

AmulFed Dairy

A UNIT OF GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED
(PREVIOUSLY KNOWN AS MOTHER DAIRY, GANDHINAGAR)

AFD: PUR: ENQ: 2023: 406

June 21 , 2023

To,

Subject: Tender for Loading/ Unloading and C&F activity for milk products like 25 /20 Kg Powder bags, 25/15 Kg Sagar Powder bags, 15 Kg Ghee Tins and 190 Kg Butteroil at hired godowns for the period of 01.08.2023 to 31.07.2024.

Dear Sir,

AmulFed Dairy, Gandhinagar is storing milk products like powder and ghee in the hired godowns outside the AFD premise within the radius of 60 - 70 Km from Ahmedabad. For managing the same, we want to award a contract for C & F activity at various hired godowns.

AmulFed Dairy, Gandhinagar invites most competitive rates for C & F activity at various godowns for following products.

C & F activities			
Sr No	Activity	Approximate qty to be handled in a year	No. Units in 10 MT (Net Weight)
1	25/20 Kg Powder Bags	70000 MT	400 bags/500 bags
2	25/15 Kg Sagar Powder Bags	20000 MT	400 bags/666 bags
3	15 Kg Ghee Tins (16.4 Kg)	2000 MT	610
4	190 Kg butteroil drums (200 Kg)	16000 MT	48

Vendor Registration Form:

- All the interested bidders have to participate in the inquiry through our purchase portal by registering your firm as a new vendor (if your firm already have registration in our PP, than you have to login to your account and request AFD to send RFQ).
- Interested bidders have to registered your firm in our Purchase portal . Website for our portal is as >>>: <http://afdpurchase.amul.in/>
- Click Below links for Guidelines :
[Guide for VRF - Other than MANUFACTURERS](#)
- Offer through mail/hardcopy are not accepted and stand for rejection, your competitive bids should be submitted through our online portal only.

Following documents should be attached with Bid

1. Memorandum of association/partnership deed
2. PAN No.
3. GST No.
4. Registration copy of Bombay Shops and Establishment Act
5. Provident Fund No and Allotment date,
6. Professional Tax No,
7. Audited Income Tax return & a Turnover copy of last 3 financial years
8. Labour Licence Copy etc.
9. Purchase Order / Contract Copy and Work Experience certificate of similar kind of work from reputed organizations

Scope of the work:

- Rates to be filled in numbers must be legible. The offered rates should be inclusive of all management and miscellaneous expenses. C&F Agent has to arrange labours, pallets and forklifts, security guards and cleaning staff for this contract. Hiring or deploying any such mechanized equipment will be solely scope of the bidder and AFD will not provide any compensation for the same.
- C&F agent has to arrange tarpaulin and completely cover the stock from bottom as well from top side while storing in the warehouse. It will be in vendor's scope and cost.
- Any damages observed to goods including dist/dirt/pigeon dropping etc. during any Visit/Audit then recovery of same will be charged from C & F agent
- Weekly twice cleaning in the every warehouse is compulsory and proper schedule alongwith details has to be submitted alongwith monthly payment.
- Further, the C&F agent has to make arrangement of products in batch wise and code wise manner for FIFO based dispatch and stock taking. Weekly stock update with stock-ageing is also under the scope of C&F agent.
- C&F agent is abide to send vehicle loading details to AFD -FPS dept through the mail and upon receipt of invoice and E-way bill from FPS dept, C&F agent has to take a printout of the same and hand it over to transporter. Hence, entire material handling, truck loading and invoice hand over activity shall be carried out by C&F agent. For the same C&F agent has to arrange PC with internet for mail communication and printer for A4 size invoice printing. C&F Agent has to keep dedicated manpower for the same for hassle-free transactions.

