

**KISAN SAHAKARI CHINI MILLS LTD.
SEMIKHERA (BAREILLY)**

Email: kscmsemikhera@gmail.com

Website: www.upsugarfed.org

**COMPETITIVE e-bidding FOR Comprehensive
Supply of Computer Stationery etc.**

E-bid REFERENCE : **641/C/Comp/2023-24 DT 26.08.2023**

**LAST DATE AND TIME FOR
SUBMISSION OF E-Bids** : **13.09.2023 UPTO 09:55 AM**

**DATE AND TIME OF OPENING
OF ON LINE TECHNICAL e-Bids** : **13.09.2023 AT 11:15 AM**

PLACE OF OPENING OF e-Bids : **Kisan Sahakari Chini Mills Ltd,
Semikhera (Bareilly)**

ADDRESS FOR COMMUNICATION : **General Manager
Kisan Sahakari Chini Mills Ltd,
Semikhera (Bareilly)**

E-Bid E.M.D : **Rs. 10000/-**

<u>BANK DETAILS – RTGS/NEFT</u>	ACCOUNT - KISAN SAHAKARI HOLDER CHINI MILLS LTD. NAME SEMIKHERA (BAREILLY)
	BANK - 4226002100000283 ACCOUNT NO.
	BANK NAME - Punjab National Bank BRANCH - Izzatnagar , Bareilly IFSC - PUNB0069500

This Document Contains - 30 Pages

It will be the responsibility of the e-Bidders to check U.P. Government e-Procurement website <http://etender.up.nic.in> for any amendment through corrigendum in the e-tender document. In case of any amendment, e-Bidders will have to incorporate the amendments in their e-Bids accordingly.

E-tender Document Processing /Cost: **Rs 300+18% GST**

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KISAN SAHAKARI CHINI MILLS LTD., SEMIKHERA, BAREILLY

E-TENDER NOTICE FOR SEASON 2023-24

Ref.No. 641 /C/COMPUTER/2023-24

Date-25-08-2023

E- Tenders are invited from reputed contractors, suppliers, authorized dealers, for supply and Contract job for season-2023-24. Technical Bid of tender will be opened due date as stated below at 11:00 A.M and commercial Bid opened at 3.00 P.M. & negotiation will be held if seems necessary. The e-tender documents with detailed specifications, earnest money, Tender form Fee Rs. 300.00/as mention E-tender (18% GST Extra), Tender form, terms & condition etc can be downloaded from www.etender.up.nic.in / upsugarfed.org. Tendered will have to deposit earnest money, tender form fee through online/ Bank draft /RTGS in favour of mill society by sugar mill A/C No. **4226002100000283, I.F.S.C. Code PUNB0069500, Punjab National Bank , Branch- Izzatnagar , Bareilly** as per details given in E- portal. Right to reject any or all the tenders without assigning any reason is reserved with undersign.

SR.NO.	Name of Work	Technical Bid Opening at 11:00 AM.	Commercial Bid Opening at 03:00 PM.	E.M.D. (In RS.)	Uploading of E-Tender Date / Time At 11:00 AM.	Approx Amount (LAC.)	Period of Completion Of Work
1.	AMC Of Computer Hardware / Printers etc	11/09/2023	11/09/2023	10000	28.08.2023	1.50	ONE YEAR
2.	AMC of CCTV Camera	11/09/2023	11/09/2023	10000	28.08.2023	0.70	ONE YEAR
3.	AMC of Cane Management And Gate & Center Weighment Software System	12/09/2023	12/09/2023	10000	28.08.2023	1.00	ONE YEAR
4.	AMC of Online UPS	12/09/2023	12/09/2023	5000	28.08.2023	0.50	ONE YEAR
5.	Computer Stationery	13/09/2023	13/09/2023	10000	28.08.2023	2.00	ONE YEAR

General Manager

Copy: Forwarded for information & necessary action to.

1. Administrator / District Magistrate, Bareilly.
2. Managing Director, U.P. Cooperative Sugar Factories Fed. Ltd., Lucknow.
3. Chief Cane Development Advisor., U.P. Cooperative Sugar Factories Fed. Ltd., Lucknow.
4. Sub Divisional Magistrate, Baheri (Bareilly).
5. District Cane Officer, Bareilly.
6. General Manager (ST), System Analyst, U.P. Cooperative Sugar Factories Fed. Ltd., Lucknow.
7. All Coop. Sugar Factories, U.P.
8. Notice Board D.M. Office/Tehsil Baheri/Bareilly/Railway Station Deorania/Baheri And Bareilly/Chini Mill Semikhera.
9. Related Contractors.
10. All Departmental Heads, Chini Mill Semikhera, Bareilly.

General Manager

INVITATION FOR e-Bids

Online e-bids are invited for Comprehensive **Annual Supply of Computer Stationery etc.**

1. Bidders are advised to study the tender Document carefully. Submission of e-Bid against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the tender Document with full understanding of its implications.
2. The e-Bid prepared in accordance with the procedures enumerated in ITB **Clause 15** of Section-I should be submitted through e-Procurement website <http://etender.up.nic.in>.
3. The tender document is available at e-Procurement website <http://etender.up.nic.in> or Federation's website www.upsugarfed.org from **28.08.2023 at 11:00 AM** interested bidders may view, download the e-Bid document, seek clarification and submit their e-Bid online up to the date and time mentioned in the table below:

