

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

TWO PART E- TENDER

**CONTRACT FOR PREPARATION, PACKING AND STACKING OF KHOA
(SUGARED KHOA, DATES KHOA, UNSUGARED KHOA) AND PEDA (IN VARIOUS GRAMS) AT PRODUCTS DAIRY COMPLEX, CHENNAI -
600 098 FOR ONE YEAR (2024 - 2025)**

PART - I
TECHNICAL - BID

TENDER DOCUMENT ISSUED TO

M/S.

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Deputy General Manager(Dg)

PART-I TECHNICAL BID -I

1. TWO PART TENDER APPLICATION

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

Sub: Two part e- tender contract for Preparation, packing and stacking of khoa (sugared khoa, dates khoa, unsugared khoa) and peda (in various grams) at products dairy, chennai - 600 098 for one year (2024 - 2025)(12months) 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 of in 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 120 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 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 tender documents duly filled to be submitted only by e-tendering through the e-procurement website "<http://www.tntenders.gov.in> should be submitted only by e-tendering through the procurement website <http://www.tntenders.gov.in> Tender for the contract for Preparation, packing and stacking of khoa (sugared khoa, dates khoa, unsugared khoa) and peda (in various grams)at product Dairy, Ambattur. The period of tender is 12 Months is extendable up to 3 months or 25% of tender value at the same rate and on the same terms and conditions.

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5. The tenderer is requested to kindly go through the check list given and ensure compliance of the tender terms and conditions.
6. 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.
7. 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.

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3. INTRODUCTION

Two part "Tender for the Contract for Preparation, packing and stacking of khoa (sugared khoa, dates khoa, unsugared khoa) and peda (in various grams) at products dairy complex, chennai - 600 098". The period of tender is 12 Months [for the year 2024-2025](#)" from the date of execution of agreement by the tenderer.

This Two part tender form contains the schedules as indicated	
i) Date of pre bid meeting	: 11.30A.M on 18.07.2024
ii) Place of pre bid meeting	Office of the Dy General Manager, Products Dairy,TCMPF Limited, No.29 part & 30part Sidco Industrial Estate, Ambattur,Chennai-600098.
iii) Last date and time for submission of the Two Part Tender both Technical and Commercial bids. Through online	: 03.30 P.M on 29.07.2024
iv) Date and Time of opening of Part-1 Pre-qualification tender Technical bids	: 03.30 P.M. on 30.07.2024
v)Place of Technical bid meeting	: Office of the Joint Managaing Director, No.29 & 30 Sidco Industrial Estate, Ambattur,Chennai-600098
v) Opening of Part- 1 tender qualification cum-Technical Tender commercial bids. Bid and part II 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

Two part "Tender for the Contract for Preparation, packing and stacking of khoa (sugared khoa, dates khoa, unsugared khoa) and peda (in various grams) at products dairy complex, chennai - 600 098". The period of tender is 12 Months **for the year 2024-2025**" Period from the date of execution of agreement by the tenderer.

1) The tenderer should have a minimum **of One year experience** as on or before the date of submission of 2 -part tender document in **preparation of Khoa, Peda and any milk product** 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.

2) 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

3) The Contractor should provide and ensure whether their workers are wearing masks, cup, apron, gloves, shoes, uniform and identity card.

4) The tenderer should have minimum manpower strength of 25 number of workers.

5) They should have minimum Qualification of 10th standard.

6) Hygienic, consistent quality and taste standard should be maintained as per the FSSAI standard.

7) The Tenderer should provide minimum 35persons including skilled packing of 1500 kgs of khoa as detailed in the scope of work given hereunder in separate head.

8) Operation of khoa pan.

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- 9) Monitoring and controlling of steam flow the khoa pan.
- 10) Continuously stirring of milk in khoa pan and continuously monitoring the khoa pan to avoid overflow of milk while boiling which leads to loss.
- 11) Continuously monitor the texture and colour of the khoa (Brown particles) and get the output in the desired colour & as per our Aavin Brand.
- 12) Monitoring the activities of collection of raw materials and packing materials of khoa making.
- 13) Monitoring the khoa packing activities and coding activities.
- 14) The Tenderer should provide details of past experience (i.e) work order copy(s) for deployed laborers minimum 25 persons as per tender terms and conditions.
- 15) The contractor should provide skilled manpower for production process and unskilled manpower for peripheral activities.
- 16) Should provide details of Minimum Annual Turnover of **Rs.25 lakhs** per year along profit and loss statement audited by certified practicing auditor for financial years 2020-2021 or 2021 -2022 or 2022-2023-2024
- 17) The Tenderer should have registered under the E.P.F. & E.S.I. Act., PAN CARD, GST registration certificate
- 18) 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
- 19) The Part I Technical bid specifies the Pre-qualification 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.
- 20) 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.

