

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

**TWO PART TENDER**

**TENDER FOR SERVICE CONTRACT FOR PREPARATION,  
 PACKING AND STACKING OF FERMENTED PRODUCTS IN  
 SACHETS IN VARIOUS GRAMS (CURD, BUTTERMILK, LASSI) AT PRODUCTS  
 DAIRY COMPLEX, CHENNAI -600 098 FOR TWO YEARS (2024 - 2026)**

**PART – I**

**TECHNICAL –BID**

**TENDER DOCUMENT ISSUED TO**

M/S. ....

.....

**COST OF TENDER DOCUMENT, REMITTED UNDER**

*RECEIPT NO..... DATE ..... for Rs. ....*

Deputy General Manager (Dg)

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

From	To
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M/s.

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

Sir,

Sub:	Two part tender contract for Preparation, Packing and stacking of fermented products in sachets in various grams at products dairy, for two years (2024-2026) (24)months period from the date of execution of agreement by the tenderer - submission of tender documents - Regarding.
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Having examined the two part tender documents consisting of Part I pertaining to Pre-Qualification cum Technical Bid and Part II Commercial Bid with price quotation, I/we hereby submit all the necessary documents and relevant information for bidding the above mentioned tender.

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

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

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

**SIGNATURE OF THE TENDERER**

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

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

I/We understand that the tender on acceptance will be valid for a period of 24 (twenty four) months and extendable up to 6 months or 25% of the estimated quantity / tender value on the same rate and terms and conditions from the date of execution of the work by the successful tenderer.

**SIGNATURE OF THE TENDERER(S)  
INCLUDING TITLE CAPACITY.**

***NAME:***

***(IN BLOCK LETTERS)***  
***(SEAL)***

**2. INSTRUCTIONS TO THE TENDERERS**

This two-part tender document consists of:

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

1. Read all the terms and conditions of the two-part tender carefully before you start filling up.
2. The tenderers are requested to inspect the work site at Products Dairy Complex during the working hours on any working day between 10AM to 5 PM before submitting their tender offer so as to have firsthand knowledge of the work.
3. The tenderers have to submit the Original set of the two-part tender (both Part-I - Technical Bid and part II Commercial Bid) duly filled in, attach necessary documents and are advised to retain the duplicate set of documents for their reference /records.
4. The Part-1 pre-qualification cum technical bid consisting of page Nos. 1 to 27 and the part-II Commercial bid consisting of page Nos. 28 to 29 should be submitted in two separate covers duly subscribed as "Tender for the Contract for Preparation, Packing and stacking of fermented products in sachets in various grams at Products Dairy, Ambattur. The period of tender is 24 Months and extendable up to 6 months or 25% of estimated quantity at the same rate and on the same terms and conditions. The tender documents duly filled can be submitted by e-tendering through the e-procurement website "<https://tntenders.gov.in>
5. The tenderer is requested to kindly go through the check list given and ensure compliance of the tender terms and conditions.

**SIGNATURE OF THE TENDERER.**

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.

**SIGNATURE OF THE TENDERER.**

### **3. INTRODUCTION**

Two part “Tender for the Contract for Preparation, Packing and Stacking of fermented products in sachets in various grams at Products Dairy, Ambattur. The period of tender is 24 Months [for the year 2024-2026](#)” 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 : 11.00 A.M on 01.02.2024
- ii) Last date and time for submission : 03.00 P.M on 09.02.2024  
of the Two Part Tender both  
Technical and Commercial bids.
- iii) Date and Time of opening of Part-1 : 03.30 P.M. on 09.02.2024  
Pre-qualification tender Technical  
bids
- iv) 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.
- v) Opening of Part- 1 tender : Office of the Joint Managing Director,  
qualification cum-Technical TCMPF Limited, No.29 & 30 Sidco  
Industrial Estate, Ambattur,  
Chennai-600098.
- vi) Date and time of opening of Part-II : Commercial bid will be opened normally  
Tender commercial bids. within 90 days time from the date of the  
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.

**SIGNATURE OF THE TENDERER**

#### **4 General Terms and Conditions (Evaluation criteria)**

Two part “Tender for the Contract for Preparation, Packing and Stacking of fermented products in Sachets in various grams at Products Dairy, Ambattur. The period of tender is 24 Months for the year 2024-2026” Period from the date of execution of agreement by the tenderer.

