

# AmulFed Dairy

A UNIT OF GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED

(PREVIOUSLY KNOWN AS MOTHER DAIRY, GANDHINAGAR)

## PURCHASE ENQUIRY

<b>Inquiry No</b>	: AFD; PUR: ENQ: 2020: 131, Dated: July 18, 2020
<b>Description</b>	: Inquiry for Data Management System for AFD.
<b>Qty</b>	: 1 Lot
<b>Due Date</b>	: 18.08.2020
<b>Pre-Bid Meeting</b>	: 29.07.2020 at 2.30 PM

Dear Sir,

You are requested to give your most competitive rates for Designing of Data Management System for different department at AmulFed Dairy at Gandhinagar, as per the annexure attached herewith:

The offer should reach, AmulFed Dairy (A Unit Of Gujarat Co - Operative Milk Marketing Federation Limited.) Plot No. - 35, Near Indira Bridge, Ahmedabad - Gandhinagar Highway, Village: Bhat, Dist.: Gandhinagar. Pin No.382 428.

- The offer should be sent in sealed cover super scribing on the top left hand corner offer for inquiry No. AFD; PUR: ENQ: 2020: 131, Dated: July 18, 2020. Offer received after due date for whatsoever reason may be rejected.
- Your offer should be sent through Post/Courier/mail & not by Fax or personally.
- Offer should be valid for acceptance, for 60 days from due date of submission of offer.
- The price should be quoted on F.O.R basis inclusive of packing and forwarding, taxes, excise duties, freight etc. However if it is separate, it should be clearly mentioned in the quotation as per the attached annexure.
- It should have service cover of at least two year after complete implementation of system.
- Realistic earliest project completion period should be indicated.
- It is not binding on us to accept lowest offer.
- Right to reject any or all the offers without assigning any reason is reserved by us.
- Offer which are incomplete or not meeting the conditions or only for part items, are liable for rejections.
- No queries regarding the status of the offer will be entertained at any time.
- The final supplier will be the combined decision of our technical team and management and no reason of final selection will be conveyed to any bidder.
- Payment terms with 30 days credit shall be preferred.
- We are an ISO 14001 certified unit. We follow Eco- friendly processes in our factory & also expect same to be followed in your company.
- Contact detail: Mr. Palak Shah, Mail: [palak.shah@amul.coop](mailto:palak.shah@amul.coop), Mob: 7359001666
- For Pre-bid Meeting all interested bidder have to fill the detail in the Google form before reach to Dairy (The form's link is <https://forms.gle/Jay9Vco7nKXZH89T9>)

Amul SAGAR

Plot No. 35, Nr. India Bridge, Ahmedabad – Gandhinagar Highway, Village: Bhat, Dist.: Gandhinagar, PIN 382 428  
Tel. No.: (079) 23969055 – 58, Fax No.: (079) 23969059  
Website: [www.amul.com](http://www.amul.com)

**Annexure-I**

**BRIEF SCOPE FOR DMS REQUIREMENT DEPARTMENT WISE**

**Brief Scope of Purchase Department:**

- 1) Automation of Vendor Registration system with workflow approval (3 stage)
- 2) Offers from bidders can be stores in softcopy and comparative generation from system alongwith acknowledgement of purchase committee (1 representative each from Purchase, F&C and User Dept). After that it shall flow in workflow for approval.
- 3) Proposal shall be moved through workflow for approval if required.
- 4) Linkage of PO number to backup documents for retrieval purpose.
- 5) Storage and approval with workflow process for payment advice.
- 6) Upon Goods receipt, Stores will upload soft copy of invoice in DMS alongwith other back up documents.
- 7) Linkage of GRN No after QA/User inspection.
- 8) Installation and Commissioning certificate would be uploaded in the system.
- 9) MIR7 (Bill passing) record shall be available as and when required.
- 10) Easy indexing and retrieving.
- 11) All back up documents like ISO certificates, MSME certificates, Commercial and IT related documents with vendor registration form etc can be stored in the DMS.

