

Details of Tenderer:

Sr.	Descriptions	Details
1	Name of Firm	
2	Address	
3	Contact Details	



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GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED, ANAND

Tender Notice Inviting bids/offer:

Name of Company	Gujarat Co-operative Milk Marketing Federation Limited, Amul Dairy Road, Anand-388120, TA / Dist: Anand State: Gujarat
Name of Project	Empanelment of Agencies to carry out ISO Audit (ISO 9001:2015/ISO 22000:2005/FSSC 22000)
Type of Work	To provide Certification Services for Quality and Food safety management system (including Follow up/ Surveillance audit for Certification Cycle) across all member unions & units of Gujarat Co-operative Milk marketing Federation Ltd, Anand (GCMMF) located across country.
Bid Reference No	GCMMF/PUR/ISO AUDIT/2017
Contract Period	3 Years Period Cycle
Pre-Bid Meeting	Date: 27-09-2017 Time:15:00 PM to 16:00 PM Meeting to be held at: Gujarat Co-operative Milk Marketing Federation Limited Amul Dairy Road, Anand-388001, Ta/Dist: Anand State: Gujarat-INDIA Contact : HOD-Purchase (Ph-02692-221322)
Bid Documents Download Start	As per Online Tender Notice
Bid Documents Download End	As per Online Tender Notice
Online Bidding Details	www.amul.com=> B2B=> Supplier Enquiry
Last Date Submission of Hard Copy	Date: 05-10-2017 Time up to : 17:30 PM To, Sr. Manager (Purchase) Gujarat Co-operative Milk Marketing Federation Limited Amul Dairy Road, Anand-388001 Ta/Dist: Anand State: Gujarat-INDIA Ph: 02692-221322 Bidder should have to submit (1) Technical Bid: In technical bid, bidders have to provide envelop of EMD, check list, technical details/documents etc. (2) Commercial Bid: Bidders have to provide their commercial bid (Annexure-III-a/b/c) only in sealed envelope. Bidders have to mention the subject on the middle top of sealed envelope in BOLD letter.
Validity of Tender	45 days
Terms & Conditions	First Technical Bid shall be analyzed at our end and after scrutiny, commercial bids of successful bidders shall be analyzed. 1) Bidder should have to abide by all terms and conditions mentioned at Annexure-I. Accordingly, bidder should have to submit the required valid documents. 2) Bidder should have to provide their rates in prescribed format Annexure-III-a/b/c only. 3) Data on firm as per the Annexure-V.



The details is to be provided by bidders in prescribed check list format , as below:

Sr.	Particulars	Details / Documents provided at page No-
1	Agreed for Terms, Conditions as enclosed (Yes / No)	
2	Experience in the field of inspection (self attested copy of proof of registration to provided)	
3	Sales Turn Over details of last 2 financial years of Item participated in Tender duly certified by Chartered Accountants (CA). (in INR). Yr: 2015-16 Yr: 2014-15 The document to be uploaded online.(Yes / No)	
4	Firm registered under Small Scale Industries (SSI), Micro and Small Enterprises Unit (MSME) of Gujarat State and holding subsequent registration with CSPO/NSIC/DGS & D. (Yes / No). If yes, the document to be uploaded online.	
5	ISO Certification. (Yes / No). If yes, the document to be uploaded online.	
6	Earnest Money Deposit (EMD to be submitted)	
7	Geographical and Outreach details of Infrastructure available in India . (self certification of documents to be provided)	
8	Details of Inspectors / inspecting Staff (with names and photographs) including qualification, experience etc. (self certification of documents is must)	
9	Reference list and details of projects implemented clearly identifying relevance to each of the expression of interest/scope of work mentioned.(documents to be provided)	
10	Details of inspection activity in different sectors / fields. (self attested copy of machinery list in various filed / sector to be provided)	
11	Details of the past clients (in last 3 years) (self certified copy of client list to be uploaded)	
12	<u>Details of Accreditation Agencies:</u> (formal letter or certificate from Accreditation agency (i.e: empanelled or member of Quality Council of India (QCI) CI like National Accreditation Board of Certification Bodies (NABCB) / National Accreditation Board of Testing and Calibration Laboratories (NABL) to be provided)	
13	Whether any Government dues are outstanding or not? (In case of 'Yes' or 'No', please provide details documents)	
14	Whether any court case? (In case of 'Yes' or 'No', please provide details documents)	
15	Total Pages of your offer	