- 4.1. The tenderer should have a minimum of One year experience as on the date of opening of Technical bid in preparation of dairy products on contract basis to any Govt. organization or Cooperative Institutions or any reputed private organizations. The Federation reserves the right to inspect any organization where the tenderer provided labourer on contract basis. The copies of work order or any other authentic document to show that the tenderer has such experience should be enclosed as evidence.
- 4.2. The persons deployed for preparation and packing should be physically healthy and tidy and they should wear a neat uniform in-order to maintain hygienic Production.
- 4.3. The contractors should provide and ensure whether their workers are wearing masks, Cap, apron, gloves, Shoes, uniform and Identity Card.
- 4.4. They should have a minimum qualification of 10<sup>th</sup> standard.
- 4.5. Hygienic, consistent Quality and taste standard should be maintained as per the FSSAI standard.
- 4.6. The tenderer should have minimum man power strength of 18 Nos of workers.
- 4.7. Details of past experience (i.e) work order copy(s) in last financial year having deployed laborers minimum 15 persons as per tender terms and conditions has to be submitted.

**SIGNATURE OF TENDERER**

- 4.8.The contractor should provide skilled manpower for production process and unskilled manpower for peripheral activities.
- 4.9.Whether details of minimum Annual Turnover of Rs.20 lakhs along with profit and loss statement audited by certified practicing auditor for 2020-2021 or 2021-2022.
- 4.10.The Tenderer should have registered under the E.P.F. & E.S.I. Act
- 4.11.The tenderer should have PAN card.
- 4.12.The tender should have GST registration certificate
- 4.13.The PART-I technical bid shall be opened on the date, time and venue specified in the presence of the tenderer(s) or their authorized representatives who opt to be present during the time of opening.
- 4.14.The Part I Technical bid specifies the Prequalification based on various factors such as man power, strength, capacity, suitability, eligibility of tenderer etc., will be evaluated considered and decided prior to opening of the Part II Commercial bids of the tenderer.
- 4.15.The tenderer(s) who do not satisfy any/all the terms and conditions specifically so mentioned in the PART-I Technical bid, Part II Commercial Bid shall not be considered eligible and shall not be opened treating it as technically not qualified.
- 4.16.The Part-II Commercial bids shall be normally opened within 90 days from the date of opening of the part-I Technical bids at the convenient date and time of the Tender Inviting Authority. The Commercial bid will be opened in the presence of tenderers or their authorized representative who opt to be present at the time.
- 4.17.The date of opening Part II commercial bid will be informed separately to those who qualify in the PART-I Technical bid.
- 4.18.The Tender forms are not transferable or assignable.

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- 4.19. No revision of rate will be entertained at any cost during the tender period. The variation in the GST or any other tax by the government shall be effected on the end price to the benefit of either the tenderer or the Federation as the case may be.
- 4.20. No revision of daily wages by the district Collector etc., during the period of the contract, the successful tenderer should alone bear such escalation and the successful tenderer shall not claim any additional amount for such escalation.
- 4.21. The signatory of the tenderer should indicate his/her/their status in which he/she/they have signed and submit necessary legally/ lawfully admissible documentary proof in respect of such authority assigned to him/her/them by the Firm.
- 4.22. If the tender opening day is declared a holiday, the tenders shall be received and opened **immediately on the next working day** at the same time and place.
- 4.23. No tenderer shall be allowed to withdraw the tenders after submitting the tender.
- 4.24. The successful tenderer alone is the sole employer and it is his responsibility to extract work from his employees conforming to the stipulations in this tender document. For any commission and omission on the part of his employees the successful tenderer alone is liable and the latter shall pay damages to the Federation for any damage / loss caused to the Federation by his employees.
- 4.25. There will be no employer- employee relationship between the employees of the successful tenderer and the Federation.
- 4.26. The successful tenderer alone is liable for implementation of all the labour laws applicable to his employees.
- 4.27. 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.

