

AAVIN
THE TAMILNADU CO-OPERATIVE MILK
PRODUCERS' FEDERATION LIMITED
CHENNAI 600 098

TWO PART TENDER

**TENDER FOR SERVICE CONTRACT FOR PREPARATION, PACKING AND
 STACKING OF PANEER (200g and 500g) AT PRODUCTS DAIRY COMPLEX,
 CHENNAI - 600 098 FOR TWO YEARS (2024 - 2026)**

PART – I

TECHNICAL – BID

TENDER DOCUMENT ISSUED TO

M/S.

.....

COST OF TENDER DOCUMENT, REMITTED UNDER

RECEIPT NO..... DATE for Rs.

Deputy General Manager (Dg)

PART-I TECHNICAL BID -I**1.TWO PART TENDER APPLICATION**

From	To
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M/s.	The Joint Managing Director, T.C.M.P.F.Limited, 29 & 30 SIDCO Industrial Estate, Ambattur, Chennai-600 098.
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Sir,

Sub:	Two part tender contract for Preparation, Packing and stacking of Paneer at products dairy, for two years (2024-2026)(24)months period from the date of execution of agreement by the tenderer-submission of tender documents - Regarding.
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Having examined the two part tender documents consisting of Part I pertaining to Pre-Qualification cum Technical Bid and Part II Commercial Bid with price quotation, I/we hereby submit all the necessary documents and relevant information for bidding the above mentioned tender.

The application is made by me/us on behalf ofin the capacity ofduly authorized to submit this two part tender offer.

Necessary legal evidence in respect of authority assigned to us / me on behalf of the bidding firm is herewith attached.

I/we submit the documents herewith agreeing to all the instructions, Terms and Conditions in the detailed two part tender.

SIGNATURE OF THE TENDERER

I/We understand that the Managing Director, T.C.M.P.F.Ltd. Chennai-35 reserves the right to reject any tender offer without assigning any reasons thereof.

I /we hereby agree to hold the tender offer valid for acceptance for a period of not less than 180 days from the date of opening of part I Technical Bid.

I/We understand that the tender on acceptance will be valid for a period of 24 (twenty four) months and extendable up to 6 months or 25% of the estimated quantity / tender value on the same rate and terms and conditions from the date of execution of the work by the successful tenderer.

SIGNATURE OF THE TENDERER(S)

INCLUDING TITLE CAPACITY.

NAME:

(IN BLOCK LETTERS)

(SEAL)

2. INSTRUCTIONS TO THE TENDERERS

This two-part tender document consists of:

- a) Part I - Pre-qualifying technical bid
- b) Part II- Commercial bid for price-quote schedules.

1. Read all the terms and conditions of the two-part tender carefully before you start filling up.
2. The tenderers are requested to inspect the work site at Products Dairy Complex during the working hours on any working day between 10AM to 5PM before submitting their tender offer so as to have firsthand knowledge of the work.
3. The tenderers have to submit the Original set of the two-part tender (both Part-I - Technical Bid and part II Commercial Bid) duly filled in, attach necessary documents and are advised to retain the duplicate set of documents for their reference /records.
4. The Part-1 pre-qualification cum technical bid consisting of page Nos. 1 to 27 and the part-II Commercial bid consisting of page Nos. 28 to 29. The tender documents duly filled can be submitted by e-tendering through the e-procurement website "<https://tntenders.gov.in>" The period of tender is 24 Months and extendable up to 6 months or 25% of estimated quantity at the same rate and on the same terms and conditions. The tenderer is requested to kindly go through the check list given and ensure compliance of the tender terms and conditions.
5. The tenderer is specifically informed that all **the** pages in Part I - Technical Bid and in Part II - Commercial Bid should be signed at the bottom of each page without any omission by the tenderer/ their authorized signatory with name and seal of the firm in token of acceptance of the contents there above.

SIGNATURE OF THE TENDERER.

6. The tenderers who are downloading the documents from the web site are instructed to look for any corrigendum after the date of pre bid meeting, for any amendments if any issued. They are advised to download the above amendments and enclose it without fail along with the technical bid documents duly authenticated. In case of failure to submit the amended documents (if any) the Federation reserves the right to rejection of the tender offer.

