

COMPLETE BIDDING DOCUMENTS

FOR SUPPLY OF

ALUMINIUM ALLOY MILK CANS WITH LID CAPACITY
40 LTR & ALUMINIUM ALLOY LIDS FOR MILK CANS
THE YEAR 2017-2018

**The Ambala District Cooperative Milk Producers Union Ltd.,
Milk Plant, G.T. Road, Ambala City - 134007**

Phone: Off-0171- 2540614, Fax: 0171-2540614; E-mail: vitaambala@gmail.com



**The Ambala District Cooperative Milk Producers Union Ltd.,
Milk Plant, G.T. Road, Ambala City - 134007**

Phone: Off-0171- 2540614, Fax: 0171-2540614; E-mail: vitaambala@gmail.com

Re E-tender Notice

Re E-Tender under two bid system i.e. technical and financial bid are invited from the manufacturers / suppliers to enter into annual rate contract for the supply of following items for all Milk Unions of Haryana through online bid for the period of 2017-18 on the website of <https://haryanaeprocurement.gov.in>.

S. No.	Name of Items	EMDs (In Rs.)	Unit For Quoting Rate	Station Where packing Material is to be Delivered
1	Aluminium Alloy Milk Cans with Lids Cap 40 Ltr. (BIS Marked)	1,25,000/-	Each No.	Rohtak / Ballabgarh / Ambala/Jind /Sirsa / KKR
2.	Aluminium Alloy Lids for Milk Cans Cap 40 Ltr.	10,000/-	Each No.	Rohtak / Ballabgarh / Ambala/Jind /Sirsa / KKR

- 1) **Cost of Documents: Bid Document fee Nil and eservice fees Rs 1000/- =Rs 1000/-**
- 2) **Start Date & Time of Bid Preparation & submission : 25.04.2017at 14:00 hrs**
- 3) **Expiry date & Time of EMD Submission: : 09.05.2017 at 17:00 hrs.**
- 4) **Expiry Date & Time of Bid Preparation & Submission : 11.05.2017 at 11:00 hrs.**

Information regarding Online Payment of Tender Document, E-service & EMD Fee: - The agencies can download the tender document from the Portal: <https://haryanaeprocurement.gov.in>. The agencies shall have to pay for the Tender document, EMD Fee & E-service Fee online by using the service of secured Electronic Payment Gateway. The secured Electronic Payment Gateway is an online interface between the agencies and online payment authorized networks. The payment for Tender Document Fee and E-service Fee can be made by eligible agencies online directly through Debit Cards & Internet Banking Accounts whereas the payment for EMD can be made in the Bank by online generated challan.

Note:-If the tenders are cancelled or recalled on any ground(s), the tender document fee & E service fee will not be refunded to the agencies.

All the tenders will be received through e-tendering only. Tenders will be opened on the prescribed date as mentioned above in the presence of the agency or their representative, who would like to be present in the office of The Ambala Distt. Co-operative Milk Producers Union Limited, Milk Plant, Ambala City. The other terms and conditions regarding above tender notice can be read/seen on website <https://haryanaeprocurement.gov.in> .For any query may contact on this No. 0171-2540614

Chief Executive Officer
Milk Plant, Ambala

INVITATION FOR BID

DETAIL NOTICE INVITING E-TENDER

E-Tender are invited for supply of below mentioned items in single stage two cover system i.e. request for Pre-Qualification / Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of Price bid Proposal under online available Commercial Envelope):-

S. No.	Name of Items	EMDs (In Rs.)	Unit For Quoting Rate	Station Where packing Material is to be Delivered
1	Aluminium Alloy Milk Cans with Lids Cap 40 Ltr. (BIS Marked)	1,25,000/-	Each No.	Rohtak / Ballabgarh / Ambala/Jind /Sirsa / KKR
2.	Aluminium Alloy Lids for Milk Cans Cap 40 Ltr.	10,000/-	Each No.	Rohtak / Ballabgarh / Ambala/Jind /Sirsa / KKR

Willing contractor shall have to pay the detail of EMD, are required to be filled / provided scan copies at the time of online bid preparation state, the Bidders are required to keep the EMD , tender document details ready beforehand.

Under this process, the Pre-qualification / Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GOH (Govt. of Haryana) and also mentioned under the Tender Document.

2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. He/She will be required to make online payment of EMD fee as cited above for each item in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allowed to submit his / her bids for the respective event / Tenders.

