



Tender Document For
Supply of Approximately
4,000 Units of Plastic Pallets
For our Powder Plant
Plant at Banas Dairy, Palanpur

INDEX


SECTION NO	DESCRIPTION
SECTION I	Tender Notice/Advertisement
SECTION II	Preface
SECTION III	Instructions to Bidder for submitting tender bid
SECTION IV	Eligibility Criteria
SECTION V	General Terms and conditions
SECTION VI	Special Contract Conditions
SECTION VII (Annexures)	Annexure I- Notification
	Annexure II - Tender Enquiry Data Sheet
	Annexure III- Check List
	Annexure IV- Earnest Money Deposit Details
	Annexure V- Commercial Bid
	Annexure VI- Scope of Work, Technical Specifications and Bill of Quantities
	Annexure VII-Tender Letter Form
	Annexure VIII- Manufacturer's Authority Letter
	Annexure IX- Performance Bank Guarantee (Sample)
	Annexure X- Deviation/Non-Compliance Statement
	Annexure XI- Details of Work Executed
	Annexure XII- Details of Turn Over
	Annexure XIII - Vendor Registration Format
	Annexure XIV- CERTIFICATE AS TO AUTHORIZED SIGNATORIES

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

SECTION I**Tender Notice/Advertisement**

		
TENDER NOTICE		
Sealed Tender Bids are invited for supply of following items from experienced and eligible manufacturers/ bidders:		
Name of the items	Plastic Crates for Cheese	Plastic Pallet
Tender Reference	BNS/PUR/PLASTIC CRATE/2015-16/06	BNS: PUR: PLASTIC PALLET/2015-16/07
Tentative Quantity	50,000 Units	4,000 Units
Tender Fees	Rs.1000.00	Rs. 1000.00
EMD	Rs.2,00,000/-	Rs.2,00,000/-
Last Date Tender Bid Submission	25/09/2015 till 1:30pm	26/09/2015 till 1:30pm
Quotation Opening date	25/09/2015 till 3:00pm	26/09/2015 till 3:00pm
Tender documents containing Specification of items, General Terms and Conditions, the eligibility criteria and other tender related details are available at our website: www.banasdairy.coop . The undersigned reserves the right to accept or reject any or all tenders without assigning any reason there of and there shall be no dispute on that decision.		
Managing Director		

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

SECTION II

Preface

Banaskantha District Co-operative Milk Producers' Union Ltd., Palanpur (popularly known as Banas Dairy) is one of largest Milk Producers' Union in Asia and is engaged in business of processing of milk and manufacturing of Milk products through its state of the art Manufacturing Facilities at various locations across several states.

Banaskantha District Co-op. Milk Producers' Union Ltd., Palanpur invites tender bids for the Supply of approximate 4000 Units of Plastic Pallets (as per specifications in Annexure VI) for its new Powder Plant of 100TPD Capacity at Main Dairy, Palanpur

Important Points:

- Bidder is mandatorily required to submit One Unit Sample along with the tender bid.
- 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-1 "**Notification of Plastic Pallets Tender Document Download**" to e-mail id tender@banasdairy.coop. This notification will inform Banas Dairy about your interest for quoting against 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	03/09/2015

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Tender Reference: BNS: PUR: PLASTIC PALLET/2015-16/07

2	Document Download End Date	26/09/2015
3	Last Date for seeking clarification	18/09/2015
4	Pre - Bid Meeting	Not Applicable
5	Last Date For Submission of Bid (up to 1:30 PM)	26/09/2015
6	Opening of Technical Bids (at 3:30 PM)	26/09/2015
7	Last Date for submission of Sample	26/09/2015

Details pertaining to Site Visit:

Banaskantha District Cooperative Milk Producers' Union Limited,
 Banas Dairy, Post Box – 20,
 Palanpur – 385001
 Landline: 02742 – 253881 to 85 (Ext: 216/316)

Correspondence details for all other 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)

