



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

Vazhudavur Road, Kurumampet, Puducherry – 605 009.

Phone – 0413 2271607, 2272202

e-mail id : ponlaitmd@gmail.com

TENDER NOTICE

E-TENDER FOR THE SUPPLY OF POLYETHYLENE POUCH FILM FOR PACKAGING LIQUID MILK, CURD AND BUTTER MILK TO PONLAIT FOR TWO YEAR CONTRACT PERIOD.

(Two Bids System)

The Pondicherry Co-operative Milk Producers' Union Ltd., (PONLAIT) invites two bid systems (Technical Bid and Finance / Price Bid) single stage two envelopes unconditional Bids for the supply of Polyethylene Pouch Film for packaging liquid Milk, Curd and Butter Milk for two years contract period from any Manufacturing Firm / Company / Co-operative Institution or any other legal entity in India from within and outside Union Territory of Puducherry through registering and enrolment in online tendering system published in <https://pudutenders.gov.in>

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

Earnest Money Deposit: Rs.15,20,000/- (Refundable)

1. Tender Schedule

Sl. No.	Particulars of Tender	Date	Time
1	Publishing Date	06.12.2024	09.30 a.m.
2	Document Download Start Date	06.12.2024	10.00 a.m.
3	Document download end date	27.12.2024	04.00 p.m.
4	Seeking clarification start date	06.12.2024	10.00 a.m.
5	Seeking clarification end date	06.12.2024	04.00 p.m.
6	Pre-bid meeting	12.12.2024	11.00 a.m.
7	Bid submission start date	06.12.2024	10.00 a.m.
8	Bid submission end date	27.12.2024	04.00 p.m.
9	Technical Bid opening date	28.12.2024	11.00 a.m.

2. NIT Tender Documents & Materials:

Sl. No.	Details of the tender document
1	Tender Notice
2	Terms and Conditions
3	Bidder Instructions
4	Technical Specifications
5	BOQ (Bill of Quantity)

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Sl. No.	Item Description	Quantity in MT
1	Toned Milk (Special) – 500 ml – Four Colours	340
2	Toned Milk (Special) – 200 ml – Four Colours	40
3	Toned Milk – 500 ml – Four Colours	30
4	Standardized Milk – 500 ml – Four Colours	20
5	School Milk Supply – 500ml – Single Colour	20
6	Curd – 400 ml – Double Colour	6
7	Butter Milk – 200 ml – Single Colour	20
	Total	476

Note: The quantum mentioned is an approximate requirement. The actual requirement of each variant along with the supply schedule will be intimated at the time of issue of purchase order.

4. Project cost: Rs.7,60,00,000/-(Approx.) for two years requirement.

5. The tender / bid shall only be submitted 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 as per the bidders' manual kit for enrolment and Digital Signature Certificate registration available in the same website.

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

7. Tender Form and Terms & Conditions (not transferable) 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>.

8. Out of two-part bid, The Technical bid should contain all the documents as mentioned in the Tender Terms & Conditions except for Tender Form Cost & EMD, and should be submitted on or before the date mentioned in the tender schedule. Tender Form Cost and EMD have to be paid through online through Internet Banking / NEFT / RTGS at the time of submission of bid. (Instructions given in tender document – Instruction to Bidder – Sl. No.6)



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9. The Finance / Price bid should be submitted through BOQ (Bill of Quantity) for supply of Polyethylene Pouch Film for packaging liquid milk and uploaded in the online tendering system only through <https://pudutenders.gov.in>

10. Manufacturing Firm / Company / Co-operative Institutions or any other legal entity for the supply of Polyethylene Pouch Film for packaging liquid Milk, Curd and Butter Milk are entitled to participate in the tenders. Minors / insane persons and those who are blacklisted by Government are not eligible to participate.

11. No physical / off-line Finance / Price bid shall be accepted. Conditional tenders and casual letters sent by the bidders also will not be accepted.

12. 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.

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

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

15. The Managing Director, PONLAIT reserves the rights to extend / reject / accept any / part / all tenders with or without assigning any reason thereof.

Asst. Manager (Pur)

Asst .Manager (QA)

Deputy Manager (Admin)

Manager (P&I)

Manager (DP)

Internal Auditor

Managing Director



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TERMS AND CONDITIONS

E-TENDER FOR THE SUPPLY OF POLYETHYLENE POUCH FILM FOR PACKAGING LIQUID MILK, CURD AND BUTTER MILK TO PONLAIT FOR TWO YEARS CONTRACT PERIOD.

