



Tender Document  
For  
Supply of Approx.  
5000 Units  
of  
Plastic Pallets  
For our Dairy Plant at  
Palanpur,

## Notice Inviting Tender Bid



**Banaskantha District Co-op. Milk Producers' Union Ltd.**  
**Banas Dairy, PB no: 20, Palanpur: 385 001**  
**Phone: 02742 253881 to 253885**

### **TENDER NOTICE**

Sealed Bids are invited for supply of 5000 Units of Plastic Pallets from experienced and eligible bidders.

Tender document containing specification, general terms and conditions and the eligibility criteria is available at our website: [www.banasdairy.coop](http://www.banasdairy.coop). Completed bid, in sealed envelope superscribed with the '**Tender for Plastic Pallets by due date 27.01.2021**', can be submitted latest by **27.01.2021 up to 01.30 P.M.** All bids shall be opened on **03.00 P.M. on 27.01.2021**, in presence of all present bidders.

Incharge Managing Director 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.

**Incharge Managing Director**

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## 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 5000 Units of Plastic Pallets (as per specifications in Annexure) for its Dairy Plant, Palanpur, Kanpur and Lucknow.

### **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.

### **Important Dates:**

<b>Sr. No.</b>	<b>Events</b>	<b>Date</b>
1	Document Download Start Date	31.12.2020
2	Document Download End Date	27.01.2021
3	Last Date for seeking clarification	12.01.2021
4	Pre - Bid Meeting	Not Applicable
5	Last Date For Submission of Bid (up to 1:30 PM)	27.01.2021
6	Opening of Bids (at 3:30 PM)	27.01.2021
7	Last Date for submission of Sample	27.01.2021

### **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](mailto: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 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 Plastic Pallets by due date: 27.01.2021"**. 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 outrightly rejected. Bidder has to complete all the Annexures and submit along with this Tender Document signed.
7. 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 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, his 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 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

9. Submitted documents shall be numbered and attached serially indicating serial number. Total number of pages enclosed shall be shown in the index.

**10. 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 a 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.
11. ISO certified company may be preferred to others. A copy of valid license/ certificate should be attached with Tender Document.
  12. Tender shall be accompanied with Tender Fees (Non-refundable) of Rs. 1,000/- and EMD (Earnest Money Deposit) of Rs. 3,00,000/-. 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.
  13. 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)
  14. Earnest money of unsuccessful bidder shall be returned after within 60 days from the finalizing of contracts, without any interest on it.
  15. Validity of offers should be 120 days from the date of Bid Opening.
  16. Rate shall be finalized based on the lowest offer strictly complying with specifications.
  17. 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.
  18. Any offer received after due date or times shall be straightway rejected.

19. 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.
20. 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 I/c Managing Director). The decision of the arbitrator shall be final and binding on both the parties.
21. Canvassing in any form will lead to disqualification of the bid.
22. 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 Distributor (Dealer)/Nominee (Representative) will be considered.

**Note:** Authorized Agency has to submit authorization certification from Original Equipment Manufacturer (or Nomination Letter from OEM that on behalf of OEM, his particular distributor only will quote against this tender).

### General Terms and conditions for Bid

1. Supply of Plastic Pallets shall be made at General Stores at Main Dairy Plant at Palanpur.
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. Out of all supplied pallets, 1% of supplied quantity will be used for destructive test & the quantity used for destructive test shall be free of cost
4. 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. 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. 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.
6. Comprehensive Warranty/ guarantee (including repairs and replacement) for all items/ goods supplied shall be as detailed and mentioned in technical specifications and scope of work.

This Comprehensive warranty/guarantee shall remain valid till warranty period mentioned in technical specification after the Goods have been delivered at site, installed and the system successfully tested, commissioned and accepted by the Purchaser.

Any complaint during this warrantee/guarantee shall be attended to within 24 hours by the bidder at no cost. Upon receipt of such notice or complain, the Supplier shall, with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to 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.

