



RAJASTHAN STATE MINES & MINERALS LIMITED

(A Government of Rajasthan Enterprises)

REGISTERED OFFICE:

C89-90, Lal Kothi Scheme, Janpath
Jaipur (Rajasthan) India
Ph.:+91-141-2743734. 2743934
Fax: +9 , 2428739
CIN No.: U14109RJ1949SGC000505

CORPORATE OFFICE:

4, Meera Marg,
Udaipur – 313 001
Ph.: -91-294-2428768, 2428763-67
Fax: +91-294-2428768
www.rsmm.com

e-mail naveengupta.rsmml@rajasthan.gov.in

PAN No : AAACR7857H

GSTIN No. 08AAACR7857H1Z0

TENDER SCHEDULE

TO

NIT NO. RSMM/CO/MM/NIT- 08/2023-24 DATED 06.09.2023

FOR

**“SUPPLY OF STATIONERY ITEMS FOR PRINTING &
PRINTING WORKS” ON RC BASIS.**

**SUBMISSION DATE & TIME : UP-TO 6.00 PM
ON 21.09.2023**

DUE FOR OPENING : 22.09.2023

OPENING TIME : 3.00 p.m.

**TENDER FEE (NON REFUNDABLE) Rs. 590/- ONLY
(INCLUSIVE OF GST)**

(TENDER DOCUMENT IS NON TRANSFERABLE)



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Ref: NIT No. RSMM/CO/MM/**NIT-08**/2023-24

Dated 06.09.2023

DETAILED NOTICE INVITING TENDER

Sealed tenders in two parts i.e. Techno commercial part & Price part are invited only from the reputed & established printing firms for entering into rate contract for Supply of Stationery items for printing & Printing Work:

Brief Description of Work	Period of contract	Bid Security (Rs.)	Tender Fee (Rs.)	Due date & time of opening
Supply of Stationery items for printing & Printing Work	Two years	21,000	590/- (Inclusive of GST)	22.09.2023 at 3.00 p.m.

The Techno-commercial suitability of the offer would be ascertained on the basis of past track record of the tenderer for similar type of work, documents furnished and/or information gathered by RSMML about the tenderer. The price bid (part-II of tender) of only Techno-commercially accepted tenderers will be opened. The decision of the company in this regard shall be final and binding.

The tenderer/ bidder who have earlier been suspended or banned by the company shall not be eligible to participate in this tender during the currency of suspension/ban period.

The tender document (non-transferable) can be obtained from the office of FA,CO on the above address on or before 21.09.2023 up to 4.00 p.m. on payment of non-refundable tender document fee of Rs. 590/- (Rupees Five hundred ninety only), by Cash/Demand Draft / Pay Order in favour of RSMML payable at Udaipur. Alternatively interested tenderer(s) may directly download the tender document from website www.rsmm.com/ www.sppp.rajasthan.gov.in and furnish their offer as per the terms & conditions provided therein with tender document fee in a separate sealed envelope as per clause No.1.1 (i) super scribing tender no. & tender document fee & Bid Security, failing which their offer will not be considered.

The tender shall be received by the Office of the undersigned on or before 21.09.2023 up to 6.00 p.m. and the part I (techno-commercial bid) of tender will be opened on 22.09.2023 at 3.00 p.m. in the presence of representative of participant tenderers, who may like to attend the opening. The prescribed Bid Security of Rs. 21,000/- shall be in the form of Demand Draft / Pay Order/BC/RTGS/NEFT in favour of RSMML payable at Udaipur along-with part-I of tender, as per clause No.1.1 (i). Offer without Bid Security may not be considered. RSMML is not responsible for postal delay or misplacement of offers. Offers through fax /email and not in a manner specified in the document are not acceptable.

RSMML reserves the right to reject any or all the offers, to cancel the tender, postpone it for another day, to change the venue of receipt/opening of tender, to increase/decrease the quantity at any time, divide the quantity in more than one tenderer, accept/ not to accept offered items based on technical requirement of the Company without assigning any reason(s) at its sole discretion.

(L.S. Sardalia)
GGM(MM)

Note: The tenderers are advised to keep visiting our website till last/ extended submission/due date of tender for corrigendum/ addendum, if any, to the tender.

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of stationery items for printing & printing Works on RC basis.

Section – I	Instructions for preparation & submission of tender and conditions of Tender.
Section – II	Special Conditions of Contract.
Annexure- I	General Profile of Tenderer
Annexure- II	Undertaking towards banning/suspension.
Annexure- III	Registration details as per MSMED Act, 2006.
Annexure - IV	Declaration by the tenderer towards their status
Annexure - V	Undertaking towards acceptance of all terms & conditions of tender and no conditions is mentioned in the Price Bid.
Annexure VI	Exceptions & Deviations
Annexure- VII	Details of Taxes & Duties offered in the price bid.
Annexure- VIII (A,B & C)	Check-list to technical specifications & quantity.
Annexure - IX	B.G. Format for Security Deposit
Annexure – X (A,B & C)	Price Bid (Part – II) of offer
Annexure-A	Compliance with the Code of Integrity and No Conflict of Interest.
Annexure-B	Declaration by the Bidder regarding Qualifications.
Annexure-C	Grievance Redressal during Procurement Process and Form No. 1.
Annexure-D	Additional Conditions of Contract.
Form-A	Format of Application by MSME for Purchase Preference in Procurement of Goods.
Form-B	Format of Affidavit.

SECTION – I: INSTRUCTION FOR PREPARATION & SUBMISSION OF TENDER AND GENERAL TERMS & CONDITIONS:

- 1.0** Tender must be submitted in two parts i.e. Techno - Commercial (Part – I) and Price Bid (Part – II). The tender should be packed in four sealed envelopes as elaborated below. Each Envelop should be super-scribed tender no as mentioned above, Bidders name & address.
- i) **Sealed Envelop No. 1:-** This envelop should contain Bid Security & Tender document fee as per provisions mentioned in the tender document. Envelop should be super- scribed Bid Security & tender document fee towards tender No. (as mentioned above).
 - ii) **Sealed Envelop No. 2 :** This envelop should contain Part –I: Techno-Commercial BID along-with all supporting documents (except the Bid Security, Tender document fee & Price Bid) as asked in the tender document. This sealed envelope should be super-scribed Part – I of tender No (as mentioned above), Bidders name & address.