(a)	Date of publication of e-tender notice & availability of Tender Document	Tender Notice has been published over e-Procurement website http://etender.up.nic.in and Federation's website www.upsugarfed.org And tender Document will be available from 28.08.2023 at 11:00 AM at e-Procurement web site http://etender.up.nic.in and Federation's website www.upsugarfed.org
(b)	Availability of tender document on website	28.08.2023 at 11:00 AM at e-Procurement web site http://etender.up.nic.in And Federation's website www.upsugarfed.org
(c)	Clarification start date & time	28.08.2023 at 11:00 AM
(d)	Clarification end date & time	13.09.2023 upto 09:55AM
(e)	Corrigendum Last Date and Time	13.09.2023 upto 09:55AM
(e)	E-Bid submission start date & time (Submission of e-tender fee, EMD and other supporting documents in PDF/XLS format)	28.08.2023 at 11:00 AM
(f)	E-Bid submission end date & Time	13.09.2023 upto 09.55 AM
(g)	Online technical e-Bid opening date & time	13.09.2023 at 11:15 AM

(i)	Venue of opening of technical & financial e-Bids	Administration Block Kisan Sahakari Chini Mills Ltd, Semikhera
(j)	Contact officer	Name: Rakesh Kumar Khandelwal (C.A.), Mobile: Name: Jagdish Chand Joshi (P.I.), Mobile: 06397654840 Tel-Fax No. (05822)261624, Email: ksemsemikhera@gmail.com
(k)	Cost of e-Bid document	Rs 354.00 (Rupees Three Hundred fifty four Only) (Non-refundable)
(l)	E-Bid E.M.D	Rs 10000/- (Rupees Ten thousand only).
	Earnest Money	Earnest Money & Tender Fee Deposited in Favour of KISAN SAHAKARI CHINI MILLS LTD.SEMIKHERA, (BAREILLY) through RTGS/NEFT/NET BANKING/D.DRAFT. The Details are as under. Name of Beneficiary :- Bank Account No: - 4226002100000283 IFSC Code No: - PUNB0069500 Name of Bank Branch: - Punjab National Bank Branch Izzatnagar, Bareilly

4. The bidders need to submit the proof/cost of e-Bid document/processing as stated in the above table through R.T.G.S./N.E.F.T. In favour of KISAN SAHAKARI CHINI MILLS LTD.SEMIKHERA, (BAREILLY). The UTR number of transaction regarding N.E.F.T. /R.T.G.S. along with the e-Bids should reach the office of KISAN SAHAKARI CHINI MILLS LTD.SEMIKHERA, (BAREILLY) before opening of technical e-Bid.
5. All e-Bid must be accompanied by e-Bid Earnest Money Deposit (EMD) in the form of N.E.F.T./R.T.G.S., drawn in favour of KISAN SAHAKARI CHINI MILLS LTD.SEMIKHERA, (BAREILLY). The UTR number of transaction regarding N.E.F.T./R.T.G.S. along with the e-Bids should reach the office of KISAN SAHAKARI CHINI MILLS LTD.SEMIKHERA, (BAREILLY) before opening of technical e-Bid. No Interest would be payable on e-Bid (Earnest Money) deposited with the Sugar Mill.
6. The Sugar Mill reserves the right to cancel any or all the e-Bids/annul the e-Bid process without assigning any reason thereof. The decision of Sugar Mill will be final and binding.
7. In the event of date specified for e-Bids opening being declared a holiday for Sugar Mill's office then the due date for opening of e-Bids shall be the following working day at the appointed time and place.
8. All the required documents including Price Schedule/BOQ should be uploaded by the e-Bidder electronically in the PDF/XLS format. The required electronic

documents for each document label of Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) schedules/packets can be clubbed together to make single different files for each label.

For E-Tendering Enquiry Please Contact Following Persons

- | | | |
|----------------------------------|---|-------------------------|
| 01.Sri Rritvik Saxena Federation | - | 09415526023,07880888823 |
| 02.Sri J.C.JOSHI Sugar Mill | - | 6397654840 |

SECTION I : INSTRUCTIONS TO BIDDERS (ITB)

(A) THE BID DOCUMENT

1-Cost of e-Bid

- a) The bidder shall bear all costs associated with the preparation and submission of its e-Bid and KISAN SAHAKARI CHINI MILLS LTD.SEMIKHERA (BAREILLY) hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the e-Bid process.
- b) This tender document is available on the web site <http://etender.up.nic.in> and www.upsugarfed.org to enable the bidders to view, download the e-Bid document and submit e-Bids online up to the last date and time mentioned in e-Tender notice/e-tender document against this e-Tender. The bidders shall have to pay e-Tender document fee of **Rs 354.00 (Rupees Three hundred Fifty four Only through RTGS / NEFT/ NET BANKING** payable in favour of **KISAN SAHAKARI CHINI MILLS LTD.SEMIKHERA (BAREILLY)**. This e-e-tender document fee of Rs. 354/- will be non-refundable.

2-Contents of e-Bid Document

- 2.1 The goods required to be supplied; e-Bid procedure and contract terms and conditions are prescribed in the e-Bid document. The e-Bid document includes:
Invitation for e-Bid

Section I	: Instruction to bidders (ITB);
Section II	: Conditions of E-tender/ Contract (CC),
Section III	: Technical e-Bid;
Section IV	: Financial e-Bid;

- 2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the e-Bid document. Failure to furnish all information required as per the e-Bid document or submission of e-Bid not responsive to the e-Bid document in every respect will be at the bidder’s risk and may result in rejection of the said e-Bid.

3-Clarification of e-Bid Document

A prospective bidder requiring any clarification of the e-Bid document may raise his/her point of clarification through Bid Management Window after successfully login to the e-Procurement website <http://etender.up.nic.in>. The bidder may seek clarification by posting query in the relevant window after clicking "Seek Clarification" option in the view e-tender details window for e-tender which can be selected through my tender option of e-Bid submission menu. The clarification will be replied back by the Purchaser through the e-Procurement website which can be read by the bidder through the "Clarification" option under Bid Submission menu. The Purchaser may also respond to clarifications raised by the prospective bidders on Purchaser's e-mail address upsugarfed@yahoo.co.in.