SIGNATURE OF THE TENDERER.

3. INTRODUCTION

Two part “Tender for the Contract for Preparation, Packing and Stacking of Paneer at Products Dairy, Ambattur. The period of tender is 24 Months **for the year 2024-2026**” from the date of execution of agreement by the tenderer.

This Two part tender form contains the schedules as indicated.

- i) Date of pre bid meeting : 11.00 A.M on 13.11.2024
- ii) Last date and time for submission : 11.00 A.M on 21.11.2024
of the Two Part Tender both
Technical and Commercial bids.
- iii) Date and Time of opening of Part-1 : 03.00 P.M on 21.11.2024
Pre-qualification tender Technical
bids
- iv) Place of pre bid meeting : Office of the Dy General Manager,
Products Dairy, TCMPF Limited,
No.29 part & 30 part Sidco Industrial
Estate, Ambattur, Chennai-600098.
- v) Opening of Part- 1 tender : Office of the Joint Managing Director,
qualification cum-Technical TCMPF Limited, No.29 & 30 Sidco
Industrial Estate, Ambattur,
Chennai-600098.
- vi) Date and time of opening of Part-II : Commercial bid will be opened
Tender commercial bids. normally within 90 days time from the
date of opening of Part I pre-
qualifications cum Technical bids on
the date and time Convenient to the
Tender Inviting Authority and
those who qualify in the part I
Technical bid will be intimated the date
and time of commercial bid opening.

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4General Terms and Conditions (Evaluation criteria)

Two part “Tender for the Contract for Preparation, Packing and Stacking of Paneer at Products Dairy, Ambattur. The period of tender is 24 Months for the year 2024-2026” Period from the date of execution of agreement by the tenderer.

- 4.1.The tenderer should have a minimum of One year experience as on the date of opening of Technical bid in preparation of Food Products on contract basis to any Govt. organization or Cooperative Institutions or any reputed private organizations. The Federation reserves the right to inspect any organization where the tenderer provided labourer on contract basis. The copies of work order or any other authentic document to show that the tenderer has such experience should be enclosed as evidence.
- 4.2.There should be a Designated Chef who has a Qualification of Diploma / Degree in Catering technology in recognized universities, during the time of manufacturing of every batch of products.
- 4.3.The contractor should also provide a Deputy Chef who is also qualified in Diploma/ Degree in Catering Technology for the preparation and packing of Paneer.
- 4.4.The Deputy Chef deployed by the contractor will be involved in the operation of Thermoform Packing machine and the training for this will be given by the TCMPF Ltd.
- 4.5.The minor damages or defective parts of the machine to be carried out by the respective contractor and the spares to be replaced which limits to Rs.5000/-
- 4.6.On submission of bills, the respective amount to be reimbursed by the contractor by following due procedures.
- 4.7.The persons deployed for preparation and packing should be physically healthy and tidy and they should wear a neat uniform in-order to maintain hygienic Production.

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- 4.8. The contractors should provide and ensure whether their workers are wearing masks, Cap, apron, gloves, Shoes, uniform and Identity Card.
- 4.9. Hygienic, consistent Quality and taste standard should be maintained as per the FSSAI standard.
- 4.10. The tenderer should have minimum man power strength of 10 Nos of workers.
- 4.11. Details of past experience (i.e) work order copy(s) in last financial year having deployed laborers minimum 10 persons as per tender terms and conditions has to be submitted.
- 4.11. The contractor should provide skilled manpower for production process and Unskilled manpower for peripheral activities.
- 4.12. Tenderers minimum Annual Turnover should be Rs.20 lakhs along with profit and loss statement audited by certified practicing auditor for 2022-2023 or 2023-2024.
- 4.13. The Tenderer should have registered under the E.P.F. & E.S.I. Act
- 4.14. The tenderer should have PAN card.
- 4.15. The tender should have GST registration certificate
- 4.16. The PART-I technical bid shall be opened on the date, time and venue specified in the presence of the tenderer(s) or their authorized representatives who opt to be present during the time of opening.
- 4.17. The Part I Technical bid specifies the Prequalification based on various factors such as man power, strength, capacity, suitability, eligibility of tenderer etc., will be evaluated considered and decided prior to opening of the Part II Commercial bids of the tenderer.
- 4.18. The tenderer(s) who do not satisfy any/all the terms and conditions specifically so mentioned in the PART-I Technical bid, Part II Commercial Bid shall not be considered eligible and shall not be opened treating it as technically not qualified.
- 4.19. The Part-II Commercial bids shall be normally opened within 90 days from the date of opening of the part-I Technical bids at the convenient date and time of the Tender Inviting Authority. The Commercial bid will be opened in the presence of tenderers or their authorized representative who opt to be present at the time.

