



**THIRUVANANTHAPURAM REGIONAL COOPERATIVE  
MILK PRODUCERS' UNION LTD.  
(TRCMPU Ltd.)**

**“KSHEERA BHAVAN”, PATTOM,  
THIRUVANANTHAPURAM – 695 004**

**BID REF. NO. 122/TRU/PI/EMT/24-25/ETEND**

**E-TENDER ID: 2024\_KCMMF\_680509\_1**

**E-TENDER FOR ANNUAL MAINTENANCE CONTRACT  
FOR ELECTRONIC MILK TESTING EQUIPMENTS**

**2024-'25**

**BID FORM**

1. Registered Name of Bidder :

2. Address :

3. Telephone

i) Land phone :

ii) Mobile :

4. E-mail :

5. Fax :



**THIRUVANANTHAPURAM REGIONAL COOPERATIVE MILKPRODUCERS' UNION LTD.**  
**KSHEERA BHAVAN, PATTOM, THIRUVANANTHAPURAM –695 004**  
**Phone No: 2558850, 2446845 Fax: 2449567 E-mail ID - trcmpupi@gmail.com**

**NOTICE INVITING TENDER**

The Thiruvananthapuram Regional Co-operative Milk Producers' Union Ltd. invites E tenders from **Firms / Persons for the Annual Maintenance Contract for Electronic Milk Testing Machines** to the Dairy Cooperative Societies of Kollam, Pathanamthitta, Alappuzha Districts as detailed in the subsequent parts of this tender document and subject to the terms and conditions given therein. For details, please visit our website [www.milmatrcmpu.com](http://www.milmatrcmpu.com).

1.	Tender No. & Date	122/TRU/PI/EMT/24-25/ETEND Dated : 12.07.2024 E-TENDER ID: 2024_KCMMF_680509_1
2.	Scope of tender	<b>Annual Maintenance Contract for Electronic Milk Testing Machines</b> Dairy Cooperative Societies of TRCMPU, situated at Kollam, Alappuzha and Pathanamthitta.
3.	Bid Submission Fee	Rs. 500/- (Rupees Five Hundred Only)
4.	Earnest Money Deposit (EMD)	Rs. 5,000/- (Rupees Five thousand Only)
5.	Date and Time of Publication of e-tender.	15.07.2024;10:00 AM
6.	Date of Submission of e-tender	15.07.2024;10:00 AM 24.07.2024; 1:00 PM
7.	Date and time of opening of e-tender	25.07.2024;02:00 PM
8.	Place of Opening	TRCMPU Ltd., "Ksheera Bhavan", Pattom Thiruvananthapuram–695004.
9.	Bid Validity	3 months
10.	Validity of rates quoted	Rates quoted shall be valid for a period of one year from the date of opening of tender

**Sd/-**  
**Managing Director**



### **TERMS & CONDITIONS**

Thiruvananthapuram Regional Cooperative Milk Producers' Union Ltd. (TRCMPU) invites competitive rates for the **Annual Maintenance Contract for Electronic Milk Testing Machines** to the societies spread across Kollam, Alappuzha and Pathanamthitta districts. The terms and conditions are as follows;

1. The bidders shall have a minimum of 5 years' experience in the field of manufacture/service of Electronic Milk Testing Machines. Tenders of firms/persons not having the required experience will be rejected during technical evaluation.
2. The approximate district wise number of machines under the contract are detailed below

Districts	Approximate numbers of EMT Machines
Kollam	100
Pathanamthitta	124
Alappuzha	162
<b>TOTAL</b>	<b>388</b>

3. The bidders shall quote the rate per year for one machine for each district.
4. Bidders can quote rates for all districts/ to those districts of their choice.
5. The quotation will be evaluated district wise and the contract will be awarded to the lowest eligible bidder for each district separately.
6. The rates quoted shall be inclusive of maintenance charges, conveyance charges to the location, all other expenses, GST etc. No further increase will not be permitted or entertained.
7. Spare parts required for maintenance or repair will be provided by the TRCMPU Ltd. The contractors shall keep them in their safe custody and shall maintain a register for the stock of spare parts. In addition to the stock register, a service call record register, job report record and a recovery register shall be maintained by the contractors which will be provided by the Union. Such registers shall be updated on a daily basis and shall be produced before the authorized officer of the Union, failing which the payment will be withheld and the contract will be cancelled.
8. The contractor shall submit Service job report, Stock and consumption reports on spare parts and statement for the recovery of service charge and cost of spares from the Dairy societies on a monthly basis to the district officers.
9. Payment will be made on a monthly/quarterly basis in proportion to the annual rates from the respective district units of TRCMPU Ltd. The periodicity of payment (Monthly/quarterly) will be decided at the time of issuance of work order on mutual consent.
10. The BMCC/Dairy Societies where the service calls are to be attended will be informed by the district officers authorised by TRCMPU Ltd. via Email/Telephone/any other mode of electronic communications and the bidder shall attend and dispose service calls within the time limit specified by such authorised officers. In case where the bidders fails to attend or dispose service calls, the Union reserves the rights to impose penalty on the contractor as recommended by such authorised officers and to recover it from any sum due to the contractor.
11. The bidder at any stage of contract, shall not cause any damage or loss to the properties of the Union and the BMCCs or the Dairy societies affiliated to it where the machines are located.
12. The successful bidder has to execute an agreement on Rs. 200/- Kerala stamp paper within 15 days of receipt of work order. Model format of the agreement will be provided along with the work order.
13. The successful bidder shall remit security deposit of Rs.20,000 within 10 days from the date of acceptance of the work order and no interest shall be paid for the security deposit. After successful completion of the contract period, the security amount shall be returned to the tenderer after deducting penalties/liabilities if any.
14. The period of contract shall be one year and TRCMPU on mutual consent, reserves the right to extend the contract for a further period not exceeding one year.