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- C&F agent has to acknowledge the receipt of material or dispatch of material in SAP as per training given by AFD's FPS dept and abide to follow all systems and instructions to be provided on time to time basis from FPS dept. C&F Agent is functionally reporting to AGM-FPS for all operations related work and issues.
- C&F has to do liasoning with local FSSAI dept for food safety license for all the godowns hired by AFD. Liasoning process charges and licensing charges shall be borne by C&F agent only. C&F agent is abide to complete licensing process within 15 days of time from the date of confirmation of hiring of godowns and submit the application copy to AFD QA team.
- **Tender Fees & EMD:** You will have to deposit Rs. 5000/- (Non-refundable as Tender fees and Rs. 700000/- (Refundable) EMD by way of RTGS/NEFT/Bank Guarantee from Nationalized or scheduled Banks in following A/c. "BANK NAME: HDFC BANK, ACCOUNT NAME: AMULFED DAIRY (A UNIT OF GCMMF LTD), A/C NO: 00060310001593, BRANCH: NAVRANGPURA, IFSC CODE: HDFC0000006". We will not accept it through any other mode like cash or cheque. You need to provide RTGS/NEFT receipt alongwith tender copy.**The quotation received without Tender Fees and EMD alongwith the RTGS/NEFT receipt shall not be considered. EMD will carry no interest if submitted through RTGS/NEFT.**
- In case your quotation has not accepted the deposit will be refunded within 45 days from the date of finalization. In case bidder do not meet minimum legal/statutory requirement required by AFD, offer will be stands rejected. In such cases a token penalty will be levied, as per AFD management discretion (Maximum up to Rs. 5000/-). It may subject to change, time to time as per management description. Decision of General Manager - AmulFed Dairy, Gandhinagar will be final and binding to all concerned, in this matter.
- **Post issuance of Purchase order to successful bidder, in case of any shortages, damages, quality complaints or non-satisfactory performance, AmulFed Dairy may recover losses + penalties + applicable GST from the EMD, SD and amount payable to the bidder. After deduction of the same, the balance amount may be released to the bidder.**
- EMD shall be returned to successful bidder upon completion of contract with satisfactory performance.

➤ **Qualification Criteria:**

- a. Vendor must have successfully executed one similar contract in terms of volume and value in last 3 years of time and PO copy of the concern organization is required for reference purpose. Data will not be used or disclosed anywhere and it will be just for verification purpose.
 - b. Vendor must have an experience of C&F Work for 10000 MT capacity products in bulk handling and has experience of handling and managing teams of labours of 50 persons for 2 years in the last 3 years of time. It shall be supported through PO copy of concern organization. Data will not be used or disclosed anywhere and it will be just for verification purpose.
 - c. Vendor shall have experience of liaisoning with local Govt authorities for day to day work and licensing purpose i.e. FSSAI
- Rewriting / Overwriting in the inquiry is to be avoided.
- Bidders are abide by and bound to follow all the terms and conditions mentioned here in this tender.
- All pages of inquiry including rate form must be signed & sealed by contractors which are considered as your acceptance for all rates, terms & conditions mentioned in the tender.
- Management reserves the rights to accept or reject any / all offers submitted by bidders, without assigning any reasons. Management decision in these regards would be considered as final and no complaints will be entertained. No telephonic/personal follow-up from your side will be entertained.
- No guarantee is given for the selection of bid for allocation of C&F contract on the lowest offer basis. It would be purely merit based and management discretion.
- Last date for submission of offer through purchase portal : **04.00 pm of July 17, 2023.**
- This tender inquiry contains 12 pages.

Authorized Signatory

AmulFed Dairy - Gandhinagar

Encl: Annexure 1 - Terms and conditions
Annexure 2 - Rate Sheet
Annexure 3 - Approx. distances of hired godowns from AFD

ANNEXURE - I

TERMS AND CONDITIONS

Terms & Conditions for Loading/ Unloading and C&F activity for milk products like 25 /20 Kg Powder bags, 25/15 Kg Sagar Powder bags, 15 kg Ghee Tins and 190 Kg Butteroil at hired godowns for the period of 01.08.2023 to 31.07.2024.