(Two Bids System)

1) GENERAL CONDITIONS:

1.1.1 The Pondicherry Co-operative Milk Producers' Union Ltd., (PONLAIT) invites two bid systems (Technical Bid and Price Bid) single stage two envelopes unconditional Bids for the supply of Polyethylene Pouch Film for Packaging Liquid Milk, Curd and Butter Milk for two years contract period from any Manufacturing Firm / Company / Co-operative Institution or any other legal entity in India from within and outside Union Territory of Puducherry through registering and enrolment in online tendering system published in <https://pudutenders.gov.in>

1.1.2 First download NIT documents namely Tender Notice, Terms and Conditions, Bidder Instructions, Technical Specifications and BOQ File (Price Bid) from the e-Tender published in the website www.pudutenders.gov.in and www.py.gov.in and read all the terms and conditions of the two-part tender before uploading the files in the website.

1.1.3 Bids received after the specified date and time shall be summarily rejected.

1.1.4 The PONLAIT will not be responsible for delayed downloading and uploading of documents in the website.

1.1.5 The two-part e-Tender for the supply of Polyethylene Pouch Film for Packaging Liquid Milk, Curd and Butter Milk for the year 2024– 2026 consists of:

(a) (i) PART – 1 TECHNICAL BID, wherein, the pre-qualification, based on various factors such as supply, capacity, quality of the product offered, suitability and eligibility of the bidder will be evaluated, considered and decided prior to opening and consideration of Finance / Price Bid under PART- 2 of the tender.

(ii) The PART – 1 Technical Bid shall be opened on the date/time and venue specified in the tender notice in the presence of the bidders or their authorized representatives who opt to be present during the opening.

(b) (i) The PART – 2 Finance / Price Bid of the bidders who do not satisfy any / all the terms and conditions specifically so mentioned under PART – 1 Technical Bid and/or



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whose samples do not pass through the prescribed technical parameters in the quality assessment tests shall be considered as ineligible and shall not be opened.

(ii) PART – 2 Finance / Price Bid, wherein the rate per Kilogram (Kg) tendered by those who qualify for and selected as per the terms and conditions prescribed in PART – 1 Technical Bid only will be considered and decided for the award of the contract for the supply of polyethylene pouch film for packaging liquid Milk, Curd and Butter Milk for the year 2024 – 2026 on the basis of the rate per Kg and the assured monthly supply capacity.

(iii) The rate offered in the PART – 2 Finance / Price Bid of the e-Tender shall be valid for acceptance for a period of 60 days from the date of opening of PART – 1 Technical Bid.

(iv) The finally accepted bidder shall execute an agreement on Rs.100/- Non-judicial e-stamp paper within 15 days from the date of receipt of communication from the Pondicherry Co-operative Milk Producers' Union Ltd., failing which it will be construed that the bidder is not interested and his offer will be treated as null and void. This agreement will be valid for 24 months from the date of placement of first purchase order.

1.1.6 The PART – 2 Finance / Price Bid will be opened normally within 10 days from the date of opening of the PART – 1 Technical Bid for those bidders who are found and declared as qualified eligible and short-listed as per technical parameters and terms and conditions of the tender in the presence of bidders or their authorized representatives who opt to be present. The date of such opening of PART – 2 Finance / Price Bid will be informed separately to those who qualify in the PART – 1 Technical Bid and whose samples confirm to the technical parameters prescribed thereon.

1.1.7 The signatory of the tender should indicate his/her/their status in which 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 Manufacturing Firm / Company / Co-operative Institution.

1.1.8 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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- 1.1.9 In case the L1 supplier fails to fulfill the contract of supply, the Managing Director, PONLAIT has the right to place order with the L2 supplier to meet the urgent requirement at the L1 rate. If the supplies is frequently effecting improper supplies with regard to quantity and quality of the film. The Managing Director Ponlait has the right to cancel the contract with 15 days written notice and place order with L2 at the L1 rate till the end of the contract period.
- 1.1.10 SITE INSPECTION: Inspection of the Polyethylene Manufacturing factory / Infrastructures of the lowest eligible bidder will be conducted by a team of officers nominated by the Managing Director, PONLAIT, if necessary.
- 1.1.11 PONLAIT 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
- 1.1.12 PONLAIT may at its discretion extend the deadline for submission of tender by way of notification as Corrigendum in the website.
- 1.1.13 No telephonic / fax offers will be considered.
- 1.1.14 Bidders will not be permitted to modify the tender in any form after submission of tender.
- 1.1.15 At any time before the acceptance of tender if information is received that the Bidder is banned or blacklisted by any procuring 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-II enclosed with this Tender document shall be submitted in the Technical Bid cover.
- 1.1.16 If the due date of opening of tender happens to fall on a bundh or a holiday, the tender will be received and opened at the same time and at the same place on the next working day.
- 1.1.17 The L1 bidder shall be intimated via letter and he shall acknowledge his acceptance by signing an agreement and payment of security deposit.
- 1.1.18 The Managing Director, Pondicherry Co-operative Milk Producers' Union Ltd., (PONLAIT) reserves the right to postpone, or cancel the tender, notwithstanding anything contained in the tender schedule, no obligation will rest on PONLAIT to



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accept the lowest tender and PONLAIT shall also have the right to extend/accept or reject any or part or all of the tender.

