

BISALPUR KISAN SAHKARI CHINI MILLS LTD., BISALPUR (PILIBHIT)

Telephone: 05881 - 223243	Fax: 05881 - 223243
	Email: bkschinimills@gmail.com
	Website: www.upsugarfed.org

COMPETITIVE e-bidding
FOR
SUPPLY OF VARIOUS TYPES OF STATIONERYFOR BISALPUR KISAN
SAHKARI CHINI MILLS ., LTD., BISALPUR (PILIBHIT) FOR THE SEASON
2025-26

e-bid REFERENCE	BKSCM/ 2025-26 / PS- 2/
LAST DATE AND TIME FOR SUBMISSION OF E-Bids	01/11/2025 UPTO 6:55 PM
DATE AND TIME OF OPENING OF ON LINE TECHNICAL e-Bids	02/11/2025 AT 12:00 Noon
PLACE OF OPENING OF e-Bids	BISALPUR KISAN SAHKARI CHINI MILLS LTD., BISALPUR (PILIBHIT)
ADDRESS FOR COMMUNICATION	GENERAL MANAGER BISALPUR KISAN SAHKARI CHINI MILLS LTD., BISALPUR (PILIBHIT) Pin Code - 262201
e-Bid E.M.D	Rs. 5000/- (Rs. Five Thousand Only)

This Document Contains -- **Pages 30**

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. 590/-

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(समस्त विवादों का न्याय क्षेत्र पीलीभीत होगा ।)

G.S.T. NO. 09AAAAB6708PIZD
PAN NO. AAAAB6708P
TIN NO. 09209400025
ECC Code- AAA CB 8648 NXM 001

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बीसलपुर किसान सहकारी चीनी मिल्स लि०

BISALPUR KISAN SAHKARI CHINI MILLS LTD.

बीसलपुर,
जिला : पीलीभीत (उ० प्र०)

Ref: BKSCM /2025-26/PS-2/

**BISALPUR (N.E. RLY)
DISTT. PILIBHIT (U.P.)**

Dated : 2025

TENDER NOTICE

On line E tender are invited from Reputed Suppliers/ Parties (as per details given in tender documents) for **SUPPLY OF VARIOUS TYPES OF STATIONERY to Bisalpur Kisan Sahkari Chini mills Ltd., Bisalpur (Pilibhit)** The E-Tender documents with detailed specifications, make terms and conditions etc can be downloaded from E portal & federation website. The Technical and Financial Bid will be opened on **02/11/2025 at 12:00 Noon and at 3:00 PM** respectively.

The details of submission of e bids along with eligibility, date & time, opening of technical/Financial bids, E.M.D, experience and other terms & conditions will be available on e-tender portal <http://etender.up.nic.in> from **25/10/2025 at 06:55 PM** where tender documents may be downloaded by any bidder. The tender fee is **Rs. 590/-**(non refundable) and required E.M.D **Rs. 5000/-** which will be deposited in Bisalpur Chini Mill office before opening of Technical bid. E-Tender without earnest money shall be liable to be rejected. The detailed terms and conditions are given in e-tender document. The General Manager Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur reserves the right to cancel any or all bids / annul e-bidding process without assigning any reason to & decision of General Manager will be final & binding. **LAST DATE AND TIME FOR SUBMISSION OF E-Bids-01/11/2025, 06: 55 PM**

General Manager

Copy to the : For information & necessary action :

1. Sri Ritvik Saxena, System Annalist , Fed.Lucknow for uploading E-tender notice on fed.website
2. All General Manager ,U.P. Coop.Sugar factories
3. All departmental head ,Chini Mill Bisalpur

General Manager

INVITATION FOR e-Bids

Online e-bids are invited for **SUPPLY OF VARIOUS TYPES OF STATIONERY** from Reputed Suppliers/ Parties to Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur (Pilibhit)

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> from **25/10/2025 at 6:55 PM**. 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 tender Document will be available from 25/10/2025 at 6:55 PM at e-Procurement web site http://etender.up.nic.in .
(b)	Availability of tender document on website	25/10/2025 from 6:55 PM at e-Procurement web site http://etender.up.nic.in
(c)	Clarification start date & time	25/10/2025 from 6:55 PM
(d)	Clarification end date & time	01/11/2025 up to 9:00 AM
(e)	e-Bid submission start date & time (Submission of e-tender fee, EMD and other supporting documents in PDF/XLS format)	25/10/2025 from 6:55 PM
(f)	e-Bid submission end date & Time	01/11/2025 up to 6.55 PM
(g)	Online technical e-Bid opening date & time	02/11/2025 at 12:00 Noon
(h)	Online financial e-Bid opening date & time (Only of technically qualified bidders)	02/11/2025 at 03:00 PM

(i)	Venue of opening of technical & financial e-Bids	BISALPUR KISAN SAHKARI CHINI MILLS LTD., BISALPUR (PILIBHIT)
(j)	Contact officer	Name: Mr. Brijendra Singh, CHIEF ENGINEER. Mob. No. 07880888962 MR DESH DEEPAK MISHRA . PURCHASE I/c Mob. No. 08979405603
(k)	Cost of e-Bid document	Rs 590.00 (Rupees Five hundred Ninety only) (Non-refundable)
(l)	e-Bid E.M.D	Rs 5000/- (Rupees Five Thousand Only)

4. The bidders need to submit the proof/cost of e-Bid document/processing as stated in the above table in Cash in the Purchaser's office or through Demand Draft in favour of Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur (herein after referred as Bisalpur Chini Mill / Purchaser) payable at Bisalpur. The scanned copy of the Cash Deposit Receipt or Demand Draft or Banker's Cheque must be enclosed along with the e-Bids but the original Demand Draft or Banker's Cheque should reach the office of Bisalpur Chini Mill /Purchaser at Bisalpur before opening of technical e-Bid.
5. All e-Bid must be accompanied by e-Bid Earnest Money Deposit (EMD) in the form of Demand Draft, drawn in favour of Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur also Credit amount in Sugar Mill Account will be allowed for E-Tender 2025-26. The scanned copy of the e-Bid EMD must be submitted along with the e-Bid and the original should reach the Chini Mill office at Bisalpur before opening of technical e-Bids. No Interest would be payable on e-Bid (Earnest Money) deposited with the Chini Mill.
6. The e-Bids will be electronically opened in the presence of bidder's representatives, who choose to attend at the venue, date and time mentioned in the above table. An authority letter of bidders'/OEM representative will be required to be produced.
7. The General Manager reserves the right to cancel any or all the e-Bids/annul the e-Bid process without assigning any reason thereof. The decision of General Manager will be final and binding.
8. In the event of date specified for e-Bids opening being declared a holiday for Chini Mill's office then the due date for opening of e-Bids shall be the following working day at the appointed time and place.
9. 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.
10. The companies/firms who are registered at e-Procurement portal for e-tendering with UP Electronics Corporation Ltd, 10 Ashok Marg, Lucknow-226002, would only be

eligible for participating in this e-tender as well as in e-tendering system of U.P. Govt. departments. All companies/firms who have not registered themselves with UPLC Ltd ,Lucknow for e-tendering till date can get their registration done by depositing a filled in form issued by UPLC Ltd, Lucknow along with registration fee of Rs. 6000.00 (Rupees Six thousand only) for participating in this e-tender and other e-tenders of U.P.Govt. Departments. The companies/firms, who are not having digital signature, can also get their digital signature on deposit of processing fees of Rs.1708.00 (Rupees One thousand seven hundred eight only). The companies/firms may contact the officials on phone numbers (0522) 4130303 Extn 305 & 307, 09721451211, for their Registration/Digital Signature Certificate related queries. The registration fee may also be deposited through RTGS. The details of RTGS are as under:

M/s U.P. Electronics Corporation Ltd, Lucknow
Indian Bank
Ashok Marg, Lucknow
A/C No. - 772819168
IFC code - IDIB000L002
CBS code - 00527
Rs.6000/-

For E-Tendering Enquiry Please Contact Following Persons

01.Sri Brijendra Singh	-	07880888962
02.Sri Vidhya Ram Shukla	-	07880888963
03.Sri Ravi Chaudhary	-	07880888965
04.Sri Desh Deepak Mishra	-	07830086777

Bank details of Bisalpur kisan Sahkari chini mills Ltd. Bisalpur

Bank Name :- State Bank of India, Station Road Bisalpur

A/C No. :- 11201220201

IFS Code :- SBIN0001119

Note:-You are requested to please send us only your EMD & Cost of E-Tender Fee detail on our E-mail : bkschinimills@gmail.com. On your latter head with UTR No.