4. Amendment of e-Bid Document

- 4.1 At any time prior to the deadline for submission of e-Bid, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the e-Bid document by amendments. Such amendments shall be uploaded on the e-Procurement website [http:// etender.up.nic.in](http://etender.up.nic.in) and Purchaser's web site www.upsugarfed.org through corrigendum and shall form an integral part of e-Bid document. The relevant clauses of the e-Bid document shall be treated as amended accordingly.
- 4.2 It shall be the sole responsibility of the prospective bidders to check the web site <http://etender.up.nic.in> and www.upsugarfed.org from time to time for any amendment in the e-tender document. In case of failure to get the amendments, if any, the Purchaser shall not be responsible for it.
- 4.3 In order to allow prospective e-Bidders a reasonable time to take the amendment into account in preparing their e-Bids, the Purchaser, at his discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be uploaded on the e-Procurement website <http://etender.up.nic.in> and Purchaser's web site www.upsugarfed.org.

(B) PREPARATION OF e-Bid

5 Language of e-Bid

- 5.1 The e-Bid prepared by the bidder, as well as all correspondence and documents relating to the e-Bid exchanged by the bidder and the Purchaser shall be written either in English or Hindi language. The correspondence and documents in Hindi must be accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the e-Bid.

6 Documents Constituting the e-Bid

- 6.1 The e-Bid prepared by the bidder shall comprise the following components:
- (a) **Technical e-Bid** - Technical e-Bid will comprise of:
- (i) **Fee Details** includes copies of e-tender document processing/Cost and e-Bid Earnest Money Deposit furnished in accordance with ITB Clause 12 in PDF format.
- (ii) **Qualification Details** – includes copies of required documents as per ITB Clauses 10 and 11 in PDF format justifying that the bidder is qualified to perform the contract if his/her bid is accepted and that the bidder has financial, technical and production capability necessary to perform the contract and meets the criteria outlined in the Qualification Requirement and Technical Specification and fulfill all the conditions of the Contract and that the goods and ancillary services to be supplied by the bidder conform to the e-Bid document and Technical Specifications.
- (iii) **e-Bid Form** – includes copy of filled in e-Bid Form as per Section-III(A) of e-tender document in PDF format justifying that the bidder is complying with all the conditions of the Contract and Technical Specifications of the e-Bid Document as no deviation will be acceptable to the Purchaser.

- (iv) **Technical Specification Details** – includes copy of filled in Technical Specifications as per Section-III(C) of e-tender document in PDF format.
- (b) **Financial e-Bid** – Financial e-Bid will comprise of:
 - (i) **e-Bid Form** – includes copy of filled in e-Bid Form as per Section-IV (A) of e-tender document in PDF format.
 - (ii) **Price Schedule/BOQ**- includes Price Schedule/BOQ in XLS format to be filled in after downloading from the e-Procurement website for this e-tender.

7-e-Bid Form

- 7.1 The bidder shall complete the e-Bid Form and the appropriate Price Schedule/BOQ furnished in the e-Bid document, including the goods to be supplied, their quantities and prices in the format given in the e-Bid document.

8 e-Bid Price

- 8.1 **Basic Rate of Comprehensive Annual Supply of Computer Stationery etc is Exclusive of GST**
- 8.2 Prices quoted by the bidder shall be fixed during the bidder's performance of the Contract and not subject to variation on any account subject to ITB Clause 25.1. An e-Bid submitted with an adjustable price quotation unless asked for shall be treated as non-responsive and rejected. The bidder has to submit relevant papers to the concerned mill to claim input tax credit.

9 e-Bid Currencies

Prices shall be quoted in Indian Rupees only.

10 Documents Establishing bidder's Qualification

- 10.1 Pursuant to ITB Clause 6, the bidder shall furnish, as part of its Technical e-Bid, documents establishing the bidder's qualification to perform the Contract if its e-Bid is accepted. The documentary evidence should be submitted by the bidder electronically in the PDF format.

The documentary evidence of bidder's qualification to perform the Contract if its e-Bid is accepted shall be as per Qualification Requirements specified in Section III (D) of e-tender document.

11 Documents Establishing Goods' Conformity to e-Bid Documents

- 11.1 Pursuant to ITB Clause 6, the bidder shall furnish, as part of its e-Bid, documents establishing the conformity to the e-Bid documents of all goods and services which the bidder proposes to supply under the contract. The documentary evidence should be in the PDF file format.

12 e-Bid Earnest Money Deposit (EMD)