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

SECTION III

Instructions for submitting tender

1. Tender bid, sample and other required documents with tender fee (Non Refundable) of Rs. 1,000/- and EMD should be sent by post/courier or submitted by hand in our office by 1:30 pm on or before the last date as specified in tender notice. Tenders received late will be rejected.
2. Cost of tender form by DD as stated above should be attached with tender bid.
3. Tender 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 to our office at the scheduled time.
4. Tender bid should be sent duly sealed cover super-scribed with "**Tender Bid for Supply of Plastic Pallets**" by due date.
5. Terms and conditions of Tender bid should be duly signed as token of acceptance of the same and should be enclosed along with Tender Bid. Any certificate/document not found enclosed with the tender document as required for fulfilling the eligibility criteria of tender bid may lead to declaring the party as non-eligible and in this event their Tender bid shall be out rightly rejected.
6. Tender bids shall be opened in the presence of intending parties/their authorized representative who will be present at that time. In case tender opening date is declared a Holiday, tenders shall be opened on next working day at the same time specified above
7. Bids should be kept valid for acceptance for a period of **60 days** from the day bids are opened.
8. In exceptional circumstances, the union may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or telex/fax). The bid security/EMD provided shall also be suitably extended. A Bidder granting the request will not be required nor permitted to modify his bid.
9. Tender form shall be filled up legibly, preferably typed giving full name and address of the tenderer. Over writing, alterations/additions etc will disqualify the tender bid unless such overwriting, alterations/additions are attested and signed by the tenderer. Conditional/telegraphic/fax /E-mail tenders shall be rejected.
10. Tender Bid must be accompanied with requisite amount of Earnest Money Deposit of **Rs 2 Lakhs** (EMD) as specified, without which tenders shall be rejected.

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11. EMD of successful bidders shall be retained as security deposit without any interest till all the activities, specified under the Contract is completed satisfactorily and the same certified by End User.
12. Earnest money of unsuccessful tenderer shall be returned after finalizing the contracts within 60 days without any interest on it.
13. **Samples submission:**
 - Bidder is required to supply one sample along with Tender Bid.
 - Sample is required to be submitted free of cost in advance on or before last date for submission of bid. In the event of the failure of the Bidder to deliver the sample by the date specified in advertisement or of the rejection of the sample, bid will be considered as non responsive.
 - All samples required for test shall be supplied by the Bidder free of cost. Where sample, which is supplied free, is rejected after examination and test, the same or whatever remains of the sample, after examination and test will remain with Banas Dairy and shall not be returned to the bidder. The same shall apply to approved /accepted samples also.
 - **Marking-** Samples submitted shall be clearly labelled with the Bidder's name and address and reference of tender advertisement.
 - The Bidder is required to submit an sample, any expenses incurred by the Bidder on or in connection with the production of materials in bulk, before the sample has been approved unconditionally, shall be borne by the Bidder and he shall not claim any compensation in the event of such sample being found unacceptable by the Inspecting Officer.
 - The rejection of the sample by the Inspecting Authority or Inspecting Officer/Committee shall be final and binding on the Bidder.
14. **Following Documents to be submitted along with Tender Bid:**
 - A list of all the purchase orders duly indicating the name of client, his address, type & quantity of material and the date of supply/execution during the last 36 months along with at least one performance certificate along with copy of the purchase orders executed in the last one year in same firm name and style.
 - Any document (such as excise/sales tax document) issued by Government or Semi Government Department which certifies/proves that the bidder is in business for the required period.
 - 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 following documents:
A copy of the Registration Certificate issued by the Registrar of Companies in case of firms of proprietary nature.

Signature of the party with office stamp

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Date:

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.