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- 4.20. The date of opening Part II commercial bid will be informed separately to those who qualify in the PART-I Technical bid.
- 4.21. The Tender forms are not transferable or assignable.
- 4.22. No revision of rate will be entertained at any cost during the tender period. The variation in the GST or any other tax by the government shall be effected on the end price to the benefit of either the tenderer or the Federation as the case may be.
- 4.23. In case of revision of daily wages by the district Collector etc., during the period of the contract, the successful tenderer should alone bear such escalation and the successful tenderer shall not claim any additional amount for such escalation.
- 4.24. The signatory of the tenderer should indicate his/her/their status in which he/ she/ they have signed and submit necessary legally/ lawfully admissible documentary proof in respect of such authority assigned to him/her/them by the Firm.
- 4.25. If the tender opening day is declared a holiday, the tenders shall be received and opened **immediately on the next working day** at the same time and place.
- 4.26. No tenderer shall be allowed to withdraw the tenders after submitting the tender.
- 4.27. The successful tenderer alone is the sole employer and it is his responsibility to extract work from his employees conforming to the stipulations in this tender document. For any commission and omission on the part of his employees the successful tenderer alone is liable and the latter shall pay damages to the Federation for any damage / loss caused to the Federation by his employees.
- 4.28. There will be no employer- employee relationship between the employees of the successful tenderer and the Federation.
- 4.29. The successful tenderer alone is liable for implementation of all the labour laws applicable to his employees.

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- 4.30. In case, by chance the Federation has to shoulder any liability arising out of any statutory provisions, the successful tenderer shall make good the loss in that regard to the Federation.
- 4.31. In case of any accident involving the employees of the successful tenderer, the compensation and the penal consequences under the relevant Act shall be borne entirely by the successful tenderer. If the Federation has to incur any expenditure in that regard, the same shall be reimbursed by the successful tenderer.
- 4.32. The employees so engaged by the successful tenderer under no circumstances could be considered for appointment in the Federation on the ground that they have worked as a contract labourer.
- 4.33. The employees of the successful tenderer cannot claim any benefits or amenities extended to Federation employees.
- 4.34. All sums found due to the Federation under or by virtue of these presents shall be recoverable from the successful tenderer under the provisions of Tamilnadu Co-op. Societies Act 1983 or in any other legal manner as the Federation may deem fit, if the same could not be recovered by adjusting from the security deposit or the bills of the tenderer, due to any reason.
- 4.35. The Managing Director also reserves the right to reject any tender offer fully or partially without assigning any reasons thereof.
- 4.36. The Managing Director has full powers to include or exclude points in the tender terms and conditions in the best interest of the organization during the contract period.
- 4.37. The successful tenderer, after the expiry of the contract period has to execute the work at the same rate, terms and conditions for a period up to 6 **(six) months** from the date of expiry of the contract or **upto 25% of the estimated quantity** / tender value whichever is earlier.
- 4.38. The successful tenderer should not engage persons below 18 years and above 50 years of age to this work. If the successful tenderer engages persons below 18 years he is subject to the punishments as per section 3A of "the Child and Adolescent labour (Prohibition and Regulation) Act 1986.