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- 4.28. In case of any accident involving the employees of the successful tenderer, the compensation and the penal consequences under the relevant Act shall be borne entirely by the successful tenderer. If the Federation has to incur any expenditure in that regard, the same shall be reimbursed by the successful tenderer.
- 4.29. The employees so engaged by the successful tenderer under no circumstances could be considered for appointment in the Federation on the ground that they have worked as a contract labourer.
- 4.30. The employees of the successful tenderer cannot claim any benefits or amenities extended to Federation employees.
- 4.31. All sums found due to the Federation under or by virtue of these presents shall be recoverable from the successful tenderer under the provisions of Tamilnadu Co-op. Societies Act 1983 or in any other legal manner as the Federation may deem fit, if the same could not be recovered by adjusting from the security deposit or the bills of the tenderer, due to any reason.
- 4.32 The Managing Director, TCMPF Ltd., Chennai **reserves the right to split the tender and place orders on one or more tenderer.** The Managing Director also reserves the right to reject any tender offer fully or partially without assigning any reasons thereof.
- 4.43. The Managing Director has full powers to include or exclude points in the tender terms and conditions in the best interest of the organization during the contract period.
- 4.34. 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 **6 (Six) months** from the date of expiry of the contract or upto 25% of the estimated quantity / tender value whichever is earlier.
- 4.35. The successful tenderer should not engage persons below 18 years and above 50 years of age to this work.

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

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4.39. 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.

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

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

4.42. The tenderer who undertake two contract works in Federation should not be participated in this tender.

#### **5.PAYMENT OF EMD:**

5.1 The tenderer should pay an **EMD amount of Rs.55,000/-** (Rupees Fifty Five Thousand only) [can be paid through online in TN tender portal under “Tamilnadu Co-operative Milk Producers Federation Ltd”.](#)

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

**SIGNATURE OF THE TENDERER**

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

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

#### **6.SECURITY DEPOSIT:**

6.1.After evaluation and finalization of Part I Technical bids and Part II Commercial bids, selected tenderer should remit a security deposit amount at **5% of the order value including** the EMD drawn by means of Demand Draft /Bankers Cheque from any Nationalized/ commercial Bank in favour of “The Joint Managing Director, TCMPF 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 TNTT Act and the same should be remitted by Demand Draft /Bankers Cheque from any Nationalized/ commercial Bank in favour of “the **Joint Managing Director, TCMPF Limited, Chennai** payable at **Chennai**. Bank guarantee and any other form of remittance will not be accepted.

6.4.The Security Deposit is liable to be adjusted against any loss or damage caused by the tenderers to the Federation by violation of any of the tender condition.

6.5.The Security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract and satisfactorily complying with the scope of work and terms and conditions thereof.

6.6.No interest shall be paid for the Earnest Money Deposit or Security Deposit.

**SIGNATURE OF THE TENDERER**

**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.
- 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.

**SIGNATURE OF THE TENDERER**

**9.PENALTY:**

- 9.1 In case the contractor failed to produce the required quantity of products as per marketing indent a penalty of 2 times the MRP of the product will be charged for short supply.
- 9.2 In case the contractor failed to supply required manpower in and particular shift as mentioned in the scope of work, then for the number of workers short, alternate arrangement made by the federation and the cost of wages per worker per shift will be recovered for the same at the rate spent by the federation along with a penalty of Rs.5,000/- (Rupees Five thousand only) and revenue loss due to short labour 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 three occasions, the federation reserves the right to terminate the contract and the federation would be at liberty to call for new tender. This is in addition to recover damages for the loss caused to the federation by such lapses.
- 9.7 A penalty of 5 times MRP of the Product will be charged for the contract worker if caught in case of theft in the main gate of product dairy.
- 9.8 a) Food tasting and SOP (product formula) and good manufacturing practices should be maintained strictly by a qualified person (food taster)
- 9.9 If any deviations found in this regard, it will be viewed very seriously and the production charges of that particular day will not be released for the first occasion. In case of second occasion, the production charges plus penalty of Rs.5000/- will be levied. For third occasion, without assigning any reasons, the tender will be summarily rejected / cancelled.

**SIGNATURE OF THE TENDERER**

9.10 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.

9.11 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.

**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.

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 TCMPPF 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.

