



Tender Document
For
Annual Rate contract for
Supply Of
Refrigerator
at Village Co-Operative Societies
Of
Banas Dairy

Notice Inviting Tender Bid



BANASKANTHA DISTRICT CO-OP. MILK PRODUCERS' UNION LTD.,
BANAS DAIRY, PB NO: 20, PALANPUR: 385 001, Phone: 253881 to 253885

TENDER NOTICE

Sealed bids are invited for Annual Rate Contract for Supply of Refrigerator for our Village level Dairy Co-op. Societies situated in and nearby Banaskantha district from experienced and eligible bidders.

Name of the items	Approximate Requirement	Tender Fees	EMD	Last Date
Refrigerator	300 Nos	Rs. 1000/-	Rs.1,00,000/-	20/11/2019

Tender document containing detailed scope of work, specification of items, general terms and conditions and the eligibility criteria is available at our website: www.banasdairy.coop.

Completed tender bid, in sealed envelope super-scribed with the label "**Tender for Refrigerator for Village Dairy Co-Operative Societies**", can be submitted latest by **20/11/2019 up to 1.30 P.M.** All bids shall be opened on **20/11/2019 at 3.00 P.M.** in presence of all present bidders. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

- Incharge Managing Director

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Preface

Banaskantha District Co-op. Milk Producers' Union Ltd., Palanpur invites tender bids for Annual Rate Contract for the Supply of various capacities of Refrigerator(as mentioned in Annexure for Specifications) for our various Village Level Dairy Cooperative Societies .

Presently Banas Union has approximate 1350 Societies and approx.3.50 Lac Milk Producing Farmer who carrying milch animals for taking care of health of these animals, Banas Dairy doing vaccination program. For effective execution of this program, Refrigerator is required at Village Level Dairy Cooperative Societies(VDCS) for storing vaccine at low temperature. Tentative requirement of refrigerator is approx.300Nos.

Hence Banas Dairy wants to enter into a Annual rate contract for Supply, Installation, Commissioning Maintenance of Refrigerator (as mentioned in Tender Document) for various Village Level Milk Producers' Societies of Banas Dairy.

Note: Actual Requirement will be as per demand of our Village level Dairy Co-operative Society.

Important Points:

- For detailed understanding of our requirement, bidder may visit Banas Dairy, Palanpur or may contact Purchase Department.
- Bidders who have downloaded tender form from our website are required to notify our Purchase Department by e-mailing the notification as per format given in Annexure "**Notification of Tender Document Download**" to e-mail id tender@banasdairy.coop. This notification will inform Banas Dairy about your interest for quoting for this tender and you will be updated about various clarifications issued by Banas Dairy in reference to this tender and also regarding any amendment in Tender Document (if any) during its publication period at the same e-mail id from which we receive your notification mail. In case of no timely notification submitted to Banas Dairy, Banas Dairy will not be responsible for any lack of communication regarding any amendment in Tender Document (if any) and other relevant communications like clarifications.

Important Dates:

Sr. No.	Events	Date
1	Document Download Start Date	25/10/2019

2	Document Download End Date	20/11/2019
3	Last Date for seeking clarification	06/11/2019
4	Last Date For Submission of Bid (up to 1:30 PM)	20/11/2019
5	Opening of Bids (at 3:30 PM)	20/11/2019

Correspondence details for all communications:

Purchase Department,
Main Administration Building,
Banas Dairy, Post Box – 20,
Palanpur – 385001
Email: tender@banasdairy.coop,
Landline: 02742 – 253881 to 85 (Ext: 216/316)

Instructions for Submitting Tender Bid

1. Tender bid can be sent by post/ courier or submitted by hand at our office by within time as specified in tender notice. Tenders received late will be rejected.
2. Bid can be submitted by hand or by post/ courier. For bids submitted by post or Courier, it is bidder's responsibility that bid reaches our office on or before the scheduled time and date.
3. Tender bid should be sent in duly sealed cover, super-scribed with "**Tender for Supply of Refrigerator by due date: 20/11/2019**". All the pages of Tender document should be signed and enclosed with the tender bid, as a token of acceptance of all terms and conditions as mentioned in the tender document.
4. All bids shall be opened in the presence of intending parties/ their authorized representative who will be present at the time of bid opening.
5. In case tender opening date is declared a Holiday, bids shall be opened on next working day at the same time specified above.
6. Any certificate/ document not found enclosed with the tender document as required for fulfilling the eligibility criteria of bid may lead to declaring the party as non-eligible and in this event their bid may not be considered and may be out rightly rejected. Bidder has to fill up all the Annexures and submit these along with this Tender Document duly signed.
7. Tender form shall be filled up legibly preferably typed giving full name and address of the bidder. Over writing, alterations/additions etc. will disqualify the tender unless such overwriting, alterations/ additions are attested and signed by bidder. Conditional/ telegraphic/ fax/ E-mail tenders shall be rejected.
8. The bidder shall have to enclose following documents along with Tender bid:
 - a. List of all the purchase orders duly indicating the name of client, its address, type & quantity of material and the date of Supply & Installation/ execution during the last 36 months along with at least one performance certificate (or frequent order execution with same supplier) along with copy of the purchase orders executed in the last one year in same firm name and style.

- b. Any document (such as excise/ sales tax document) issued by Govt. or Semi Govt. Department which certifies/proves that the bidder is in business for the required period should be attached along with the Tender Bid.
- c. The bidder shall be registered with the office of competent authority or under statutory bodies at the time of bid opening in the same name and style. In order to support this, bidder shall submit any of the following documents:

A copy of the Registration Certificate issued by the Registrar of Companies in case of firms of proprietary nature

OR

Copy of partnership deed in case of partnership firm

OR

Copy of article of association in case of Pvt. Ltd. Companies

OR

Copy of registration certificate for firms registered with NSIC/Central or State Govt. Department/ Local bodies for similar work

OR

Bidder shall enclose/mention the PAN and TAN number of the firm and to support this, he/she shall submit a photocopy of PAN/TAN certificate

OR

Bidder's firm should have been registered with Sales Tax Department. GST/VAT/CST numbers shall be mentioned by the bidder and in support of this; he/she shall submit a photocopy of Sales Tax registration certificate duly renewed by the competent authority

- 9. Submitted documents shall be numbered and attached serially indicating serial number. Total number of pages enclosed shall be shown in the index.
- 10. ISO/ISI/relevant quality certifying authorities certified company/supplier may be preferred to others. A copy of valid license/ certificate should be attached with Tender Document.

11. Tender shall be accompanied with Tender Fees (Non-refundable) of amount **Rs. 1000/-** and EMD (Earnest Money Deposit) of Rs. **1,00,000/-**. Tender fee and EMD should be in form of Demand Draft in favor of **Banaskantha District Co-operative Milk Producers' Union Limited**, payable at Palanpur. Tender bids without Tender Fees or EMD will automatically be rejected.
12. EMD of successful bidders shall be retained as security deposits without any interest till supplies are complete against the Supply Orders issued under this Contract. (i.e. Contract Period Completion)
13. Earnest money of unsuccessful bidder shall be returned after within 60 days from the finalizing of contracts, without any interest on it.
14. Validity of offers should be 120 days from the date of Bid Opening.
15. Rate shall be finalized based on the lowest offer strictly complying with specifications.
16. Parties who have been suppliers of our union or any milk union in the past also have to comply with all these conditions. No relaxation whatsoever shall be given to them.
17. Any offer received after due date or times shall be straightway rejected.
18. We reserve the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the entire bidding process at any point of time without assigning any reason.
19. If any dispute or differences arises at any time between the two parties in respect of or concerning anything contained or arising out of contract shall be referred to sole arbitrator (i.e. our Managing Director). The decision of the arbitrator shall be final and binding on both the parties.
20. Canvassing in any form will lead to disqualification of the bid.
21. For all legal matters and disputes, Palanpur court shall be the Jurisdiction.

Seen and accepted
Signature of party with office stamp

Eligibility Criteria

Offers only from manufacturer/ their Authorized Distributors (Dealers)/Nominee (Representative) will be considered.

Note: Authorized Agency has to submit authorization certification

General Terms and conditions for Bid

1. Delivery has to be made as and when instructed for supply as per our supply order to our village level dairy cooperative societies. Bidder will be required to supply the Material within a week after the receipt of such instruction from Purchaser.
2. Offers should be strictly according to our specification and scope of work, failing which it may not be considered. Item to be supplied has to be strictly as per Annexure for Technical Specifications.
3. The officers of our Union shall be allowed to inspect the works and/ or any document referred to in the tender. If it is found that the declarations made by the bidder in Bid are false/ misleading/ faulty, the bidder shall be disqualified and the earnest money deposit submitted shall be forfeited.
4. Warranty/ guarantee (including repairs and replacement) for all items/ goods supplied shall be as detailed and mentioned in technical specifications and scope of work.

Please Note:

- Initial acceptance of goods is not the final acceptance of quality.
 - In case materials are found substandard at our union/ village societies, on receipt of the same Banas Dairy reserves the right to reject the material out rightly. Labor Charges, if any will also be recovered from the bidder. Banas Dairy reserves the right to send your material for testing at any laboratory of our choice and in case the result is found unsatisfactory, it also reserves the right to take any action as deemed fit.
 - Supplier's warrantee certification should be provided as per warrantee/ guarantee mentioned herewith along with operational & maintenance manual in local languages i.e. Gujarati & also English languages.
5. Supplier will be responsible to organize pre-visit of the site before initiation of any supply and also will be required to submit detailed report regarding the readiness of site.
 6. Storage of Equipment: The Supplier shall be responsible for the proper storage and maintenance of all materials/ equipment under Supplier's custody. Supplier shall take all required steps to carry out frequent inspection of equipment/ materials stored as well as erected equipment until the same are taken over by the Purchaser.
 7. Risk Purchase: In case of delayed supplies/ erection/ commissioning, purchase/ execution of work may be completed at the risk, cost and responsibility of the supplier after expiry of scheduled date without any notice. Extra amount spent on Risk Purchase/ completion of

work shall be adjusted against the earnest money/ pending payments or same shall be recovered from your firm.

We will reserve the right to effect risk purchase/ execution of the work in case of non-fulfillment of any of various terms and conditions of the contract by the supplier at his risk & cost.

- 8 Maintaining ethical standards in business: Since supply of ordered material shall be directly to the VCS based on the strength of our Supply Order (S.O.), it is highly necessary for the suppliers to ensure that business ethics are maintained at the highest degree with Our Union/ Village Societies. In no case we will be able to tolerate any unethical practice by the supplier by way of offering either cash or in kind or compensation in any form either to get the rejected material accepted or to get higher volume of the business than the approved quantity.

By any chance if it comes to our notice that you or any of your employee/ representative/ Agent has tried to initiate such unfair business practices with any of our employee or any of the employee/ decision maker of our Union/ Village Societies even with/ without any documentary evidences, the same shall be considered as a cancellation of S.O. and we reserve our right to terminate/suspend the S.O. and the contract during any time without assigning any reason thereof.

9. Insurance: The goods supplied under the contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage and delivery in the manner specified in the special conditions of contract. If any loss or damage occurs during supply of goods under contract, the supplier shall make arrangement for repair and replacement of any damaged, item/s in stipulated time.
10. For delay in Supply, Installation & Commissioning of goods, a late penalty @ 0.5% per week shall be deducted subject to a maximum of 5 % of the contract price. On further delays order shall be liable to be cancelled. However our Managing Director can waive off such penalty depending upon the reasons for delay.
11. Delivery of Goods: Material shall be delivered at the destination(to our respective village level dairy cooperative societies) as specified in the Supply Order on any working days (except Sundays & holidays)
12. Payment Terms will be 100 % after satisfactory report from VCS.
13. Validity: Validity of this contract would be One year and bidder will be liable to execute all Supply Orders issued under this contract during the Validity Period of One year.
14. Other Commercial Terms and Conditions:

- a. Invoice Should be strictly in name of Buyer & Consignee (i.e DCS) and should not name Banas Dairy in any part and in case of any tax liability arising out of this contract, Banas Dairy shall not be responsible for the same and it shall be borne by supplier.
 - b. Banas Dairy or its DCS on whose behalf this supply order is being placed, are not able to provide any form (i.e. Road Permit/or any form) and in case any tax liability arising from this transaction shall be borne by supplier only.
 - c. Supplier will be required to submit two copies of invoices.
 - d. All the taxes will be charged in Invoice
 - e. Payment will made by Banas Dairy, after the receipt of satisfactory report from the respective societies
 - f. In case of any change in tax rate, the same shall be applicable as per statutory norms
15. Force Majeure: If any Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
16. Purchaser's Instructions: The Purchaser may in his absolute discretion, issue from time to time drawings and/ or instructions, directions and clarifications which are collectively referred to as Purchaser's instructions. These instructions will be binding on the supplier.
17. Approvals: The Supplier shall obtain all the necessary legal approvals.
18. Jurisdiction: Settlement of any dispute out of the Supply Order/ contract against this bid shall be subject to the courts at Palanpur only.
19. Data on firm: Please send data on your firm and information in the enclosed Annexure. The tender bid received without above information or with incorrect information may not be considered.

Annexure-1: Notification

Interested Bidders who have downloaded tender form from our website will be required to notify Purchase Department of Banas Dairy at e-mail id: *tender@banasdairy.coop*.

Format of Notification

To,
Purchase Department,
Banas Dairy, Post Box- 20,
Palanpur-385001

Subject- Notification of Downloading of Tender Document

Dear Sir,

In reference to above cited subject, we..... *[Name and Address of Bidder].....*, have downloaded "Tender Document for **Refrigerator** for Village Dairy Co-Operative Societies of Banas Dairy" and are interested to quote for the same before the scheduled deadline.

Hence in this regard, we request you to please send us all relevant communications (including clarification issued by Banas Dairy to various others interested Bidders and any amendments in Tender Document) at following Contact Details:

Name of Bidder Firm:	
Name of Concerned Person:	
Business Address:	
E-mail Address:	
Contact No:	
Mob No:	

Annexure-2: Tender Enquiry Data Sheet

The following specific data for this Tender Enquiry shall complement, supplement, or amend the provisions in the Invitation in Tender and Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the ITB.

Name of the Purchaser: Banaskantha District Co-operative Milk Producers' Union Ltd., Palanpur
Description of Goods: Supply of Refrigerator shall be made to our village level dairy cooperative societies (DCS)
Purchaser's Address: PB NO: 20, Palanpur-385001, Banaskantha, Gujarat, India
Submission of Queries on T/E Document: Not later than– 06/11/2019till 15:00 hours, to the following e-mail tender@banasdairy.coop
Pre- Bid Meeting: No Pre-Bid Meeting will be done against this Tender
Bid Validity: Validity of bid shall be no less than 120 days from the date of submission
Required number of copies of the Tender: Two (Original plus one photocopy) and clearly mention "AN ORIGINAL" on original & "COPY" on photocopy.
The address for Tender submission: Purchase Department, Banaskantha District Co-operative Milk Producers' Union Limited PB NO 20 , Palanpur : 385001, Dist : Banaskantha
Due date (Deadline) for Bid submission: 20/11/2019at 1.30PM,
Opening of Quotation: 20/11/2019at 3.00PM

Annexure-3: Commercial Bid Format

Sr. No.	Description	Specifications	Quantity & Unit	Basic Rate per Unit	GST per Unit	Transportation with Insurance Charges	Other Expenses (If Any)	Landed Rate/ Unit (FOR DCS)	
								(In figure)	(In Words)
1	Refrigerator	As per Annexure	As and when required by Dairy Co-operative Society Tentative Requirement is 300 Nos						

We agree to Supply, install and demonstrate the performance of the above items of a contract price quoted against each item within the period specified in the Invitation for bids. We also confirm that all warranty/ guarantee period applicable shall be as per mentioned in Technical Specification for all items. The above mentioned bid includes all the items which may not be mentioned in Tender Document but are essential for normal functioning of Refrigerator.

Signature of Bidder:

Name:

Business Address:

Place:

Date

.

Annexure- 4: EMD Details

1. Earnest Money Deposit Details (Rs.1,00,000/-)

Details of Bank draft:

No. _____

Dated _____ Drawn On (Name of Bank) _____

EMD Amount Rs. _____

(Rupees in words

(_____)

I/we have read the instructions carefully and accordingly submitting the tender as per the terms and conditions as given in the tender notice for Supply of Refrigerator at DCS Level.

Date:

Signature of the Party

With office stamp

Annexure- 6: Technical Specification and Scope of work Refrigerator

Sr. No.	Revised Specification for Refrigerator
1	Capacity:- 190 to 220 Lit.
2	Type:- Vertical
3	Colour:- Shiny steel/Metalic
4	Efficiency:- 2 / 4 Star Rating
5	Installation Type:- Free Standing
6	No. Of Doors:- 1(Single)
7	Shelf Type:-Toughened Glass
8	Warranty Description:-1 Year Warranty on product,10 year warranty on compressor
9	Require Temp.:- 2C to 8C (Energy Efficient)
10	Make: samsang/LG/Kelvinator/Godrej/Panasonic/soni/Whirlpool/Onida/Toshiba
11	Voltage Stebilizer:- Inbuilt

Note:

- Even minutest deviation from required Technical Specification should be mentioned in the “Deviation Form”. In case of failure of the same, entire Bid may be rejected. If supplier having any technical deviation but not mention in technical deviation sheet we may consider that supplier has no technical deviation and in case of failure to supply the material as per our requirement, his EMD may forfeited.

Annexure- 7: Deviation Form

Name of Supplier:

Technical Deviations List:

-
-
-
-
-
-

Commercial Deviations List:

-
-
-
-
-

Note: In case of any other deviation not mentioned on this page, may lead to disqualifying of Bid.

Date:

Seal of Company & Signature of Authority

Annexure- 8:: Vendor Registration Form



Banaskantha District Cooperative Milk Producers' Union Ltd.,

Banas Dairy, Post Box No. 20, Palanpur: 385 001, Phone: 253881 to 253885

Fax : 02742-252723, e-mail :tender@banasdairy.coop, web www.banasdairy.coop

Please mark all such columns as NOT APPLICABLE where you cannot provide information.

ADDRESS	
Name of the Vendor *Mandatory (This shall be the registered name of the firm. With the same name payments to party will be released) (CAPITAL LETTERS)	
Address of Head Office *Mandatory	
Street-1	
Street - 2	
City	
District Name	
State	
Pin Code	
Telephone (1) LL : (2) Mob : STD Code:	
Fax	
Email-id	
Company Web Site (if any)	
Name and Designation of Contact Person(s)	

Note :- If HO Office /Branch Office / Factory having in different state please give Bank details / Tax Details in separate sheet.

Address of Branch (If any)	
Street – 1	
Street – 2	
City	
State	
Pin Code	
Telephone	
Fax	
Email-id	
Name & Designation of Contact Person(s)	
Address of Factory / Factories / Subsidiaries / Sister Concerns (If any)	
Street	
City	
State	
Pin Code	
Telephone	
Fax	
Email-id	
Name & Designation of Contact Person	

Please use separate sheets if required

ORGANIZATION DETAILS									
Status of Organization									
Tick (✓) appropriate option.	Proprietary / Partnership / Company / LLP								
Name of Business									
Nature of Enterprise Investment in Plant & Machinery: * Mandatory if applicable and pl. mention the MSMED Registration No. Date and Category micro, small, Medium IF NOT, PLEASE MENTION N/A If you are under MICRO, SMALL & MEDIUM ENTERPRISES DEVELOPMENT (MSMED) ACT 2006. MSMED Registration Certificate is Required									
Year of Establishment									
Registration Number (as per certificate from ROC/ Registrar of Firms.									
Name & Address of the Owner / Partners / Directors	<table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Name</th> <th>Designation</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">(Attach separate Sheet if Required)</td> </tr> </tbody> </table>	Sr.No.	Name	Designation	Address	(Attach separate Sheet if Required)			
Sr.No.	Name	Designation	Address						
(Attach separate Sheet if Required)									
BANK DETAILS * Mandatory									
Bank Account No.									
Name of the Bank									
Bank Address									
Bank City									
Bank Branch									
IFSC RTGS / NEFT No.									
Branch Code									
EXCISE DETAILS									
Excise Registration No.									
Excise Range									
Excise Division									
Excise Commissionerate									
CST No.									
GST /ARN number									
Vat(TIN)									
PAN									
Service Tax Registration No									
Service Category									
Service Tax Commissionerate									
Service Tax Commissionerate range									
Work Contract Tax Registration No.									
SERVICE DETAILS OF ORGANISATION									
Describe firm's major field(s) of Operation/Product range.									
Installed Capacity									
Average Monthly Production									
Sources of major Raw Materials									
Value of average raw materials inventory maintained									
Is Sub Vendor approval carried out by you for your vendors?									