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21) The Part-II Commercial bids shall be normally opened with in 90days 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.

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

23) The Tender forms are not transferable or assignable.

24) 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 the Federation as the case may be.

25) 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.

26) 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.

27) 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.

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

29) There will be no employer- employee relationship between the employees of the successful tenderer and the Federation.

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30) 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.

31) The successful tenderer alone is liable for implementation of all the Labour laws applicable to his employees.

32) 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.

33) 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.

34) The employees of the successful tenderer cannot claim any benefits or Amenities extended to Federation employees.

35) 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.

36) 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.

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37) 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** or 25% of Tender value from the date of expiry of the contract.

38) 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.

39) The successful tenderer should not engage persons below 18 years and above 45 years of age to this work.

40) 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.

41) 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 check up and certificates and the cost of expenditure incurred in such medical check up will be recovered from the successful tenderer

42) 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 damage for loss caused to Federation by such lapses.

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43) 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.

44) 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.

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

5. PAYMENT OF EMD:

The tenderer should pay an **EMD amount of Rs.50,000/-** (Rupees Fifty 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 will not be considered for Part-I Technical Bid.

5.3. 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.
- If the tenderer withdraws his offer or backs out before the expiry of the validity period or acceptance of the tender.
- If the tenderer revises any of the terms quoted during the validity period

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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, TCMPE 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.
- 6.3. No exemption will be given from payment of Security Deposit under any circumstances as per TTTT Act and the same should be remitted by Demand Draft / Bankers Cheque from any Nationalized/ commercial Bank in favour of "the **The Joint Managing Director, TCMPE 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.

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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.

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,GST& ESI Challans of the previous month and GST payment for making payments. Non payment / Short payment of ESI, EPF will be recovered from the contractors bill and the same will be remitted to the concerned Department.

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8.3.The payment shall be made within 30 days from the date of receipt of the bills based on attendance\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.

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 MRP of the product will be charged for short supply.

9.2.In case the contractor failed to supply required manpower in any particular shift as mentioned in the scope of work, then for the Number of workers short, alternate arrangement made by the federation 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. 1,000/-** (Rupees One thousand only) per person and revenue loss due to short labour will be recovered.

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 cost 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 per day.

9.6.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.

9.7.Food tasting and SOP should be maintained strictly by Qualified person (Food Taster).

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9.8. 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. 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.

9.9 The contractor should maintain the Hygiene practice through production process, any deviation found penalty imposed.

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 a penalty of **Rs.5000/-** will be levied. For the third occasion, without assigning any reasons, the tender will be summarily rejected / Cancelled

9.11. 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

9.12 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 reverse the right to cancel the order besides forfeiting the security deposit.

9.13. A penalty of 1000/- per day will be imposed for the non – maintenance of hygienic practices.

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** on or before the date of submission of Tender documents in **preparation of Khoa, Peda and any milk product** 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 ofRegistration or work order should be enclosed as documentary evidence.](#)

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12.3. Whether details of Average Annual Turnover of **Rs.25laks**per year along profit and loss statement audited by certified practicing auditor for last financial years 2020-2021 or 2021 -2022 or 2022-2023or 2023-2024.

12.4. Remittance of EMD amount of Rs.50,000/- (Rupees Fiftythousandonly) 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 or wage register, or EPF or ESI challans, or any other document containing a minimum manpower of 25persons.

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.

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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 manpower basis 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 weighted average 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 [120 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.

