



JANUARY 16, 2025

Off-line Tender document

Offline Tender ID : 651

Offline Tender
Document

MDCMPUL/2024-25/651/DSD/ Aatmanirbhar Gujarat Liasing

Liaising services with Government of Gujarat to gain appropriate benefits of interest-subvention and various reimbursements on revenue and capital expenditures under the "Aatmanirbhar Gujarat 2022 scheme"

PURCHASE DEPARTMENT

MEHSANA DISTRICT CO-OPERATIVE MILK PRODUCERS' UNION LIMITED

Dudhsagar Dairy, Highway, Mehsana – 384002 Phone: 02762-253201

Fax: 02762-253201

www.dudhsagardairy.coop



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Part - A

1. Notice Inviting Tender

S. No.	Item	Description / Details
1.1 TENDER DETAILS		
1	Tender Notice No.	MDCMPUL/2024-25/651/DSD/ Aatmanirbhar Gujarat Liasing
2	Name of Project	Liasing services with Government of Gujarat to gain appropriate benefits of interest-subvention and various reimbursements on revenue and capital expenditures under the "Aatmanirbhar Gujarat 2022 scheme"
3	Name of Work	Liasing services with Government of Gujarat to gain appropriate benefits of interest-subvention and various reimbursements on revenue and capital expenditures under the "Aatmanirbhar Gujarat 2022 scheme"
4	Name of Company	Mehsana District Co-operative Milk Producers' Union Ltd, Dudhsagar Dairy, Highway, Mehsana, Gujarat, PIN - 384002
5	Estimated Cost of Work	Rs. 100 Lakh
6	Period of Completion of Project	Continues Services – Min.24 months from PO receipt
7	Tender Document Fee (INR)	Rs. 5,651 (including 18% GST) (Online Payment by NEFT/ RTGS/ IMPS)
8	EMD (INR)	Rs. 1,00,651 (Online Payment by NEFT/ RTGS/ IMPS only)
1.2 IMPORTANT DATES		
1	Bid Documents Download Start	16 January 2025
2	Bid Documents Download End	07 February 2025 , 6:00 PM
3	Pre-Bid Meeting	25 January 2025 11:00 Hours at Dudhsagar Dairy, Mehsana, Gujarat
3	Last date and time for Hard Copy submission of all physical documents as mentioned in tender document i.e. Tender fee, EMD, all supporting documents and commercial bids (Off-line tender)	07 February 2025 , 6:00 PM Purchase Department (Tender Section) Dudhsagar Dairy Highway, Near Radhanpur circle, Mehsana-384 002 (North Gujarat)
4	Bid Opening Date	08 February 2025, 10:00 AM or later



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S. No.	Item	Description / Details
5	Bid Validity Period	90 Days
6	Mode of Negotiation	Personal Negotiation (Refer: General Guidelines for E-Tender and E-Auction for details)
1.3 OTHER INFORMATION		
1	Officer Inviting Bids	I/C Managing Director
2	Bid Opening Authority	I/C Managing Director
3	Address	I/C Managing Director Mehsana District Co-operative Milk Producers' Union Ltd, Dudhsagar Dairy Highway, Mehsana, Gujarat-384002 Phone: + 91 2762 253201 to 05

I/C Managing Director

Mehsana District Cooperative Milk Producers' Union Limited Dudhsagar Dairy, Mehsana

Payment of Tender Fee & EMD

Tender fee (non-refundable) and EMD (refundable) amount is mentioned in Notice Inviting Tender. **Tender Fee and EMD Amount should be paid by NEFT/RTGS/IMPS to Mehsana District Co-operative Milk Producers' Union Limited in the bank account mentioned below.**

Banking Information for Deposit of Tender Fee, EMD, Performance Security etc.

Description	Details
Bid Document Fee/ EMD Payable To	Mehsana District Co-operative Milk Producers' Union Ltd., Mehsana
Beneficiary Name	Mehsana District Cooperative Milk Producers Union Limited
Credit Account Number	443104000000532
Account Type	Cash Credit
Bank Name	IDBI Bank
Bank Branch Name	Mehsana Branch
IFSC Code	IBKL0000443



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If EMD amount is more than Rs. 5 lakhs then it can be paid in Bank Guarantee (BG) also. The bank guarantee issued by a Nationalised Indian Bank/other major banks like HDFC Bank, ICICI Bank, Axis Bank, IDBI Bank. Bank Guarantee from a foreign bank having branch in India may be accepted.

ANY OTHER MODE OF PAYMENT IS NOT ACCEPTABLE

After Paying the amount by NEFT/RTGS/IMPS/BG, details of the same should be given in your physical tender bid. The hard copy of the payment advice of the transaction to be submitted along with your physical tender bid as a proof of payment. Bidder has to submit original BG along with technical documents if EMD is paid in BG. In case of re-tender of a tender, bidder who had participated in the original tender can submit tender fee and EMD details of original tender in re-tender. Kindly note that tender fee is not refundable in any case even in case bidder is not able to submit tender completely.