3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before 09/05/2017 at 17:00 Hrs. and make payment via OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.

The interested bidders shall have to pay mandatorily e-Service fee (Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	25/04/2017 at 14:00 Hrs.	11/05/2017 at 11:00 Hrs.
2	Technical Bid Opening			11/05/2017 at 11:00 Hrs.
3	Financial Bid Opening			11/05/2017 at 11:30 Hrs.

Important Note:

- 1) The Applicants / bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application / bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule / Key Dates above.
- 5) The approval of the acceptance of tender will rest with the concerned competent authority who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of tender received without assigning any reason.
- 6) The earnest money deposited for the tender will not be returned to the bidders till the acceptance of tender or three months or after finalization of tender, whichever is earlier.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid (as per annexure-1 attached)

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid (as per annexure-2 attached)

The bidders shall quote the prices in price bid format under Commercial

CONDITIONS:-

- 1) DNIT & Prequalification criteria can be seen on any working day during office hours in office of the undersigned.
- 2) Conditional tenders will not be entertained & are liable to be rejected.

- 3) In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next Working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- 4) The undersigned reserve the right to reject any tender or all the tenders without assigning any reason.
- 5) The tender without earnest money / bid security will not be opened.
- 6) The jurisdiction of court will be at Ambala Court.
- 7) The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
- 8) The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of,, **manual submission of BS**. If any bidder/ tenderer withdraws his bid/ tender before the said period or makes any modifications in the terms and conditions of the bid, the earnest money shall stand forfeited. Bids shall be valid for 90 days from the date of bid closing i.e. from last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

**Chief Executive Officer
Milk Plant, Ambala**

POINTS BIDDERS SHOULD BEAR IN MIND.

1. Bids containing deviations from bidding document terms & other requirements may be rejected.
2. Non-compliance with even a minor technical requirement should be specifically stated by the bidders. However no deviation in technical specifications will be entertained.
3. Bidders should furnish their complete address for the purpose of further correspondence pertaining to bidding documents.
4. Negligence of the bidder in preparing the bid confers no right to withdraw the bid after it was opened.
5. Specifications, conditions, schedules and drawings of bidding document constitute and integral part of the bid.
6. All the bids, along with enclosures, drawings and technical literature, should be in English only.
7. All the bidders should submit relevant documents to prove their eligibility along with their bid and also the qualification with required documentation.
8. All the bidders should quote for the items as per the specifications and details given in this bidding document only.
9. The bid prices should be quoted strictly in accordance with bidding terms and conditions.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. **Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

5 Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

6 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7 Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):

i) Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

ii) PREPARATION & SUBMISSION of online APPLICATIONS/BIDS:

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

8. ASSISTANCE TO THE BIDDERS:-

In case of any query regarding process of etenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-chandigarh@nextenders.com for on-time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

Important Note:-

(a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.

(b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.

(c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

Schedule for Training:

<i>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:</i>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K.Chowk, Opp. B.K.Hospital, NIT, Faridabad Contact no. 8743042801 / 9310335475	Nextenders (India) Pvt.Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, Hisar Contact: 9034357793	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, Chandigarh - 160020 For Support- 1800-180- 2097, 0172-2582008-2009

For Support Call – 1800-180-2097

Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the ‘Home Page’ of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link ‘How to...?’ to download the file.

Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department’s page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
- B. Net Banking
- C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:

- Beneficiary account no: (unique alphanumeric code for e-tendering)
- Beneficiary IFSC Code:
- Amount:
- Beneficiary bank branch:
- Beneficiary name:

iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.

v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

D) Over-the-Counter (OTC)

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is \leq ₹ 49,999), Demand Draft or ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

(i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.

(ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.

(iii) Bidder clicks on “Continue” button

(iv) The e-Procurement portal displays the details of payment. Bidders clicks on “print _challan” and prints the OTC challan.

(v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)

(vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e-Procurement portal prior to accepting the payment

(vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.

(viii) ICICI Bank will commit the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.

(ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.

(x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.

(xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal

(xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextender portal before submitting the tender

Sr no.	Scenario	Do's / Don't's
1	<p>In the event of making Payment through NEFT/RTGS</p>	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: <ol style="list-style-type: none"> 1) Beneficiary account no: <client code> + <random number> 2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) 3) Amount: As mentioned on the challan. It is specific for every tender/transaction 4) Beneficiary bank branch: ICICI Bank Ltd, CMS 5) Beneficiary name: As per the challan • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD • It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parites are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired

		<p>Don't's</p> <ul style="list-style-type: none"> • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise: <ol style="list-style-type: none"> 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account 2) Incorrect Beneficiary account number mentioned(<client code> + <random number>):- <ol style="list-style-type: none"> a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted. 3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> • Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination. • Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder. • Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder
2	<p>In the event of making Payment through OTC</p>	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: <client code> + <random number> Amount: As mentioned on the challan It is specific for every tender/transaction Beneficiary name: As per the challan Bidder has to make only single payment against a challan as per the amount mentioned on the challan • Bidder must do the payment before tender validity gets expired • Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender

		<p>Don't's</p> <ul style="list-style-type: none"> • If the bidding amount is greater than Rs49,999, then Bidder should not make payment in cash. In this case, Bidder should pay via Demand Draft/ICICI Bank Cheque • It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD
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TERMS & CONDITION

1.0 ELIGIBILITY AND QUALIFICATION REQUIREMENTS

- 1.1** The bidders must meet the following minimum qualifying criteria:
- 1.1.1. The Bidder must be in the business of same job / material manufacture / supplier and must be the owner of the unit.
- 1.1.2 The bidder should have valid registration under various Acts that may be applicable for the contract proposed.
- 1.1.3. Bidder should upload scan copies of necessary documents towards proof of their eligibility and qualification requirement in the technical bid only.
- 1.1.4 The bidder shall furnish a copy of the income tax returns for last three years.
- 1.2** In addition to the above, the following information/documents should also be upload on the website by the bidders towards eligibility requirement:
- 1.2.1 Copy of the TIN No. / CST No.
- 1.2.2 Copy of ISO Certified License if any.
- 1.2.3 Copy of ISI Certificate of the product from BIS if any.
- 1.2.4 Permanent Account No. for income tax purpose.

2.0 Bidding Document

Interested eligible bidders may obtain further information from The Ambala Distt Co-operative Milk Producers Union Limited Milk Plant, Ambala (Haryana) Ph. No. 0171-2540614, email ID: vitaambala@gmail.com & can be downloaded online from the portal <https://haryanaetenders.gov.in> by the bidders on the Portal. The bids to be submitted online are required to be digitally signed; the bidders are therefore advised to obtain Digital Signature at the earliest. For further details, terms & conditions please visit the website

Bidder's Signature with Seal

**Chief Executive Officer
Milk Plant, Ambala**

3.0 Opening of Bids

3.1) All the bidders should upload their bids in cover I – Technical Bid and cover II- Price Bid. The technical Bid (cover I) shall contain all the details (Annexure A) EXCEPT FOR THE PRICE. The Bids shall be opened in the presence of Bidder's their authorized representatives on the date specified above.

4.0 Rights Reserved by Milk Plant, Ambala:-

4.1 The Ambala Distt. Cooperative Milk Producers Union Limited, Milk Plant Ambala does not bind itself to accept the lowest Bid. MILK PLANT Ambala reserves the right to award the job either in part or full. MILK PLANT Ambala at its sole discretion and without assigning any reason thereof, also reserves the right to accept any/ or reject any or all Bids.

5.0 Bid Currencies:-

5.1 For the service covered in this Bidding Documents, price will be quoted in Indian Rupees only.

6.0 Period on Validity of Bids :-

6.1 Bids shall remain valid for 90 days after the date of bid opening prescribed by Milk Plant, Ambala. A bid valid for a shorter period shall be rejected by the Bidder as non responsive.

7.0 Clarification of Bids

7.1 To assist in the examination, evaluation and comparison of the bids Milk Plant, Ambala may ask the Bidders for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

8.0 Preliminary Evaluation of Bids :

8.1 The Bidder will examine the bids to determine whether they are complete whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

9.0 General Conditions of Contract

9.1 Definitions

In this contract, the following terms shall be interpreted as indicated.

9.2 The "Contract" means the agreement entered into between the Purchase i.e. Milk Union of HDDCF and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices there to and all documents incorporated by reference therein.

9.3 "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

9.4 "The Purchaser means the Organization purchasing the services under the contract.

9.5 "The Supplier" means the firm providing the services under this contract.

Bidder's Signature with Seal

**Chief Executive Officer
Milk Plant, Ambala**

10.0 Payment

10.1 “The payment will be made through A/c payee Cheque / RTGS within 30 days after receipt inspection and acceptance of material at purchaser end.

10.2 All payments under this contract shall be made in Indian Rupees only.

10.3 Goods will be properly packed before, dispatch. All losses in transit will be at your cost.

11.0 Applicable Law

11.1 The contract shall be interpreted in accordance with the laws of the Union of India.

11.2 The earnest money in respect of successful tenderer shall get converted into the security amount to be retained by Milk Union, Ambala for the period of contract including extended period. If any, no interest shall be paid this security deposit.

11.4 Negligence on the part of tenderer in preparing the tender confers not right to withdraw the tender after it has been opened.

11.5 The Specific conditions, schedules, annexure of the tender constitute an integral part of tender.

11.6 The tenderer whose tender is accepted (hereinafter called the contractor) will be required to enter into an agreement with the union (s) / unit (s).

11.7 The terms and conditions mutually agreed shall be subject to the Force Majeure Clause. Neither the contractor nor the Milk Union shall be considered in default in performance of its obligations hereunder, if such performance is prevented or delayed because of war, hostilities, revolutions, civil commotion, strike epidemic, accident, fire, wind, flood, earthquake or because of any law order, proclamation, regulation, or ordinance of any Government or any act of god or any other cause whether or similar or dissimilar nature, beyond the reasonable control of the party affected should one or both of the parties be prevented from fulfilling his/ their contractual obligations by a state Force Majeure lasting continuously for a period of six months, the two parties should consult with each other regarding the future implementation of the agreement / purchase order.

11.8 All the annexure are to be filled up completely in all respects & enclosed asked for therein must be provided.

11.9 Tender forms as issued must be uploaded with all enclosures to this office duly signed in token of acceptance of the terms & conditions mentioned therein.

11.10 No term or condition in addition to those mentioned above & those given in the heading “Special Conditions of the Contract” will be agreed to. Tenders containing additional conditions are liable to reject.

Bidder’s Signature with Seal

**Chief Executive Officer,
Milk Union Ambala**

TERMS AND CONDITIONS

1. The rate should be on the basis of F.O.R. destination as mentioned in tender notice. The element of Excise duty, central / State excise duty, central / state sales tax, freight / P&F / octroi and discount should be mentioned clearly stated, failing which it will be presumed that these elements are included in the rates quoted for. Breakup of the price quoted should be given.
2. The tenders received without earnest money will not be entertained. The firm registered with DGS&D, National Small Scale Industries corporation or Govt. approved sources / enterprise, are not exempted from deposit of earnest money.
3. The material is to be supplied strictly as per our specifications and delivery schedule. There will not be any compromise on the quality of the material. Material not found as per specifications shall be rejected straightway. There will not be any provision for accepting the material with certain deduction/penalty. In case of rejection, the supplier will give free replacement of the goods rejected without any delay and objections within 15 days of rejected goods. Rejected goods, if not lifted by the supplier within 15 days of intimation, the same will be disposed off by the consignee at the cost of supplier. No claim, there-after by supplier, will be entertained.
4. The goods will be properly packed before dispatch. All losses in transit due to improper/ poor packing will be borne by the supplier.
5. The earnest money in respect of successful tenderers will be converted into security which will be non- interest bearing and shall stand forfeited if the supplies are not made as per schedule and specifications and in case of breach of any other terms & conditions of the contract. The EMD will be refunded only after successful completion of the contract period and on receipt of 'No objection Certificate' from our all concerned units.
6. Our payment terms will be 100% within 30 days after receipt of material in good conditions with inspection and acceptance thereof.
7. The contract period will be effective for the period of one year, rates should be remain firm till the contract period is over except wherever escalation clause is applicable. However contract can be extended for another one year with mutual consent of both the parties on the same rates, terms and conditions.
8. The Milk Union's/ Milk Plant also reserves the option to go in for the purchase of material at the risk and cost of the successful tenderers, if they fails to give supplies as per our specifications and schedule. The extra amount, if any paid in doing so will be recovered from the defaulter.

9. All inspection of the material will be carried out at concerned Milk Plant after receipt of material and our decision regarding quality will be final and binding. In case of rejection the bidder will give free replacement without any delay and objection within 15 days of rejection. Rejected goods, if not lifted by the bidder within 15 days of intimation, the same will be disposed off by the consignee at the cost of bidder. No claim thereafter will be entertained.
10. The tenderer must be actual manufacturer and also indicate the past experience for the manufacturing/ supply of related item and should submit list of customers. Tenderer should also submit for having any quality certificate like ISI/ISO etc.
11. Design Art- work, plates, cylinder making and development charges, if any, will be borne by supplier, as such price quoted should be inclusive of all these charges.
12. The successful tenderer must provide the necessary testing facilities in respect of items ordered on them during inspection at manufacturing unit of the supplier.
13. The tenderer shall be free to quote for any or all the item manufactured by him only with the requisite amount of earnest money. Submission of tenders shall carry the undertaking that the tenderer concerned has studied the terms & conditions, specifications, quality, type, character and workmanship of the materials tendered.
14. In case of any dispute, arising out of the contract, the same will be referred to Sole Arbitration of the Managing Director, Haryana Dairy Development Cooperative Federation Ltd., Panchkula or his authorized representative whose decision in the matter will be final and binding on both the parties. In case of any legal proceedings, the same will be subject to the jurisdiction of courts of that station at which Head Office of Milk Union / Milk Plant, where the goods have been supplied, is situated.
15. The offer shall remain open for acceptance for a period not less than 90 days from the due date of opening of tenders. Withdrawal of offer before expiry of validity period will result the forfeiture of the earnest money of the tenderer withdrawing his offer.
16. Participation in this tender is invited from the manufacturer / suppliers only & each tenderer will have to give his ST/CST registration number in the prescribed forms. When any item is required to be ISI marked, the manufacturers / suppliers along with their offer should attach photo copy of the required certificate.
17. The consignee will be the Chief Executive Officer of the concerned Milk Union/ Milk Plant as such all the documents will be raised in his favour and sales tax form, if any, required will also be issued by the concerned Milk Unions/ Milk Plant.
18. Procurement of raw materials and production planning for the supplies of materials will be responsibility of the suppliers. No extension in delivery schedule

will be granted on account of shortage of raw materials and busy schedule of suppliers. Requirement will be given 20 days in advance by registered post. Late supplies will attract penalty @ ½% per week or part thereof subject to maximum of 5% of value of goods delayed.

19. If any supplier has any genuine problem beyond his control for arranging the supplies as per our schedule, he will have to get the extension in delivery schedule well in time, failing which schedule given in original will be final. Request for extension in delivery schedule after supply or expiry of scheduled time, will not be entertained. During the extension period, no escalation will be allowed.
20. If senior purchase committee feels necessary, the negotiation with all the tenderers can also be arranged. If any tenderer does not participate in negotiation, his original offer will be considered for decision about purchase.
21. **For escalation, demand should be duly/ properly supported by documents. The escalation / descalation will be considered only on the rates of Milk circular from Hindalco. Current bill and rate list (01.04.2017) from Hindalco Industries Limited to be uploaded in the technical bid only.**
22. The supplier should be capable to supply the entire requirement. However, management reserves the right to engage more than one supplier for critical item & for item required in large quantity.
23. Rates will be compared on the basis of landed cost taking into account of all factors.
24. In case of non supply of the material or any act of commission or omission of a supplier, the Chief Executive Officer, Milk Union, Ambala may cancel the tender & forfeit the earnest money of the party. In case of major commission/omission, the party may be debarred / black listed.
25. It will not be obligatory to accept the lowest tender and the Milk Union reserves the right to accept / reject / scrap any / all of the tenders without assigning any reason.
26. The tenderers as far as possible should give following details with the tender:
 - a) **Break up for the price quoted i.e. direct material, direct labour, overheads, wastage, packing cost taxes, transportation cost and profit margin. The tenderer must upload the basic price of raw material for escalation purpose.**
27. Value added tax (VAT) scheme is applicable in Haryana

28. The material to be supplied by you shall be dispatched to site by Road Transport under intimation to the purchaser.
29. Each page of the tender and its enclosure should be signed at the bottom by the tenderer.
30. The Warfage / Demurrage etc. on account of incorrect or delayed dispatch of material and document shall be responsibility of supplier and shall be recoverable from his bill.

TECHNICAL SPECIFICATIONS

1. ALUMINIUM ALLOY MILK CANS WITH LIDS CAPACITY 40 LTR. ISI MARKED.

Description	Aluminium alloy milk cans 40 liters capacity along with lid with BIS Mark (IS 1825/1983) fully brazed bottom ring Heat- treated and anodized.	
Capacity	40 Litres.	
Material	Aluminium alloy (BS 15) which through the heat treatment has been given a very high mechanical strength from Hindalco Industries Limited.	
Body	Single piece streamline construction formed by deep drawing and subsequent spinning. Welded joints are completely eliminated to preserve keeping quality of milk. The streamlined shape of the can lends itself to easy cleaning manually as well as automatically.	
Handles	Made of extruded aluminium section, they are designed and affixed as to give a good grip of the can. Part of the handle, which comes in contact with the can, has been flattened in such a way so that maximum area comes in contact with can.	
Bottom Ring	Made of aluminium alloy section the hoop is attached by a suitable process to ensure that bottom rings do not fall of. Bottom ring is fully MIG welded to cans. Six holed in the side flush with the bottom permit draining of the reversed can which is of great importance while cleaning.	
Lid	The lid is also of the same aluminium alloy and with a conical skirt provided with air equalizing holes. The mushroom shape of the lid drains off any water. Out side the neck of the can sealing holes would be provided on the lids as usual. Lids are interchangeable and can be fitted to any cans supplied by you.	
Finishing	Every can lid is hardened and tempered to give the can added durability. All the cans and lids are anodized to protect them from corrosion.	
Spl. Features	The aluminium milk cans should be BIS mark manufactured and tested in accordance to IS:1825/1983 with amendments till date. These aluminium milk cans should have sanitary finish i.e. inner surface should be smooth and wrangles free and other specifications of the aluminum milk cans are as under:-	
a)	Capacity	40 Litres
b)	Approximate dimension Normally capacity	40 Litres+/-2%
	Total height with lid	591+/-4mm
	Maximum dia of base	352+/-3mm
	Maximum dia of neck	200+/-0.5 mm
	Minimum hardness	85.0 B.H.N.
	Minimum anodizing film Thickness	12 Micron
	Weight (Minimum)	6.5 Kg.

2. ALUMINIUM ALLOY LIDS FOR MILK CAN CAPACITY 40 LTR.

The lid is also of the same Aluminium alloy and with a conical skirt provided with air equalizing holes. The mushroom shape of the lid drains off any water. Outside the neck of the can sealing holes would be provided on the lids as usual. Lids are interchangeable and can be fitted to any cans supplied by you.

Minimum anodizing film thickness	12 Micron
Minimum hardness	85.0 B.H.N.
Weight minimum	900 gms.

Annexure-1

Technical Bid (To be filled by the Bidder)

S. No.	Particulars	Bidder Response
1	Name of Item quoted by the bidder	
2	Name of Unit	
3	Office Address of the unit	
4	Factory Address of the unit	
5	Name of Proprietor / Partner	
6	Name & Designation of other person authorized to sign the documents on behalf of the unit if any	
7	E-mail Address	
8	Telephone No.	
9	Fax No.	
10	Particulars of the Registration (Certificate issued by the competent authority) Regd. No. / Date:	
11	C. S. T. No. & Date	
12	State S.T. No. / Vat /Tin No. & Date	
13	Whether the unit is ISI certified. In case of ISO , mention ISO No.	
14	In case, supplier is an old supplier of HDDCF mention the year when material supplied.	
15	Capacity of the unit	
16	Copy of income tax returns. Bidder Response: Attached / Not attached	
17	Basic Price of Raw Material for escalation, Rate list (01.04.2017) & current bill from Hindalco. Bidder Response: Attached / Not attached,	

Annexure-2

Price Bid

S. No.	Name of Item	Unit For Quoting Rate	Place of billing (Haryana /Out of Haryana)	Ex-works FIRM / Variable Prices per unit (In Rs.)	Packin g and Forwarding (In Rs.)	Excise duty as applicab le (In Rs.)	CST as applicable (in Rs.) (CST should be loaded on total of Ex-works, P & Forwardin g and Excise duty)	Vat as ap plic ab le	Freight / Transp ortation Charge s (In Rs.)	Insura nce Charge s (in Rs.)	Any othe r duty/ levy or othe r tax (in Rs.)	Total FOR destination prices per Unit (all inclusive of ex-works, P&F, ED, CST/ Vat , F & I charges etc.)
1												