



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

Short Term Tender Notice

<b>NAME OF WORK</b>	:	Purchase of 500MT of Butter $\pm$ 25% to meet out immediate requirement for TCMPF Ltd through online tendering system.
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Tender Reference No: 1141/K5/2025

**The Tamilnadu Cooperative  
Milk Producers' Federation Ltd  
Chennai 600 098**

**The Dy. General Manager (Engg.),  
The Joint Managing Director's Office,  
Tamilnadu Cooperative Milk Producers' Federation Ltd.,  
Plot No.29 & 30,  
SIDCO Industrial Estate, Ambattur,  
Chennai – 600 098.  
Telephone No: 044-23464528/29/30/31/32  
E-Mail - [dgmpurchase@gmail.com](mailto:dgmpurchase@gmail.com)**

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

**Short Term Tender Notice**  
**TENDER INFORMATION**

1. Name and address of the Purchaser	<b>The Dy. General Manager (Engg.), The Joint Managing Director's Office, Tamilnadu Cooperative Milk Producers' Federation Ltd.,</b> Plot No.29 & 30, SIDCO Industrial Estate, Ambattur, Chennai – 600 098. Telephone No: 044-23464528/29/30/31/32 E-Mail - <a href="mailto:dgmpurchase@gmail.com">dgmpurchase@gmail.com</a>
2. Name of the Item / Work	<b>Purchase of 500MT± 25% of Butter through online tendering system.</b>
3. Delivery Schedule	Supply should be made within 7-14 days after issuing of Purchase Order to the destination in Tamil Nadu as given in the Annexure
4. Method of Tender	e-Tender System (Online Technical Bid and Financial Bid) through e-Procurement Portal <a href="https://tntenders.gov.in">https://tntenders.gov.in</a>
5. Tender Reference Number	1141/K5/2025
6. Tender Estimated Value	<b>Rs. 24.0Crore ( Rs. Twenty four Crore Only)</b>
7. Earnest Money Deposit (EMD)	<b>Rs. 5,00,000/- (Rupees Five Lakh Only)</b>
8. URL for online bid submission for e-tender	<a href="https://tntenders.gov.in">https://tntenders.gov.in</a>
9. Cost of Tender Document	Tender documents can be downloaded at free of cost from the website <a href="https://tntenders.gov.in">https://tntenders.gov.in</a> and <a href="http://aavinmilk.com">aavinmilk.com</a>
10. Tender Document Availability Date & Time on the Portal for downloading and e-submission	<b>From</b> 21.03.2025 2.00 Pm to 03.04.2025 2.00 PM
11. Date & Time of Pre-Bid meeting	<b>Date:</b> 26.03.2025 <b>Time:</b> 11.30 A.M.
12. Date & Time of Closing of e-Submission of Technical Bid and Financial Bid	<b>Date:</b> 03.04.2025 <b>Time:</b> 5.00 P.M.
13. Date & Time of opening of Part I Technical Bid of e-Tender	<b>Date:</b> 04.04.2025 <b>Time:</b> 11.00A.M.

14. Date and time of opening of Part II Financial Bid	The date of opening of Financial Bid will be informed to the eligible bidders through Online Portal and registered e-mail.
15. Place of Pre-Bid meeting & Part I Technical Bid and Part II Financial Bid opening	<a href="#">The Joint Managing Director's Office,</a> <a href="#">Tamilnadu Cooperative Milk Producers'</a> <a href="#">Federation Ltd.,</a> Plot No.29 & 30, SIDCO Industrial Estate, Ambattur, Chennai – 600 098. Telephone No: 044-23464528/29/30/31/32
16. Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal. The link for which is	<a href="https://tntenders.gov.in/nicgep/app?page=HelpForContractors&amp;service=page">https://tntenders.gov.in/nicgep/app?page=HelpForContractors&amp;service=page</a>
17. Bidders Manual Kit. The link for which is	<a href="https://tntenders.gov.in/nicgep/app?page=BiddersManualKit&amp;service=page">https://tntenders.gov.in/nicgep/app?page=BiddersManualKit&amp;service=page</a>

## 1. Introduction

Tamil Nadu Co-operative Milk Producers' Federation Limited (TCMPF Ltd.), ( Brand Name AAVIN) invites **e-tenders** for the **Purchase of 500MT of Butter** from the eligible **cooperative dairies, State coop federation, Government dairies** and **private dairies** in India. The purchase will be made through the **Government e-Procurement Portal** (<https://tntenders.gov.in>) under **Two-Part Bid System** (Part-1: Technical Bid and Part-2: Financial Bid).

## Scope of Tender

The scope of this tender includes the supply of high-quality **Butter** to TCMPF Ltd. Dairy Units, as per the requirements mentioned in the specifications, terms, and conditions. The supplier is required to ensure the delivery of the product in the specified quantities, packaging, and time.

## Terms and Conditions:-

1. The quantities mentioned in the tender document are approximate only. The tender accepting authority shall be permitted to vary the quantities by 25% on either way as per the Tamil Nadu transparency in tenders Act..
2. The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. All the tenderers are instructed to check the designated websites, after the date of pre-bid meeting, till 48 hours before the closure date and time, for the publication of corrigendum, due to any amendments or clarifications on the tender, if any.
4. The bidders are instructed to download the corrigendum, if published and enclose the duly authenticated copy of it along with the technical bid document without fail. Failing which, it is liable for rejection of the tender offer.
5. Detailed evaluation will be done only on the basis of the Documents / Records / Evidences / Certificates produced by the Applicant in the Technical Bid.
6. If the Qualification application is made by a FIRM in partnership, it shall be signed by all the partners of the firm with their full names and current address or by a partner authorized by the firm (either as per Articles of the Deed of Partnership / by power of attorney) for signing in Tenders, Agreements etc. In which case, certified copy of the registered deed of Partnership along with the current address of all the partners and a certified photocopy of the Registered Power of Attorney issued in favour of the Signatory should be produced.

7. If the Application is made by a Limited Company or a Limited Corporation, it shall be signed by a duly authorized person holding the Power of attorney for signing the application, in which case, the certified copy of the power of attorney shall accompany the qualification application. Such limited company or corporation shall also furnish satisfactory evidence of its existence along with the Qualification schedule.
8. The goods supplied must be in proper packing and should have complete information in all respect i.e. Batch No, Mfg date and Expiry Date etc. with statutory details.
9. Supplied items should conform to FSSAI standards and as detailed in the Technical specification of the tendered item.
10. No transportation charges (cartage), Labour charges in any form whatsoever, will be paid extra.
11. Supply item should be supported with E-invoice.
12. The bidders must always keep their registered email account valid, failing which bidders will be liable for non-compliance of payment/delivery instructions if issued by NCDFI/Buyer from time to time.
13. For violation of any of the terms and conditions of the contract, the Federation reserves the right to terminate the contract, with or without notice, as applicable.
14. In the event of pre-mature termination of contract, the EMD will be forfeited and any of the resultant loss shall be recovered from pending bills if any and the difference in cost on that of alternate supply procured shall be recovered from the defaulting bidder.
15. The supplier shall submit necessary e-invoice for the supply in duplicate along with a copy of the delivery challan for making payment. The purchase order No. and date shall be specified in the Invoice.
16. No alternate offer will be accepted.
17. The supply should be made according to the supply schedule without fail.