- 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.
 - Bidder's firm shall be registered with Sales Tax Department. 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.
15. Submitted documents shall be numbered and attached serially indicating serial number. Total number of pages enclosed shall be shown in the index.
 16. ISO certified company may be preferred to others. A copy of valid license/ certificate shall be attached to this effect with the offer.
 17. Copies of Purchase orders of reputed State Milk Federations / Milk Unions/ Reputed Companies executed during last 36 months may be enclosed.
 18. Supplier has to forward copy of inspection/quality certification report of pallets with delivery.
 19. Full details of materials including the manufacturer's name and brand of items alongwith datasheet must be mentioned in detail technical data sheet submitted along with the tender document.
 20. Format and Signing of Bids
The Bidder shall prepare two copies of Bid, clearly marking each "Original" and "Copy" as appropriate. In event of any discrepancy between them the original shall govern. Both the copies shall be duly authorized to bind the Bidder to the Contract.
Bid shall contain no inter linerations, erasures or over writing except as necessary to correct errors made by Bidder in which case correction shall be initialled by persons signing the Bid.
 21. Supply of Plastic Pallets shall be made to our Stores at **Banas Dairy(Palanpur Plant)**.
 22. **No Price Variation**

Prices quoted by the Bidder shall be fixed and no request for price amendments will be entertained. Prices quoted should remain valid for entire validity period of 120 Days for PO generation. Supplier will be liable to execute the Purchase Order generated during this Validity

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period under this particular Contract. In case of no execution of PO generated during validity period, EMD will be forfeited.

23. Right to vary the quantity at the time of Award

Banas Dairy reserves the right to increase or decrease the quantity at the time of awarding of Purchase Order.

24. Right to accept or reject any Bid

Banas Dairy reserves the right to accept or reject any bid or reject all the Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for its action.

25. Performance Security

The successful Bidder shall furnish the performance security in accordance with the conditions of the Contract. In case of failure to meet this condition, same amount will retain from supplier's bill.

26. Offers should be strictly according to our specifications and our commercial terms & conditions, failing which, it may not be considered.

In case of any Technical or Commercial deviation, it is mandatory for supplier to mention the same in Deviation Form. If any deviation comes to Purchaser's notice that has not been mentioned in the Deviation Form submitted by bidder with Technical Bid, in such case Purchaser reserves the right to reject the complete bid.

27. 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 and also to any SSI /PSUs or any organization.

28. 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 our Managing Director. The decision of the arbitrator shall be final and binding on both the parties.

29. Incomplete Tender Bid Documents may be rejected completely.

30. Canvassing in any form will lead to disqualification of the bid.

31. For all legal matters and disputes, Palanpur court shall be the Jurisdiction.

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

SECTION IV Pre- Bid Eligibility Criteria

The bidder shall have to fulfil the following minimum technical eligibility criteria:

Offers only from manufacturer will be considered.

- In case of bidder being an Authorized Distributor/Dealer/Representative, he has to submit authorization certification from original manufacturer and Nomination Letter from OEM that on behalf of OEM, his only distributor will quote against this tender, and no other distributor can quote on behalf of OEM.

Note: Bidders will have to produce documentary evidence for the same along with Bid.

The above eligibility criteria are minimum & not exhaustive & subjected to further scrutinization by Banas Dairy.

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

SECTION V

General Terms and conditions for Bid

1. Delivery Schedule

Bidder has to provide delivery period in Annexure V (Format of Quotation). Exact details of the Delivery Schedule will be communicated at the time of awarding of Purchase Order and vendor will be liable to follow delivery date mentioned in PO.

2. The officers of our Union shall be allowed to inspect the works and/or any document referred to in the tender at any given time and if it is found that the declarations made by the tenderer in Tender Bid are false/misleading/faulty, the tenderer shall be disqualified and the earnest money deposit (EMD) submitted shall be forfeited.
3. Items to be supplied should be strictly as per enclosed Specifications.