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.50,000/-** (Rupees Fifty 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 Previous experience of one year in , Preparation Khoa, peda or Milk products mn Yes/ No

3. Whether Xerox copy of the attendance Register or wages register or EPF/ESI challans or any other documents containing the list not less than **25 persons** enclosed ? Yes/ No

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

5. Whether all the pages in the Tender forms Part-I Technical bid have been duly signed by the tenderer/by his authorized signatory? Yes/ No

6. 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 union . Yes/ No

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PRODUCTION RELATED TERMS AND CONDITIONS:

1. The ingredients and packing materials will be supplied by the Products Dairy.
2. The Production schedule to be planed by Shift officer based on marketing indent which is maintained by shift officer (M(dg/Dm(dg) daily.
3. The AGM (dg) check the production schedule note by weekly.
4. The supervisor has to maintain a register for the production schedule and after production, it will be authenticated by Shift officer.
5. 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.
6. 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. Hygienic, consistent Quality and taste standard should be maintained as per the FSSAI standard.
7. The Supervisor should receive the production schedule from Shift Officer and start the production of Khoa and Peda in various grams as per the directions received from the shift officers (Dg).
8. The packing materials are to be received from the stores by the Supervisor as per the Indent.
9. The contractor should clean the equipment, cans, trays, trolleys, walls, tiles, floor, press, filter cloth daily and keep the working area neat and get lab clearance for cleaning efficiency.
10. Sufficient man power should be provided for Preparation and packing and stacking of Khoa and Peda. In the case of any special order at larger volumes, additional manpower should be arranged proportionately by the contractor to meet the timely supply.
11. The quality of the final product should be cleared by the Quality Control Laboratory. After getting clearance it can be taken for Packing. If there is any adverse remarks, action will be taken and penalty will be imposed
12. The finished products should be weighed and handed over to the Manager (Dairying) / DM (Dairying) / Milk Recorder / Duty officer in the shift every day.

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13. Any wastage / spillage of Product if noticed is recoverable and penalized.
14. 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.
15. The contract bills shall be certified by the Assistant General Manager (Dg.) / Manager (Dairying).
16. 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.

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Procedures to be followed at work**Sweet Khoa Preparation**

1. The walls and floor of the place where Khoa is made and the milk cans used and the surroundings should be kept clean as per the instructions of the Official.

2. One person should be assigned to each Khoa pan while making the Khoa.

3. As per the advice of the Administrative Officer the inside and outside of the pan should be scrubbed clean with acid and alkaline solutions.

4. As directed by the Utility Officer, open steam as required. Adequate fines will be imposed if found wasting steam.

5. Take required amount of milk for preparation as per the advice of the officer.

6. The opening of the steam passage should be opened slowly as needed and the air vent should be opened slowly.

7. After exhausting the air, close the exhaust valve tightly.

8. While the milk is boiling, keep the steamer open as required. Care should be taken to ensure that the amount of the steam does not increase and that the milk does not stick to the pan and turn sour (curdled).

9. When the poured milk reduces to half, take the required amount of sugar from the store and mix it well.

10. Stir the milk well with a paddle to keep it from sticking to the parts of Khoa pan.

11. After reaching the Khoa consistency, it should be put in the silver (steel) plates that have been washed and dried with a steel cup. All pans, plates, paddles must be approved by the quality control laboratory before use. All the trays in which Khoa is placed should be covered with nylon cloth to prevent flies, mosquitoes and insects from approaching.

12. Each Khoa tray should bear manufacturing date of Khoa and batch number.

13. The Khoa trays in which Khoa is stored should be kept at room temperature for 5 to 6 hours.

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14. Samples of each prepared khoa batch should be given to the laboratory and after the moisture check and verified, it should be packed in containers.

15. Date of manufacture of Khoa on all containers used to pack Khoa. The details like weight, price, batch number and shelf life, must be recorded by the coding machine and used with the permission of the laboratory and shift officer.

16. Pack the prepared Khoa in 100gm and 500gm containers. The necessary stickers should be obtained from the store and pasted on the containers.

Unsugared Khoa Recipe:

1. Walls and floor of the production area, used milk cans and surroundings shall be kept clean as directed by the Official.
2. The inside and outside of the pan should be scrubbed clean with acidic and alkaline solutions provided by the management as per the instructions of the shift officer.
3. Steam should be opened and used as per the instructions of the Shift Officer. Steam should not be wasted.
4. Take required quantity of milk as per the advice of the officer and prepare Khoa.
5. Steam vent should be opened slowly as needed and used after venting.
6. After exhausting the air, close the exhaust valve thoroughly.
7. While boiling the milk, keep the steamer open as per requirement and ensure that the level of the steam gauge does not increase and the milk does not stick to the pan and become rancid (curdled).
8. Stir the milk well with a paddle so that it does not stick to the parts of the Khoa pan.
9. After reaching the khoa consistency, it should be placed in a well-washed and dried silver (Steel) plate with a Steel mug. All the pans, plates and paddles used must be approved by the quality control laboratory before use. All the plates put in by Khoa are covered with nylon cloth. It should be covered so that flies, cockroaches and insects do not come close.