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- 4.39. The successful tenderer shall be responsible to the TCMPF for any loss or damage arising out of theft, burglary, pilferage, larceny, mischief, looting etc., due to the involvement or negligence of his/her workers and the successful tenderer shall make good any such losses or damages as ascertained by the Federation to the Federation and such losses are liable for deduction from his / her bills/deposits etc.
- 4.40. The Successful tenderer should furnish medical fitness certificates as per **FSSAI norms within 30 days** from the date of taking over the job in respect of all his workers that they are not affected with any contagious diseases such requirement is necessary since they are handling the products daily. Failing which, the Federation will arrange for the medical checkup and certificates and the cost of expenditure incurred in such medical checkup will be recovered from the successful tenderer.
- 4.41. The Successful tenderer should execute the work as per requirement in the tender documents. If any lapse is noticed for more than 3 occasions, the Federation reserves the right to terminate the contract and the Federation would be at Liberty to call for new tender. This is in addition to recovering damages for the loss caused to the Federation by such lapses.

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4.42. If the contract is **prematurely terminated** for lapses on the part of the tenderer to fulfill the terms and conditions or prematurely withdrawn by the successful tenderer, **the Security Deposit is liable to be forfeited** and if the amount of **such loss is more than the security deposit the same will be recovered from the successful tenderer** by legal means, apart from forfeiture of any amount due to the successful tenderer.

4.43. The Successful tenderer shall ensure adherence to all laws especially including Contract Labour (Regulations & Abolition) Act 1970, Payment Of Wages Act 1936, Workmen Compensation Act 1923, Minimum Wages Act 1948, ESI Act 1948 and Provident Fund Act 1952 as amended from time to time.

4.44. The successful tenderer should pay not less than the daily wages prescribed by the District Collector to his/her workers.

5. PAYMENT OF EMD:

5.1 The tenderer should pay an **EMD amount of Rs.50,000/-** (Rupees Fifty Thousand only) [paid through online in TN tender portal under "Tamilnadu Co-operative Milk Producers Federation Ltd"](#).

5.2. The tender not accompanied with online payment towards the prescribed amount as said in 5.1 will not be considered.

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5.5.The EMD remitted by the tenderer shall be forfeited in full and the offer will be summarily rejected in the following contingencies.

- a) If the tenderer after submitting his offer submits fresh offer again or revises the original offer.
- b) If the tenderer withdraws his offer or backs out before the expiry of the validity period or acceptance of the tender.
- c) If the tenderer after submitting his offer revises any of the terms quoted.

6.SECURITY DEPOSIT:

6.1.After evaluation and finalization of Part I Technical bids and Part II Commercial bids, selected tenderer should remit a **security deposit** amount at **5% of the order value including** the EMD drawn by means of Demand Draft / Bankers Cheque from any Nationalized/ commercial Bank in favour of “The Joint Managing Director, TCM PF Ltd, Chennai” payable at Chennai **within 15 days** from the date of receipt of work order.

6.2.The **EMD paid** already along with the tender PART – I Technical Bid **shall be adjusted against the security deposit** to be paid by the successful tenderer.

6.3.No exemption will be given from payment of Security Deposit under any circumstances as per TTTT Act and the same should be remitted by Demand Draft /Bankers Cheque from any Nationalized/ commercial Bank in favour of “the **Joint Managing Director, TCM PF Limited, Chennai** payable at **Chennai**. Bank guarantee and any other form of remittance will not be accepted.

6.4.The Security Deposit is liable to be adjusted against any loss or damage caused by the tenderers to the Federation by violation of any of the tender condition.

6.5.The Security deposit will be refunded only after the expiry of 6 months from the date of satisfactory completion of the contract and satisfactorily complying with the scope of work and terms and conditions thereof.

6.6.No interest shall be paid for the Earnest Money Deposit or Security Deposit.

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7. AGREEMENT:

- 7.1. The successful tenderer should sign an agreement on a non-judicial stamp paper to the value of Rs.100/- within 15 days from the date of work order. Non execution of the agreement will lead to cancellation of work order and forfeiture of EMD in full.
- 7.2. If the successful tenderer fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by the Federation.
- 7.3. If the Federation incurs any loss/ additional expenditure due to the negligence of the successful tenderer in connection with the work during the period of contract, the same shall be recovered together with all charges and expenses from the successful tenderer.
- 7.4. The losses or damages, if any, caused by the successful tenderer or his employees to the property of the Federation, the cost as ascertained by the Federation will be recovered from the successful tenderer.
- 7.5. No increase in the rate will be allowed during the period of contract or on the extension period under any circumstances.