Note:

- It is mandatory for Bidder to provide the Detailed Technical Data Sheet (as per our required specifications) along with Tender Bid. (In case of failure of the same, Bid may be rejected)
- Non compliance with even a minor technical Requirement should be clearly stated by the bidder in the form of Deviation Statement; in case of failure to meet this condition the Bid may be rejected.
- 4. The sorted out/rejected quantities of a production run at manufacturers end should be immediately destroyed. If any such stock is found lying in the premises of the manufacturers, it will be deemed for unhealthy use by the manufacturer and hence the security deposit (EMD) will be forfeited.
- 5. Bidder is to ensure that any input material used in manufacture used in manufacture and printing of ordered material is **completely non-toxic** only. You will be also required to ensure to provide an authenticated certificate confirming the above along with supply of material.
- 6. Tests, as may be deemed necessary by our union employees have to be carried out by Supplier at his cost. Acceptance tests would be required to run for a specified period non-stop, at the discretion of our union. Supplier will be responsible for setting up and running the acceptance tests, in the presence of representative of our union.

The Purchaser or its representative shall have the right to inspect and/or test the Goods to confirm their conformity to the Contract. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Good's final destination. Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject them and the Supplier shall either replace the rejected Goods or make all alternations necessary to meet specification requirements free of cost to the Purchaser as per the instruction of Purchaser.

Signature of the party with office stamp

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7. Warranty/ Guarantee

The supplier warrants that the goods supplied, under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

The supplier further warrants that the goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except insofar as the design or material is required by the Purchaser's Specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions.

This Comprehensive warranty/guarantee shall remain valid for **24 months** minimum after the Goods have been delivered at site, installed and successfully tested and accepted by the Purchaser.

If the Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

Please Note:

Initial acceptance of goods is not the final acceptance of quality.

In case materials are found substandard at any point of time during its functional use, on receipt of the same we reserve our right to reject the material outrightly. Labour Charges if any will also be recovered from you. We reserve the right to send your material for testing at any laboratory of our choice and in case the result is found unsatisfactory we reserve the right to take any action as deemed fit.

8. Penalty Clause

For delay in supply of goods, a late penalty @0.5% per week may be deducted subject to a maximum of 5 % of the contract price. On further delays order shall be liable to be cancelled. However, Managing Director of our union may waive off the penalty keeping in view the force majeure or other exceptional circumstances beyond the control of the supplier.

9. Delivery of Goods

Material shall be delivered at the destination as specified in the purchase order on any working days (except Sundays & holidays) within the specified period as mentioned in Purchase Order.

10. Payment

- 80% after delivery of Plastic Pallets and 20% against submission of a performance bank guarantee for equivalent amount valid for two years.

Signature of the party with office stamp

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- **Performance Security:** Bidder will be required to submit the performance security of 20% of total PO Value for the period of at least two years in form of Bank Guarantee **from Nationalized Bank only having its branch at Palanpur**. In case bidder fails to submit bank guarantee we will retain 20% of PO value amount from his account.

Note: Validity of Performance Security should cover entire period of Comprehensive Warranty from the date of supply of Last Plastic Pallet under this contract.

11. 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-fulfilment of various terms and conditions of the contract, by the supplier at his risk & cost.

12. Import license and foreign exchange variation

No import license shall be provided by the BANAS DAIRY for goods offered against this bid. Necessary clearances/licenses from the concerned Authorities for any imported goods/items offered shall be obtained by the bidder at his cost & responsibility.

Non-availability of or delay in obtaining license/ clearance shall not, under any circumstances, entitle the bidder to seek any compensation/relaxation under the contract and/or relieve the bidder from any of his obligations under the contract. Foreign Exchange, Duties etc. variation, if any, shall also be to the account of the bidder and no price escalation may be given.

13. Maintaining ethical standards in business

It is highly necessary for the suppliers to ensure that business ethics are maintained at the highest degree with all the concerned. 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 even with/without any documentary evidences, the same shall be considered as a cancellation of P.O. and we reserve our right to terminate/suspend the P.O. during any time without assigning any reason thereof.

14. Insurance

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

The goods supplied under the contract shall be fully insured against all types of losses or damages incidental to all types of risks 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.

