

Dear Sir/Madam,

We are pleased to invite you to participate in the **Request for Quotation (RFQ) for Supply 15 No's DCS board and stationeries at Ichhamati Milk Union.**

RFQ Overview

- **Project Name:** Supply 15 No's DCS board and stationeries
- **Date & Time:** 23 February 2026, 12:00 PM
- **Tender Closing Date & Time:** 02 Mar 2026, 12:00 PM

Tender Documents Download

Vendors may download the eTender documents using the link below:

↓ Download Link:

<https://www.ncdfimarket.com/index.php/auctions-2/#tab-44753>

Vendor Registration & Participation Process

Interested vendors are requested to email **services@ncdfimarket.com** at least **2 days prior to the bid closing date** with the following details:

- Company Name
- Contact Person Name
- Mobile Number
- Email ID
- NCDFI Registration Status (Yes/No)

The NCDFI eMarket team will provide necessary guidance regarding vendor registration and the bidding process.

Transaction Charges

NCDFI eMarket will deduct **transaction charges @ 0.4% (exclusive of GST)** from the successful bidder.

TDS Deduction

TDS u/s 194-O @ 0.1% will be deducted from the bidder's **EMD on the projected trade value** at the time of issuance of the Bid Evaluation Result.

Link for Bid Submission

↪ <https://events.ncdfimarket.com/bidder/>

EMD (Earnest Money Deposit) Details

- **EMD Amount:** ₹ 5,000/-
- **Payment Mode:** NEFT / RTGS

- **Account:** NCDFI ICICI Escrow Account
- **Account Details:** Will be shared by NCDFI eMarket on the registered email ID

Post-Payment Confirmation

After transferring the EMD, bidders must send an email confirmation to:

- **vivek@ncdfiemarket.com**
- **dhruvi.solanki@ncdfiemarket.com**

EMD Confirmation Email Format:

Bidder Name	Amount Paid (₹) (In Figures & Words)	Bank Name	UTR No. & Date
[Company Name]			

⚠ Important:

- The bid will be considered valid **only if the EMD amount is credited to NCDFI ICICI Escrow account on or before 01-03-2026 6 PM.**
- The RFQ will become visible to vendors **only after successful EMD deposit** into the NCDFI Escrow Account.

For Further Assistance

- **Vivek Suthar:** +91 9978601585
- **Dhruvi Solanki** - +91 9978607048
- **Simran Bhatia:** +91 9978699364

We look forward to your active participation.

Warm regards,

NCDFI eMarket Team

THE ICHHAMATI
CO-OPERATIVE MILK PRODUCERS' UNION LIMITED

[A Govt. of West Bengal Project]

HATIPUKUR ROAD, BARASAT-700124, NORTH 24-PARGANAS

Regd. No. 3/AMU (N-24 Pgs.) of 1997

email :ichhamati123@gmail.com/mdichhamati@gmail.com
Website:www.ichhamatimu.com

Memo NO. IMUL/e TENDER /92/25-26 /

Date:18.02.2026

Scope of Work:

1. Supply 15 No's DCS board and stationeries (Schedule -I)

Estimated Cost of Tender: 3,90,000/-

Quantity Required: **Schedule-I**

Technical Specification: **Schedule-I**

Tentative Delivery/Supply Schedule: Within 15days of placement of Purchase Order cum AOC

Bid Validity: 365 days

Documents to be furnished by bidder for Technical Bidding

1. Minimum 4 years of experience in supply of **DCS board and stationeries**
2. GST Registration Certificate.
3. PAN Card.
4. Average Annual turnover of 10 Lakh in the last 3 years (2022-2023), (2023-2024),(2024-25). Audited Balance Sheet in support of the same must be uploaded.
5. Declaration as per **Annexure-A**

General Terms and Condition:

1. **Rate to be quoted by the Bidder:**Rate quoted by the bidder shall be inclusive of all Taxes and Levies, GST other charges/ taxes if any for the delivery of the Materials in the office of the Ichhamati Cooperative Milk Producers' Union Ltd.
2. **Place of Delivery:** In the office of the Milk **Processing Units, Berachampa, Deganga, North 24 Parganas District, PIN-743424, West Bengal.**
3. **Price Escalation:** The price quoted should be fixed and shall not be subjected to any escalation.
4. **Warranty:** 1 year warranty to be provided by the Supplier.
5. **Documents:** All the delivery of the Materials should accompany with Original and three copies of:
 - The supplier's Tax invoice showing Purchase Order No., Goods Description, Quantity, Unit price, Total amount, applicable GST rate & amount, HSN code etc.
 - Manufacturer's / Supplier's Warranty Certificate, if applicable.
 - Any other document evidencing payment of statutory levies.
6. **Payment Terms:** Payment shall be released in 2 phases in NEFT/RTGS to the Bank Account of the supplier after submission of 3 copies of invoice along with documents mentioned in documentation clause which are as follows:

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- a. **First Phase:** 90% payment shall be made within 30 days of successful delivery of the Materials in good condition certified by the concerned-official and approved by the Competent Authority.
- b. **Second Phase:** Balance 10% will be released on submission of Performance Bank Guarantee of equivalent amount for one year from the date of acceptance of material. The payment shall be withheld, in case of violation of any tender terms & conditions.
7. **Mode of Transport & Transit Insurance:** Mode of transportation and transit insurance for the supply of the goods will be arranged by the supplier.
8. **Unloading of Material:** Unloading of goods shall be the sole responsibility of the supplier. If the Milk Union makes unloading arrangements on behalf of the supplier the cost of unloading shall be deducted from the bills of the supplier. The unloading shall be done within office hours. (10:00 am to 05:00 pm).
9. **Acceptance of Material:** Material must be suitably packed and transported such that it does not contain scratches, dents etc. Material supplied should meet the functional requirements and conform to technical specifications as enshrined in this document. Materials not adhering to specifications and not meeting functional requirements shall be rejected. Upon rejection the material must be lifted by the supplier from the warehouse of the Milk Union within 15 days, failing to which the Milk Union shall dispose of the material and no claim in this regard shall be entertained.
10. **Liquidated Damage:** If materials are not delivered within the due date and time the Milk Union reserves the right to impose a penalty Rs. 500/- per day subject to a maximum of 10% of the total cost and the damage shall be recovered from the bills of the supplier.
11. **Cancellation of Contract:** If the materials are not delivered in a reasonable time, then the Milk Union reserves the right to cancel the Contract/Order. Upon cancellation of the Order the bidder shall be blacklisted by the Milk Union.
12. **Dispute Resolution:** Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration and Conciliation Act of 1996 of India. The venue of adjudication/arbitration shall be Kolkata. The language of arbitration shall be English.
13. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) neither party shall have any claim for damages against other in respect of such non-performance or delay in performance.
14. The order shall also take the General Terms and Conditions stipulated by NCDFI in the Reverse Auction Notice referred above.

Sd/-

Managing Director
The Ichhamati Cooperative
Milk Producers' Union Limited

Schedule-I

Technical specifications for DCS board and stationeries

DCS BOARD

Specifications of DCS Board

The DCS should have a Board displaying its name, Registration No, Address and other relevant information. Thus, a long lasting, durable, clearly Visible and Readable DCS Name Board is to install at every DCS.

The Job Work:

Starting from the fabrication, design development, customized printing, fixing, supply to each DCSs and properly mounting at every DCS as per the list provided by the Milk Union (Purchaser).

The Job Work includes:

- Cost of materials
- Fabrication cost
- Design Development and customized printing
- Fixing charges
- Transportation charges
- Mounting Charges at the DCSs
- Cost of GI Wire and other required items for mounting the Board
- Labour charges
- Loading & unloading charges
- Carrying charges
- Taxes, levies, insurance
- Any other charges to complete the work

Area of Work / DCS Locations:

The DCSs are located at different villages of North 24 Parganas District.

Dimensions of The DCS Board:

All the Boards shall be identical in size and fabrication.

Board Size:

- 1500 mm (Length)
- 900 mm (Height)

Material of Fabrication:

The Board shall be fabricated as per following details:

(i) DCS Board Frame

- Frame to be fabricated with 25 mm x 25 mm Hollow MS Square Bar using electric/argon welding only.
- One number cross partition on long edge side to be provided.
- Weight of MS Sq. Bar – Minimum 4.5 kg per 6 Meter length.

(ii) Board Sheet

- Galvanized Tin Sheet – 22 gauge thickness.
- Size – 1500 mm x 900 mm.
- Sheet should not be joint/welded/overlapped.

It should be single piece.

Minimum weight – 4.0 kg.

(iii)

Board Sheet shall be fixed over Frame with brass/GI screws (10–12 mm length or as required).

Minimum screws – 14 Nos per Board.

(iv)

Five number hanging/fixing rings to be welded on MS Bar Frame.

(v)

Tin Sheet Edge on short-edge sides (both sides) should be curved to avoid accident.

(vi)

Sketch diagram attached.

Design / Artwork of The Board

The basic design shall be same but the Name, Address, Registration number etc shall be different.

Therefore, customized printing is required.

Development of Board Design and customization shall be done by the bidder/supplier and approved by Milk Union.

Printing of Artwork

Approved four colour artwork to be printed directly on Tin Sheet (1500 mm x 900 mm).

Front side shall be painted first (Base Paint) and then UV Print.

Other methods like:

- Self adhesive sticker
- Vinyl sticker

are NOT permitted.