8. PAYMENT TERMS:

- 8.1. It is the liability of the successful tenderer to remit EPF, ESI and GST to the concerned Department.
- 8.2. The successful tenderer shall submit necessary monthly bill in duplicate along with advance stamped receipt, performance report, copies of the EPF & ESI Challans duly tallied with the attendance of the previous month and GST payment for making payments. Non-payment / Short payment of ESI, EPF and GST will be recovered from the contractors bill and treated as violation of contract.
- 8.3. The payment shall be made within 30 days from the date of receipt of the bills based on production statement authenticated by the Shift Officer and satisfactory performance of the work.
- 8.4. Income tax will be deducted from the monthly bill of the successful tenderer and the same will be remitted to the Income Tax Department.
- 8.5. Loss or damage if any caused by the successful tenderer to the Federation shall be adjusted against the bill amount.

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9.PENALTY:

- 9.1 In case the contractor failed to produce the required quantity of products as per marketing indent a penalty of 2 times the MRP of the product will be charged for short supply.
- 9.2 In case the contractor failed to supply required manpower in and any particular shift as mentioned in the scope of work, then for the number of workers short, alternate arrangement made by the federation if possible and the cost of wages per worker per shift will be recovered for the same at the rate spent by the federation along with a penalty of Rs.5,000/- (Rupees Five thousand only) and revenue loss due to short labour.
- 9.3 In case any wastage arises during the production process, 2 times the cost of ingredients/ the product cost for the loss will be imposed on the contractor.
- 9.4 If production yield is not met out, 2 times the MRP of finished product will be recovered from the monthly bill.
- 9.5 In case if there is any delay in commencement of work which leads delay in despatch of products in time, then a penalty of Rs.5000/- per day will be imposed per day.
- 9.6 If any lapse is noticed for more than three occasions, the federation reserves the right to terminate the contract and the federation would be at liberty to call for new tender. This is in addition to recover damages for the loss caused to the federation by such lapses.
- 9.7 A penalty of 5 times MRP of the Product will be charged for the contract worker if caught in case of theft in the main gate of product dairy.
- 9.8 A penalty of Rs.1000/- per day will be imposed for the non-maintenance of hygienic practices.
- 9.9 Food tasting and SOP (product formula) and good manufacturing practices should be maintained

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- 9.10 If any deviations found in this regard, it will be viewed very seriously and the production charges of that particular day will not be released for the first occasion. In case of second occasion, the production charges plus penalty of Rs.5000/- will be levied. For third occasion, without assigning any reasons, the tender will be summarily rejected / cancelled.
- 9.11 No variation shall be permitted and if the tenderer fails to supply and execute the work order, the federation shall reserve the right to cancel the order besides forfeiting the security Deposit.
- 9.12 If the successful tenderer defaults to execute agreement or to pay security deposit or to supply required manpower either in part or full shall be debarred from participating in the subsequent any tender for a period of three years.

10.VIOLATION OF CONTRACT

- 10.1. Not with-standing anything contained in the tender schedule, no obligation is cast on the Federation to accept the lowest tenderer and the Federation shall also have the right to accept or reject the tender, if the Tender Accepting Authority decides that the price quoted by the tenderer is higher than the prevailing Market rate.
- 10.2. For violation of any of the Terms and conditions of the contract, the Federation reserves the right to terminate the contract.
- 10.3. In the event of termination of contract, the Security Deposit will be fully forfeited and the resultant loss shall be recovered from the contractors pending bills.
- 10.4. If the contractor is found to be blacklisted or terminated in any other contract with the Federation/District Unions, the Federation reserves the right to terminate the contract.

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11.LEGAL JURISDICTION:

11.1.The successful tenderer shall become an Associate Member of TCMPF Ltd. by paying the requisite fees under the Tamilnadu Co-operative Societies Act& Rules.

