register at Godown (Printed) | (100 Pgs per Register) | As per Specimen | |
| 59 | F.P.Bales Outward Register at Godown (Printed) | (100 Pgs per Register) | As per Specimen | |
| 60 | Stock Gray Cloth/Tarpaulines/Iron Hoops Register (Printed) | (100 Pgs per Register) | As per Specimen | |
| 61 | Centre Wise/Variety Wise Stock Register at Godown (Printed) | (100 Pgs per Register) | As per Specimen | |
| 62 | Printing & Stationary Register | (100 Pgs per Register) | As per Specimen | |
| 63 | Bills Inward Register | (100 Pgs per Register) | As per Specimen | |
| 64 | Purchase Bill Inward register | (100 Pgs per Register) | As per Specimen | |
| 65 | Insurance Register ( B. O) | (100 Pgs per Register) | As per Specimen | |
| 66 | Insurance Register ( Printed ) Centre | (100 Pgs per Register) | As per Specimen | |
| 67 | Cotton Seed Ledger for Party wise Payment(Printed) | (100 Pgs per Register) | As per Specimen | |

**Note: The qty. of Items specified as per Sr. No.1 to 67 mentioned above however may vary depending upon requirement. The Corporation is not at all bound to place Order to the qty mentioned.**

**L-1 will be decided by calculating total tender value.**

**NAME OF THE SUPPLIER: _____**

**SIGNATURE WITH SEAL OF THE AUTHORIZED REPRESENTATIVE: _____**

**DATE: _____**