



THE PONDICHERRY CO-OP MILK PRODUCERS UNION LTD, No.P.1

Vazhudavur Road, Kurumampet, Pondicherry – 605 009.

Phone – 0413 2271607, 2272202

e-mail id: ponlaitmd@gmail.com

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THE PONDICHERRY CO-OP MILK PRODUCERS UNION LTD, No.P.1
Vazhudavur Road, Kurumampet, Pondicherry – 605 009.
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e-mail id: ponlaitmd@gmail.com

E-TENDER NOTICE

Inviting Bidders to participate in E-Tender for Engaging Hired Insulated Road Milk Tanker for Transporting Chilled Milk from Bulk Milk Cooling/Chilling Centers to Dairy on a contract basis for a period of two years from the date of engagement.

(Two Bids System)

M/s. The Pondicherry Co-operative Milk Producers' Union Ltd., invites two bid system (Technical Bid and Financial Bid) single stage two envelopes unconditional Bids from the Vehicle Owners / Contractors / Firm / Co-operative Societies / Institution having required experience and vehicles with related documents for the above mentioned work through online tendering system published in <https://pudutenders.gov.in>

Tender Form Cost : Rs.1,000/- plus GST 18% = 1,180/- (Non-refundable)

Earnest Money Deposit : Rs.80,000 (Refundable)

1. Tender Schedule

Sl.No	Particulars of Tender	Date	Time
1	Publishing Date	03.05.2023	09.00 a.m.
2	Document Download Start date	03.05.2023	10.00 a.m.
3	Document Download End date	23.05.2023	04.00 p.m.
4	Seeking Clarification Start Date	03.05.2023	10.00 a.m.
5	Seeking Clarification End Date	23.05.2023	04.00 p.m.
6	Pre-Bid Meeting	09.05.2023	11.00 a.m.
7	Bid Submission Start Date	03.05.2023	10.00 a.m.
8	Bid Submission End Date	23.05.2023	04.00 p.m.
9	Bid Opening Date	24.05.2023	03.00 p.m.

2. NIT Tender Documents

Sl.No	Details of the tender document
1	Tender Notice
2	General Terms and conditions
3	Technical Specification & Operating Guidelines
4	Bidder Instruction
5	BOQ (Bill of quantity)



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3. Requirement of Road Milk Tanker vehicles details:

Serial Number	Particulars	Capacity	Required Vehicle (RMT)	Average Distance per day per vehicle
1	Road Milk Tanker	15,000 litres Triple compartment (5,000 litres each)	3 numbers	100 kms +/-10 kms

4. The tender/bid shall be submitted only through online tendering system of <https://pudutenders.gov.in>. The interested bidders shall have to be enrolled/registered with portal of <https://pudutenders.gov.in> for participating in the Bidding process.

5. If the dates mentioned above are declared as holidays, the Tenders will be received and opened on the next working day.

6. Tender Form (not transferable) and Terms & Conditions can be downloaded from the websites <https://pudutenders.gov.in>. The tender may also be viewed from tender's column of <http://www.py.gov.in>.

7. Out of two part bid, The Technical bid should comply with all the documents as mentioned in the Tender Terms & Conditions and should be submitted both in online and offline (physical) mode on or before the date mentioned in the tender schedule.

8. The Financial / Price bid should be submitted through BOQ (Bill of quantity) for the work. It can be downloaded and uploaded in the online tendering system only through <https://pudutenders.gov.in>

9. The Contractors who are blacklisted by the Government/ State Agency are not entitled to file/ participate in the tenders. Minors/insane are not eligible to participate. **Conditional tenders and casual letters sent by the bidders also will not be accepted.**

10. **All bidders are advised to participate in the pre bid meeting on the date as mentioned** in the e- tendering system details for further clarification to submit and complete the tender procedure in the online tendering process.

11. Bidders are requested to send one representative with an authorization letter on the day of opening the tender for participation. **Without authorization, no one will be permitted for participation.**



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12. The L1 bidder shall be intimated via letter and he shall acknowledge his acceptance by signing an agreement and payment of security deposit.

13. All bidders are advised to frequently visit the website www.pudutenders.gov.in for any corrigendum / addendum regarding the tender published.

14. **The Managing Director of M/s. Pondicherry co-operative milk producer's union Ltd reserves the rights to reject/accept any/part/all tenders with or without assigning any reason.**

Supdt., (Accounts

Asst. Manager (Dairy)

Manager (P&I)

Manager (Mktg)

Administrative Officer



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GENERAL TERMS & CONDITIONS

TWO PART E-TENDER FOR

Inviting Bidders to participate in E-Tender for Engaging Hired Insulated Road Milk Tanker for Transporting Chilled Milk from Bulk Milk Cooling/Chilling Centers to Dairy on a contract basis for a period of two years from the date of engagement.