11.2.If either party is in any way aggrieved, that party has the right to raise dispute by way of Arbitration under Section 90 of the Tamilnadu Co-operative Societies Act before the Deputy Registrar (Dairying) Thiruvallur whose decision shall be accepted as final.

11.3. In case of dispute, the relevant court in Chennai alone will have jurisdiction.

12.PRE-QUALIFICATION

The Pre-qualification tender/ PART -1 technical bid will contain the under mentioned aspects pertaining to the prospective contractor about their suitability capacity, financial status, antecedents, past performance etc., The tenderer should furnish the Photostat copies of the following documents duly attested by a Gazatted Officer/Notary Public and enclose along with the tender part-I technical bid.

12.1.The tenderer should have minimum one year experience in Preparation of Food products on contract basis to any organization. The Federation reserves the right to inspect any organization where the tenderer provided labourers on contract basis. The copies of Registration or work order should be enclosed as documentary evidence.

12.2.The Contractor should submit the qualification certificate of the Chef and Deputy Chef whom he used to deploy in the production activities.

12.3.Tenderers Annual Turnover of Rs.20 lakhs along with profit and loss statement audited by certified practicing auditor for last two financial years 2022-2023 or 2023-2024.

12.4.Remittance of EMD amount of Rs.50,000/- (Rupees Fifty thousand only) paid through online in TN tender portal under “Tamilnadu Co-operative Milk Producers Federation Ltd”.

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12.5. The tenderer should furnish the attested copy of the work order and attendance register, wage register or EPF or ESI challans, GST challans or any other document containing a minimum manpower of 10 persons.

12.6. The tenderer should produce all the above mentioned documents in original for verification when called for.

12.7. The Federation reserves the right to reject the offer of a tenderer who had either been black listed or show cause notice issued or prematurely terminated for non-performance of work either in part or full in the Federation or in any District Unions previously during the last 3 years.

THE TENDER NOT COMPLYING WITH THE ABOVE TENDER REQUIREMENT IS LIABLE TO BE REJECTED.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

13.TENDER EVALUATION CRITERIA:

- 13.1.The tender offer should be unconditional and it should be for conforming to all the stipulations in the tender terms and conditions.
- 13.2.The tender will be evaluated as per TNTT Act.
- 13.3.The bidder should clearly indicate the [bid takes care of the minimum wages and statutory dues](#).
- 13.4.The tenderer should offer rate per kg mentioned in the tabular column of the commercial bid.
- 13.5.No column should be left blank in the commercial bid. In such case the tender will not be considered for evaluation.
- 13.6.All inclusive end rate shall be considered for evaluation of lowest offer.

14.VALIDITY

- 14.1.The tender shall be kept for acceptance for a period of not less than [180 days from the date of opening](#) of Part I technical bid. The offers with lower validity period are liable for rejection
- 14.2.The tenderer shall agree to extend the validity of the bids without altering the substance and prices of their bid for further period, if any required by Federation.

15. DEVIATION:

- 15.1.The offers of the tenderers with deviations on technical/commercial terms of the tender will be rejected
- 15.2.No alternate offer will be accepted.

Noted and agreed to the above

SIGNATURE OF THE TENDERER

PRODUCTION RELATED TERMS AND CONDITIONS:

1. Necessary raw materials and Packing materials required for production will be provided by the federation.
2. The packing materials are to be received from the stores by the Supervisor as per the Indent.
3. The Chef who also act as a Supervisor should receive the production schedule from Shift Officer in the previous day for planning and start the production of Paneer as per the directions received from the shift officers (Dg) as early as possible.
4. The contractor should clean the equipment, cans, trays, trolleys, walls, tiles, floor, press, filter cloth daily and keep the working area neat and get lab clearance for cleaning efficiency.
5. Sufficient man power should be provided for Preparation, packing and stacking of Paneer and any other related products manufactured if any introduced in future. In the case of any special order at larger volumes, additional manpower should be arranged proportionately by the contractor to meet the timely supply.
6. The quality of the final product should be cleared by the Quality Control Laboratory. After getting clearance it can be taken for Packing.
7. The finished products should be weighed and handed over to the Manager (Dairying) / DM (Dairying) / Milk Recorder / Duty officer in the shift every day.
8. Any wastage / spillage of Product if noticed is recoverable and penalized.