- iii) **Sealed Envelop No. 3** i.e. Part-II (PRICE BID): This envelop should contain only Price Part as per provisions mentioned in the tender. The sealed envelope should be super-scribed PART – II (Price Part) of Tender No. (as mentioned above) & bidders name. No condition should be stipulated in this part, if any, shall be ignored.
- iv) **Sealed Envelop No. 4:** The above three sealed envelope should be packed in another sufficiently large envelop to enable it to be opened without tearing the inner sealed envelopes. The outer cover should bear address of the authority who has invited tender and super-scribed there on Tender No (as mentioned above) and the details of above mentioned three envelops.

The tenderer / bidder should give a declaration with Part – 1 of the offer that they have not been banned/suspended or de-listed by RSMML in Annexure II.

In case above mentioned pattern for submitting tender document is not followed by the tenderer, their offer will liable to be ignored.

Tender Document Fees & Bid Security may also be furnished by the way of RTGS/NEFT in the account of RSMML in addition to other modes already prescribed in the relevant clauses of the tender document.

Our Bank Details are as under:

IDBI Bank,
Account No.:050102000002202
IFSC Code: IBKL0000050
Saheli Marg, Udaipur (Raj.) India

Note: Tenderes are requested to forward the UTR no. & other relevant details through email immediately after deposition of Tender Document fees /Bid Security through RTGS/NEFT for verification at our end.

2.0 Provisions of Rajasthan Transparency in Public Procurement Act,2012 and Rajasthan Transparency in Public Procurement Rule,2013 & subsequent amendments time to time, will also be applicable.

3.0 DELIVERY OF TENDER:

The submission and delivery of tenders within the specified date and time will be the sole responsibility of the Tenderer. In case the last date of submission / opening of tender happen to be a holiday, then tenders shall be submitted/ opened on the next working day upto/ at prescribed time.

3.1 Late Tender: The tenders received after specified due date & time of submission of tender will be treated as late tender and will not be considered at all.

4.0 RSMML will not be responsible for delay in delivery of the tenders through post/speed post/courier/personal or any other means.

5.0 Tenderer should quote as far as possible in the form & pattern, as envisaged herein. It will help in making proper comparison & avoid

any errors/emissions. Offers through Fax/e-mail /telegram will not be considered at all.

6.0 Printed conditions on the back of letters originating from Tenderer will be ignored.

7.0 EXCEPTION & DEVIATION:

Tenderers are advised to submit their offer based on terms & conditions and specifications contained in the tender document and not to stipulate any deviations. Offer containing stipulations of deviations to the terms & conditions are liable to be ignored. In case it is absolutely unavoidable to deviate from tender conditions & if the tenderer desires to propose any addition/ deviation /alterations to any of the terms and conditions contained in the tender document, the same must be expressed clearly in **Annexure - VI** and furnished alongwith part-I of the offer, without making any correction on the body of the tender documents. In the absence of it, it will be deemed as unqualified acceptance by the Tenderer to all terms and conditions contained herein. Tenderers should mention the deviations at their risk of rejection only. Deviations mentioned anywhere else in the offer shall be ignored without any consequences to the company.

Quotation qualified by such vague and indefinite expressions as "SUBJECT TO IMMEDIATE ACCEPTANCE" or "SUBJECT TO PRIOR SALE" are liable to be ignored.

Tenders containing corrections and alterations are liable to be rejected unless all such corrections and alterations are signed & stamped by the tenderer.

8.0 BEFORE SUBMITTING TENDER

Tenderer shall be deemed to have satisfied himself of all conditions liable to be encountered during the execution of the contract or rates quoted in the offer are adequate and all inclusive with respect to all factors circumstances and conditions likely to be incidental/ encountered to the execution of the contract, as per the scope and conditions given herein

9.0 AUTHORITY TO SIGN TENDER

The tender should be signed by the person who is legally authorized to enter into commitments on behalf of the Tenderer. The authorization letter should be enclosed.

10.0 OPENING OF TENDERS

Tenders will be opened on the fixed date and time in the presence of tenderer or their authorized representative who may wish to be present at the opening of the tender at the place, time and date as specified in the schedule.

11.0 VALIDITY:

The tenderer shall keep the offer open for acceptance by RSMML for a minimum period of **Four months** from the date/extended date of opening of Part - I tender, within which period the tenderer shall have no right to withdraw, amend or modify his offer. In case of withdrawal/ amendment/modification the bid security deposited by the Tenderer, as per clause No. 13.0 (Section-I) hereof, shall stand forfeited. The validity period may be extended further, if required, by mutual consent from time to time.

In case, tenderer, after issuance of communication of acceptance of offer by RSMML, fails to execute the contract as per the conditions of the contract, such an event will be considered as the tenderer calculated willful breach of the contract, the cost & consequence of which shall be on the sole account of the tenderer. Moreover, RSMML have full right to claim damages thereof in addition to the forfeiture of Bid Security.

12.0 TENDER DOCUMENT FEE:

The tenderer shall deposit a sum of Rs. 590/- (Rupees Five hundred & ninety only) as tender document fee alongwith the tender by Demand Draft/PO/RTGS/NEFT. It should be in favour of RSMML payable at Udaipur. Offers not accompanied with the tender fee will not be considered. Tender fee in any manner other than **RTGS/NEFT/Demand Draft / Bankers Cheque/ Bank Pay Orders** will not be accepted.

13.0 BID SECURITY :

- a) The tenderer shall deposit (interest free) a sum of **Rs 21,000/- (Rupees Twenty One Thousand Only)** as Bid Security along-with the tender by Demand Draft/PO/BC/ RTGS/NEFT. It should be in favour of RSMML and payable at Udaipur. Offers not accompanied with the requisite Bid Security will not be considered. Bid Security in any manner other than DD/PO/BC/RTGS/NEFT will not be accepted.
- b) While opening of the tender, the envelope containing BID SECURITY will be opened first and in case the same is found as per tender requirement, then only the sealed envelope containing part-I & part-II of offer will be opened. The offer of the tenderer(s) who has not furnished Bid Security of requisite amount and in prescribed manner will not be considered.
- c) **The BID SECURITY shall be forfeited in case of:**
 1. If tenderer unsolicited revises and/or modifies and/or withdraw and/or amend and/or cancel their tender at its own after submission of tender.