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 Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur and hereinafter referred to as “Mill”, 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> 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 590.00 (Rupees Five hundred Ninety Only)** in cash or through Demand Draft or Banker's Cheque payable in favour of Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur. The scanned copy of the Cash Deposit Receipt or Demand Draft or Banker's Cheque must be enclosed along with the e-Bid but the original Demand Draft or Banker's Cheque should reach the Purchaser's office before opening of the technical e-Bid. This e-tender document fee of **Rs. 590.00** will be non-refundable.

2-Contents of e-Bid Document

- 2.1 The Job Work required to be done ; 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 Mill may also respond to clarifications raised by the prospective bidders on Purchaser's e-mail address bkschinimills@gmail.com

4. Amendment of e-Bid Document

- 4.1 At any time prior to the deadline for submission of e-Bid, the Mill 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) 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> from time to time for any amendment in the e-tender document. In case of failure to get the amendments, if any, the Mill 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 Mill, 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> .

(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 Mill 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 Job work, their quantities and prices in the format given in the e-Bid document.

8 e-Bid Price

- 8.1 The bidder shall quote separately in the downloaded spread sheet file for the Price of Job work.
- 8.2 The price should be quoted by the bidders on Ex - Works. This will include basic price, , loading & unloading charges and TDS as per rule, Excluding GST.
- 8.3 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. A e-Bid submitted with an adjustable price quotation unless asked for shall be treated as non-responsive and rejected.

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 **5000/- (Rupees Five Thousand only)** in form of Demand Draft, in favor of Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur. The scanned copy of the e-Bid EMD must be submitted along with the e-Bid and the original should reach the Purchaser's office at Bisalpur before opening of technical e-Bid. No Interest on EMD will be paid.
- 12.2 The e-Bid E.M.D is required to protect the Mill against the risk of bidder's conduct which would warrant the E.M.D'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:
- A Demand Draft payable in favor of **Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur**
- 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 Mill .
- 12.5 Unsuccessful bidder's e-Bid E.M.D will be returned upon the written request through cheque as promptly as possible.
- 12.6 The successful bidder's e-Bid E.M.D will be converted in security money .
- 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.

13 Period of Validity of e-Bid

- 13.1 e-Bid shall remain valid up to **365 days** and the Rates for the period up to which the crushing of season **2025-26 continues of the 30-06-2026** or whichever is later after the date of e-Bid opening prescribed by the Mill, pursuant to ITB Clause 16. An e-Bid valid for a shorter period shall be rejected by the Mill as non-responsive.

- 13.2 In exceptional circumstances, the Mill 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.
- 14.2 The e-Bid document shall be digitally signed, at the time of uploading, by the bidder or a person or persons duly authorized to bind the bidder to the Contract. The letter authorization shall be indicated by a scanned copy of written power-of-attorney accompanying the e-Bid. All the pages/ documents of the e-Bid that are to be uploaded shall be digitally signed by the person authorized to sign the e-Bid.

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 Mill. 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](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 Mill 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 which 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 Offline' 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 offline payment details. After entering and saving the Tender Fee and EMD details, the bidder should click "Encrypt & Upload" option given in the offline 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 Mill 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 the date as mentioned on page 4 (as the server time displayed in the e-Procurement website).
- 16.2 The Mill 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 Mill with a letter, attaching the proof of withdrawal and submission of e-Bid EMD in the office of Mill, to return back the e-Bid security/EMD as per the manual procedure.

- 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 Mill

- A-1 The Mill will open all technical e-Bids, in the presence of bidders' representatives who choose to attend at **12:00 PM on 02/11/2025** Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur. The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of e-Bid opening being declared a holiday for the Mill, the e-Bids shall be opened at the appointed time and place on the next working day.
- A-2 The bidder's names and the presence or absence of requisite e-Bid security and such other details as the Mill at its discretion may consider appropriate will be announced at the opening. The name of such bidders not meeting the Technical Specifications and qualification requirement shall be notified subsequently.
- A-3 The Mill will prepare minutes of the e-Bid opening.
- A-4 The General Manager 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.

19(B) Opening of Financial e-Bid

- B.1 After evaluation of technical e-Bid, the Mill 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 Mill will

simultaneously notify the bidders, whose technical e-Bids were considered acceptable to the Mill. 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 02/11/2025 at 03:00 PM in the presence of bidders who choose to attend the opening of financial bid. The name of bidders, Unit Price quoted for various items etc will be announced at the meeting. .
- B.3 The Mill will prepare the minutes of the e-Bid opening.

20 Clarification of e-Bid

- 20.1 During evaluation of e-Bid, the Mill 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 Mill 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 The bidder should have adequate experience of supply of material for Bisalpur Chini Mill .
- 21.2 The bidder shall submit required documentary proof, failing which the tender shall be rejected.
- 21.3 The bidder shall submit the copies of the detail of E.M.D.
- 21.4 The bidder shall submit the copies of the Authorization letter by the competent authorities for the authorized person.
- 21.5 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 be rejected.

22 Financial Evaluation and Comparison of e-Bid

- 22.1 The Mill 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 Mill .
- 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 weightage/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 Mill's evaluation of a Financial bid shall be based in terms of lowest rate quoted including all taxes, duties & other expenses .
- 22.5 The Financial Bids will be opened by Tender Evaluation committee (TEC) in the presence of Bidders' representatives (only one) who choose to attend the Financial Bid opening on date and time to be communicated to all the technically qualified Bidders. The Bidder's representatives who are present shall sign a register evidencing their attendance.
The name of Bidder, Bid Prices etc shall be announced at the meeting.
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.
The bidders are required to give their lowest rates in the tenders, though generally negotiation will not be held but if required then it will be done with the lowest bidder (L-1) unit wise .
- a) 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.
 - b) 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.
 - c) 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.
 - d) 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 Bisalpur Chini Mill.

23 Contacting the Purchaser

- 23.1 Subject to ITB Clause 20, no bidder shall contact the Mill 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 Mill, he/she can do so in writing.

- 23.2 Any effort by a bidder to influence the Mill 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 Mill 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 Mill 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 Mill's right to vary Quantities at the Time of Award

- 25.1 The Mill reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, depending upon the requirement of end-customer. The Mill may also increase or decrease the quantity even after award of contract up to the validity period of E-bid.
- 25.2 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 Mill.

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

- 26.1 The General Manager 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 Mill 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.

28- Signing of Contract

- 28.1 At the same time as the Mill notifies the successful bidder that his e bid has been accepted, the mill will send the bidder the work order/contract form provided in the e-bid documents ,incorporating all conditions of the agreement between the parties i.e. mill & successful bidder .
- 28.2 Within 07 days of receipt of the contract form, the successful bidder shall execute ,sign & date the work order/contract & returned it to the mill .

29- Performance/ Work Security

No interest will be paid on EMD . The EMD deposited with Bisalpur Chini Mill shall be subjected to timely & satisfactory work .

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

Only Reputed Suppliers/ Parties fulfilling the required conditions of tender document are eligible to participate in the tender.

1- Price

The price should be quoted by the bidders on Ex - Works This will include basic price, and loading & unloading charges, Excluding GST.

The supplier is required to submit the relevant documents to avail GST benefit.

The final rates/discount mentioned in the tender shall remain firm for the crushing season 2025-26 i.e. up to 30-06-2026.

Any change in the rate of duty, Taxes etc may be accepted provided documentary proof of the same is submitted for approval.

For concessional Form if any shall be provided by the Mill against GST whichever is applicable.

2- Earnest money

Each bidder should submit a bank draft of a nationalized bank for Rs.5000/- (Rs Five Thousand only) in favour of **Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur** representing earnest money. The tenders without earnest money as above shall not be entertained .

3. Payment Terms: 100% Payment will be made after Job work and verification of Material.

4. SANCTITY

The 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. Job Work & Penalty:

- (i) Job Work period should be as given in our tender document for a particular item. The work should be completed within this period which will be counted from the date of issue of commercially and technically clear order by the mill society.

- (ii) In case the mill society accept late Job work, the liquidated damages for delayed Job work @ of 0.5% per week for the uncompleted Job work subject to maximum of 5% may be charged by the concerned mill society.

(iii) Failure to Completed Job work and risk clause:-

If the contractor fails to complete the job work in accordance with the terms and conditions as provided in the order within the time stipulated the sugar factory shall at the risk and cost of contractor and without any notice or reference to him be entitled to complete the job work (of the same specifications) from any other source and at such price as the sugar factory shall in their sole discretion think fit and if such price shall exceed the rate set out in the order, the contractors shall be liable to pay the sugar factory, the difference between the price at which Job work by the sugar factory and at the price set out in the order in addition to penalty and damages as set out in the order

10.Variation

The Order do not provide any right to contractors for a particular quantity and the Mill may vary the quantity as per assessment of requirement and also change the schedule in exigency without giving any notice to the Contractors.

11. Negotiation

Normally negotiation of rate shall not be done, if required negotiation of rate can be done with L-1 bidder. The proprietor/partner of the bidder shall either be present personally or depute their Senior Executive capable of taking spot decision.

12. Arbitration

Any dispute arising between the Mill and the Contractors shall be referred to a sole Arbitrator. The District Magistrate, Pilibhit will act as sole arbitrator under the Arbitration and conciliation Act, whose decision shall be final & binding on both the party.

13. In case of non compliance of the conditions of the order the General Manager of Bisalpur Chini Mill shall have the power to rescind, cancel and annul the contract, between the Mill and the Contractor apart from black-listing the Contractor, and in that event, the sum deposited towards security shall be forfeited and the Contractor shall be further liable to pay actual amount of loss and damages as provided in Indian Contract Act to **Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur** to the extent the same exceeds the security money.

14. The bidders who are awarded with the order shall be done Job work in mill society and in no case they shall be allowed to appoint their sub- contractor for Job work.

15. In case of any dispute between the Contractor and Mill 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.
16. In complete tender or those without the prescribed EMD may be rejected.
17. The Contractor should be registered with the Excise department / G S T so that they may provide CENVAT FACILITY for the items on which the same is available. They will provide all necessary documents such as Excise Invoice etc to our mill society for enabling them to claim CENVAT FACILITY from the Excise Department wherever applicable.
18. If the rates stipulated in the order of the Mill society are higher in comparison to the Contractor made by your firm to other sugar factories of U.P., the amount due to such rate difference is recoverable from the Contractor. Charging of higher rates in comparison to other public undertaking/Private sector will also make the Contractor (bidder) liable for cancellation of rate contract together with considering black listing their firm and forfeiting the security money/EMD.
19. The Mill reserves the right to reject any or all tenders without assigning any reason. The Mill also reserves the right to amend or altogether change the terms & conditions in the overall interest of the Organization before finalization of the order.
20. The bidder should mention the guarantee /warranty period of work to our mill society. In case the Job work fails within this stipulated period, the same shall be done by the Contractor on free of cost basis.
21. The Contractor should give the maximum life period in years for the work to our Mill.

GENERAL MANAGER

SECTION III: TECHNICAL E-BID

- III(A) e Bid FORM**
- III(B) SCHEDULE OF REQUIREMENTS**
- III(C) TECHNICAL SPECIFICATIONS**

SECTION III(A): e- bid FORM

Date:.....

IFB No BKSCM / 2025-26 / PS-1/

To:

**The General Manager,
Bisalpur Kisan Sahkari Chini Mills Ltd.,
Bisalpur (Pilibhit) U.P-262201**

Dear Sir,

Having examined the e-Bid Documents, we, the undersigned, offer to **SUPPLY OF VARIOUS TYPES OF STATIONERY** in conformity with the said e-Bid (Section II) of the e-Bid Document and will **SUPPLY OF VARIOUS TYPES OF STATIONERY** as per specifications (Section III (c) to your factory 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 EMD for Rs. **5000/- (Rupees Five Thousand only)** in the form of Demand Draft in favor of Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur, is furnished with this e-Bid form.

