

SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD.,

SAKHIPARA SARLA CANAL ROAD, DHANKAUDA, DIST.-SAMBALPUR-768006

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Ref.No.SAMUL/ 622

Dt.26.08.2025

TENDER NOTICE

Sealed Tender invited for printing of Register and Stationaries for the year 2025-26 to 2027-2028 as per the requirement of Milk Union both for screen and offset printing. Interested Parties may purchase Tender Documents against payment Rs.1,120.00 (Tender cost – Rs.1000.00 + GST Rs.120.00 (Rupees One thousand one hundred twenty) only from General Manager, Samaleswari Regional Co-operative Milk Producers' Union Ltd. During Office hour on any working day between Dt.27.08.2025 to Dt.17.09.2025. The filled in tender documents must be submitted alongwith EMD of Rs.10,000.00 (Rupees Ten thousand) only and other requisites by 5.00 PM of Dt. 17.09.2025. Through Registered post only. The Tender will be opened at Milk Union Office on dt.18.09.2025 at 11.00 A.M in presence of interested bidder.

General Manager reserve the right to accept or reject any or all offer without assigning any reason thereof.


GENERAL MANAGER

Application for Tender of printing of Register and Stationaries of Samaleswari Regional Co-operative Milk Producers' Union Ltd., for the year 2025-2026 to 2027-2028

To

**The General Manager
Samaleswari Regional Co-operative
Milk Producers' Union Ltd.,
Sambalpur.**

Sub : Offer of rate for printing of Register and Stationaries.

Ref. : Your Tender No.....

Dear Sir,

We are quoting the rate for printing of Registers and Stationaries as follows :-

A.	Letter press printing per thousand				Rs.
B.	Screen printing per thousand				Rs.
C.	1. Offset printing charges for full plate or double master size per thousand				Rs.
	2. Offset printing charges of A4 size paper per thousand				Rs.
	3. Multi Colour Printing i. Design Charges ii. Cost of Film per colour with plate iii. Printing Charges per colour				
D.	Plate making charges of full size				Rs.
E.	A4 size master making charges				Rs.
F.	A4 size DTP charges (English, Oriya, Hindi etc.)				Rs.
G.	COST OF PAPER				Rs.
Sl.No.	Type of paper	Size of Paper in C.M	GSM	No. of Full size sheet in one Rim	Amount per Rim (Rs.)
1.	J.K.Bond				
2.	Executive Bond				
3.	DFC				
4.	A4 Size Copier paper				

5.	Colour Print Demy Paper				
6.	Ledger paper				
7.	Duplicating paper				
8.	Century Board				
9.	J.K Drawing Sheet				
10.	Ivory Board per sheet				

N.B. Sample copy of each paper of full scape size is enclosed.

H.	Binding charges	
Sl.No.	Type of Binding	Amount per binding of Book/Register/Pad
1.	All type of Register binding	
2.	Book Stitching and binding	
3.	Letter pad binding	
1.	Members Pass Book containing 40 pages (20 Sheets of _____ Size paper with Card Board cover and Plastic cover (sample attached with the Tender Documents)).	Rs. (Rupees..... per Pass Book.

I agree to undertake the printing of Register and Stationaries of the Milk Union on the above rate if finalized as per the indent of Milk Union. The above rate is inclusive of all taxes, duties, entry tax and service tax. TDS @ _____% may be deducted from my bill by the Milk Union. I agree to complete the job awarded to me by the Milk Union within 15 days of indent.

I am enclosing herewith Demand Draft No..... for
Rs..... (Rupees of
..... Bank drawn in favour of "M/s.Samaleswari
Regional Co-operative Milk Producers' Union Ltd". towards EMD of the Tender.

My case may please be considered favourably.

Name & Address and Tel.No.

Full signature

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General Terms and Conditions:

- i) The requirement of printing shall be as per the consumption Pattern of the Union.
- ii) The rate offered for each item should be on F.O.R. Bargarh Chilling Plant, Bargarh & OMTDC Goshala, Sambalpur basis.
- iii) The rate should include the Packing & forwarding, Excises duty & insurance if any, Taxes and transportation.
- iv) The bidder once selected cannot be allowed to increase the price, except the circumstances warranted due to policy of the Government and extra ordinary situation in the market scenario.
- v) Requisites to be submitted along with offer
 - (a) GST return for last 3 months.
 - (b) Income Tax return for last 3 years.
 - (c) EMD of Rs.10,000/- by pay order/bank draft which will be adjusted towards security deposit in case of successful bidder. The EMD of un-successful bidder will be refunded by A/C payee cheque within 60days of receipt of application from the bidder.
 - (d) Sample of the items quoted which are not refundable.
 - (e) Client list and copy of orders to be provided.
 - (f) Under taking to hold the price quoted valid for one year.
- vi) Security Deposit. :- 5% of the total order value to be deposited as security deposit within 07 days of acceptance of order. Security deposit will be forfeited in case of the supplier fail to supply the order quality fully or partly.
- vii) Risk Purchase:- The Milk Union reserve the right to make risk purchase at the cost and risk of the supplier in case of failure to supply in time.
- viii) Penalty:- Any supplier defaulted in supply will be subjected to penalty @ ½% per week on the order value to be deducted by Milk Union Sambalpur from pending bills of the supplier subject to maximum 10%.
- ix) All the items are to be supplied strictly as per the technical specification given.
- x) The General Manager, Samaleswari Milk Union reserve the right to accept or reject either part/whole or any / all tenders without assigning any reason. The milk Union may cancel or reduce the quantity of order or distribute/split the quantity to the other suppliers for which the lowest bidder will not be given any compensation.
- xi) For any interpretation regarding this tender, the decision of the General Manager, Samaleswari Milk Union is final and binding.
- xii) Payment terms: 100% payment within 30 days of supply through any A/C payee cheque/at par Cheque/RTG/NEFT.
- xiii) Declaration to be filled in party's letter pad.
- xiv) The Tenderer has to signed with its seal on all page(s) of Tender Documents.

**I/WE DECLARE THAT I/WE HAVE GONE THROUGH THE ABOVE MENTIONED ,
CONDITIONS BEFORE FILLING UP OUR RATE AND SUBMISSION OF THE TENDER
PAPER. I/WE ARE AGREEABLE TO ABIDE WITH THESE CONDITIONS.**

(a) Signature :.....

(b) Name :.....
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(c)Name of the firm:
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(d)GST no. :.....

(e) Address :.....
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(f) Date :.....

(g) Telephone no. :.....

(h) Fax no. :.....

Tentative requirement of Register & Stationeries

Sl.No.	Particular	Requirement
1.	Purchase Register (400 pages)	500 Nos.
2.	Payment Register (100 pages)	500 Nos.
3.	Cash Book (200 pages)	500 Nos.
4.	Individual Register (200 pages)	500 Nos.
5.	Stock Register (100 pages)	300 Nos.
6.	Cattle Feed Register (50 pages)	300 Nos.
7.	General Ledger (100 pages)	300 Nos.
8.	Indent Book (50 pages)	300 Nos.
9.	Ten days Book (100 pages)	300 Nos.
10.	Money Receipt (DCS) (200 pages)	300 Nos.
11.	Membership Register (50 pages)	300 Nos.
12.	Pass Book with Cover	20,000 Nos.
13.	Truck Sheet (400 pages) (Morning & Evening)	200 Nos.
14.	Plant Collection Register (200 pages)	200 Nos.