2. If it is established that tenderer have submitted any wrong information /forged document along-with the tender or thereafter/ found indulge in unfair trade practices.
 3. If the tenderer declines to accept contract/order placed by the Company subsequent to acceptance of his offer.
 4. If the tenderer does not submit the security deposit cum performance guarantee.
 5. If the tenderer breaches any provision of code of integrity prescribed for bidder as detailed at Annexure –A.
 - 6.
- (d)The Bid Security furnished by the unsuccessful tenderers will be refunded after finalization of tender / validity of the offer has expired. Bid Security of successful tenderer will be refunded after receipt of Security Deposit cum performance guarantee.
- (e) The Bid Security of a tenderer lying with the company in respect of other tenders awaiting approval or rejected or on account of contract completed will not be adjusted towards earnest money deposit against this tender, however, the earnest money originally deposited may be taken into consideration in case tender is re-invited.

14.0 RELAXATION IN TENDER DOCUMENT FEES, BID SECURITY & SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE:

- (A) Tenderers offering in capacity of micro, small and medium enterprises of the State Rajasthan, having acknowledgment of Entrepreneurs Memorandum-II/Udyog Aadhaar Memorandum as mentioned in Micro, Small and Medium Enterprises Development Act, 2006, issued by the competent authority facilitated, on furnishing of a self-attested copy of acknowledgement of Entrepreneurs Memorandum-II/Udyog Aadhaar Memorandum, following relaxations will be provided-
- i) Tender document fees will be taken @ 50% of the prescribed total value of Tender document fees.
 - ii) Bid Security will be taken @25% of the total value of Bid Security. In case of offering the quantity lesser than the tendered quantity, then they can submit proportionate amount of bid security in proportion to the quantity being offered with respect to the bid security amount for tender quantity.
 - iii) Security Deposit will be taken @ 0.5% of the total value of order.
- (B) In case of participation by Undertakings, Corporations, Autonomous Bodies which are controlled and managed by Govt., Govt. Undertakings and Companies of Union Govt. & Govt. of Rajasthan, they are exempted from deposition of Earnest Money.

Except above, no exemption in respect of Tender document fee, Bid Security & Security Deposit (Performance Security) will be given to any party on any grounds (except considered by management on the merit of the case) and their offer will be liable for rejection.

15.0 PURCHASE PREFERENCE TO MSME FIRMS:

The purchase preference will be given to MSMEs firms of Rajasthan as per notifications issued by Finance Department, GoR. For availing the purchase preference, bidder has to furnish declaration/certificate as per Form-A & B annexed.

16.0 SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE:

- i) As security for the due, proper and faithful fulfillment of the obligations under the contract, the tenderer will furnish to RSMML Security Deposit cum Performance Guarantee of 5 % of total value of contract by Demand Draft or in the form of Bank Guarantee in RSMML Performa from any Public Sector /ICICI/HDFC/AXIS (except State bank of India) Bank having its Branch at Udaipur, within 21 days from the date of LOA/RC. The Bank Guarantee should be valid for a period of 6 months in excess of the contractual period.
- ii) The BG shall liable to be invoked/ amount of SD is liable to be forfeited wholly or partly at the sole discretion of the Company, should the tenderer either fails to execute the work within the stipulated period or fails to fulfill the agreed obligations or fails to settle in full, it's dues to the Company.
- iii) The Company is empowered to recover any sum due and /or any other sum that may be fixed by the Company as being the amount or loss or losses or damages suffered by it due to unsatisfactorily performance or non fulfillment of any of the conditions of the tender/contract from the S.D.
- iv) The Bank Guarantee/ S.D. shall remain in force and binding, notwithstanding, if any variation, alternation, modifications are made to the contract or any extension of the contract period are granted by RSMML.
- v) RSMML shall not pay any interest on the Security Deposit. The security Deposit shall be released on application by the contractor after the expiry of guarantee and after discharge of all the tenderer's obligations under the contract.
- vi) The said Security shall not in any way be construed as a limitation of the tenderer's responsibility or liability pertaining to its obligations and guarantee under the contract and shall be without prejudice to any other remedies available to RSMML in terms of the contract and or as per the laws of the land.
- vii) In case SD is being furnished in the form of Bank Guarantee, the BG should be furnished on the non-judicial stamp paper of the value equal to 0.25% (Zero Point twenty-five Percent) of the total Security Deposit Amount subject to maximum of Rs. 25000.
- viii) S.D. should be send to the office of GGM (MM), CO., Udaipur.

17.0 RSMML RIGHTS: RSMML reserves the following rights:

- a) to reject any or all the tenders received.
- b) to accept a tender either for the total requirement or part thereof or to split the work in more than one tenderer & not to accept the lowest tenderer.
- c) to enter into parallel Rate Contract with more than one tendered.
- d) to cancel the tender, postpone it for another date, change the venue of the receipt of the tender.
- e) to increase/decrease the quantity.

As a result of such change the Company will not entertain any claim of supplier whatsoever.

18.0 COMPENSATION FOR DELAYED COMPLETION:

In the event of the tenderer fail to deliver the stores as per agreed specifications in full/part within the delivery period, the Company shall be entitled at its option either:

- a) to recover from the tenderer as agreed pre determined compensation @ 1/2% (Half percent) per week of the total value of undelivered stores for each week or part thereof the delivery has been delayed, subject to a maximum of 5% of the total value of the undelivered stores.
- b) either to purchase from elsewhere, without notice to the tenderer at his risk and cost full or undelivered part, as the case may be
OR
- c) to cancel the contract.

In case of b & c above, the Company will be empowered to purchase stores which are readily available with alternative source to meet the requirement irrespective of the fact whether these are similar or not.

19.0 NO COMPENSATION FOR ALTERATION OF DELIVERY SCHEDULE OR SUSPENSION OF SUPPLIES:

If at any time before the commencement of the supply if the Company, for any reason, whatsoever do not require the whole supply or part thereof as specified in the LOA/RC, shall give notice in writing of the same to the supplier and the supplier shall not be entitled for any compensation and/or damage of any kind whatsoever on account for loss or profit etc. nor the contractor be entitled to any claim for compensation for re-scheduling of delivery period.

20.0 SUPPORTING DOCUMENTS:

The Tenderer should furnish the following supporting documents along with offer:

- i) Bid Security & Tender document fee in the manner specified in tender as per provisions of tender.
- iii) Duly filled annexure – I to VIII, Annexure A to D & Form- A -B with Part-I of offer and annexure X (Price Bid) in separate sealed cover.
- iv) Sample of Papers as per Annexure-VIII,b.
- v) Any other document, if relevant, in support of tender conditions.

Note: Each & every document including annexures furnished along-with part I & Part II should be sealed and signed by the authorised person of the tenderer.