9. The month wise production statement (Production or dispatch) authenticated by Shift officer to be enclosed by the contractor. Based on the statement the contractor has to raise the invoice accordingly.
10. The contract bills shall be certified by the Assistant General Manager (Dg.) / Manager (Dairying). If there is any adverse remarks, action will be taken and penalty will be imposed.
11. The contractor should keep working area neat and clean from start of work to end of work. Any loss of product / packing material / utensils is recoverable with penalty.
12. Preparation, Packing and stacking of Paneer should be done as per the SOP given by aavin, TCMPF Ltd.
13. Approximate production of Paneer per shift will be around 600kg and may differ depending on marketing indent.
14. Preparation, Packing and stacking of Paneer should satisfy the quality requirements as specified by the Aavin.
15. Products not confirming our quality will be rejected and recovery will be made based on Penalty clause.
16. Contractor must provide required manpower for the entire manufacturing and packing process. Providing manpower for activities like cleaning the utensils, cleaning the production area its surrounding, shifting raw materials from stores and end products to storage area will come under your scope of works.

17. Contractor should deploy healthy / mentally sound workmen for the production as per Government Labour rules. Successful contractors should execute the work as per terms and conditions laid down by the federation.
18. Quality clearance must be obtained before packing for products.

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Service contract for Preparation, Packing and stacking of Paneer per shift				
S.No	Description of the work	Machine Involved	Approximate No of Skilled person	Approximate No of Unskilled person
1	Bringing the Ingredients and Packing materials as per the marketing requirement from General Stores			3
2	Cleaning of coagulated Vat, Chilled water tank and Paneer cutting and sealing machine	Manual method		
3	Extraction of Chana and removal of excess whey using paneer press 5 batch : 750 kg production	Coagulation Vat capacity: 1000 litres	2	
4	Coding: Coding of paneer external covers as per production plan		1	
5	Cutting: Cutting into slices			
6	Packing and Sealing: Paneer-200 g and 500g	Thermoform Packing Machine : 960 nos of 200g and 480 nos of 500g per 1 hour	1	
7	Stacking : 20 nos of 200g paneer in a Carton box to be packed and 18 nos of 500g paneer in big jumbo all these have to be placed in trolleys			2
8	Storage: All Paneer packs after stacking to be transferred to cold storage (5 C) to be lifted in trolleys			

S.No	Description of the work	Machine Involved	Approximate No of Skilled person	Approximate No of Unskilled person
10	Cleaning: The Chill water tank, Paneer processing pipeline and coagulation Vat should be cleaned by CIP			1
	All external parts of packing machines and paneer cutting machine, storage tanks and moulds are to be cleaned			
Duration of the work : 09.00 to 18.00 hrs				
Total no. of labours required :			4	6
Note: During special order at larger volumes, additional manpower should be arranged proportionately by the contractor to meet the timely supply.				
Note : There will be a Pre bid meeting for all the participants can and come and observe all the above said activities at Dairy and can clear their doubts with the dairy officials at the Processing and packing hall				

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Approximate Monthwise Production Details			
Month	Approximate production in kg	No of Mandays	
		skilled labour	un skilled labour
Oct-24	19335.24	129	193
Nov-24	22692.6	151	227
Dec-24	24287.04	162	243
Jan-25	22851.96	152	229
Feb-25	24317.52	162	243
Mar-25	20268.84	135	203
Apr-25	21460.68	143	215
May-25	18903.6	126	189
Jun-25	22140.36	148	221
Jul-25	21373.08	142	214
Aug-25	18544.68	124	185
Sep-25	17128.68	114	171
Oct-25	23202.288	155	232
Nov-25	27231.12	182	272
Dec-25	29144.448	194	291
Jan-26	27422.352	183	274
Feb-26	29181.024	195	292
Mar-26	24322.608	162	243
Apr-26	25752.816	172	258
May-26	22684.32	151	227
Jun-26	26568.432	177	266
Jul-26	25647.696	171	256
Aug-26	22253.616	148	223
Sep-26	20554.416	137	206
Total	557269.416	3715	5573

SIGNATURE OF THE TENDERER

16.CHECK LIST

Kindly ensure compliance of the under mentioned requirements, enclosed with the part I Technical Bid only as per Tender Terms and conditions mentioned in the foregoing paragraphs [duly attested by a Gazatted Officer/Notary Public](#):-.

