



THIRUVANANTHAPURAM REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD.
KSHEERA BHAVAN, PATTOM, THIRUVANANTHAPURAM-695004.

Ph: 0471 2447109 , 2446845. Email:- trcmpumkt@gmail.com

Website: www.milmatrcmpu.com

E-TENDER REF No. TRU:MKT:216:2023 (POP Materials)

**TENDER DOCUMENT FOR SUPPLY OF
POP Materials to various units of TRCMPU**



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07.08.2023

QUOTATION NOTICE

1. Thiruvananthapuram Regional Co-operative Milk Producers' Union Limited invites tenders from reputed manufacturers/suppliers for supply of POP Materials for Milk and Milk products. Interested eligible Bidders may obtain further information from the office of the Thiruvananthapuram Regional Co-operative Milk Producers' Union Limited, Ksheera Bhavan, Pattom, Thiruvananthapuram.

Bid Reference	TRU:MKT:216:2023 (POP Materials supply)
Estimated cost	Rs. 80 lakhs
Cost of Tender Form	Rs.1000/- (Rupees One Thousand only)
Amount of Bid Security by online transfer	Rs. 10000/- (Ten thousand Only)
Document Publishing Date	09.08.2023
Date of submission of e-tender	09.08.2023 to 18.08.2023 12 Noon
Bid Submission Closing date	18.08.2023 13.00 hrs
Place of Opening of Bid	Thiruvananthapuram Regional Co-operative Milk Producers' Union Ltd., Head Office, Ksheera Bhavan, Pattom P.O, Thiruvananthapuram.
Date & Time of opening of bids.	19.08.2023 11.00 hrs
Equipments for which the tender is invited	POP Materials for different dairies under TRCMPU
Technical Specifications	Enclosed.
Bid Validity	90 days

Sd/-
MANAGING DIRECTOR

This tender comprises of the following parts:

- a. Tender Notification b. Terms and Conditions. c. Technical Specifications.

a) Terms & Conditions for e-Procurement

This tender is an e-tender and is being published online. The tender is invited in two cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://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 time line is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

a. Online Bidder 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 - through email: 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. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Pre-bid meeting:**
- 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 on 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:

The technical bids will be opened, evaluated and short listed as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids short listed by this process will be taken up for opening the financial bid.

vi. Opening of Financial Bids: Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section

c. Documents Comprising Bid:

i. The 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 following documents, 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 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. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

e. STEPS FOR MAKING TENDER PAYMENTS IN ETENDER SYSTEM VIA SBI MOPS GATEWAY

(SBI AND NON-SBI ACCOUNT HOLDERS)

Step 1) Click "**Pay Online**" when you reach below page while Online Bid Submission.

Step 2) Click "**Confirm to Pay**" to proceed with the payment gateway.

Note: Please ensure that you have availed Tender Fee / EMD Exemption, if eligible. Further, there would not be any provision to change back, under any circumstances.

Step 3) Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option SBI MOPS and Submit.

Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.

Step 4) Check and Follow the Terms and Conditions, and then Submit,

**Step 5) Bidders may choose their respective bank for accessing Internet Banking Facility.
SBI ACCOUNT HOLDERS**

- Bidders with SBI account may click SBI option to proceed to its Net Banking Page
- Bidders may enter SBI Net banking user ID and Password and Click on **Login** to proceed.
- **Please ensure that your account has sufficient balance**, before proceeding further. After checking the same, Click **Confirm** button to transfer payment. After account debit, MOPS gateway will automatically re-direct to the eProcurement System, with the Success transaction.
- You will receive bank response immediately by verifying the payment status, whether **Success** or not. **In case, payment was debited from account and further, Payment Failure** is shown, immediately contact the e-Procurement helpdesk, for resolution, **before tender closing time**.
- Click **next** to go to Bid Preparation details.
- Please ensure that the **Pay Online** option is not shown after successful payment, as below, for confirmation. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

OTHER BANKS:

- a) Bidders with other bank account may click **Other Banks** option to proceed to SBI Net Banking Page
- b) You may select the appropriate Bank from selection page. As an example, steps are given below, proceeding with ICICI Bank in the provided dropdown box of All Banks, as an example.
- c) After selecting ICICI Retail Banking, Click **Make Payment** Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.
- d) After, successful payment, system will direct you to payment confirmation page.
- e) You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the e-Procurement helpdesk, for resolution, before tender closing time.
- f) Click **next** to go to Bid Preparation details.

- g) Please ensure that the Pay Online option is not shown after successful payment, for confirmation. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

For any clarifications regarding above payment process or related issues in Kerala e-Procurement System, please reach KSITM e-Procurement Helpdesks via below details:

Thiruvananthapuram

Address: Kerala State IT Mission

E-Government Procurement PMU and Helpdesk,
Basement floor of Pension Treasury Building,
Uppallam Road, Statue,
Thiruvananthapuram

Tel : (On all Government working days from 10:00 am to 5:30 pm)

0471 – 2577088, 0471 – 2577188, 0471 - 2577388

E-Mail:helpetender@gmail.com

Kochi

Address: Kerala State IT Mission

E-Government Procurement Support Centre, Infopark Technology Centre,
18C, Sector E Hall, JINI Stadium, Kaloor,
Ernakulam

Tel : (On all Government working days from 10:00 am to 5:30 pm)

0484 – 2336006, 0484 – 2332262

E-Mail:helpetenderekm@gmail.com

Kannur

Address: Kerala State IT Mission

E-Government Procurement Support Centre,
1st Floor, Civil Station, Collectorate,
Kannur

Tel : (On all Government working days from 10:00 am to 5:30 pm)

0497 – 2764788, 0497 – 2764188

E-Mail:helpetenderknr@gmail.com

Malappuram

Address: Kerala State IT Mission

E-Government Procurement Support Centre, 1st
Floor, B3 Block, District Collectorate Compound
Malappuram.

(On all Government working days from 10:00 am to 5:30 pm)

Tel: 0483-2732941

E-Mail:helpetendermlp@gmail.com

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. For page by page instructions on 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" link/ 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.

1. Bid Security (Earnest Money Deposit):

- a. The Bidder shall furnish, as part of its bid, bid security for the amount as specified in the invitation for bid through **ONLINE as indicated in the E-tender notice.**
- b. The bid security is required to protect the TRCMPU against the risk of Bidder's conduct, which would warrant the security's forfeiture.
- c. The bid securities of the unsuccessful bidders shall be refunded as promptly as possible, but not later than 30 days after the expiry of the period of bid validity as prescribed in these documents through **ONLINE NEFT TRANSACTION.**
- d. No interest shall be paid by TRCMPU on the bid security furnished by the bidder.
- e. The bid security may be forfeited if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or in the case of successful Bidder, if the Bidder fails:
 - I. To sign the contract
 - II. To furnish performance security

(B)TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR SUPPLY OF POP MATERIALS

Eligibility Criteria

The bid shall be submitted in two cover system consisting of technical bid and price bid. The price bid of those who qualify in the technical bid only will be opened. The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualification to perform the Contract if its bid is accepted. For the purpose of this bidder shall meet the following qualification criteria as a minimum.

- a) The POP materials shall be of reputed make.
- b) They should have executed at least one similar order during last 3 years.
- c) Proof of the above may be enclosed along with the tender, failure of which will lead to disqualification of the bidder.
- d) The party should submit artwork free of cost and get approval prior to work execution.
- e) The technical specifications, material used and other relevant details of items quoted shall be clearly mentioned in the quotation.
- f) The rates quoted shall be inclusive of all taxes, duties, packing, transportation, delivery and installation charges, as applicable, at the respective units/locations. (ie at Dairies at Thiruvananthapuram, Kollam, Pathanamthitta and Alappuzha)
- g) Agency Dealer Boards for Dealers shall be fixed at selected milma sales outlets in Trivandrum, Kollam, Alappuzha and Pathanamthitta districts.

2. Documents:

The documentary evidence of the Bidder's qualifications to perform the Contract if the bid is accepted shall be established to the TRCMPU's satisfaction. To this end, all bids submitted shall include the following information.

- a) Documents, Copies of Purchase Orders, Letter from Customers to prove eligibility criteria mentioned above.
- b) Details of experience and past performance of the bidder on supply of similar item within the past three years and details of current contracts in hand and other commitments; (Contract reference, Name and detailed postal address of client, value of Supply Order, are to be furnished).
- c) Reports on financial standing of the Bidder such as Profit and Loss statements, Balance Sheets, Income Tax Returns Statement for the past three years (2019-20,2020-21,2021-22).
- d) Copy of GST and PAN card.

- e) **Price Basis:** The tenderer may quote their reasonable/lowest rate for delivery at the Dairies mentioned below. The rate quoted shall clearly indicate the Basic price, Excise duty, GST (%), Freight, Insurance, P&F and any other statutory/incidentals etc. in complete. No other extra payments will be made. **The rate quoted shall be valid for a minimum period of 5 months from the date of opening and shall be inclusive of all costs**

3. Delivery

The POP materials shall be delivered to our Dairies at Thiruvananthapuram, Kollam, Pathanamthitta and Marketing Cell Alappuzha as per our requirement. The stipulated delivery time given in the Purchase Order is the essence of this contract. You must therefore, strictly adhere to the delivery schedule mentioned in the Order.

4. Payment:

100% of the total contract price shall be paid within 20 days on receipt of the items in good condition at respective dairies.

5. Guarantee:

The supplier shall guarantee the satisfactory performance of the POP materials for a minimum period of 12 months from the date of delivery. Any defect due to use of substantial material or workmanship shall have to be replaced by the supplier at his own cost.

6. Liquidated Damage Clause:

If the supplier fails to deliver any or all of the goods or perform the contract within the time period specified in the contract, TRCMPU Ltd shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to

- a. 0.5 % of the unexecuted contract value for each week of delay. The total amount so deducted shall not exceed 5% of the contract value. Once the maximum is reached, we may consider the termination of the contract.
- b. Any incidental taxes and levies on account of delay in performance of the contract by the supplier shall be at his account.

However genuine reasons if any will be given due consideration, on production of documentary evidence before operating the liquidated damages clause.

7. Service Network:

The supplier shall have good service network, with qualified personnel to impart prompt services in Thiruvananthapuram, Kollam, Alappuzha and Pathanamthitta Districts.

8.Quantity to be supplied

SL No	Item Name	Specification	Total Qty
1	Raincoat	High quality leak proof raincoat (pant and shirts) with Milma emblem printed (DuckBack/Real Brand)	800
2	Caps	Good Quality cloth cap with sky blue colour and white coloured Milma emblem, adjustable strap should be provided at the back side of the cap. Universal size.	1800
3	Chocolate Box	300 mm x 330 mm x 118 mm after closing the lid. The lid and body are to be clamped by poly carbonate rivets with the lid having 6 clamps to hold 2 mm transparent acrylic sheet. The box to be made of ABS plastic with Milma emblem embossed on the body.	200
4	Peda Jar	Plastic Jar - Round shape for holding 40 pedas	450
5	Tin Board	Tin Board on top of Milma agencies of size 4ft x 2 ft with metal rode and aluminium beading with 3/4-inch square metal tube frame and single side vinyl sticker. Sheet should be single and 26 gauge thickness	650
6	Stand Board	3 ft x 1.5 ft size Double sided Metal frame of tin sheet with 26 gauge thickness and double side vinyl sticker with pictures of Milma products	500

7	Chain Board	50 cm x 40 cm, with stainless steel hanging chain 5 mm forex sheet with eco solvent vinyl print (double side)	2000
8	Light Board	15" full covered with HIP PVC. Full Branding. Electrical fittings should be of ISI make	350
9	HIP Boards	35 cm x 25 cm , 3mm thickness with twine for hanging	78000
10	Dismantling Booth	10 ft x 10ft , 7 ft height pyramid type, aluminium structure good quality imported nylon PVC material. Poly vinyl ink printing against fading	40
11	Dismantling Booth for Exhibition and Stall	Expo booth with boards on top and bottom, 11 ft x 10ft , 7 ft , aluminium structure good quality imported nylon PVC material. Poly vinyl ink printing against fading	8
12	Brochures	31 cm x 20 cm, 300 GSM laminated art paper and embossing. 8 page inner in 130 GSM full multi colour and center stapling should have pictures of all Milma products and dairy activities which should be photographed.	800
13	Roll Up Board	Vertical Roll up board with flex glossy printing, Frame Material- Aluminum, Size- 2 x 6 ft	85
14	Beach Umbrella	72 inch - 8 leaf with branding with emblem	180
15	T Shirt	Minimum 160 GSM Medium-200, Large-500, XL-700, XXL-100	1500
16	Hand Fan	Material- Paper with printing on double side , Size- 8 inch x 8 inch, Handle Length- 7.5 inch,	11000

17	Paper Cap	Printed paper cap, Material- Paper 40 GSM, Size- 10x15 inch	3500
18	Leaflet	11 cm x 21 cm – 5 fold 170 GSM glossy paper should have pictures and description about all Milma products.	6000
19	Paper Dangler	Double side printing.300 GSM Paper with lamination & twine for tie up, dye cut, eyelet & tie of size 12" width and 16" height	60000
20	Display Shelf	5 ft tall with 5 Rack, width 1.5 ft, side thickness- 12mm, backside thickness- 6mm, thickness of rack 12mm	240

The above quantity is approximate and may vary at the time of placing the order. The items should be supplied as per the requirement to the four units. Initially trial order will be placed and based on the final quality and promptness in executing the work order, appropriate orders will be placed.

