

**RUDRA BILAS KISANSAHKARI CHINIMILLS LTD ,
BILASPUR DISTT RAMPUR.**
Telephone: (0595) 2461254 Fax: (0595) 2461764

Email: rudra.sugar@gmail.com
Website: www.upsugarfed.org

**COMPETITIVE e-bidding
FOR**

SUPPLY OF PRINTING AND NON PRINTING STATIONERY FOR SEASON 2025-26
e-bid REFERENCE : 573/PP/E-Tender./2025-26
DT. 28/08/2025

LAST DATE AND TIME FOR : **05/08/2025AT 06:55 PM**
SUBMISSION OF E-Bids

DATE AND TIME OF OPENING : **06/08/2025AT 11:15 AM**
OF ON LINE TECHNICAL e-Bids

PLACE OF OPENING OF e-Bids : Rudra Bilas Kisan Sahkari Chini Mills,
Ltd. Bilaspur Distt Rampur-244923

ADDRESS FOR COMMUNICATION : General Manager
Rudra Bilas Kisan Sahkari Chini Mills,
Ltd. Bilaspur Distt Rampur-244923

e-Bid E.M.D : **Rs. ,2000/-(Two Thousand Only)**

This Document Contains -- 27 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 236.00

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INVITATION FOR e-Bids

Online e-bids are invited for **SUPPLY OF PRINTING AND NON PRINTING STATIONERY FOR SEASON 2025-26** within UP and outside state from Bonafede Suppliers.

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 **28/08/2025 at 06:55 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 Federation's website www.upsugarfed.org and tender Document will be available from 28/08/2025 at 06:55 PM at e-Procurement website http://etender.up.nic.in and Federation's website www.upsugarfed.org
(b)	Availability of tender document on website	28/08/2025 at 06:55 PM at e-Procurement website http://etender.up.nic.in and Federation's website www.upsugarfed.org
(c)	Clarification start date & time	28/08/2025 at 06:55 PM
(d)	Clarification end date & time	05/09/2025 upto 6:55 PM
(e)	e-Bid submission start date & time (Submission of e-tender fee, EMD and other supporting documents in PDF/XLS format)	28/08/2025 at 06:55 PM
(f)	e-Bid submission end date & Time	05/09/2025 upto 6:55 PM
(g)	Online technical e-Bid opening date & time	06/09/2025 at 11:15 AM
(h)	Online financial e-Bid opening date & time (Only of technically qualified bidders)	08/09/2025 at 03:00 PM

(i)	Venue of opening of technical & financial e-Bids	RUDRA BILAS KISAN SAHKARI CHINI MILLS LTD. Bilaspur, Rampur -244923.
(j)	Contact officer	Name: Surya Prakash (Accountant) Fax: (0595) 2461764, Mob:- 8630046947 Email :rudra.sugar@gmail.com
(k)	Cost of e-Bid document	Rs 236.00 (Rupees Two Hundred Thirty Six Only) (Non-refundable)
(l)	e-Bid E.M.D	Rs 2,000/- (Rupees Two 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 Mill's office or through RTGS/NEFT in favour of RUDRA BILAS KISAN SAHKARI CHINI MILLS LTD, BILASPUR, RAMPUR payable at Bilaspur (Rampur) U.P.
5. All e-Bid must be accompanied by e-Bid Earnest Money Deposit (EMD) in the form of RTGS/NEFT, drawn in favor of RUDRA BILAS KISAN SAHKARI CHINI MILLS LTD., Bilaspur Rampur Pin 244923. The scanned copy of the **E-Bid EMD** must be submitted along with the e-Bid and the original should reach the RUDRA BILAS KISAN SAHKARI CHINI MILLS LTD BILASPUR RAMPUR, 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' representative will be required to be produced.
7. The 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 GENERAL MANAGER will be final and binding.
8. In the event of date specified for e-Bids opening being declared a holiday for Mills 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) 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-226001**, 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.1500.00 (Rupees One thousand five hundred 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 Rritvik Saxena Federation	-	09415526023, 07880888823
02. Sri Surya Prakash	-	8630046947

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 Rudra Bilas Kisan Sahkari Chini Mills Ltd., Bilaspur(Rampur) U.P. hereinafter referred to as “the 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> 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 236.00 (Rupees Two Hundred Thirty Six Only)** in cash or RTGS of Rudra Bilas Kisan Sahkari Chini Mills Ltd., Bilaspur(Rampur) U.P. The scanned copy of the **Tenders have to deposit earnest money, tender form fee through RTGS/NEFT in favor** of ‘RUDRA BILAS KISAN SAHKARI CHINI MILL’ Payable at PUNJAB NATIONAL BANK RUDRAPUR, ACCOUNT NUMBER – 0833000100123339, IFSC CODE PUNB0083300 the Mill’s office before opening of the technical e-Bid. This e-e-tender document fee of Rs. 236.00 will be non-refundable.

2-Contents of e-Bid Document

- 2.1 The **SUPPLY OF PRINTING AND NON PRINTING STATIONERY FOR SEASON 2025-26** 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 Mill 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 Mill's e-mail address rudra.sugar@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) and Mill'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 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> and Mill'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 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 consumption 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.
 - (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 Mill.

- (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 The bidder shall quote separately in the downloaded spread sheet file for the Price **SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26** to be supplied to Mill.
- 8.2 The price of **SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26** exclusive of all other taxes and duties.
- 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 **Rs. 2,000/- (Rupees Two Thousand only)** in form of RTGS favor of Rudra Bilas Kisan Sahkari Chini Mills Ltd. Payable at PUNJAB NATIONAL BANK RUDRAPUR, ACCOUNT NUMBER – 0833000100123339, IFSC CODE PUNB0083300. The scanned copy of the e-Bid EMD must be submitted along with the e-Bid and the original should reach the Mill's office at Bilaspur (Rampur) U.P. 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 Rudra Bilas Kisan Sahkari Chini Mills Ltd. payable at Bilaspur(Rampur) U.P.
- 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 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 Mill 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 Mill 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 **45 days** and the Rate contract for the period up to which the crushing of season **2025-26**.
- 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.
- 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 Federation 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 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 RTGS/NEFT 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 time 05/09/2025 at 6.55 P.M (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 Mill 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 Purchaser

- 19.A-1 The Mill will open all technical e-Bids, in the presence of bidders' representatives who choose to attend at 11:15 AM on 06/09/2025 Rudra bilas Kisan Sahkari Chini Mill Ltd., Bilaspur(Rampur)U.P-244923. 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 Purchaser, the e-Bids shall be opened at the appointed time and place on the next working day.
- 19.A-2 The bidder's names and the presence or absence of requisite e-Bid security and such other details as the Purchaser 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.
- 19.A-3 The Purchaser will prepare minutes of the e-Bid opening.
- 19.A-4 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

- 19.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.
- 19.B.2 The financial e-Bids of technically qualified bidders shall be opened on 08/09/2025 at 03:00PM 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.
- 19.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 e-Bid submitted without required documentary proof shall be rejected.

1. The tenderer has to submit earnest money of Rs 2,000/- (Rs. Two Thousand Only) by Demand Draft of any Nationalized /Scheduled Bank in favor of Rudra Bilas Kisan Sahkari Chini Mills Ltd., Payable at

Bilaspur(Rampur) U.P. The scanned copy of EMD should be uploaded with tender for SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26

2. Tenderer must have registration in the Sales Tax Department/GST & has to submit TIN issued by department.
 3. Tenderer must have registration in the Central Excise Department & has to submit Registration certificate.
 4. Tenderer must have registration in the Income Tax Department & has to submit copy of PAN/GST no.
 5. In case, tenderer has supplied SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26 to other Mills/Industries, copies of orders should be submitted as a proof **SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26**
- 21.2 It shall be the discretion of the Mill to decide as to whether an e-Bid fulfils the evaluation criterion mentioned in this e-tender or not.
- 21.3 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 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.
- 22.4 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.
 - a) 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 highest bidder L-1 unit wise.
 - b) 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.
 - c) 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.
 - d) 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.

- e) 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 Mill Society.
- 23 **Contacting the Mill**
- 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 purchaser 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 Purchaser.

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 Prior to the expiration of the period of e-Bid validity, the Mill will notify the successful bidder in writing by letter/e-mail/fax that its e-Bid has been accepted.

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 document, 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.

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

1. ELIGIBILITY

e-TENDERS are invited from reputed for SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26for Sugar Mill.

2. DELIVERY

The SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26

shall tantively start from Last week of July2025 to end of crushing season 2025-26. In case of necessity, the period may be extended upto 30.06.2026. The Delivery Period will be 4 to 6 weeks positively from the date of the receipt of the order.

The Mill reserves the right to amend, postpone, reduce or cancel any order under force majeure condition without any notice & without liability for damages/claims on this account.

The may vary the quantity as per assessment of requirement from time to time & may also change the delivery schedule in emergency by giving advance notice of at least 03 days.

3. EARNEST MONEY

Each tender shall be accompanied by an earnest money of **Rs 2,000.00 (Two Thousand Only)** in the form of Bank RTGS/NEFT in favor of Rudra Bilas Kisan Sahkarichini Mills Ltd, Bilaspur Rampur (U.P). No interest shall be payable on the earnest money.

4. ARBITATION

Any dispute arising of the work order shall be refer to the mill, the District Magistrate, Rampur will act as sole Arbitrator. The decision of the Arbitrator shall be final & binding on both the parties..

6. E-BIDS OPNING:

The tender will be received in the due date in the office of Rudra Bilas Kisan sahkarichini Mills Ltd Bilaspur Rampur (U.P) & will be opened on due date & time. The bidders of requested to remain present or to send their authorized representatives holding power of attorney on behalf of supplier/manufacturer at the time of opening the Technical Bid.

7. GENERAL TERMS & CONDITIONS

नियम व शर्तें:-

- | | |
|------------|------------------------------------|
| 1-दरें | मिल मे पहुँचती हुई । |
| 2-जी.एस.टी | अतिरिक्त । |
| 3-आपूर्ति | आदेश प्राप्ति के 01 माह के अन्दर । |
| 4-भुगतान | संतोशजनक आपूर्ति के पश्चात |

5 आयकर अधिनियम 1961 के अन्तर्गत आपका पैन नम्बर/जी0एस0टी0 नम्बर होना अनिवार्य है। पैन नम्बर/जी0एस0टी0 नम्बर की छायाप्रति लेखा खण्ड में प्रस्तुत करनी होगी, अन्यथा 20 प्रतिशत आयकर की कटौती बिलो से की जायेगी।

6 किसी विवाद की स्थिति में सोलआरबीट्रेटर/जिलाधिकारी, रामपुर का निर्णय अन्तिम होगा। आपूर्ति असन्तोशजनक पाये जाने की स्थिति में जमा धरोहर धनराशि जब्त करते हुए कार्यादेश तत्काल प्रभाव से निरस्त कर दिया जायेगा।

All the terms & conditions are accepted

(Signature)
Designation of authorized person
Name & seal of Contractor.

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 :- 28/08/2025

IFB No 573/PP/E-Tender/2025-26

To:

The General Manager,
Rudra BilasKisanSahkari Chini Mills Ltd.,
Bilaspur
Rampur (U.P)-244923

Dear Sir,

Having examined the e-Bid Documents, we, the undersigned, offer to SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26 in conformity with the said e-Bid(Section II) of the e-Bid Document and will **SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26**

. In addition to this, the particulars of the required e-Bid EMD for Rs.2,000.00/- (Rupees TwoThousand Only) in the form of RTGS/NEFT infavor of Rudra Bilas Kisan Sahkari Chini Mills Ltd., Bilaspur(Rampur) U.P. is being given with this e-Bid form.

We further undertake, if our e-Bid is accepted, to SUPPLY OF PRINTING AND NON PRINTING STATIONERY FOR SEASON 2025-26. In accordance within the validity period.

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.

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	Rudra Bilas Kisan Sahkari Chini Mills Ltd., Bilaspur(Rampur) U.P.	SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26	Rs ,2000/- (Rs. TwoThousand Only)

SECTION III (C) TECHNICAL SPECIFICATIONS

A. Specifications.

ITEM (A)	SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26
ITEM (B)	Same as above items (A)

SECTION III (D) AGREEMENT

Acceptance of order will be treated as agreement executed.

SECTION III (E) PERFORMANCE STATEMENT

SUPPLY OF PRINTING AND NON PRINTING STATIONERY FOR SEASON 2025-26satisfactorily in previous two year to sugar mills RFC or any public sector undertaking.

Name of Company/Firm

Order placed by (full address of Purchaser)	Order No. & Date	Description & Quantity of ordered goods	Value of order	Date of completion of delivery		Remarks indicating reasons for late delivery, if any
				As per contract	Actual	
1	2	3	4	5	6	7

Signature and seal of the E-Bidder
With name of the authorizes person.

SECTION III (F) CAPABILITY STATEMENT (CS)

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 upload the scanned copies with the Tender and Furnish Under Noted Information During The Technical Discussions With Documentary Proof:

Sl.No.	Particulars	SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26
1	Manufacturing License for SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26 issued by BIEC and Industries department of state.	
3	Authorization letter by the competent authority for the authorized person .	
4	Detail of E.M.D/Tender Fee	
5	Orders. For SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26 satisfactorily in the last two year of sugar mills and other industries of Govt/Private sector.	
6	Details of last two years turnover duly certified by Chartered Accountant.	
7	Copy of last submitted Income tax Return and PAN card (self attested) .	
8	Copy of last audited balance Sheet	
9	Detail of trade Tax/GST NO	
10	Aadhar Card	
11	Status of the company along with names of Directors/partners/Proprietor Along with Documents	
12	Sample of the product to be given by the party along with technical bid (if feasible).	

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 :- 28/08/2025

IFB No 573/PP/E-Tender/2025-26

To:
The General Manager,
Rudra Bilas Kisan Sahkari Chini Mills Ltd.,
Bilaspur(Rampur) U.P.

Dear Sir,

Having examined the e-Bid Documents, we the undersigned, offer to **SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26** in conformity with the said e-Bid (Section II) of the e-Bid Document and will **SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26**

. In addition to this, the particulars of the required e-Bid EMD for **Rs 2000.00/- (Rs. Two Thousand Only)** in the form of Demand Draft pledged in favor of Rudra Bilas Kisan Sahkari Chini Mills Ltd., Bilaspur(Rampur) U.P. is being given with this e-Bid form.

We further undertake, if our e-Bid is accepted, to **SUPPLY OF NON PRINTING STATIONERY FOR SEASON 2025-26** in accordance within the validity period.

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.

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)

(In the capacity of)

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

SECTION IV(B): PRICE SCHEDULE / BOQ

CHECK LIST

Sl.No.	Clause	Instrument/documents required	Page No.
1	Clause 4 (Invitation for e-Bids)	Cost of e-Bid Document if 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	Scanned copy of PAN	
5	ITB Clause	Scanned copy of Aadhar Card	
6	ITB Clause	Scanned copy of GST Certificate	
7	ITB Clause	Scanned copy of e-Bid EMD	
8	ITB Clause	Copies of work order of supply of Industrial Gas done in other organizations as a proof of experience if any.	
9	Section III (A)	E-Bid form	
10	Section IV (A)	E-Bid form	

क्र०सं०	लेखनसामग्री का नाम	मैक	दरप्रति
1	सादा पेपर 40x32(सेन्चुरी)	सेन्चुरी	रिम
2	रूल्ड पेपर 40x32(सेन्चुरी)	सेन्चुरी	रिम
3	रजिस्टर 80 पेज(सेन्चुरी पेपर)	सेन्चुरीपेपर	प्रति
4	रजिस्टर 120 पेज(सेन्चुरी पेपर)	सेन्चुरीपेपर	प्रति
5	रजिस्टर 160 पेज(सेन्चुरी पेपर)	सेन्चुरीपेपर	प्रति
6	पेन्सिल कार्वन 21X33(कोरस)	कोरस	बॉक्स
7	पेन्सिल कार्वन 42X33(कोरस)	कोरस	बॉक्स
8	लिफाफे 10x22 से.मी.(सफेद अच्छा)	सफेदअच्छा	प्रति
9	लिफाफे 27x125 से.मी.(सफेद अच्छा)	सफेदअच्छा	प्रति
10	लिफाफे फाईज साईज(बॉसी कागज)	बॉसीकागज	प्रति
11	रवर(नटराज सफेद)	नटराजसफेद	प्रति
12	पेन्सिल(नटराज)	नटराज	प्रति
13	स्टेपलर पिन नं० 10(मैक्स)	मैक्स	पैकेट
14	आलपिन 100 ग्राम पैकेट(सिंगमा)	सिंगमा	पैकेट
15	यू विलप(सिंगमा)	सिंगमा	पैकेट
16	स्टेपलर(मैक्स नं० 10)	मैक्स	प्रति
17	डस्टर खादी(गॉंधी आश्रम)	गॉंधीआश्रम	प्रति
18	प्लास्टिक स्केल(फ्रन्टियर)	फ्रन्टियर	प्रति
19	गम बोतल 700 एम.एल(कैमिल)	कैमिल	प्रति
20	स्टैम्प पैड मीडियम साईज(बी.सी.आर.)	बी.सी.आर.	प्रति
21	डुपलीकेट नोटबुक 18x23 से.मी.(बी.सी.आर.)	सेन्चुरीपेपर	प्रति
22	इन्डेक्स फाइल(जिन्दल)	जिन्दल	प्रति
23	स्लिप पैड(सूर्या)	सूर्या	प्रति
24	रैपर(क्लाथ वाइडेड)	क्लाथ वाइडेड	प्रति
25	करेक्शन इंक (फ्लूड)(कोरस)	कोरस	प्रति
26	धागा (पीला/ लाल)		गुच्छी
27	धागा सफेद (धागा)		गुच्छी
28	टैग गुच्छी		गुच्छी
29	फोटो स्टेट पेपर(14 75x100mm)(सेन्चुरी)	सेन्चुरी	रिम
30	फ्लेट फाईल(जिन्दल)	जिन्दल	प्रति
31	स्टैम्प पैड इंक60 एम.एल		प्रति
32	डाकपैड फुल रैक्सीन कवर		प्रति
33	पेपर वास्केट प्लास्टिक		प्रति
34	विलप पैड(प्लास्टिक/ फाइवर)		प्रति
35	सिंगल पंच (स्टील)		प्रति
36	डबल पंच (स्टील)		प्रति

नियम व शर्त:-

1-दरें

2-जी.एस.टी

3-आपूर्ति

मिल मे पहुँचतीहुई ।

अतिरिक्त ।

आदेशप्राप्त के 15 दिन के अन्दर ।

रुद्र-बिलास किसान सहकारी चीनी मिल्स लि०, बिलासपुर (रामपुर)।मुद्रणसामग्री

क्र. सं.	मुद्रण सामग्री का नाम	पन्नों की संख्या	साईज (से. मी.)	दर रु० मे.
1	अनलोडर रजिस्टर	100	20x32	
2	टेयर रजिस्टर	100	20x32	
3	ग्रास रजिस्टर	100	20x32	
4	टोकन इशू रजिस्टर	100	20x32	
5	क्रय केन्द्र वार गन्ना खरीद प्राप्ति रजिस्टर (सूख)	100	32x22	
6	कॉटा चैक रजिस्टर	15	20x32	
7	गन्ना लेखा रजिस्टर	150	33x41	
8	दैनिक गन्ना, मॉग, खरीद, एवं प्राप्ति रजिस्टर	150	45x35	
9	ट्रक चालान रजिस्टर	100	35x40	
10	इण्डेण्ट रजिस्टर	100	21x33	
11	तौल शीट	50	43x34	
12	इण्डेण्ट जारी करने हेतु पैड	200	20x30	
13	लैव रिपोर्ट	300	19x16	
14	क्रय केन्द्र निरीक्षण बुक	15	20x30	
15	स्टेशन निरीक्षण	15	20x30	
16	भण्डार से इशू सामान क्रय केदों के लिए	100	20x30	
17	क्रय केन्द्र हेतु डिस्पेच	100	18x20	
18	लाल पर्ची बुक	50	18x20	
19	प्रमाण-पत्र अर्ली गन्ना पास	100	15x10	
20	ट्रक चालान	100	13x18	
21	उपस्थिति पंजिका सेन्टर हेतु	100	15x15	
22	जलागन्ना आपूर्ति आदेश	100	20x30	
23	लाईसेन्स फार्म-9	100	22x18	
24	लाईसेन्स फार्म-10	100	22x15	
25	लाईसेन्स फार्म-11	100	20x30	
26	जला गन्ना स्टेटमेन्ट	100	35x20	
27	लेखन सामग्री इशू रजिस्टर	100	30x20	
28	लेखन सामग्री स्टॉक रजिस्टर	50	30x20	