- 12.1 Pursuant to ITB Clause 6, the bidder shall furnish, as part of its e-Bid, an e-Bid EMD of 10000/ For Comprehensive Annual Contract. In the form of RTGS/NEFT/NET BANKING in favour of Kisan Sahkari Chini Mills ltd, payable at Semikhera (Bareilly). No Interest on EMD will be paid. The UTR number of transaction regarding the RTGS/NEFT/NET BANKING must be submitted along with the e-bid.
- 12.2 The e-Bid E.M.D is required to protect the Purchaser against the risk of bidder's conduct which would warrant the EMD's forfeiture, pursuant to ITB Clause 12.7.
- 12.3 The e-Bid E.M.D shall be in Indian Rupees and shall be in the following forms only: RTGS / NEFT/ NET BANKING payable in favour of Kisan Sahkari Chini Mills ltd, payable at Semikhera (Bareilly).
- 12.4 Any e-Bid not secured in accordance with ITB Clauses 12.1 and 12.3 above shall be treated as non-responsive and rejected by the Purchaser.
- 12.5 Unsuccessful bidder's e-Bid E.M.D will be returned upon the written request through NEFT/R.T.G.S. as promptly as possible after the expiration of the period of e-Bid validity prescribed by the Purchaser, pursuant to ITB Clause 13.
- 12.6 **The successful bidder's e-Bid E.M.D will be converted in security.**
- 12.7 The e-Bid E.M.D may be forfeited:
- (a) if a bidder (i) withdraws its e-Bid during the period of e-Bid validity specified by the bidder on the e-Bid Form; or (ii) does not accept the correction of errors pursuant to ITB Clause 22.2; or (iii) modifies its e-Bid price during the period of e-Bid validity specified by the bidder on the e-Bid form or
 - (b) In case of a successful bidder, if the bidder fails:
 - (i) to sign the Contract with the Purchaser in accordance with ITB Clause 28; or
 - (ii) To furnish performance security in accordance with ITB Clause 29.
 - (iii) To deliver goods/service as per rate contract as per delivery schedule.3 Period of

Validity of e-Bid

13.1 e-Bid shall remain valid up to 90 days and the Comprehensive Annual contract for the period up to one year. E-Bid opening prescribed by the Purchaser, pursuant to ITB Clause 16. An e-Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

13.2 In exceptional circumstances, the Purchaser may solicit the bidder's consent to an extension of the period of e-Bid validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting its e-Bid security. A bidder granting the request will not be required nor permitted to modify its e-Bid.

14 Format and Signing of e-Bid

- 14.1 The bidder shall prepare one electronic copy each of the Technical e-Bid and Financial e-Bid separately.

15. Submission of e-Bid

The Bid Submission module of e-Procurement website <http://etender.up.nic.in> enables the bidders to submit the e-Bid online in response to this e-tender published by the Purchaser. Bid Submission can be done only from the Bid Submission start date and time till the Bid Submission end date and time given in the e-tender. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The bidders should submit their e-Bid considering the server time displayed in the e-Procurement website. This server time is the time by which the e-Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule. Once the e-Bid submission date and time is over, the bidders cannot submit their e-Bid. For delay in submission of e-Bid due to any reasons, the bidders shall only be held responsible.

The bidders have to follow the following instructions for submission of their e-Bid:

- 15.1 For participating in e-Bid through the e-tendering system, it is necessary for the bidders to be the registered users of the e-Procurement website <http://etender.up.nic.in>. The bidders must obtain a User Login Id and Password by registering themselves with U.P. Electronics Corporation Limited, Lucknow if they have not done so previously for registration. Refer to details given in Invitation for e-Bid Clause 10.
- 15.2 In addition to the normal registration, the bidder has to register with his/her **Digital Signature Certificate (DSC)** in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is one time activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-tendering system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as per clause 15.1 above.

For successful registration of DSC on e-Procurement website <http://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise as described in clauses 15.1 and 15.2 above even before e-Bid submission date starts. The Purchaser shall not be held responsible if the bidder tries to submit his/her e-Bid at the last moment before end date of submission but could not submit due to DSC registration problem.

- 15.3 The bidder can search for active tenders through "Search Active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-Bid Submission menu. After selecting and viewing the tender, for whom the bidder intends to e-Bid, from "My Tenders" folder, the bidder can place his/her e-Bid by clicking "Pay Offline" option available at the

end of the view tender details form. Before this, the bidder should download the e-tender document and Price Schedule/Bill of Quantity (BOQ) and study them carefully. The bidder should keep all the documents ready as per the requirements of e-tender document in the PDF format except the Price Schedule/Bill of Quantity (BOQ) which should be in the XLS format (Excel sheet).

- 15.4 After clicking the 'Pay Online' option, the bidder will be redirected to the Terms and Conditions page. The bidder should read the Terms & Conditions before proceeding to fill in the Tender Fee and EMD online payment details. After entering and saving the Tender Fee and EMD details, the bidder should click "Encrypt & Upload" option given in the online payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets given in the tender details. The details of the Demand Draft or any other accepted instrument which is to be physically sent in original before opening of technical e-Bid, should tally with the details available in the scanned copy and the data entered during e-Bid submission time otherwise the e-Bid submitted will not be accepted.
- 15.5 Next the bidder should upload the Technical e-Bid documents for Fee details (e-tender fee and EMD), Qualification details as per "ITB Clause 10 or 21", e-Bid Form as per "Section-III(A)" and Technical Specification details as per "Section-III(C):Technical Specifications" and Financial e-Bid documents as per "Section-IV(A):e-Bid Form" and "Section-IV(B):Price Schedule/BOQ" of e-tender document. Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored in the bidder's computer. The required documents for each document label of Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.
- 15.6 The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-Bid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-Bid documents are protected, stored and opened by concerned bid openers only.
- 15.7 After successful submission of e-Bid document, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.

15.8 Purchaser reserves the right to cancel any or all e-Bids without assigning any reason.

16- Deadline for Submission of e-Bid

- 16.1 e-Bid (Technical and Financial) must be submitted by the bidders at e-Procurement website <http://etender.up.nic.in> not later than **time 09.55 A.M and 13.09.2023** the

date as mentioned on page 4 (as the server time displayed in the e-Procurement website).

- 16.2 The Purchaser may, at its discretion, extend this deadline for submission of e-Bid by amending the e-Bid document in accordance with ITB Clause 4, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

17 Late e-Bid

- 17.1 The server time indicated in the Bid Management window on the e-Procurement website <http://etender.up.nic.in> will be the time by which the e-Bid submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-Bid submission date and time is over, the bidder cannot submit his/her e-Bid. Bidder has to start the Bid Submission well in advance so that the submission process passes off smoothly. The bidder will only be held responsible if his/her e-Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-Bid submission process.