## **2.0 GENERAL TERMS & CONDITIONS**

2.1. THE Two Part online E-Tender through e-Procurement Portal at <https://tntenders.gov.in> for the Purchase of 500MT of Butter  $\pm 25\%$  to meet out immediate requirement for TCMPF Ltd., consists of:

**(a) (i)** PART-I TECHNICAL BID, wherein, the pre-qualification, based on various factors such as statutory certificates, supply capacity, quality of the product offered, suitability and eligibility of the tenderer will be evaluated, considered and decided prior to opening and consideration of commercial Bids under PART-II of the Open tender.

**(ii)** The PART-I technical bid shall be opened on the date/time and venue specified in the presence of the tenderers or their authorized representative who opt to be present during the opening.

**(b) (i)** The PART-II Commercial Bid of the tenderers who do not satisfy any/all the terms and conditions specifically so mentioned under PART-I technical bid and/or prescribed technical parameters in the quality assessment tests shall not be considered eligible and shall not be opened.

**(ii)** The PART-II commercial bids shall normally be opened within **15** days from the opening of the Part-I Pre-qualification/technical bids in the presence of tenderers or their authorized representative who opt to be present. The date of such opening of commercial bid will be informed separately to those who are qualify in Part I Technical Bid and with samples conform to the technical parameters prescribed thereon.

### **2.2. SITE INSPECTION:**

2.1 Inspection of the factory if needed may be conducted by the Officers nominated by the Joint Managing Director, TCMPF Ltd., in respect of any of those parties who have tendered prior to opening of Commercial bids.

2.3. The Open tender forms are not transferable or assignable.

- 2.4. The tenderers must be a Manufacturer of the item tendered for.
- 2.5. 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 Open tender opening day is declared as a holiday, the Open tenders shall be received and opened immediately on the next working day at the same time and place.

## **2.7. EARNEST MONEY DEPOSIT**

- 2.7.1. Bidder should pay the specified amount towards Earnest Money Deposit as follows:

<b>Sl. No.</b>	<b>Name of Item</b>	<b>Qty.</b>	<b>EMD amount</b>
1.	Purchase of 500MT of Butter $\pm$ 25% to meet out immediate requirement for TCMPF Ltd through online tendering system	500MT	Rs.5,00,000/- (Rupees Five Lakh only)

- 2.7.2. Online payment gateway has been enabled for Tamilnadu Cooperative Milk Producers' Federation Limited, Chennai in e-Procurement Portal <https://tntenders.gov.in>. The EMD amount should be paid only through online payment mode in e-tender portal of <https://tntenders.gov.in>.
- 2.7.3. The EMD will not carry any interest.
- 2.7.4. Bidder has to select the payment option as "pay online" to pay the EMD amount. Only after payment of EMD, bidder will be able to encrypt/upload their bids. In order to avoid any issues and last minute delay in processing of payment online, it is recommended to make payment and submit the bid as early as possible. TCMPF will not be responsible for any sort of difficulty faced/failure in submission of bids online by the bidder.
- 2.7.5. Any other mode of payment of EMD shall not be accepted.

#### **2.7.6. Online payment mode (EMD):**

2.7.6.1. During online bid submission process, bidder shall select SBI MOPS option and submit the page, to view the terms and conditions page. On further submission, bidder will be re-directed to MOPS gateway, where two options namely SBI and Other Banks will be shown, here the bidder may proceed as follows:

2.7.6.1.1. SBI Account Holder: Shall click 'SBI' option to view the Net Banking Facility, where they can enter their internet banking credentials and transfer the EMD amount.

2.7.6.1.2. Other Bank Account Holders: Shall click 'Other Bank' option to view the bank selection page and select their respective bank to proceed with Net banking Facility for payment of EMD.

**Note - Bidders using "Other Bank" option under SBI MOPS payment Gateway are advised by SBI to make online payment 72 hours in advance before tender submission closing time.**

2.7.6.2. Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder.

2.7.6.3. The bidders will be evaluated only if payment status shows "Success" during bid opening. It is necessary to click on "Freeze bid" link/icon to complete the process of bid submission, otherwise the bid will not get submitted online and same shall not be available for viewing/opening during technical bid opening.

#### **2.7.7. Refund of EMD of unsuccessful bidders:**

The EMD paid by the bidder will automatically be deposited in the "Pooling Account" of the State Govt. only and not in TCMPF's account. Hence refund process will be initiated automatically, once the bid is rejected by TCMPF during technical / financial evaluation and TCMPF is no way responsible for refund of EMD of the unsuccessful bidders.



**2.7.8 Tenders not accompanied with Online Payment towards the prescribed EMD shall be summarily rejected.**

**2.7.9.** No earlier EMDs or performance guarantees are transferable against present Tender. Therefore, submission of fresh EMD along with the offer is MANDATORY.

**2.8. COST OF BIDDING**

The bidder shall bear all costs associated with the preparation and submission of its tender and TCMPF will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

**2.9. SUBMISSION OF e-TENDER**

**Two-part (Technical and Financial Bid) online system should be uploaded in e-Procurement Portal (<https://tntenders.gov.in>):**

**2.9.1. General Instructions for Two Part E-Tender:**

2.9.1.1. The tender proposes two stage tender system viz. (PART A) Technical Bid and (PART B) Financial Bid. The first stage enables TCMPF to know whether the Bidder is technically competent and capable of executing the order. Only those who qualify in the first stage would be eligible to take part in the second stage viz. Financial Bid. The Financial Bid of Bidders who failed in the first stage will not be opened.

2.9.1.2. Both the Technical and Financial Bids should be submitted in Online Portal <https://tntenders.gov.in>.

2.9.1.3. In Technical Bid – Documents listed in the **Tender Clause No.2.9.2** shall be uploaded.

2.9.1.4. In Financial Bid – The firm rates alone are to be quoted in the Financial Bid - BOQ (Excel Format) and to be uploaded online.

**2.9.2. Details to be Uploaded in the Technical Bid:**

2.9.2.1. Details of E-Remittance towards EMD Amount.

2.9.2.2. Documentary evidence for manufacturer of tendered item as per Tender Clause No.3.1.

- 2.9.2.3. Copies of purchase orders / supply orders to any reputed cooperative dairies / government or Private dairies. within a period of **3** years from the date of tender opening in respect of tendered items as per Tender Clause No. 3.3.
- 2.9.2.4. Copies of Satisfactory supply Completion Certificate / Performance Certificate / Quality acceptance certificate (indicating the period of supply) for which Purchase Order / Supply order furnished as per 3.3 within a period of 3 years from the date of tender opening as per Tender Clause No.3.4.
- 2.9.2.5. Documentary evidence for minimum experience of 3 Years in the manufacturing of tendered items as per Tender Clause No.3.5.
- 2.9.2.6. Documentary evidence for average annual sales turn-over for the last three financial years (2021-22, 2022-23 & 2023-24) as per Tender Clause No.3.6.
- 2.9.2.7. Digitally signed tender documents.
- 2.9.2.8. The following Supporting Documents, including the Annexure / Amendments are to be uploaded duly signed and sealed in each and every page
- 2.9.2.8.1. Profile of the Bidding Organization as per Annexure-I.
  - 2.9.2.8.2. Financial Capability as per Annexure-II
  - 2.9.2.8.3. Declaration Form as per Annexure-III
  - 2.9.2.8.4. Certificate of Conformity as per Annexure-IV
  - 2.9.2.8.5. AFFIDAVIT as per Annexure-V
  - 2.9.2.8.6. BANK CERTIFICATE as per Annexure-VI
  - 2.9.2.8.7. Bidder's Experience Details as per Annexure-VII
  - 2.9.2.8.8. Details of Abandonment of work Litigation / debarring done as per Annexure - VIII
  - 2.9.2.8.9. Any other documents wherever insisted in the tender document.
- 2.9.2.9 : FSSAI registration for the production of butter**
- 2.9.2.10. Copy of the PAN and GST Number**
- 2.9.2.11. FSMS / ISO certification if any**
- 2.9.2.12. Copy of registration certificate for the entity**

### **2.9.3. Details to be Uploaded in Financial Bid:**

- 2.9.3.1. All rates shall be quoted in the format provided and no other format is acceptable. If the Financial Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 2.9.3.2. This financial bid will be opened only if the bidder is qualified to execute the tender as per technical bid.