We presume that details / documents in hard copy of above information will be provided by bidders shall be considered as final.

Date:

Authorize Signature & Seal of the Company



GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED., ANAND

ANNEXURE-I

TERMS AND CONDITIONS:

1. Empanelment: Technically qualified bidders is / are only eligible for commercial bid opening and we shall call all successful bidders for Empanelment.
2. The Bidders should have strength and able to carry out ISO audit / inspection / Services of Certification Agency for Quality and Food safety management system (ISO 9001:2015/ISO 22000:2005/FSSC 22000)
3. Objective: To provide Certification Services for Quality and Food safety management system (including Follow up/ Surveillance audit for Certification Cycle) across all member unions & units of GCMMF located across country for 3 Years Period Cycle.
4. Technical Requirement:

Technical Proposal must include:

- a. Brief description about the Certification agency
- b. Certification Agency experience
- c. Registration/approval by QCI, NABCB, FSSAI, EIA etc.
- d. Approach Methodology
- e. Certification Plan and Schedule
- f. Detailed Resume of the Auditors
- g. International Accreditation details.
- h. IT return/PAN/TAN/TIN
- i. Balance sheet/Profit & loss Account of last three years
- j. List of Organizations Certified for Quality and Food safety management systems by Agency in India.

5. Following Documentary Evidence must be submitted, to support eligibility:

- Detailed Resume of the auditor working with the agency, clearly indicating the details of professional experience, along with Certificate of Lead Assessor for ISO 22000 and Certificate of registration of the auditor/auditing agency with IRCA/QCI/FSSAI/APEDA etc.
- Certificate of registration/approval with IRCA/QCI/FSSAI/APEDA Agricultural & Processed Food Products Exports Development Authority or any other Central Government Body like Bureau of Indian Standard
- Details of Certifications undertaken shall be provided including description of Certification Services Provided, approximate value of Certification Services, country (as applicable) & location, name of client, starting & completion dates, names of associates/empanelled auditors (other than employees), if any.

6. Scope of Work of Certification Agency:

Shall provide Certification Services for Quality and Food safety Management System Auditing.



7. Experience / Approved Certification / Qualified Criteria:
- The Inspection Organization / agency should have at least 3 Years of experience in the field of Quality and Food Safety management System Auditing, projects, ISO audit, inspecting machinery, equipments, Dairy Plant, Cattle feed plant etc.
 - The Inspection Organization / agency should have qualified full time permanent food auditors on their pay rolls with 5 years working experience. Number of own payroll food auditors should be more than 20.
 - The Inspection Organization / agency should be accredited / approved by The National Accreditation Board for Certification Bodies (NABCB) as per ISO 17020 international standard for inspection agencies for respective scope of work mentioned here and current valid certification shall be uploaded online.
 - The Inspection Agency has certified minimum Ten (10) ISO 22000 projects in food industry / Dairy Industry.
 - Professional Qualification of Auditor – Registered Lead Assessor/IRCA /NABCB/ APEDA/QCI Certified Lead Assessor
 - Have certified at least 1 backward integrated chain (e.g. for Mehsana – we have done, Dairy – Chilling centers-Collection / society – Animal breeding / Semen preservation)
 - Must have approved local FSMA PCQI trainer (for training activities - exports to USA)
 - FSSAI FOSTAC approved training provider for FSSAI Food Safety Supervisor
8. During last 3 financial years, Bidder shall not be black listed / Debarred / Stopped for the work / project.
9. We reserve the right either to obtain or not to obtain any clarification/documents for this tender.
10. Managing Director, Gujarat Co-operative Milk Marketing Federation Limited, Anand (GCMMF) reserves the right to accept and / or reject the whole or part of any all offers/proposal received without assigning any reason thereof.
11. RATES: The rates you may quote shall be on firm price basis & shall remain unchanged during contract period. On no other account increase/decrease in the price will be given during the contract period. You are requested to quote your rates in our prescribed format enclosed at Annexure-III only.

