

VELLORE DAIRY ON CONTRACT BASIS

NO.142, ARCOT ROAD, SATHUVACHARI, VELLORE.632 009

VELLORE DISTRICT
CO-OP MILK PRODUCERS UNION
LIMITED,
VELLORE– 632 009

TECHNICAL BID – PART – A
OPERATION AND MAINTENANCE OF HIGH SPEED PREPAC MACHINES FOR
ONE YEAR

Tender document issued to M/s._____

Cost of Tender document remitted under receipt

No._____date _____

(Or)

Signature of the Tenderer with seal and date

THE VELLORE DISTRICT COOPERATIVE MILK PRODUCERS' UNION LIMITED.

PaNo.142, Arcot Road, Sathuvachari, Vellore.632 009 .

(Please note that if any of these requirements are not furnished or fulfilled by the Tenderer, the General Manager reserves the right to reject the Tender summarily)

1	Name of Tenderer	
2	Registered License Number and Address (Evidence to be attached) a)Nature of Business	
3	Address for all communications with regard to this Tender: (Give full Postal & Telegraph / Telephonic address)	
4	a) Telephone b)Mobile : c)Fax	
5	Strength of personnel (Bio-data and other relevant materials to be produced)	
6	Deployment of Personnel in Government/ Private Under takings/ Dairies etc. (Letters of appointment from the Undertakings concerned to be produced to substantiate previous experience)	
7	Details of Income Tax Assessment (PAN Number /Latest Tax return to be produced)	
8	Any other relevant information's (evidence to be produced)	
9	Signature of Witnesses with date 1. 2. Date	

Signature of the Tenderer with seal and date

PART-I TECHNICAL BID

1 TWO PART TENDER APPLICATION

From
M/s.

To
The General Manager,
Vellore District Co-Operative Milk Producers
Union Ltd.,
Vellore- 632 009

Sir,

Sub:	Two part tender for the Operation and Maintenance of High Speed Prepac Sachet Machines at Vellore Dairy on Contract Basis for the year 2022-2023 – submission of tender documents-regarding.
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Having examined the two part tender documents consisting of Part-I pertaining to Pre- Qualification/Technical Bid and Part-II Commercial Bid with price quote, I/we hereby submit all the necessary documents and relevant information for bidding the above mentioned tender.

The application is made by me/us on behalf of in the capacity of duly authorised to submit this two part tender offer.

Necessary Legal/Lawful evidence in respect of authority assigned to me on behalf of the bidding firm is herewith attached.

I submit the documents herewith taking into consideration of all the instructions, terms and conditions in the detailed two part tender.

I/We understand that the General Manager, Vellore District Co-operative Milk Producers Union Ltd., - Vellore.9 reserves the right to reject any tender offer without assigning any reasons there for.

I/We hereby agree to hold the tender offer valid for acceptance for a period of 90 days from the date of opening of the part -II commercial bid.

I/We understand that the tender will be valid for a period of 12 (Twelve) months from the date of issue of Order execution of the agreement.

Enclosures:

1. Evidence of authority to sign.
2. Part-I Pre-Qualification – Technical bid in separate sealed cover..
3. Part-II Commercial bid with price quote in separate sealed cover.

INCLUDING TITLE CAPACITY.

Signature of the Tenderer with seal and date

2.INSTRUCTIONS TO THE TENDER

This two part tender document consists of:

Part.I – Pre-Qualifying technical Bid

Part.II—Commercial bid with price-quote schedules.

2.1 Read all the terms and conditions of the two-part tender carefully before you start filling up.

2.2. The tenderers are to submit the original set of the two part tender (both Part.I- Technical Bid and Part.II Commercial Bid) duly filled in, attached necessary documents and are advised to retain the duplicate set of documents for their records.

2.3 The Part.I Pre-qualification cum Technical Bid consisting of pages 14 and the part.II Commercial Bid consisting of 2 pages should be submitted in two different covers duly superscribed as “Tender for Operation and Maintenance of Sachet Machines in Vellore Dairy on Contract Basis” for the year 2022-2023.

