

AAVIN
THE TAMILNADU CO-OPERATIVE MILK PRODUCERS'
FEDERATION LIMITED CHENNAI 600 098

(E-Tender through e-Procurement Portal at <https://tntenders.gov.in>)

TWO PART TENDER

**TENDER FOR SERVICE CONTRACT FOR PREPARATION,
PACKING AND STACKING OF AAVIN MIXTURE AND
BUTTER MURUKKU AT PRODUCTS DAIRY COMPLEX,
CHENNAI -600 098 FOR ONE YEAR (2025 - 2026)**

Tender Reference No: 246/DGM(Dg)/PD/X3/2024

**THE JOINT MANAGING DIRECTOR,
TAMILNADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED**
The Joint Managing Director,
T.C.M.P.F.Limited,
29 & 30 SIDCO Industrial Estate,
Ambattur, Chennai-600 098.

Website for online bid submission
<https://tntenders.gov.in>

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PART-I TECHNICAL BID -I**1.TWO PART TENDER APPLICATION**

From	To
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M/s. The Joint Managing Director,
T.C.M.P.F.Limited,
29 & 30 SIDCO Industrial Estate,
Ambattur, Chennai-600 098.

Sir,

Sub:	Two part tender contract for Preparation, Packing and stacking of Aavin Mixture and Butter Murukku at products dairy for one year (2025-2026) (12) months period from the date of execution of agreement by the tenderer - submission of tender documents - Regarding.
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Having examined the two part tender documents consisting of Part I pertaining to Pre-Qualification cum Technical Bid and Part II Commercial Bid with price quotation, 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 ofin the capacity ofduly authorized to submit this two part tender offer.

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

I/we submit the documents herewith agreeing to all the instructions, Terms and Conditions in the detailed two part tender.

SIGNATURE OF THE TENDERER

I/We understand that the Managing Director, T.C.M.P.F.Ltd. Chennai-35 reserves the right to reject any tender offer without assigning any reasons thereof.

I /we hereby agree to hold the tender offer valid for acceptance for a period of not less than 180 days from the date of opening of part I Technical Bid.

I/We understand that the tender on acceptance will be valid for a period of 12 (twelve) months and extendable up to 3 months or 25% of the estimated quantity / tender value on the same rate and terms and conditions from the date of execution of the work by the successful tenderer.

SIGNATURE OF THE TENDERER(S)

INCLUDING TITLE CAPACITY.

NAME:

(IN BLOCK LETTERS)

(SEAL)

2.INSTRUCTIONS TO THE TENDERERS

This two-part tender document consists of:

- a) Part I - Pre-qualifying technical bid
- b) Part II- Commercial bid for price-quote schedules.

1. Read all the terms and conditions of the two-part tender carefully before you start filling up.
2. The tenderers are requested to inspect the work site at Products Dairy Complex during the working hours on any working day between 10AM to 5PM before submitting their tender offer so as to have firsthand knowledge of the work.
3. The tenderers have to submit the Original set of the two-part tender (both Part-I - Technical Bid and part II Commercial Bid) duly filled in, attach necessary documents and are advised to retain the duplicate set of documents for their reference /records.
4. The Part-1 pre-qualification cum technical bid consisting of page Nos.1 to 32 and the part-II Commercial bid consisting of page Nos. 33 to 34
5. The tender documents duly filled can be submitted by e-tendering through the e-procurement website “<https://tntenders.gov.in>” The period of tender is 12 Months and extendable up to 3 months or 25% of estimated quantity at the same rate and on the same terms and conditions. The tenderer is requested to kindly go through the check list given and ensure compliance of the tender terms and conditions.
5. The tenderer is specifically informed that all **the** pages in Part I - Technical Bid and in Part II - Commercial Bid should be signed at the bottom of each page without any omission by the tenderer/ their authorized signatory with name and seal of the firm in token of acceptance of the contents there above.

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6. The tenderers who are downloading the documents from the web site are instructed to look for any corrigendum after the date of pre bid meeting, for any amendments if any issued. They are advised to download the above amendments and enclose it without fail along with the technical bid documents duly authenticated. In case of failure to submit the amended documents (if any) the Federation reserves the right to rejection of the tender offer.

SIGNATURE OF THE TENDERER.

3. INTRODUCTION

Two part “Tender for the Contract for Preparation, Packing and Stacking of Aavin Mixture and Butter Murukku (12 Months) for the year 2025-2026” from the date of execution of agreement by the tenderer.

This Two part tender form contains the schedules as indicated.

1	Date of pre bid meeting	11.00 A.M on 22.01.2025
2	Last date and time for submission of the Two Part Tender both Technical and Commercial bids.	11.00 A.M on 31.01.2025
3	Date and Time of opening of Part-1 Pre-qualification tender Technical bids	03.00 P.M. on 31.01.2025
4	Place of pre bid meeting	Office of the Dy General Manager, Products Dairy, TCMPF Limited, No.29part & 30part Sidco Industrial Estate, Ambattur, Chennai-600098.
5	Opening of Part- 1 tender qualification cum-Technical	Office of the Joint Managing Director, TCMPF Limited, No.29 & 30 Sidco Industrial Estate, Ambattur, Chennai-600098.
6	Date and time of opening of Part-II Tender commercial bids.	Commercial bid will be opened normally within 90 days time from the date of opening of Part I pre-qualifications cum Technical bids on the date and time Convenient to the Tender Inviting Authority and those who qualify in the part I Technical bid will be intimated the date and time of commercial bid opening.

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4.General Terms and Conditions (Evaluation criteria)

Two part “Tender for the Contract for Preparation, Packing and Stacking of Aavin Mixture and Butter Murukku at Products Dairy, Ambattur. The period of tender is 12 Months for the year 2025-2026” Period from the date of execution of agreement by the tenderer.

- 4.1.The tenderer should have a minimum of One year experience as on the date of opening of Technical bid in preparation of Savouries on contract basis to any Govt. organization or Cooperative Institutions or any reputed private organizations. The Federation reserves the right to inspect any organization where the tenderer provided labourer on contract basis. The copies of work order or any other authentic document to show that the tenderer has such experience should be enclosed as evidence.
- 4.2.There should be a Designated Chef who has a Qualification of Diploma / Degree in Catering technology in recognized universities, during the time of manufacturing of every batch of products.
- 4.3.The contractor should also provide a Deputy Chef who is also qualified in Diploma/ Degree in Catering Technology for supervising the preparation and packing of Products.
- 4.4.The persons deployed for preparation and packing should be physically healthy and tidy and they should wear a neat uniform in-order to maintain hygienic Production.
- 4.5.The contractors should provide and ensure whether their workers are wearing masks, Cap, apron, gloves, Shoes, uniform and Identity Card.
- 4.6. Hygienic, consistent Quality and taste standard should be maintained as per the FSSAI standard.
- 4.7.The tenderer should have minimum man power strength of 15 Nos of workers.
- 4.8.Details of past experience (i.e) work order copy(s) in last financial year having deployed laborers minimum 15 persons as per tender terms and conditions has to be submitted.

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- 4.9.The contractor should provide Skilled manpower for production process and Unskilled manpower for peripheral activities.
- 4.10.Whether details of minimum Annual Turnover of Rs.20 lakhs along with profit and loss statement audited by certified practicing auditor for 2023-2024.
- 4.11.The Tenderer should have registered under the E.P.F. & E.S.I. Act
- 4.12.The tenderer should have PAN card.
- 4.13.The tender should have GST registration certificate
- 4.14.The PART-I technical bid shall be opened on the date, time and venue specified in the presence of the tenderer(s) or their authorized representatives who opt to be present during the time of opening.
- 4.15.The Part I Technical bid specifies the Prequalification based on various factors such as man power, strength, capacity, suitability, eligibility of tenderer etc., will be evaluated considered and decided prior to opening of the Part II Commercial bids of the tenderer.
- 4.16.The tenderer(s) who do not satisfy any/all the terms and conditions specifically so mentioned in the PART-I Technical bid, Part II Commercial Bid shall not be considered eligible and shall not be opened treating it as technically not qualified.
- 4.17.The Part-II Commercial bids shall be normally opened within 90 days from the date of opening of the part-I Technical bids at the convenient date and time of the Tender Inviting Authority. The Commercial bid will be opened in the presence of tenderers or their authorized representative who opt to be present at the time.

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4.18. The date of opening Part II commercial bid will be informed separately to those who qualify in the PART-I Technical bid.

4.19. The Tender forms are not transferable or assignable.

4.20. No revision of rate will be entertained at any cost during the tender period.

The variation in the GST or any other tax by the government shall be effected on the end price to the benefit of either the tenderer or the Federation as the case may be.

4.21. No revision of daily wages by the district Collector etc., during the period of the contract, the successful tenderer should alone bear such escalation and the successful tenderer shall not claim any additional amount for such escalation.

4.22. 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.

4.23. If the tender opening day is declared a holiday, the tenders shall be received and opened immediately on the next working day at the same time and place.

4.24. No tenderer shall be allowed to withdraw the tenders after submitting the tender.

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- 4.25. The successful tenderer alone is the sole employer and it is his responsibility to extract work from his employees conforming to the stipulations in this tender document. For any commission and omission on the part of his employees the successful tenderer alone is liable and the latter shall pay damages to the Federation for any damage / loss caused to the Federation by his employees.
- 4.26. There will be no employer- employee relationship between the employees of the successful tenderer and the Federation.
- 4.27. The successful tenderer alone is liable for implementation of all the labour laws applicable to his employees.
- 4.28. In case, by chance the Federation has to shoulder any liability arising out of any statutory provisions, the successful tenderer shall make good the loss in that regard to the Federation.
- 4.29. In case of any accident involving the employees of the successful tenderer, the compensation and the penal consequences under the relevant Act shall be borne entirely by the successful tenderer. If the Federation has to incur any expenditure in that regard, the same shall be reimbursed by the successful tenderer.
- 4.30. The employees so engaged by the successful tenderer under no circumstances could be considered for appointment in the Federation on the ground that they have worked as a contract labourer.
- 4.31. The employees of the successful tenderer cannot claim any benefits or amenities extended to Federation employees.

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- 4.32. All sums found due to the Federation under or by virtue of these presents shall be recoverable from the successful tenderer under the provisions of Tamilnadu Co-op. Societies Act 1983 or in any other legal manner as the Federation may deem fit, if the same could not be recovered by adjusting from the security deposit or the bills of the tenderer, due to any reason.
- 4.33. The Managing Director, TCMPF Ltd., Chennai reserves the right to split the tender and place orders on one or more tenderer. The Managing Director also reserves the right to reject any tender offer fully or partially without assigning any reasons thereof.
- 4.34. The Managing Director has full powers to include or exclude points in the tender terms and conditions in the best interest of the organization during the contract period.
- 4.35. The successful tenderer, after the expiry of the contract period has to execute the work at the same rate, terms and conditions for a period up to **3 (three) months** from the date of expiry of the contract or **upto 25% of the estimated quantity** / tender value whichever is earlier.
- 4.36. The successful tenderer should not engage persons below 18 years and above 50 years of age to this work. Engaging person below 18 years of age for employment is punishable under sec-3A of the Child and Adolescent labour (Prohibition & Regulation) Act 1986 Amended Act 2016.

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- 4.37. The successful tenderer shall be responsible to the TCMPF for any loss or damage arising out of theft, burglary, pilferage, larceny, mischief, looting etc., due to the involvement or negligence of his/her workers and the successful tenderer shall make good any such losses or damages as ascertained by the Federation to the Federation and such losses are liable for deduction from his / her bills/deposits etc.
- 4.38. The Successful tenderer should furnish medical fitness certificates as per **FSSAI norms within 30 days** from the date of taking over the job in respect of all his workers that they are not affected with any contagious diseases such requirement is necessary since they are handling the products daily. Failing which, the Federation will arrange for the medical checkup and certificates and the cost of expenditure incurred in such medical checkup will be recovered from the successful tenderer.
- 4.39. The Successful tenderer should execute the work as per requirement in the tender documents. If any lapse is noticed for more than 3 occasions, the Federation reserves the right to terminate the contract and the Federation would be at Liberty to call for new tender. This is in addition to recovering damages for the loss caused to the Federation by such lapses.
- 4.40. If the contract is **prematurely terminated** for lapses on the part of the tenderer to fulfill the terms and conditions or prematurely withdrawn by the successful tenderer, **the Security Deposit is liable to be forfeited** and if the amount of **such loss is more than the security deposit the same will be recovered from the successful tenderer** by legal means, apart from forfeiture of any amount due to the successful tenderer.

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4.41. The Successful tenderer shall ensure adherence to all laws especially including Contract Labour (Regulations & Abolition) Act 1970, Payment Of Wages Act 1936, Workmen Compensation Act 1923, Minimum Wages Act 1948, ESI Act 1948 and Provident Fund Act 1952 as amended from time to time.

4.42. The successful tenderer should pay not less than the daily wages prescribed by the District Collector to his/her workers.

4.43. The salary must be deposited in the individual workers' bank account only is preferable the remittance details for the above must be submitted to TCMPF Ltd., along with the next month bill, violation of any of the above conditions will be seriously viewed and the successful tenderer will only be held responsible for any sort of action that will be taken by the Labour Welfare Department.

4.44. The successful tenderer should do the work directly and no sub contract is allowed.

4.45. The successful tenderer shall bear all expenses regarding uniforms, preparation of their ID Cards, compensation, wages and allowances such as PF, ESI etc.,

4.46. The successful tenderer shall pay the wages to the individual on or before 12th of every succeeding month.

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5.PAYMENT OF EMD:

5.1 The tenderer should pay an **EMD amount of Rs.40,000/-** (Rupees Forty Thousand only) [can be paid through online in TN tender portal under “Tamilnadu Co-operative Milk Producers Federation Ltd”](#).

5.2.The tenderer not accompanied with online payment towards the prescribed amount as said in 5.1 will not be considered.

5.5.The EMD remitted by the tenderer shall be forfeited in full and the offer will be summarily rejected in the following contingencies.

- a) If the tenderer after submitting his offer again submits fresh offer or revises the original offer.
- b) If the tenderer withdraws his offer or backs out before the expiry of the validity period or acceptance of the tender.
- c) If the tenderer revises any of the terms quoted during the validity period

6.SECURITY DEPOSIT:

6.1.After evaluation and finalization of Part I Technical bids and Part II Commercial bids, selected tenderer should remit a [security deposit amount at **5% of the order value including** the EMD drawn by means of Demand Draft /Bankers Cheque from any Nationalized/commercial Bank in favour of “The Joint Managing Director, TCMFP Ltd., Chennai” payable at Chennai **within 15 days** from the date of receipt of work order.](#)

6.2.The [EMD paid](#) already along with the tender PART – I Technical Bid [shall be adjusted against the security deposit](#) to be paid by the successful tenderer.

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- 6.3.No exemption will be given from payment of Security Deposit under any circumstances as per TNTT Act and the same should be remitted by Demand Draft /Bankers Cheque from any Nationalized/ commercial Bank in favour of “the **Joint Managing Director, TCMPF Limited, Chennai** payable at **Chennai**. Bank guarantee and any other form of remittance will not be accepted.
- 6.4.The Security Deposit is liable to be adjusted against any loss or damage caused by the tenderers to the Federation by violation of any of the tender condition.
- 6.5.The Security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract and satisfactorily complying with the scope of work and terms and conditions thereof.
- 6.6.No interest shall be paid for the Earnest Money Deposit or Security Deposit.

7. AGREEMENT:

- 7.1.The successful tenderer should sign an agreement on a non-judicial stamp paper to the value of Rs.100/- within 15 days from the date of work order. Non execution of the agreement will lead to cancellation of work order and forfeiture of EMD in full.
- 7.2. If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation.
- 7.3. If the Federation incurs any loss/ additional expenditure due to the negligence of the successful tenderer in connection with the work during the period of contract, the same shall be recovered together with all charges and expenses from the successful tenderer.

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7.4. The losses or damages, if any, caused by the successful tenderer or his employees to the property of the Federation, the cost as ascertained by the Federation will be recovered from the successful tenderer.

7.5. No increase in the rate will be allowed during the period of contract or on the extension period under any circumstances.

8. PAYMENT TERMS:

8.1. It is the liability of the successful tenderer to remit EPF, ESI and GST to the concerned Department.

8.2. The successful tenderer shall submit necessary monthly bill in duplicate along with advance stamped receipt, performance report, copies of the EPF & ESI Challans duly tallied with the attendance of the previous month and GST payment for making payments. Non payment / Short payment of ESI, EPF and GST will be recovered from the contractors bill and treated as violation of contract.

8.3. The payment shall be made within 30 days from the date of receipt of the bills based on production statement authenticated by the Shift Officer and satisfactory performance of the work.

8.4. Income tax will be deducted from the monthly bill of the successful tenderer and the same will be remitted to the Income Tax Department.

8.5. Loss or damage if any caused by the successful tenderer to the Federation shall be adjusted against the bill amount.

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9.PENALTY:

- 9.1 In case the contractor failed to produce the required quantity of products as per marketing indent a penalty of 2 times the MRP of the product will be charged for short supply.
- 9.2 In case the contractor failed to supply required manpower in and particular shift as mentioned in the scope of work, then for the number of workers short, alternate arrangement made by the federation if possible and the cost of wages per worker per shift will be recovered for the same at the rate spent by the federation along with a penalty of Rs.5,000/- (Rupees Five thousand only) and revenue loss due to short labour.
- 9.3 In case any wastage arises during the production process, 2 times the cost of ingredients/ the product cost for the loss will be imposed on the contractor.
- 9.4 If production yield is not meet out, 2 times the MRP of finished product will be recovered from the monthly bill.
- 9.5 In case if there is any delay in commencement of work which leads delay in despatch of products in time, then a penalty of Rs.5000/- per day will be imposed.
- 9.6 If any lapse is noticed for more than three occasions, the federation reserves the right to terminate the contract and the federation would be at liberty to call for new tender. This is in addition to recover damages for the loss caused to the federation by such lapses.