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10. Each Khoa tray should bear manufacturing date and batch number.
11. Khoa trays containing Khoa should be kept at room temperature for 5 to 6 hours.
12. In the prepared Khoa, each part (sample) should be given to the laboratory and after getting proof of moisture content, it should be packed in containers.
13. All the containers used to pack khoa must have the date of manufacture of Khoa, weight, price, batch number and shelf life, contents must be registered by the coding machine, after being registered by the laboratory and with the permission of the Shift officer.
14. Pack the prepared Khoa into required quantity and keep it ready for sale

Sweet Khoa and UnSugar Khoa Recipe

1. Keep the packaging room clean.
2. As per the requirement of the marketing, Packaing should be done in the required quantities as per the instructions of the shift officer.
3. Check the packing material for any unwanted material or dust and rust.
4. Each container should be weighed separately and filled with ingredients in the indicated quantities.
5. Cover the containers with a proper lid.
6. Date of manufacture, code number, shelf life and selling price should be recorded for all manufactured goods.
7. Weighing machines for weighing the package will be provided by the company. It shall be maintained by the contractor in the best possible manner. If it is repaired in any way, the cost will be deducted from the contractor's list (or) his monthly bill.
8. Empty trays should be properly washed and dried in the tray washing area.
9. Packaging room should be kept very clean and dry at all times.
10. On top of the items to be packed, according to the weight and paste the Aavin tape on it.

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11. Apron provided by the contractor to the contract workers who are wearing the head cover, face mask and gloves to work.

12. Store the prepared items in cleaned tubs.

13. After packing, the amount of package in each category should be reported to the official.

Quality conditions of goods

1. All milk products manufactured by the contractor shall be subject to quality control unit standards. The prepared khoa should be light brown in colour.

2. The moisture content of the prepared Khoa should be between 18 and 20.

3. There should be no black (burnt) particles of Khoa produced.

4. Sugar syrup should not be separated in the prepared Khoa.

5. The contractor will be held responsible if he prepares less than the quantity asked for marketing. The administration may impose fines and take action against this.

6. The quality of prepared Khoa varieties should remain good up to the dates specified by the quality control department under normal weather conditions.

7. Any default in the above standards may be imposed fine on the contractor by management.

Dates khoa Recipe

1. Clean the pan with as much soapy oil as possible so that it is not greasy.

2. Open the internal air vent of the pan.

3. According to the requirement of the day, know the quantity from the shift officer and take milk accordingly.

4. Mix well until half the milk is boiled in the pan at medium heat.

5. Soak required amount of dates in boiled milk and mash well.

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6. After boiling half of the milk, add required amount of sugar and mix well.
7. Add cardamom powder and roast cashews in the required amount of ghee and mix well.
8. Then pour the prepared dates Khoa on each tray and keep it at room temperature.
9. Specify the date of manufacture, batch number etc. on each tray.
10. Allow the prepared dates Khoa to cool at room temperature for four to six hours.
11. Packaging should be made in 100 gm, 250 gm and 500 gm bowls as per the requirement of marketing.
12. Date of manufacture, batch number, shelf life, price, etc. should be recorded on all packs used and used with the permission of laboratory and shift officer.

Milk Peda Recipe

1. Peda preparation pans and plates should be washed thoroughly after use.
2. After washing, take about 80 liters of milk and let it boil. While the milk is boiling, keep stirring it with a whisk to prevent it from curdling.
3. The steamer should be opened and used as needed.
4. After the milk boils well and becomes solid when the moisture content is about 30-32%, cover the steam and take the unsweetened khoa from the pan and keep it on a tray.

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5. After the milk Khoa reaches room temperature or on the next day of preparation, take the required amount of unsweetened milk Khoa and sugar in a pan and stir it well with a whisk until the sugar dissolves well at medium temperature (moisture up to about 15-18%) sprinkle the required amount of cardamom powder and mix well to spread it evenly. Keep it on a S.S. tray.

6. Once the peda in the S.S. tray comes to room temperature, Demold the peda. Then the demolded peda should be packed in 100gm and 250gm boxes in coded Peda sweet boxes.

7. If there is any change in packing methods then work accordingly. To work as per instructions of shift Officer and Quality Control Officer from time to time.