1. General Conditions: -

- a) The Pondicherry Co-operative Milk Producers' Union Ltd. (for Brevity PCMPU Ltd.), invites two bid systems (Technical Bid and Financial Bid) single stage two envelopes unconditional Bids from the Vehicle owners / Firm / Company / Co-operative Societies / Institutions having required vehicles with related documents and prescribed experience for the above mentioned work through online tendering system in <https://pudutenders.gov.in>
- b) Only those bidders who are having required owned vehicles and documents either Registration Certificate or Authorization from owner of vehicle and actually carried out similar type of work experience (minimum of two years) need to tender.
- c) The documentary evidence in support of their having satisfactorily carrying out similar type of work shall be enclosed in the technical bid.
- d) First download NIT documents namely Tender Notice, Terms and Conditions, Bidder Instructions, Vehicle Operating Guidelines and BOQ File (Price Bid) from the Tender published in the website www.pudutenders.gov.in and www.py.gov.in read all the terms and conditions of the two part tender before uploading the files in the website.
- e) **Bids received after the specified date and time shall be summarily rejected.**
- f) PCMPU Ltd. will not be responsible for delayed downloading and uploading of documents in the website.
- g) The signatory of the tender should indicate his/her/their status in which capacity he/she/they have signed and submit necessary documentary proof admissible in law in respect of such authority assigned to him/her/them by the firm.
- h) Bidders shall quote the price only in the prescribed tender form of BOQ file which can be downloaded from the website complying to all the terms and conditions.



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- i) The PCMPU Ltd. reserves the right to modify the tender documents by way of amendments, in which case the same will be informed to the respective Bidders by way of publishing as corrigendum in the website.
- j) The PCMPU Ltd. may at its discretion extend the deadline for submission of tender by way of notification Corrigendum in website.
- k) No telephonic / fax offers will be considered.
- l) Bidders will not be permitted to modify the tenders in any form after submission of tender.
- m) At any time before the acceptance of tender if information is received that the Bidder is banned or blacklisted by any entity, the tender will not be accepted even if it is the lowest. Copy of affidavit in Rs.20/- Non-Judicial e-Stamp paper duly notarized for the bidder is not blacklisted by the Government / State Agency as per Annexure-III enclosed with this Tender documents.
- n) If the due date of opening of tender happens to fall on a Bandh or a holiday, the tender will be received and opened at the same time and at the same place on the next working day.
- o) All bidders are advised to frequently visit the website www.pudutenders.gov.in for any corrigendum/addendum regarding the tender published.
- p) **Bidders can participate in tender opening or can send one representative with an authorization letter on the day of opening the tender for participation. Without authorization no one representative will be permitted for participation.**
- q) **The L1 bidder shall be intimated via letter and he/she/they shall acknowledge his acceptance by signing an agreement and payment of security deposit.**
- r) The Managing Director, Pondicherry Cooperative Milk Producers' Union Ltd., reserves the right to postpone, or cancel the tender. Notwithstanding anything contained in the tender schedule, no obligation will rest on the PCMPU Ltd. to accept the lowest tender and the Managing Director, PCMPU Ltd. shall also have the right to extend/accept/modify/reject any or part or all of the tender.



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2. TECHNICAL BID CONDITIONS: -

- i. **The Part-I Pre-qualification cum Technical bid shall be submitted in cover, duly wax sealed, super scribed as “Part I-Technical Bid, Tender for Engaging Hired Insulated Road Milk Tanker for Transporting Chilled Milk from Bulk Milk Cooler to Dairy” addressed to the Managing Director, PCMPU, Kurumampet, Pondicherry-605 009 and submitted either in person or by post so as to reach on or before the time and date specified in the tender schedule.**
- ii. The Bidders are to submit the Part-I Technical Bid cover enclosing the following documents:
 - a) Tender Form Cost of Rs.1,000/- + GST 18 % = Rs.1,180/- (Rupees One Thousand One Hundred and Eighty only) (Non-Refundable). **The Tender Form Cost + GST have to be paid through online and is not refundable.**
 - b) Earnest Money Deposit of Rs.80,000/- (Rupees Eighty Thousand only) (Refundable). **The Earnest Money Deposit have to be paid through online.**
 - c) Scanned copy of bidders' profile (The Bidders Profile/Data is to be furnished by filling the required data as per Annexure I attached in the last page of this Terms & Conditions and enclosed in the Technical Bid).
 - d) Bidders Acceptance (The Bidders Acceptance shall be furnished by signing in the all pages of this Tender document at right side bottom with office seal).
 - e) Copy of the Bid Submission confirmation received from the e-Tender website <https://pudutenders.gov.in> should be enclosed.
 - f) Photostat copies (clear and readable) of valid Registration Certificates of Vehicles duly attested by the owner of the vehicle.
 - g) **Self attested certificate stating that the vehicles shall be operated as per the vehicle operating guidelines attached.**
 - h) Photostat copies of Fitness Certificates of Vehicles duly attested by the owner of the vehicle.
 - i) Photostat copies of Insurance Certificate of Vehicles duly attested by the owner of the vehicle.
 - j) Photostat copies of valid driving license of vehicle operators/drivers.
 - k) Experience certificate for having carried out similar type of work.