2.4 Part-I Pre-qualification / technical bid” – should be submitted in one inner cover and the Part-II – Commercial Bid should be submitted in another inner cover and again both the inner cover shall be put in a larger wax sealed cover duly superscribed “ **Tender for Operation and Maintenance of High Speed Prepac Sachet Machines on Contract Basis** in Vellore Dairy for the year 2022-2023, addressed and submitted to the O/O The General Manager, Vellore District Co-operative Milk Producers Union Ltd., Vellore-9, either in person or by post so as to reach on or before the time and date specified. Tenders received after the specified date and time shall be summarily rejected.

2.5 Kindly go through the check-slip given and ensure compliance of the Terms and Conditions.

2.6 The tenderer is specifically informed that all the pages in Part-I – Technical Bid and pages in Part-II – Commercial Bid should be signed at the bottom of each page without any omission by the authorised signatory with name and seal of the firm

2.7 The tenderer is specifically informed that, the tender offer shall be valid for a period of 15 (Fifteen) months from the date of issue of order/execution of agreement.

The General Manager reserves right to extend the contract period for 2 1/2 months or till the finalisation of contract which ever comes earlier.

Signature of the Tenderer with seal and date

2.INTRODUCTION:

TWO PART TENDER form for the “ Operation and Maintenance of High speed prepac Sachet Machines On Contract Basis” as per schedule in VELLORE DAIRY for the 12 (Twelve) months period from the date of signing of agreement by the Tenderer) for the 2022-2023.

This TWO PART TENDER form contains the schedules as indicated in the Index.

i) Last date and time for submission of the Two Part Tender both Technical and Commercial bids.	2.30.00 P.M. on 02.08-2022
ii) Date and Time of opening of Part-I Pre-Qualification tender Technical Bids.	03.00 P.M. on 02.08-2022
iii) Place of opening of Part-I Tender Pre- Qualification cum - Technical bid.	O/o. The General Manager Vellore D.C.M.P.U.Limited., Vellore -9
iv) Due date and time of opening of Part-II tender commercial bids.	On confirmation of Part-I Pre-qualifications – technical bids in respect of those who are found and declared as qualified, eligible and short listed as per Technical parameters and terms and conditions of pre-qualification bid. The date and time will be informed to found and declared as qualified, eligible and short listed as per Technical parameters and terms and conditions of pre-qualification bid. The date and time will be informed to the Part-I qualified tenderers separately.

Signature of the Tenderer with seal and date

4.GENERAL TERMS AND CONDITIONS:

4.1 The TWO PART TENDER for the Operation and Maintenance of Sachet Machines in Vellore Dairy On Contract Basis for the Year 2022-2023 consists of:

- a) i) PART-I TECHNICAL BID, wherein, the pre-qualification, based on various factors Such as (1) Having minimum two years experience in operation and Maintenance of Milk packing Sachet Machines. (2) Qualified Technician. (3) proof of Bank account with minimum balance of Rs 50,000/- . (4) E.P.F & E.S.I. Registration Certificates (5) Remittance of Rs 48,000/- as EMD amount will be evaluated, considered and decided prior to opening and consideration of commercial Bid under PART-II of the tender Terms and conditions pertaining to the nature of work, which is enclosed with this Tender should be followed.

ii) The PART-I technical bid shall be opened on the date/time and venue specified in the presence of the tenderers of their authorised representative who opt to be present during the opening.
- b) i) The PART-I Commercial Bid of the tenderers who do not satisfy any/all the terms and Conditions specifically so mentioned under PART-I Technical Bid shall not be considered for eligible and their Commercial Bid Part II Tender shall not be opened.

ii) PART-II Commercial Bid, wherein the rates tendered by those who qualify themselves for and are selected based on the lowest and negotiated rates and as per the terms and conditions prescribed in PART-I TECHNICAL BID only will be considered and decided for the award of the contract.
- (iii) The above finally selected tenderer shall execute an agreement on Non-Judicial stamp Paper for the value of Rs.100/- due and faithful performance of the contract at the tendered rates which shall be valid for 12 months from the date of issue of Order/execution of agreement.

4.2 THE PART-II Commercial bids shall be opened on completion of the Part-I Pre-Qualification/technical bids in the presence of tenderers or their authorised representative who opt to be present. The date of such opening of commercial bid will be informed separately to those who qualify in the PART- I Technical bid

Signature of the Tenderer with seal and date

4.3 Tenders received after the specified date and time shall be summarily rejected.

4.4 The Tender forms are not transferable or assignable.

4.5 The signatory of the tenderer should indicate his/her/their status in which he/she/they have signed and submit necessary Legally/Lawfully admissible documentary proof in respect of such authority assigned to him/her/them by the firm. If the tender opening day is declared as holiday, the tenders shall be received and opened immediately on the next working day at the same time and place.

