




Tender Document  
For  
Supply of

**Approx. 19 lakhs of Notebooks**

to

**Banas Dairy**

## Notice Inviting Tender Bid

	<b>BANASKANTHA DISTRICT CO-OP. MILK PRODUCERS' UNION LTD., BANAS DAIRY, PB NO: 20, PALANPUR: 385 001, GUJARAT, INDIA Phone: 02742- 253881 to 253885</b>			
<b>TENDER NOTICE</b>				
Sealed Tenders are invited for Supply of Soft Bound Notebooks (Single Lined) from experienced and eligible bidders as per following details:				
<b>Bid Reference</b>	<b>Name of the items</b>	<b>Quantity</b>	<b>Tender Fees</b>	<b>EMD</b>
NoteBook-2020	Note Books (Soft Bound & Ruled)	19 Lakhs	Rs. 1000/-	Rs.5,00,000/-
Tender document containing detailed specification of items, general terms and conditions and the eligibility criteria are available at our website: <a href="http://www.banasdairy.coop">www.banasdairy.coop</a> . Tender fees and EMD must be submitted with bids through Demand Draft in favour of " <b>Banaskantha District Co-Operative Milk Producers' Union Ltd.</b> " Payable at Palanpur. Completed tender bid, in sealed envelope super-scribed with the label " <b>Tender for Notebooks by due date 16/03/2020</b> ", can be submitted latest by <b>16/03/2020 up to 1.30 PM</b> . All bids shall be opened on <b>3.00 PM on 16/03/2020</b> , in presence of all present bidders. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.				
<b>In charge Managing Director</b>				

## Index

### Table of Contents

Notice Inviting Tender Bid .....	1
Index.....	3
Preface.....	4
Instructions for Submitting Tender Bid .....	5
Eligibility Criteria .....	10
General Terms and conditions for Bid.....	11
Annexure-1: Tender Enquiry Data Sheet.....	14
Annexure-2: Commercial Bid Format.....	15
Annexure- 3: EMD Details.....	16
Annexure- 4: Summary of Orders Executed .....	17
Annexure- 5: Specification of Notebooks .....	18
Annexure- 6: Deviation Form.....	19
Annexure- 7: Vendor Registration Form.....	20

## Preface

Banaskantha District Co-op. Milk Producers' Union Ltd., Palanpur invites Tender for Supply of approximately 19 lakh Notebooks (as mentioned in Annexure for Specifications).

Interested Bidders are required to submit the completed tender bid as mentioned in this document, in sealed envelope along with requisite documents, Tender Fee, EMD and sample.

Bidder will be mandatorily required to submit two units of sample (on free of charge basis) of the offered notebooks, along with the tender. Tender submitted without sample may not be considered.

### Important Points:

- For detailed understanding of our requirement, bidder may visit Banas Dairy, Palanpur or may contact Purchase Department.
- Bidders who have downloaded tender form from our website are required to notify our Purchase Department by e-mailing the notification as per format given in Annexure **"Notification of Tender Document Download"** to e-mail id [tender@banasdairy.coop](mailto:tender@banasdairy.coop). This notification will inform Banas Dairy about your interest for quoting for this tender and you will be updated about various clarifications issued by Banas Dairy in reference to this tender and also regarding any amendment in Tender Document (if any) during its publication period at the same e-mail id from which we receive your notification mail. In case of no timely notification submitted to Banas Dairy, Banas Dairy will not be responsible for any lack of communication regarding any amendment in Tender Document (if any) and other relevant communications like clarifications.

### Important Dates:

Sr. No.	Events	Date
1	Document Download Start Date	15/02/2020
2	Document Download End Date	16/03/2020
3	Last Date for seeking clarification	02/03/2020
4	Last Date For Submission of Bid (up to 1:30 PM)	16/03/2020
5	Opening of Bids (at 3:30 PM)	16/03/2020

**Correspondence details for all communications:**

Purchase Department,  
Main Administration Building,  
Banas Dairy, Post Box – 20,  
Palanpur – 385001  
Email: [tender@banasdairy.coop](mailto:tender@banasdairy.coop),  
Landline: 02742 – 253881 to 85 (Ext: 216/316)

### **Instructions for Submitting Tender Bid**

1. Tender bid can be sent by post/ courier or submitted by hand at our office by time as specified in tender notice. Tenders received late will be rejected.
2. Bid can be submitted by hand or by post/ courier. For bids submitted by post or Courier, it is bidder's responsibility that bid reaches our office on or before the scheduled time and date.
3. Tender bid should be sent in duly sealed cover, super-scribed with label "**Tender for Notebooks by due date: 16/03/2020**". All the pages of Tender document should be signed and enclosed with the tender bid, as a token of acceptance of all terms and conditions as mentioned in the tender document.
4. All bids shall be opened in the presence of intending parties/ their authorized representative who will be present at the time of bid opening.
5. In case tender opening date is declared a Holiday, bids shall be opened on next working day at the same time specified above.
6. Any certificate/ document not found enclosed with the tender document as required for fulfilling the eligibility criteria of bid may lead to declaring the party as non-eligible and in this event their bid may not be considered and may be outrightly rejected. Bidder has to complete all the Annexure and submit along with this Tender Document signed.
7. Tender form shall be filled up legibly preferably typed giving full name and address of the bidder, over writing, alterations/additions etc. will disqualify the tender unless such overwriting, alterations/ additions are attested and signed by bidder. Conditional/ telegraphic/ fax/ E-mail tenders shall be rejected.
8. The bidder shall have to enclose following documents along with Tender bid:
  - a. List of all the purchase orders duly indicating the name of client, his address, type & quantity of material and the date of Supply during the last 36 months. Copy of the purchase orders executed should be attached with the bid.
  - b. Any document (such as excise/ sales tax document) issued by Govt. or Semi Govt. Department which certifies/proves that the bidder is in business for the required period should be attached along with the Tender Bid.

- c. The bidder shall be registered with the office of competent authority or under statutory bodies at the time of bid opening in the same name and style. In order to support this bidder shall submit any of the following documents:

A copy of the Registration Certificate issued by the Registrar of Companies in case of firms of proprietary nature

**OR**

Copy of partnership deed in case of partnership firm

**OR**

Copy of article of association in case of Pvt. Ltd. Companies

**OR**

Copy of registration certificate for firms registered with NSIC/Central or State Govt. Department/ Local bodies for similar work

**OR**

Bidder shall enclose/mention the PAN and TAN number of the firm and to support this, he/she shall submit a photocopy of PAN/TAN certificate

**OR**

Bidder's firm shall be registered with Sales Tax Department. VAT/CST numbers shall be mentioned by the bidder and in support of this; he/she shall submit a photocopy of Sales Tax registration certificate duly renewed by the competent authority

9. Submitted documents shall be numbered and attached serially indicating serial number. Total number of pages enclosed shall be shown in the index.
10. Tender shall be accompanied with requisite amount of Tender Fees (Non-refundable) of amount Rs. 1000/- and EMD (Earnest Money Deposit) of Rs. 5,00,000/- . Tender fee and EMD should be in form of Demand Draft in favor of **Banaskantha District Co-operative Milk Producers' Union Limited**, payable at Palanpur. Tender without Tender Fees or EMD will automatically be rejected.
11. ISO/ISI/relevant quality certifying authorities certified company/supplier may be preferred to others. A copy of valid license/ certificate should be attached with Tender Document.

12. EMD of successful bidders shall be retained as security deposits without any interest till supplies are complete against the Supply Orders issued under this Contract.
13. Earnest money of unsuccessful bidder shall be returned after within 60 days from the finalizing of contracts, without any interest on it.
14. Validity of offers should be 60 days from the date of Bid Opening.
15. Rate shall be finalized based on the lowest offer strictly complying with specifications.
16. This tender is non-transferable.
17. Parties who have been suppliers of our union or any milk union in the past also have to comply with all these conditions. No relaxation whatsoever shall be given to them.
18. Any offer received after due date or times shall be straightway rejected.
19. We reserve the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the entire bidding process at any point of time without assigning any reason.
20. If any dispute or differences arises at any time between the two parties in respect of or concerning anything contained or arising out of contract shall be referred to sole arbitrator (i.e. our Managing Director). The decision of the arbitrator shall be final and binding on both the parties.
21. Canvassing in any form will lead to disqualification of the bid.
22. For all legal matters and disputes, Palanpur court shall be the Jurisdiction.
23. For any tax charged on inward supply, supplier must have pay the same to the Govt. and file GSTR Returns with valid Banas dairy GSTN ,within applicable due date"
24. **Jurisdictional personal liability** : " for breach of above condition, supplier is personally liable for any credit of input tax required to be reversed /paid to the Govt. with applicable interest , for any time in future, irrespective of whether he has been engaged with the union or not , whether he has been in the business or not "



**Seen and accepted**  
**Signature of party with office stamp**

### **Eligibility Criteria**

Bidder should have annual turnover of at least 50 Lakhs in any of the last three financial years.

### **General Terms and conditions for Bid**

1. Supply of Notebooks shall be made to our Stores Department, at Main Dairy Plant at Palanpur, Chilling Centers Situated at Khimana, Radhanpur, Tharad & Dhanera.
2. Offers should be strictly according to our specification, failing which it may not be considered. Item to be supplied has to be strictly as per Annexure for Specifications.
3. The officers of our Union shall be allowed to inspect the works and/ or any document referred to in the tender. If it is found that the declarations made by the bidder in Bid are false/ misleading/ faulty, the bidder shall be disqualified and the earnest money deposit submitted shall be forfeited.
4. Initial acceptance of goods is not the final acceptance of quality. In case if any notebook is found substandard at our union/ village societies level, on receipt of the same Banas Dairy reserves the right to reject the material outrightly. Banas Dairy reserves the right to send your material for testing at any laboratory of our choice and in case the result is found unsatisfactory, it also reserves the right to take any action as deemed fit.

Upon receipt of such notice or complain, the Supplier shall, with all reasonable speed, replace the defective goods or parts thereof, without any cost to the Purchaser. If the Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

Note: Banas Dairy, reserves all rights to reject the goods supplied if same are not found in accordance with the required description/specifications.

5. Inspection and Tests: The Purchaser or its representative shall have the right to inspect and/ or test the Goods to confirm their conformity to the Contract. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Good's final destination.

Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject them and the Supplier shall replace the rejected Goods free of cost to the Purchaser.

The Purchaser's right to inspect, test, and where necessary, reject the Goods after the Goods arrival at the destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to Goods shipment.

6. Packaging: Note Books shall be supplied in multiples of Six each. Six Notebooks shall be

packed appropriately as per industry norms in One Set. And such sets shall be packed appropriately in one outer set.

7. Delivery Period: Bidder will be required to complete all supplies within One Month from issuance of Purchase Order.
8. Risk Purchase: In case of delayed supplies, purchase of goods may be completed at the risk, cost and responsibility of the supplier after expiry of scheduled date without any notice. Extra amount spent on Risk Purchase shall be adjusted against the earnest money deposit/ pending payments or same shall be recovered from your firm.

We will reserve the right to effect risk purchase in case of non-fulfillment of any of various terms and conditions of the contract by the supplier at his risk & cost.

9. Import license and foreign exchange variation: No import license shall be provided by the BANAS DAIRY for goods offered against this bid. Necessary clearances/ licenses from the concerned Authorities for any imported goods/items offered shall be obtained by the bidder at his cost & responsibility.

Non-availability of or delay in obtaining license/ clearance shall not, under any circumstances, entitle the bidder to seek any compensation/relaxation under the contract and/or relieve the bidder from any of his obligations under the contract. Foreign Exchange, Duties etc. variation, if any, shall also be to the account of the bidder and no price escalation will be given.

- 10 Maintaining ethical standards in business: It is highly necessary for the suppliers to ensure that business ethics are maintained at the highest degree with Our Union. In no case we will be able to tolerate any unethical practice by the supplier by way of offering either cash or in kind or compensation in any form either to get the rejected material accepted or to get higher volume of the business than the approved quantity.

By any chance if it comes to our notice that you or any of your employee/ representative/ Agent has tried to initiate such unfair business practices with any of our employee or any of the employee/ decision maker of our Union, even with/ without any documentary evidences, the same shall be considered as a cancellation of P.O. and we reserve our right to terminate/ suspend the P.O. and the contract during any time without assigning any reason thereof.

11. Insurance: The goods supplied under the contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage and delivery. If any loss or damage occurs during supply of goods under contract, the supplier shall make arrangement for replacement of any damaged, item/s in stipulated time.

12. For delay in Supply, Installation & Commissioning of goods, a late penalty @ 1% per week shall be deducted subject to a maximum of 5 % of the contract price. On further delays order shall be liable to be cancelled. However our Managing Director can waive off such penalty depending upon the reasons for delay.

Note: Even in case of any rejection, the bidder will be required to replace the rejected material as per our schedule.

13. Delivery of Goods: Material shall be delivered at Main Store, Banas Dairy, Palanpur on any working days (except Sundays & holidays)

14. Payment Terms: 90% within 15 days of supply on progressive basis and balance 10% within 30 days from completion of all supplies

15. Validity: Validity of this contract would be till all the supplies are completed to the utmost satisfaction of Banas Dairy.

16. Other Commercial Terms and Conditions:

a. Invoices will be raised in the name of Banaskantha District Co-operative Milk Producers' Union Ltd., Palanpur.

b. Supplier will be required to submit two copies of invoices

c. In case of any change in tax rate, the same shall be applicable as per statutory norms

17. Force Majeure: If any Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

18. Purchaser's Instructions: The Purchaser may in his absolute discretion, issue from time to time drawings and/ or instructions, directions and clarifications which are collectively referred to as Purchaser's instructions. These instructions will be binding on the supplier.

19. Jurisdiction: Settlement of any dispute out of the Supply Order/ contract against this bid shall be subject to the courts at Palanpur only.

20. Data on firm: Please send data on your firm and information in the enclosed Annexure. The tender bid received without above information or with incorrect information may not be considered.

### Annexure-1: Tender Enquiry Data Sheet

The following specific data for this Tender Enquiry shall complement, supplement, or amend the provisions in the Invitation in Tender and Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the ITB.

<b>Name of the Purchaser:</b> Banaskantha District Co-operative Milk Producers' Union Ltd., Palanpur
<b>Description of Goods:</b> Supply of Notebooks (Soft bound & Single Lined)
<b>Purchaser's Address:</b> PB NO: 20, Palanpur-385001, Banaskantha, Gujarat, India
<b>Submission of Queries on T/E Document:</b> Not later than– 02/03/2020 till 15:00 hours, to the following e-mail tender@banasdairy.coop
<b>Pre- Bid Meeting:</b> No Pre-Bid Meeting will be done against this Tender
<b>Bid Validity:</b> Validity of bid shall be no less than 60 days from the date of submission
<b>Required number of copies of the Tender:</b> Two (Original plus one photocopy) and clearly mention "AN ORIGINAL" on original & COPY on photocopy.
<b>The address for Tender submission:</b> Purchase Department, Banaskantha District Co-operative Milk Producers' Union Limited PB NO 20 , Palanpur : 385001, Dist : Banaskantha
<b>Due date (Deadline) for Bid submission:</b> 16/03/2020 at 1.30 PM
<b>Opening of Quotation:</b> 16/03/2020at 3.00 PM

**Annexure-2: Commercial Bid Format**

Sr. No.	Item	Specifications	Tentative Quantity	Basic Rate per Unit	GST per Unit	Transportation with Insurance Charges	Other Expenses (If Any)	Landed Rate/ Unit (FOR Banas Dairy, Palanpur, Khimana, Radhanpur, Tharad and Dhanera)	
								(In figure)	(In Words)
1	Notebook (21cm X 29.7 cm)	As per Annexure	19 Lakhs						

Tentative Requirement at Palanpur =9 Lacs, at Khimana=2.5 Lacs,at Radhanpur=2.5 Lacs,at Tharad=2.5Lacs,Dhanera=2.5Lacs

We agree to supply above items at contract price quoted against each item within the period specified in the Invitation for bids. We also confirm that, we accept all terms and conditions as mentioned in tender document and the supplied material shall be as per mentioned in Technical Specification for all items.

**Signature of Bidder:** .....

**Name:** .....

**Business Address:** .....

**Place:** .....

**Date** .....

**Annexure- 3: EMD Details**

**1. Earnest Money Deposit Details (Rs.5,00,000/- )**

**Details of Bank draft:**

No. \_\_\_\_\_

Dated \_\_\_\_\_ Drawn On (Name of Bank) \_\_\_\_\_

**EMD Amount Rs.** \_\_\_\_\_

**(Rupees in words**

( \_\_\_\_\_ )

I/we have read the instructions carefully and accordingly submitting the tender as per the terms and conditions as given in the tender notice for supply of notebooks.

**Date:**

**Signature of the Party**

**With office stamp**





### Annexure- 5: Specification of Notebooks

Sr. No.	Parameter	Details
1	Size of Notebook	21 cm X 29.7 cm
2	No of Pages	Minimum 140 Pages (excluding Cover)
3	Binding	Soft Bound
4	Printing on Cover Pages	Customized Pictorial Printing as approved by Banas Dairy on outer side of both cover pages (Page 1 & 4) and customized textual Printing on both inner sides of cover pages (Page 2&3). The notebooks shall be shrink wrapped in a pack of 06 and each note book in the pack of 06 shall have an , individual customized Pictorial Printing as desired and approved by Banas Dairy. Design Development is in scope of Supplier
5	Printing on inner Pages	<ul style="list-style-type: none"> <li>• Single Lined with Page No &amp; Date on top of every page</li> <li>• First Page shall comprise of Index</li> </ul>
6	Pages (GSM)	<p><b>Inner Pages:</b></p> <ul style="list-style-type: none"> <li>• Paper Grade: Maplitho Paper (A Grade) / Bilt Wisdom Print/ TNPL Paper Maplitho / Century / Built A Grade white paper or Equivalent</li> <li>• Brightness &gt;89%</li> <li>• Opacity &gt;89%</li> <li>Pages (GSM) :54 GSM</li> </ul> <p><b>Outer Pages:</b> 250 GSM Century/Emami/ Maplitho Paper/Bilt Wisdom Print/ TNPL Paper Maplitho / Century / Built A Grade or Equivalent White back board</p>
7	Ruling	Single Line
8	Binding:	Rust free Pins- back pressed centre staple Binding.
9	Packing	<ul style="list-style-type: none"> <li>• Inner Packing : 6 Note Books shrink wrapping</li> <li>• Outer Packing : 120 Note Books cartoon packing</li> </ul>
7	Other Details	Other Details as per reference notebook

**Note:** Even minutest deviation from required Technical Specification should be mentioned in the “Deviation Form”. In case of failure of the same, entire Bid may be rejected.

**Annexure- 6: Deviation Form**

**Name of Supplier:**

**Technical Deviations List:**

- 
- 
- 
- 
- 
- 

**Commercial Deviations List:**

- 
- 
- 
- 
- 

**Note:** In case of any other deviation not mentioned on this page, may lead to disqualifying of Bid.

**Date:**

**Seal of Company & Signature of Authority**

### Annexure- 7: Vendor Registration Form



Banas Dairy, Post Box No. 20, Palanpur: 385 001, Phone: 253881 to 253885

Fax : 02742-252723, e-mail :tender@banasdairy.coop, web www.banasdairy.coop

Please mark all such columns as NOT APPLICABLE where you cannot provide information.

<b>ADDRESS</b>	
<b>Name of the Vendor *Mandatory</b> (This shall be the registered name of the firm. With the same name payments to party will be released) (CAPITAL LETTERS)	
<b>Address of Head Office *Mandatory</b>	
Street-1	
Street - 2	
City	
District Name	
State	
Pin Code	
Telephone (1) LL : (2) Mob : STD Code:	
Fax	
Email-id	
Company Web Site (if any)	
Name and Designation of Contact Person(s)	

**Note: - If HO Office /Branch Office / Factory having in different state please give Bank details / Tax Details in separate sheet.**

<b>Address of Branch (If any)</b>
-----------------------------------

Street – 1	
Street – 2	
City	
State	
Pin Code	
Telephone	
Fax	
Email-id	
Name & Designation of Contact Person(s)	
<b>Address of Factory / Factories / Subsidiaries / Sister Concerns (If any)</b>	
Street	
City	
State	
Pin Code	
Telephone	
Fax	
Email-id	
Name & Designation of Contact Person	

Please use separate sheets if required

<b>ORGANIZATION DETAILS</b>	
Status of Organization	
Tick (✓) appropriate option.	Proprietary / Partnership / Company / LLP
Name of Business	
Nature of Enterprise Investment in Plant & Machinery: * Mandatory if applicable and pl.	

<p>Mention the MSMED Registration No. Date and Category micro, small, Medium</p> <p>IF NOT, PLEASE MENTION N/A</p> <p>If you are under MICRO, SMALL &amp; MEDIUM ENTERPRISES DEVELOPMENT (MSMED) ACT 2006.</p> <p><b>MSMED Registration Certificate is Required</b></p>									
<p>Year of Establishment</p>									
<p>Registration Number (as per certificate from ROC/ Registrar of Firms.</p>									
<p><b>Name &amp; Address of the Owner / Partners / Directors</b></p>	<table border="1"> <thead> <tr> <th data-bbox="703 920 810 958">Sr.No.</th> <th data-bbox="810 920 938 958">Name</th> <th data-bbox="938 920 1145 958">Designation</th> <th data-bbox="1145 920 1281 958">Address</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="703 1173 1281 1211" style="text-align: center;">(Attach separate Sheet if Required)</td> </tr> </tbody> </table>	Sr.No.	Name	Designation	Address	(Attach separate Sheet if Required)			
Sr.No.	Name	Designation	Address						
(Attach separate Sheet if Required)									
<p><b>BANK DETAILS * Mandatory</b></p>									
<p>Bank Account No.</p>									
<p>Name of the Bank</p>									
<p>Bank Address</p>									
<p>Bank City</p>									
<p>Bank Branch</p>									
<p><b>IFSC RTGS / NEFT No.</b></p>									
<p><b>Branch Code</b></p>									
<p><b>EXCISE DETAILS</b></p>									
<p>Excise Registration No.</p>									

Excise Range	
Excise Division	
Excise Commissionerate	
CST No.	
GST /ARN number	
Vat(TIN)	
PAN	
Service Tax Registration No	
Service Category	
Service Tax Commissionerate	
Service Tax Commissionerate range	
Work Contract Tax Registration No.	
<b>SERVICE DETAILS OF ORGANISATION</b>	
Describe firm's major field(s) of Operation/Product range.	
Installed Capacity	
Average Monthly Production	
Sources of major Raw Materials	
Value of average raw materials inventory maintained	
Is Sub Vendor approval carried out by you for your vendors?	
Make/Type / Value of machines used. <b>Please attach details.</b>	
Manufacturing facilities available at	

work place.( <b>Please attach details</b> )	
Do you have separate Inspection Cell? Inspection & Testing facilities available at work. ( <b>Please attach details</b> )	
Quality Control is responsible to whom?	
Description of the material to be Supplied	
Description of the Service to be Provided	
HSN	
Service A/C Code	

**DECLARATION**

The above information is true in all respects and we undertake to inform you about any change in the above particulars regarding our business from time to time. We also undertake the responsibility that in no case we will employ any consultant to deal with BKDCMPU Ltd., Palanpur

***Mandatory fields are marked with an asterisk (\*)***

***Note :****The vendor creation will be made based on the information furnished by you in the above form for vendor registration. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then you are liable to be **black listed** without any notice in lieu thereof.*

*As a part of vendor registration, the copy of following **supporting documents** must be required and all details (whatever applicable) to be filled in the vendor registration form.*

**1) PAN Card**

**5) CST & VAT & GST Registration**



- 2) Demand Draft against Tender Fees Non Refundable 6) Cancelled Cheque  
3) Excise Registration Certificate 7) Service Tax Registration certificate  
4) Partnership Deed/Trade License 8) List of Directors/Partners on company's Letter Head.  
9) Registration Certificate from ROC (in case of Companies)

**Note : Demand Draft Drawn in Favour of Banaskantha District Cooperative Milk Producer's Union Ltd, Palanpur.**

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Name & Signature of Proprietor/Partner/

Chief Executive under Proper Seal

**For Office Use Only**

Concerned Dept. Head

Head(F&A)

Vendor Registration No. \_\_\_\_\_ Date : \_\_\_\_\_