



बुन्देलखण्ड सहकारी दुग्ध संघ मर्यादित, सागर
**BUNDELKHAND SAHAKARI DUGDH SANGH
MARYADIT, SAGAR**

Sagar Dairy Plant, Narsingpur Road, Sironja, Dist. Sagar - 470004, (M.P.)

E-mail: sanchimccsagar@gmail.com

G.S.T. No. 23AAEAB0278Q2ZJ

Ref: 12 /BKDS/PO/SAGAR/2023

Date: 17.04.2023

E- Tender

Online Tenders are invited for “**Operation & maintenance of Pouch Filling Machine and Coding on milk pouches**” at Bundelkhand Sahakari Dugdh Sangh Sagar (Main dairy plant, sironja, sagar). The tender documents containing the terms and conditions can be purchased online & downloaded through following website <http://www.mptenders.gov.in> from 18.04.2023 onwards. The tender will be opened in the office of the undersigned as mentioned in tender time schedule (key date). The detailed Tender Form can be seen (only for reference) at our HO website: www.sanchidairy.com & www.sanchisagar.com Any changes in tender documents will be notified on above website only and not at any other sources/platforms, hence bidders are requested to visit the site regularly. The Chief Executive Officer Bundelkhand Sahakari Dugdh Sangh Maryadit has all the right to accept or reject any or all bids.

Description of Works	EMD (RS)	Tender Fee (RS)	Bid submission due date & time	Technical Bid Opening Date & Time
Operation & maintenance of Pouch Filling Machine and Coding on milk pouches	50,000/-	1000/-	08.05.2023 4.00 PM	09.05.2023 04.00 PM

CHIEF EXECUTIVE
OFFICER



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DOCUMENT

E-Tender Documents

ANNEXURE-A

: General Terms and Conditions

ANNEXURE-B

: Mandatory Declaration Form

ANNEXURE-C

: Price Bid.

ANNEXURE-D

: Agreement

E-Tender Form issue date and time

: 18-04-2023 Time 12:00 PM Onwards

Last date of purchase of E-Tender Form

: 08-05-2023 Time up to 2:00PM

Last date of online uploading of E-Tender Form

: 08-05-2023 Time up to 4:00 PM

Time & Date of opening of Technical Bid
and EMD

: 09-05-2023 Time 4:00 PM Onwards

Time and Date of opening of eligible
Financial/Price Bids.

: 10-05-2023 Time 4:00 PM Onwards

Place of opening of Bids
DUGDH

: OFFICE OF BUNDELKHAND SAHAKARI
SANGH MARYADIT, SAGAR

Address for Communications

: CHIEF EXECUTIVE OFFICER,
BUNDELKHAND SAHAKARI DUGDH
SANGH MARYADIT, SAGAR

Cost of Tender Form

: Rs. 1.000/- (Rs. One Thousand only)
(to be paid online)

Chief Executive Officer

ANNEXURE-A

TERMS AND CONDITIONS FOR OPERATION & MAINTENANCE OF POUCH FILLING MACHINES AT BUNDELKHAND SAHAKARI DUGDHA SANGH MARYADIT, SAGAR (M.P.)

1. General Clause:

- 1.0 The rates for operation and maintenance of Pouch Filling Machine should be offered on per liter basis. At present there are 4 Nos. double head machines. The approx. average quantity of milk to be packed per day may be from 30000 lit. - 35000 lit. Per day however it may be depending upon season or festival etc.
- 1.1 The agreement period will be for three years and can be extended mutually on satisfactory performance for two-year respecting.
- 1.2 Earnest Money of Rs. 50,000/- (Rupees Fifty Thousand only) is to be deposited by Online MP tender's website. No interest will be paid on the Earnest Money. Earnest money of successful bidder refund after agreement period.
- 1.3 BKSDS will provide a lockable room to the contractor for keeping his spares, tools etc.
- 1.4 The contractor will hand over all the machines in perfect working conditions at the expiry of the contract. In case of any damage or loss to the machines it shall be recovered from the bills/security amount of the contractor.
- 1.5 The contractor must have minimum two years' experience of similar work with work performance certificate in reputed Govt., Semi Govt. /Co-operative institution/Dairy Industries for the operation and maintenance of prepack machines and online coding on pouches. The experience certificate is essential otherwise the tender shall not be considered.
- 1.6 The contractor must be registered in various Laws like Employees Provident Funds Act 1952, State Employee Insurance Scheme 1948 and Labour Contract (Exchange and Production) and other Acts applicable for the time being. Bundelkhand Sahakari Dugdha Sangh Maryadit, sagar shall not be responsible for any legal proceeding arising out of disputes of contractor's employee.
- 1.7 The counter terms and conditions will not be accepted and no additions/deletions or alteration in tender format should be done.
- 1.8 The contractor shall invariably furnish complete address of the premises of his office with full name and address, telephone no. of the persons who is to be contacted for the purpose. All correspondence sent to given address shall be deemed to be properly served.
- 1.9 The tenderer should sign the tender for at each page and at the end in token of the acceptance of all the terms and conditions of the tender.

