भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LIMITED
(भारतसरकारकाएकउपक्रम) (A Government of India Undertaking)
CIN: U51490MH1970GOI014733
शाखाकार्यालय: भवननारायणनिलयमनिवास, होटलज्योतिमहलकेपास,कैंनवेन्टरोड,रायगडा –: 765001
BRANCH OFFICE: BHAVAN NARAYAN NILYAM NIVAS, NEAR JYOTI MAHAL HOTEL,
CONVENT ROAD,RAYAGADA-765001, ODISHA.
दूरभाषसंख्या: Tel No: 06856-224616, फैक्ससंख्या/ Fax No: 06856-226013,
वेबसाइट Website: www.cotcorp.org.in , ईमेलE-mail – rayagada@cotcorp.com
Ministry of Textiles (Govt. of India), Web site :www.ministryoftextiles.gov.in

**Ref: CCI/RGDA/ADMIN/2024-25/** **Date: 13/10/2024**

# टेंडर नोटिसप्रिंटिंगके लिए
# TENDER NOTICEFOR PRINTING ITEMS

The Cotton Corporation of India Ltd, Rayagada invites sealed tenders in Two (2) Bid system from various reputed Parties for supply of various Printing items required for Rayagada 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 10.00 a.m. to 5.45 p.m. upto1/11/2024. Sealed Tenders in prescribed form clearly superscribing "**TENDER FOR SUPPLY OF PRINTING ITEMS FOR THE COTTON SEASON 2024-25**" addressed to Dy. General Manager, The CCI Ltd, BO: Rayagada should be dropped in the Tender box kept in the office on or before 4.11.2024 up to 4.00 P.M. The interested parties shall have to submit an Earnest Money Deposit (E.M.D) of Rs. 7000/- 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 Rayagada** 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. However, the successful Bidder (L-1) shall have to submit Security Deposit (S.D) for an amount of Rs. 7000/- (Rupees Seven Thousand only) by way of E-payment before execution of formal Agreement with the Corporation. The Prescribed Tender can also be downloaded from CCI's website: http:/www.cotcorp.org.inand Government portal http://www.eprocure.gov.in.The Tenders received it in the stipulated date and time i.e. on 4.11.24 up to 4:00 P.M will be opened on the very same day i.e. on 4.11.2024 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 tenderers may seek reasons for rejection from the Corporation.

उप. महा प्रबंधक
Dy. General Manager

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

## 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 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. 7000/- enclosed with Technical Bid<br>(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. :-<br>_____dated_____<br>Amount : Rs. _____Bank_____<br>Or e-payment UTR No.:_____<br>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: RAYAGADA

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

1) Tenders in prescribed format in sealed cover addressed to The Dy. General Manager, CCI, Ltd., and Rayagada clearly super scripting "Tender for Supply of Printing Items for Cotton Season 2024-25" should reach office (i.e. Bhavnarayan Nilyam, Convent Road, Near Jyoti Mahal Hotel, Rayagada) on or before 4.11.2024upto 16:00 hrs. The received tenders shall be opened on the very same day i.e. on 4/11/2024 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 Envelopes "A" and "B" which in turn shall be addressed to Dy. General Manager, CCI, Rayagada.

3) The bidders who are having functional office in Rayagada city limits with contact details should 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 should be valid up to One (1) Year from the date of its finalization. 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 good quality binding (rexine or cloth) should be done for long term usage.

8) If the quality of the Printing Item is not as per the specification and looking to the urgency, Corporation has liberty to accept the printing, but appropriate deduction will be made from tender rate

9) 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.

10) Valid Permanent Account Number (P.A.N), Goods and Service Tax (G.S.T) Regn. No. 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.

11) Tax Deducted at source (T.D.S) deduction will be made as per rules of Income Tax Act.

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

13) Interested parties shall have to submit their sealed tenders mentioned as per Sr. No. 2 above along with Earnest Money Deposit (E.M.D) of Rs.7000/- (Rupees Five 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 Rayagada. 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 EMD amount will be returned to the unsuccessful Bidder while the same for the successful Bidder shall be retained as Security deposit (S.D). No interest shall be accrued on such security deposit & that the Security Deposit (S.D) shall be paid to the Party after successful and satisfactory completion of the period of work contract.