18 Withdrawal and Resubmission of e-Bid

- 18.1 At any point of time, a bidder can withdraw his/her e-Bid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/ her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing his/her selected e-Bid.
- 18.2 The bidder has to request the Purchaser with a letter, attaching the proof of withdrawal and submission of e-Bid EMD in the office of Purchaser, to return back the e-Bid security/EMD as per RTGS/NEFT.
- 18.3 No e-Bid may be withdrawn in the interval between the deadline for submission of e-Bids and the expiration of period of e-Bid validity. Withdrawal of an e-Bid during this interval may result in the bidder's forfeiture of his/her e-Bid E.M.D, pursuant to ITB Clause 12.7.
- 18.4 The bidder can re-submit his/her e-Bid as and when required till the e-Bid submission end date and time. The e-Bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised e-Bid and the new e-Bid submission summary generated after the successful submission of the revised e-Bid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be resubmitted. After

selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e-Bid documents by following the methodology provided in clauses 15.4 to 15.7.

- 18.5 The bidders can submit their revised e-Bids as many times as possible by uploading their e-Bid documents within the scheduled date & time for submission of e-Bids.
- 18.6 No e-Bid can be resubmitted subsequently after the deadline for submission of e-Bids.

(C) e-Bid OPENING AND EVALUATION OF e-Bid

19(A) Opening of Technical e-Bid by the Purchaser

19.A-1 The Purchaser will open all technical e-Bids, in the presence of purchase committee at **11:15 AM on 13.09.2023 Kisan Sahkari Chini Mills Ltd, Semikhera (Bareilly)**. In the event of the specified date of e-Bid opening being declared a holiday for the Purchaser, the e-Bids shall be opened at the appointed time and place on the next working day.

19.A-2 The Purchaser will prepare minutes of the e-Bid opening. The name of such bidders not meeting the Technical Specifications and qualification requirement shall be informed by e-mail/telephone call subsequently.

19 A-3 Managing Director reserves the right to postpone the date and time of opening of Technical & Financial E-Bid in unavoidable circumstances and all the bidders will be informed accordingly.

19(B) Opening of Financial e-Bid

19) B-1 After evaluation of technical e-Bid, the Purchaser shall notify those bidders whose technical e-Bids were considered non-responsive to the Conditions of the Contract and not meeting the technical specifications and Qualification Requirements indicating that their financial e-Bids will not be opened. The Purchaser will simultaneously notify the bidders, whose technical e-Bids were considered acceptable to the Purchaser. The notification may be sent by letter, fax or by e-mail.

B-2 The financial e-Bids of technically qualified bidders shall be opened on **13.09.2023 at 03:00 PM**.

B-3 The Purchaser will prepare the minutes of the e-Bid opening.

20 Clarification of e-Bid

20.1 During evaluation of e-Bid, the Purchaser may, at its discretion, ask the bidder for a clarification of his/her e-Bid. The request for clarification and the response shall be in writing.

21 Evaluation of technical e-Bid and Evaluation Criteria

The Purchaser will examine the e-Bid to determine whether they are complete, whether they meet all the conditions of the Contract, whether required e-tender fee,

e-Bid EMD and other required documents have been furnished, whether the documents have been properly digitally signed, and whether the e-Bids are generally in order. Any e-Bid or e-Bids not fulfilling these requirements shall be rejected.

The bidders shall submit the scanned copies of following as documentary proof for evaluation of their technical e-Bids:-

- 21.1 Parties have to submit their copy of **GST registration**, PAN, number. Any tender received without these copies shall be summarily rejected.
- 21.2 The bidder must have support office/Branch at U.P., a self certified letter containing the office address, contact phone numbers, mobile numbers, E-mail IDs and contact person name should be attached along with tender.
- 21.3 The bidder should not have been disapproved or black-listed by any organization in last three years. An undertaking in this effect is to be submitted.
- 21.4 The bidder shall submit required documentary proof, failing which the tender shall be rejected.
- 21.5 The bidder shall submit the copies of the detail of E.M.D.
- 21.6 The bidder shall submit the documentary proof of the Status of the company along with names of Directors/Partners/Proprietor along with documents.
- 21.7 The e-Bids found to be not responsive to and not fulfilling all the conditions of the contract and not meeting Technical Specifications and Qualification Requirements to the satisfaction of Purchaser shall be rejected and may not be subsequently made responsive by the bidder by correction of the non-conformity. The e-Bids of bidders mentioning any of their conditions which are not mentioned in the e-tender document or are not in conformity with the conditions of the contract shall be rejected.
- 21.8 It shall be the discretion of the Purchaser to decide as to whether an e-Bid fulfils the evaluation criterion mentioned in this e-tender or not.
- 21.9 The bidders are advised not to mix financial bid documents with the PDF documents submitted for technical bid. The e-Bids of the bidders having financial bid document in the technical bid will out rightly are rejected.