- 1.10 Tenderer should not blacklist in this regard he has to submit an self-attested declaration without which tender may not be considered.
- 1.11 Machine numbers may increase during contract period.
- 1.12 The Bidder should possess a valid GST registration certificate, PAN income and income tax return of previous two financial years. (2020-21,2021-22)

2. Operational Clause:

- 2.1 The man-power required for pouch filling, stacking and storage in cold store shall be provided by Bundelkhand Sahakari Dugdh Sangh Maryadit through its labour contractor.
- 2.2 The contractor shall ensure quantity of milk in filled pouches as per the provisions of Weight & Measurement Act. The contractor should ensure No underweight pouches will reach to cold store for distribution. In case any found proportionate amount will be deducted from Bill.
- 2.3 BKSDS will provide pouch film, milk and other utility services to the contractor.
- 2.4 The cleaning of machines and pipelines shall be carried out by BKSDS staff under the supervision of the contractor.
- 2.5 The cleaning and hygiene inspection shall be carried out by Quality Control staff of BKSDS from time to time.
- 2.6 BKSDS will maintain the account of milk pouch film and filled packets.
- 2.7 The contractor shall ensure proper coding on milk pouches as per the instructions of BKSDS.
- 2.8 The contractor shall provide required number of skilled machine operators and trained staff for operation and maintenance in each shift.
- 2.9 BKSDS will maintain the account of milk pouch film and filled packets on the basis of log book maintained by technician of the contractor.
- 2.10 If during the period of contract any penalty is imposed on defective coding or Underweight packets by the Competent Authority, it will be recovered from the Contractor.
- 2.11 The contractor shall ensure that the quality of milk which is being filled in the pouches is tested and certified by the Quality Control Division before start of filling. No sub-standard milk shall be filled in the pouch by the contractor. Further the contractor shall ensure that there should not be more than 2% extra filling of pouches against the given demand otherwise, the loss of film, milk and processing cost shall be recovered from the contractor.
- 2.12 The contractor shall ensure the packaging machine and pouch roll storage room free from all insects and shall also ensure the packing under hygienic condition.

3.0 Repair & Maintenance:

- 3.1 All the damaged machine parts replaced during repair/maintenance/overhauling during the Tenure of the contract shall be handed over by the contractor to the Store of BKSDS.
- 3.2 The contractor shall ensure minimum wear and tear of machines as well as ensure. Minimum leakage and pouch film wastage during filling, storage and distribution. The Norms of pouch Yield/wastage/leakage etc. shall be applicable as fixed by MPCDF from time to time.
- 3.3 BKSDS shall bear cost of major part of machines during its overhauling/maintenance and running.
- 3.4 All the consumables such as Teflon tape, Teflon cloth, backup rubber strips, heating Elements, insulation tape, pneumatic items (connector, elbow, pipe etc.), push button, spring etc. shall have to be provided by the contractor at his own Cost.

4.0 Payment Clause:

- 4.1 Payment will be made within 30 days after receipt of bills on monthly basis.
- 4.2 TDS be deducted as per rules from the bills. GST if any, shall be borne by Bundelkhand Sahakari Dugdh Sangh Maryadit.

5.0 Penalty Clause:

- 5.1 All POUCH FILLING Machines are to be maintained under excellent conditions and filling of pouches is to be done as per daily schedule as per information of shift in-charge failing which a penalty up to Rs. 1,000/- (Rupees One Thousand only) shall be imposed per case.
- 5.2 The contractor shall have to keep one authorized representative during all the shifts so as to take care of milk pouch filling activities. In case the contractor fails to provide its technicians/staff and if it is arranged by BKSDS then BKSDS shall recover the cost of man power and suitable penalty shall be imposed on the contractor.
- 5.3 In case any of the staff members of the contractor is found indulging in the acts of theft or anti management activity or causing loss or damage to the property of milk union directly or in connivance with other in the aforesaid acts, the milk union may impose a penalty up to 25 times the cost of the material/damage.

6.0 Legal Clause:

- 6.1 The contractor will be responsible for any liability occurring due to accident of their technicians/staff. The contractor shall ensure all the safety & protective measures required during operations and maintenance of machines.
- 6.2 The contractor will be responsible for all legal and statutory requirements of his staff as per prevailing rules. The contractor shall be responsible for fulfilling the requirements of operations and maintenance work of packing machines of milk and

butter milk in accordance with the requirement under FSSAI, ISO and HACCP standards

- 6.3 In case of any default or unsatisfactory performance, the contract shall be terminated without any notice and security deposit of the contractor shall be forfeited.
- 6.4 The contract can be terminated by either party by giving one-month notice.
- 6.5 All disputes between tenderers and BKSDS matter will be put to MD, MPCDF for resolution. In case no resolution action will be taken as per Arbitration Act 1996.
- 6.6 The contractor shall have to enter into an agreement on Rs. 1,000/- (One Thousand Only) non-judicial stamp paper with BKSDS.
- 6.7 The legal jurisdiction shall be at Sagar.

Chief Executive Officer

BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION

(Eligibility Criteria)

(To be uploaded all mandatory documents scanned copy with seal and sign, online mandatory)

Note: - All the documents are necessary in technical bid. Lack of any document in the technicalbid may lead to disqualification of the tender.

S. No.	Tender Submission Check Points (mandatory documents)	Check before submission (write Yes or No)
1.	Online tender Fee and EMD payment transaction acknowledgement	
2.	PAN Card and GST Certificate Copy (with seal & sign)	
3.	Company/Firm Registration Copy(with seal & sign)	
4.	minimum two years' experience of similar work in reputed Govt., Semi Govt. /Co-operative institution/Dairy Industries for the operation and maintenance of prepack machines and online coding on pouches. The experience and performance certificate is essential otherwise the tender shall not be considered	
5.	The bidder shall provide proof of registration with Labor Department, ESI and EPF and provide certificate of registration having code No. of its Registration with the aforesaid authorities	
6.	provide list of existing clients.	
7.	The party/ bidder shall give a certificate to the effect that they are not Black listed in the past by any organization/Milk Union.	
8.	ITR return of previous two financial years. (2020-21,2021-22)	

Seal & Signature of
the Authorized
Signatory of the
Co./Unit



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ANNEXURE-B

(to be submitted along with the offer)

FORM

(Technical details)

I/We hereby furnish following particulars about our units:

1. Name of firm/party : M/s
2. Address of firm/party : 1. Office
: 2. Factory
3. Name of proprietor/ Partner : 1.
: 2.
4. Name with designation of other :
Person authorized to sign the
Documents on behalf of the firm/party,
If any,
5. Telephone nos. & Mobile no. : Office
: Factory
6. Particulars of the registration Certificate
Issued by the competent Authority
Registration No. & date.
7. PAN Number (permanent :
Account Number- Income Tax)
8. GST No.
9. EPF No.
10. ESI No.
11. Whether the firm/party or sister Concerned firm/party or any firm/party of their
Proprietorship or partnership, if any has been black-listed/debarred or penalized by any
Central or State Government/Organization at any time. Yes/No: (Declaration on letter head)
12. If the reply is 'yes' when & why? :
Give reasons in details.
13. Name and addresses of customers where similar work carried out by the party.

Signature of the Authorized

Signatory of the party

ANNEXURE-C
Financial Bid and EMD Details
(RATE SHOULD BE FILLED ONLY ON THIS FORMAT)

Sl. No.	Place	Rate (Rs Per liter)	GST	Total
1	Operation & maintenance of Pouch Filling Machine and Coding on milk pouches at Bundelkhand Sahakari Dugdh Sangh Maryadit, Sagar (Main Dairy Plant, Sironja Sagar)			

(To be executed on Rs.1,000/- Non-judicial stamp paper)

ANNEXURE-D

**AGREEMENT FOR OPERATION & MAINTENANCE OF POUCH FILLING MACHINES
AND CODING ON MILK POUCHES**

THIS AGREEMENT IS MADE THE DAY _____ between Bundelkhand Sahakari Dugdh Sangh Maryadit through its Chief Executive Officer (hereinafter called the FIRST PARTY), which expression shall, where the context be to include his successor in the office)

AND

M/s. _____ (hereinafter called the SECOND PARTY), which expression shall, where the context so admit, includes his heirs, executors, successors and assignees on the SECOND PART.

WHEREAS the Second Party has offered for Operation & maintenance of Pouch Filling Machine and Coding on milk pouches vide tender offer dated _____.

WHEREAS the FIRST PARTY has agreed to give contract for Operation & maintenance of Pouch Filling Machine and Coding on milk pouches on the approved rates of Rs. _____ per liter. For Dairy plant Sagar.

Now therefore, the agreement witnesses and it is hereby agreed as following:

1. The approved rates shall be valid till three years from the date of approval of the rates and agreement shall be affected from _____.
2. The terms and conditions are agreed as per the Annexure 'A' of the tender document which are attached.

Signature :
Second Party :

Name _____
Address _____

Signature :
First Party

Bundelkhand Sahakari Dugdh Sangh Mydt.
Sagar-470004 (MP)

Witnesses:

1. _____
2. _____

Witnesses:

1. _____
2. _____