We further undertake, if our e-Bid is accepted, to **SUPPLY OF VARIOUS TYPES OF STATIONERY** 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	Bisalpur Chini Mill	To be done within 02 weeks or as per requirement from receipt of order.	Rs 5000/- (Rs Five Thousand Only)

SECTION III (C) TECHNICAL SPECIFICATIONS

A. Specifications

Description of material.
SUPPLY OF VARIOUS TYPES OF STATIONERY

नियम एवं आवश्यक शर्तें:-

1. केवल जी0एस0टी0 रजिस्ट्रेशनधारक फर्मों की ही निविदायें स्वीकार की जायेगीं।
2. निविदादाता अपनी दरें जी0एस0टी0 के दृष्टिगत सामग्री को मिल में पहुँचती हुई ही कोट करें। अलग से कोई अन्य व्यय देय नहीं होगा।
3. निविदाप्रपत्र में माँगी गयी पेपर क्वालिटी तथा एक/प्रति आइटम की ही दरें प्रेशेंट करें। बाद में कोई संशोधन मान्य नहीं होगा।
4. समस्त मुद्रण कार्य मिल द्वारा जारी किये गये आदेश के अनुरूप व समय सीमा के अन्तर्गत ही पूर्ण करना होगा। समय पर सामग्री आपूर्ति न होने पर सामग्री को किसी अन्य फर्म से तैयार कराकर उस पर हुए अतिरिक्त व्यय को आपके बिलों/धरोहर राशि से समायोजित कर लिया जायेगा।
5. निविदादाता द्वारा जमा की गयी धरोहर राशि कार्य आदेश जारी होने के उपरान्त स्वतः जमानत राशि के रूप में परिवर्तित हो जायेगी, जिस पर कोई ब्याज देय नहीं होगा। जिसको समस्त आदेशित सामग्री की संतोर्जनक आपूर्ति के उपरान्त ही वापस किया जायेगा। यदि निर्धारित समय में आदेशित सामग्री की आपूर्ति नहीं की जाती है तो जमानत राशि जब्त कर ली जायेगी जिसका कोई दावा/क्लेम नहीं होगा।
6. मिल में आपूर्ति सामग्री का भुगतान फर्म को सभी सामग्री संतोर्जनक आपूर्ति के उपरान्त ही किया जायेगा।
7. प्रधान प्रबन्धक महोदय को बिना बताये किसी भी निविदा अथवा समस्त निविदाओं को निरस्त करने का अधिकार सुरक्षित होगा।

CHECK LIST

Sl No	Clause	Instrument/ Documents required	Page No
1	Clause 4 (Invitation for e-Bids)	Cost of e-Bid Document in Physical Form	
2	-do-	Scanned Copy of Cost of e-Bid Document	
3	Clause 5 (Invitation for e-Bids)	E-Bid EMD in Physical Form	
4	ITB Clause 21.1 & 21.6	Proof for SUPPLY OF VARIOUS TYPES OF STATIONERY satisfactorily to sugar mills and other industries of Govt. and private sector .	
5	ITB Clause 21.3	Copy of detail of FEE and EMD	
6	ITB Clause 21.4	Copy of authorization letter by the competent authority for the authorized person.	
7	ITB Clause 21.9	Details of Trade tax/ CST Registration/ TIN NO/ G S T / and Central Excise Registration Certificate	
8	SECTION II	Acceptance to the Conditions of Contract	
9	SECTION III(A)	e- bid Form	
10	SECTION III(B)	Schedule of Requirements	
11	SECTION III (C)	Technical Specifications	
12	SECTION IV (A)	e-Bid Form	
13	SECTION IV (B)	BOQ	

SECTION IV: FINANCIAL e-Bid

IV (A) e –Bid FORM

IV (B) PRICE SCHEDULE/BOQ

SECTION IV(A) : e bid FORM

Date

IFB No. BKSCM / 2025-26/ PS-1/

To:

The General Manager,
Bisalpur Kisan Sahkari Chini Mills Ltd.,,
Bisalpur (Pilibhit) - 262201

Dear Sir,

Having examined the e-Bid Documents, we the undersigned, offer to **SUPPLY OF VARIOUS TYPES OF STATIONERY** in conformity 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 and will **SUPPLY OF VARIOUS TYPES OF STATIONERY**, 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 EMD in the form of Demand Draft in favour of Bisalpur Kisan Sahkari Chini Mills Ltd., Bisalpur 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