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- l) Performance / satisfactory certificate from Government / Co-operative / Private Dairies.
- m) Copy of **affidavit in Rs.20/- Non-Judicial e-Stamp paper** duly notarized that the bidder is not blacklisted by the Government / State Agency as per Annexure enclosed with this Tender documents as per annexure III.
- n) Copy of details of the vehicle as per annexure II.
- o) **Evidence to show the vehicles for operating in Pondicherry / Tamilnadu region by way of copies vehicle permit / temporary permit.**
- p) The Bidders are to upload the scanned copies of the above documents Sl. No. a to o in pdf format through Technical Bid cover in the Tender portal of the website www.pudutenders.gov.in.
- q) Part-I Technical Bid, wherein the pre-qualification, based on eligibility and experience of the Bidder will be evaluated, considered and decided prior to opening of Financial Bids under Part-II of the tender.
- r) The Part – I Technical bid shall be opened in the presence of the Bidders or their authorized representative who opt to be present during the opening and Bidders are requested to send one representative with an authorization letter on the day of opening the tender for participation. Without authorization, no one will be permitted for participation.
- s) **The PART-II Financial bid of the Bidders who do not satisfy any/all the terms and conditions specifically so mentioned under PART-I technical bid, shall not be considered eligible and the financial bid shall not be opened.**

3. FINANCIAL /PRICE BID Conditions:

- a) The Price bid should be submitted in BOQ file .xls format only through <https://pudutenders.gov.in>
- b) The BOQ file shall be downloaded from <https://pudutenders.gov.in> and entered the rate as detailed below only.
- c) Enter the Bidder Name in the cell against Bidder name.



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- d) Enter the **total slab rate per day per vehicle** in Rupees and paise including all charges namely vehicle hiring charges, driver & attender wages, diesel & oil charges, Insurance, taxes, Vehicle insurance, permit charges, maintenance charges loading and unloading charges etc. in column No.5 of the BOQ file.
- e) There should not be inserting of worksheet or any other data in this BOQ file.
- f) After the above entries the file shall be saved and uploaded in the <https://pudutenders.gov.in>
- g) **Non-compliance of the above clause shall entail in summarily rejection of the tender as per the terms and conditions of the tender.**
- h) **The Part-II Financial Bid of the Bidders who do not satisfy any/all the terms and conditions specifically so mentioned under Part-I Technical Bid, shall not be eligible to participate further in the tender.**
- i) Part-II Financial Bid, wherein the rates tendered by those who qualify for and are selected as per the terms and conditions prescribed in Part-I Technical Bid only will be opened, considered and decided for the award of the contract for the work.
- j) **The Part-II Financial bids shall be opened after opening of the Part-I pre-qualification/technical bids, in BOQ file uploaded in <https://pudutenders.gov.in>**

4. E.M.D. Payable Conditions:

- a) All tenders must be accompanied with the prescribed amount of EMD Rs.80,000/- (Rupees Eighty Thousand only) (returnable) through **Internet Banking / NEFT / RTGS** at the time of submission of bid. (Instructions given in tender document – Instructions to Bidder – Sl. No.6) and it will not carry any interest.
- b) Along with EMD amount, the tender form cost Rs.1,180/- including GST 18 % (Rupees One Thousand One Hundred and Eighty only) (Non returnable) have to be paid through **online payment** through Internet Banking / NEFT / RTGS.
- c) **No other form of remittance shall be accepted.**
- d) Successful bidders if not executed further proceedings i.e. If they fail to sign an agreement or furnish a Security Deposit within prescribed time then the EMD will be forfeited.
- e) No Exemption from the payment of EMD.



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5. SECURITY DEPOSIT Conditions:

- a) After evaluation and finalization of pre qualification / technical bids and financial bids, selected Bidders would be required to sign an agreement and furnish a **Security Deposit to value of 5% of the Tender value** to each successful tender route vehicle.
- b) The Security Deposit shall be remitted by way of a **Demand Draft** from any Nationalized Bank / Scheduled Bank drawn in favor of **“The Pondicherry Co-operative Milk Producers’ Union Ltd.”** payable at Puducherry. **No interest shall be paid on Security Deposit.**
- c) No exemption will be given for payment of Security Deposit under any circumstance as per Act and the same should be remitted by Demand Draft within 15 days of intimation of acceptance of tender. Bank guarantee will not be accepted.
- d) The security deposit will be refunded only after expiry of the contract period on satisfactory complying of the work of Transporting milk from Bulk Milk Cooler, Chilling Centre to Dairy by way of submitting no dues certificate from the Dairy.
- e) **If the contractor fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited and the decision of the Union is final.**
- f) If the Union incurs any loss / additional expenditure due to the negligence of the contractor in connection with the work during the period of contract, the same shall be recovered from the contractor together with all charges and expenses and the decision of the Union is final.
- g) The breakages or damages, if any, caused by the contractor to the property of the Union, the cost will be recovered from the contractor and the decision of the Union is final.
- h) No interest shall be paid on Security Deposit.
- i) If for (or) any reasons whatsoever, if the successful bidder did not comply with the terms & conditions including technical specifications during and in the course of contract period, the contract will be terminated, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the contractor by legal means apart from forfeiture of any amount due to the contractor and the decision of the Union is final.

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6. AGREEMENT Conditions: -

The successful Bidder has to execute an agreement on Rs.100/- non judicial stamp paper incorporating the terms and conditions of the contract and the vehicle operation guidelines and vehicle specification within 15 days from the date of intimation of the acceptance of the tender. In case of default of either of the conditions (i.e.) remitting the security deposit and execution of the agreement within the time allowed, the bid will not be accepted and the decision of the Union is final.