22 Financial Evaluation and Comparison of e-Bid

- 22.1 The Purchaser will evaluate and compare the financial rates of individual items quoted in the price schedule/BOQ of e-Bids of those bidders whose technical e-Bids are found responsive as per the conditions of the e-tender only for those items of the bidders which have been technically accepted by the Purchaser.
- 22.2 No additional payments shall be made for completion of any contractual obligation beyond the quoted prices. If the supplier does not accept the correction of errors if any, its e-Bid shall be rejected and its e-Bid security may be forfeited.
- 22.3 No weight age/preference shall be given to the bidder quoting any higher technical specifications against the technical specifications of the items asked in the e-tender.
- 22.4 The Purchaser's evaluation of Financial bid of Annual Contract of **Supply of Computer Stationery etc** shall be based on rate quoted excluding GST of Govt of Uttar Pradesh/GST as well as duties and taxes paid , payable on AMC and as mentioned in para 8.2 of ITB.
- 22.5 The Financial Bids will be opened by Tender Evaluation committee (TEC). Bid opening on date and time to be communicated to all the technically qualified Bidders. The commercial quotes of the lowest Bidder shall be notified as L-1. The Quantity offered by the L-1 shall be first taken into consideration.
In case L-1 offers to supply the complete order quantity and is assessed to have the adequate capacity to supply the complete order quantity as per the delivery schedule by the Tender Evaluation committee (TEC) then L-1 shall be contracted to execute the complete supply order.
In case L-1 offers to supply partial order quantity and is assessed to have adequate capacity to supply the offered partial order quantity as per the delivery schedule by the Tender Evaluation committee(TEC) then the L-1 bidder shall be contracted to supply the reduced quantity (which shall be more than the guaranteed minimum quantity) and rest of the quantity shall be allotted to subsequent bidder(s) provided the successful Bidder(s) are ready to offer the quantity at the rates quoted by L-1.
The quantity resulting from the split as mentioned above in case (b) shall be offered to the successful Bidder(s) after the assessment by the TEC in terms of their capacity to manufacture and supply.
In case L-1 backs out, the RFP shall be cancelled & Bids shall be invited again L-1 shall however be blacklisted from participating in any future bidding and are liable for legal action taken by **UPSUGAR FED.**

23. Contacting the Purchaser

- 23.1 Subject to ITB Clause 20, no bidder shall contact the Purchaser on any matter relating to his/her e-Bid, from the time of the e-Bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Purchaser, he/she can do so in writing.
- 23.2 Any effort by a bidder to influence the Purchaser in its decisions on e-Bid evaluation, e-Bid comparison or contract award may result in rejection of the bidder's e-Bid.

(D) AWARD OF CONTRACT

24 Award Criteria

- 24.1 The Purchaser will determine to its satisfaction whether the bidder(s) that is selected as having submitted the lowest rate (L-1) evaluated responsive bid meets the criteria specified in ITB Clause 10.2, and is qualified to perform the contract satisfactorily.
- 24.2 Subject to ITB Clause 26, the Purchaser will award the contract to the lowest rate (L-1) evaluated successful Bidder whose bid has been determined to be responsive to all the conditions of the contract and meeting the Technical specification and qualification requirement of the Bidding Document.

25 Purchaser's right to vary Quantities at the Time of Award

- 25.1 If any taxes/duties are increased/ decreased by the Government during the contract period, the same shall be adjusted mutually after submitting the proof by the successful bidder to the Purchaser.

26 Purchaser's right to accept any e-Bid and to reject any or all e-Bids

- 26.1 The Purchaser reserves the right to accept or reject any e-Bid, and to annul the e-Bid process and reject all e-Bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

27-Notification of Award

- 27.1 The Purchaser will notify the successful bidder in writing by letter/e-mail/fax, that its e-Bid has been accepted. Normally it will be informed within 30 days after opening of E-commercial/financial bid except in unavoidable circumstances.
- 27.2 The notification of award will constitute the formation of the Contract.

28-Signing of Contract

As the purchase notifies the successful bidder that it's e-bid has been accepted, the purchaser will inform to the bidder accordingly.

SECTION II: CONDITIONS OF E-Tender/CONTRACT (CC)

Only Bidders having sufficient experience of the **Supply of Computer Stationery etc** of tender document are eligible to participate in the tender.

1. Price

1. The Basic price should be quoted by the bidders **on Comprehensive Annual Contract basis.** This basic price, Exclusive GST.
2. The final rates mentioned in the tender shall remain firm & no escalation of rates will be entertained.
3. Any change in the rate of GST by the GOVT may be accepted provided documentary proof of the same is submitted for approval.

2. **Earnest money (Interest Free)**

Each bidder should submit an RTGS/NEFT/NET BANKING for Rs. **10000/ (Ten thousand only)** in favour of **Kisan Sahkari Chini Mills ltd, payable at Semikhera** (Bareilly) representing earnest money. The tenders without earnest money as above shall not be entertained (Central/State Government agencies or organizations are exempted from the requirement of EMD).

3. **Payment Terms:**

1. 30% advance against proforma invoice along with the order.
2. 50% Mid off Crushing season 2023-24
3. 20% at successful Work Completion at End of Year.

4. **SANCTITY**

The Purchase order is final agreement between supplier and the mill society. Any terms and conditions of enquiry/letter, tender /quotation or any other documents inconsistent with the terms of purchase order will have no effect and will be null and void.

5. **Delivery & Penalty:**

- (i) Delivery period should be as given in our tender document for a particular item. The material should be supplied within this period which will be counted from the date of issue of commercially and technically clear order by the mill societies as per the terms of Rate Contract.
- (ii) If the material is not delivered within stipulated period, the buyer reserves the right to return the goods at the cost and expenses of the supplier and shall recover all losses made in arranging supplied from other sources. The buyer also reserves the right to cancel the order and may claim the entire amount paid against the order together with interest along with all expenses incurred by the buyer in addition to the loss mentioned above.

(iii) There will be late penalty of 1% of total cost of material in case of delayed supply upto 01 week. If the supply delayed upto 02 weeks, penalty will be 5% of the total cost. If the supply delayed upto 03 weeks, penalty will be 10% of the total cost. In case the supply of material delayed more than 3 weeks concerned firm will be black listed.