**Brief Scope of Admin & HR:**

- 1) Online forms, interview call letters, Application Blank, scan copy of evaluation sheet in short all forms and letters of recruitment and selection cycle with authorizations, approval hierarchy and rights for view, print edit etc.
- 2) Performance Management System (PMS) online forms and reviews and report (with authorisation, rights, approval hierarchy etc).
- 3) Appraisal forms online (Training/probation) (with authorisation, rights, approval hierarchy etc).
- 4) All forms pertaining to HR & Administration.
- 5) Nominations forms of PF Gratuity etc.
- 6) All leave forms (below Jr Officer/Jr Engineer), shift change, shift schedules, official outdoing, training tour format etc (with authorization , rights, approval hierarchy etc)
- 7) Labour contract all process forms, formats, work orders, statutory compliances and records

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- 8) Administration forms like vehicle requisition, visitor intimation, canteen/board room/conference room requirement forms / intimation etc and its storage and retrieval by authorised employee of AFD.

## Brief Scope of Store:

- 1) External documents received from Supplier like Invoice / COA / MSDS etc - Scan and upload facility with proper categorization like material wise / supplier wise
- 2) Internal Documents like FSSC, OHSAS, QMS, EMS, Stock - internal / external Audit report / ATRs - Scan and upload facility with proper categorization like Type of Audit
- 3) Internal Documents like Internal Notes / Circulars etc - Scan and upload facility with proper categorization
- 4) Scrap Contract related documents like Customers GPCB Approval, order data - Scan and upload facility with proper categorization.
- 5) SAP layouts like MIGO GR, VOUCHARs, Deduction Advise, debit / credit notes etc..... in line with point number 01.

## Brief Scope of QA:

- 1) QA need Laboratory Information Management System (LIMS) as per following requirement:
- 2) Each sampling entry of SFG with unique sample ID No. with unique report No
- 3) Each Sampling entry of FG with unique sample ID No. with unique report No
- 4) Product wise analysis parameter with specification FG/SFG
- 5) Summary report batch /code wise
- 6) Certificate of Analysis Batch/code wise in standard format with required specification
- 7) Water Analysis entry and report
- 8) Product specification module (BIS/AGMARK/FSSAI etc...) and Product description module
- 9) Specific UHT product data sheet module
- 10) Legal register entry and report
- 11) Instrument Calibration and Maintenance data entry with summary report
- 12) Instrument list with detail and updation module
- 13) Product control/ Retain sample data

## Brief Scope of GMO:

- 1) Scanning, storage and retrieval arrangement for various approvals (A4)
- 2) Scanning, storage and retrieval arrangement for MCM minutes book (Legal size).
- 3) For morning GM MIS, a screen / form access can be given to user. So user can enter data (what they are currently entering in excel) - so GM MIS can be made automatically.

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## Brief Scope of F & C:

- 1) Vendor / Customer portal - Invoice Uploaded, Ledger, Balance Confirmation, GST, MFS Trade (Reconciliation), Customer Full & Final Settlement, PCF, HAMC Coupons settlement, Customer Lock and Un lock information, Vendor TDS Exemption Certificate, Customer related communication etc.
- 2) Procure to Payment- work flow and audit drill, Cash Payment like Local Conveyance, TA-DA, Reimbursement, Document return to purchase, Milk Receipt, Bank Grantee, Ice Cream Payment and etc.
- 3) Third Party Work flow:- HO Voucher, MU related document, reconciliation and MIS.
- 4) HR Work flow:- Income Tax declaration, Housing Loan Interest Declaration form, IT Proof etc
- 5) Other – Office Order, MCM, Price sing Order, Audit report and reply, Physical Verification, Insurance Policy, IT Return and legal cases.
- 6) Import:- Material import work flow, License Closure ,CHA related transition and communication and etc.
- 7) Parlour related sale and purchase.

Note: - All transaction thru SAP mapping is must for F & C Department.

- All Bidder requested to provide rates department wise.

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