7. Tender Rate Conditions:

- a) **The tender rate should be quoted as freight charges in slab rate per day per vehicle** in Rupees and paise including all charges namely vehicle hiring charges, driver & attender wages, diesel & oil charges, Insurance, taxes, Vehicle insurance, permit charges, maintenance charges loading and unloading charges etc.
- b) The rates quoted will remain firm throughout the period of contract. Once the contract is awarded to the bidder, the charges payable to the bidder for the work extended will be only at the rate accepted and finalized by the PCMPU Ltd. Even during extension of contract period, the **bidder will be paid the same tender approved rate. The bidder cannot claim any extra amount on this account.**
- c) The tender rate will not be revised during the tender period. If the Government revises the Diesel price, based on the monthly average difference in per Litre and above then only the tender rate will be revised increased or decreased correspondingly by way of calculating on pro-rata basis, based on the type of vehicle as per Litre of Diesel and distance travelled by the vehicle. The decision of the PCMPU Ltd. is final.

8. PAYMENT CONDITIONS:**NO ADVANCE PAYMENT WILL BE MADE.**

- i. The tender rate will be paid on fortnight basis on submission of 15 days period bill/invoice in duplicate.
- ii. The bill/invoice shall contain number of trips travelled per day and number of days travelled per fortnight and tender rate.



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- iii. The bill/invoice shall be submitted to the Head Office for passing and payment by cheque after obtaining work completion certificate from marketing office and No due Certificate from Dairy Office.
- iv. The payment will not be made for the days when the vehicle was not operated and recovery will be made on cost basis for the non delivery/damage/shortage / leakage of milk to Dairy.
- v. If any breakdown or non arrival of vehicle in time, it is the duty of the Contractor to deploy another vehicle immediately and transport the milk in time to dairy.
- vi. If the Contractor is not deploying vehicle with Driver –cum - Attender in operating conditions in time at Dairy penalty will be levied at the tendered rate.
- vii. **NO OTHER TERMS ON PAYMENT WILL BE ENTERTAINED**

9. DISPUTES AND ARBITRATION: -

The parties agree that our mutual dispute with regards to terms of this Contract shall be handled through Arbitration, as per the following terms, between them:

- I. THAT, the parties agree that any dispute or difference whatsoever arising between the parties out of/under or in connection with or relating to the construction, meaning, scope, operation, or effect of the contract or the validity or the breach thereof shall be referred to a Sole Arbitrator as appointed under clause (IV) herein below, and that the award made in pursuance thereof shall be binding on the parties;
- II. AND THAT, the parties agree that in respect of those matters, as are not defined in the terms and conditions of the main contract, or in this Arbitration Agreement, the same shall be decided and settled by the Sole Arbitrator in accordance with the Arbitration and Conciliation Act, 1996 and the amendments thereof as in operation on the date of execution of the Contract;
- III. AND THAT, the parties agree that the place of Arbitration shall be at Pondicherry in the Union Territory of Puducherry;
- IV. AND THAT, whenever the parties decide to resort to Arbitration for dispute resolution, the Managing Director, The Pondicherry Co-operative Milk Producers' Union Ltd. (PONLAIT) shall be the authority to appoint the Sole Arbitrator from amongst a panel of Arbitrators maintained by the Government of Puducherry, and such appointment shall be binding on both the parties:



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Provided that before requesting the Managing Director, The Pondicherry Co-operative Milk Producers' Union Ltd. (PONLAIT) for appointing an Arbitrator, the parties shall make a sincere attempt to resolve their dispute, within a time period of 3 months, through mutual conciliation, and if so felt necessary by the parties under the supervisory guidance of the Managing Director, The Pondicherry Co-operative Milk Producers' Union Ltd. (PONLAIT).

- V. AND THAT, all costs relating to the Arbitration proceedings, shall be borne equally by both the parties;
- VI. AND THAT, the parties agree that the language for making all submissions and evidence will be presented in ENGLISH during the proceedings;
- VII. AND THAT, it is agreed between the parties that they shall extend their fullest support and co-operation to the Sole Arbitrator and not seek adjournment of the Arbitration proceedings, without explaining the reasons therefor, in writing, in advance, for seeking of such adjournment, and further that there shall not be more than two such adjournments granted, even when there exists a valid reason for seeking such adjournment. And it is further agreed that the parties should cooperate in completing the arbitration process and the broader dispute resolution within 6 months or at most with an extension, on mutual consent, of another 6 months;
- VIII. AND THAT, it is agreed by the parties hereto that, in so far as there is an arbitral award for payment of money, the Sole Arbitrator may include in the sum for which the award is made, interest at the RBI repo rate, as on the date on which the cause of action arose, plus 2 % on the whole, or any part of the money, for the whole or any part of the period, between the date on which the cause of action arose and the date on which the award is made:

Provided that, on the sum so directed to be paid by an arbitral award, there shall be no interest payable for three months commencing from the date of award, but thereafter, interest shall be payable at RBI repo rate plus 4% for such period of delay, till the date of payment;

- IX. The Arbitrator shall record, in writing, the arguments of the two parties on each of the points of dispute and pass a speaking order thereon.

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IN WITNESS WHEREOF, Shri _____, for and on behalf of the President of India being the party of the FIRST PART AND the Contractor, Shri/ Ms _____ od M/s _____ for and behalf of the Party of the SECOND PART above named, have set their hands on the date as aforementioned.

(PARTY OF THE FIRST PART)

(PARTY OF THE SECOND PART)

WITNESSES:

1.

2.

WITNESSES:

1.

2.

10. Legal Jurisdiction: -

In case if either party of the tender is aggrieved by the award of the arbitrator so appointed as per clause or otherwise, they can appeal to court. The courts situated in Pondicherry shall have jurisdiction to entertain such disputes.