4.6 1. All tenders must be accompanied with the prescribed amount of E.M.D. along with the tender as specified in the Condition 4.6.2.

4.6.2. EMD. Payable shall be Rs.48,000/- by means of Bank Draft from any Nationalised Bank drawn on or before 02 -08-2022 in favour of the “**General Manager Vellore District Co-operative Milk Producers Union Ltd.**” payable at Vellore. It shall be enclosed with the part-I Technical Bid. No other form of remittance shall be accepted and Tender will be rejected.

4.6.3 Should the tenderer withdraw his/her offer before finalisation of the tender the EMD. remitted by the tenderer shall be forfeited in full.

4.7 DOCUMENTS TO BE FURNISHED

4.7.1 Tenderers are expected to furnish the Photostat copies of documents as noted below along with the Tender (Technical Bid).

- 1) Having handled Operation and Maintenance of packing machines work for a period of two years in packing of Milk in reputed Dairies or Co-operative Unions
- 2) Should have the proof of Bank account which have a minimum bank balance of Rs.50000/-.

Signature of the Tenderer with seal and date

- 1) E.P.F., E.S.I or equivalent Government Registration Certificates and Income Tax Certificate and PAN.
- 2) Remittance of Rs.48,000/- as Earnest Money Deposit either by D.D. or in the Office Cash receipt.

4.8.0 SECURITY DEPOSIT:

4.8.1 After evaluation and finalization of pre-qualification-cum Technical bids and Commercial bids, selected tenderers would be required to furnish a security deposit of 5% of the entire value quoted additionally by means of Demand Draft from any Nationalized Bank drawn in favour of “**General Manager, Vellore District Co- Operative Milk Producers Union Ltd., Vellore**” payable at Vellore within 15 days from the date of awarding the contract which will bear no interest.

4.8.2 For the selected Tenderers the EMD. paid shall be converted as Security Deposit and retained with the Union for the due and faithful performance of the contract. EMD will be refunded for other un-successful tenderers.

4.8.3 No interest shall be paid on the Earnest Money Deposit or Security Deposit.

4.9.0 AGREEMENT:

After evaluation and finalisation of pre-qualification / technical bids and Commercial bids, selected tenderers would be required to sign an agreement in Rs.100/- non-judicial stamp paper and return the same within 15 days of receipt of the work order or submission of first claim bill whichever is earlier.

4.10.0 If the tenderer fails to execute the work satisfactorily as per the scope of work and terms and conditions, the necessary penalty will be imposed. If such lapses are repeated three times, the contract awarded shall be cancelled in full and amount equivalent to double the actual loss incurred shall be recovered and S.D. forfeited.

VIOLATION OF CONTRACT:

Not with-standing anything contained in the tender schedule, no obligation is cast on the Union to accept the lowest tenderer and the Union shall also have the right to accept or reject the tender without assigning any reasons.

Signature of the Tenderer with seal and date

4.10.2 For violation of any of the Terms and Conditions of the contract, the Union reserves the right to terminate the contract, with or without notice, as applicable.

In the event of termination of contract, the S.D. will be forfeited and any of the resultant loss shall be recovered.

4.11.0 DISPUTES AND ARBITRATION:

In case of disputes arising out of this tender, an Arbitrator as mutually acceptable

Tenderer and Union will be appointed. The Arbitrator's decision shall be final, conclusive and binding on both the parties.

4.12.0 LEGAL JURISDICTION:

In case if either party to the tender is aggrieved by the award of the Arbitrator so appointed as per clause 4.11.0 or otherwise, they can appeal to Court. The Courts situated in Vellore alone shall have jurisdiction to entertain such disputes.

5.0 PAYMENT TERMS:

5.1.0 The Contractor shall submit necessary monthly invoice in duplicate along with advance stamped receipt and performance report shall get certificate from concerned Dairy Officials for making payments.

5.2.0 The payment shall be made within 15 days from the date of receipt of the bills on satisfactory performance, after deducting the statutory recoveries and other service/materials cost given by the Union

6. PRE-QUALIFICATION- GENERAL TERMS AND CONDITIONS:

The Pre-qualification tender/part-I Technical bid will contain the under mentioned aspect pertaining to the prospective contractor about their suitability, capacity, Financial Status, Past performance etc.