Ernest Money Deposit (EMD)

All Bids must be accompanied by Earnest Money Deposit (EMD) in the form specified in the Bidding document. The Bids not accompanied with EMD shall be summarily rejected. The Bid security shall be denominated in Indian Rupees of value as specified.

The security deposit/EMD will be interest free.

EMD of unsuccessful bidders will be refunded after completion of our tender and purchase order process. EMD of successful bidder will get returned only after successful execution of Purchase order.

Note: In case a bidder is not able to submit the Tender completely after paying tender fee and EMD then such bidders should inform purchase department immediately on date of opening of tender mentioned in NIT and provide complete transaction details and proof for returning of EMD of such bidders.

The Bid security may be forfeited if:

1. A Bidder or Supplier withdraw its bid during the period of bid validity specified by the Purchase on the tender document
- OR
2. In case of successful Bidder/Supplier, if the Bidder/Supplier fails to sign the contract or execute the contract within specified period of contract.



Performance Security

Successful bidder has to submit Performance Security after award of contract. Performance Security amount and its related terms and conditions are mentioned in NIT or Part B of tender.

Acceptance of Tender Terms and Conditions by Bidder

Bidders have to abide by all terms and conditions and specifications of items mentioned in tender document. Quoting price bid will be treated as acceptance of all terms and conditions of tender document.

Tender Date Extension Request

Bidder must request through email for any extension needed at least three days (72 Hours) prior to the last date of tender. The extension request must be accompanied with the payment receipt of Tender Fee and EMD. Without Tender fee, EMD and any request after 72 Hours to close the tender will not be entertained in any condition.

Rights Reserved by Dudhsagar Dairy, Mehsana

Dudhsagar Dairy, Mehsana, at its sole discretion and without assigning any reason thereof, reserves the right to accept and / or reject the whole or part of any or all the bids received at any stage of tender. Similarly, we reserve the right to award purchase order in full or part items/quantity to any bidder. Dudhsagar Dairy reserves the right to re-conduct auction/negotiation starting from previously closed rates. In case of dispute, decision taken by I/C Managing Director will be final.



2. Contact Details

User Department

Contact user department for technical queries, specifications, date extension etc.

S. No.	Contact Person	Contact No.	E-mail ID
1	Tejas S Panchal (Executive – F & A)	9824406929	tspanchal@mehsanaunion.coop
2	Pinal D Shah (General Manager – Finance and Accounts)	95107 65001	pdshah@mehsanaunion.coop

Purchase Department

Contact Purchase Department for queries in commercial terms and conditions, tendering process and help in filling tender.

S. No.	Contact Person	Contact No.	E-mail ID
1	Kalpesh Mehta (Asst. Manager– Purchase)	9974059253	kamehta@mehsanaunion.coop
2	Subodh Kant (Sr. Manager- Purchase)	9974056670	skkant@mehsanaunion.coop



3. Eligibility Criteria

1. Commercial Eligibility

1.1 Not Applicable

2. Technical Eligibility

The bidder must meet the following minimum qualification criteria;

- 2.1 Experience of liasioning with government department for various government schemes' subsidy or benefits.
- 2.2 Minimum 5 contract copies awarded to you in last five years starting from 01/04/19 for such work of Companies, Government Organization or Co-operatives.
- 2.3 Minimum 3 Provisional Eligibility Certificate issued to your clients which are of Companies, Government Organization or Co-operatives.

3. Other Eligibility Criteria

- 3.1 The bidder which is blacklisted by Mehsana Union/GCMMF/NDDDB are not eligible to bid otherwise, bid will not be accepted and EMD may be forfeited. Bidder shall have to provide related supporting document for same in hard copy with bid.
- 3.2 Even though the Bidder meets the specified criteria, the bid may be disqualified in case the bidder has:
 - a) Made untrue or false declaration in the forms, statements and attachments submitted in proof of their qualifications.
 - b) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion or financial failure etc.



Annexure 1: Price Bid Format (Off-Line)

Price Bid Format (Deliverables stage wise)

S. No.	Item Description	Basic Fee charge of service in % of actual benefits	GST % on Basic Fee
1	End to End Process Liasing till Claim Receipts in Bank (as per Annexure – A of Tender Part B)		

Annexure 2: Performance Security & Payment Terms

S. No.	Description	Details
1	Performance Security (to be submitted by successful bidder after getting Purchase Order) if applicable	NA
2	Payment against Bank Guarantee (ABG)	Against Each Payment made as per sr. no. 1, 2 & 3 of Payment Schedule given in Annexure – A
3	Payment Against (Benefit Received)	Payment after 15 Days from actual benefit credited into our bank account for % based payment – 10% retention which will be released on next trench. In case of Lumpsum, after 15 days of deliverables and submission of invoice & Bank Guarantee for equivalent amount till first claim benefit received.
4	Payment Against Satisfied Service and benefit received	NA
5	PBG Percentage	NIL
6	Other Payment Terms	NIL

Note

- The entire bank guarantee should be obtained from Nationalized / Scheduled bank or any foreign bank having branch in India.
- Above Bank Guarantee will remain valid for 60 days beyond the end of contract period / defect liability period and last claim date should be min.3 months beyond BG validity date.