The bidder warrants that the goods and equipment, supplied, installed and commissioned 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 obtaining in the country of final destination.

The Supplier also guarantees that the Goods supplied shall perform satisfactorily as per the designed/ rated/ installed capacity as provided for in the Contract.

The Supplier shall guarantee the complete installation for satisfactory performance for a minimum period mentioned in technical specifications from the date of commissioning. Any defect arising out of faulty installation or use of substandard material or workmanship shall be rectified by the Supplier at his own cost.

**Please Note:**

- Initial acceptance of goods is not the final acceptance of quality.
- In case materials are found substandard at our Stores/Societies, on receipt of the same Banas Dairy reserves the right to reject the material outrightly. 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.

7. Inspection and Tests: 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.

The Purchaser's right to inspect, test, and where necessary, reject the Goods after the Goods arrival at the destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to Goods shipment.

Banas Dairy may at its discretion, carry out destruction test on any no of plastic pallets and the same shall be borne by bidder.

8. Risk Purchase: In case of delayed supplies, purchase from alternate source, 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 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.

9. 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 will be given.

- 10 Maintaining ethical standards in business: It is highly necessary for the suppliers to ensure that business ethics are maintained at the highest degree with Our Union. 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. and the contract during any time without assigning any reason thereof.

11. 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.
12. Performance Security: Successful bidder shall be required to furnish a performance security in form of Bank Guarantee of 10% Value of the executed order valid for entire warranty period from the date of commissioning.

Bank Guarantee should be issued from any Nationalized Bank having at least one branch at Palanpur.

13. 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.

14. Delivery of Goods: Material shall be delivered at the destination as specified in the Supply Order on any working days (except Sundays & holidays)
15. Payment Terms: **Payment terms:** 100% within 30 days from the date of satisfactory receipt of material. However in case on non-submission of appropriate Bank Guarantee, equivalent amount may be retained from Vendor's Bill. .  
  
However in case on non-submission of appropriate Bank Guarantee, equivalent amount may be retained from Vendor's Bill.
16. Validity: Validity of this contract would be till all the supplies are completed to the utmost satisfaction of Banas Dairy.
17. Other Commercial Terms and Conditions:
  - a. Invoices will be raised in the name of Banas Dairy.
  - b. Supplier will be required to submit two copies of invoices
  - c. All the taxes will be charged in Invoice
  - d. In case of any change in tax rate, the same shall be applicable as per statutory norms
18. 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.
19. EMS certified supplied would be preferable.
20. 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.
21. Approvals: The Supplier shall obtain all the necessary legal approvals.
22. Jurisdiction: Settlement of any dispute out of the Supply Order/contract against this bid shall be subject to the courts at Palanpur only.
23. Data on firm: Please send data on your firm and information in the enclosed Annexure. The tender bid received without above information or within correct information may not be considered.

### Annexure-1: 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.

<b>Name of the Purchaser:</b> Banaskantha District Co-operative Milk Producers' Union Ltd., Palanpur
<b>Description of Goods:</b> Supply of 5000 Units of Plastic Pallets
<b>Purchaser's Address:</b> PB NO:20, Palanpur-385001, Banaskantha, Gujarat, India
<b>Submission of Queries on T/E Document:</b> Not later than– 12.01.2021 till 15:00 hours, to the following e-mail <a href="mailto:tender@banasdairy.coop">tender@banasdairy.coop</a>
<b>Pre- Bid Meeting:</b> No Pre-Bid Meeting will be done against this Tender
<b>Bid Validity:</b> Validity of bid shall be no less than 120 days from the date of submission
<b>Required number of copies of the Tender:</b> Two (Original plus one photocopy and clearly mention ORIGINAL& COPY on photocopy).
<b>The address for Tender submission:</b> Purchase Department, Banaskantha District Co-operative Milk Producers' Union Limited PB NO 20 , Palanpur : 385001, Dist : Banaskantha
<b>Due date (Deadline) for Bid submission:</b> 27.01.2021 at 01.30PM
<b>Opening of Quotation:</b> 27.01.2021 at 03.00PM