9. Demurrage:

You shall bear and reimburse to us full demurrage if any, paid by reason of delay on your part in forwarding the original items at the destination mentioned in the Purchase Order.

10. Rejection:

We reserve the right to reject the goods either in part or full if at the time of delivery, it is noticed that the goods supplied do not conform to the specifications/description given in the Purchase Order. The rejection, if any, will be intimated to you in writing within a reasonable time. You will be liable to repair/replace the rejected goods within the stipulated time. Till the repair/replacement is made, the rejected goods shall be lying at your risk, cost and responsibility. If you do not arrange to repair/replace the rejected goods within the period stipulated by us, we may dispose of such goods at your risk and in the manner which we think fit. We shall be entitled to retain the proceeds of disposal either in part or full towards the expenses incurred on storage and handling of such rejected goods till the goods are removed from our premises/stores.

11. Liquidated Damages and Recovery of Advance:

The Liquidated Damages and Recovery of advance clause shall govern the accepted delivery schedule of supply and/or installation. Each unit of an item shall be

delivered to destination and ready for operation not later than the delivery date specified in the Purchase order. If you fail to deliver any of the goods or perform the services within the time periods(s) specified in the purchase order, TRCMPU shall without prejudice to its other remedies under this purchase order, deduct from the order price as liquidated damages, a sum equivalent to 0.5% of the value of the delayed items only for each week of delay.

The total amount so deducted shall not exceed 10% of the purchase order value. Once the maximum is reached the TRCMPU may consider cancellation/termination of purchase order.

In case you fail to supply the items within the stipulated delivery period plus 20% of the same as grace period, subject to a minimum of 15 days the purchase order shall stand cancelled and the supplier shall refund the advance paid, along with interest at the rate of 21% per annum compounded quarterly on the last day of March, June, September and December, on the advance paid, for the entire period for which the advance was retained by the supplier. This will be without prejudice to other remedies like risk purchase etc.

Any incremental taxes, duties and levies on account of the delay in the execution of the purchase order by you will be to your account.

Any defect arising out faulty erection/installation or use of substandard material workmanship shall have to be rectified by you at your cost.

12. Submission of Bills:

Bills in triplicate under Registered post, stating therein our Purchase order reference along with necessary copies of despatch documents/acknowledgement are to be sent to our Office. Unless otherwise stated the payment shall be made to you by Crossed Account Payee Cheque/RTGS by according to the terms of payment mentioned in the Purchase Order.

13. Cancellation of Contract:

We shall be free to cancel our order either in part or full, in the case of non-delivery of items within stipulated delivery period or breach of any of the clauses mentioned herein. Consequential losses if any, on account of our order placed or obtaining supplies from alternative sources besides payment of higher price shall be recovered from you.

14. Sub-Contract:

In the event of awarding sub-contract to any party/parties by you for the manufacture/supply/erection of any parts/spares/components that will be used in the ordered equipment, you must furnish us details about your sub-contractors, their experience, specialization. The sub-contract can be awarded by you only after obtaining written approval from us. In the event of sub-contract also the primary responsibility rests on you regarding quality, quantity, guarantee/ warranty of the materials supplied by the sub-contractors.

15. Force Majeure:

The terms and conditions mutually agreed upon shall be subject to Force Majeure Clause. Neither the supplier nor the purchaser be considered in default in performance of his/their obligations hereunder if such performance is prevented or delayed because of hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind flood, earthquake or because of any law and order proclamation, regulation or ordinance of any Government or of any act of God or any other cause whether of similar or dissimilar beyond the reasonable control of the party affected. Should one or both parties be prevented from fulfilling his/their contract obligations by a state of force Majeure lasting continuously for a period of six months, the two parties should consult each other regarding the future implementation of the contract/purchase order.

16. 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.

17. Jurisdiction: Thiruvananthapuram Kerala only.