



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

**"KSHEERA BHAVAN", PATTOM,
THIRUVANANTHAPURAM – 695 004**

BID REF. NO. 179/TRU/P&I/BMCC/2018-'19/ETEND-1

E-TENDER FOR

**CONSULTANCY SERVICES FOR ISO 22000:2005 CERTIFICATION
OF 25 BULK MILK CHILLING CENTRES (BMCCs)**

2018-'19

BID FORM

1. Registered Name of Bidder :

2. Address :

3. Telephone

i) Land phone :

ii) Mobile :

4. E-mail :

5. Fax :



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

NOTICE INVITING TENDER

The Managing Director, Thiruvananthapuram Regional Cooperative Milk Producers Union Ltd (TRCMPU) invites online bids for providing consultancy services for Documentation/Review under ISO 22000:2005 Standard in 25 Bulk Milk Chilling Centres (BMCCs) under TRCMPU Ltd.

1.	Tender No. & Date	179/TRU/P&I/BMCC/2018-'19/ETEND-1 Dated 01.03.2019
2.	Nature of work	Consultancy services for ISO 22000:2005 certification of 25 BMCCs under TRCMPU Ltd. (See Annexure – 1 for District wise list of BMCCs)
3.	Tender Value	Approx. ₹ 5,00,000/- (Rupees Five Lakh only)
4.	Bid Submission Fee	₹ 500/- (Rupees Five hundred only)
5.	Earnest Money Deposit	₹ 10,000/- (Rupees Ten thousand only)
6.	Date and Time of Publication of e- tender.	01.03.2019 10:00 AM
7.	Date of Submission of e-tender	01.03.2019 10:00 AM to 12.03.2019 05.00 PM
8.	Date and time of opening of e-tender	15.03.2019 10.00 AM
9.	Place of Opening	TRCMPU Ltd., "Ksheera Bhavan", Pattom Thiruvananthapuram – 695 004.
10.	Bid Validity	120 Days

**MANAGING DIRECTOR
TRCMPU LTD.**



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TERMS & CONDITIONS

1. Eligibility and qualification requirements:

- a) Experience in providing consultancy service for FSMS certification for dairies/chilling plants/BMCCs (**The firm should have carried out FSMS consultancy work preferably for a minimum of 10 [Ten] dairies/chilling plants/BMCCs**)
- b) The bidder shall furnish documentary evidence for the above, failure of which will lead to disqualification.

2. Scope of Work

The present tender is called for providing consultancy services for Document preparation under ISO 22000:2005 Standard in 25 (Twenty five) Bulk Milk Chilling Centres (BMCCs) under TRCMPU. The scope of work shall include,

- a) Gap Analysis.
- b) System Documentation/Review based on requirements of ISO 22000:2005 Standard and suggest amendments, if any.
- c) Providing assistance in,
 - i. Constituting food safety team,
 - ii. Training Food Safety Team,
 - iii. Preparing Legal Registers,
 - iv. Policies and Objectives,
 - v. Preparing Documents,
 - vi. Making Procedures,
 - vii. Implementing the procedures,
 - viii. Formulating Records.
- d) Imparting awareness training to Employees.
- e) Imparting Internal Auditor Training.
- f) Assist in conducting internal audits.
- g) Assist in corrections and Corrective Actions.
- h) Assist in holding Management Review Meeting.
- i) On completion of Stage One Audit - Assist in making necessary corrections.

3. Time Frame

The assignment has to be completed within a period of 3 months from the date of award of the Contract.

4. Security Deposit

An amount equivalent to 10% of the total work order value shall have to be remitted as the security deposit as Demand Draft drawn in favour of "Managing Director, TRCMPU Ltd., Pattom, Thiruvananthapuram" (or) as bank guarantee for the amount, to ensure satisfactory conduct of the contract.

No interest will be paid for the security for the period for which it lies with the organization.

5. Note to Bidders:

- a) The Managing Director, TRCMPU Ltd., reserves the right to reject any or all the bids if he finds the same would safeguard the best interest of TRCMPU.

- b) TRCMPU does not bind itself to accept the lowest offer and reserves the right to accept any offer in part or full without assigning any reason. The bidders shall not have any claim in this regard.
- c) The final acceptance of the tenders rests entirely with the Union who do not bind themselves to accept the lowest or any tender.
- d) The Consultant/Agency 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. No allowance or compensation shall be made to the Consultant/Agency upon such rescission. Provided always that, if such consent is given at any time, the Consultant/Agency shall not be relieved from any obligation, duty or responsibility under the contract.
- e) Every notice hereby required or authorized to be given may be either given to the Consultant/Agency 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 Consultant/Agency 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 Consultant/Agency on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place of abode/business.
- f) No representation for enhancement of rates once accepted will be considered.
- g) **The price quoted should be inclusive of all duties and charges, cesses etc.** No additional claim other than above shall be entertained subsequently.
- h) 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.
- i) A bilateral agreement needs to be executed between TRCMPU and the Consultant/Agency prior to the commencement of the consultancy work for the satisfactory accomplishment of the contract.
- j) Payment will be made directly to the Consultant/Agency to whom the work order is issued. All incidental expenses incurred by the Union, if any, for making payments shall be borne by the Consultant/Agency.
- k) All claims shall be addressed to the undersigned.
- l) Arbitration - In case of any dispute, the Registrar of Cooperative Societies of Kerala State shall be the sole Arbitrator as per the provisions of Kerala Cooperative Societies Act 1969.
- m) Jurisdiction – Thiruvananthapuram (Kerala) only.

Managing Director
TRCMPU 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.

A) 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.” Once, the DSC is obtained, bidders have to register on “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” for assistance in this regard.

B) Online Tender Process:

The tender process shall consist of the following stages:

- i) **Downloading of tender document:** Tender document will be available for free download on “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.
- ii) **Pre-bid Meeting:** NA
- iii) **Publishing of Corrigendum:** All corrigenda shall be published on “www.etenders.kerala.gov.in” and shall not be available elsewhere.
- iv) **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.” No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v) **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.
- vi) **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.

C) Documents comprising bid:

- i) **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.
- ii) **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.

D) 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.

A) Internet Banking Options (Retail)			
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	Karur Vysya 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	ShamraoViththal 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 Consultant/Agency's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.**

E) 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" 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" 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.

DISTRICT WISE LIST OF BMC SOCIETIES FOR ISO 22000:2005 CERTIFICATION CONSULTANCY WORK

Sl. No.	District	Name of BMC Society	Operational Capacity (Litres)	Staff Strength	
				Temporary	Permanent
1	Trivandrum	Kallamam	5000	3	3
2		Karacode	2000	4	6
3		Keezhkolla	5000	3	3
4		Kiliyoor	5000	2	4
5		Kottaikkakom	2000	2	6
6		Nediyavirali	10000	1	4
7		Puthenkada	2000	1	6
8		Uchakkada	10000	0	7
9	Kollam	Chirakkara Edavattom	10000		4
10		Kottara	3000		2
11		Kottukkal	5000		2
12		Pavumba	3500		4
13		Thevalakkara	3000		3
14		Yeroor	5000		3
15	Alappuzha	Erumakkuzhy	3000		2
16		Kattanam	5000		2
17		Mannar	5000		3
18		Muhamma North	5000		3
19		Punnapra West	3000		2
20		Vallikunnam	5000		3
21	Pathanamthitta	Chengaroor	3000	1	2
22		Memala	2000	0	3
23		Perumpetty	5000	2	2
24		Tholuzham	3000	0	3
25		Vechoochira	5000	1	4
Total: -					86