1. This inquiry is for Loading/ Unloading and C&F activity for milk products like 25 /20 Kg Powder bags, 25/15 Kg Sagar Powder bags, 15 Kg Ghee Tins and 190 Kg Butteroil at hired godowns.
2. Period of the contract shall be from 1st August 2023 to 31st July 2024.
3. Under this contract, we require labours to handle approx. 300 MT powder and 150-160 MT butteroil on a daily basis without fail. You will be liable to provide more/less number of labours for the loading and unloading of powder bags and butteroil drums at the rates mentioned in this offer as required by AmulFed Dairy during the contract period from time to time. During seasonal variations, if its required bidder is abide to place additional/lesser resources accordingly as per requirement. Requirements of labours may decrease or increase, based upon our actual requirements.
4. **You are liable to provide bank guarantee/security deposit of Rs. 7,50,000 within 15 days of getting work order if your offer will be selected for this contract.** If you will fail to provide the same then contract will be automatically terminated. AmulFed Dairy can also provide you with an option to debit the same in your monthly C & F bills at its discretion.
5. If at any stage, AmulFed Dairy finds that bidder has not followed or has violated any of the tender/agreement terms/conditions then AmulFed Dairy will revoke given bank guarantee and will have all rights to recover damage cost plus penalty charges which again shall be decided by AmulFed Dairy authorities only. Further, in this case, AmulFed Dairy will have the right to stop C&F work or to terminate the complete work order/agreement without giving any prior notice.
6. Security Deposit can also be submitted in the form of Bank Guarantee as well. In this case, the validity of bank guarantee towards Security Deposit shall be **30.09.2024**. Bank guarantees towards SD of successful bidder shall be returned on successful completion of contract considering all legal/PO/Tender/AMULFED DAIRY guidelines compliance. AmulFed Dairy reserves rights to deduct the amount if found any violation in abovementioned areas.

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7. You are also liable to provide security guard per warehouse. (2 Security guards for 12 hours each per the warehouse. If any warehouse contain 2 - 3 separate buildings than also common security guards will take care. AFD may ask for separate security guard per separate building in extreme need and it will be given in writing. In case of its not given then common security guard will take care of the same.

Sr No	Area Range (In Sq. Feet)	Security guards required per godown
1	Below 50000	2
2	50001 - 90000	3
3	90001 above	4

8. The quoted rates are valid for 01/08/2023 to 31/07/2024 from the date of award of the contract. During the contract period, AmulFed Dairy shall not give any labour rate hike. We may extend the contract period by 3 months on mutual agreement basis.
9. The labour shall not leave godown premises without the permission of concern In-charge, AmulFed Dairy. In case of non-availability of labours from C&F agent side, then AmulFed Dairy may arrange labours from market rate and complete the work. In this case, labour charges as well as administration charges for this work has been debited from the amount payable or SD or EMD of C&F agent.
10. The C&F Agent shall be responsible for the safe loading/unloading of powder, Ghee and Butter oil at godowns hired by AFD. Any loss due to damage, theft, an accident during transit shall be borne by the C&F Agent.
11. The C&F Agent shall submit the invoice in the first week of the month for the activities carried out in a preceding month along with all vehicle wise stock loading and unloading data; Payment shall be made within 30 days from the date of submission/receipt of the bills at AmulFed Dairy by RTGS/online transfer. C&F agent has to provide bank details in the prescribed format given by AFD with bank official attestation and cancelled cheque copy (Annexure 5 - Bank Details Form). No Cash or cheque payment shall be made by AmulFed Dairy.
12. C&F Agent shall take a full insurance policy for the labour deployed for the said and need to complete all legal process of labour licensing. C&F agent is solely responsible for all legal requirement including PF requirements also and in any case AmulFed Dairy is not liable for the same. In future also, if any such liability generates from AmulFed Dairy from legal authorities, then AmulFed Dairy may fulfill the obligation and charges will be debited to C&F agent account payable. Liabilities for employees hired by C&F Agent shall be solely of the C&F Agent.

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13. The bidder shall deploy only those persons who have attained 18 yrs of age. No person will be allowed to deploy for work that has not attained the 18 yrs of age. In the case of the incident reported, AFD may directly cancel the contract as it is legal violation of terms.
14. The bidder will be solely responsible for any accident to their personnel and bidder shall take insurance policy as per the Workmen Compensation Act 1923. The bidder shall submit the copy of insurance policy to the organization within 10 days from the assignment of contract. In case of failure of the same, AFD may take necessary disciplinary actions.
15. If at any point of time, bidder/contractor shall deploy 50 or more than 50 labours during contract period than bidder has to take labour license as per labour laws and it needs to be present in AFD within 15 days from the contract given a date. In case of failure to submit the same, AFD shall stop the work of bidder until receiving of labour license and labours must be reduced to below 50. All legal rules changes in any legal requirement will be applicable to C&F agent and must be followed.
16. Bidder shall also maintain a daily attendance record and monthly wages payment record along with the signature of persons deployed by him. Bidder abides to pay PF of employed labours and PF challans must be submitted with daily attendance report and wage payment report. Bidder is abiding to present the same on a monthly basis or as and when asked by AmulFed Dairy authorities. In case of failure to do the same, payment of a particular month will be held till documents not submitted by the bidder.
17. It is preferable that bidder shall make payment to all labours/drivers though bank cheque/ RTGS. In case of any conflict, C&F agent shall present the amount paid receipts of transaction details to AFD.
18. AmulFed Dairy reserves the right to terminate the contract, without assigning any reason, by giving 15 days prior notice to the C&F Agent.
19. For any shortages in material reported an equivalent amount shall be deducted from the C&F Agent's amount payable.
20. C&F Agent shall make his own arrangement for loading/unloading of Material in case of any break down in the system.
21. Bidders and their deployed resources are abide to follow the Covid 19 policy of AmulFed dairy and required to adhere to it in addition to the compliance of the Government policy.