21.0 TERMINATION:

1. In case of failure to perform the job as required under this tender tender or observe breach of any of the terms and conditions by the tenderer, the company shall give a notice to rectify such default/ breach default/breach with 10 days, failure to which may result in termination of the contract and forfeiture of security deposit without any prejudice to the Company's rights to claim damages/ cost/ loss etc caused by such default/ breach. Such termination shall not absolve the tenderer of the liabilities accruing till the date of such termination.
2. The contract may also be terminated in the event the tenderer is being adjudged insolvent or going into Liquidation or winding up of their business, or making arrangement with their creditors.
3. Notwithstanding anything contained herein above, the company in its absolute discretion may at any time terminated the order without assigning any reason thereof by giving fifteen day's notice to the tenderer at their last notified address. In such an event the tenderer shall not be entitled to raise any claim or demand for compensation, loss of profit and/or damages and / or losses or costs by reason of such earlier termination on any ground whatsoever.

22.0 FORCE MAJEURE:

At any time, during the continuance of the contract, the performance in whole or in part by either party (sub-vendors excluded) and/or obligations under this contract shall be prevented or delayed by reason of any war, Hostility acts of public enemy, civil commotion, sabotage, fires, floods, explosion, epidemics, quarantine

restrictions, non-performance due to Acts of God or Acts of Govt/ statutory bodies herein after referred as “Event”) then provided a notice of the happening of any such event is given within seven days from the date of occurrence thereof neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damage against the other in respect of such non-performance or delay in performance and the deliveries and/or performance of the work under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and decision of Company as to whether the deliveries and/or performance of the work have been so resumed or not shall be final and conclusive. Provided further that if the performance in whole or in part is delayed by reasons of any such events for a period exceeding thirty days either party may at its option terminate the contract.

23.0 JURISDICTION:

The contract is subject to the exclusive jurisdiction of courts of Udaipur in the state of Rajasthan only.

For RAJASTHAN STATE MINES & MINERALS LIMITED,

(L.S. Sardalia)
Gr. Gen. Manager (MM)

I/ We have studied the above terms and conditions and having understood the same in true sense and spirit. I/We shall abide by and adhere to the above terms and conditions fully.

Signature of Tenderer with official stamps

Date :

Place:

SECTION II: SPECIAL CONDITIONS OF CONTRACT (SCC)

1.0 SCOPE OF WORK:

- i) The scope of work includes the supply of printing stationary & printing work as per details given in annexure VIII (A,B &C), for which tenderer has to give complete acceptance.
- ii) The contractor will be responsible for picking up the printing jobs from the Corporate office/Jhamarkotra Mines of RSMML as & when informed and after completing the job will deliver the printed material to the concerned office.
- iii) Printing work includes Composing, Initial Proof Checking, to get the final Proof checked from the respective consignee, developing negative & positive, scanning, plate making, printing, cutting etc. The above work is indicative and any related miscellaneous & ancillary jobs not mentioned above but required for the completion of the job, is to be carried out by the contractor.
- iv) Tenderer has also to carry out the Stitching, Binding, Punching, Eyeleting, Perforation, ruling etc. jobs as per delivery order & rate contract.

2.0 PERIOD OF CONTRACT:

The Period of contract will be Two years from the date of issue of rate contract, which can be extended for further period of three months at sole discretions of RSMML on same rate, terms and conditions.

3.0 RATES:

3.1 The rates for various stationery items for Supply of Stationery items for printing & Printing Work should be quoted in "**SCHEDULE OF RATES (Price-bid)**" Annexure X-A, B & C attached herewith. The quoted rate should be inclusive of all "**except GST**" and shall remain firm & fixed during the complete execution of the contract. No escalation on whatsoever ground will be admissible.

3.2 Tax deduction at source.

The Company shall be fully entitled to deduct Income Tax and /or any other tax levied at source, as per the rules and instructions as may be applicable for this purpose from time to time from the running bills of the contractor.

3.3 GST:

- i) RSMML GSTIN No. is 08AAACR7857H1Z0.
- ii) Timely deposition of GST and filing of requisite tax returns of relevant tax period would be the sole responsibility of the supplier. The supplier will also ensure that necessary credit on this account is available to RSMML in the next month. In case of any discrepancy, where credit is not available to RSMML, then company is free to deduct/recover/retain such amount from the bills of supplier or any other amount due to him/or from Security Deposit, as the case may be.

- iii) In case of reversal of Input Tax Credit (ITC), imposition of penalty on account of payment of GST and default in filing of returns towards the payment for the work, supplier is liable to pay all such dues to the company, failing which RSMML is free to deduct /recover/ retain such amount from the bills of supplier or any other amount due to him/ or from Security Deposit, as the case may be.
- iv) The bidder shall submit an undertaking with monthly bills bearing GSTIN and HSN/ SAC Code that " total GST has been deposited and returns have been filed for relevant tax period."
- v) In addition, a general undertaking shall also be furnished by the bidder at the time of submission of bid that "as on date, no default has been made by us towards payment of GST and all returns up to the last date of submission of bid have been filed by us.'

4.0 RSMML will award rate contract for all the work i.e. supply of papers for printing work and other related printing work as per details at Annex. VIII- A, B & C to a same party. However, separate rate contracts can be issued for supply of items which can be supplied separately.

5.0 Place of delivery-

Printed material should be delivered to Admn. Deptt Corporate office/ Jhamarkotra Mines as the case may be, by the tenderer at his cost.

6.0 Period of Delivery

The delivery of the printed material should be within **21 days** from the date of delivery schedule.

7.0 CONSIGNEE :

- A) **For Jhamarkotra:** H&I, SBU-PC (RP), Rajasthan State Mines & Minerals Ltd., Jhamarkotra Mines, Post & via Udaipur or his authorised representative.
- B) **For Corporate office, Udaipur:** ED (Admn.), Rajasthan State Mines & Minerals Ltd., Corporate Office, Udaipur or his authorised representative.

8.0 TERMS OF PAYMENT & PAYING AUTHORITY:

- i) 100% Payment within 30 days after receipt and acceptance of stores by consignee.
- ii) **Billing & Paying Authority :** The bill in triplicate along with the supporting documents duly verified by the consignee will be released by Payment disbursing authority:
 - A) **For Jhamarkotra:** Head of Finance, RSMML, Jhamarkotra Mines.
 - B) **For Corporate office, Udaipur:** Financial Adviser, RSMML, Corporate office
- iii) Payment will be made through RTGS/NEFT.

9.0 NO QUANTUM GUARANTEE:

RSMML gives no guarantee for the quantum of work during the pendency of contract and reserves the right to increase or decrease the quantum of work as per needs and circumstances. There is no guarantee regarding annual, monthly, weekly or daily quantity/work can be given.