### **2.10. SIGNING OF BIDS:**

- 2.10.1. The signatory of the tender should indicate his/their status in which he/they have signed and submit necessary documentary proof admissible in law in respect of such authority assigned to him/them by the firm.
- 2.10.2. If the Qualification application is made by a FIRM in partnership, it shall be signed by all the partners of the firm with their full names and current address or by a partner authorized by the firm (either as per Articles of the Deed of Partnership / by power of attorney) - for signing in Tenders, Agreements etc. In which case, certified copy of the registered deed of Partnership along with the current address of all the partners and a certified photocopy of the Registered Power of Attorney issued in favour of the Signatory should be produced.
- 2.10.3. If the Qualification Application is made by a Limited Company or a Limited Corporation, it shall be signed by a duly authorized person holding the Power of attorney for signing the application, in which case, the certified copy of the power of attorney shall accompany the qualification application. Such limited company or corporation shall also furnish satisfactory evidence of its' existence along with the Qualification schedule.

## **2.11. MODIFICATIONS/CLARIFICATIONS TO TENDER DOCUMENTS:**

- 2.11.1. At any time after the issue of the tender documents and before the opening of the tender, TCMPF may make any changes, modifications or amendments to the tender documents and the same will be intimated to the concerned vendors through corrigendum which can be downloaded from the vendor login.
- 2.11.2. In case any bidder asks for a clarification to the tender documents before 48 hours of opening of tenders, the DGM (Engg.), JMD's Office, TCMPF Ltd. will clarify the same.
- 2.11.3. The responses to the clarification will also be notified on <https://tntenders.gov.in> without indicating the source of query
- 2.11.4. TCMPF at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.
- 2.11.5. All the Bidders must periodically browse website <https://tntenders.gov.in> till the closing date of this Tender for any amendments or corrigendum issued in connection with this Tender. TCMPF will not be responsible for any misinterpretation of the provisions of this tender document on account of the Bidders failure to update the bid documents based on changes announced through the website.

## **2.12. WITHDRAWAL OF BIDS**

No Bidder shall be allowed to withdraw the tenders after submitting the tender on the portal. If do so their EMD will be forfeited.

## **2.13. OPENING OF e-TENDER**

### **2.13.1. Opening of Technical Bids without Price (Part-I):**

- 2.13.1.1. The Tender offers except Financial Bid will be opened electronically on the date and time notified at the Office of the Deputy General Manager (Engg.), The Joint Managing Director's Office, TCMPF Ltd., Plot No.29 & 30, SIDCO Industrial Estate, Ambattur, Chennai – 600 098, through e-Procurement Portal <https://tntenders.gov.in> in the presence of bidder's authorized representative who may wish to be present on the date of opening.

2.13.1.2. Technical Bid would be opened first on the due date and time. Pre-Qualification Criteria such as payment of EMD and compliance with pre-qualification conditions will be checked. The supporting documents would be cross checked wherever required.

2.13.1.3. Only the Technical Bid will be opened on the due date.

2.13.1.4. In the event of the specified date for tender opening day is declared as a holiday, bids will be opened on the next working day at the same time and venue.

#### **2.13.2. Opening of the Financial Bids: (Part - II)**

The date and time of opening of Financial Bids shall be later notified through the registered e-mail to the Bidders who fulfill the Pre-Qualification criteria and whose bids are found to be technically acceptable.

#### **2.14. e-TENDER EVALUATION CRITERIA**

The tenders will be evaluated strictly as per the Tamilnadu Transparency in Tenders Act 1998 and the Tamilnadu Transparency in Tenders Rules 2000 and amendments made thereon in the Act & Rules by the Government.

##### **2.14.1. Technical Bid Evaluation:**

Bidders will be eligible for further processing, only if they fulfill the following criteria:

2.14.1.1. Payment of EMD in accordance with Tender Clause No.2.7.

2.14.1.2. Furnishing the tender document, Annexures, Amendments if any and any other document wherever insisted in the tender document duly Signed.

2.14.1.3. Compliance with the Pre-Qualification Criteria indicated in Tender Clause no. 3.0

2.14.1.4. Compliance with Technical specifications of tendered items as per tender Clause 7.0

2.14.1.5. If any clarification is needed from the bidder about the deficiency in his uploaded documents in technical bid he will be asked to provide it through Tamil Nadu Tender portal. The bidder shall upload the requisite clarification/ documents within the time specified failing which tender will be liable for rejection

2.14.1.6.TCMPF will prepare a list of Bidders based on the compliance of detailed Technical Specifications for tendered item and profile of Firms as given in Tender form. The Tenders, which do not conform to the Technical Specifications or Tender conditions or Tenders from Companies without adequate capabilities for supply shall be rejected. The eligible bidders alone will be considered for further evaluation.

#### **2.14.2. Financial Bid Evaluation**

2.14.2.1. For the purpose of evaluation of tender offers, the following factors will be taken into account for arriving the evaluation price.

2.14.2.2. The evaluation for L1 shall be on end price for the tendered item.( Price quoted must be inclusive of price, Transport charges including loading and unloading charges , GST and any other levies.

#### **2.15. REJECTION OF TENDERS**

##### **2.15.1. Tender will be SUMMARILY rejected if**

2.15.1.1.The EMD requirements are not complied with as specified in Tender Clause 2.7.

2.15.1.2.Bid Pre-Qualification Criteria as specified in Tender Clause 3.0 are not complied with.

2.15.1.3.If the documents furnished with the offer is found to be bogus or the documents contains any false particulars.

##### **2.15.2. Tender is LIABLE to be rejected, if it is:**

2.15.2.1. Not covering the entire scope of supply.

2.15.2.2. Not in conformity with TCMF's tender terms and Technical Specifications.

2.15.2.3. Not properly signed by the bidder.

2.15.2.4. From any black listed Firm or Contractor.

2.15.2.5. Received by Telex / Telegram / E-Mail / fax.

2.15.2.6. Not containing all required particulars as per Annexures I to VIII.

2.15.2.7. Offer submitted without GSTIN and PAN is liable for rejection.

## **2.16. NEGOTIATION :**

TCMPF reserves the right to negotiate with the Bidder whose offer is the lowest evaluated price for further reduction of price. TCMPF also reserves the right to negotiate with other Bidders to match the negotiated L1 price, strictly according to the Tamil Nadu Transparency in Tenders Rules, 2000.

## **2.17. SECURITY DEPOSIT:**

**2.17.1.** After Evaluation and finalization of pre qualification cum technical bids and Commercial bids, selected tenderers would be required to furnish a Security Deposit at 2% of ordered value, drawn by means of Demand Draft from any Indian Nationalized Bank / Scheduled Commercial Bank (Approved by the Reserve Bank of India) drawn in favour of “The Joint Managing Director, TCMPF Ltd., Chennai – 600 098”, payable at Chennai within 7 days from the date of notifying to them. The EMD already paid along with tender shall be adjusted against SD to be paid by the successful bidder. The Security Deposit will also be accepted in the form of Performance Bank guarantee

**2.17.2.** No exemption will be given from payment of Security deposit under any circumstances as per TNIT Act and the same should be remitted by above means. The Security Deposit shall be released after due and satisfactory fulfillment of the contract.