**SIGNATURE OF THE TENDERER**

## **12.PRE-QUALIFICATION**

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

- 12.1.The tenderer should have minimum **one year experience in Preparation of dairy products** on contract basis to any organization. The Federation reserves the right to inspect any organization where the tenderer provided labourers on contract basis. **The copies of Registration or work order should be enclosed as documentary evidence.**
- 12.2.**The tenderer who carried out two works in the Federation will not be considered for Technical evaluation.**
- 12.3.Whether details of minimum Annual Turnover of Rs.20 lakhs along with profit and loss statement audited by certified practicing auditor for last financial years 2020-2021 or 2021-2022.
- 12.4.**Remittance of EMD amount of Rs.55,000/- (Rupees Fifty Five thousand only) can be paid through online in TN tender portal under “Tamilnadu Co-operative Milk Producers Federation Ltd”.**
- 12.5.**The tenderer should furnish the attested copy of the work order and attendance register, wage register or EPF or ESI challans, GST challans or any other document containing a minimum manpower of 18 persons.**
- 12.6.**The tenderer should produce all the above mentioned documents in original for verification when called for.**

**SIGNATURE OF THE TENDERER**

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

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

*Noted and agreed to the above*

*SIGNATURE OF THE TENDERER*

**13.TENDER EVALUATION CRITERIA:**

- 13.1.The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 13.2.The tender will be evaluated as per TNTT Act.
- 13.3.The bidder should clearly indicate the [bid takes care of the minimum wages and statutory dues](#).
- 13.4.The tenderer should offer rate per litre 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 end rate shall be considered for evaluation of lowest offer.

**14.VALIDITY**

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

**15. DEVIATION:**

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

Noted and agreed to the above

**SIGNATURE OF THE TENDERER**

**PRODUCTION RELATED TERMS AND CONDITIONS:**

1. Hygienic, consistent Quality and taste standard should be maintained as per the FSSAI standard.
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. They should have a minimum qualification of 10<sup>th</sup> standard.
4. The contractors should provide and ensure whether their workers are wearing masks, Cap, apron, gloves, Shoes, Uniform and Identity card.
5. Necessary raw materials required for production will be provided by the federation.
6. Preparation, Packing and stacking of fermented products in sachets in various grams should be manufactured as per the SOP approved by aavin, TCMPF Ltd.
7. Approximate production of fermented products in sachets per day will be around 15000 litres and may differ depending on marketing indent and increase more during summer season.
8. The contractor should provide skilled manpower for production process and unskilled manpower for peripheral activities.
9. Preparation, Packing and stacking of fermented products in sachets in various grams should satisfy the quality requirements as specified by the Aavin.

**SIGNATURE OF THE TENDERER**

10. Products not conforming our quality will be rejected and recovery will be made based on Penalty clause.
11. Contractor must provide required manpower for the entire manufacturing and packing process. Providing manpower for activities like cleaning the utensils, cleaning the production area its surrounding, shifting raw materials from stores and end products to storage area will comes under your scope of works.
12. Contractor should deploy healthy / mentally sound workmen for the production as per Government Labour rules. Successful contractors should execute the work as per terms and conditions laid down by the federation.
13. Quality clearness must be obtained before packing for products.

**SIGNATURE OF THE TENDERER**

**SERVICE CONTRACT FOR PREPARATION AND PACKING OF  
FERMENTED PRODUCTS IN SACHETS**

<b>Preparation and Packing of Fermented Products ( Curd, lassi, Buttermilk) in Sachets</b>				
<b>S.No</b>	<b>Description of the work</b>	<b>Machine Involved</b>	<b>No of skilled person</b>	<b>No of Unskilled person</b>
1	Preparation of Toned milk involves pasturization cum standardization for the required standard (To help the Processing operator) Quantity: about 10,000 to 15,000 litres / day	Pasteurizer Homogenizer capacity (5000 lit / hr)	1 (ITI qualified)	
2	Addition of SMP, Butter etc with milk Addition of culture (Inoculation as per the QA section's advise) for set curd	BMC storage tank		
3	Pre heating the toned milk for inoculation	Pre heater		
4	Addition of culture / Inoculation as lab's suggestion for sachet curd	Storage tank		
5	Preparation of Lassi mix in a double jacketed tank (curd + sugar syrup + essence) total quantity: 1000 litres to 2000 lit / day (appro)	Lassi mix tank		
6	Preparation of Buttermilk mix in the storage tank (curd + processed chilled water + masala extract) Quantity : 5000 to 10,000 lit	Buttermilk mixing vat		
				2 (X std)