Sign & seal of Bidder



Annexure 3: Delivery Terms and Conditions

S. No.	Description	Details
1	Delivery Location	Mehsana Business Location
2	Delivery / Work Completion Period	As per Annexure A
3	Other Remarks	NIL

Annexure 4: Specific Terms of Work :

1. Bidder has to submit rates for complete scope of work as per our Price bid.
2. Bid price must be on fixed rate basis in INR only. Only GST revision as per government notification will be accepted.
3. Dudhsagar Dairy at its sole discretion and without assigning any reason thereof, reserves the right to accept and / or reject the whole or part of any or all the bids received.
4. **By submitting offline price-bid, bidder will be bound to complete work of this Tender Requirements in all respects.**
5. If any work fulfilled by us on behalf of Vendor [Mentioned in PO but not executed by Vendor], cost of that work will be deducted from Vendors' to be released payment without fail.
6. Above special clauses supersede all other related terms and conditions specified in tender document.



Part – B

Technical Specifications & Scope

Offline Tender Document

: MDCMPUL/2024-25/651/DSD/ Aatmanirbhar Gujarat Liasing

Liaising services with Government of Gujarat to gain appropriate benefits of interest-subvention and various reimbursements on revenue and capital expenditures under the "Aatmanirbhar Gujarat 2022 scheme"



SCOPE OF WORK

Annexure – A

Consultancy Scope:

1. Project consultancy for maximum benefits.
2. To check and submit the report whether Dairy is eligible under Atmanirbhar Gujarat 2022 scheme with calculation of tentative benefits.
3. Arrange to procure any specific certificate required as mutually agreed (Actual cost will be born by Dairy).
4. Application to Appropriate authority
5. Assistance for forwarding recommendation to various offices of govt.
6. Ongoing follow up with for scrutiny process and query solving
7. Assistance for issuing of Project Registration Certificate
8. Coordination and Technical Support during appropriate Office visit.
9. Guidance for documents preparation required for Eligibility and review.
10. Application and coordination with the department.
11. Claim Preparation on the basis of relevant data provided by Dairy
12. Claim submission and Assistance for forwarding recommendation from appropriate Coordination and technical support during proceedings
13. Ensure complete scrutiny process including clearance of Audit Department.
14. Fund Release from Treasury Department.
15. Submission of the report and presentation to Dairy management on quarterly basis for progress of the work.

Deliverables

1. **Benefit Eligibility Check** (must be finished within 15 working days from the date of issue of contract). Based on result, Dairy management reserves the right whether to continue or not)
2. Issuance of Project Registration Certificate. (To apply within 45 days after submission of all relevant documents and to get Project Registration Certificate within 3 months of application)
3. Issuance of Provisional Eligibility Certificate. (To apply within 90 days after submission of all relevant documents or receipt of Project Registration Certificate and to get Provisional Eligibility Certificate within 5 months of application)
4. Issuance of Final Eligibility Certificate. (To apply within 90 days after submission of all relevant documents or receipt of PEC and to get Final Eligibility Certificate at the earliest as per govt guidelines)
5. Claim, Fund release and bank receipt as per government guidelines

Payment Schedules

1. On Receipt of Project Registration Certificate : INR 1 Lac
2. On Receipt of Provisional Eligibility Certificate : INR 3 Lac
3. On Receipt of Final Eligibility Certificate : INR 5 Lac
4. Claim Release: Payment after 15 Days from actual benefit credited into our bank account for % based payment. Payment made as per sr. no. 1, 2 & 3 will be deducted and invoice to be raised for net amount.



Instructions for Technical Stage Forms (Off-line)

Other Details Required

S. No.	Details Required	Instructions
1	FIRM Name and Establishment Year	
2	FIRM Head office / Branch office Address and Contact Details	
3	Practicing Area and Experience Years	
4	Total no. of Employees	
5	Lead Team Member and Short Profile	
6	Assigned person Details	(Details of the Person to be contacted for Further clarification on Tendering Process)
7	Assigned person's Contact Details	

List of Documents

Sr. No.	Particulars of Documents	Mandatory / Optional	Submission Type (Hard Copy)
1	Certificate of Business Registration	Mandatory	Self-Certified
2	GST Registration	Mandatory	Self-Certified
3	List of Companies, where such services are already given	Mandatory	Assignment Contract Copy
4	Authority letter (Assigned person Details) Attached with Govt. ID	Mandatory	issued by authority not below the Authorized Signatory to financials
5	No Black listed confirmation letter	Mandatory	Self-Certified