In case of any claim, Supplier will have to arrange the Documents and other formalities and in no case Banas Dairy will arrange for such claims.

15. Assignment

The Supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser's prior written consent. Such assignment shall not relieve the Supplier from any liability or obligation under the Contract.

16. Force Majeure

If a 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.

17. Purchaser's Instruction

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.

18. Approvals

The Supplier shall obtain all the necessary legal approvals.

19. Jurisdiction

Settlement of any dispute out of the purchase order/contract against this bid shall be subject to the courts at Palanpur only.

20. Data on firm

Please send data on your firm and information in the enclosed Annexure. The quotations received without above information or with incorrect information may not be considered.

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

SECTION VI SPECIAL CONTRACT CONDITIONS

Below mentioned Terms & Conditions shall be in addition to and prevail over any, if already given elsewhere in this Enquiry

Sr No.	Terms & Conditions	Details of terms
1	Tender Fees Non Refundable	Rs.1,000/-
2	EARNEST MONEY DEPOSIT	Rs.2,00,000/-
3	VALIDITY OF OFFER	Bids should be kept valid for acceptance for a period of 60 days from the day bids are opened.
4	Eligibility Criteria:	<p>The bidder shall have to fulfil the following minimum technical eligibility criteria:</p> <ul style="list-style-type: none"> • Offers only from manufacturer will be considered. • In case of bidder being an Authorized Distributor/Dealer/Representative, he has to submit authorization certification from original manufacturer and Nomination Letter from OEM that on behalf of OEM, He is only one distributor will quote against this tender, and no other distributor can quote on behalf of OEM. <p>Note: Bidders will have to produce documentary evidence for the same along with Bid. The above eligibility criteria are minimum & not exhaustive & subjected to further scrutinization by Banas Dairy.</p>
5	Delivery Location	Banas Dairy(Palanpur Plant)
6	Delivery Period	Informed at the time of awarding Purchase Order
7	Warranty/guarantee	This Comprehensive warranty/guarantee shall remain valid for 24 months minimum after the Goods have been delivered at site, installed and successfully tested and accepted by the Purchaser.
8	Penalty Clause	For delay in supply of goods, a late penalty @0.5% per week may be deducted subject to a maximum of 5 % of the contract price. On further delays order shall be liable to be cancelled. However, Managing Director of our union may waive off the penalty keeping in view the force majeure or other exceptional circumstances beyond the control of the supplier.
9	Payment terms	80% after delivery of Plastic Pallets and 20% against submission of performance bank guarantee for equivalent amount valid for two years from date of last of Supply.
10	Performance Security:	Bidder will be required to submit the performance security of 20% of total PO Value for the period of at least two years in form of Bank Guarantee from Nationalized Bank only having its branch at Palanpur. In case bidder fails to submit bank guarantee we will retain 20% of PO value amount from his account.

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SECTION VII ANNEXURES

Annexure I- 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 for **Plastic Pallets**

Dear Sir,

In reference to above cited subject, we..... *[Name and Address of Bidder]*....., have downloaded "Tender Document for Supply of approximately **4000 Units of Plastic Pallets**" 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:	

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Annexure II - 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 4,000 Units Plastic Pallets at our Palanpur Plant.
Purchaser's Address: PB NO :20, Palanpur-385001, Banaskantha, Gujarat, India
Submission of Queries on T/E Document: Not later than – 18/09/2015 till 1700 hours, to the following e-mail tender@banasdairy.coop
Pre- Bid Meeting: No Pre-Bid Meeting will be done against this Tender
Tender validity period shall be: 60 days from the date of submission
Required number of copies of the Tender: Two (Original plus one photocopy and clearly mention 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 Tender submission: 26/09/2015 at 1.30PM,
Opening of Quotation: 26/09/2015 at 3.00PM

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Tender Reference: BNS: PUR: PLASTIC PALLET/2015-16/07

Annexure III Check List

Your Offer shall compulsorily and clearly mention the acceptance of item-wise each one of our Standard Terms & Conditions given below.