7	<p><b>Masala Preparation:</b> Coriander leaves + mint + green chillies + ginger cut into pieces well grinded, juice is extracted, filtered and processed to 85 C Quantity : extract 300 lit</p>	Masala preparation vat 500 lit capacity		3
<b>S.No</b>	<b>Description of the work</b>	<b>Machine Involved</b>	<b>No of skilled person</b>	<b>No of Unskilled person</b>
8	<p><b>Packing : per day</b></p> <p>Stacking of 200 ml curd sachet (Qty 3000 to 7000 sachets Sachet 500 ml (Qty : 8000 to 20000 nos lassi 200 ml Qty :3000 to 8000no Buttermilk 200 ml Qty: 5000 to 40000 nos (To assist the prepac machine operator to pump)</p>	Prepac Packing Machine : 4 heads cap: normal speed 50 sachets / min		2 (X std)
9	<p><b>Stacking :</b> All the sachets to be stacked in crates as a)50 nos of 200 ml in a crate or b)25 nos of 500 ml sachets, c)50 nos of lassi 200 ml sachets d) 50 nos of Buttermilk 200 ml sachets in a polythene bag and to be packed, all thses have to be placed in trolleys</p>			8
10	<p><b>Storage:</b> All curd sachets after stacking should go to the incubation there it should be kept for about 4 hr and then to be transferred to cold storage (4 C) to be lifted in trolleys</p>			2

	The lassi and Buttermilk sachets should be placed straight away in cold storage			
11	<b>Cleaning:</b> All the packing machines pasteurizer pre heater should be cleaned by CIP, conveyor, trolleys to be cleaned manually			1
	All external parts of packing machines, storage tanks, cans, conveyors etc are to be cleaned			
<b>Duration of the work : 07.00 to 23.00 hrs</b>				
	Total no. of labours required :		1	12 to 16
<b>Note:</b> All technical works, Federation Tech (opr) and Shift officer will take care off				
In the scope the lower range refers off season period production and higher range refers summer peak demand				
<b>Note :</b> There will be a Pre bid meeting for all the participants can and come and observe all the above said activities at Dairy and can clear their doubts with the dairy officials at the Processing and packing hall				

**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.55,000/- (Rupees Fifty five 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 of dairy products](#) in any organization. Yes/ No
  
3. Whether Xerox copy of the previous work order or attendance Register or wages register or EPF/ESI challans or any other documents containing the list not less than 18 persons enclosed . Yes/No
  
4. Whether the Xerox copies of the previous work order or experience Certificate or any other order or certificate awarded to the tender for being provided not less than 18 workers in a Single Organization Yes / No
  
5. Whether Xerox copy of the PAN card obtained from the Income Tax Department enclosed? Yes/ No

**SIGNATURE OF THE TENDERER**

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

**SIGNATURE OF THE TENDERER**

**PARTICULARS OF THE TENDERER:**

1. Registered Name of Tenderer:

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2. Registered Address:

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3. Address for all communications with Postal address

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4. E mail ID:

5. Telex/Fax No.

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6. Telephone Nos.

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7. Mobile Nos.

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

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

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**SIGNATURE OF THE TENDERER**

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

**PART – II**

**COMMERCIAL BID**

**QUALIFICATION**

The Commercial offers of such of those tenderer who Qualify themselves for being considered for contract for Preparation, packing and stacking of fermented products in Sachets in various grams at products dairy, Ambattur, for two years (2024-2026) (24) 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 Litre**

Contract for Preparation, packing and stacking of fermented products in Sachets in various grams at products dairy.

<b>Description</b>	<b>Rate per litre (Rs.)</b>
<b>1. Rate quoted Basic</b>	
<b>2. CGST @ 9%</b>	
<b>3. SGST @ 9%</b>	
<b>4. Total rate</b>	
<b>End rate</b> (End rate is inclusive of GST charges)	Rs..... ..... (Rupees..... ..... ..... .....only) per litre
<p><b>NOTE:</b></p> <p>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.</p> <p>B. If any discrepancy is found between the prices quoted in words and in figures, the lower of the two shall be considered.</p> <p>C. The Rate quoted is taking into consideration of the minimum wages Act and other Statutory dues.</p> <p>D. After quoting the rate if the tenderer goes back, the EMD remitted by the Tenderer shall be forfeited fully.</p> <p>E. The lowest end rate will be considered for award of contract.</p>	

**Signature of the Tenderer.**