15. Within the contract period, either client or contractor shall have the right to terminate this contract after serving a 30 days prior written notice. If the contractor withdraws from the contract without serving 30 days' notice period, the security deposit remitted by the contractor shall be forfeited and the loss incurred to the Union if any, shall be secured from any sum due to the contractor. The Union shall be at full liberty to terminate this contract at any time by giving 15 days advance notice on occurrence of any breach of terms and conditions of this tender document on part of the contractor.

16. **Submission Of Tender**

- 1) Tenders are to be submitted online only through the e Procurement portal of Government of Kerala [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)
- 2) A Prescribed format is available as BOQ (Bill of Quantities) in the website for quoting the rates.  
**DOCUMENTS TO BE UPLOADED DURING TENDER SUBMISSION**
  - a. The bidder shall scan and upload this tender document with proper signature and seal of the authorised person / firm in all pages.
  - b. Bidder shall upload scanned copy of their Aadhar Card, PAN, Bank Pass book.
  - c. Bidder shall upload Experience Certificate showing a minimum of 5 years' experience in the field of manufacture/service of Electronic Milk Testing Machines as specified in clause no.(1).  
**The tender submitted without the above said documents will be considered as incomplete and subjected for rejection during technical evaluation .**
- 3) Bidder alone will be responsible for submission of defective tenders and such tenders are liable to be summarily rejected.
- 4) Bidders are advised to note the Tender ID and Tender No. & Date for reference.
- 5) All uploaded documents should contain the signature and the office seal of the bidder/authorized persons and should be digitally signed while uploading. Documents uploaded without digital signature shall entitle rejection of the tender.
- 6) Opening of Tenders: - The online tenders will be opened on the date and time of opening, as notified.
- 7) The Managing Director, TRCMPU Ltd., reserves the right to reject any or all the technical bids, if he finds the same would safeguard the best interest of TRCMPU.
- 8) The tenders will be evaluated based on the lowest rate quoted.
- 9) The Thiruvavanthapuram Regional Cooperative Milk Producers' Union Ltd. is not bound to accept the lowest price bid offer. Managing Director of TRCMPU Ltd has the absolute right to reject any or all the tenders without assigning any reason thereof.
- 10) The language of the tender shall be in English.
- 11) Thiruvavanthapuram Regional Cooperative Milk Producers Union Ltd. shall not be responsible for any kind of delay in online submission of tender.
- 12) Only the authorized signatory shall submit the tender.
- 13) Amendments if any shall be brought to the notice through the online website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) or [www.milmatrcmpu.com](http://www.milmatrcmpu.com) to all prospective bidders, and that will be binding on them.
- 14) The Bidder shall pay tender document fee of Rs. 500/- and Earnest Money Deposit Rs.5,000/- for the supply of items (BOQ1 ).The security amount shall be remitted once the order is confirmed to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security amount.
- 15) The final acceptance of the tender rests entirely with the Managing Director, TRCMPU, who do not bind themselves to accept the lowest or any tender.
- 16) The EMD, shall subject to the condition specified herein, be returned to the successful bidder after remittance of security deposit but in the event of any dispute arising between TRCMPU and the Bidder, TRCMPU shall be entitled to deduct out of the EMD the corresponding amount of such damages, and the expenses as may be claimed, until such dispute is determined.
- 17) The Bidder shall not assign or hand over the contract or the benefits or burdens thereof to any other person or body corporate. The bidder shall not underlet or sublet to any person or persons or body corporates, the execution of the contract or any part thereof without the consent in writing from the undersigned, who shall have absolute power to refuse such consent or rescind such consent (if given) at any time, if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the bidder

or the sub-contractor upon such rescission. Provided always that if such consent be given at any time, the bidder shall not be relieved from any obligation, duty or responsibility under the contract.

- 18) Every notice hereby required or authorized to be given may be either given to the bidder personally, or left at his residence or last known place of abode/business, may be handed over to his agent personally or may be addressed to the bidder by post at his usual or last known place of abode/business and if so addressed and posted shall be deemed to have been served on the bidder on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place of abode/business.
- 19) **The field provided in the BOQ for entering “All-inclusive Unit Rate” shall be filled judiciously. If the bidder is not quoting for a particular item, the corresponding field should be left blank.**
- 20) Special conditions, if any, of the tenders attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the undersigned.
- 21) Payment of taxes and other applicable Government levies shall be made according to the rules and regulations as existing on the date of the payment.
- 22) Payment will be made directly to the firm/person to whom the work order is issued, unless the bidder endorse an authorised person to execute the order and collect the payment on their behalf. All incidental expenses incurred by TRCMPU, if any, for making payments shall be borne by the bidder.