Local conveyance, boarding & lodging shall be borne by the ordering unions /dairies/units. The quote shall be inclusive of all travelling expenses from certification office to the place of head quarters of unions / dairies / units, software/hardware, stationery, printing and presentation materials etc as applicable to carry out above activities. Quotations with counter conditions will not be acceptable.

In case there is any increase/reduction in Government levies during the contract period, it will come into effect as per government notifications with documentary support.



12. DATA ON FIRM (DOF): While submitting your bid, please ensure to submit the data on your firm (DOF) in prescribed format enclosed Annexure-V in all respects. Quotation received without this or with incomplete information may be rejected summarily.

13. CONTRACT AGREEMENT: Based on Work Order / Rate Approval letter (RAL) issued by GCMMF and as per the requirements, member unions will arrange to make agreement with allocated approved bidder for 3 Years Period Cycle.

14. EXECUTION / COMPLETION OF PROJECT / WORK:

- All the information and documents such as audit report generated will be sole property of the respective unions/units/GCMMF.
- All the information in connection with the services provided shall be kept confidential.
- The executive control of the work shall vest with Managing director/ General Manager of the respective union/ unit, or any other officer who may be authorized or nominated by him in that behalf and the certification body shall address all communications to him.
- The agency shall be fully responsible for the quality and technical aspect of the Certification Services/work. The agency shall also ensure that the Terms and Conditions of the contract are adhered to during the contracted period.
- The agreement shall be in force till the completion of contract period subject to satisfactory performance and can be terminated by one month notice from either side.
- In case of termination/abandonment of the work, all the document, information etc. collected or prepared by the agency/ consultant will be sole property of ordering unions/ dairies. The organization will be free to implement the scheme directly or through any other agency/ consultant.
- Without the prior written consent of ordering unions / dairies, the agency shall not, subcontract or permit anyone other than the agency's own personnel to perform any of the work, services or other performance required of the agency.

15. INVOICING:

Invoices are to be prepared in the name of respective member unions and be sent to them directly for payment. Invoices should carry work order / Rate Approval letter details along with other required documents, inspection report / test certificates confirming the quality/specification of work assigned. Please ensure that invoices are prepared as per approved price break up only.

16. PAYMENT:

Payments will be made within 30 days from the date of receipt of relevant documents complete in all respects and bills. However, TDS if applicable shall be deducted.

Subject to any deductions, the member unions are authorized to make under the contract, the contractor shall be entitled for 100% payment of inspection charges with statutory levies, like Service tax / Applicable tax etc. if any, for the work completed as per agreement / work order conditions and on submission of a detailed report to the satisfaction of the member unions/dairies / units/GCMMF. The inspection report and the bills have to be sent to the ordering member unions.



17. EARNEST MONEY DEPOSIT (EMD):

The firms registered under Small Scale Industries (SSI), Micro and Small Enterprises Unit (MSME Part-2) of Gujarat State and holding subsequent registration with CSPO/NSIC/DGS & D registration certificates for the item under tender will be eligible for exemption from payment of EMD. Necessary legible documents shall be submitted in hard copy. Participants not covered under these categories shall have to pay EMD as prescribed failing which the tender will be treated as rejected one at the time of Technical bid as well as Commercial Bid.