The conditions are:

Signature of the Tenderer with seal and date

- 6.1 The Tenderer should have a previous experience record of having executed similar work to any of the reputed Dairies have more than 1 Lakh Litres sales per day or Co- operative Unions and submit records along with clientele list in part-I Technical bid
- 6.2 The tenderer should have the capacity of providing Two (2) Technical /per shift(minimum ITI qualification awarded by Central/state Government approved institutions) persons with one unskilled manpower per shift for the Operation and Maintenance of High speed prepac Sachet Machines for three shifts daily as per our requirement.
- 6.3. The tenderer should produce all original documents for verification, copies of which were submitted during the evaluation of part-I Technical bids, when so called for by the Official Committee or by the Tender Inviting Authority.

6.4 **REJECTION:**

Any tenderer who fails to satisfy any of the conditions listed above shall be Summarily rejected.

7.0 TENDER EVALUATION CRITERIA:

1. *After the scheduled time, no documents will be received.*
2. *Tender documents should be submitted as per clause 2.4 failing which the tender will be rejected.*
3. *Tenders submitted without EMD, along with part-I Technical Bid or Documentary evidences as required in the Technical Bid part I will be rejected.*
4. *Tenders without attested copies of EPF and E.S.I details will be rejected.*
5. *If the Tenderer do not have furnished any one document condition of 6.1., the tender will be rejected.*
6. *Tenderer should quote rates for all the works given in the works schedule(Part-II) Tender will be evaluated on the lowest rate offered. Tender will not be split up.*

Signature of the Tenderer with seal and date

8. TWO PART TENDER

(CHECK SLIP)

Kindly ensure compliance of the under-mentioned requirements, as per Tender Terms and Conditions.

1. Whether the EMD. amount of Rs.48,000/-
For Two years remitted or not? Yes/No
2. If yes, whether D.D attached
With the Tender offer Part-I Technical Bid. Yes/No
3. If yes, Details of D.D.No. date,
Bank on Which drawn etc may be
furnished.
Demand Draft No..... Dated
Drawn on (Bank)
Branch..... in favour of “ **The General Manager,**
Vellore District Cooperative Milk Producers Union Ltd.,” payable at Vellore.

CAUTION:

Non-remittance of the EMD, shall result in summarily
Rejection of the tender as per terms and conditions of the tender.

4. Whether the details of past experience along
With necessary supportive documents enclosed. Yes/No
5. Whether the proof of Bank account which have
A minimum Bank balance of Rs.50,000/- Yes/No
Enclosed.
6. Whether copies of latest EPF & ESI and PAN
Certificate attached. Yes/No
If so, the details:
EPF Registration No:
ESI Registration No.:
PAN No. :
GST :

Signature of the Tenderer with seal and date

7. Whether the price schedule of the commercial
Bid Part-II tender duly filled up in figures and Word Yes/No
8. Whether all the pages in the
Tender formats Part-I
(Technical bid) and Part-II
Commercial bid) have been duly signed by
Authorised signatory. Yes/No
9. Whether two covers have been wax sealed
Duly superscribed as
“TENDER FOR OPERATION
AND MAINTENANCE OF
HIGH SPEED PREPAC
SACHET MACHINES
ON CONTRACT BASIS AS PER SCHEDULE” Yes/No
for the year 2022-2023 In Part-I
Technical bid and for in Part-II
Commercial bid.
10. Whether these two sealed covers for part-I
Technical bid and Part-II
Commercial Bid put in A larger
cover, duly superscribed,
addressed and
Wax sealed at appropriate places. Yes/No

Signature of the Tenderer with seal and date

Terms and Conditions:

1. All Pouch Packing Machines for Milk/Curd/Buttermilk etc., at Vellore Dairy should be operated and maintained by your Manpower and under your supervision.
2. The contractor should provide Two (2) Technicians/Shift (minimum ITI qualification awarded by Central/state Government approved institutions) with one unskilled manpower/shift for the operation and maintenance of pouch packing machine.
3. The contractor will be paid for every good pouches of Milk packed.
4. a) The Contractor shall give the following minimum yield for different type of film and packing.