**Annexure-2: Commercial Bid Format**

Sr. No.	Item	Specifications	Delivery Location	Quantity & Unit (Excl: 1 % for destructive test)	Basic Rate Rs. / Unit	Transportation Charges Rs. / Unit	Other Expenses (If Any) Rs. / Unit	GST in Rs. / Unit	Landed Price in Rs. / Unit (FOR Banas Dairy)	
									(In figure) Rs. / Unit	(In Words)
1	Plastic Pallets	As per Annexure	Palanpur	5000 Units						

We agree to Supply the above items at a contract price quoted against each item within the period specified in the tender document. We also confirm that all comprehensive warranty/ guarantee period applicable shall be as per mentioned in Technical Specification for all items.

We, also confirm that we shall supply all 5000 Units of Plastic Pallets within ..... weeks from the receipt of PO.

**Signature of Bidder:** .....

**Supplier Name :** .....

**Business Address:** .....

**Contact Person Name:**.....

**Mobile No:**.....

**Email Id:**.....

**Place:** .....

**Date:**.....

**Annexure- 3: EMD Details**

**1. Earnest Money Deposit Details (Rs.3,00,000/- )**

**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 Plastic Pallets.

**Date:**

**Signature of the Party**

**With office stamp**



**Annexure- 4: Summary of Orders Executed**

**Name of the supplier:**\_\_\_\_\_

**Supply of Plastic Pallets during April 2017 to March 2020:**\_\_\_\_\_

Name of Dairy/ Reputed Organization	Month	Supplied Qty(Nos.)	Total Value (in Rs Lacs)

**Note:** Purchase Order copies should be enclosed in support of the above.

Date:

Seal of Company & Signature of Authority

## Annexure- 5: Technical Specifications

### Details of Requirement:

- Size: 1200 mm (L) X 1000 mm (W) X 150 mm (H)
- Color: White (Virgin Material)
- Rotational Molded, LLDPE with steel reinforcement
- 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 (Approximate Wt 23Kg +/- 1.15%):
  - Plastic - (PE) -- 11 Kg Minimum
  - PU - 3 Kg Minimum
  - Steel - 9 Kg Maximum
- Individual pallet variation should be within +/- 1.15% and entire lot average must be 23.000 kgs at least.
- Average weight of all lots of pallets supplied should not be less than 23 kg
- Suitable to handle with all kind of material handling equipment
- Unique serial no shall be printed on pallet back side to keep traceability.
- Vendor Shall have warranty for Minimum of 2 years against any manufacturing defect and structural defect and non-capability of handling of mentioned load.
- 1% of supplied quantity will be used for destructive test & the quantity used for destructive test shall be free of cost in addition to purchase order quantity.

### 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.

**Annexure-6: Deviation Form**

**Name of Supplier:**

**Technical Deviations List:**

- 
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- 
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**Commercial Deviations List:**

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**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-7: Format for Performance Bank Guarantee**

(To be stamped according to Stamp Act and to be in the name of the executing Bank)

To,  
The Banaskantha District Co. Op. Milk Producers' Union Ltd.,  
(C/O - Banas Dairy)  
At & Ta.-Palanpur,  
Dist. – Banaskantha

In accordance with your Supply Order No.- ..... Dtd. ...., awarded to M/S .....; for the supply and installation of .....,

which has been duly accepted by M/S .....; having its registered office at .....; has requested for Performance Guarantee, as an irrevocable Bank Guarantee (Performance Guarantee) for the amount of Rs...../- (Rupees ..... Only) is required to be submitted by the tenderer as a condition precedent for participation in the said supply which amount is liable to be forfeited on the happening of any contingencies mentioned in the tender document.

We, the ..... bank, a body corporate constituted under the banking Companies (Acquisition of Undertakings) Act, 1970 and is having its head office at ....., and a branch office amongst other places of business at ..... (Hereinafter referred to as "the Bank");

guarantee and undertake to pay immediately on demand without any recourse to the The Banaskantha District Co. Op. Milk Producers' Union Ltd. (hereinafter referred to as Banas Dairy), the amount of Rs...../- (Rupees ..... Only) without any reservation, protest, demur and recourse. Any such demand made by Banas Dairy, Palanpur, shall be conclusive and binding on us irrespective of any dispute or difference raised by the Tenderer.

This guarantee shall be irrevocable and shall remain valid upto ..... (Being ..... months from the supply and installation of .....). If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/S ..... , on whose behalf this guarantee is issued.

Notwithstanding whatever stated herein above

1. Our liability under this Bank Guarantee shall not exceed Rs. ..../- (Rupees ..... Only).

2. The Bank Guarantee Shall be valid upto ..... 2016 and shall have a lodgement period upto ..... 2016.
3. The Bank is liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ....., 2016.

Any Claim under this guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us on or before the said date, the rights of Banas Dairy under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of Banas Dairy, Palanpur under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof the Bank, through its authorized office, has set its hand and stamp on this \_\_\_\_ th day of \_\_\_\_\_ at \_\_\_\_\_ .

For and on behalf of ..... bank

Signature \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
Authorization No \_\_\_\_\_  
Date and Place \_\_\_\_\_  
Bank Seal \_\_\_\_\_

The above guarantee is accepted by the Authority.

**Annexure-8: Vendor Registration Form(Data on Firm)**



**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.

<b>ADDRESS</b>	
<b>Name of the Vendor *Mandatory</b>  (This shall be the registered name of the firm.  With the same name payments to party will be released) (CAPITAL LETTERS)	
<b>Address of Head Office *Mandatory</b>	
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.**

<b>Address of Branch (If any)</b>	
Street – 1	
Street – 2	
City	
State	
Pin Code	
<b>ORGANIZATION DETAILS</b>	
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. <b>MSMED Registration Certificate is Required</b>	
Year of Establishment	
Registration Number (as per certificate from ROC/ Registrar of Firms.	
<b>Name &amp; Address of the Owner / Partners / Directors</b>	Sr.No.    Name    Designation    Address

	(Attach separate Sheet if Required)
<b>BANK DETAILS * Mandatory</b>	
Bank Account No.	
Name of the Bank	
Bank Address	
Bank City	
Bank Branch	
<b>IFSC RTGS / NEFT No.</b>	
<b>Branch Code</b>	
<b>EXCISE DETAILS</b>	
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.	



<b>SERVICE DETAILS OF ORGANISATION</b>	
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. <b>Please attach details.</b>	
Manufacturing facilities available at work place. <b>(Please attach details)</b>	
Do you have separate Inspection Cell? Inspection & Testing facilities available at work. <b>(Please attach details)</b>	
Quality Control is responsible to whom?	
Description of the material to be Supplied	
Description of the Service to be Provided	
HSN	

Service A/C Code	
Telephone	
Fax	
Email-id	
Name & Designation of Contact Person(s)	
<b>Address of Factory / Factories / Subsidiaries / Sister Concerns (If any)</b>	
Street	
City	
State	
Pin Code	
Telephone	
Fax	
Email-id	
Name & Designation of Contact Person	

Please use separate sheets if required

### **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 (\*)***

***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**
- 2) **Demand Draft against Tender Fees Non Refundable**
- 3) **Excise Registration Certificate**
- 4) **Partnership Deed/Trade License**
- 5) **CST & VAT & GST Registration**
- 6) **Cancelled Cheque**
- 7) **Service Tax Registration certificate**
- 8) **List of Directors/Partners on company's Letter Head.**
- 9) **Registration Certificate from ROC (in case of Companies)**

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Name & Signature of Proprietor/Partner/

Chief Executive under Proper Seal

**For Office Use Only**

Concerned Dept. Head

O.S.D. (Comm.)

Vendor Registration No. \_\_\_\_\_ Date : \_\_\_\_\_