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- 9.7 A penalty of 5 times MRP of the Product will be charged for the contract worker if caught in case of theft in the main gate of product dairy.
- 9.8 A penalty of Rs.1000/- per day will be imposed for the non-maintenance of hygienic practices.
- 9.9 Food tasting and SOP (product formula) and good manufacturing practices should be maintained.
- 9.10 If any deviations found in this regard, it will be viewed very seriously and the production charges of that particular day will not be released for the first occasion. In case of second occasion, the production charges plus penalty of Rs.5000/- will be levied. For third occasion, without assigning any reasons, the tender will be summarily rejected / cancelled.
- 9.11 Time being the essence of this contract no variation shall be permitted and if the tenderer fails to supply and execute the work order, the federation shall reserve the right to cancel the order besides forfeiting the security Deposit.
- 9.12 If the successful tenderer defaults to execute agreement or to pay security deposit or to supply required manpower either in part or full shall be debarred from participating in the subsequent any tender for a period of three years.
- 9.13 The contractor shall be responsible for any complaint from any public institutions or factories or customers that the products prepared by the contractor has any unwanted material, hair, rope, dust and spoiled within the stipulated time.

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9.14 In case of any complaints arising from the consumer that the Quality of the products manufactured by them and weight of the packed sweet boxes is less, they should be bound to take action against by them by the Federation.

9.15 If the workmen employed by the contractor misbehave or do not manufacture the goods as per the procedure given by the Management, the contract shall be cancelled and the resulting losses shall be deducted from the contractor's bill claim along with penalty.

9.16 If any complaints arising noticed as per 9.13, 9.14 and 9.15, a sum of Rs.5000/- will be imposed as penalty.

9.17 In case of any wastage or damages of ingredients and packing materials noticed by the Shift officer, a penalty of Rs.5000/- will be levied.

10.VIOLATION OF CONTRACT

10.1. Not with-standing anything contained in the tender schedule, no obligation is cast on the Federation to accept the lowest tenderer and the Federation shall also have the right to accept or reject the tender, if the Tender Accepting Authority decides that the price quoted by the tenderer is higher than the prevailing Market rate.

10.2. For violation of any of the Terms and conditions of the contract, the Federation reserves the right to terminate the contract.

10.3. In the event of termination of contract, the Security Deposit will be fully forfeited and the resultant loss shall be recovered from the contractors pending bills.

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10.4.If the contractor is found to be blacklisted or terminated in any other contract with the Federation/District Unions, the Federation reserves the right to terminate the contract.

11.LEGAL JURISDICTION:

11.1.The successful tenderer shall become an Associate Member of TCMPF Ltd. by paying the requisite fees under the Tamilnadu Co-operative Societies Act& Rules.

11.2.If either party is in any way aggrieved, that party has the right to raise dispute by way of Arbitration under Section 90 of the Tamilnadu Co-operative Societies Act before the Deputy Registrar (Dairying) Thiruvallur whose decision shall be accepted as final.

11.3. In case of dispute, the relevant court in Chennai alone will have jurisdiction.

12.PRE-QUALIFICATION

The Pre-qualification tender/ PART -1 technical bid will contain the under mentioned aspects pertaining to the prospective contractor about their suitability capacity, financial status, antecedents, past performance etc., The tenderer should furnish the Photostat copies of the following documents duly attested by a Gazatted Officer/Notary Public and enclose along with the tender part-I technical bid.

12.1.The tenderer should have minimum one year experience in Preparation of Savouries on contract basis to any organization. The Federation reserves the right to inspect any organization where the tenderer provided labourers on contract basis. The copies of Registration or work order should be enclosed as documentary evidence.

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12.2.The Contractor should submit the qualification certificate of the Skilled person (chef) whom he used to deploy in the production activities.

12.3.Whether details of minimum Annual Turnover of Rs.20 lakhs along with profit and loss statement audited by certified practicing auditor for last two financial years 2023-2024.

12.4.Remittance of EMD amount of Rs.40,000/- (Rupees Forty thousand only) can be paid through online in TN tender portal under “Tamilnadu Co-operative Milk Producers Federation Ltd”.

12.5.The tenderer should furnish the attested copy of the work order and attendance register, wage register or EPF or ESI challans, GST challans or any other document containing a minimum manpower of 15 persons.

12.6.The tenderer should produce all the above mentioned documents in original for verification when called for.

12.7.The Federation reserves the right to reject the offer of a tenderer who had either been black listed or show cause notice issued or prematurely terminated for non-performance of work either in part or full in the Federation or in any District Unions previously during the last 3 years.

THE TENDER NOT COMPLYING WITH THE ABOVE TENDER REQUIREMENT IS LIABLE TO BE REJECTED.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

13.TENDER EVALUATION CRITERIA:

- 13.1.The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 13.2.The tender will be evaluated as per TNTT Act.
- 13.3.The bidder should clearly indicate the [bid takes care of the minimum wages and statutory dues](#).
- 13.4.The tenderer should offer rate per kg mentioned in the tabular column of the commercial bid.
- 13.5.No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
- 13.6.All inclusive end rate shall be considered for evaluation of lowest offer..

14.VALIDITY

- 14.1.The tender shall be kept for acceptance for a period of not less than [180 days from the date of opening](#) of Part I technical bid. The offers with lower validity period are liable for rejection
- 14.2.The tenderer shall agree to extend the validity of the bids without altering the substance and prices of their bid for further period, if any required by Federation.

15. DEVIATION:

- 15.1.The offers of the tenderers with deviations on technical/commercial terms of the tender will be rejected
- 15.2.No alternate offer will be accepted.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

PRODUCTION RELATED TERMS AND CONDITIONS:

1. Necessary raw materials and Packing materials required for production will be provided by the federation.
2. The packing materials are to be received from the stores by the Supervisor (Deputy Chef) as per the Indent.
3. The Supervisor should receive the production schedule from Shift Officer in the previous day for planning and start the production of Aavin Mixture and Butter Murukku as per the directions received from the shift officers (Dg) as early as possible.
4. The contractor should clean the equipment, cans, trays, trolleys, walls, tiles, floor, press daily and keep the working area neat and get lab clearance for cleaning efficiency.
5. After getting the lab clearance from the QC wing and get the Shift officer instructions, the production to be started.
6. The quality of the final product should be cleared by the Quality Control Laboratory. After getting clearance it can be taken for Packing.
7. The finished products should be weighed and handed over to the Manager (Dairying) / DM (Dairying) / Milk Recorder / Duty officer in the shift every day.
8. Any wastage/spillage of Product if noticed is recoverable and penalized.
9. The contractor should start the work within the stipulated time.

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10. Sufficient man power should be provided for Preparation, packing and stacking of Aavin Mixture and Butter Murukku and any other related products manufactured if any introduced in future.
11. In the case of any special order at larger volumes and also during Festival seasons, additional manpower should be arranged proportionately by the contractor to meet the timely supply.
12. The month wise production statement (Production or dispatch) authenticated by Shift officer to be enclosed by the contractor. Based on the statement, the contractor has to raise the invoice accordingly.
13. The contract bills shall be certified by the Assistant General Manager (Dg.) / Manager (Dairying). If there is any adverse remarks, action will be taken and penalty will be imposed.
14. The contractor should keep working area neat and clean from start of work to end of work. Any loss of product / packing material / utensils is recoverable with penalty.
15. Preparation, Packing and stacking of Aavin Mixture and Butter Murukku should be manufactured as per the SOP approved by aavin, TCMPF Ltd.
16. Approximate production of Aavin Mixture per day will be around (325nos X 200g =65 kg) and Butter Murukku (325nos X 200g =65 kg) and may differ depending on marketing indent. The quantity may more during Festival season and Special occasions.

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17. Preparation, Packing and stacking of Aavin Mixture and Butter Murukku should satisfy the quality requirements as specified by the Aavin.
18. Products not confirming our quality will be rejected and recovery will be made based on Penalty clause.
19. Contractor must provide required manpower for the entire manufacturing and packing process. Providing manpower for activities like cleaning the utensils, cleaning the production area its surrounding, shifting raw materials from stores and end products to storage area will comes under your scope of works.
20. Contractor should deploy healthy / mentally sound workmen for the production as per Government Labour rules. Successful contractors should execute the work as per terms and conditions laid down by the federation.
21. Quality clearness must be obtained before packing for products.

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SCOPE OF WORK FOR THE PREPARATION AND PACKING OF BUTTER MURUKKU			
S.No	Activities involved	Approximate no. of Skilled Manpower	Approximate no. of Unskilled Manpower
1	Kadai cleaning		1
2	Raw materials collection from stores		
3	Preparation: Ingredients blending (Bengal gram, Rice flour, water, Butter, salt, white sesame, cumin seeds, asafoetida) (1 batch - 120kg production)	1 (Manual method)	
4	Dough making: Mix all the ingredients to make a dough		
5	Coding: Coding the boxes and sticker affixing		
6	Frying: Heat the oil and hold the murukku press directly on the top of the oil and press it. Fry it two times.	1	
7	Drying: Drain using a slatted ladle		
8	Curing		2
9	Packing: Packed in the pouches and seal it and then put in a carton box		
10	Stacking and shifting to storage		
11	Cleaning: the utensils to be cleaned manually	All	
	Duration of the work: 8 hrs		
	Total no. of labours required	2	3
	Note: During Festival Season additional manpower to be arranged proportionately for one month duration.		

SCOPE OF WORK FOR THE PREPARATION AND PACKING OF AAVIN MIXTURE			
S.No	Activities involved	Approximate no. of Skilled Manpower	Approximate no. of Unskilled Manpower
1	Kadai cleaning		1
2	Raw materials collection from stores		
3	Coding: Coding the boxes and sticker affixing		
4	Oma Podi Preparation: Ingredients blending (Bengal gram, Rice flour, turmeric powder, water) Mix all the ingredients to make a dough	1 (Manual method)	
5	Kara Bondhi Preparation: Ingredients blending (Bengal gram, water) Mix to make a dough		
6	Frying: Heat the oil and fry oma podi, kara bondhi, cashew nuts, fried bangal gram, Groundnut and Aval	1	
7	Drying: Drain using a slatted ladle		
8	Curing		
9	Mixing: Add oma podi, Kara pondhi, Fried groundnut, Fried Bengal gram, Cashew nut, Aval, Chilli powder, Asafoetida, Salt and mix it well. (1 batch- 120 kg)		1

S.No	Activities involved	Approximate no. of Skilled Manpower	Approximate no. of Unskilled Manpower
10	Packing: Packed in the pouches and seal it and then put in a carton box		2
11	Stacking and shifting to storage		
12	Cleaning: All the utensils to be cleaned manually		
Duration of the work: 8 hrs			
Total no. of labours required		2	4
Note: During Festival Season additional manpower to be arranged proportionately for one month duration.			

SIGNATURE OF THE TENDERER

Approximate Production Schedule						
	Aavin Mixture			Butter Murukku		
Months	Quantity in Kg	Skilled Manpower	Unskilled Manpower	Quantity in Kg	Skilled Manpower	Unskilled Manpower
Jan-25	3186.56	53	80	2976.48	124	74
Feb-25	2532.92	42	63	3037.84	127	76
Mar-25	2407.6	40	60	2770.04	115	69
Apr-25	2006.42	33	50	2353.78	98	59
May-25	2063.36	34	52	3514.94	146	88
Jun-25	2231.32	37	56	2386.02	99	60
Jul-25	2576.6	43	64	3739.84	156	93
Aug-25	2499.9	42	62	2854.28	119	71
Sep-25	2784.86	46	70	3716.96	155	93
Oct-25	18948.28	316	474	14730.56	614	368
Nov-25	1841.58	31	46	2184	91	55
Dec-25	3900.78	65	98	2830.1	118	71
Total	46980.18	783	1175	47094.84	1962	1177

SIGNATURE OF THE TENDERER

16.CHECK LIST

Kindly ensure compliance of the under mentioned requirements, enclosed with the part I Technical Bid only as per Tender Terms and conditions mentioned in the foregoing paragraphs [duly attested by a Gazatted Officer/Notary Public](#):-.

1. Whether the EMD. Amount of Rs.40,000/-
(Rupees Forty thousand only)
Remitted or not? Yes/No

2. Whether the Xerox copy of the work order or experience
Certificate or any other order or certificate showing the Yes/ No
Previous experience of one year in [Preparation of Savouries](#)
in any organization.

3. Whether Xerox copy of the previous work order or
attendance Register or wages register or EPF/ESI Yes/No
challans or any other documents containing the list
not less than 15 persons enclosed .

4. Whether the Xerox copies of the previous work order or
Experience Certificate or any other order or certificate Yes / No
awarded to the tender for being provided not less than
15 workers in a Single Organization

5. Whether Xerox copy of the PAN card obtained from the
Income Tax Department enclosed? Yes/ No

SIGNATURE OF THE TENDERER

6. Whether the price quoted schedule of the Part-II Commercial Bid duly filled up in figures and words without any correction enclosed? If any corrections made whether it is attested by the tenderer? or by his authorized signatory? Yes/ No
7. Whether all the pages in the Tender forms Part-I Technical bid and Part-II Commercial bid have been duly signed by the tenderer /by his authorized signatory? Yes/No
8. Whether the tenderer has been black listed or show cause notices issued or prematurely terminated for non performance in executing the contractual agreement either partly or fully in the past three years in the Federation Or in the District unions Yes/ No

SIGNATURE OF THE TENDERER

PARTICULARS OF THE TENDERER:

1. Registered Name of Tenderer:

2. Registered Address:

3. Address for all communications with Postal address

4. E mail ID:

5. Telex/Fax No.

6. Telephone Nos.

7. Mobile Nos.

8. Name/Names of persons who are to be contacted regarding this Tender with Telephone Nos./Mobile Nos etc..

9. Is the tenderer a Registered contract Firm. If so please give details including Registration No. and enclose a copy of the Registration Certificate.

SIGNATURE OF THE TENDERER

1.DECLARATION FORM

(To be signed with company seal on letter head and uploaded in the Technical Bid)

To

**THE DEPUTY GENERAL MANAGER,
TAMILNADU CO-OPERATIVE MILK PRODUCERS FEDERATION LTD
NO.: 29 & 30, INDUSTRIAL ESTATE,
AMBATTUR,
CHENNAI - 600 098.**

Sir,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Ref. No: 246/DGM(DG)/PD/X3/2024

Name of Tender: The contract work for the Preparation, Packing and Stacking of Aavin Mixture and Butter Murukku at products dairy complex, Ambattur, chennai-98 for one year (12 months)

We, the undersigned, declare that:

- 1) I / We hereby certify that I / we have read the entire terms and conditions of the tender documents including detailed scope of work.
- 2) I/we agree to abide by all the detailed specifications, terms and conditions stipulated by the Federation which I/we have read and understood.
- 3) I/we certify that I/we have fully read and understood the instruction to bidders for online bid submission given by Federation, and any lapse to properly submit the bids result in rejection of the bid submitted.
- 4) I/we certify that the tender is offered without any alteration / addition / omission.
- 5) The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this declaration form.
- 6) I/ we certify that all the conditions of the tender are accepted.
- 7) I/we agree that the Federation is not responsible for any data corruption that might arise during the transmission / uploading of data in the website or due to disruption in communication error in my / our tender.

- 8) I/we agree that the Federation has right to change schedule of opening or any technical corrective action to resolve any error that might arise during the opening of the e- tender by Federation.
- 9) I/we certify that I/we are responsible for the uploading of correct copies of scanned documents as per the e-tender procedure of Federation.
- 10) I /we understand that any error in doing so my /our tender may be summarily rejected by Federation.
- 11) I/We hereby agree to hold the tender offer valid for acceptance for a period of 180 days from the date of opening of Part - I - Technical bid.
- 12) In the event of failure on my / our part to comply with all the requirements mentioned in this tender document I / we unconditionally agree that the department is at its liberty to reject my/our tender including the forfeiture of the full said earnest money deposit absolutely.

Signature of the Bidder with office seal

Place:

Date:

2.DECLARATION

I / We having the registered office at
..... hereby declare that the Firm / Company or its Partners /
Shareholders have not been blacklisted by the Tamil Nadu Co-operative Milk
Producers' Federation and its District Unions or any Undertaking / Corporation of the
Central / State Governments or any other reputed Organization.

**Signature of the Tenderer
with Seal**

3. DECLARATION FORM

I/We having the registered office at..... declare that I/we have carefully read all the terms and conditions of Tender floated by the Tamil Nadu Co-operative Milk Producers' Federation vide Tender Ref. No for the supply of labourers and Chef for the work for Preparation, Packing and Stacking of Aavin Mixture and Butter Murukku at Products Dairy Complex for 12 months during the year 2025-2026 strictly conforming to the specifications as given in the Tender Document and I / we shall abide by all the conditions set forth therein.

**Signature of the Tenderer
with Seal**

4. CERTIFICATE

I/we having office at declare that the tender forms downloaded from the website <https://tntenders.gov.in> and www.aavin.tn.gov.in have not been tampered with /modified in any manner. In case, if the same is found to be tampered with / modified, my / our Tender shall be summarily rejected.

**Signature of the Tenderer
with Seal**

AAVIN
THE TAMILNADU CO-OPERATIVE MILK
PRODUCERS' FEDERATION LIMITED::
CHENNAI - 600 098

PART – II

COMMERCIAL BID

QUALIFICATION

The Commercial offers of such of those tenderer who Qualify themselves for being considered for contract for Preparation, packing and stacking of Aavin Mixture and Butter Murukku at products dairy, Ambattur for one year (2025-2026) (12) months period from the date of execution of agreement by the tenderer by fulfilling the entire Terms and Conditions as laid in Part I “Technical Bid” of this tender will be considered for the finalization of the tender.

Signature of the Tenderer.

THE TAMILNADU CO-OPERATIVE MILK PRODUCERS FEDERATION LIMITED
PRODUCTS DAIRY: CHENNAI 600 098

.....

PART-II COMMERCIAL BID

PRICE QUOTATIONS: RATE QUOTED PER kg

Contract for Preparation, packing and stacking of Aavin Mixture and Butter Murukku at products dairy.

Description	Rate per kg (Rs.)
1. Rate quoted Basic	
2. CGST / SGST / IGST (Total)	
3. Total rate	
End rate (End rate is inclusive of GST charges)	Rs..... (Rupees.....only) per kg

NOTE:

- A. The rate should be quoted for the above work both in figures and in words without any correction. If any corrections are made, the same should be attested by the tenderer or by his authorized signatory.
- B. If any discrepancy is found between the prices quoted in words and in figures, the lower of the two shall be considered.
- C. The Rate quoted is taking into consideration of the minimum wages Act and other Statutory dues.
- D. After quoting the rate if the tenderer goes back, the EMD remitted by the Tenderer shall be forfeited fully.
- E. The lowest end rate will be considered for award of contract.

Signature of the Tenderer.