The Managing Director of M/s. PONDICHERRY CO-OPERATIVE MILK PRODUCER'S UNION Ltd reserves the rights to extend/reject/accept/modify any/part/all tenders with or without assigning any reason.

Supdt. (Accts)

Asst. Manager (DP)

Manager (P&I)

Manager (Mktg.)

Administrative Officer



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Technical Bid – CheckList

Kindly ensure compliance of the under mentioned requirements as per the Tender terms and conditions for opening and evaluation of Technical Bid.

S.N.	Details	Yes/No
1	Sealed cover and duly superscripted as “ <u>Tender for Engaging Hired Insulated Road Milk Tanker for Transporting Chilled Milk from Bulk Milk Cooler to Dairy</u> ”.	
2	Tender Form cost of Rs.1,180/- (Rupees One Thousand One Hundred and Eighty only)	
3	EMD of Rs.80,000/- (Rupees Eighty Thousand only)	
4	Bidders Profile/Bidders Data Annexure-I.	
5	Bidders Acceptance of Terms and Conditions.	
6	Copy of the Bid Submission confirmation received from the e-Tender website.	
7	Attested Photostat copies of valid Registration Certificates of vehicles.	
8	Self attested Photostat copies of Fitness Certificates of vehicles.	
9	Self attested Photostat copies of Insurance Certificate of vehicles.	
10	Photostat copies of Valid License of vehicle operators/drivers	
11	Self attested certificate stating that the vehicles shall be operated as per the vehicle operating guidelines attached.	
12	Experience certificate for having carried out similar type of work.	
13	Performance / satisfactory certificate with period received from Dairies.	
14	Affidavit in Rs.20/- Non-Judicial e-Stamp paper duly Notarized that the bidder is not blacklisted by the Government / State Agency as per annexure-III.	
15	Signed copies of details of the vehicle as per the annexure –II.	
16	Evidence to show the vehicles for operating in Pondicherry / Tamilnadu region by way of copies vehicle permit / temporary permit.	

After the verification of the above documents by the Tender Committee the tenders of the bidders will be admitted in the Technical Bid and then only the Price Bid will be opened.

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e-mail id: ponlaitmd@gmail.com**ANNEXURE - I****Bidders Profile/Bidders Data**

1	Name of the Bidder	
2	Registered Office Address	
3	Address for communication	
4	Contact person Name	
5	Phone land line	
6	FAX Number	
7	Mobile Number	
8	E-mail Id	
9	Income Tax PAN Number (Copy should be enclosed)	
10	GST Number	

DECLARATION

The above information is correct and true in all respects and I / we undertake to inform you if any change in the above particulars regarding our business from time to time.

Date:**Place:****Signature of Vehicle Owner /Authorized
Representative of the firm under proper seal**

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e-mail id: ponlaitmd@gmail.com**ANNEXURE - II****Details of Vehicles**

Sl. No.	Vehicle Registration No.	Date of Registration	Capacity of the Vehicle	F.C. Expiry Date	Premium Due Date	Insurance Due Date	Road Tax Due Date

Date:**Place:****Signature of Vehicle Owner / Authorized
Representative of the firm under proper seal**



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**ANNEXURE - III
(Specimen of Affidavit)
Affidavit**

I.....S/o.....R/o.....

.....

.....hereby solemnly and
declare as under:-

1. That I or my partners or my firm is not blacklisted by any Government Department / Organization connected with the Transportations of Milk through Insulated Road Milk Tanker, as registered vehicles owners
2. That it is my true statement and I shall be responsible for any false statement.

DEPONENT

Verification:

Verified at on this day of that the
contents of this above affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

Signature of the Bidder with Seal

Note: Affidavit should be typed in Rs.20/- non Judicial Stamp paper and signed in front of Notary public.



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BIDDER INSTRUCTIONS

Instructions to Bidders for Online Tendering (e-Tendering)

Inviting Bidders to participate in E-Tender for Engaging Hired Insulated Road Milk Tanker for Transporting Chilled Milk from Bulk Milk Cooling/Chilling Centers to Dairy on a contract basis for a period of two years from the date of engagement

(Two Bids System)

1. The bidders are required to submit soft copies of their bids electronically on the e-Procurement Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://pudutenders.gov.in>.

2. REGISTRATION

- i. Bidders are required to enroll on the e-Procurement module of the e-Procurement Portal (URL: <https://pudutenders.gov.in>) by clicking on the link “Online bidder Enrolment” on the e-Procurement Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the e-Procurement Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any of the Certifying Authority recognized by CCA India (e.g. nCode, eMudhra etc.), with their profile.
- v. Bidder then log-in to the site through the secured log-in by entering their user ID/password and the password of the Digital Signature Certificate.

3. SEARCHING FOR TENDER DOCUMENTS

- i. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, Organization Name, Location, Date, Value, etc.



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- ii. Once the bidders selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the e-Procurement Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the helpdesk.

4. PREPARATION OF BIDS

Bidder should take into account corrigendum published on the tender document before submitting their bids.

- i. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- ii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document and generally they can be in PDF format. Bid documents may be scanned with 100 dpi which helps in reducing size of the scanned document. The maximum size of the bid document shall not exceed 35 MB.