14) Parties/Firms which are registered with Micro and Small Enterprises (M.S.E) are exempted from paying E.M.D. However, the successful Bidder (L-1) shall have to submit Security Deposit (S.D) an amount of Rs. 7000/- (Rupees Seven Thousand only) by way of E-payment before execution of formal Agreement with the Corporation.

15) 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).

16) After giving the work order, approval shall be obtained from concerned authority at Branch Office: Rayagada for format and quality of paper by showing print proof within a week. The supply of items should be completed within the prescribed time given by the Corporation. The Corporation reserves its right to cancel the work order if the party fails to seek approval for printing proof from concerned authority.

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

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

19) The qualified Party has to supply the required ordered 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 price difference that is (Market Price / Tender rate) losses whatsoever shall be recovered from original Party (i.e. L-1).

20) 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 T.D.S and G.S.T T.D.S (if applicable) within 15 days from the date of receipt of the same in Branch Office.

21) 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 deposited by the party shall be forfeited.

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

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

24) In case of any dispute, the decision of the Corporation will be final.

# 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 E.M.D/Security Deposit (S.D) of Rs. 7000/- 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 (Approx) | Name of Brand Intended to be Supplied | Rate Per Book/Register/Pad (inclusive of all Taxes, Levies and handling / Transportation charges but excluding GST |
|---|---|---|---|---|
| 1 | Heap Register Book | 30 Books (50 Pgs per Book) | As per Specimen | |
| 2 | Moisture Recording Book (at Factory after processing) | 50 Books (One plus One) (100 Pgs. Per Book) | As per Specimen | |
| 3 | Moisture Recording Book (at Godown during delivery) | 50 Books (One plus One) (200 Pgs. Per Book) | As per Specimen | |
| 4 | G&P Certificate Book | 10 Books (200 Pgs. Per Book) | As per Specimen | |
| 5 | Cloth Envelopes(Big) | 500 PCS. | As per Specimen | |
| 6 | White Envelopes(Small) | 1000PCS. | As per Specimen | |
| 7 | White Envelopes(Big) | 1000PCS. | As per Specimen | |
| 8 | F.P Bales Press Weight Register (Printed) | 30 Register (100 Pgs. Per Register) | As per Specimen | |
| 9 | Cotton seed Sale & Delivery Register (Printed) | 10 Register (100 Pgs. Per Register) | As per Specimen | |
| 10 | Daily Kapas Processing Register (Printed) | 30 Register (100 Pgs. Per Register) | As per Specimen | |
| 11 | Cotton Seed Ledger for Party wise Payment(Printed) | 25 Register (100 Pgs. Per Register) | As per Specimen | |
| 12 | Staff Attendance Register (Printed) | 10 Register (100 Pgs. Per Register) | As per Specimen | |
| 13 | F.P. Bales Outward Register at Godown (Printed) | 15 Register (100 Pgs. Per Register) | As per Specimen | |
| 14 | T O T Register (Printed) | 22 Register (100 Pgs. Per Register) | As per Specimen | |
| 15 | Kapas Inward Register (Printed) | 50 Register (100 Pgs. Per Register) | As per Specimen | |
| 16 | F.P. Bales Outward Register at Factory (Printed) | 10 Register (100 Pgs. Per Register) | As per Specimen | |
| 17 | Insurance Register ( Printed ) B O | 5 Register (100 Pgs. Per Register) | As per Specimen | |
| 18 | Farmer Rejection Register Printed | 20 Register (100 Pgs. Per Register) | As per Specimen | |
| 19 | Moisture Recording Register for Kapas | 28 Register (100 Pgs. Per Register) | As per Specimen | |
| 20 | Moisture Recording Register for Bales | 20 Register (100 Pgs. Per Register) | As per Specimen | |

Note: The qty. of Items specified as per Sr. No.1 to 20 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: _____