1. Whether the EMD. Amount of Rs.50,000/-
(Rupees Fifty thousand only)
Remitted or not? Yes/No

2. Whether the Xerox copy of the work order or experience
Certificate or any other order or certificate showing the Yes/ No
Previous experience of one year in [Preparation of Food
products](#) in any organization.

3. Whether Xerox copy of the previous work order or
attendance Register or wages register or EPF/ESI Yes/No
challans or any other documents containing the list
not less than 10 persons enclosed .

4. Whether the Xerox copies of the previous work order or
Experience Certificate or any other order or certificate Yes / No
awarded to the tender for being provided not less than
10 workers in a Single Organization

5. Whether Xerox copy of the PAN card obtained from the
Income Tax Department enclosed? Yes/ No

SIGNATURE OF THE TENDERER

6. Whether the price quoted schedule of the Part-II Commercial Bid duly filled up in figures and words without any correction enclosed? If any corrections made whether it is attested by the tenderer? or by his authorized signatory? Yes/ No
7. Whether all the pages in the Tender forms Part-I Technical bid and Part-II Commercial bid have been duly signed by the tenderer /by his authorized signatory? Yes/No
8. Whether the tenderer has been black listed or show cause notices issued or prematurely terminated for non performance in executing the contractual agreement either partly or fully in the past three years in the Federation Or in the District unions Yes/ No

SIGNATURE OF THE TENDERER

PARTICULARS OF THE TENDERER:

1. Registered Name of Tenderer:

2. Registered Address:

3. Address for all communications with Postal address

4.E mail ID:

5.Telex/Fax No.

6.Telephone Nos.

7.Mobile Nos.

8. Name/Names of persons who are
to be contacted regarding this Tender
with Telephone Nos./Mobile Nos etc..

9. Is the tenderer a Registered contract Firm.
If so please give details including Registration
No. and enclose a copy of the Registration
Certificate.

SIGNATURE OF THE TENDERER

AAVIN
THE TAMILNADU CO-OPERATIVE MILK
PRODUCERS' FEDERATION LIMITED::
CHENNAI - 600 098

PART – II

COMMERCIAL BID

QUALIFICATION

The Commercial offers of such of those tenderer who Qualify themselves for being considered for contract for Preparation, packing and stacking of Paneer in various grams at products dairy, Ambattur for two years (2024-2026) (24) months period from the date of execution of agreement by the tenderer by fulfilling the entire Terms and Conditions as laid in Part I “Technical Bid” of this tender will be considered for the finalization of the tender.

Signature of the Tenderer.

THE TAMILNADU CO-OPERATIVE MILK PRODUCERS FEDERATION LIMITED
PRODUCTS DAIRY: CHENNAI 600 098

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PART-II COMMERCIAL BID

PRICE QUOTATIONS: RATE QUOTED PER Kg

Contract for Preparation, packing and stacking of Paneer at products dairy.

Description	Rate per kg (Rs.)
1. Rate quoted Basic	
2. CGST/SGST/IGST (total)	
3. Total rate	
4. End rate (End rate is inclusive of GST charges)	Rs..... (Rupees.....only) per kg

NOTE:

- A. The rate should be quoted for the above work both in figures and in words without any correction. If any corrections are made, the same should be attested by the tenderer or by his authorized signatory.
- B. If any discrepancy is found between the prices quoted in words and in figures, the lower of the two shall be considered.
- C. The Rate quoted is taking into consideration of the minimum wages Act and other Statutory dues.
- D. After quoting the rate if the tenderer goes back, the EMD remitted by the Tenderer shall be forfeited fully.
- E. The lowest end rate will be considered for award of contract.

Signature of the Tenderer.