5. SUBMISSION OF BIDS

- i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission date/time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. All the documents being submitted by the bidders will be encrypted using PKI encryption techniques to ensure secrecy of data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Confidentiality of bids is maintained using the Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using Department's bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- iv. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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- v. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission acknowledgment which is downloadable/printable. This acknowledgment may be used as an entry pass for any bid opening meetings.

6. ONLINE PAYMENT OF EMD & TENDER FEES

The bidders have the option to make payment of EMD & Tender fee through the following modes:

- i) Internet Banking
- ii) NEFT/RTGS.

In Internet banking, bidders shall make payments using his/her internet Banking enabled account with any of the banks listed in the Annexure enclosed. The Payment Gateway will display a list of banks wherein the bidder has to choose his bank. Upon selection, the bidder will be taken to the login page of his/her bank. The bidder has to Login and proceed for paying the Tender fees/EMD. If the transaction is successful, system will be redirected to the e-Tendering portal for submission of bid.

To facilitate Bidders who do not have Internet banking facility, payment can be made offline through NEFT/RTGS mode. In this option, the bidder has to take print-out of the NEFT/RTGS payment Challan auto-generated by the system and visit his/her bank to remit the requisite amount. Once payment is received in the pooling account, the bidders will be able to proceed for bid submission by feeding the Unique Transaction Reference (UTR) number in the e-Procurement portal. It is advised that the bidders make payment one day in advance for validation purpose.

Bid submission can be done immediately when EMD/Tender fee is paid through “Internet Banking” mode when compared to NEFT/RTGS mode of payment.

During evaluation of tender, EMD of unsuccessful bidders will be automatically refunded to the bidder’s account from where they initiated payment.

7. ASSISTANCE TO BIDDERS

For Training/clarification regarding online bid submission, contact e-Procurement Cell, 3rd Floor, Chief Secretariat, Puducherry. Help-Line: (0413) 2220225

ADDITIONAL INSTRUCTIONS:

1. Tender documents are available only in electronic format which bidders can download free of cost from website <https://pudutenders.gov.in> and www.py.gov.in



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2. Bidders who wish to participate in this tender will have to be registered on <https://pudutenders.gov.in> as bidder enrollment and registration of digital signature certificate should be carried out two days well before participating in the tender as per the guidelines in Bidders manual kit and Registration of bidders through <https://pudutenders.gov.in/nicgep/app.jsessionid=F51D275812C79E1AFF57AAC10F83C389?page=BiddersManualKit&service=page>.

3. Technical bid required to be submitted in physical form with required Tender document Fee, Earnest Money Deposit, Tender Documents (Duly signed and sealed), and required relevant copies of documents and experience Certificate. Price bid should be submitted online through the website <https://pudutenders.gov.in>.

4. Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Signature Certificate as per Information Technology Act, 2000, using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact e-procurement Cell, Puducherry for clarifications and further details, who are licensed Certifying Authority by Government of India.

5. All bids should be digitally signed, for details regarding Digital Signature Certificate and related training involved, bidders may contact at the below mentioned address;

Local Help Desk: e-Procurement Cell,

3rd Floor, Chief Secretariat,

Puducherry – 605 009.

Telephone: **0413-2220225 / 0413-2233262**

Toll Free: 180030702232

Email: support-eproc.py@supportgov.in

National Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787, Mobile: 91-7878007972 and 91-7878007973.

6. Kindly take note that, valid Digital Signature Certificates is must for all the interested Registered Companies, Cooperative Societies, Firms, or any other legal entity from within Union Territory of Puducherry.

7. Online tendering process is not possible without valid Digital Signature Certificate.

8. Interested bidders are advised to complete their procedure for taking Digital Signature Certificate in respect to filling of application form, supporting documents with necessary fees at least 3 days before last date of tender submission.



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9. If any Bidder fails to submit the on-line tender due to pending procedure for taking valid Digital Signature Certificate or any other reason; neither e-procurement cell nor PONLAIT is responsible for it.

10. If the bidders who have no knowledge to participate in on-line tenders, they are advised to contact e-procurement cell, Puducherry for guidance and further clarification.

11. Free vendor training camp will be offered by e-procurement cell, Puducherry during the tender schedule during working days at office hours. Bidders can take benefit of the same after sending written confirmation / consultation over phone in advance, if necessary.

12. All the correspondence in respect to training, support or Digital Signature Certificate should be addressed to e-procurement cell, Puducherry on the above-mentioned address.

13. No physical submission of price bid will be entertained as it should be furnished on-line only. Also, no fax, email, SMS, letters or any other form of communication will be entertained for the same.

14. Before electronically submitting the tenders, it should be ensured that all the tender papers are digitally signed by the Bidder.

15. Any attempt to submit price bid through mode other than online will result in cancellation of bid and forfeiture of EMD of the bidder concerned.

16. Interested Bidders can view the tender documents namely Tender Notice, Terms and Conditions, Bidder Instructions and Technical Specification on line and completely after reading only can participate in the tender. Bidders can download tender documents as mentioned above.

17. Bidders who wish to submit their offer shall pay tender document cost & Earnest Money Deposit online in the website <https://pudutenders.gov.in>.

18. Bidders shall have to submit Technical Bid cover both off-line and on-line mode and Hard copy to Ponlait Head Office and Soft copy uploading in the website with required documents eligible for Technical Bid mentioned in the check list.