1.1.19 If the Tender Committee comes to know of any blacklisted / already terminated status of the firm/company/Co-operative institution subsequent to the opening of the Tender / Acceptance of the Tender / Awarding of the Contract, all the deposits and dues of such bidder shall be forfeited by the PONLAIT besides termination of the Purchase Order, if any.

1.1.20 In case of identification of defect(s) in the film roll during packing of Milk in pre-pack machine viz., uneven thickness, width, soiled condition, unclean in printing of letters and logo the supplies is liable for replacement of equal quantity of polythene film with proper quality if informed by Ponlait.

1.1.21 The polythene film should be supplied as per the Art work/Labeling Data, consisting of Brand Name , Logo, Colours, Consumer information, Nutritional information, Bar code, Eye Mark, Customer care Number, e- Mail ID etc., as provided by PONLAIT at the time of placing orders.

2. TECHNICAL BID CONDITIONS:

The Bidders are to submit the Part-I Technical Bid cover enclosing the under mentioned aspects pertaining to the prospective suppliers, suitability, supply capacity, financial status, past performance, etc. The conditions are as follows:

1. 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 must be paid through online and is not refundable.**
2. Earnest Money Deposit of **Rs.15,20,000/-** (Rupees Fifteen Lakhs Twenty Thousand only) (Refundable). **The Earnest Money Deposit must be paid through online. Except Micro, Small and Medium Enterprises (MSME)**
3. Scanned copy of Bidders' Profile (The Bidders Profile/Data is to be furnished by filling the required data in Annexure - I in the last page of this Terms & Conditions and enclosed in the Technical Bid).
4. Bidders Acceptance (The Bidders Acceptance shall be furnished by signing in all pages of this Tender document at right side bottom with office seal).



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5. Bid Submission confirmation received from the e-Tender website.
6. Valid GST Registration / Provisional Certificates and documents shall be enclosed.
7. Section 194 Q of the Income Tax Act, 1961 shall be strictly adhered and documents/declarations relevant to this shall be enclosed.
8. **Annual Business Turnover of the Bidder should be Rs.10 Crore consecutively for the past three years. The Annual turnover certificate should be obtained from concerned authority (Commercial Tax / Income Tax Department/Chartered Accountant). This condition can be relaxed if sufficient bids are not received at the sole discretion of the Managing Director of PONLAIT.**
9. Valid scanned copy of Solvency Certificate thereof to the value not less than **Rs.80,00,000/-** lakhs issued by the Revenue Authority not below the rank of Deputy Tahsildar or from any Nationalized Bank / Scheduled Bank shall be furnished. In the case of a Manufacturing Firm / Company / Co-operative Institution, the solvency may be either in the name of the Firm / or any Partner / Proprietor of the Company / Co-operative institution and in the case of a limited company, solvency should be in the name of the Company only. The solvency certificate should not be older than 365 days on the date of opening of technical bid.
10. 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- II shall be enclosed with this Tender document.
11. The bidder should have experience in having supplied multi-layer, co-extruded, polyethylene pouch film for packaging liquid Milk, Curd and Butter Milk to any reputed Co-operative Dairy / Private Dairy engaged in pouch milk, curd and butter milk packaging. Necessary proofs. i.e., previous purchase order copies or copies of sales invoices to this intent are to be enclosed.
12. Satisfactory performance certificate obtained from any reputed Co-operative / Private Dairy engaged in pouch milk packaging during the last three years shall be enclosed.
13. The bidder shall enclose valid license issued by the respective State Pollution Control Board – Consent to operate.
14. The bidder should have necessary infrastructure facilities such as plant and machineries for the manufacture of multi-layer, co-extruded printed film at the



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premises. The printing machine should be capable of printing minimum four colours facility.

15. Sample: The Technical Bid should be accompanied with two numbers of plain polyethylene pouch film roll with opaque white pigmented samples, in not less than 8 Kgs. Bid sample roll should be labelled with the name of the manufacturer for identity, without which the bid will be summarily rejected. The bids received without samples will be summarily rejected.
16. The Bidder shall produce all original documents, copies of which were submitted in the Technical Bid, for verification, at the time of Technical Bid evaluation or on any other specified date informed by PONLAIT.
17. The Bidders are to upload the scanned copies of the above-mentioned documents (Sl. No. 1 to 14) through Technical Bid cover in the Tender portal of the website www.pudutenders.gov.in

3. FINANCIAL / PRICE BID CONDITIONS:

- 3.1 .1 The Finance / Price bid should be submitted in BOQ file .xls format only through <https://pudutenders.gov.in>
- 3.1.2 The BOQ file shall be downloaded from the <https://pudutenders.gov.in> and enter the rate as detailed below only.
- 3.1.3 Enter the Bidder Name in the cell against Bidder name.
- 3.1.4 The bidder shall quote the rate for per Kg Polyethylene Pouch Film for Packaging Liquid Milk, Curd and Butter Milk as follows:
 - i) The bidder shall enter the Total Raw Material Cost for 1 kg of required Polyethylene Pouch Film in **column number 5** of the BOQ file, based on the reliance depot price at Pudukcherry at the time of entering the raw material cost in the BOQ.
 - ii) The bidder shall enter the conversion cost, which includes processing charges, packaging cost, freight, loading and unloading charges, toll charges, insurance charges, delivery at our dairy dock and any other charges for 1 kg of required Polyethylene Pouch Film in **column number 6** of the BOQ file.
 - iii) The bidder shall enter the GST amount for 1 kg of required Polyethylene Pouch Film in **column number 8** of the BOQ file.
- 3.1.5 Cylinder making charges shall be borne by the successful bidder.



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3.1.6 There should not be any inserting of worksheet or any other data in the BOQ file.

3.1.7 Mention of any detail other than the name of the bidder in Name of the Bidder column makes the bid unqualified and it will not be accepted even if it is the L1 bid.

3.1.8 After the above entries the file shall be saved and uploaded in the <https://pudutenders.gov.in>

3.1.9 Non-compliance of the above clause entail in summarily rejection of the tender as per the terms and conditions of the tender.

4. E.M.D. PAYABLE CONDITIONS:

4.1.1 The Bidders should remit the EMD amount of Rs.15,20,000/- (Rupees Fifteen Lakhs Twenty 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.

4.1.2 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.

4.1.3 No other form of remittance shall be accepted.

5. PRICE ESCALATION:

5.1.1 The price escalation/de-escalation is allowed during the tender period and is as given below:

5.1.2 The rates accepted through e-tender are based on the current rate of Raw Materials i.e., LDPE and LLDPE Granules per MT at Pondicherry Reliance Depot. (Copy of the latest RIL Granule price chart, received from Pondicherry Reliance Depot must be enclosed in the technical bid).

5.1.3 Any change of above-mentioned raw material rate made by RIL at any time either upward or downward should be informed by the Supplier to the Managing Director, PONLAIT at once.

5.1.4 Any upward or downward variation in the rate of raw materials will be taken into consideration and appropriate modification shall be made in the purchase order which shall be issued periodically according to the requirement.



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5.1.5 The rate (inclusive of all) mentioned in the purchase order remains valid for the entire quantity mentioned in the purchase order which shall be supplied within the time mentioned in the purchase order without fail.

5.1.6 In case there is any increase/decrease in the price levied by RIL for supply of raw material actually used for production of film being supplied during the course of delivery period noted herein, the supplier shall be compensated by granting actual increase in respect of the price of film at the same unit rate per kg. of raw material on production of documentary proof thereof and the supplier shall similarly pass on any benefit accruing out of any decrease in price of raw material to PONLAIT.

5.1.7 Similarly for any increase in the Government levies shall be proportionately paid to supplier at actual, on the conditions that, supplier shall refund any benefit out of any decrease in the Government levies to PONLAIT. This will be applicable only from the date of such increase/decrease by Government.

6. SUBMISSION OF SAMPLE ALONG WITH THE TECHNICAL BID:

6.1.1 Each bid should be accompanied with 2 numbers of plain polyethylene film roll with opaque white pigmented samples, in not less than 8 Kgs.

6.1.2 Bids not accompanied with samples will be summarily rejected.

6.1.3 Sample submitted along with the Technical Bid should be labelled with the name of the manufacturer for identity, without which the bid will be summarily rejected.

6.1.4 The specification of the samples submitted shall be the same as that of the Technical Specifications mentioned in the e-tender documents.

6.1.5 The samples of those bids which satisfy all the conditions mentioned in the Sl. No. 2 – Technical Bid Conditions of this e-tender document only will be subject to sample analysis. The samples of the bidders who do not satisfy all the Technical Bid conditions shall not be taken for testing.

6.1.6 The testing of film samples shall be conducted at the premises of PONLAIT / any independent laboratory (Government / Private) at the discretion of PONLAIT.



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7. TESTING OF SAMPLES SUBMITTED ALONG WITH THE TECHNICAL BID:

7.1.1 Samples submitted by the bidder along with the Technical Bid shall be subjected to Quality Analysis as a part of Technical Bid Evaluation with various Technical Parameters as per the test procedure given in the conditions hereunder.

7.1.2 The samples will be tested at our Dairy Quality Assurance Laboratory for the required parameters such as physical parameters, thickness, width, seal strength, leakage, yield, etc. The test results given by the internal Quality Assurance Laboratory and the milk packaging section will be the basis for selection / rejection of tenders. Only those Technical Bids whose sample qualify in the test procedures will be considered for the Finance / Price Bid.

7.1.3 Width and Thickness Test:

- (i) A length of 5 meters of the film will be drawn from the roll. The width of the film will be measured at five different sections at an approximate span of one metre to check its conformity with the specifications indicated. All the five readings should conform to specification of 325 ± 2 mm for 500 ml and below quantity packaging film.
- (ii) The thickness of the film shall be verified at 5 sections of the film and recorded by taking thickness reading by using thickness gauge at ten various points crosswise diagonally in each section. The thickness of the film along each diagonal section should be $55 \text{ micron} \pm 5 \%$ for 500 ml and below quantity packaging film. The thickness recorded at each section should neither be less nor more than the extremities of the range specified.

7.1.4 Leak Test:

- (i) At Machine: Two rolls of the above random sample will be taken and put on the machine. For 500 ml and below pouch film the machine will be set to a maximum speed per minute, initial 100 pouches will be filled and discarded, subsequent 5,000 pouches continuously taken out of the machine will be checked for leakage and yield record.
- (ii) At Cold Room: All the good pouches (500 numbers for 500 ml and below pouch size) shall be sent to the cold room for storage for 10 hours at about 8°C . After 10 hours, each pouch will be individually checked for leakage and yield record. If the leakage at



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the machine and cold room put together exceeds 1.5 %, the sample shall be summarily rejected.

7.1.5 Drop Test: 16 pouches will be taken out of the machine set at the same speed and subjected to drop test in the following manner. Each pouch shall be dropped from a height of 1.2 meters on a flat smooth surface in the following sequences:

- (i) On flat side
- (ii) Opposite side
- (iii) On flat longer edge.
- (iv) On opposite longer edge.
- (v) The sample shall be deemed to have not passed the test if more than two pouches burst.

7.1.6 If the sample submitted is not conforming to any of the above parameters, the bid offered by the bidder shall be deemed to have failed technical evaluation and rejected.

7.1.7 Production tests as prescribed will not be carried out for 200 ml pouches separately. Such of those bidders who gets qualified in 500 ml packing shall be deemed to have been qualified for 200 ml also without prejudice to other terms and conditions.

7.1.8 Two authorized representatives of the bidder shall be permitted to witness the tests being performed on the sample film at dairy plant. They shall not be permitted to interfere with the tests being conducted. They shall sign in the test report for having witnessed the test conducted in their presence. However, the tests as scheduled and as informed to the bidder shall be carried out without waiting for the supplier or their representatives in the event if they do not turn up at the prescribed date / time / venue after having been notified for the testing.

8. SECURITY DEPOSIT CONDITIONS:

8.1.1 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 for the value of 5% of the lowest quoted rate and it does not carry any interest.



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8.1.2 The Security Deposit shall be remitted by way of Demand Draft from any Nationalized Bank / Scheduled Bank drawn in favour of **“The Pondicherry Co-operative Milk Producers’ Union Ltd.”** Payable at Puducherry. No interest shall be paid on Security Deposit.

8.1.3 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.

8.1.4 The security deposit will be refunded only after expiry of contract period (two years) and satisfactory performance of the supply and shall not carry any interest.

9. DELIVERY PERIOD:

9.1.1 The successful bidder shall be furnished with the number of variants of polyethylene pouch film and the quantum of each variant along with the supply schedule at the time of issue of purchase order.

9.1.2 The approximate quantity required by PONLAIT during a period of two years will be 476 MT +/- 25 % (for a total of 7 variants) and the contract period of two years is effective for 24 months from the date of issue of first purchase order.

9.1.3 PONLAIT reserves the right to extend the contract period for a further period as decided by it.

10. PENALTY CLAUSES:

10.1.1 Time, being the essence of the Contract, no variation shall be permitted in the delivery time as prescribed in the delivery schedule. If the bidder fails to supply in full or part of the consignment as per the delivery schedule, PONLAIT shall impose a penalty at the rate of 10 % per month on the delayed supply value ordered. The delivery schedule shall be informed to the bidder at least 15 days in advance and the quantity to be supplied shall not be more than the monthly assured quantity offered by the bidder in the tender. However, additional quantity may be supplied against the request on special cases. The Managing Director, PONLAIT has the right to decide on penalty matters.

10.1.2 The PONLAIT has the right and at its discretion may accept the replacement of the rejected quantity at the request of the tenderer which should be completed within 7 days from the date of intimation. Both taken away and



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Vazhudavur Road, Kurumampet, Puducherry – 605 009.

Phone – 0413 2271607, 2272202

e-mail id : ponlaitmd@gmail.com

replacement of the rejected material should be done within 7 days, if not done it will levy penalty 10 % for each consignment of both activities.

10.1.3 If the quality of the Polythene film roll is found not as per the specification during the process of pouch filling such as width, pinholes, uneven thickness, soiled, not sealing properly resulting with loss of milk the value of the milk will be recovered from the supplier. Besides the polythene film roll cost will not be paid and the remaining unused film in particular roll will be returnable.

10.1.4 On termination of contract by the supplier, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the supplier by PONLAIT by legal means apart from forfeiture of any amount due to the supplier and its decision is final.

10.1.5 If for (or) any reason whatsoever, if the successful bidder does 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 supplier by PONLAIT by legal means apart from forfeiture of any amount due to the contractor and its decision is final.

10.1.6 If the Bidder fails to supply in full or part of the order as per the delivery schedule, PONLAIT shall reserve the right to cancel the order besides forfeiture of Security Deposit and its decision is final.

11. INSPECTION OF THE POLYETHYLENE POUCH FILM MANUFACTURING PLANT OF THE BIDDER:

11.1.1 Inspection of the Polyethylene Manufacturing factory / Infrastructures of the lowest eligible bidder will be conducted by a team of officers nominated by the Managing Director, PONLAIT. If necessary before award of contract. The Report of the team will invariably be taken into consideration for the finalization of the lowest quoted bidder, if inspection is made before finalization of the bid.

11.1.2 This would also be carried out by the Union at any point of time during the contract period based on the need and necessity.



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12. AGREEMENT CONDITIONS:

- a) The successful Bidder must execute an agreement on Rs.100/- non-judicial e-stamp paper incorporating the terms and conditions 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 EMD paid will be forfeited by the Union.

12.1.1 The period of contract will be effected from the date of issue of first Purchase order and it is for a period of two years.

12.1.2 If the supplier fails to execute the agreement satisfactorily at the quoted rate the security deposit will be forfeited by PONLAIT and its decision is final.

12.1.3 Notwithstanding anything contained in the tender schedule, no obligation will rest on PONLAIT to accept the lowest tender and PONLAIT shall also have the right to accept or reject any or all the tenders fully or partly without assigning any reason.

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

12.1.5 If PONLAIT incurs any loss / additional expenditure due to the negligence of the supplier in connection with the supplies during the period, the same shall be recovered together with all charges and expenses from the supplier and its decision is final.

12.1.6 The breakages or damages, if any, caused by the supplier to the property of PONLAIT, the cost will be recovered from the supplier and its decision is final.

13. PAYMENT TERMS:

13.1.1 **No Advance payment will be made.**

13.1.2 The payment term is 100 % on quality analysis report of materials.

13.1.3 **Payment shall be made through RTGS / NEFT only within 30 working days on receipt of invoice and Certificate of Analysis and Food Grade Certificate for each consignment.**

13.1.4 **N.B. No other terms of payment will be entertained**

14. FORCE MAJEURE:

14.1.1 Should delivery be delayed by strikes, lockouts, fire, accidents, natural calamities or any bonafide cause beyond the reasonable control of the supplier, such delay or



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impediment occurs before the time of delivery, it shall be the duty of the supplier to set forth this case and request for extension of time for delivery. In the absence of such requests, it will be construed that the supplier has failed in his contract. Such requests will be considered on merits and extension of time to fulfill the contract or otherwise, shall be granted at the discretion of the Managing Director, PONLAIT or any other person authorized by him on his behalf.

15. 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 Administrator/Chairmen, 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:

Provided that before requesting the Administrator/Chairmen, 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



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guidance of the Administrator/Chairmen, 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.

16. LEGAL JURISDICTION:

In case if either party to the tender is aggrieved by the Award of the Arbitrator so appointed as per clause or otherwise, they can appeal to the Court. The Courts situated in Puducherry shall have jurisdiction to entertain such disputes.



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17. CAUTION:

17.1.1 Non-compliance of the EMD and tender form cost clause entail in summarily rejection of the tender as per the terms and conditions of the tender.

17.1.2 No exemption for security deposit will be given and it is to be paid by Demand Draft. Form XVI will not be given for concessional rate of Tax.

The Managing Director, PONLAIT reserves the right to extend/reject/accept any / part / all tenders with or without assigning any reason thereof.

Asst. Manager (Pur)

Asst. Manager (QA)

Deputy Manager (Admin)

Manager (P&I)

Manager (DP)

Internal Auditor

Managing Director



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TECHNICAL BID – CHECK LIST

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

S.N.	Details	Yes/No
1	Bidders Profile / Bidders Data as per Annexure – I	
2	Valid GST Registration / Provisional Certificates and documents	
3	Section 194 Q of the Income Tax Act, 1961 shall be strictly adhered and documents/declarations relevant to this shall be enclosed.	
4	Annual Business Turnover of the Bidder should be Rs.10 Crores consecutively for the past three years. The Annual turnover certificate should be obtained from concerned authority (Commercial Tax / Income Tax Department/Chartered Accountant).	
5	Valid scanned copy of Solvency Certificate thereof to the value not less than Rs.80,00,000/- (Rupees Eighty lakhs only) issued by the Revenue Authority not below the rank of Deputy Tahsildar or from any Nationalized Bank / Scheduled Bank shall be furnished.	
6	Copy of affidavit in Rs.20/- Non-Judicial e-Stamp paper duly notarized for the bidder is not blacklisted by the Government / State Agency.	
7	Previous experience in supply of Polyethylene pouch film for packaging liquid milk, curd and buttermilk for Co-operative Dairies / Private Dairies and any other legal entity in India by way of client list Previous Purchase order/work order copies or copies of sales invoices.	
8	Satisfactory performance certificate obtained from any reputed Co-operative / Private Dairy and any other legal entity in India engaged in pouch milk packaging during the last three years.	
9	Valid licenses issued by the respective State Pollution Control Board – Consent to operate.	
10	Documentary evidence of infrastructure facilities such as plant and machineries for the manufacture of multi-layer, co-extruded printed film at the premises.	
11	Sample: The Technical Bid should be accompanied with two numbers of plain polyethylene pouch film with opaque white pigmented samples, in not less than 8 Kgs.	
12	The Bidder shall produce all original documents, copies of which were submitted in the Technical Bid, for verification, at the time of Technical Bid evaluation or on any other specified date informed by PONLAIT.	

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



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ANNEXURE - I

Bidders Profile/Bidders Data

1	Name & Address	
2	Phone (O)	
3	Fax No.	
4	Mobile No.	
5	e-mail Id.	
6	GST Registration No.	
7	Income Tax PAN Certificate No	

DECLARATION

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

Date:

Place:
of the Bidder under proper seal

Signature of Authorized Representative



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

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

.....

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

1. That I or my partners of my / our Manufacturing Firm / Company / Co-operative Institution is not blacklisted by any Statutory Authority connected with the supply of Polyethylene Pouch Film for packaging Liquid Milk, Curd and Butter Milk.

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 e-Stamp paper and signed in front of Notary public.



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TECHNICAL SPECIFICATIONS

E-TENDER FOR THE SUPPLY OF POLYETHYLENE POUCH FILM FOR PACKAGING LIQUID MILK, CURD AND BUTTER MILK TO PONLAIT FOR TWO YEARS CONTRACT PERIOD.

1. COMPOSITION

Co-extruded film shall be made from virgin polyethylene materials. Polyethylene materials shall be 1:1:1 of LDPE & LLDPE Octane and Metallocene in the ratio LDPE 50 %, LLDPE 50 % (Octane 25 % and Metallocene 25 %). All the material should be of food grade and permissible under FSSAI Rules. Pigments used should be food grade material. The film should be high grade and as per IS – 11805: 2007. The material used for product packaging shall be recyclable.

2. APPEARANCE:

The film shall be uniform in texture and finish. The film shall be free from pinholes, streaks, particles of foreign matter, gauge variation bands and undispersed raw material. There shall be no other visible defect, such as holes, tears or blisters. The film shall show no impression of handling on the surface of the film. The film shall have even and wrinkle-free surface. The film shall have good sealing properties both for vertical and horizontal sealing.

3. SPECIFICATION:

- a) **WEIGHING:** The film shall be supplied in rolls weighing 20 kgs $\pm$ 2kgs including the weight of core on which it is wound.
- b) **CORE:** Core should be 76 - 78 mm in inner diameter, strong enough not to collapse in use and shall be made from properly compressed paper having smooth surface with the identification mark of the company stamped/printed on it.
The core shall be strong enough so as not to collapse in use.
- c) **THICKNESS:** The thickness of the film shall be assessed by its withstanding the leak tests and drop test done on the filled and sealed pouch as detailed in 9 C and 9 D of this technical specifications and it shall be as mentioned under. The tolerance on the specified thickness shall be $\pm$ 5 percent. The recommended thickness of polyethylene film should be as follows:
 - i. Film printed with 500ml: 55 microns $\pm$ 5%
 - ii. Film printed with 200ml: 55 microns $\pm$ 5%
- d) **WIDTH:** The width of the film shall be 325 $\pm$ 2mm
- e) **ODOUR:** The film shall be free from any extraneous odour.



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- f) **SEALING PROPERTY:** The film shall have good sealing property for vertical and horizontal sealing.
- g) **COLOUR FASTNESS TEST:** A printed strip of film will be immersed in milk and left for 12 hours at a temperature of about 8°C. After removing the film from the milk, it shall be wiped with a cloth and allowed to dry. Thereafter the printed surface is rubbed with tissue paper gently by hand. The ink removed from the print shall not be to the extent so as to render the printing matter not readable after the test.

4. WINDING:

The film shall be wound on the core, uniformly and with proper tension giving a perfect and trimmed edge. There shall be no telescoping of film layers.

5. CONSTRUCTION:

The pouches shall be formed, filled and sealed in the form, fill and sealing machine, leaving adequate head space in the pouch for filling and sealing operation. The width and length of the pouch shall be according to the dimensions of the forming and sealing system. The variation in width and length of the flat pouch shall not be more than ± 3 mm of the mean dimensions.

6. PRINTING:

Printing shall be neat and clean without any defects. Proper quality ink shall be selected as per IS 15945:2004 and shall be permissible under FSSAI rules. The printing inks and diluents shall be food grade and non-toxic and shall not show any significant removal of the print. The polythene film should be supplied as per the Art work/Labeling Data, consisting of Brand Name, Logo, Colours, Consumer information, Nutritional information, Bar code, Eye Mark, Customer care Number, e- Mail ID etc., as provided by PONLAIT at the time of placing orders.

7. PACKAGING:

The rolls shall be packed in 3 ply corrugated boxes after wrapping in polyethylene film cover. Packing slip must be fixed on the corrugated boxes with the following information:

- i. Name of the manufacturer
- ii. Variety of the film
- iii. Date of Manufacture
- iv. Batch Number
- v. Roll Number
- vi. Gross Weight in Kgs.
- vii. Tare Weight in Kgs.
- viii. Net Weight in Kgs.



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The film roll should be properly packed in the CBX and over the CBX the information about the core weight, Net weight of the film, Batch No. and Box No.(with serial No.) should be mentioned for traceability.

8. SAMPLING:

The sampling method adopted for testing the polyethylene film shall be as per IS: 11805:2007 – Annex C -Clause – 11

9. METHOD OF INSPECTION AND TESTING:

- a) From each consignment 10% of the film rolls will be picked up at random by the representatives of the Quality Assurance Section and one meter of film from each roll will be cut and tested using thickness gauge meter.
- b) The variation in thickness of the film shall not be more than $\pm 5\%$ microns.
- c) **LEAK TEST:** The filled pouches after filling with milk at about 4°C to 8°C and sealing shall not show any leakage when subjected to uniform distributed load of 50 N (5.0 Kgf) for 500 ml pouch. The Pouches utilized for conducting the test shall be kept in flat position for 10 Minutes with the side seal on top.
- d) **DROP TEST:** 16 samples of filled pouches shall be taken at random from the filling line. The sample pouches drawn from the machine should be dropped from height of 1.2 Meters on a flat and smooth surface in 4 ways i.e., a) on flat side, b) on opposite side, c) on flat longer edge and d) on opposite longer edge.

10. REJECTION:

- a) The actual quantity of film failed either in drop test/leak test will be rejected.
- b) If more than 30% leakages are observed in drop test as mentioned in 9(c) & 9 (d)
- c) If the film is having loose or uneven winding, wrinkles or with holes, less width or giving constant overlapping problems, or damaged cores and with foreign material.
- d) If the printing on the film is improper with off – flavours.
- e) If the film roll is found with foreign matter like pest / insects / foreign body etc.



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11. PRINTING COLOUR ON THE POUCH FILM (HUBER INKS)

S.NO.	VARIANT/CONTENT NAME	PANTONE
1	Standardized Milk (SM)	Blue - P-Pr-Blue C Dark Red - P-1665 C Green - P-355 C Black
2	Toned Milk (Special) (STM)	Blue - P-Pr-Blue C Green - P-375 C Red - P-Rh-Red C Black
3	Toned Milk (TM)	Dark Blue - P-Pr-Blue C Light Blue - P-2995 C Green - P-355 C Black
4	School Milk Supply (SMS)	Vijay Blue 2737 C
5	Curd (400 ml)	Dark Green – 7733 C Cyan – Pantone C
6	Butter Milk (200 ml)	Dark Green – 7733 C

12. ARTWORK: Artwork will be provided to the L1 bidder after finalization of the tender process. Cylinder charges is suppliers' scope.

13. TERMS & CERTIFICATION:

The supplier should provide Certificate of Analysis and food grade certificate along with each consignment supply. PONLAIT reserves the right to get the quality of polythene film checked at any independent laboratory (Government / Private) at any time while taking decision for finalization of tender or before releasing the payment to ascertain the technical specification as per the IS-11805:2007.

Asst. Manager (Pur)

Asst .Manager (QA)

Deputy Manager (Admin)

Manager (P&I)

Manager (DP)

Internal Auditor

Managing Director



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BIDDER INSTRUCTIONS

Instructions to Bidders for Online Tendering (e-Tendering)

E-TENDER FOR THE SUPPLY OF POLYETHYLENE POUCH FILM FOR PACKAGING LIQUID MILK, CURD AND BUTTER MILK TO PONLAIT FOR TWO YEARS CONTRACT PERIOD.

(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.
- ii. Once the bidders selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be



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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. 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.
- 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



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acknowledgement which is downloadable/printable. This acknowledgement 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

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



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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. Finance / 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 Certificate is must for all the interested Registered Companies, Cooperative Societies, Firms, or any other legal entity from within or outside 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.

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.



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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 Finance / 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 Finance / 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. The hard copy of Technical Bid shall be submitted at PONLAIT Head Office in Offline mode. In On line mode, the soft copy shall be submitted by uploading in the website with required documents eligible for Technical Bid mentioned in the check list.

19. (B) 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.

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.



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20. The Finance / 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, PONLAIT reserves the rights to extend/reject/accept any/part/all tenders with or without assigning any reason thereof.

Asst. Manager (Pur.)

Asst. Manager (QA)

Deputy Manager (Admin)

Manager (P&I)

Manager (DP)

Internal Auditor

Managing Director



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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