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22. AmulFed Dairy is ISO-9001: 2015, ISO - 14001: 2015, ISO - 22000:2015, FSSC 22000 Version 5.1-ISO TS 22002-1:2009 (Food) and additional FSSC 22000 requirements certified unit. We follow Quality, Food Safety & Environment-friendly processes in our factory & also expect the same to be followed in your company. Employees engaged by the C&F Agent for the above loading/unloading and C&F activity should strictly adhere to the AmulFed Dairy norms while they are in AmulFed Dairy own/hired premises and shall not smoke, eat pan masala etc. within AmulFed Dairy premises. The C&F Agent would be imposed a fine of Rs. 5000/- + applicable GST, if any employee of the C & F Agent is found violating this clause. Such an amount of fine would be recovered from the C&F Agent's bill.
23. C&F Agent shall strictly adhere to the direction given by the AmulFed Dairy officials from time to time during the contract period.
24. If C&F Agent is unable to provide the labours, as per the directions of the AmulFed Dairy officials/ if the labours provided by the C&F Agent is unable for the loading/unloading of products or does not meet the satisfaction of AFD personnel for whatsoever reason, any kind of loss incurred by AmulFed Dairy due to this, shall be recovered from the bill of C&F Agent. AmulFed Dairy may also hire outside C&F Agent and shall recover any loss/ labour charges from the C&F Agent.
25. In case of non-execution of the contract by the C&F Agent in complying with agreed terms & conditions in time, AmulFed Dairy reserves the right to get the work done through a third party at the cost and consequences of the C&F Agent. Any loss occurring to AmulFed Dairy on this account shall be payable by the C&F Agent.
26. AmulFed Dairy reserves the right to cancel the contract in case of unsatisfactory services provided by the C&F Agent and penalize the C&F Agent for the loss caused due to poor services. In such case, AmulFed Dairy, depending upon the severity of the case, shall decide the penalty amount.
27. All the legal & any further liability arising in respect of the employees hired by C&F Agent shall be borne by C&F Agent.
28. If AmulFed will award a contract to C&F Agent, vendor shall provide details such as name & addresses of its employees to AmulFed Dairy. C&F Agent shall provide the identity card to its employees. AmulFed Dairy shall allow only these employees.
29. C&F Agent shall be responsible to observe all the statutory formalities pertaining to the labours deployed at godown hired by AFD. AmulFed Dairy shall also recover the TA/DA paid to its officers for completing any statutory formalities on behalf of the C&F Agent from the bills/ SD of the C&F Agent.