10.0 PARALLEL RATE CONTRACT:

RSMML reserves the right to enter into parallel rate contract for the similar work to more than one bidder.

11.0 DETERMINATION OF ECONOMIC BIDDER AND NEGOTIATIONS:

- a. For entering into rate contract best economic bidder will be determined.
- b. The best economic bidder will be the one who will quote lowest rate for the maximum nos. of items against annexure -X-A, B &C. Likewise rating of each bidder will be carried out on the basis of number of items in which their quoted rates are found to be lowest. However, best economic bidder may require to match/rationalize the prices of items where their prices are found to be higher than lowest price for such items.
- c) Depending upon the decision of the company about the number of parties with whom the RC will be executed, the bidders, based on their economic rating (as per clause 'b') will require to match rates on each item basis wherever their offered rates are higher than other tenderers.
- d) In the case, when the quotations given by the tenderer during negotiations is higher than the original quotation of the tenderer then the tenderer will be bound by the lower rate originally quoted by the tenderer.
- d) In the event the company does not find the lowest quoted rate, acceptable to it, then the tender will be scrapped and may be re-invited, or company may take any other suitable action as deemed fit looking to the exigency of the work.

For RAJASTHAN STATE MINES AND MINERALS LIMITED.,

(L.S. Sardalia)
Gr. Gen. Manager (MM)

I/We have studied the above scope of work, terms and conditions etc. and having understand the same fully. I/We shall abide by and adhere to the same.

Date & Place :

Signature and Seal of the Tenderer

Annexure – I

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for Printing & Printing Works on RC basis.

GENERAL PROFILE OF TENDERER

1	Name & address of the tenderer with telephone No., Fax No., e-mail address etc.			
2	Date of establishment.			
3	Whether Proprietor/Partnership/ Company			
4	Name of Owner/Partners/ Directors with full address.			
5	Name of the Manufacturer of Offered Products			
6	Status of Bidder i.e. Manufacturer/ Dealer/ re-seller			
7	Annual turnovers in rupees for last four years.	2020-21	2021-22	2022-23
8	PAN No.			
9	GSTIN No.			
10	Entrepreneurs Memorandum no. as per MSMED Act 2006 Nature of Activity (manufacturing/Service) Category of Enterprise: (Micro/ Small/ Medium)			

11	Banker details: a) Name b) Branch No. c) Address	
12	Bank Account No.	
13	Type of A/c : Saving / Current/CC/ any other	
14	IFSC code	
15	Any other important information related to the tender requirement.	
16	Offered time period for the completion of the printing job as per clause 1.0 of Section II	

Signature of tenderer with official stamp

Date & Place:

Annexure-II

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for
Printing & Printing Works on RC basis.

UNDERTAKING TOWARDS NON SUSPENSION/NON BANNING.

(To be submitted alongwith part – I of the offer)

Name of the Tenderer: _____

- (i) We hereby declare that we have not been banned/suspended or de-listed by RSMML in past and as per provisions of Annexure-A.
- (ii) We undertake that "as on date, no default has been made by us towards payment of GST and all returns up to the last date of submission of bid have been filed by us."

Signature of Tenderer with official stamp

Place:

Date:

Annexure – III

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for
Printing & Printing Works on RC basis.

(To be submitted along with PART – I Technical Bid)

Declaration for Registration under Micro, Small & Medium Enterprises
Development Act, 2006.

1. Whether the tenderer is registered under Micro, Small & Medium Enterprises Development Act, 2006. _____(Yes/NO)
2. If yes, please furnish the declaration given below.

We (Name of Tenderer _____),
hereby declare that, our organization is registered under Micro, Small
& Medium Enterprises Development Act, 2006 as _____
(Micro, Small & Medium) Enterprises.

3. Enclose attested copy of registration certificate.
4. Whether the tenderer is also registered as S.S.I. units, if yes, enclose copy of registration certificate.

Signature of tenderer with official
stamp

Date:
Place:

Annexure - IV

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for
Printing & Printing Works on RC basis.

(To be submitted along with PART – I Technical Bid)

DECLARATION BY TENDERER

I/We declare that I am/ We are Printer of the goods for which I/We have
tendered.

If this declaration is found to be incorrect then without prejudice to any
other action that may be taken, my/our bid security/security deposit may
be forfeited in full and the tender if any to the extent accepted may be
cancelled.

Signature of tenderer with official stamp

Date:
Place:

Annexure - V

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items
for Printing & Printing Works on RC basis.

(To be submitted along with PART – I Technical Bid)

UNDERTAKING TOWARDS ACCEPTANCE OF ALL TERMS & CONDITIONS OF
TENDER AND NO CONDITION MENTIONED IN PRICE BID

Name of Tenderer_____

- I) We confirm that all the terms & conditions of tender are acceptable to us and we will supply Stationery Items for Printing & Printing as per Scope of Work of the tender.
- II) We hereby undertake that we have not mentioned any condition in the price bid.

Signature of tenderer with official stamp

Date:

Place:

Annexure-VI

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for Printing & Printing Works on RC basis.

(To be submitted along with PART – I Technical Bid)

EXCEPTION & DEVIATIONS

Name of Tenderer _____

We confirm that all the terms & conditions of tender is acceptable to us except the following.

Tenderer may stipulate here exceptions and deviations to the tender conditions, if considered unavoidable. In case the tenderer does not mention any information to the deviations in the below format & furnish it blank then it will be presumed that the tenderer is not offering/ putting any deviations to the tender terms & condition. Tenderer should mention the deviations, if any, at their own risk of rejection of their offer.

Sl. No.	Tender Clause no.	Requirement as per tender clause	Offered condition/ Deviation

Company may accept or not to accept the deviations put by the tenderer at its sole discretion. No claim on this will be entertained.

Note: Deviation to the tender terms, if any, mentioned anywhere else (i.e. in any other document will not be considered & accepted. RSMML will not entertain any claim of the tenderer on offered deviations mentioned anywhere else.

Signature of tenderer with official stamp

Date & Place:

Annexure - 'VII'

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for
Printing & Printing Works on RC basis.