(iv) Failure to supply and risk purchase clause:-

If the supplier fails to supply any store material in accordance with the terms and conditions as provided in the Rate contract or fails to replace the material rejected by the sugar factories, within the time stipulated the sugar factories shall at the risk and cost of supplier and without any notice or reference to him be entitled to purchase stores (of the same specifications) from any other source and at such price as the sugar factories shall in their sole discretion think fit and if such price shall exceed the rate set out in the rate contract, the supplier shall be liable to pay the sugar factory, the difference between the price at which such stores have been purchased by the sugar factories and at the price set out in the rate contract in addition to penalty and damages as set out in the rate contract.

6. Arbitration

In case of any dispute between the parties out of this agreement shall be referred to Registrar/ Cane commissioner U.P.Govt. Under section 70 of the Cooperative Society Act, 1965, who may either arbitrate the matter himself or appoint another arbitrator. In case the applicants have any apprehension about the independence of the arbitrator, the same can be raised before the Registrar who is competent to resolve such a controversy as he is sufficiently empowered under the Act.

7. In case of non compliance of the conditions of the contract the General Manager of Suagr mill shall have the power to rescind, cancel and annul the contract, between the Purchaser and the Supplier apart from black-listing the Supplier, and in that event, the sum deposited towards security shall be forfeited and the Supplier shall be further liable to pay actual amount of loss and damages as provided in Indian Contract Act to Kisan Sahkari Chini Mills ltd, Semikhera (Bareilly) to the extent the same exceeds the security money.
8. The bidder who are awarded with the rate contract/ order for AMC to our mill societies and in no case they shall be allowed to appoint their dealers for AMC.
9. In case of any dispute between the Supplier and buyer the Hon'ble Allahabad High Court of judicature at Lucknow and Courts sub-ordinate there to of the District in which the mill is situated shall alone have jurisdiction to the exclusion of all other courts.
10. In complete tender or those without the prescribed EMD may be rejected.
11. The Purchaser reserves the right to reject any or all tenders without assigning any reason. The Purchaser also reserves the right to amend or altogether change the terms & conditions in the overall interest of the Organization before finalization of the Purchase order.

12. The bidder should mention the warranty period of items to be supplied to our mill society. In case the supplied materials fails within this stipulated period, the same shall be replaced by the supplier on free of cost basis.
13. The Sugar Mill reserves the right to issue rate contract/ order to one single supplier (tender) to distribute the same amongst several suppliers on the basis of lowest rate received. For AMC works under Suagr Mill Rate contract, the Suagr Mill reserves sole right to make allotment and re-allotment of sugar mills, whichever required among the suppliers, selected for rate contract during validity of Rate contract.
14. For any other more details/clarifications regarding specifications etc. please contact the technical representatives of **our** concerned cooperative sugar mill.
15. Parties have to submit their copy of PAN, GST registration number and last three years income tax return receipt duly signed by them. Any tender received without these copies shall be summarily rejected.
16. The bidder must have support office/Branch at U.P., a self certified letter containing the office address, contact phone numbers, mobile numbers, E-mail IDs and contact person name should be attached along with tender.
17. **L-1 bidder will be decided Item wise.**
18. Only total rates will be announced after financial bid opening.
19. The bidder should offer the entire BOQ.
20. Consortium and joint ventures will not be entertained.
21. Annual maintenance contract will include all the parts of hardware (excluding consumable items i.e. Battery/Printer head) no extra amount will be paid for any items replaced/repared.
22. If the supplier/bidder is registered with M.S.M.E/Startup should submit the order, quality and performance report for only one year of material supply to participate in the e-tender. If the tender is final in favour of the supplier registered in the M.S.M.E/Startup, such bidder will have to submit Security Money as per tender document.
23. The Bidder shall upload all required documents strictly at the time of filling e- Tender. No physical document will be accepted at any case during the Tender Process.
24. If required L-1 bidder will be called for necessary negotiation afterwords.
25. After the finalization of rate contract the copy of the said rate contract, will be sent to The concerned supplier & all 24 mills vide e-mail & same will be uploaded on e- tender Portal.
26. If in any case any bidder/supplier impose undue influence (Convincing) in that case the Concerned bidder/supplier will be debared for next 3 years to participate in any tender Process of Suagr Mill.

27. Any bidder/Supplier are disputed in court not participate in Suagr Mill tender.

Seal and signature of the bidder _____
With Name of Authorized
Official signing the agreement.

SECTION III: TECHNICAL E-BID

- III(A) e Bid FORM**
- III(B) SCHEDULE OF REQUIREMENTS**
- III(C) TECHNICAL SPECIFICATIONS**
- III(D) CONTRACT FORM**
- III(E) PERFORMANCE STATEMENT**
- III(F) CAPABILITY STATEMENT**
- III(G) PERFORMANCE SECURITY FORM**

SECTION III (A): e- bid FORM

Date: 26.08.2023

IFB No 641/C/Comp/2023-24

To,
The General Manager
Kisan Sahkari Chini Mills ltd,
Semikhera (Bareilly)

Dear Sir,

Having examined the e-Bid Documents, we, the undersigned, offer to deliver.....

(Description of Goods and Services) in conformity with the said e-Bid(Section II) of the e-Bid Document and will Maintain **Supply of Computer Stationery etc** from our manufacturing works/units as per specifications (Section III(c)) to your factories in addition to this, the particulars of our organization such as legal status, details of experience and past performance, capability statement and the required e-Bid security/EMD for Rs. **10000/- (Rupees Ten thousand only)** in the form of RTGS / NEFT/ NET BANKING in favour of KISAN SAHAKARI CHINI MILLS LTD.SEMIKHERA (BAREILLY), is furnished with this e-Bid form.