**2.17.3.** No interest shall be paid on the Security Deposit.

## **2.18. AGREEMENT :**

2.18.1. The successful bidder has to execute an agreement on Rs.100/- non-judicial stamp paper incorporating the terms and conditions of the contract and the specification within 7 days from the date of acceptance of the tender. In case of default of either of the conditions (i.e) remitting the security deposit or execution of the agreement within the time allowed, the EMD paid is likely to be forfeited by TCMPF.

2.18.2. If the contractor fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by TCMPF.

2.18.3.If the TCMPF incurs any loss / additional expenditure due to the negligence of the contractor in connection with the work during the period of contract, the same shall be recovered together with all charges and expenses from the contractor.

**2.19.** The variation in the statutory levies and taxes by State Government / Central Government shall be effected on the basic price.

**2.20. QUANTITY REQUIREMENTS, DELIVERY AND PENALTY:**

2.20.1. The successful tenderer will be intimated with the details of the quantity and the delivery schedules upon signing the agreement and on remittance of security deposit.

2.20.2. The contract period is effective for 7 days from the date of awarding of contract. Wherever there is variation in the requirement of quantity, the delivery schedule shall also be modified accordingly by the Federation.

2.20.3. In case of failure or delay in the part of tenderer for supply of material due to any reason which affect the prime purpose of the tender, the alternate supply will be arranged and the difference in cost over and above the tender approved rate shall be recovered.

2.20.4. Time being, no variation shall be permitted in the delivery time as prescribed in the delivery schedule. If the tenderer fails to supply in full or part of the consignment as per the delivery schedule, a penalty at 1% per consignment for the delayed supply quantity shall be charged. Besides, the Federation reserves the right to cancel the order for the undelivered portion of the consignment. If such delay repeated for 3 times, the contract will be liable for cancellation in full and an amount equivalent to double the actual loss incurred shall be recovered and SD forfeited.

2.20.5.The Federation will not pay separately for transit insurance and the supplier will be responsible, till the stores contracted, for arrival at good condition (to the destination). The consignee will intimate the supplier as soon as possible but not later than three days of the date of arrival of stores, if any loss that may have occurred during transit. Tenders in



which transit insurance cost has been claimed as extra may not be considered.

2.20.6. The supplier shall make his own arrangements to clear such rejected consignments within two days from the date of receipt of intimation at their own cost. The Federation shall not be responsible for any loss and/or deterioration of quality of such rejected consignment not cleared in time by the supplier.

2.20.7. Minimum Bid Qty 100MT.

## **2.21. VIOLATION OF CONTRACT:**

**2.21.1.** Notwithstanding anything contained in the tender schedule, no obligation is cast on the Federation to accept the lowest tender and the Federation shall also have the right to accept or reject any or all the tenders without assigning any reasons.

**2.21.2.** For violation of any of the terms and conditions of the contract, the Federation reserves the right to terminate the contract, with or without notice, as applicable.

**2.21.3.** In the event of pre-mature termination of contract, the SD will be forfeited and any of the resultant loss shall be recovered from pending bills if any and the difference in cost on that of alternate supply procured shall be recovered from the defaulting tenderer.

**2.21.4.** If the tenderer defaulted in any of the previous tenders to supply ordered quantity as per schedule, to execute agreement or to pay security deposit either in Federation / District Unions will not be eligible from participating in the tender.

**2.21.5.** If the successful tenderer defaulted to execute agreement or to pay security deposit or to supply ordered quantity either in part or full, shall be debarred from participating in the subsequent tender either in Federation / District Unions for a period of 3 (Three) years.

## **2.22. LEGAL JURISDICTION:**

### **2.22.1. DISPUTES AND ARBITRATION**

In case of dispute arises out of this tender, an arbitrator mutually acceptable to the tenderer and federation will be appointed by the Managing Director, TCMPF Limited. The arbitrators decision shall be final, conclusive and binding on both the parties.

### **2.22.2. LEGAL JURISDICTION**

In case, if either party to the tender is aggrieved by the award of the Arbitrator so appointed as per tender clause 2.22.1., or otherwise they can appeal to court. The Deputy Registrar (Dairying), Chennai Court shall have Jurisdiction to entertain such disputes.

## **2.23. SAMPLE:-**

The supplier should send sample for testing in our lab. About 100 g of Butter shall be sent to the designated address once the bidder is technically eligible. The federation reserves the rights to test the material for specification in any NABL accredited lab for conformation. The federation reserves the rights to call for additional sample whenever needed to ensure quality of the material.

## **2.24. PAYMENT TERMS:**

**2.24.1.** The supplier shall submit necessary invoice for the supply in duplicate along with a copy of the delivery challan for making payment. The purchase order No. and date shall be specified in the Invoice.

**2.24.2.** The payment shall be made within 10 days from the date of receipt of the goods at the TCMPF Units Stores and acceptance on the quality.

**2.24.3.** Any changes in statutory levies and taxes by State Government / Central Government shall be added on the basic price.

## **2.25. CANCELLATION OF TENDER :**

The Tender Inviting Authority has the right to cancel the tender at any time, before the closure Date and time without any Prior Notice.

**2.26. AMBIGUITIES IN CONDITIONS OF TENDERS:**

In the case of ambiguous or contradictory terms / conditions mentioned in the bid, interpretation as may be advantageous to the purchaser will be taken without any reference to the Bidder.

### 3.0 PRE-QUALIFICATION CRITERIA

The pre-qualification tender / PART-I technical bid will contain the under mentioned aspects pertaining to the prospective suppliers about their suitability, capacity, financial status, past performance etc. The conditions are:

In accordance with the Tamil Nadu Tender Act, an open tender is being invited for the procurement of **500 MT of butter**. The eligibility criteria and key requirements for participation in this tender are as follows:

#### **Eligibility Criteria:**

1. Applicability of Tamil Nadu Transparency in Tenders Act, 1998:-This Tender will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2000 and subsequent amendments thereof are applicable to this Tender.
2. The bidder must be a registered cooperative dairy or private dairy or Government institution in India, having the necessary license to manufacture and supply Butter.
3. The bidder must be registered on the Government e-Procurement Portal (<https://tntenders.gov.in>).
4. The bidder should own a dairy plant or plants of capacity not lesser than 2 Lakh lts per day with minimum production and packing capacity of Butter 2 MT per day. Copy of the FSSAI license and registration certificate as proof should be submitted
5. Experience in the Dairy Sector: Firms applying for this tender must have a minimum of three years of experience in the dairy industry.
6. **Manufacturers Only:** The bidder should be manufacturer of the tendered item. Traders or Dealers are not eligible to participate.
7. The bidder must have at least **3 years** of experience in the production and supply of Butter.
8. The bidder must have supplied butter to at least **one** government organization / reputed Coop dairies or a reputed private company in the past **three years**.