30. It would be the responsibility of the C&F Agent to ensure that the quality of Material remains unadulterated during the loading, unloading and storage period at godown. If at any point of time, AmulFed Dairy finds that the C&F Agent has indulged in any activity resulting into deterioration in the quality of material, AmulFed Dairy may cancel the contract with immediate effect/ initiate legal actions against the C&F Agent / ask the C&F Agent to make the payment for the equivalent amount of the quantity of material, in question.
31. AmulFed Dairy may cancel the contract with immediate effect without assigning any reasons.
32. If AmulFed Dairy stops the loading/unloading of Material for any reason, AmulFed Dairy shall not pay any rebate to C&F Agent for the consequences if any.
33. In AmulFed Dairy premises and hired premises, bidder's representatives/ drivers/cleaners etc. have to follow and has bound by AmulFed Dairy rules & regulations for hygiene /no-tobacco policy/safety policy/IMS Policies/ discipline with proper behaviour
34. All forklifts or material handling equipment should be battery operated as AmulFed Dairy is ISO-9001: 2015, ISO - 14001: 2015, ISO - 22000:20015, FSSC 22000 V5.1 -ISO TS 22002-1:2009 (Food) and additional FSSC 22000 requirements certified unit. In the interest of the sustainable environment, we urge you to deploy eco-friendly equipment. Further, all drivers/labours/representatives of bidder have to provide valid ID proof and needs to be presented while asking by AFD official during a warehouse visit.
35. Bidder / Contractor has to maintain PF / BONUS / LEAVE / ESI accounts of his representatives/workers employed by him and all legal issues of employees/labours on his sole responsibility and AmulFed Dairy is not at all involved and will not be responsible for anything in this matter.
36. The bidder has to provide the mobile facility to supervisors/authorized personnel and share that mobile numbers to concerned AMULFED DAIRY authority. For day to day operation, the bidder has to take instructions from **AGM - FPS department** and for all operations related issues AGM - FPS department will take a decision and that will be binding to bidder/contractor.
37. Chewing of Tobacco, Smoking, Drinking of Alcoholic beverages and use of any such products are totally prohibited in own or hired premises of AmulFed Dairy. Violation of this will attract a penalty of Rs. 5000/- + applicable GST per occurrence and leading to permanent no entry to the labour or any of your representatives identified doing so.

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38. All legal formalities or govt. procedures concerning Food Safety and labour management should be fulfilled by you so that our goods would not be confiscated by any authorities for any rule violation by you. All charges/fees for this should be borne by you.
39. Any dispute/disagreement arising out of this contract shall be sorted out mutually. The decision of General Manager - AmulFed Dairy will remain final and binding to both the parties and cannot be challenged in a court of law.
40. C & F Agent is entirely responsible for materials stored at godown hired by AmulFed Dairy and any losses occurred due to accident/theft etc.
41. C&F agent has to provide necessary resources along with manpower for invoicing. AFD shall give necessary training to appointed personnel for necessary activities.
42. Management reserves the right of accepting or rejecting or cancellation of any tender/s. Final decision of Management shall be abiding on all bidders. Management can reject/cancel any tender/s without assigning any reason/s thereof. It shall not be obligatory on the part of the AmulFed Dairy to disclose the reasons.

We have read & fully understood the Terms & Conditions pertaining to the tender inquiry for Loading/ Unloading and C&F activity for milk products like 25 /20 Kg Powder bags, 25/15 Kg Sagar Powder bags, 15 Kg Ghee Tins and 190 Kg Butteroil at hired godowns for the period of 01.08.2023 to 31.07.2024.

(Name of the Authorized Signatory)

(Sign of the Authorized Signatory)

(Seal of the Authorized Signatory)

(Date)

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ANNEXURE-II

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Date :

RATE SHEET FOR C & F ACTIVITY OF POWDER AND GHEE AT HIRED GODOWNS OF AFD

CONTRACT PERIOD - 01.08.2023 TO 31.07.2024

Vendor Name:

Sr No	Activity	25 Kg/20 Kg Powder Bags	25/15 Kg Sagar Powder Bags	15 Kg Ghee Tins	190 Kg BO drum
1	Approximate qty to be handled in a year (MT)	70000	20000	2000	16000
2	No. Units in 10 MT	400/500 Bags	400/666 Bags	610 Tins	48 Drums
3	Unloading and handling of material (Rs./MT) - Includes all management and misc. expenses				
4	Loading and handling of material (Rs./MT) - Includes all management and misc. expenses				
5	GST (If applicable)				
6	Security charges (Rs/person) - As per Clause no 7 of Annexure 1				
7	GST (If applicable)				

Remark:

C & F Agent's Sign & Name

Company Seal

Date :

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ANNEXURE-III

APPROXIMATE DISTANCE (KM) OF VARIOUS GODOWNS FROM AFD

Sr. No.	Destinations	Approx. Distance (Km)
1	Pirana	54
2	Gobalaj (Ahmedabad Kheda Highway)	50
3	Hariyala	57
4	Vavadi / Kheda	58
5	Kadi / Mathasur	50
6	Bhayla / Bavla	60
7	Navagam , Bareja	50

*- Godown location may vary as per availability of godown and contract finalization of godown by AmulFed Dairy. C&F Agent must provide services at allocated hired godowns by AmulFed Dairy hired as of now and in future as well.