Bidder will have to submit **Earnest Money Deposit (EMD) of Rs. 25,000/=** through demand draft of nationalize bank, to be drawn in favour of Gujarat Cooperative Milk Marketing Federation Ltd., Anand.

In case your quotation is not accepted, the earnest money deposit will be refunded within a fortnight from the date of finalization. EMD will carry no interest.

18. SECURITY DEPOSIT (SD):

The security deposit Rs.1.0 Lacs shall be obtained from approved bidder. Security deposit shall be submitted within 15 days from the date of our work order/rate approval letter by Demand Draft of nationalize bank, to be drawn in favour of Gujarat Cooperative Milk Marketing Federation Ltd., Anand. The security amount shall valid up to completion of contract /agreement of 3 year period cycle. On receipt of the same, the EMD deposited with your offer shall be refunded. In no case the EMD amount shall be adjusted against SD amount.

In case you fail to provide services as per the requirement / work order and as per terms-conditions laid down here, the deposit will be forfeited fully. Otherwise on completion of agreement of 3 year period cycle, the deposit will be refunded within 15 days provided there are no outstanding dues to be recovered from you. This Security Deposit will carry no interest. In case we find that you have given any misleading/false information as mentioned in your data on firm, or at any other point of time we may forfeit your SD and also delete your name from our suppliers list.

19. Member Unions / Dairies / Units / GCMMF reserve our right to extend/reduce the contract period by 180 days at approved rates, terms and conditions.

20. MAINTENING ETHICAL STANDARDS IN BUSINESS:

It is highly necessary for the agencies to ensure that business ethics are maintained at the highest degree with Member Unions / Dairies / Units / GCMMF. In no case we will be able to tolerate any unethical practice by the agencies. By any chance, if it comes to our notice that you or any of your employee/representative/agent has tried to initiate any unfair business practices with any of our employee or any of the employee/decision maker of our Member Unions / Dairies / Units / GCMMF, even with/without any documentary evidences, the same shall be considered as a breach of contract and we reserve our right to terminate/suspend the contract during any time of the contract period without assigning any reason thereof.

21. Arbitration: In the event of any dispute, difference or question arising between the parties with regard to the interpretation of working of this Agreement or the rates liabilities or dues arising out of it or otherwise in connection with the Agreement shall be referred to the sole arbitration of concerned member unions/ dairies whose decision shall be final and binding on both the parties.

22. JURISDICTION: In case of any dispute arising out of this contract, jurisdiction will be the member unions / dairies / units.



GUJARAT COOPERATIVE MILK MARKETING FEDERATION LTD., ANAND
(PURCHASE DIVISION)

ANNEXURE-V

DATA ON FIRM

1. Name of the FIRM :

2. Address of Registered Office	Phone (O)	Phone (Res)	Fax No.	Mobile No.	E-Mail Add	Website address

- As to whether you have got **internet connectivity** : Yes / No.
3. Name and Designation of Principal Officer/ person to be contacted :
- His educational qualification Computer literacy :
4. Status (whether an individual/Partnership Firm/Public/Private Limited Company) :
5. In case Partnership Firm
- a) Whether it has been registered ? :
- b) If Registered provide certified, extract from the Registrar of firm. :
- c) Name of all Partners & Educational qualifications of the partners :
- d) Details of Partnership deed (Please enclose copy of the same) :
6. If proprietary concern name and address Of the Proprietor :
7. If Private/Public Limited Company, Please Enclose copy of Memorandum/Articles of Association :
8. Year of Establishment of firm :
9. Year of commencement of Commercial Production :
10. Name of the production in charge with Educational/ Technical background and experience in the line Computer literacy :
: Yes / No



11. **ISO** : Are you registered with ISO : Yes / No

A. If yes, please enclose copy of the certificate

B. If No, whether you are in process to acquire : Yes / No

If yes, expected date receipt of ISO certification:

DATA ON FACTORY

Location / Address of Factory	Phone No.(O)	Fax No.	Mobile No.	E-Mail ADD

Weekly off of your factory (in case any change in Weekly off, please inform us immediately) :

A. Are you registered with **MSMED** Act : Yes / No

B. If yes, Pl. give date of registration No: _____ & Valid up to dtd: _____

(Pl. **enclose copy of the certificate** confirming to the above)

S.S.I REG. NO. & COPY OF Registration:

PAN No. :

GST No :

HSN Code of Product :

GST Rate applicable :

PRODUCTION:

1. Name of the Products/Items produced/ :
Processed

2. Installed capacity of plant (enclose details) :

3. Monthly capacity of production :

4. No. of shift, plant is running :

5. Spare capacity offered for GCMMF :

6. As to whether you have your own transport facility?

If so, please mention the details on type of vehicle

Loading capacity, registration number etc.

7. Give list of In House Machineries, printing facility/colour of printing can be done & equipment installed for Quality Control:



Name of Manufacturing Machine	Type	Make	Size	No. of M/c	Special attachment

Name of printing Machine	Type	Make	Colour	No. of M/c	Special attachment

Name of Testing equipment	Type	Make	Size	No. of M/c	Spl. attachment

8. Last 3 years Production / Turnover data: **(It is mandatory to submit last 3 financial year Turnover & Net worth details CERTIFICATE of your firm duly certified by Chartered Accountant.)**

Year	Production in	Turnover (Lacs Rs.)

9. List of leading buyers with value of business of each:

Name of Buyers	Value of Business (Lacs Rs.)



MISCELLANEOUS DATA:

Address of Branch / Associated Firm	Telephone No.	Telex/Fax No.	Gram

1. Name of the Bankers :
2. Income tax clearance certificate No. :
& date (Please enclose copy)
3. Whether any of your relative is working
with us or with our member dairies. :
If so, please give details
4. Any other information you like to furnish :

DECLARATION

The above information is true in all respects and we undertake to inform you if 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 GCMMF/its member unions.

Place :
Date :

Signature of Authorised Representative
of the Firm under proper seal



GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED.,ANAND
(PURCHASE DIVISION)

Annexure-III(a)

Price / Quotation Format: (Re- Certification Audit)

Bidder Name :
Bidder Address :
Contact Name and No:

As per tender terms, conditions and specification, we are pleased to offer the rates as per the following.

Description	Rate / visit / man day in Rs.	Remark if any
Prices per project for ISO Audit / Inspection work assigned.		

In words: _____

NOTE:

Rates should be quoted in figures as well as in words invariably
Quotation with incomplete data/details, counter terms shall not be acceptable.

Date:

Authorized Signature & Seal of Company



GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED.,ANAND
(PURCHASE DIVISION)

Annexure-III(b)

Price / Quotation Format: (New Certification / Registration)

Bidder Name :
Bidder Address :
Contact Name and No:

As per tender terms, conditions and specification, we are pleased to offer the rates as per the following.

Description	Rate / visit / man day in Rs.	Remark if any
Prices per project for ISO Audit / Inspection work assigned.		

In words: _____

NOTE:

Rates should be quoted in figures as well as in words invariably
Quotation with incomplete data/details, counter terms shall not be acceptable.

Date:

Authorized Signature & Seal of Company



GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED.,ANAND
(PURCHASE DIVISION)

Annexure-III(c)

Price / Quotation Format: (Surveillance audit for Certification Cycle)

Bidder Name :
Bidder Address :
Contact Name and No:

As per tender terms, conditions and specification, we are pleased to offer the rates as per the following.

Description	Rate / visit / man day in Rs.	Remark if any
Prices per project for ISO Audit / Inspection work assigned.		

In words: _____

NOTE:

Rates should be quoted in figures as well as in words invariably
Quotation with incomplete data/details, counter terms shall not be acceptable.

Date:

Authorized Signature & Seal of Company