9. All information in the tender offer shall be in ENGLISH only. It shall not contain interlineations, erasures or overwriting except as necessary to correct errors made by the bidder.
10. The butter to be supplied must be produced on or after 1 Jan 2025. Certified stock report as proof of age must be submitted.
11. The butter should be produced from pasteurized cream which is separated from Cow milk or Mixed milk as specified by T.C.M.P.F in the product specification at its own dairy plant or plants.
12. The Dairy plant should have valid FSSAI License for their installed capacity and FSMS certification for the plant.
13. The Butter producing dairy should have pre cold room facility to cool the butter immediately after packing it in industrial packing
14. The Dairy should have enough capacity of butter deep freezer to store the butter at suitable storage temperature
15. If the butter is stored in hired cold storage necessary agreement with cold storage has to be made and produced along with other documents. The data sheet for storage temperature has to be produced.
16. The Dairy should have Laboratory facilities with GCMS equipment and proof for the same should be submitted. All the analytical and microbiological analysis for butter and the data sheet for the butter analysis for each batch has to be produced. The Officials of TCMPF shall be given access and help to do necessary tests.
17. The butter stacked in the storage room should not be kept with any other products and photographs of the butter stock stacked in the deep freezers to be produced along with the documents
18. The Firm should Produce GST, PAN, FSSAI License along with the documents
19. The bidder should have manufactured, tested and supplied the butter as specified by T.C.M.P.F in the prescribed schedule of requirements up to at least 80% of the quantity/value turnover in any one of the last 3 years or the current year
20. The bidder should not be a black listed firm by any of the Co-operative dairies in India

21. Testing of supplied butter is mandatory at our Laboratory once the supply is made for conforming the specification. In case of dispute, same sample will be tested in NABL accredited laboratory and the testing charges have to be borne by the Bidder.

22. Minimum bid quantity of **100MT**.

23. **THE BIDDERS WHO DO NOT FULFIL THE "PRE-QUALIFICATION CRITERIA"AS PER CLAUSE 3.0. NEED NOT PARTICIPATE IN THE TENDER. OFFERS NOT SATISFYING THIS "PRE-QUALIFICATION CRITERIA" WILL NOT BE CONSIDERED AND WILL BE SUMMARILY REJECTED.**

- The bidder quantity of butter should be packed in Industrial packing size of 20kg or 25 kg. The 5 PLY corrugated boxes should be printed with all the details pertaining to the products as per FSSAI act and printed matter sticker pasted on the boxes should not be accepted.
- The bidder has to quote rate per kg of butter F.O.R delivery location specified by T.C.M.P.F and the price inclusive of basic, Logistics, loading and unloading charges insurance and taxes has to be considered for bidding. A separate data sheet for Basic price, transportation and taxes has to be enclosed.
- Each consignment has to be insured for its value and the expenditure has to be included in the transportation charges.
- The unloading charges at the delivery points at the prevailing rate of Rs.200 per MT has to be borne by the contract awarded firm and the rate should be included in the price bid.
- After the award of contract T.C.M.P.F Quality assurance officials will be deputed to analyze the quality of butter at the location and the firm has to make necessary facilities in their laboratory or NABL Accredited laboratory to conduct all the qualitative and quantitative analysis for butter as per FSSAI standards and the testing cost has to be borne by the bidder
- The firm has to arrange reputed refrigerated logistic provider and to ensure that the consignment is transported at the required temperature which is mentioned in the annexure I to III for product

specification. The necessary data logger has to be provided in the vehicle for monitoring temperature during transshipment.

- The firm has to ensure that the consignment should reach the specified destination in the scheduled time and any break down of the vehicle during transit, then alternate arrangement has to be arranged by the firm.
- The delivery schedule will be informed while placing the Contract note (Purchase order) and the schedule has to be strictly followed by the contract awarded firm. If any legal litigation the Verdict of Deputy Registrar for Dairying, Thiruvallur is final.
- T.C.M.P.F reserves the right for premature termination of all or any of the contract and initiate new tender without any prior notice thereby incurring any liability to the affected contractor or any obligation to inform the affected contractor on the grounds of T.C.M.P.F action.

**3.1.** The tenderer should have necessary and complete infrastructure facilities for ***the production of butter*** .

**3.2** The details of infrastructure facilities should be submitted along with Part-I Technical bid.

**3.3.** The tenderer should have a previous experience record for having supplied a minimum of 80% of the tendered quantity of Butter to any of the reputed Companies / Firms / Co-operatives/Private Dairies/Multi State Co operatives in Tamil Nadu or outside Tamil Nadu in the past three years and should submit the authenticated copies of purchase orders (or) invoices and client list along with Part-I Technical bid to support.

**3.4.** The tenderer should furnish the authenticated performance certificates obtained within three years from their clients for the above said supply of Butter.

**3.5.** The tenderer should have a minimum of three years experience on production of Butter.

**3.6. FINANCIAL:** The tenderer should have the average annual sales turnover for the last three financial years equal (or) above to the value of the

tender quantity [(i.e.) Tender Estimated Value] (or) minimum annual sales turn-over in each of the last three financial years, should not be less than 50% of the value of the tender quantity [(i.e.) Tender Estimated Value]. The financial statements for the last three financial years certified by a Chartered Accountant with Membership number should be enclosed in the Technical Bid.

**3.7.** The tenderer should submit the Photostat Copy of Valid GST Registration Certificate.

**3.8.** The tenderer should furnish the Photostat copy of the PAN Card.

**3.9.** The tenderer should furnish the Photostat copy of valid Factory Registration (or) Incorporation (or) VAT / CST (or) any such registration certificates along with the tender.

**3.10.** Tenderers not meeting one or all the Tender Clauses of the Pre-qualification Criteria will not be considered for opening of Commercial Bid.

**3.10 (A)** The tenderer must be manufacturers of Butter.

**3.11. VALIDITY OF PRICE :**

3.11.1. The tender offer shall be kept for acceptance for a period of 30 days from the date of opening of Part-I - Technical bid. The offers with lower validity period are liable for rejection.

3.11.2. Further 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 (i.e) The Price Bid shall be valid for a period of at least 30 days (Thirty Days) from the date, notified for opening of Price Bid.

**3.12. DEVIATION:**

3.12.1. The offers of the tenderers with deviations on technical / commercial terms of the tender will be rejected.

3.12.2. No alternate offer will be accepted.



- 3.13. Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
- 3.13.1. Made misleading or false representations in the forms, statements and attachments submitted as proof for the qualification requirements. and/or.
  - 3.13.2. Record of poor performance such as abandoning the contract, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. and/or.
  - 3.13.3. Participated in the previous bidding on such contract and had quoted unreasonably high bid prices and could not furnish apt rational justifications.

#### **4.0 TENDER EVALUATION CRITERIA**

- 4.1. The tenders will be evaluated strictly as per the Tamilnadu Transparency in Tenders Act 1998 and the Tamilnadu Transparency in Tenders Rule 2000. The tender offers received will be examined to determine whether they are in complete shape, all required data have been furnished, properly signed and generally in order and confirms to all the terms and conditions of the specification without any deviation. For the purpose of evaluation of tender offers, the following factors will be taken into account for arriving the evaluation price.
- 4.2. The quoted price will be corrected to arithmetical errors. In case of discrepancy between the price quoted in words and figures, lower of the two shall be considered.
- 4.3. As the commodity is so vital in nature, the tender accepting authority wish to have more than one supplier such that the lowest evaluated price quoted tenderer will be placed 70% of the total quantity and the second lowest price quoted tenderer will be placed for rest of the quantity, on accepting for the first lowest offerer's (L1) price.
  - 4.3.1. In the event that two (or) more tenderers have quoted the same lowest offer, the final Lowest Tenderer shall be identified by asking the tenderers who have quoted the same lowest offer will be asked to provide their best and final offer and the tenderer offering the most advantageous final offer at this stage shall be adjudged the lowest tenderer (or) by taking into account the aggregate experience score of each such tenderer from the request for qualification stage and the tenderer with higher score will be adjudged the lowest tenderer.
- 4.4. The evaluation shall include States Goods and Services Tax, Central Goods and Services Tax, Integrated Goods and Services Tax and all central duties such as customs duty as a part of the price, as detailed below:-
  - 4.4.1. In evaluation of the price of an imported item, the price has to be determined inclusive of the customs duty.