29	पत्र प्रेषण रजिस्टर	100	20x30	
30	आर0जी0-1 शुगर रजिस्टर	100	33x21	
31	आउटडोर गेट पासबुक	100x2	14x12	
32	डेली शुगर प्रोडक्शन रिपोर्ट पैड	100	30x20	
33	वेमेन्ट स्लिप पैड	100	18x10	
34	स्टोर लेजर	200	33x21	
35	एम0आर0बुक	100x4	42x27, 20x27	
36	भौतिक सत्यापन रिपोर्ट	25x2	40x30	
37	डेली कन्जप्शन रिपोर्ट रजिस्टर भण्डार उपभोग एवं खर्च	100x2	40x30	
38	भण्डार इशू स्लिप पैड	100	20x15	
39	स्टोर रिसीट बुक	200	33x21	
40	लैव रिपोर्ट बुक	100ग2	30x20	
41	मेस्कूटस्लिपपैड	100	18x10	
42	डेली मोलासिस रजिस्टर	150	30x20	
43	ई.टी.पी रजिस्टर	200	35x25	
44	मोलासिस एनालेसिस रजिस्टर	150	33x21	
45	स्टाक रजिस्टर	150	33x21	
46	पैन ग्राफ रजिस्टर	150	25x30	
47	पी.एच.शुगरट्रेसबुक	150	40x33	
48	प्रोसेस लाग बुक	150	48x38	
49	डेली एनालेसिस शीट	150	70x50	
50	इण्डेन्ट बुक	100ग2	33x21	
51	ब्यायलर लाग बुक रजिस्टर	100	33x21	
52	ट्रवोजनरेटर लाग बुक रजिस्टर	100	33x21	
53	असि.इन्जिनियर लाग बुक रजिस्टर	100	33x21	
54	मिल टरवाईन लाग बुक रजिस्टर	100	33x21	
55	डीजल जनरेटर लाग बुक रजिस्टर	200	33x21	
56	परचेज डे बुक रजिस्टर	100	50x35	
57	कैश रिसिट बाउचर	100	22x18	
58	कैश पेमेन्ट बाउचर	1000	22x18	
59	जनरल बाउचर	100	22x18	
60	मिल कार्य हेतु अग्रिम फार्म	100	30x20	
61	इनवर्ड गेट पासबुक	100ग3	13x20	
62	सुरक्षा सैनिक ड्यूटी रजिस्टर	100ग2	16x10	
63	चीनी गेट पास रजिस्टर-1	100	30x20	

64	पत्र प्रेषण रजिस्टर	300	33x21	
65	पत्र प्राप्ति रजिस्टर	300	33x21	
66	लेखन सामग्री स्टॉक रजिस्टर	100	30x20	
67	वाहन लाग बुक	100		
68	फाईल कवर	—	35x25	
69	हस्ताक्षर पंजिका	100	33x21	
70	उपस्थिति पंजिका रजिस्टर	100	30x20	

नियम व शर्तें:—

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|------------|-----------------------------------|
| 1—दरें | मिल में पहुँचती हुई। |
| 2—जी.एस.टी | अतिरिक्त। |
| 3—आपूर्ति | आदेश प्राप्ति के 01 माह के अन्दर। |
| 4—भुगतान | संतोषजनक आपूर्ति के पश्चात् |