Important note: - In case of non-acceptance or deviations on any of these terms & conditions, you have to clearly mention the same separately.

Kindly return this page duly signed & stamped along with your offer, as your confirmation towards acceptance of the same.

Sr No.	Particulars	Agreed/Not Agreed/Remark	Support Document Attached/Not attached
1	EARNEST MONEY DEPOSIT of Rs.2,00,000/-		
2	VALIDITY OF OFFER Your Offer shall be valid and firm for at 60 days from the date of bid Opening.		
3	Delivery of material	Within_____Months	
4	Offers only from manufacturer will be considered.		
	In case of bidder being an Authorized Distributor/Dealer/Representative, he has to submit authorization certification from original manufacturer and Nomination Letter from OEM that on behalf of OEM, his only one distributor will quote against this tender, and no other distributor can quote on behalf of OEM.		
5	A list of all the purchase orders duly indicating the name of client, his address, type & quantity of material and the date of supply/execution during the last 36 months along with at least one performance certificate along with copy of the purchase orders executed in the last one year in same firm name and style.		
6	Any document (such as excise/sales tax document) issued by Government or Semi Government Department which certifies/proves that the bidder is in business for the required period should be submitted along with the bid.		
7	The bidder should 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 relevant documents (any of the following). <ul style="list-style-type: none"> • A copy of the Registration Certificate issued by the Registrar of Companies in case of firms of proprietary nature. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Copy of partnership deed in case of partnership firm. <p style="text-align: center;">OR</p>		

Signature of the party with office stamp

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Tender Reference: BNS: PUR: PLASTIC PALLET/2015-16/07

	<ul style="list-style-type: none"> • Copy of article of association in case of Pvt. Ltd. Companies. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Copy of registration certificate for firms registered with NSIC/Central or State Govt. Department/Local bodies for similar work. <p style="text-align: center;">OR</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>Bidder's firm shall be registered with Sales Tax Department. 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.</p>		
8	For delay in supply of goods, a late penalty @0.5% per week may be deducted subject to a maximum of 5 % of the contract price. On further delays order shall be liable to be cancelled. However, Managing Director of our union may waive off the penalty keeping in view the force majeure or other exceptional circumstances beyond the control of the supplier.		
9	<p>Payment terms:80% after delivery of Plastic Pallet and 20% against submission of performance bank guarantee for equivalent amount valid for two years from date of last of Supply.</p> <p>Performance Security: Bidder will be required to submit the performance security of 20% of total PO Value for the period of at least two years in form of Bank Guaranteefrom Nationalized Bank only having its branch at Palanpur.In case bidder fails to submit bank guarantee we will retain 20% of PO value amount from his account.</p>		

NOTE - All the supporting documents (original/ photocopies) submitted by the bidder shall be self attested along with their stamp

Mere fulfillment of above eligibility criteria will not automatically ensures party's qualification/short-listing For the supply and our decision on this matter will be final & binding.

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Annexure IV

Earnest money details (Rs. 2 Lakhs)

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 **Plastic Pallets**.

Date:

Signature of the Party

(With office stamp)

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Annexure V

FORMAT OF QUOTATION (Commercial Bid)

Sr. No.	Description	Specifications	Quantity (In Units)	Basic Rate (In INR) /Unit	Taxes on PO (per Unit)	Transportation (Freight) with Insurance	Other Expenses (If Any)	Landed Rate (In INR) / Unit
1	Plastic Pallets FOR: Stores (Banas Dairy)	As per specification in Annexure.	4000 Units					

Note: In case of any discrepancy between unit price and total bid price (in figures) total price, the unit price shall prevail

We agree to Supply and demonstrate the performance of the above items in accordance with the technical specifications for a price quoted and we are able to make delivery of above mentioned materials in quantity of total 4000Nos within _____Months.

Price also covers the cost of all the material and services which may not be mentioned in the Tender Document but are important for normal functioning of supplied Plastic Pallet in true sense.

Signature of Bidder.....

Name

Business Address:

Place: **Date:**

Note:

- Detailed Tax Break Up to be submitted at the time of awarding of PO.

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

AnnexureVI**Scope and specification of Plastic Pallets****TECHNICAL SPECIFICATIONS**

Dimensions: 1200 mm (L) X 1000 mm (W) X 150 mm (H),

Colour: White

Make: Rotational Molded, LLDPE with steel reinforcement,

Design: 4-way, Flat Deck, Non-reversible, 9 Legs.

Load Bearing – Static -2500 kg;

Dynamic -1000 kg;

Racking - Not applicable

Bill of material for One pallet (PE10.5 Kg, PU 4 Kg, Steel 8.5Kg)Appro Wt 23Kg +/- 1.5 kg.

Note: Average weight of entire lot should not be less than 23kg

Application: Suitable to handle with all kind of Material handling equipments

Note: Average weight of entire lot should not be less than 23kg

Warranty: Shall provide warranty for Min 2 yrs against any manufacturing defect and structural defect and non capability of handling of mentioned load.

Specific Terms: Supplier has to provide quality certificate that supplied lot of Plastic Pallet is manufacturing by using LLDPE virgin material.

FOR: Stores (Banas Dairy), Palanpur

Note:

- It is mandatory for supplier to provide the Technical Data Sheet (as per the above stated Annexure) of the machine as quoted by them along with the Tender Bid. Any information missing in the Technical Data Sheet may lead to rejection of the Bid.
- And all (even minutest) Deviation from the specifications stated above should be enlisted in the Technical Deviation Form. In case of failure to state the same, Bid may be rejected.

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Annexure VII TENDER LETTER FORM

Date: _____

From
(Registered name and address of the Bidder.)

To,
Banaskantha District co operative Milk Producers’ Union Limited
Banas Dairy
PB NO 20,
Palanpur- 385001

Sir,
Having examined the tendering documents, we the undersigned, offer to supply Plastic Pallets as detailed in the bidding document (as enclosed) in response to T/E number **BNS: PUR: PLASTIC PALLET/2015-16/07**

we undertake to:

- maintain validity of the Tender for a period of **60 days** from the last date of Tender submission as specified in the bidding document or extended. The same shall remain binding upon us and may be accepted at any time before the expiration of that period.
- Supply and maintain the **“Plastic Pallets”** for a period of **24 months** (warranty period) in conformity with the bidding documents (and as amended from time to time).
- Deliver goods as per agreed delivery period at the time of award of contract.
- execute all contractual documents and provide all securities & guarantees as required in the Tender document (and as amended from time to time).
- until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award or **LOI** , shall constitute a binding Contract on us.

we enclosed checklist for tender duly filled.

Dated this _____ day of _____.

Signature.....
(in the capacity of)
Duly authorised to sign Tender for and on behalf of
Witness:
(Signatures with name and designation)
Address:

Enclosure:
Check list as above

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Tender Reference: BNS: PUR: PLASTIC PALLET/2015-16/07

Bidding document

Annexure VIII- Manufacturer's Authority Letter

(It should be submitted on original letterhead of Manufacturer)

To,
Managing Director
Banaskantha District co operative Milk Producers' Union Limited
Banas Dairy
PB NO 20, Palanpur : 385001.

Dear Sir,

Whereas [name of the Producer] who are established and reputable producers of [name/or description of the products] having production facilities at [address of factory] do hereby authorize [name and address of the Supplier] to submit a Tender, and subsequently negotiate and sign the Contract with you against T/E No: **BNS: PUR: PLASTIC PALLET/2015-16/07** for the above products produced by us.