(To be submitted along with PART – I Technical Bid)

DETAILS OF TAXES & DUTIES OFFERED IN PRICE BID

Name of Tenderer_____

Particulars	% Rate considered in price bid
GST	@.....%
CGST	@.....%
SGST	@.....%

Signature of tenderer with official stamp

Date:
Place:

NIT No. RSMM/CO/MM/NIT-08/2023-24

Acceptance of specifications & details of work **(For printing work) Tenderer should mentioned (√) in each row & column)**

S.No	Description	Full size		½ size		1/3 size		¼ size		1/6 size		1/8 Size		1/16 size		1/32 size		Accepted	Deviation, if any
		One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side		
1	18" X 22" Coloured paper weight 6.3 kgs.																		
2	17"x 27"Ladger paper Weight 12.2 Kgs.																		
3	20"x 30" Ladger Paper weight 15.9 kgs.																		
4	18" x 22"White paper weight 7.6 kgs.																		
5	16" x 26"Whitepaper ,weight 7.8 kgs																		
6	20" x 30" Whitepaper , weight 11.3Kgs.																		

S.No	Description	Full size		½ size		1/3 size		¼ size		1/6 size		1/8 Size		1/16 size		1/32 size		Accepted	Deviation, if any	
7	18" x 23" Rice paper coloured, weight 4.1 kgs																			
8	16" x 26" Thick coloured paper weight 10.9 kgs																			
9	16" x 26" Thin coloured paper, Light weight cover page																			
10	22" x 28" Card sheet white & coloured, weight 12.2 Kgs.																			
11	22" x 28" Card sheet white & coloured, weight 22.7 Kgs.																			
12	Ruling on papers																			
13	Stop Ruling on paper																			

Signature of Tenderer with official stamps

Annexure – VIII(B)

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for Printing & Printing Works on RC basis.

(For supply of papers only)Tenderer should mentioned ($\sqrt{\quad}$) in each row & column)

S.No.	Description	Full size	½ size	1/3 size	¼ size	1/6 size	1/8 Size	1/16 Size	1/32 Size	Accepted	Deviation, if any
1	18" X 22" Coloured paper weight 6.3 kgs.										
2	17"x 27"Ladger paper Weight 12.2 Kgs.										
3	20"x 30" Ladger Paper weight 15.9 kgs.										
4	18" x 22"White paper weight 7.6 kgs.										
5	16" x 26"Whitepaper ,weight 7.8 kgs										
6	20" x 30" Whitepaper , weight 11.3Kgs.										
7	18" x 23"Rice paper coloured, weight 4.1 kgs										
8	16" x 26" Thick coloured paper, weight 10.9 kgs										
9	16" x 26" Thin coloured paper, Light weight cover page										
10	22" x 28" Card sheet white & coloured, weight 12.2 Kgs.										
11	22" x 28" Card sheet white & coloured, weight 22.7 Kgs.										

Signature of Tenderer with official stamps

Annexure VIII (C)

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for Printing & Printing Works on RC basis.

Acceptance of specifications & details of work (for other misc. works):

Tenderer should mentioned (✓) in each row & column)

S.n.	Description	Accepted	Deviation if any
1	Printing of stickers with paper size 5 ½ cm x 5 ½ cm		
2	File cover Roneo type of size 15" x 11.25 " of color board 31kgs. Weight with 1/2" wide cloth 'patti' on all four sides and folds of the file cover with 2 nos 24 " silk file laces & eyeleting etc. duly printed in company' name and other matter on top cover		
3	Visiting card American delux with screen printing with card in double color 1) First 100....2) Next 100		
4	Indexing & marking A to Z on all type of registers		
5	Gum Binding		
6	Cloth binding -upto 100 pages		
	Cloth binding -101 & above pages		
7	Leather binding with card board of Registers		
	A) 17" x 27"		
	B)Size 20" x 30" up to 100 pages		
	C) Size 20" x 30" up to 101 pages & above		
8	Book binding		
	A) up to 100 sheets		
	b) 101 sheets & above		

9	Numbering work per 1000		
10	'T' punch work per 1000		
11	Round corner work per 1000		
12	Perforation work per 1000		
13	i) Stapling - single per 1000		
	ii) Stapling - Double per 1000		
	iii) Stapling - Triple per 1000		
14	Eyeleting work per 1000		
15	Taj Mahal make plain white envelope duly printed in the name & address of RSMML		
	A) size 11"x 5" per 1000		
	B) size 9" x 4" per 1000		
	C) size 6"x 3-1/2" per 1000		
16	Taj Mahal make white Window envelope duly printed in name & address of RSMML		
	A) size 11"x 5" per 1000		
	B) size 9" x 4" per 1000		
	C) size 6"x 3-1/2" per 1000		

Signature of Tenderer with official stamps

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for Printing & Printing Works on RC basis.

PROFORMA OF GUARANTEE BOND FOR SECURITY DEPOSIT

(To be issued by a Public Sector /ICICI/HDFC/AXIS Bank (Except State Bank of India) having its Branch office at Udaipur on -judicial stamp paper of value equal to 0.25 % (zero point twenty-five percent) of the total Security Deposit Amount subject to maximum of Rs. 25000/- .

B.G. _____ Dated _____

This Deed of Guarantee executed between _____ a Nationalised / Scheduled Bank, having its registered office at (mention complete postal address with contact nos./mail address etc.)_____ and its head office at (mention complete postal address with contact nos./mail address etc.)_____ and wherever the context so required include its successors and assignees (hereinafter called the Surety/Bank) AND Rajasthan State Mines and Minerals Limited, a company incorporated and registered under Indian companies Act,1956, having its registered office at C-89/90 Lal Kothi Scheme, Janpath, Jaipur and Corporate office at 4 Meera Marg, Udaipur and wherever its context so required includes its successors and assignees(hereinafter called ‘the company’).

Whereas the Company having agreed to exempt M/s. _____ a company/partnership firm _____ (address of registered/H.O.) where ever the context so require includes its successors and assignees (hereinafter called ‘the Contractor/supplier/RC holder’) from the demand under the terms and conditions of Letter of Acceptance/ Purchase Order/ Rate Contract no. _____ dated _____ issued in favour of the Contractor/supplier/RC holder, hereinafter called ‘the said ‘Letter of Acceptance/ Purchase Order/ Rate Contract’ which expression shall also include any amendment, modification or variations thereof made in accordance with the provision thereof, of cash security deposit for the due fulfillment by the said Letter of Acceptance/ Purchase Order/ Rate Contract on production of unconditional and irrevocable Bank Guarantee for Rs. _____(Rs. _____) being equivalent to _____% of Contract value of Rs. _____.

Now this deed witnesseth that in consideration of said bank having agreed on the request of the Contractor/supplier/RC holder to stand as surety for payment of Rs. _____ as security deposit to the company subject to the following conditions.

- 1 We, _____(Bank) do hereby undertake to pay to the company as amount not exceeding Rs. _____ against any loss or damage caused to or suffered or would be caused to or suffered by the company by reason of any breach by the said contractor/supplier/RC holder of any of the terms and/or conditions contained in the Letter of Acceptance/ Purchase Order/ Rate Contract. The decision of the Company, as to any such breach having been committed and loss/damage suffered to shall be absolute and binding on us.
- 2 We, _____ (bank) do hereby undertake without any reference to the Contractor/supplier/RC holder or any other person and irrespective of the fact whether any dispute is pending between the

Company and the Contractor/supplier/RC holder before any court or tribunal or Arbitrator relating thereto, to pay the amount due and payable under this guarantee without any demur, and/or protest merely on the very first demand from the Company stating that the amount claimed is due by way of loss or damage caused to or suffered by or would be caused to or suffered by the Company by reason of any breach by the said contractor/supplier/RC holder of any of the terms and conditions contained in the said Letter of Acceptance/ Purchase Order/ Rate Contract by reason of the said contractor's/supplier's/RC holder's failure to perform the covenants contained in said Letter of Acceptance/ Purchase Order/ Rate Contract. Any such demand made on the bank shall be conclusive, absolute and unequivocal as regards the amount due and payable by the bank under this guarantee. However, bank's liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

- 3 We, _____(bank) further agree that the guarantee herein above contained shall remain in full force and effect during the period that would be taken for the performance of the contract and that it shall continue to be enforceable till all the dues of the company under or by virtue of the contract have been fully paid and its claim/s satisfied or discharged or till the company certifies that the terms and the conditions of the said Letter of Acceptance/ Purchase Order/ Rate Contract have been fully and properly carried out by the said contractor/supplier/RC holder and accordingly discharges the guarantee, unless a demand or claim under this guarantee is made on the bank in writing on or before _____(scheduled completion date, plus six months or period which is required), the bank shall be discharged from all liability under this guarantee thereafter unless otherwise further extended by the bank.
- 4 In order to give full effect to the guarantee herein contained the company shall be entitled to act as if, we(bank) are your principal debtor in respect of all your claims against the Contractor/supplier/RC holder hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any which are in any way inconsistent and/or contrary to the above or any other provision of this guarantee, the bank's guarantee to pay hereunder will not be determined or affected by your proceeding against the Contractor/supplier/RC holder and the bank will be liable to pay the said sum as and when demanded by you merely on first demand being made on the bank by you and even before any legal or other proceedings taken against the contractor/supplier/RC holder. Any letter of demand delivered at the bank's above branch/divisional office or Udaipur branch office (specify the name & address) under the signatures of the company's Financial Advisor/ Group General Manager/ General Manager or any of the Directors shall deemed to be sufficient demand under this guarantee.
- 5 We, _____(bank) further agree that the company shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said Letter of Acceptance/ Purchase Order/ Rate Contract or to extend time of performance by the said Contractor/supplier/RC holder

from time to time or to postpone for any time or from time to time any of the powers exercisable by the Company against the said Contractor/supplier/RC holder and to forbear or enforce any of the terms and conditions relating to the Letter of Acceptance/ Purchase Order/ Rate Contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor/supplier/RC holder or for any fore bearance act, or omissions on the part of the company or any indulgence of the Company to the said Contractor/supplier/RC holder or by any such matter or things whatsoever which under the law relating to the sureties would but for this provisions have effect of so relieving us.

- 6 This guarantee herein contained would come into force from the date of issue and would not be affected by any change in the constitution of the contractor/supplier/RC holder or ourselves or liquidation or winding up or dissolution or insolvency of the contractor/supplier/RC holder nor shall it be affected by any change in company's constitution or by any amalgamation or any absorption thereof or therewith but shall ensure for and be available to and enforceable by absorbing or amalgamated company or concern till the payment or amount not exceeding Rs. _____ is made by the Bank.
- 7 The guarantee will not be discharged or affected if the Company holds/obtain any other security/guarantee/promissory note from any person and/or the contractor/supplier/RC holder and this guarantee shall be in addition to any such guarantees.
- 8 We, _____(Bank) lastly undertake not to revoke this guarantee during this currency except with the previous consent of the company in writing.
- 9 The bank has power to issue this guarantee in favour of the Company and the undersigned has full powers to do so under power of Attorney dated _____ granted to him by the bank.
- 10 For the purpose of enforcing legal rights in respect of this guarantee Udaipur courts in the state of Rajasthan alone shall have jurisdiction.

IN WITNESSETH I, HEREBY _____ SON OF _____(designation) _____(branch) constituted attorney of the said bank have set my signatures and bank seal on this guarantee which is being issued on non-judicial stamp of proper value as per Stamp Act prevailing in the state of _____executed at _____ this the _____ day of _____2023.

Annexure – X (A)

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for Printing & Printing Works on RC basis.

(To be submitted in separate sealed envelop)

(PRICE BID)- for printing work

S.No.	Description		Full size		½ size		1/3 size		¼ size		1/6 size		1/8 Size		1/16 Size		1/32 Size	
			One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side	One Side	Both Side
1	18" X 22" Coloured paper weight 6.3 kgs.	First thousand																
		Next thousand																
2	17"x 27"Ladger paper Weight 12.2 Kgs.	First thousand																
		Next thousand																
3	20"x 30" Ladger Paper weight 15.9 Kgs.	First thousand																
		Next thousand																
4	18" x 22"White paper weight 7.6 kgs	First thousand																
		Next thousand																
5	16" x 26"Whitepaper ,weight 7.8 kgs	First thousand																
		Next thousand																
6	20" x 30" Whitepaper , weight 11.3Kgs.	First thousand																
		Next thousand																

7	18" x 23" Rice paper coloured, weight 4.1 kgs	First thousand																
		Next thousand																
8	16" x 26" Thick coloured paper, weight 10.9 kgs	First thousand																
		Next thousand																
9	16" x 26" Thin coloured paper, Light weight cover page	First thousand																
		Next thousand																
10	22" x 28" Card sheet white & coloured, weight 12.2 Kgs.	First thousand																
		Next thousand																
11	22" x 28" Card sheet white & coloured, weight 22.7 Kgs.	First thousand																
		Next thousand																
12	Ruling charges	Per 1000																
13	Stop Ruling charges	Per 1000																

Note:- Above rates are inclusive of all "except GST".

Signature of Tenderer with official stamps

Annexure – X (B)

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for Printing & Printing Works on RC basis.
(To be submitted in separate sealed envelop)

(PRICE BID)- For supply of papers

S. No	Description	Rates of Papers in per 1000 Sheet							
		Full size	½ size	1/3 size	¼ size	1/6 size	1/8 Size	1/16 Size	1/32 Size
1	18" X 22" Coloured paper weight 6.3 kgs.								
2	17"x 27"Ladger paper Weight 12.2 Kgs.								
3	20"x 30" Ladger Paper weight 15.9 kgs.								
4	18" x 22"White paper weight 7.6 kgs.								
5	16" x 26"Whitepaper ,weight 7.8 kgs								
6	20" x 30" Whitepaper , weight 11.3Kgs.								
7	18" x 23"Rice paper coloured, weight 4.1 kgs								
8	16" x 26" Thick coloured paper, weight 10.9 kgs								
9	16" x 26" Thin coloured paper, Light weight cover page								
10	22" x 28" Card sheet white & coloured, weight 12.2 Kgs.								
11	22" x 28" Card sheet white & coloured, weight 22.7 Kgs.								

Note:- Above rates are inclusive of all "except GST".

Signature of Tenderer with official stamps

Annexure – X(C)

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for Printing & Printing Works on RC basis.

PRICE BID (For other misc. works)

(To be submitted in separate sealed envelop)

S.N.	Description	Rate (Rs.) per unit
1	Printing of stickers with paper size 5 ½ cm x 5 ½ cm In Rs. per no.	
2	File cover Roneo type of size 15" x 11.25 " of color board 31kgs. Weight with 1/2" wide cloth 'patti' on all four sides and folds of the file cover with 2 nos 24 " silk file laces & eyeleting etc. duly printed in company' name and other matter on top cover. In Rs. per no.	
3	Visiting card American deluxe with screen printing with card in double color: for 1) First 100	
2) Next 100	
4	Indexing & marking A to Z on all type of registers	

		Full size	1/2 size	1/3 size	1/4 size	1/6 size	1/8 Size	1/16 Size	1/32 Size
5	Gum Binding								
6	Cloth binding -upto 100 pages								
	Cloth binding -101 & above pages								
7	Leather binding with card board of Registers								
	A) 17" x 27"								
	B)Size 20" x 30" up to 100 pages								
	C) Size 20" x 30" up to 101 pages & above								
8	Book binding								
	A) up to 100 sheets								
	b) 101 sheets & above								
9	Numbering charges per 1000								
10	'T' punch charges per 1000								
11	Round corner charges per 1000								
12	Perforation per 1000								

13	i) Stapling - single per 1000	
	ii) Stapling - Double per 1000	
	iii) Stapling - Triple per 1000	
14	Eyeleting charges per 1000	
15	Taj Mahal make plain white envelope duly printed in name & address of RSMML	
	A) size 11"x 5" per 1000	
	B) size 9" x 4" per 1000	
	C) size 6"x 3-1/2" per 1000	
16	TajMahal make white Window envelope duly printed in name & address of RSMML	
	A) size 11"x 5" per 1000	
	B) size 9" x 4" per 1000	
	C) size 6"x 3-1/2" per 1000	

Note:- Above rates are inclusive of all "except GST".

Signature of Tenderer with official stamps

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for
Printing & Printing Works on RC basis.

Form A

(Apply in Duplicate)

Application by MSME for Purchase Preference in Procurement of Goods

To,

The General Manager
DIC, District

1. Name of Applicant with Post:

2. Permanent Address:

3. Contact Details:

a. Telephone No.:

b. Mobile No.:

c. Fax No.:

d. Email Address:

4. Name of micro & small enterprise:

5. Office Address:

6. Address of Work Place:

7. No. & Date of Entrepreneurs Memorandum-II/Udyog Aadhaar Memorandum:
(enclose photo copy):

8. Products which Entrepreneurs Memorandum-II/Udyog Aadhaar Memorandum availed:

9. Products for which are at present being produced by the enterprise:

10. Products which purchase preference has been applied for:

11. Production capacity as per Capacity Assessment Certificate (enclose photocopy of Capacity Assessment Certificate):

Serial No.	Product	Product Production Capacity	
		Quantity	Value
1			
2			
3			
4			

12. List of Plant & Machinery installed:

Serial No.	Name of Plant & Machinery	Quantity	Value
1			
2			
3			
4			

13. List of Testing Equipments installed:

Serial No.	Name of Testing Equipments	Quantity	Value
1			
2			
3			
4			

14. Benefits availed in last financial year and current financial year:

a. Benefits depositing Bid Security and Performance Security:

Last Financial Year			Current Financial Year	
Department	Bid Security	Performance Security	Bid Security	Performance Security

b. Details of Supply orders received:

Last Financial Year				Current Financial Year		
Department	No. & Date of purchase order	Amount for which purchase order received	Amount of goods supplied	No. & Date of purchase order	Amount for which purchase order received	Amount of goods supplied

I declare that the above all facts given in the application are correct and my enterprise is producing the items mentioned in column No. 10.

Date

Signature
(Name of the applicant
along with seal of post)

Office of the District Industries Centre _____

CERTIFICATE

File No. _____

Date _____

It is certified that M/s _____ was inspected by _____ on dated _____ and the facts mentioned by the enterprise are correct as per the record shown by the applicant. The enterprise is eligible for Purchase Preference under this notification.

The certificate is valid for one year from the date of its issue.

Office Seal Signature

(Full Name of the Officer)
General Manager
District Industries Centre
Rubber Seal/Stamp

Enclosure-

(1) Application

(2)

(3)

NIT No. RSMM/CO/MM/NIT-08/2023-24 for supply of Stationery Items for
Printing & Printing Works on RC basis.

Form B
Format of Affidavit

IS/oAged Yrs. residing at
..... Proprietor/Partner/Director of M/s do hereby
solemnly affirm and declare that :

(a) My/Our above noted enterprise M/s has been issued acknowledgement of
Entrepreneurial Memorandum Part - II by the District Industries Center
The acknowledgement No. is dated and has been issued for
manufacture of following items:

Name of Item	Production Capacity (Yearly)
(i)	
(ii)	
(iii)	
(iv)	
(v)	

(b) My/Our above noted acknowledgement of Entrepreneurial Memorandum Part - II has not
been cancelled or withdrawn by the Industries Department and that the enterprise is regularly
manufacturing the above items.

(c) My/Our enterprise is having all the requisite plant and machinery and is fully equipped to
manufacture the above noted items.

Place _____

Signature of
Proprietor/ Director Authorized Signatory
with Rubber Stamp and date