Arbitration:- In case of any dispute, the Registrar of Co-operative Societies of Kerala State shall be the sole Arbitrator as per the provisions of Kerala Co-operative Societies Act 1969.

Jurisdiction:- Thiruvananthapuram (Kerala) only.

for TRCMPU Ltd.,

Sd/-  
Managing Director  
Thiruvananthapuram Regional Cooperative Milk Producers' Union Ltd.,  
“Ksheera Bhavan”, Pattom,  
Thiruvananthapuram, Kerala – 695 004.  
Tel. No.: 0471 2447109  
Fax No.: 0471 2449567

## **General Guidelines for e-Procurement**

This tender is an e-Tender and is being published online for the supply of items as mentioned in the Invitation to Bid. The tender is invited in two cover system from the registered and eligible parties through e-procurement portal of Government of Kerala (<http://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above-mentioned e-procurement portal. The tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

### **Online Bidders registration process:**

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on "[www.cca.gov.in](http://www.cca.gov.in)." Once, the DSC is obtained, bidders have to register on "[www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)" website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost. Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088, 2577188, 2577388 or 0484-2336006, 2332262 or 1800-3070-2232 – through e-mail: "[etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in)" for assistance in this regard.

### **Online Tender Process:**

The tender process shall consist of the following stages:

- a. **Downloading of tender document:** Tender document will be available for free download on "[www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)" from the date & time of publication of e-tender, till the last date & time for online submission of e-tender. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document. Downloading of tender documents will not be possible after the date specified above.
- b. **Pre-bid Meeting:** NA
- c. **Publishing of Corrigendum:** All corrigenda shall be published on "[www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)" and shall not be available elsewhere.
- d. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document to "[www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)." No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- e. **Opening of Technical bid and bidder short-listing:** Technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualification. All documents in support of technical qualification shall be submitted (online) within the due date and time. Failure to submit the documents will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- f. **Opening of financial bids:** Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in the critical date's section.

### **Documents comprising bid:**

- g. **First Stage (Pre-qualification or Technical cover based on 1 cover or 2 cover tender system):**  
Pre-qualification or technical proposal shall contain the scanned copies of the documents mentioned in the Terms & Conditions (Clause 1. Eligibility and qualification requirements) which every bidder has to upload.  
The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.
- h. **The Second Stage (Financial Cover or as per tender cover system):**  
The Bidder shall complete the Price bid as per BOQ in spreadsheet format given for download along with this tender.

**Note: - The blank price bid should be downloaded and saved on bidder's computer without changing file-name, otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.**

**Fixed price:** Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non-responsive and rejected.

### **Tender Document Fees and Earnest Money Deposit (EMD)**

The Bidder shall pay a tender document fee and Earnest Money Deposit or Bid Security as given in the Tender Inviting Notice. The Bid security is required to protect the purchaser against the risk of Bidder's conduct, which would warrant the forfeiture of security.

**Online Payment modes:** The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

**State Bank of India Multi Option Payment System (SBI MOPS Gateway):** Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in eProcurement System.

<b>A) Internet Banking Options (Retail)</b>
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1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce
6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	ShamraoVithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The Kalyan Janata Sahakari Bank
19	Deutsche Bank	50	Thane Janata Sahakari Bank
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		
28	Jammu & Kashmir Bank		
29	Janata Sahakari Bank		
30	Karnataka Bank		
31	KarurVysya Bank		

**B) Internet Banking Options (Corporate)**

1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	ShamraoVitthal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
10	Deutsche Bank	30	Syndicate Bank
11	Development Credit Bank	31	UCO Bank
12	Dhanalaxmi Bank	32	Union Bank of India
13	Federal Bank	33	UPPCL



14	HDFC Bank	34	Vijaya Bank
15	ICICI Bank	35	Axis Bank
16	Indian Overseas Bank		
17	JantaSahakari Bank		
18	Jammu & Kashmir Bank		
19	KarurVysya Bank		
20	Kotak Bank		

During the online bid submission process, the bidder shall select **SBI MOPS** option and submit the page, to view the **Terms and Conditions** page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely **SBI** and **Other Banks\*** will be shown. Here, Bidder may proceed as per below:

- a) **SBI Account Holders** shall click **SBI** option to with its Net Banking Facility, where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- b) **Other Bank Account Holders** may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

*\*Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of the transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. **The bid will be evaluated only if payment status against bidder is showing “Success” during bid opening.**

#### **SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and financial bid online on “[www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)” along with online payment of tender document fees and EMD. No other mode of submission shall be accepted and such tenders will be rejected outright.

For page-by-page instructions on the bid submission process, please visit “[www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)” and click “Bidders Manual Kit” link on the home page.

**It is necessary to click on “Freeze bid” line/icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/opening during bid opening process.**