19. Price Bid / Financial Cover (.xls format)

The Bill of Quantity (BOQ) must be uploaded after entering the rate in the BOQ for the Tender.

a) Bidder shall enter the name of the firm on BOQ only.



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- b) Bidders are requested not to edit or change or insert worksheet for any item
c) Rates are to be filled only on BOQ (in .xls format) sheet only at permitted cell.

20. The price bids would be opened for those bidders who meet the criteria of eligibility and selection in the Technical Bid.

21. The final results of the e-tender process are binding on all bidders and PONLAIT. Any requests for cancellation received after the conclusion of the on-line bidding shall result in the forfeiture of the EMD.

22. All bidders are advised not to wait till last date to submit their tender / bid. PONLAIT shall not be responsible for any inconvenience in website and no extension in deposition of tender/bid be allowed for any bidder.

23. All bidders are advised to participate in the pre-bid meeting on the date as mentioned in the e- tendering system details for further clarification to submit and complete the tender procedure in the on-line tendering process.

24. Bidders are requested to send one representative with an authorization letter on the day of opening the tender for participation. Without authorization no one will be permitted for participation.

25. The L1 bidder shall be intimated via letter and he shall acknowledge his acceptance by signing an agreement and payment of security deposit.

26. All bidders are advised to frequently visit the website www.pudutenders.gov.in for any corrigendum / addendum regarding the tender published.

The Managing Director, The Pondicherry Co-Operative Milk Producer's Union Ltd., No. P. 1 reserves the rights to extend/reject/accept any/part/all tenders with or without assigning any reason thereof.

Supdt., (Accounts)

Asst. Manager (Dairy)

Manager (P&I)

Manager (Mktg)

Administrative Officer

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e-mail id: ponlaitmd@gmail.com**List of Banks available at present with the ICICI Bank-Payment Gateway**

Sl. No	PARTICULARS
1	Allahabad Bank
2	Andhra Bank
3	Axis Bank
4	Bank of Bahrain and Kuwait
5	Bank of Baroda
6	Bank of India
7	Bank of Maharashtra
8	Canara Bank
9	Central Bank of India
10	City Union Bank
11	Corporation Bank
12	CSB Bank Ltd
13	DCB BANK Personal
14	Deutsche Bank
15	Dhanlaxmi Bank
16	Federal Bank
17	HDFC Bank Retail
18	ICICI Bank
19	IDFC First Bank
20	Indian Bank
21	Indian Overseas NetBanking
22	Indusind Bank
23	Jammu and Kashmir Bank
24	Karnataka Bank
25	Karur Vysya Bank
26	Kotak Mahindra Bank
27	Lakshmi Vilas
28	Oriental Bank of Commerce
29	Punjab and Sind Bank
30	Punjab National Bank
31	RBL Bank Limited
32	Shamrao Vithal Co-op. Bank Ltd
33	South Indian Bank
34	Standard Chartered Bank
35	State Bank of India
36	Syndicate Bank



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37	Tamilnad Mercantile Bank
38	UCO Bank
39	Union Bank of India
40	United Bank of India
41	Vijaya Bank
42	Yes Bank



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TECHNICAL SPECIFICATION AND OPERATING GUIDELINES

Inviting Bidders to participate in E-Tender for Engaging Hired Insulated Road Milk Tanker for Transporting Chilled Milk from Bulk Milk Cooling/Chilling Centers to Dairy on a contract basis for a period of two years from the date of engagement

TECHNICAL SPECIFICATION:

- 1) The milk tanks of RMTs shall be of stainless steel conforming to BIS specification (inner shell – AISI 304 Grade). It should keep the milk without spoilage. The RMT should be insulated to ensure that the temperature raise limit shall not be more than 2°C in 24 hours during transportation. RMTs shall have proper manhole and valve sealing mechanism for safe transportation of milk in good condition.
- 2) Any deviation from the specification to the disadvantage of the quality of Road Milk Tanker would entitle the Union in taking penal action on the bidder, including termination of contract.
- 3) In case milk transported by the successful bidder is spoiled due to any failure or lapses or deficiency in providing the above stated requirement, the bidder should make good the loss as ascertained by the Union, apart from facing the penal action that may be taken against him under the contract.
- 4) Quality of service and time are the essence of the tender. The time schedule for the operation of RMTs, will be given by the Union and the RMTs should be operated scrupulously following the time schedule, as any delay in same would cause loss, damage and impairment of quality of milk supplied by this Union.
- 5) The RMTs should have all the technical specifications enumerated in annexure-II of the tender document. The bidder should enclose technical specifications for RMT offered, as per annexure – II.
- 6) The authorities of the Union may inspect the RMTs of the successful bidder. After inspection if any suggestion is given for improvement or maintenance or replacement of parts, the same should be carried out by the successful bidder without delay.
- 7) If the authorities of the Union demand any record like Log Book, Trip sheet, R.C. Book, Insurance certificate, etc., the same should be produced.

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e-mail id: ponlaitmd@gmail.com**REQUIREMENT OF ROAD MILK TANKER VEHICLE DETAILS:**

Serial Number	Particulars	Capacity	Required Vehicles (RMT)	Average Distance per day per vehicle
1	Road Milk Tanker	15,000 litres Triple compartment (5,000 litres each)	3 number	100 kms +/- 10 kms

Note: If required, the same vehicle transporter will be engaged to operate the Road Milk Tanker in addition to the above mentioned distance. The rate for the additional distance will be calculated at per km basis.

OPERATING GUIDELINES:

1) Milk is a perishable commodity and handling it requires experience. Hence, the bidders shall have minimum 2 years experience in milk tanker operation in a Government/ Government Under takings / Co-operative dairies / any private dairy. The bidders should submit valid documents to prove his experience in transporting milk.

2) The RMTs shall be in road worthy condition and **its age must be lesser than 9 years as on the date of publication of notice inviting tender**. The age of the vehicle will be calculated from the date of first registration of the RMT.

3) RMTs are subject to inspection by the Manager of the Union or by his authorized representative at any time for producing the allotted vehicle by the successful Bidder in 7 days from the date of receipt of Work order. If any defects are noticed at the time of production of vehicle, the same will have to be rectified by the successful bidder immediately.

4) If the RMTs provided by the Bidder are in bad condition / found to be unfit for milk transportation it shall be disengaged and the Bidder shall make immediate alternative arrangement for milk transportation so as to avoid any dislocation in milk movement.



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5) The successful Bidder should provide only sound vehicle for the contractual work. In case of development of sudden defect, the Bidder should get the vehicle repaired or deploy alternate vehicle immediately.

6) In case the Bidder could not discharge his contractual obligation because of the above reason and also could not make alternative arrangement for uninterrupted work of transportation of milk, the **Union would levy a penalty @ 50% of the tender rate** and liquidated damages for such failure of the Bidder.

7) The successful Bidder should operate his vehicle minimum two trip per day for transporting Raw Chilled Milk from BMC to Dairy. The name of the BMC and time of collection will be informed by the Milk Union. However, during requirement the BMC may be subject to change to other BMC operated by Ponlait.

8) The successful Bidder should ensure that the inside of the compartments are thoroughly cleaned before loading of milk and also ensure that there is no leak / overflow of milk resulting in loss/shortage of milk.

9) The Bidder shall display the following items in size specified by the Union on the tankers at their cost.

(i) 'PONLAIT' logo in the front and back.

(ii) "On Contract with PONLAIT name on both the sides of tanker

(iii) Contractor's mobile number.

10) The Bidder shall arrange for insuring the cost of milk transported in his RMT (Cargo Insurance). The loss sustained to the Union on account of spoilage of milk due to delays in transportation, variance in quality/quantity of milk transported due to tampering of seal and other damages occurring to the property of the Union, Chilling Center, BMC, milk societies, etc. due to the negligence of the bidder or his crew will be recovered from the bidder.

11) The Union reserves their right to allot the route to be operated from the Dairy / Chilling Centers / BMC Centers as and when necessary for un-



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interrupted transportation of milk. The routes and the number of BMCs attached are liable to be changed by the Manager / authorized officers of the Union in case of exigencies and it will be the bounden duty of the Bidder to follow the directions. In such cases, the Bidder will be paid transportation charges at the approved rate applicable for the said routes.

12) **The RMTs shall not be used for transporting any item including milk for other Unions/organizations during their return trip. If any vehicle is found indulging in these activities the contract will be terminated immediately without any notice and the security deposit will be forfeited.**

13) The allotted RMTs shall be used for the purpose of milk transportation of the Union only. No person other than the driver, attender and authorized employee of the Union shall be allowed to travel in the RMTs within the permissible limit prescribed in the MV Act.

14) The RMTs shall be ready for operation for the entire period of the contract other than for F.C. repairs for which a maximum of 15 days will be given for getting F.C. During the period of F.C. repairs the bidder is duty bound to **provide alternate tanker (with three compartments)** and to ensure that there is no interruption of the scheduled operations. During this period, when the permission was availed by the bidder to garage the RMT, the bidder should ensure uninterrupted contractual operations by providing a substitute RMT conforming to all specifications stipulated in the tender document. There should be no deficiency in service or damage on any count, because of engaging the substituted vehicle. In the absence of such substituted vehicle while the contracted RMT is garaged, the bidder shall pay to the Union, the loss if any suffered by the **Union plus penalty @ 50% of the tendered rate.** The request of bidder seeking permission to garage the RMT for a period up to 30 days for carrying out fitness certification job will be considered only if the requests are received at least 30 days in advance.



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15) it is mandatory and it is the responsibility of the contractor to fix the Global Positioning System – GPS vehicle tracker to the contract Road Milk Tanker at their own expense and it should be maintained regularly. Failing which the management of PONLAIT has got every right to take action against the contractor

16) The bidder shall provide replacement of tendered RMT in case of accident or unforeseen circumstances. In the event of accident/breakdown in route, It is the responsibility of the successful bidder to make alternative arrangements to decant milk from RMTs and transport milk safely to the destination. During this process there should not be any wastage or spoilage of milk. In case of wastage/spoilage due to the above said event, the loss will be recovered from the bidder as assessed by the Union.

17) In the above events, the bidder shall provide replacement for tendered RMT of same capacity (with three compartment). If higher capacity vehicles are provided, the rate as already accepted for the tendered vehicle will be paid.

18) The relationship between the Union and the bidder is of principal - principal relationship and not one of principal–agent relationship.

19) The bidder is obliged to discharge the contractual obligation by engaging his own men and materials. The Union has no say/connection whatsoever with the men engaged by the bidder.

Supdt., (Accounts

Asst. Manager (Dairy)

Manager (P&I)

Manager (Mktg)

Administrative Officer