Printing durability: Minimum Five Years.

Fixing of Printed Tin Sheet

Printed tin sheet to be fixed over MS Frame using brass/GI screws without damaging print.

If any rubbing or damage occurs, supplier must replace at NO COST.

Mounting of Board at the DCSs

Supplier shall transport Board to each DCS and mount at suitable location as directed by Milk Union representative.

List of Items / Stationeries under Milk Collection Accessories With Specifications

Each (01) Set of Stationeries shall contain following items.

Total Number to be supplied

Sl	Register Name	Folio/Page	Size	Board	Paper	Binding	Orientation	Quantity
1	Purchase Register	400 page	13.5" x 8.5"	24 OZ	70 GSM (ledger)	Cloth Binding	Portrait	90
2	Payment Register	100 folio	13.5" x 8.5"	24 OZ	58 GSM (white)	Cloth Binding	Landscape	90

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3	Cash Book	200 folio	13.5" x 8.5"	24 OZ	70 GSM (ledger)	Cloth Binding	Portrait	60
4	General Ledger	200 page	13.5" x 8.5"	24 OZ	58 GSM (white)	Cloth Binding	Portrait	60
5	Dairy Register	50 folio	13.5" x 8.5"	24 OZ	58 GSM (white)	Cloth Binding	Portrait	90
6	Stock & Despatch Register	100 folio	13.5" x 8.5"	24 OZ	58 GSM (white)	Cloth Binding	Portrait	30
7	Meeting Resolution Book	100 folio	13.5" x 8.5"	24 OZ	58 GSM (white)	Cloth Binding	Portrait	30
8	General Meeting Resolution Book	100 folio	13.5" x 8.5"	24 OZ	58 GSM (white)	Cloth Binding	Portrait	30
9	Member Register	100 folio	13.5" x 8.5"	24 OZ	70 GSM (ledger)	Cloth Binding	Portrait	30
10	Payment Sheet	100 folio	13.5" x 8.5"	24 OZ	58 GSM (white)	Cloth Binding	Landscape	180
11	Registration Format Part-I	Loose Form	11.5" x 18"	—	70 GSM (white)	—	—	30
12	Money Receipt Book	100 x 2 page	4" x 5.4"	—	70 GSM each	Paper Binding (Pink & White)	Portrait	60
13	Milk Pass Book	26 Page	4" x 6.5"	Paper Cover 130 GSM	58 GSM (ledger)	Paper Binding	Portrait	1800
14	Flat File (COBRA)	Sheet Size Legal Plus	—	—	—	—	Portrait	90
15	Paper Board Cover File (COBRA)	Sheet Size Legal Plus	—	—	—	—	Portrait	90
16	Stapler (10 mm) Kangaro	—	—	—	—	—	—	15
17	Punch Machine (DP-480) Kangaro	—	—	—	—	—	—	15
18	Fiber Scale 12 inch Camlin	—	—	—	—	—	—	15
19	Calculator Casio MJ-120D	—	—	—	—	—	—	15

ANNEXURE-A

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AFFIDAVIT

(To be furnished in a Twenty Rupees Non-Judicial Stamp Paper duly certified by Notary Public)

1. I/We the undersigned solemnly declare that all the statements made in the documents, records etc., attached with this application are true and correct to the best of my/our knowledge.
2. I/We the undersigned do hereby certify that neither my/our firm/company nor any of its constituent partners have abandoned any work/works of similar nature and magnitude in India, in the past.
3. I/We the undersigned do hereby certify that our firm/company has never been blacklisted by any organization/Milk Union/Milk Federation in the past.
4. I/We the undersigned authorize (s) and request any bank / person / firm / corporation / Government Departments to furnish pertinent information deemed necessary and requested by The Ichhamati Cooperative Milk Producers' Union Ltd. to verify the statement made by me/us or to assess my/our competence and general reputation.
5. I/We the undersigned, understand(s) that further qualifying information / clarifications on the statement made by me / us may be requested by The Ichhamati Cooperative Milk Producers' Union Ltd and agree(s) to furnish such information/clarification within SEVEN Days from the date of receipt of such request from The Bhagirathi Cooperative Milk Producers' Union Ltd.
6. I/We the undersigned solemnly declare to abide the terms and conditions of the Tender document.

Dated Signature of Applicant with Seal:

To be signed by the officer authorized by the Firm/
Company to sign on behalf, the Firm /
(Company with company's seal)

Note: In case of sole proprietary concern, affidavit should be signed only by the
Sole proprietor.

(Title of the Officer)

(Title of the firm/Company)

(Date)

The above-named deponent has understood the contents well and

Solemnly and sincerely declared and affirmed by the deponent in my presence at.....and signed before
me on this day of..... (Seal).

(Signature of the Notary Public)