Type of packing	Film Quality	Yield Minimum Sachets/kg.
1000ml packing	60-65 micron	231 Sachets/kg of film
500ml packing	50-55 micron	422 Sachets /kg of film
250ml packing	50-55 micron	588 Sachets /kg of film
200ml Packing	50-55 micron	650 Sachets /kg of film

b) If any changes made in the polythene film specifications the corresponding production yield intimated should be attained

5. At present the Union is packing around 2 Lakhs pouches (Milk / Curd) of different categories.
6. For billing purpose only good pouches in cold store for distribution will be considered and counted as good pouches packed. Bill has to be raised for thirty days and payments of bill will be done within 15th of subsequent month after receipt of claim.
7. Dairy will provide milk, water, pouch film, electricity, compressed air, and packing machines spares of drives, motors, gear boxes, PLC, HMI, SMPS and VFD. Rest of all materials will be of contractor's responsibility.
8. The contractor has to operate the thermal print coding machines and for that Ribbon will be provided by Union.
9. In case when the plant and Cold storage leakage exceeds 1.5% the loss occurred due to wastage of film and milk will be deducted from the bill.
10. Manpower engaged by the tenderer will not be eligible for any benefit of VDCMPU Ltd., Vellore and they will never be said Employee of this Union. Any legal problem arise from manpower will be tenderer responsibility.

Signature of the Tenderer with seal and date

11. The responsibility of manpower provided by the tenderer with all respects i.e. Accident, Insurance, Labour acts'. P.F, E.S.I and Factory acts etc. In case any accident or any injury occurs to the employee deployed by the contractor, it will be the contractor's responsibility to pay the required compensation and comply with the Government authority etc. Case of failure by the contractor and any liabilities arises to the union the union will be reimbursed from the contractor all the amount and related expenses etc. otherwise union has right to recover all such amount from the contractors bill amount or from his deposit amount or from personal property etc. and it will be binding to his nominees and legal heir also.
12. The Contractor will have to provide E.P.F and ESI registration certificate and other legal documents which are required as otherwise the bill will not be released
13. The Employee – Operators/Helpers, Workers etc., retained by the contractor neither are/will not the employee of the union in any circumstances nor union have any connection with staff, workers, operators, supervisor retained/ deployed by the party under the contract nor any of his (union) officials, supervisor dictate to the employee the manner of execution/ completion of the job, works assigned under the contract.
14. The Union will have the priority of contract with the party under the contract only and will give instruction to him and will have nothing to do concerned with the conditions of Employment of the worker – operator – supervisor – helper etc. working for contractors – party under the contract more over the union will not be entitled to any control supervision, manner of discharge, dismissal or retrenchment or re-employment of the worker engaged / deployed by the contractor.
15. The Court Deputy Registrar (Dairying), Vellore will be the Jurisdiction for any Dispute in the matter.
16. As per Labour law and as per the government order the wages to the contract employees will also applicable and the contractor has to abide and comply these conditions along with above stipulations.

Signature of the Tenderer with seal and date

VELLORE DAIRY ON CONTRACT BASIS

NO.142, ARCOT ROAD, SATHUVACHARI, VELLORE.632 009

**VELLORE DISTRICT
CO-OP MILK PRODUCERS UNION
LIMITED,
VELLORE– 632 009**

**COMMERCIAL BID – PART – B
OPERATION AND MAINTENANCE OF HIGH SPEED PREPAC MACHINES FOR
ONE YEAR**

Signature of the Tenderer with seal and date

**VELLORE DISTRICT CO.OPERATIVE MILK PRODUCERS'
UNION LTD
NO.142, ARCOT ROAD, SATHUVACHARI, VELLORE.9
PART.II**

**COMMERCIAL BID
WITH PRICE QUOTED SCHEDULE**

SCHEDULE FOR HIGH SPEED PREPAC SACHET MACHINES
OPERATION AND MAINTENANCE ON CONTRACT BASIS for the year
2022-2023

The rate quoted for each category is furnished as follows:

S.No.	Work	Type of packing	Rate per Sachet including all materials of consumables and maintenance spares (except packing machines spares of drives, motors, gear boxes, PLC, HMI, SMPS and VFD) by the Tenderer during the Contract Period	
			Rs. Ps	Rate in Words
1	Sachet Machines Operation and Maintenance on Contract basis	Up to 500ml pouch		
		1000 ml pouch		

Signature of the Tenderer with seal and date

PLACE:
DATE: