



Malabar Regional Co operative Milk Producers Union Ltd.
Kozhikode Dairy, Peringolam, Kunnamangalam, Kozhikode – 673571

Ph: 0495 2805315, 331 | Fax: 2800796 | TIN: 32110221802 | CST: 32110221802C | PAN: AAAAM1011G | STN: AAAAM1011GST001

No: 31: KKD: ENGG: 2016-17: 1583

Dated: December 30, 2016

**Bid Document for the Supply of
Biomass Briquette for the Boilers of
Kozhikode Dairy Peringolam, Kunnamangalam, Kozhikode and
Central Products Dairy, Naduvattom, Bepore, Kozhikode
For the Period from 01.02.2017 to 31.01.2018**

2017

Contents

<i><u>Description</u></i>	<i><u>Page Numbers</u></i>
E-tender notice	3 - 4
General terms & conditions for e-procurement	5 - 7
General terms and conditions	8 - 10

Malabar Regional Co operative Milk Producers Union Ltd.
Kozhikode Dairy, Peringolam, Kunnamangalam, Kozhikode – 673571

E-Tender Notice

- Bid reference : No: 31: KKD: ENGG: 2016-17: 1583
Dated: December 30, 2016
- Name of work : Supply of Biomass Briquette for the boilers at
Kozhikode Dairy Peringolam, Kunnamangalam, Kozhikode
& Central Products Dairy, Naduvattom, Beypore ,
Kozhikode
- Tender download : From www.etenders.kerala.gov.in
- Document download : From 04.01.2017 at 10 am
- Bid opening : 21.01.2017 at 12 Noon
- Tender notice will be published in “Mathrubhoomi” daily on 04.01.2017 and will also be available
in our website www.malabarmilma.com

Sd/-
Senior Manager

Malabar Regional Co operative Milk Producers Union Ltd.
Kozhikode Dairy, Peringolam, Kunnamangalam, Kozhikode – 673571

E-Tender Notice

The Malabar Regional Co-operative Milk Producers' Union Ltd, Kozhikode Dairy invite e-tender from eligible competitive bidders for carrying out the supply of Fire briquette to Kozhikode Dairy Peringolam, Kunnamangalam, Kozhikode and Central Products Dairy, Naduvattom, Beypore , Kozhikode for the period from 01.02.2017 to 31.01.2018- Reg.

Carrying out the supply of Fire briquette for firing the Boilers of **Kozhikode Dairy Peringolam, Kunnamangalam, Kozhikode and Central Products Dairy, Naduvattom, Beypore , Kozhikode** for a period of one year from 01.02.2017 to 31.01.2018 at as per the schedule and subject to the terms and conditions stipulated in tender document. Interested eligible bidders may obtain further information from the office of Kozhikode Dairy .

1. The bid shall be submitted in a **two cover** system consisting of financial bid. The necessary documents if any may be uploaded along with the tender.
2. Detailed terms and conditions, scope of work etc as indicated in the bidding document of the above works is uploaded in the Kerala Government e-portal **www.etenders.kerala.gov.in** (**Tender Id:2017_KCMMF_99362**)
3. **Bid reference** : No:31:KKD:ENGG:2016-17:1583
Dated: December 30, 2016
4. Tender download :Can be downloaded from the website
www.etenders.kerala.gov.in
5. EMD : Rs.25,000/-
6. Price of bidding document(tender fee) : Rs.2000/-
7. Bid publish date :03.01.2017 at 10 am
8. Document download start date :04.01.2017 at 10 am
9. Clarification start date :04.01.2017 at 10 am
10. Clarification end date :15.01.2017 at 5 pm
11. Bid submission start date :04.01.2017 at 10 am
12. Bid submission closing date & time :17.01.2017 at 5 pm
13. Date & time of bid opening :21.01.2017 at 12 Noon
14. Bid Validity : 60 days from the date of opening
15. Address for communication and place of bid opening :
Office of the Senior Manager ,
Kozhikode Dairy ,
Kunnamangalam, Kozhikode

All bids must be accompanied by Bid security (Earnest Money Deposit) and tender fee as specified in the e-tender notice.

Sd
Senior Manager

General Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for carrying out the supply of Fire briquette for firing the Boilers of Kozhikode Dairy for a period of one year from **01.02.2017 to 31.01.2018** at MRCMPU Ltd, Kozhikode Dairy . The tender is invited in two cover system from eligible individuals and registered firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A). Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at **0471- 2577088, 2577188, 2577388** or **0484 – 2336006, 2332262** or through email: etendershelp@kerala.gov.in for assistance in this regard.

B). Online Tender Process:

The tender process shall consist of the following stages:

- i. Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in .However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iii. Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in .No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- iv. Opening of Financial Bids:** Bids shall be opened and evaluation of the financial bid will be done on the date and time mentioned in critical date's section.

C). Documents Comprising Bid:

1. The First Stage (Pre-Qualification or Technical Cover based on 1 cover or 2 cover tender system):

Pre-Qualification or Technical proposal shall contain the scanned copies of the documents that every bidder has to upload which are mentioned in clause no. 1 of General terms and conditions.

2. The Second Stage (Financial Cover or as per tender cover system):

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name; otherwise price bid will not get uploaded. The bidder should fill in details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the entire period of the contract and not subject to variation on any account after finalization of the contract. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and will be rejected.

D). Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees of **Rs. 2000/-** and Earnest Money Deposit (EMD) or Bid Security of **Rs.25,000/-** The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of bid security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

- i. **State Bank of Travancore (SBT) Internet Banking:** If a bidder has a SBT internet banking account, then, during the online bid submission process, bidder shall select SBT option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBT's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.
- ii. **National Electronic Fund Transfer (NEFT):** If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT payment otherwise payment would result in failure in e-Procurement system. **As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.**

NEFT payment should be done according to following guidelines:

- a) **Single transaction for remitting Tender document fee and EMD:** Bidder should ensure that tender document fees and EMD are remitted as one single transaction.
- b) **Account number as per Remittance Form only:** Account no. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e-

Procurement system for that particular tender.

Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. shall be entered in the account no. column along with account no. for NEFT remittance.

- c) **Only NEFT Remittance Allowed:** RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.
- d) **Amount as per Remittance form:** Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- e) **UTR Number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the e-Procurement system for tracking the payment.
- f) **One Remittance Form per Bidder and per Bid:** The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

E. SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit the tender through online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page-by-page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process

**Tender for carrying out the supply of fire Briquette for firing the boilers of
Kozhikode Dairy and Central Products Dairy, Naduvattom for a period of one year
from 01.02.2017 to 31.01.2018 Kozhikode Dairy.**

General Terms & Conditions

Malabar Regional Co-operative Milk Producers' Union Ltd. Kozhikode Dairy invite your item wise competitive rates for carrying out the supply of Fire briquette for firing the Boilers of Kozhikode Dairy and Central Products Dairy, Naduvattom for a period of one year from **01.02.2017 to 31.01.2018** at MRCMPU Ltd, Kozhikode district subject to the following terms and conditions.

i. Eligibility/qualifying criteria:

- 1.1. The contractor should be in the field of supplying of Bio-mass briquette at least two years period.
- 1.2. The contractor should have arrangements for loading transportation, unloading and stacking of materials at our site of **Kozhikode Dairy Peringolam, Kunnamangalam, Kozhikode and Central Products Dairy, Naduvattom, Beypore , Kozhikode.**

ii. Scope of supply

- a. Supply of good quality Bio-mass briquette of approximately **135 ton (80+45)** in a month as per the instruction of officials of Kozhikode Dairy and Central Products Dairy, Naduvattom . The requirement figure shown above is approximate. There may be changes subject to hours of operation of Boiler. The contractor should be ready to adjust these changes.
- b. The contractor should arrange transportation of Bio-mass briquette and the same **should be unloaded** and stacked in a proper way as directed by the officials without any extra charges.

iii. Period of Contract:

- a. The period of contract will be for a period of one year from preferably **w.e.f. 01.02.2017 to 31.01.2018** .The MRCMPU Ltd, Kozhikode Dairy reserves the right to extend the contract for a further period not exceeding three months and the contractor has to continue the contract for such extended period if any, at the same rates, terms and conditions of the original contract. The date of start will be intimated to the party awarded the contract before a week time.

iv. Pre-Mature Closing of the Contract:

- a. The contract will be for 1 years from the date of commencement. In the event of contractor working against the interest of the organization (MRCMPU Ltd) or units finds his performance unsatisfactory, or for any reason in the interest of the organization, MRCMPU Ltd., Kozhikode Dairy can terminate the contract by giving 3 months' advance notice.
- b. Similarly, in the event of the contractor feels it to withdraw from the contact by any valid reason, the Contractor can close the contract by giving 3 months' advance notice.

v. Penalty Clause:

- a. In case of any delay or short supply of Bio- mass briquette fuel the entire expenditure towards the alternate arrangement made by the Dairy for supply of material shall be recovered from the contractor.
- b. In case of any production stoppage or product loss due to the delay in supply of Bio-mass briquette penalty at the rate fixed by the dairy shall be imposed.
- c. In case of damage to any plant or machinery during operation due to mishandling leading to production stoppage, penalty at the rate fixed by Dairy shall be imposed.

vi. Statutory Requirements:

- 8.1 The contract agency should have Income Tax Permanent Account Number (PAN) and Sales Tax registration. Necessary documentary evidence (Scanned version) shall be uploaded as OID in the portal and original shall be produced before the Kozhikode Dairy officials prior to the first payment if awarded the contract.
- 8.2 The Dairy shall have no responsibility whatsoever to meet any such charge or make any related arrangements pertaining to maintenance of any statutory registers or furnishing returns etc.

vii. Mode of Payment:

- a. Payment will be made by crossed cheque within 10 days from the date of receipt of the material and VAT invoice in triplicate. Payment will be effected once in 15 days basis / consignment basis.
- b. Payment will be given only for the good quality briquette delivered at the specified area in Dairy.
- c. Necessary recoveries as per statute will be affected from the bills.

viii. General:

- 10.1 The contractor should supply Bio- mass briquette fuel in advance to keep a buffer stock in the dairy. Leading, lifting, stacking etc. of materials, at the prescribed area will be the responsibility of the contractor for which no extra payment will be made other than the cost of the item.
- 10.2 Dairy officials shall have the right to choose the type of fuel. The Contractor should not change the type of fuel without the consent of the Dairy Manager/ Engineer/TS. Payment will not be made for the supply of item by changing the type of fuel without prior consent.
- 10.3 All liabilities of staff employed by the contractor including salary and other statutory obligations are to be met by the contractor and Dairy will not be responsible for any accident or eventualities.
- 10.4 Movement of the staff deployed by the contractor inside the Dairy premises will be governed by the Dairy security rules in force from time to time.
- 10.5 The Dairy and the contract agency shall be at liberty to add, delete or amend any of the terms and conditions contained by mutual consent.
- 10.6 The successful bidder should execute an agreement on a non-judicial stamp paper worth Rs. 200/- incorporating the terms and conditions of the contract.
- 10.7 The undersigned reserves the right to accept any quotation in part or full.
- 10.8 The undersigned reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and no explanation can be sought on this account.

- 10.9 The contract will be awarded to the successful quotationer only on prior approval by the Managing Director, MRCMPU Ltd, Kozhikode.
- 10.10 The contractor should not damage both the movable and immovable properties. If such a thing occurs the value of the property lost as well as penalty will be recovered from the contractor/supplier.
- 10.11 The contractor and his men shall not indulge in smoking or consuming alcohol within the Dairy premises. They shall not enter the Dairy premises under the spell of intoxication.
- 10.12 The contractor and his personnel shall subject themselves to Security check while entering for work and while leaving after work. The movement of vehicle / people shall be governed by security legislations. The vehicle shall also be subjected to security check.
- 10.13 If any theft is reported of having occurred on the part of the contractor or his men, the affected person shall submit himself to Police investigation, if necessary.
- 10.14 The contractor by verifying the stock of fuel physically shall arrange the supply of fuels than waiting for purchase order.
- 10.15 In case of any litigation, Kozhikode will be the area of jurisdiction where the issue would be dealt with.