We further undertake, if our e-Bid is accepted, to **Maintain Computer Stationery etc** in accordance with the delivery schedule specified in the Schedule of Requirements (Section III (B)).

We agree to abide by this e-Bid for the e-Bid validity period specified in Clause 13.1 of the ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this e-Bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us. All the terms and conditions of the e-tender Document are acceptable to us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1998”.

We understand that you are not bound to accept the lowest or any e-Bid you may receive.

Dated this.....day of20.....

Signature

(in the capacity of)

Duly authorized to sign e-Bid for and on behalf of

SECTION III (B): SCHEDULE OF REQUIREMENTS

Item Code	Brief Description	Destination	Delivery Schedule	E-Bid E.M.D
	As per the details given in the SECTION III (C) TECHNICAL SPECIFICATIONS	KISAN SAHAKARI CHINI MILLS LTD. SEMIKHERA (BAREILLY)	AMC work to be done with in the stipulated period.	Rs 10000/- (Rupees Ten thousand only)

SECTION III (C) TECHNICAL SPECIFICATIONS

Supply of Computer Stationery etc

SECTION III (D) AGREEMENT

NOT EXECUTED

SECTION III (F): CAPABILITY STATEMENT (HAMC)

1. (a) Name and complete mailing address of the business/sales office of the bidder.

(b) Name of Authorized Official

(c) Phone:

(d) Fax:

(e) E-mail:

(f) Principal place of business

(g) Website of Bidder's Firm

2. Parties Will Have To Furnish Under Noted Information During The Technical Discussions With Documentary Proof:

SI No	Particulars	
1	Certificate for Maintaining Supply of Computer Stationery etc submitted by bidder	
2	Acceptance to Maintain of Supply of Computer Stationery etc.	
4	Detail of Tender Fee	
5	Detail of E.M.D	
9	Copy of last submitted Income Tax Return and PAN card (self attested)	
10	Details of GST Registration NO	
11	Status of the company along with names of Directors/Partners/Proprietor along with documents	
13	Firm's bank details to arrange EMD refund, if required. RTGS details 1. Name of the bank 2. Account number 3. IFSC Code	

Seal and signature of the bidder _____
With Name of Authorized
Official signing the agreement.

SECTION IV: FINANCIAL e-Bid

IV (A) e –Bid FORM

IV (B) PRICE SCHEDULE/BOQ

SECTION IV (A): e bid FORM

Date-26.08.2023
IFB No 641/C/Comp/2023-24

To:
The General Manager
Kisan Sahkari Chini Mills ltd,
Semikhera(Bareilly)

Dear Sir,

Having examined the e-Bid Documents, we the undersigned, offer to supply.....(Description of Goods and services) inconformity with the said e-Bid Documents for the rates as may be ascertained in accordance with the schedule of rates attached herewith and made part of this e-bid, and hereby undertake that we accept all terms and conditions of E-Tender/contract (section II) of the e-Bid Document for **Supply of Computer Stationery etc** from our manufacturing works/unit as per the **Technical specifications (Section III (c) to your sugar factory**. In addition to this, the particulars of our organization such as legal status principal place of business, details of experience and past performance, capability statement and the required e-Bid security in the form of **RTGS / NEFT/ NET BANKING** in favour of **KISAN SAHAKARI CHINI MILLS LTD. SEMIKHERA (BAREILLY)** are furnished with this e-Bid form

We further undertake, if our e-Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements (section III (b))

We agree to abide by this e-Bid for the e-Bid validity period specified in Clause 13.1 of the ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this e-Bid, together with you, written acceptance thereof and your notification of award shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1998”.

We understand that you are not bound to accept the lowest or any e-Bid you may receive.

Datedday of20

.....
(Signature & Name of official)

.....
(In the capacity of)

Duly authorized to sign e-Bid for and on behalf of

SECTION IV (B): PRICE SCHEDULE / BOQ

Validate
Print
Help
BoQ

Tender Inviting Authority: KISAN SAHAKARI CHINI MILLS LTD. SEMIKHERA (BAREILLY)

Name of Work: Comprehensive Annual Maintenance of Computer Stationery etc.

Contract No: 641/C/COMP/2023-24 DT 26.08.2023

PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Particulars	Quantity	Basic Price (in. Rs.)	GST (in Rs.)	TOTAL AMOUNT in Rs.	TOTAL AMOUNT In Words
1	2	5	13	15	54	55
1.00	COMPUTER STATIONERY					
1.01	Mill Purchi Pre Printed 10x12x2	Per 1000 Sheet 70 GSM Paper			0.00	INR Zero Only
1.02	Plain Paper 10x12x1	Per 1000 Sheet 70 GSM Paper			0.00	INR Zero Only
1.03	Plain Paper 10x12x2	Per 1000 Sheet 70 GSM Paper			0.00	INR Zero Only
1.05	Plain Paper 10x12x3	Per 1000 Sheet 70 GSM Paper			0.00	INR Zero Only
1.06	Plain Paper 15x12x1	Per 1000 Sheet 70 GSM Paper			0.00	INR Zero Only
1.07	Plain Paper 15x12x2	Per 1000 Sheet 70 GSM Paper			0.00	INR Zero Only
1.09	Plain Paper 15x12x3	Per 1000 Sheet 70 GSM Paper			0.00	INR Zero Only
1.10	HHC Roll NA	Per Unit			0.00	INR Zero Only
1.11	Printing Charger NA	Per Colour/Per Copy/Per Peforation /Per Matter			0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words						