4.4.2. In evaluation of the price of articles which are subject to States Goods and Services Tax, Central Goods and Services Tax, Integrated Goods and Services Tax, the price has to be determined with such States Goods and Services Tax, Central Goods and Services Tax, Integrated Goods and Services Tax.

4.5. The percentage of GST shall be indicated in the offer.

**4.6. DEVIATION:**

4.6.1. The offers of the tenderers with deviations in commercial terms of the tender document are liable for rejection.

4.6.2. No alternate offers will be accepted.

**5.0 POST AWARD SUPPLY - TERMS AND CONDITIONS:**

**5.1.** In the usage of particular consignment, if any portion of the consignment not conforming to the specifications, such items are liable for rejection. The supplier will be informed about the rejection of the consignment within 7 days from the date of inspection.

**5.2.** The supplier shall make his own arrangements to clear such rejected consignments within seven days from the date of receipt of intimation at their own cost. The Federation shall not be responsible for any loss and/or deterioration of quality of such rejected consignment not cleared in time by the supplier.

## 6.0 DETAILS OF THE REQUIREMENT TO BE SUPPLIED


6.1. Details of quantity of following items to be supplied is as follows:-

Sl. No.	Name of the Unit	Immediate Requirement	Minimum Bid Qty	EMD amount
1	The Tamil Nadu Co operative Milk Producers' Federation Ltd.,	500MT	100MT	Rs.5,00,000/- (Rupees Five Lakh only)

6.2. The quantities mentioned in the tender document are approximate. The tender accepting authority shall be permitted to vary the quantities finally ordered and execute the work through the contractor to the extent of 25% (Twenty five percent) either way of the requirements as per Rule 14(9) of Tamil Nadu Transparency in Tenders Rules, 2000.

6.3. The Bidder should ensure that the quantity of supply of tendered items / works should be as per the delivery schedule given by the Unit. However, TCMPF reserves the right to modify the quantity ordered depending upon the requirement.

## TECHNICAL SPECIFICATIONS

	<b>THE TAMILNADU CO-OP. MILK PRODUCERS' FEDN. LTD.</b> <b>SPECIFICATION BUTTER</b>
	<b><u>I). PASTEURISED BUTTER</u></b>

### SPECIFICATION OF PASTEURISED BUTTER

<b>Name of the Item</b>	<ul style="list-style-type: none"> <li>• <b>Pasteurised Butter</b></li> </ul>
<b>FSSAI Category</b>	<ul style="list-style-type: none"> <li>• <b>Butter/Cooking Butter</b></li> </ul>
<b>Description</b>	<ul style="list-style-type: none"> <li>• Butter shall be made from pasteurized mixed Milk of Cow /Buffalo Milk with pasteurized cream without ripening and without the addition of any preservatives including common salt, any added colouring matter or any added flavouring agent.</li> </ul>
<b>Physical Parameters</b>	<ul style="list-style-type: none"> <li>• Butter shall be clean, smooth, firm and of uniform in colour and shall not show sign of curd.</li> <li>• The flavour and aroma of butter shall be pleasant.</li> <li>• It shall be free from vegetable fats and oils, animal fat, wax, mineral oil and added extraneous matter.</li> </ul>
<b>Colour</b>	<ul style="list-style-type: none"> <li>• Characteristic Yellow colour of mixed Milk Butter.</li> </ul>
<b>Other Quality Parameters</b>	
<b>Milk Fat, percent by mass, Min.</b>	<ul style="list-style-type: none"> <li>• 82.0</li> </ul>
<b>Moisture, percent by mass, Max.</b>	<ul style="list-style-type: none"> <li>• 16.0</li> </ul>
<b>Acidity (as lactic acid), percent by mass, Max.</b>	<ul style="list-style-type: none"> <li>• 0.06</li> </ul>
<b>Curd, percent by mass, Max.</b>	<ul style="list-style-type: none"> <li>• 1.5</li> </ul>
<b>Presence of any coloring matter</b>	<ul style="list-style-type: none"> <li>• Absent</li> </ul>
<b>Presence of Beta sitosterol</b>	<ul style="list-style-type: none"> <li>• Absent</li> </ul>
<b>Fatty Acid Composition of Fat/Ghee Extracted from Butter</b>	<ul style="list-style-type: none"> <li>• Confirms as per the FSSAI requirement for Ghee</li> </ul>
<b>Reischert Meissl Value of Fat/Ghee from Butter</b>	<ul style="list-style-type: none"> <li>• Min. 24.0</li> </ul>

<b>Polenske Value of Fat/Ghee from Butter</b>	<ul style="list-style-type: none"> <li>• 0.5 to 2.0</li> </ul>
<b>Aerobic Plate Count per g, Max.</b>	<ul style="list-style-type: none"> <li>• <math>1.0 \times 10^4</math></li> </ul>
<b>Coliform count, per g, Max.</b>	<ul style="list-style-type: none"> <li>• 10</li> </ul>
<b>E.Coli , per g, Max.</b>	<ul style="list-style-type: none"> <li>• Absent</li> </ul>
<b>Staphylococcus aureus (Coagulase Positive), per g, Max.</b>	<ul style="list-style-type: none"> <li>• 10</li> </ul>
<b>Total Yeast &amp; Mould Count, per g, Max.</b>	<ul style="list-style-type: none"> <li>• 20</li> </ul>
<b>Hygienic Conditions</b>	<ul style="list-style-type: none"> <li>• The material shall be manufactured and packed under hygienic conditions in licensed premises by the supplier as per the mentioned location in Tender</li> <li>• Bidder should have valid ISO 22000 FSMS Certification.</li> </ul>
<b>Packing &amp; Marking</b>	<ul style="list-style-type: none"> <li>• The material shall be packed in 5 Ply cartons in 20/ 25 Kg and each unit of butter shall be wrapped in Food Grade LDPE liner of thickness Not less than 60 microns.</li> <li>• The following information shall be printed legibly on each cartons of butter. <ul style="list-style-type: none"> <li>I. Name of the material (Pasteurised Butter),</li> <li>II. Grade of the butter</li> <li>III. Name and address of the manufacturer with FSSAI License number,</li> <li>IV. Batch or code number and</li> <li>V. Net content when packed</li> <li>VI. Date of Production</li> <li>VII. Date of Expiry and</li> <li>VIII. Best Before details additionally</li> </ul> </li> </ul>
<b>Documents Required</b>	<ul style="list-style-type: none"> <li>• Certificate of Analysis as per the specifications to be submitted for each supply to supplying Dairies along with the invoice.</li> </ul>
<b>Sampling &amp; Testing</b>	<ul style="list-style-type: none"> <li>• Bidder should submit the Butter samples (100g in Triplicate) to the Aavin State Central Laboratory, Madhavaram before the opening of Commercial Bid if the bidder is otherwise eligible in technical bid.</li> <li>• Sample should bear the details of Batch No., Date of Mfg. and Date of Exp.</li> <li>• In case of any dispute, sample will be tested in any NABL accredited laboratory and in this case testing charges have to be borne by the bidder.</li> <li>• It is the responsibility of the Bidder to ensure the integrity of the samples packed at their site.</li> </ul>

	<ul style="list-style-type: none"> <li>• It is the responsibility of the Bidder to despatch the sample in proper storage condition and any damage in the sample will not be considered for testing. Sample should be in good condition on receipt at Aavin State Central Laboratory, Madhavaram.</li> <li>• Testing will be carried out by Aavin State Central Laboratory, Madhavaram</li> <li>• Test reports of Aavin State Central Laboratory, Madhavaram are final and the bidder has to abide the test results for acceptance/ rejection of the batches.</li> <li>• Testing charges are to be paid by the bidder if any confirmatory test are carried in a NABL accredited laboratory by paying the testing charges in advance.</li> </ul>
<b>Acceptance Conditions</b>	<ul style="list-style-type: none"> <li>• Moisture from 16.1 to 17.0% will be accepted with proportionate penalty of Rs.0.45/Kg for every 0.1% raise in Moisture at testing at SCL or at receiving Dairy.</li> <li>• Fat from 81.9 to 80.0% will also be accepted with proportionate penalty of Rs.0.45/Kg for every 0.1% less in Fat at testing at SCL or at receiving Dairy</li> <li>• Curd particles will be accepted from 1.55 to 2.0% with a penalty of Rs.0.45/Kg for every 0.1% raise in curd content at testing at SCL or at receiving Dairy</li> <li>• Butter Temperature Shall be <math>-10 \pm 2^{\circ}\text{C}</math> at receiving Dairy.</li> <li>• Butter shall only be transported in the freezer vehicle and the temperature shall be maintained on transit by the supplier.</li> <li>• If the temperature is <math>-7^{\circ}\text{C}</math> to <math>-5^{\circ}\text{C}</math>, a penalty of 0.1% in total value of the consignment will be imposed to the supplier.</li> <li>• The supplier shall despatch only the Batches of Butter cleared TCMPF Ltd.</li> <li>• If any other batches are despatched, the TCMPF Ltd. will not accept the lot and the supplier is responsible to return the material by his own arrangements.</li> <li>• The TCMPF Ltd. will not pay for the products or transport cost for the batches wrongly sent by the supplier.</li> <li>• The despatch vehicle should be properly sealed with metal seal intact with serial number.</li> </ul>
<b>Rejection Conditions</b>	<ul style="list-style-type: none"> <li>• If the sample not confirming any of the above specifications at SCL, Madhavaram or any other NABL accredited lab prescribed by</li> </ul>

	<p>TCMPF Ltd/or at receiving end.</p> <ul style="list-style-type: none"> <li>• Moisture above 17.0%, Curd above 2.0%, Fat less than 80% will be rejected during sampling, testing at SCL, Madhavaram or any other lab prescribed by TCMPF Ltd/or at receiving end.</li> <li>• The temperature above the penalty class, the consignment will be rejected</li> <li>• Butter in White Colour will be rejected at Sampling, Testing at SCL, Madhavaram or any other lab prescribed by TCMPF Ltd/or at receiving end.</li> <li>• Presence of Colouring matter (Annatto or any other colouring substances) in Butter</li> <li>• If the received Butter as per the cleared batches contains both White and Light Yellow, the White coloured Butter will be rejected at the receiving Dairies.</li> <li>• If any packing &amp; marking details are pasted on the already printed contents on the Butter carton which makes ambiguity of the product.</li> <li>• If any damaged/opened packages are received, it will be rejected.</li> <li>• If any damage/missing/not intact conditions in the metal seal, contents will be rejected.</li> </ul>
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**ANNEXURE-I**

**PROFILE OF THE BIDDING ORGANISATION**

The Bidder shall furnish the following details without fail:

Name of the Organization	
Nature of the Organization: PSU/Public Ltd/Private Ltd	
Year of Incorporation (Furnish copy of Certificate of incorporation)	
Address of the Registered Office:	
Contact Person Name	
Contact Person Mobile	
E-Mail Address	
GST Registration Number (Furnish copy of GST Certificate)	
PAN Number (Furnish copy of PAN Card)	

Note: The Bidder must upload documentary proof for the above details without fail.

I/we hereby declare that the details furnished above are true and correct to the best of my knowledge. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/we am/are aware that I/we may be held liable for it.

**Signature of the Bidder with office seal**

Place:

Date:

## **ANNEXURE-II**

### **FINANCIAL CAPABILITY**

The Average Annual Sales / Revenue Turnover of  
M/s.....(Name of Firm)..... and address  
..... for the past three years are given below and certified  
that the statement is true and correct:-

S. No.	Financial Years	Sales / Revenue Turnover in Lakh (Rs)
1.	2021-22	
2.	2022-23	
3.	2023-24	
	Total	

Average annual Sales/Revenue turnover - Rs. \_\_\_\_\_ Lakh

**Note:-** The Bidder must upload either the Annual Turn Over Certificate for above 3 years certified by Chartered Accountant or Annual statement of Accounts (i.e.) Profit & Loss Accounts and Balance Sheet for the above 3 years certified by Chartered Accountant in support of Annual Turn Over without fail.

**Signature of the Bidder with office seal**

Place:  
Date:

**ANNEXURE-III**  
**DECLARATION FORM**

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

To  
The Dy. General Manager (Engg.),  
Tamilnadu Cooperative Milk Producers' Federation Ltd.,  
Plot No.29 & 30,  
SIDCO Industrial Estate, Ambattur,  
Chennai – 600 098.

Sir,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Ref. No.: 1141/K5/2025

Name of Tender: **Purchase of 500MT of Butter to meet out Immediate requirement to DCPD – 300MT and Salem DCMPL Ltd., - 200MT**

\*\*\*\*\*

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 all documents like detailed technical specification, annexure(s), etc ,
2. I/we agree to abide by all the detailed specifications, terms and conditions stipulated by the TCMPF 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 TCMPF, 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/ organisation 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 TCMPF, 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 TCMPF, 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 TCMPF.
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 TCMPF.
10. I/we understand that any error in doing so my / our tender may be summarily rejected by TCMPF.
11. I/We hereby agree to hold the tender offer valid for acceptance for a period of 90 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:

**ANNEXURE – IV**

**CERTIFICATE OF CONFORMITY**

Certified that the offer is in total conformity with tender terms and specification without any deviation, whatsoever.

SIGNATURE OF THE BIDDER :

FULL NAME :

DESIGNATION :

SEAL OF COMPANY :

**ANNEXURE – V**  
**AFFIDAVIT**

**(To be furnished in a Hundred 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 it's constituent partners have abandoned any work/works of similar nature and magnitude in India, during the Last Three years.
- 3).** I/We the undersigned do hereby certify that any of the contracts awarded to me/us has not been terminated rescinded, due to breach of contract on my/our part, during the last Three Years.
- 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 Joint Managing Director, TCMPF Ltd., JMD's Office, No: 29 & 30, SIDCO Industrial Estate, Ambattur, Chennai – 600 098 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 Joint Managing Director, TCMPF Ltd., JMD's Office, No: 29 & 30, SIDCO Industrial Estate, Ambattur, Chennai – 600 098 and agree(s) to furnish such information/clarification within SEVEN Days from the date of receipt of such request from the Joint Managing Director, TCMPF Ltd., JMD's Office, No: 29 & 30, Industrial Estate, Ambattur, Chennai – 600 098.

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)

**ANNEXURE – VI**  
**SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF**  
**CREDIT FACILITIES**

**BANK CERTIFICATE**

This is to certify that M/s ..... is a reputed company with a good financial standing.

If the contract for the work, namely, \_\_\_\_\_ is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs..... to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager .....

Name of the senior Bank Manager .....

Address of the Bank .....

Stamp of the Bank

**Note:** Certificate should be on the letter head of the bank.

## **ANNEXURE – VII**

### **BIDDER'S EXPERIENCE DETAILS**

Details of purchase orders successfully executed in last five years / performance certificates of last three years may please be summarized chronologically in the given format and copies of the same may be scanned and uploaded.

S. No.	Name and address of the Purchaser	Name of the Works/Items	Purchase Order No. & Date	Qty.	Value of order in Rs. Lakh	Performance Certificate obtained on
1.						
2.						
3.						
4.						

Signature of the Bidder with office seal

Place:

Date:



**Annexure – VIII**

**INFORMATION REGARDING CURRENT LITIGATION / DEBARRING /  
EXPELLING OF APPLICANT OR ABANDONMENT OF WORK BY THE  
APPLICANT**

1. (a) Is the Applicant currently involved in any Arbitration / litigation relating to any contract works	Yes/No
(b) If Yes, Details thereon	
2. (a) Has the Applicant or any of it's constituent partners been Debarred/Expelled by any agency during the last Three years	Yes/No
(b) If yes, Details thereon	
3. (a) Has the Applicant or any of it's constituent Partners failed to complete, any contract work during the past Three years	Yes/No
(b) If yes, give details thereon	

**Dated Signature of Applicant with seal**

**Note:** If any information in this Annexure is found to be incorrect or concealed, the Qualification Application will be summarily rejected & price tender will not be opened.

## ANNEXURE – IX

### FINANCIAL BID

I/We have gone through and understood all the terms and conditions of the tender and will abide by all the condition laid down for the supply of tendered items / works as per the detailed scope of works, terms and conditions laid down in the tender document.

SL. NO.	ITEM DESCRIPTION	QTY.	Units	Basic Price per Kg Packing & Forwarding, Freight Charges if any, to be entered by the Bidder Rs. P	GST on the Basic Price (Col. 5) to be entered by the Bidder (Col. 5 X GST %) Rs. P	Total Amount without Taxes Per No.	Total Amount with Taxes Per No.	Total Amount In Words Per No.	
1	2	3	4	5	6	7	8	9	
	←			RATE SHOULD BE QUOTED IN PRICE BID IN ONLINE					→

- 1). The rate quoted in the Financial Bid (BOQ - Excel online) shall remain constant during the period of contract or till extended period if any and no other additional charges on any account will be claimed. The above rate is on F.O.R. which is inclusive of all viz. material cost, GST/IGST for supply, transport charges, toll charges, transit insurance, loading and unloading charges, etc.,
- 2). All the rates should be only in terms of Indian Rupees.
- 3). After the financial bid opening, the L1 bidder shall furnish complete break up details for the as per bill of materials mentioned in the Technical Specification in a separate sheet for Price, GST/IGST, with the percentage.

**Signature of the Bidder with office seal**

Place:  
Date:

## CHECK LIST

### BIDDER TO FILL IN THE CHECK LIST AND UPLOAD IN THE ONLINE PORTAL WHILE SUBMITTING THE TENDER

(State YES / NO for each item)

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

S. No.	Description	Bidders Response
<b>I.</b>	<b>TECHNICAL BID</b>	
1.	Whether details of E-Remittance towards EMD Amount is uploaded.	Yes/No
2.	Whether documentary evidence for manufacturer of tendered item as per tender clause 3.1 are uploaded	Yes/No
3.	Whether the copies of purchase orders / supply orders within a period of 3 years from the date of tender opening in respect of tendered items as per Tender Clause No. 3.3 are uploaded.	Yes/No
4.	Whether the copies of Satisfactory supply Completion Certificate / Performance Certificate (indicating the period of supply) for which Purchase Order / Supply order furnished as per 3.3 within a period of 3 years from the date of tender opening as per Tender Clause No. 3.4 are uploaded.	Yes/No
5.	Whether documentary evidence for minimum experience of 3 Years in the manufacturing of tendered items as per tender clause 3.5 are uploaded	Yes/No
6.	Whether documentary evidence for average annual sales turn-over for the last three financial years (2021-22, 2022-23, 2023-24) are uploaded as per tender clause 3.6 are uploaded	Yes/No
7.	Whether the tender documents are Digitally signed and uploaded	Yes/No
8.	Whether the following Supporting Documents, including the Annexures / Amendments are uploaded duly signed and sealed in each and every page, failing which their offer will be rejected	Yes/No
	a). Profile of the Bidding Organisation as per Annexure-I	Yes/No
	b). Financial Capability as per Annexure-II	Yes/No
	c). Declaration Form as per Annexure-III	Yes/No
	d). Certificate of Conformity as per Annexure-IV	Yes/No
	e). AFFIDAVIT as per Annexure-V	Yes/No
	f). BANK CERTIFICATE as per Annexure-VI	Yes/No

S. No.	Description	Bidders Response
	g). Bidder's Experience Details as per Annexure-VII	Yes/No
	h). Details of Abandonment of work Litigation / debarring done as per Annexure - VIII	Yes/No
	i). Any other documents wherever insisted in the tender document.	Yes/No
<b>II.</b>	<b>FINANCIAL BID</b>	
9.	Whether the Financial Bid - BOQ (Excel Format) is filled and uploaded	Yes/No

**Note:** Please ensure that all the relevant boxes are marked YES / NO against each column

**Important Note:** Bidders must ensure to upload all the required documents indicated in the Tender document without fail in the Online Portal. Bids uploaded without supporting documents (See Clause No 3 Pre-Qualification Criteria) in respect of the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

### **INSTRUCTION TO BIDDERS FOR SUBMISSION OF ONLINE BIDS IN E-TENDER**

The bidders are required to submit scanned copies of their bids electronically on the <https://tntenders.gov.in>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the portal, prepare their bids in accordance with the requirements and submitting their bids online.

More information useful for submitting online bids on the portal may be obtained at <https://tntenders.gov.in>.

### **REGISTRATION:-**

- 1) Bidders are requested to enroll on the e-procurement module of the Tamil Nadu Tenders procurement portal <https://tntenders.gov.in> by clicking on the link "on line bidder Enrollment" which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the portal.

- 4) Upon enrolment, the bidders will be required to register their valid (DSC) Digital Signature Certificate (Class II or Class III certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/nCode/eMudhra etc),with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder may then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search operations built in the <https://tntenders.gov.in> to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other key words etc to search for a tender published on the CPP portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender documents.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender in case they want to obtain any clarification/help from the Helpdesk

### **PREPARATION OF BIDS:**

- 1) Bidder should take in to account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which bids documents have to be submitted, the number of documents – including the names and content

of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should keep ready the bid documents to be submitted as indicated in the tender document /schedule and generally they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g PAN card copy, annual reports, auditor certificates etc) has been provided to the bidders .Bidders can use “MySpace” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS:**

- 1) Bidder should log in to the site well in advance for bid submission so that they can upload the bid in time i.e on or before the bid submission time. Bidder will be solely responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “online” to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document.
- 5) Bidder is requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the Financial Bid is a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected ) cells with their respective financial quotes and other details (such as name of the bidder).No other cells should be changed. Once the details have been completed, the bidder should save it and submit

it online, without changing filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidder's dashboard) will be considered as a standard time for referencing the deadline for submission of the bids by the bidders, opening of bids etc.,. The bidder should follow this during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement for the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a Tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to <https://tntenders.gov.in> in general may be directed to the 24x7 Helpdesk of the portal.

#### **SYSTEM REQUIREMENT:**

- i) Operating System - Windows XP-SP3 & above
- ii) Firefox/Internet browser - IE7 and above
- iii) Signing type digital signature

iv) JRE 7 update 79 (Preferred file- Windows X-86 Offline) and above to be Downloaded and installed in the system

To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level.

**NOTE:** The above instructions are time to time change by the NIC. Hence, all the Bidders must periodically browse the website <https://tntenders.gov.in> and follow the procedure and being updated.

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