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Manpower determination for Khoa preparation cum packing

Target : Production of 1300 kg

Packing of Khoa 100grm	3000nos	= 300kgs
Packing of Khoa 250grm	2800nos	= 700kgs
Packing of Khoa 500grm	400nos	= 200kgs
Packing of Dates Khoa 100grm, 250grm	200nos	= 300kgs
Unsugared khoa		
Total = 1300kgs		

Preparation schedule :

Shift	Time	Manpower require	Nature of Work		Work completed
A shift	6.00 AM to 10.00 AM	9 No of Deputy Chef	Khoa Manufacturing : 1 batch No .of pan = 9 Milk taken : 120 litre in each pan Khoa yield : 9X36kg = 324 kg	324 kgs	Total 1300 kgs of Khoa Produced
	10.00 AM to 02.00 PM		II batch above	324 kgs	
B shift	02.00 PM to 06.00 PM	9 No of Deputy Chef	III batch above	324 kgs	
	06.00 PM to 10.00 PM		IV batch above	324 kgs	

Packing work

08.00 AM to 05.00 PM	4	Sticker affixing on the lid of every bowl (6400 bowls)		6400 bowl	1300 kgs of Khoa in about 6400 bowls packed
		Coading of each and every bowl			
	3	Tray washing, pan and floor cleanig , Trolley washing		About 200 tray	
	4	Placing of Khoa in the Bowl weighting the Khoa			
08.30 PM to 05.00 PM	4	Placing of Khoa in the Bowl weighting the Khoa			
05.00 Pm to end	5	Packing, sealing, stacking and transferring to storage			
Supervisor (Deputy chef	1				
Total	35				

Quantity of Khoa produced = 1300 kg

No. Of person need ed = 35 heads

SIGNATURE OF THE TENDERER

Manpower determination for Khoa preparation cum packing

Target : Production of 130 kg

Packing of Peda 100grm 550nos	= 55kgs
Packing of Peda 250grm 300nos	= 75kgs
Total = 130kgs	

Preparation schedule :

Shift	Time	Manpower require	Nature of Work		Work completed
A shift	6.00 AM to 9.30AM	3 No of Deputy Chef	Peda Manufacturing : 1 batch No .of pan = 3 Milk taken : 100 litre in each pan Peda yield : 3X 26.7kg = 80.1 kg	133.50 kgs of peda produced	133.50 kgs of peda produced
	10.00 AM to 01.30 PM		II batch above 2 X 26.7 = 53.4 kgs		

Packing work					
08.00 AM to 05.00 PM	4	Folding of corton boxes (850nos)		850 boxes	130 kgs of Peda in about 850 cartons packed
		Coading of each and every box			
		Tray washing, pan and floor cleanig , Trolley washing		About 200 tray	
		Placing of peda in the mould, Moulding, stacking, packing and transfering to storage			
08.30 PM to 05.00 PM		Packing, sealing, stacking and transfering to storage			
02.00 PM to end					
Supervisor	1				
Total	8				

Quantity of peda produced = 130 kg

No. Of person need ed =8 heads

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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
RegistrationCertificate.

SIGNATURE OF THE TENDERER:

**AAVIN
THE TAMILNADU CO-OPERATIVE MILKPRODUCERS'
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 "Tender for the Contract for Preparation, packing and stacking of **Khoa and Peda** in various grams at products dairy complex, chennai - 600 098 . The period of tender is 12 Months **for the year 2024-2025**"(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 of Khoa and Peda (Rs.)

Contract "Tender for the Contract for Preparation, packing and stacking of **Khoa and Peda** in various grams" at products dairy complex, Chennai - 600 098 . The period of tender is 12 Months [for the year 2024-2025](#)"

Description	Rate per Kg (Rs.) (A)	Rate per Kg (Rs.) (B)
1. Rate quoted Basic		
2. (9%) CGST		
3. (9%) SGST		
4. Total (inclu GST18%)	Rs..... (Rupees.....only) per Kg.	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 successful tenderer shall be responsible for the discharge of all legal obligations under various labour legislation in force and should take care of other statutory dues like ESI, EPF and GST etc.
- D. After quoting the rate if the tenderer goes back, the EMD remitted by the Tenderer shall be forfeited fully.
- E. **The L1 will be evaluated based on the weightage formula in the ratio of 90:10 as (A X 401 tons of Khoa : B X 40 tons of peda)**
- F. **The lowest weighted average rate will be considered for award of contract.**

Signature of the Tenderer.