We, M/s _____ warrant all the equipments to be supplied by us against T/E No. **BNS: PUR: PLASTIC PALLET/2015-16/07**. Hereunder shall be brand new, free from all encumbrances, defects and faults in material. Workmanship and manufacturing shall be of the highest grade and quality and consistent with the established and generally accepted standards. Materials of the type ordered shall be in full conformity with the specifications, drawings or samples, if any, and shall operate properly. The items quoted by us for this tender are not obsolete and are still in production. The warranty for the material shall be for a period of **2 years**.

We hereby extend full guarantee for the products offered for supply by our firm against the said T/E and duly authorize said firm in fulfilling all installation, technical support and maintenance obligations required by Banas Dairy.

[Signature for and on behalf of Producer]

Note: This letter of authority must be on the letterhead of the Producer, must be signed by a competent person and having the power of attorney to bind the Producer, and must be included by the Bidder in its Tender.

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Annexure IX PERFORMANCE SECURITY FORM(SAMPLE)

To:

**Banaskantha District Co-op. Milk Producers' Union Ltd.,
Banar Dairy, P.B.No.20, Palanpur-385001
Gujarat, India**

WHEREAS..... (Name of Supplier), hereinafter called "the Supplier" has undertaken, in pursuance of Contract (Notification of Award) No..... dated, to supply.....(Description of Goods and Services), hereinafter called "the Contract". **AND WHEREAS** it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee: **THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of..... (Amount of the Guarantee in Words and Figures), and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....
.....

Date.....

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Tender Reference: BNS: PUR: PLASTIC PALLET/2015-16/07

Address:

Annexure X

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.

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

ANNEXURE: XII DETAILS OF TURN OVER

Financial Year	Turnover(In Rupees)
F.Y.2014-15	
F.Y.2013-14	
F.Y.2012-13	

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

AnnexureXIII Data on Firm(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 : tennder@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	

Signature of the party with office stamp

(In token of acceptance of terms & condition)

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><u>Sr.No.</u></th> <th><u>Name</u></th> <th><u>Designation</u></th> <th><u>Address</u></th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">(Attach separate Sheet if Required)</td> </tr> </tbody> </table>	<u>Sr.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Address</u>	(Attach separate Sheet if Required)			
<u>Sr.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Address</u>						
(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.	

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

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?	
Make/Type / Value of machines used. Please attach details.	
Manufacturing facilities available at work place. (Please attach details)	
Do you have separate Inspection Cell?	
Inspection & Testing facilities available at work. (Please attach details)	
Quality Control is responsible to whom?	

DECLARATION

The above information is true in all respects and we undertake to inform you about any change in the above particulars regarding our business from time to time. We also undertake the responsibility that in no case we will employ any consultant to deal with BKDCMPU Ltd., Palanpur

Mandatory fields are marked with an asterisk (*)

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

Note : The vendor creation will be made based on the information furnished by you in the above form for vendor registration. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then you are liable to be **black listed** without any notice in lieu thereof.

➤ As a part of vendor registration, the copy of following **supporting documents** must be required and all details (whatever applicable) to be filled in the vendor registration form.

- | | |
|---|---|
| 1) PAN Card | 5) CST & VAT Registration |
| 2) Demand Draft against tender fees | 6) Cancelled Cheque |
| 3) Excise Registration Certificate | 7) Service Tax Registration certificate |
| 4) Partnership Deed/Trade License | 8) List of Directors/Partners on company's Letter Head. |
| 9) Registration Certificate from ROC (in case of Companies) | |

Registration Number (as per certificate from ROC/ Registrar of Firms.

Date : _____

Place : _____

Name & Signature of Proprietor/Partner/ Chief
Executive under Proper Seal

For Office Use Only

Concerned Dept. Head

OSD(Commercial)

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date:

ANNEXURE XIV CERTIFICATE AS TO AUTHORISED SIGNATURES

I, certify that I am Secretary of the....., and that..... Who has signed the above proposal is authorized to bind the company/corporation/firm by authoring of its governing body.

Signature of Authorised Person who signed bid

Name & Signature of Secretary with his official seal

Date:

Signature of the party with office stamp

(In token of acceptance of terms & condition)

Date: