



# THE JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.

FTC Campus, Sec-2, H.E.C., Dhurwa, Ranchi – 834004  
Ph.: +91-(0651) 2270046, Email: [purchase@jmf.coop](mailto:purchase@jmf.coop)  
[www.jmf.coop](http://www.jmf.coop)



## **TENDER DOCUMENT**

(COMPLETE BIDDING DOCUMENT)

## **TENDER INVITATION**

FOR PROVIDING PEST CONTROL SERVICES IN  
DIFFERENT JMF PLANTS/OFFICES IN  
JHARKHAND STATE ON ANNUAL RATE  
CONTRACT BASIS

Single Stage - Two Parts Bid

**TENDER NO. JMF-ADMN-HR-01648 -011/2024-25/0081**

Important dates:

Publication of Tender Notice : 29/11/2024

Receipt of completed tender : 21/12/2024 till 04:00 PM

**Name of Tenderer** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Tel./ Mob. no** : \_\_\_\_\_  
**Email Address** : \_\_\_\_\_

***The tenderer shall sign on the last page together with initials on every page. Initial/signature will indicate the acceptance of the tender terms and conditions by the tenderer.***

**Tender Fee: Rs. 1,000/-**

**EMD (Rs.): 12,500/-**

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## TENDER NOTICE

**The Jharkhand State Cooperative Milk Producers' Federation Ltd.**  
Near F.T.C Campus, Sec-II, H.E.C., Dhurwa, Ranchi – 834004  
Ph.: +91-(0651) 2270046/ 7544003404 / 7544003412  
Email: [purchase@jmf.coop](mailto:purchase@jmf.coop), website: <http://www.jmf.coop>

**Ref: JMF: Advt: 206      TENDER NOTICE      Date: 29 Nov. 2024**

**TENDERS ARE INVITED IN SEALED ENVELOPE FOR THE FOLLOWINGS:**

Sl No.	Tender details	Tender/Bidding Document No.	Tender Fee (Rs.)	EMD (Bid Security) (Rs.)	Last Date & Time for bid Submission
1.	Hiring/ Engagement of vehicles on Annual Rate Contract Basis for transportation of milk from MPP/DCS to BMC in the State of Jharkhand	JMF-PI-01251-011/2024-25/0072	Nil	5,000/- Per Route	20 Dec. 2024 till 03:00 PM
2.	Handling, Lifting and Transportation of Coal for Different JMF Plants in Jharkhand State	JMF-PP-01330 011/2024-25/0080	2,000/-	65,000/-	20 Dec 2024 till 3:30 PM
3.	Hiring/Engagement of 8 No. of 9 KL Road Milk Tankers on Annual Rate Contract Basis.	JMF-PI-01418-011/2024-25/0078	2,000/-	30,000/- per Tanker	20 Dec 2024 till 04:00 PM
4.	Supply of SSD, Printer Stand and 1-KVA Stabilizer at Medha Dairy Plant, Hotwar.	JMF-ICT-01162/1322-011/2024-25/0076	Nil	1,100/-	21 Dec, 2024 till 03:00 PM
5.	Supply and Installation of Windows Server License for upgradation of existing Server with required configurations / accessories at Medha Dairy, Hotwar	JMF-ICT-01087/1116-011/2024-25/0077	1,000/-	4,050/-	21 Dec, 2024 till 03:30 PM
6.	Providing Pest Control Services in Different JMF Plants/Offices in Jharkhand State on Annual Rate Contract Basis	JMF-ADMN-HR-01648 -011/2024-25/0081	1,000/-	12,500/-	21 Dec 2024 till 04:00 PM

\*For further details, interested bidders may download the respective Tender Document from JMF web site [www.jmf.coop](http://www.jmf.coop) and submit their Technical & Commercial Bids along with Tender fee & EMD in the manner specified.  
The corrigendum, (if required), shall only be published in JMF website but not in any other media/newspapers.  
For any clarification, please contact Head (Purchase), JMF, Hotwar, Ranchi, Jharkhand-834012.  
N.B Bidders are requested to visit our website till the date of opening of the bids in order to be informed about any corrigendum/modification etc. with respect to tenders.

**PR 340619 Jharkhand Milk Federation(24-25).D      Managing Director, JMF**



[www.jmf.coop](http://www.jmf.coop)

[jmf.coop](https://www.facebook.com/jmf.coop)

7544003456

[jmf.coop](https://www.instagram.com/jmf.coop)

MEGHA DAIRY







# THE JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.

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## SECTION-I

### **INVITATION FOR BIDS (IFB)- LOCAL COMPETITIVE BIDDING (LCB)**

#### **SEALED BIDS ARE INVITED FOR PROVIDING PEST CONTROL SERVICES IN DIFFERENT JMF PLANTS IN JHARKHAND STATE ON ANNUAL RATE CONTRACT BASIS**

The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF), registered under Jharkhand Co-operative Societies Act, 1935 is engaged in milk procurement, processing and marketing activities of item milk and milk products in the state of Jharkhand and is popularly known for its brand 'Medha'. Under an MoU, the Federation is being run & managed by the National Dairy Development Board (NDDB).

The H.O. is located at Sec-II., H.E.C., Near FTC Campus, Dhurwa, Ranchi – 834004

JMF (Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi), hereby invites tender (in sealed envelope) under two bid system i.e. technical and financial bids from the reputed Agency for Providing Pest Control Services for Different JMF Plants in Jharkhand State on Annual Rate Contract Basis.

Sl. No.	Name of Item	Est. Qty	Uom	Location
1	PROVIDING PEST CONTROL SERVICES IN DIFFERENT JMF PLANTS/OFFICES IN JHARKHAND STATE ON ANNUAL RATE CONTRACT BASIS AS PER SCOPE OF WORK ATTACHED AT ANNEXURE-I	12	Job	Medha Dairy Plant-Hotwar, Ranchi
2		12	Job	Medha Dairy Plant-Sarath, Deoghar
3		12	Job	Medha Dairy Plant-Deoghar
4		12	Job	Medha Dairy Plant-Sahibganj
5		12	Job	Medha Dairy Plant-Palamu
6		12	Job	Medha Dairy Plant-Koderma
7		12	Job	Medha Dairy Plant-Latehar
8		12	Job	Medha Cattle Feed Plant- Hotwar
9		12	Job	JMF Head Office, Dhurwa
10		12	Job	Medha Dairy Plant, Lohardaga
11		12	Job	Godown, Jamshepar
12		12	Job	Godown, Dhanbad

**The rate quoted must be on F.O.R. site basis inclusive of all the charges and Taxes etc**

**The bids shall be submitted in two separate envelopes (under one main envelope super-scribing: 'TENDER FOR PROVIDING PEST CONTROL SERVICES FOR DIFFERENT JMF PLANTS/OFFICES IN JHARKHAND STATE ON ANNUAL RATE CONTRACT BASIS').**

1. Cost of Tender document (Non- Refundable): **Rs. 1,000/-**
2. EMD Amount: **Rs. 12,500/-**
3. Tender Start Date : 29/11/2024
4. Tender submission End Date & Time: **21/12/2024 at 04.00 PM**
5. Opening of Technical Bid (Part-1): **21/12/2024 at 04:30 PM**
6. Opening of Financial Bid (Part-2): The date of opening of Financial Bids will be informed to Technically qualified bidders only

All the tenders will be acceptable only in 'Sealed Envelope' on or before the due date. Tenders will be opened on the prescribed date as mentioned above in the presence of the agency or their authorized representative who may like to be present in the office at Hotwar Dairy Plant of Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi.

All tenders in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totaling, or other discrepancies or which contain over writing in figures or words or corrections not initiated and dated will be liable to rejection.



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## SECTION II

### INSTRUCTION TO BIDDERS

#### 1. MODE OF SUBMISSION OF TENDER:

SEALED-TENDERS are invited in single stage two cover system i.e. Pre-Qualification/Technical Bid (Technical Envelope) and Financial Bid (Commercial Envelope) for Providing Pest Control Services for Different JMF Plants in Jharkhand State on Annual Rate Contract Basis as below:

**Envelope 1:** Technical Bid (Part-1) : The bidder should submit the relevant documents related to eligibility criteria/ technical details as required in the tender and shall be put under one envelope (Envelope -I) mentioning **“TECHNICAL BID FOR PROVIDING PEST CONTROL SERVICES FOR DIFFERENT JMF PLANTS IN JHARKHAND STATE ON ANNUAL RATE CONTRACT BASIS”**.

**Envelope 2:** Commercial Bid (Part-2): The bidders should quote the prices in Indian Rupees in “Price Bid Format” enclosed as Annex-III and shall be put under one envelope (Envelope-II) mentioning **“PRICE BID FOR PROVIDING PEST CONTROL SERVICES FOR DIFFERENT JMF PLANTS IN JHARKHAND STATE ON ANNUAL RATE CONTRACT BASIS”**.

Both envelopes (**Envelope-I & II**) to be put under one Main Envelope super scribing clearly- **“TENDER FOR PROVIDING PEST CONTROL SERVICES FOR DIFFERENT JMF PLANTS IN JHARKHAND STATE ON ANNUAL RATE CONTRACT BASIS”** and should be submitted at the address mentioned in tender document

Filled in tender document duly signed & stamped in all pages of tender document along with non-refundable Tender Fees of **Rs.1,000/-**, refundable EMD amount of **Rs. 12,500/-** should be submitted **on or before 21/12/ 2024 by 04:00 PM** in a sealed cover super-scribed clearly with **“TENDER FOR PROVIDING PEST CONTROL SERVICES FOR DIFFERENT JMF PLANTS/OFFICES IN JHARKHAND STATE ON ANNUAL RATE CONTRACT BASIS” due on 21/12/2024** at the below address:

#### Medha Dairy Plant,

(A Unit of Jharkhand State Co-Op. Milk Prod. Fed. Ltd.),

Beside Birsa Munda Central Jail,

Hotwar, Ranchi – 834012 (Jharkhand)

Contact no. 0651-2270046

Under this process, the Eligibility and qualification of the Applicant/ Agency will be first examined based on the detail submitted under first cover (Technical Bid) with respect to eligibility criteria and specifications prescribed in this tender document. The Price Bid under the second cover shall be opened for only those Applicants whose technical Applications are responsive to eligibility and qualifications requirements as per Tender document.







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## 2. INSTRUCTION TO BIDDER / TENDERER

1. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or authentic documentation required by the Bidding Document may result in rejection of the Bid.
2. The Bid shall comprise of two envelopes (one containing the Technical Bid and the other the Financial or Price Bid) to be submitted simultaneously under one main envelope.
3. The Bidder shall submit the Technical Bid and Financial Bid using the appropriate Bid Submission Format provided in Bidding/ Tender document or as requested in Bid document. The forms/ formats must be completed without any alterations to their format, and no substitutes shall be accepted.
4. Bids can be sent by post/ courier or submitted by hand at our office by time as specified in tender notice. Bids received late shall be rejected.
5. Bid can be submitted by hand or by post/ courier. For bids submitted by post or Courier, it is bidder's responsibility that bid reaches our office on or before the scheduled time and date.
6. In case tender opening date is declared a Holiday, bids shall be opened on next working day at the same time specified in tender.
7. The unit rates and the prices shall be quoted by the Bidder entirely in Indian Rupees unless otherwise specified in Bidding/ Tender document in case of International Competitive Bidding (ICB). All payments shall be made in Indian Rupees only, unless otherwise specified in the Bidding/ Tender document.
8. To establish the conformity of the Goods and Related Services to the Bidding Document, the Bidder shall furnish as part of its Bid, the documentary evidence (specifications, designs and drawings and others), supply samples where asked for, demonstrate trials or carry out tests as specified in Bidding /tender document.
9. Any attempt by a Bidder to influence the Procuring Entity "The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF)", in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid, in addition to the legal action which may be taken by the Procuring Entity under the Act and the Rules.
10. Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
11. To assist in the examination, evaluation, comparison and qualification of the Technical or Financial Bids, the Bid evaluation committee may, at its discretion, ask any Bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the Bidder shall be in writing.
12. Any clarification submitted by a Bidder with regard to his Bid that is not in response to a request by the Bid evaluation committee shall not be considered.
13. The determination of qualification of a Bidder in evaluation of Technical Bids shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder and in accordance with the qualification criteria indicated in Qualification and Evaluation Criteria. Factors not included in Qualification and Evaluation Criteria shall not be used in the evaluation of the Bidder's qualification.
14. The Bid evaluation committee shall have full powers to undertake negotiations where it deemed necessary. Negotiations may, however, be undertaken only with the lowest Bidder(s) only.
15. JMF reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract award without assigning any reasons thereof and without thereby incurring any liability to the Bidders.
16. JMF shall award the contract to the Bidder whose offer has been determined to be the lowest in accordance with the evaluation criteria set out in Evaluation and Qualification Criteria and if the Bidder has been determined to be qualified to perform the contract satisfactorily.



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### 3. ELIGIBILITY AND QUALIFICATION REQUIREMENTS:

The bidders must meet the following minimum qualifying criteria:

- 3.1 That, bidder in the same name & style, should be in business at least for three years at the time of bid opening. In case of change of name of the bidder by merger /acquisitions/change in status, the bidder may be eligible based on the documentary evidence.
- 3.2 That, bidder should have valid registration under various act they may be applicable for the supply/contract proposed. This shall include but not limited to Income tax, Companies Act, Goods & Service Tax (GST), Welfare Cess Act apart from any other applicable tax-imposed time to time by State/Central Govt. and Employee State Insurance, Contract Labour, Provident Fund etc.
- 3.3 That, bidder's financial turn-over in the same name & style during period FY 2021-22, FY 2022-23 & FY 2023-24 should not be less than Rs. 6.50 Lakh.
- 3.4 Copy of the Income Tax Returns for three previous years i.e. FY 2021-22, FY 2022-23 & FY 2023-24 for income tax purpose.
- 3.5 Copy of TDS certificate issued by the client to substantiate the claim for the value of works executed in the private sector.
- 3.6 Copy of form 26AS for the financial years FY 2021-22, FY 2022-23 & FY 2023-24.
- 3.7 Valid License for Stock and Use of Insecticides for Commercial Pest Control Operation issued from Local Authority.

### 4. Eligible Bidders

- i. This invitation for Bids is open to all bidders who have downloaded this bidding document in their name and meet the minimum eligibility criteria, if any, specified in this bidding document.

### 5. Bidding Document

- i. The fee/cost for bidding document is Rs. 1,000/-.
- ii. The Bidder shall bear all costs associated with the preparation and submission of its bid, and The Jharkhand State Coop Milk Producers' Federation Ltd will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- iii. Interested eligible bidders may obtain further information from Managing Director, The Jharkhand State Coop Milk Producers' Federation Ltd, Beside Birsa Munda Central, Jail, Hotwar, Ranchi-834012, Phone no.: +91-(0651) 2270046, Email – [purchase@jmf.coop](mailto:purchase@jmf.coop)

### 6. Downloading the Document

- i. The bid documents will also be available in the website at <http://www.jmf.coop> and can be downloaded.
- ii. If any change/additions/ deletions/alterations are found to be made by them in the tender and the same is subsequently noticed at any stage, even after award of the contract, the bidders are liable for all consequences thereof and JMF shall be free to take suitable action as deemed necessary.

### 7. Content of Bidding Documents

- 7.1 The Bidding Document includes:
  - a) Invitation for Bids;
  - b) Instruction to Bidders;
  - c) Terms & conditions of the Contract;





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- d) Technical Specifications & Scope of work;
- e) Schedule of quantities;
- f) Form of Bid;
- g) Deviation statement;

7.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

## 8. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify JMF in writing or email. JMF will responding writing to any request for clarification of the Bidding Documents, which it receives prior to the deadline for the submission of bids. Bidders should preferably forward their queries earlier than 10 days prior to the bid submission date. Written copies of JMF's response will be sent to the respective Bidder. Also, corrigendum, if necessary, will be uploaded in the JMF's website without identifying the source of the inquiry.

## 9. Amendment of Bidding Documents

At any time prior to the deadline for the submission of bids, JMF may modify the bidding document by the issuance of amendment. The amendment will be uploaded on JMF website and will be binding on them. JMF may also at its own discretion, extend the deadline for submission of bids. Before submission of the bid, the bidder should check the JMF website for any Corrigendum/additional information on the bidding document, if any.

## 10. Preparation of Bid

The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language.

## 11. Submission of bid

The bidders, who downloaded the bidding documents, are eligible for submission of bids in their names only. All the bidders should submit their bids in Part I – Technical Bid and Part II – Price Bid. The Technical bid (Part I) shall contain all the details EXCEPT THE PRICE.

The complete bidding document duly signed and sealed should be submitted without any modifications/alternations, as a token of their acceptance towards the scope of work, terms and conditions of the bid unconditionally.

Full details of materials including the manufacturer's name, model no. must be submitted in the portal along with Technical Bid (Part I), wherever requested.

Bids must be submitted by the bidder at the given address not later than the time specified for receipt of the bids in the Invitation for Bids.

The Bidder cannot modify or withdraw its bid after the last date & time of bid's submission. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result in the forfeiture of Bidder's EMD.

The bids are to be uploaded/ submitted with drawing, specifications or as per drawings, specifications given in the tender and submitted as such, shall be deemed to mean that the bidder submitting such a bid is fully acquainted with the technical details.

## 12. Period of Validity of Bids:

The Bids shall remain valid for 120 days from the date of bid opening prescribed by the JMF. A bid valid for a shorter period shall be rejected by JMF as non-responsive.



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## 13. Earnest Money Deposit:

13.1 All bids must be accompanied by EMD and the same should be in the form of Demand Draft or NEFT/RTGS.

13.2 In case of EMD submitted in the form of DD:

The EMD in the form of DD [in original] should be submitted latest by 12:00 pm on the date of submission of bids to communication address as stated above.

13.3 In case of EMD submitted through NEFT/RTGS:

<b>1. Beneficiary Name</b>	The Jharkhand State Co-op. Milk Producers' Federation Ltd
<b>2. Beneficiary Bank &amp; Branch</b>	State Bank of India, H.E.C. SEC- II, Dhurwa, Ranchi
<b>3. Account Number to be credited</b>	33842021519
<b>4. RTGS/IFSC Code</b>	SBIN0005596

The payment should be made on or before 12:00 PM on the date of submission of bids.

For EMD payment, the bidder is requested to send the communication about EMD payment made by 12:30 PM on the date of submission of bids in following format through e-mail to: [purchase@jmf.coop](mailto:purchase@jmf.coop)

With tender reference \_\_\_\_\_ as subject line.

The bidder is also required to submit/upload the successful transaction details along with technical bid as given below:

<b>Name of the bidder</b>	<b>EMD Amount Paid in Rs.</b>	<b>LCB Ref. No.</b>	<b>DD No. with Bank Details/UTR No.</b>	<b>Transaction date &amp; time in case of NEFT/RTGS payment</b>

For EMD refund through NEFT/RTGS, bank details in following format should be submitted:

<b>1. Beneficiary Name</b>	:	
<b>2. Beneficiary Bank &amp; Branch</b>	:	
<b>3. Account Number to be credited</b>	:	
<b>4. Type of Account to be credited</b>	:	
<b>5. RTGS/IFSC Code</b>	:	

13.4 The EMD may be forfeited:

a) If a bidder withdraws or modifies its bid during the period of bid validity

OR

b) In the case of the successful bidder, if the bidder fails to sign the Contract (i.e., return the signed copy of duplicate Purchase order, and furnish Performance Security, if asked for)

Unsuccessful bidder's bid security will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of the bid validity of 120 days from the date of bid opening. The successful Bidder's EMD will be discharged upon the Bidders executing the Contract i.e., return the signed copy of duplicate Purchase Order, and furnish the Performance Security, if asked for.

13.5 The EMD will be forfeited in following cases:





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- a) If the bidder withdraws its tender before the finalization of tendering process/contract.
- b) If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
- c) If the performance during the contract period is found unsatisfactory
- d) The Tender is liable to be rejected in case EMD at prescribed rate is not furnished along with the tender.

## 14. Price:

The bidder shall indicate on the Price Bid as per section-VII the final unit prices (after considering discount, if any) excluding applicable GST for the goods/ services it proposes to deliver under the contract. Bidders must submit a bid for the full quantity specified for individual capacity, failing which, such bids will not be taken into account for evaluation and comparison and will not be considered for award.

Prices indicated in the Price Bid shall be entered in the following manner

- a. The item wise quoted price of goods to be supplied shall be indicated in the field “Unit Rate (in Rs.)” on the portal on FOR site basis and shall include the charges for packing and forwarding, transportation, transit insurance, unloading and all other local costs incidental for delivery to their final destination, storage insurance (if asked for) and safe custody at recipient’s place (If asked for), excluding GST.
- b. A statement indicating item wise HSN/ SAC codes considered for Providing Pest Control Services shall be submitted along with the Technical Bid (Part I).
- c. Bidder shall be responsible for selection of appropriate HSN/ SAC code and applicable GST thereon for the items quoted by them.

Contractors registered under Composition Scheme of GST (Not Applicable)

## 15. Fixed Price:

- i. Basic Price quoted by the Bidder shall be fixed during the bidder’s performance of the Contract/Supply and not subject to variation on any account. A bid submitted with an adjustable price quotation for such goods and services will be treated as non-responsive and rejected.
- ii. Payment of differential amount due to price variation on account of change in applicable taxes and duties on the invoiced items/ services shall be payable only if, the details of the taxes and duties included in the prices & HSN/ SAC code considered, is furnished in the Technical bid (Part – I). If any altogether new tax and duty is imposed on such contract after the bid opening date, the same shall be considered for payment/ reimbursement upon documentary evidence. Similarly, the differential amount shall be recovered, if the rates of taxes and duties are revised downward.

## 16. Bid Form:

- i) The Bidder shall complete the Bid Form furnished in the Bidding Document and submitted in the JMF Office.
- ii) All the required documents, duly signed, should be submitted on or before the specified date and time.

## 17. Opening of Bids

Technical bids of those bidders whose EMD in the form of Original DD have reached the office of JMF OR payment by NEFT/RTGS is received by JMF as mentioned in the IFB, shall be opened in the presence of bidder on the date and time specified in the tender document.

JMF will open the technical bids on the time and date stated in the IFB. Bidders can present at the time of opening of the bids.



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Commercial bids will be opened only those bidders whose Technical Bid (Part-I) is found to be acceptable by JMF. Such eligible bidders will be intimated the date of opening of Commercial Bid (Part II) separately.



## 18. Evaluation of bids

### 1. Preliminary Evaluation

JMF will examine the technical bids to determine whether they are complete, whether required EMD and supporting documents have been furnished, and whether the bids are generally in order.

Where the bidder has quoted and the bid security furnished is inadequate, the bid will be treated as non-responsive.

JMF will also examine whether the bid is complete. If the prices of certain items are found as “0 (Zero)” it will be presumed the bidders have included the cost of such items against some other items of the price bid. The bidder shall furnish the details of such inclusions separately along with their Technical Bid (Part I).

Prior to the detailed evaluation, JMF will determine the substantial responsiveness to the bidding document. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations. A material deviation is one which affects in any substantial way the functionality, scope, quality or performance of the deliveries or which limits in any substantial way inconsistent with the bidding documents, JMF's rights or the bidder's obligations under the contract and the rectifications of which deviations would affect unfairly the competitive position of other bidders presenting substantially responsive bids. JMF's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

No post-bid clarification at the initiative of the bidder shall be entertained. For evaluation and comparison of bids, the purchaser may, at its discretion, ask the bidder for clarification on the bid. The shortfall information / documents shall be sought only in case of historical documents which pre-existed at the time of tender opening and which have not undergone change since then.

So far as the submission of the documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents shall be asked for and considered. For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered. However, no new supply order shall be asked for and considered so as to qualify the bidder.

In case the required clarification are not received by the Purchaser in time, the Technical bid may be treated as incomplete and non-responsive.

A bid determined as not substantially responsive will be rejected by JMF and will not subsequently be made responsive by the Bidder by correction of the non-conformity.

JMF may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the Bidder.

### 2. Evaluation and Comparison of Bids

The Evaluation and comparison of bids shall be done on the basis of event wise quoted price (inclusive of applicable GST).

### 3. Currency of Bid

All bid prices shall be in Indian Rupees only.





# THE JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.

FTC Campus, Sec-2, H.E.C., Dhurwa, Ranchi – 834004

Ph.: +91-(0651) 2270046, Email: [purchase@jmf.coop](mailto:purchase@jmf.coop)

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## 19. Award Criteria

- i. JMF will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid on item wise basis.
- ii. JMF may award one single contractor more than one contract to the successful bidder at JMF's discretion.

## 20. Signing of Contract

Within 30 days from the receipt of the Purchase Order, the successful bidder shall return the duplicate copy of the Purchase Order, duly signed and sealed along with Performance Security, wherever applicable.

- i. Failure of the successful Bidder to comply with the Clause 18 and 19 (i) shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money Deposit.

## 21. Rights Reserved by JMF

JMF does not bind itself to accept the lowest bid. JMF reserves the right to award the job either in part or full. JMF at its sole discretion and without assigning any reason thereof, also reserves the right to accept any/or reject any or all bids.

Note:

- i. Deviations in commercial terms and conditions of the bid may be rejected
  - ii. The Bidder should mention the HSN/SAC Code of each item along with the Technical Bid (Part I).
  - iii. GST TDS as per section 51 of CGST Act 2017 will be deducted, if applicable.
  - iv. Bidders to submit the following details along with Technical Bid (Part I):
4. State from where the goods will be supplied/ Invoices will be made:
  5. Corresponding GST No. (of that state): -----

## 22. Address for Communication:

Group Head (Purchase)

The Jharkhand State Coop Milk Producers' Federation Ltd

Beside Birsa Munda Central Jail, Hotwar, Ranchi-834012, Jharkhand

Ph.: +91-(0651) 2270046, Email: [purchase@jmf.coop](mailto:purchase@jmf.coop)





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## **SECTION – III**

### **1. GENERAL TERMS AND CONDITIONS:**

- 1) The initial period of contract shall be for one year. The period of contract may be further extended by mutual agreement on yearly basis on same terms and conditions up to two years depending on performance of the Agency and at discretion of JMF. The total contract duration shall not exceed three years.
- 2) The scope of the contract includes carrying out general insect / pest control services at our campus for insects including house flies, cockroach extermination, rodent /mosquitoes, removing of beehives, eradication of bats, fumigation fly control services etc.
- 3) Offers should be strictly according to our requirement / specification and scope of work, failing which it may not be considered.
- 4) The bid document containing eligibility criteria, scope of work, terms & conditions can be collected from JMF on any working day between 11:00 to 17:00 hrs.
- 5) All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- 6) A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
- 7) The bid shall be valid and open for acceptance of the Competent Authority of JMF for a period of 120 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
- 8) To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- 9) After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate. In case two or more agencies are found to have quoted the same rates, the Competent Officer authorized by JMF shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
- 10) **Clarification of Bids:** To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.
- 11) Negligence on the part of the tenderer in preparing the tender confers no right for withdrawal of the tender after the bid has been submitted to the Federation.
- 12) JMF reserves the right to accept or reject any or all bids without assigning any reasons. JMF also reserves the right to reject any bid which in his opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

### **2. OTHER TERMS AND CONDITIONS: -**

1. The firm should take sufficient care to ensure that the chemicals used for this job do not contaminate (whether intentionally or not) milk and milk products.
2. All chemicals used for the service within the processing plant shall be food grade, odour less and eco-friendly.





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3. The Bidders are requested to visit the premises and acquaint themselves fully about the area for which the works are to be carried out before quoting the rates. Quoting minimum rate just for acquiring the tender will not be the only criteria for award of the contract. Therefore, Bidder should carefully assess the work before offering the rates.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the work order between JMF and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

### 3. PAYMENT

- Payment will be made once in a month after ascertaining the satisfactory performance of contractual responsibility carried out in the previous calendar month.
- No advance will be paid and no running bills will be entertained. Taxes applicable will be deducted at source.
- 100% payment shall be made within 30 days on submission of bill/invoice and Job Card.

### 4. PENALTY

While all contractual obligations will be strictly enforced, deduction will be made for poor service like.

- The penalty will be levied based on work assessment by JMF. The decision of JMF will be final and binding in this regard. The penalty will be 2- 5% of work claimed subject to maximum penalty of 10% of the monthly bill.
- Deduction will be made for poor service like not carrying out monthly services, deficiency in the quality of chemicals used, and misbehaviour of the staff deployed for supply and services.
- Person sent by the agency for servicing not bringing the required chemicals or required quantity.
- The service personnel refusing to do duty assigned in respect of Disinfections/ Insect control/ mosquito's control/ Flies control services and fumigation services.
- Service personnel not turning up for service on the appointment day and time.

The tenderer should not be black listed by any department of the central or state government or PSU or any other organization. The supplier must give an undertaking in this regard.





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## SECTION-IV Vendor Registration Form

Details			
1	Name of Vendor/ Tenderer		
2	Address Of Registered Office		
3	Address Of Factory/ Works		
4	<b>Name Of Contact Person</b>		
5	<b>Contact/ Mob. Nos.</b>		
6	<b>Email :</b>		
7	Type Of Firm : Ltd Co/ Pvt. Ltd. / Partnership/ Proprietor		
8	Nature Of Firm: Manufacturer/ Traders / Autho. Dist. / Dealer		
9	Year Of Establishment		
10	Name Of Product, you Deal	Please, Specify in separate sheet (As per below Format)	
		S. No	Item Description (Shortly) Make/Brand
11	<b>G.S.T. No.</b>		
12	<b>PAN No.</b>		
13	If You have maintained any quality standard (Pl. Specify)		
14	Name Of Clients (If required, Pl. Specify in separate sheet)	1. 2. 3.	
15	Min. Lead Time Required (Days)		
16	<b>Whether Vendor is MSME</b>	YES / NO (If yes, pls submit relevant doc.)	
17	Bank Details	Name of Bank : Branch Address: Account No. : IFSC Code :	
18	Documents to Be Attached	1. Copy of Registration + PAN Copy + GST Regn. 2. ISO Certificates (if any) 3. List of Clients 4. Fin. Statements (Balance sheets/P&L statement) 5. Product Brochures 6. Copy of PO's/WO's (Min.5)	
Recommendation:			
<b>Seal &amp; Sign. Of Vendor</b>			





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## SECTION – V

### Scope of Work

#### 5. SCOPE OF WORK FOR PEST CONTROL SERVICES: -

The Tenderer shall furnish all labour, supervision, transportation, tools, materials and supplies necessary to perform pest control services in accordance with the guidelines established by Federal, State and Local Government laws, rules and regulations. The contractor shall provide **seven** days per/week coverage. All services provided are to be completed by a certified, trained and licensed pest control operator in any and all categories as required by the State Government of Jharkhand. The terms, conditions, provisions, specifications, and the schedule of this proposal is listed below.

The locations to be covered in this contract are:

1. Medha Dairy Plant, Hotwar, Ranchi
2. Medha Dairy Plant, Palamu
3. Medha Dairy Plant, Deoghar, 4. Medha Cattle Feed Plant, Hotwar, Ranchi
5. Medha Dairy Plant, Latehar, 6. Medha Dairy Plant, Koderma
7. Medha Dairy Plant, Lohardaga, 8. Medha Dairy Plant, Sarath, Deoghar
9. Dhurwa Office Area and Godown 10. Medha Dairy Plant, Sahibganj
11. Godown, Jamshedpur 12. Godown, Dhanbad

#### **SCHEDULED DAILY VISITS/AND FOLLOW-UP SERVICES**

Unit/ Locations	Services	Frequency/ Schedule
Medha Dairy Plant, Hotwar	Cockroach Management	Weekly /As & when required
	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Flies Management	Daily
	Mosquitoes Management	Daily
	Lizard, Spider and Ants Management	Daily
Admin Office Area, Hotwar, Ranchi	Mosquitoes Management	Daily
	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Flies Management	Daily
	Cockroach Management	Weekly /As & when required
Dhurwa Office Area & Godown	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Flies Management	Daily
	Lizard, Spider & Ants Management	Daily
	Cockroach Management	Weekly /As & when required
Medha Dairy, Deoghar	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Flies Management	Daily
	Lizard, Spider & Ants Management	Daily
	Cockroach Management	Weekly /As & when required
Medha Cattle Feed Plant, Hotwar	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Cockroach Management	Weekly /As & when required



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	Flies Management	Weekly /As & when required
	Mosquitoes Management	Weekly /As & when required
	Lizard, Spider & Ants Management	Weekly /As & when required
Medha Dairy Plant, Latehar,	Cockroach Management	Weekly /As & when required
	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Flies Management	Daily
	Lizard, Spider & Ants Management	Daily
Medha Dairy Plant, Lohardaga	Rodent Management and Snakes Pro Service	Fortnightly
	Flies Management	Twice in Week
Medha Dairy Koderma	Cockroach Management	Weekly /As & when required
	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Flies Management	Daily
	Lizard, Spider & Ants Management	Daily
Medha Dairy Plant, Sahibganj	Cockroach Management	Weekly /As & when required
	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Flies Management	Daily
	Lizard, Spider & Ants Management	Daily
Medha Dairy Plant, Palamu	Cockroach Management	Weekly /As & when required
	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Flies Management	Daily
	Lizard, Spider & Ants Management	Daily
Medha Dairy Plant, Sarath	Cockroach Management	Weekly /As & when required
	Rodent Management and Snakes Pro Service	Weekly /As & when required
	Flies Management	Daily
	Lizard, Spider & Ants Management	Daily
Godown, Jamshedpur	Cockroach Management	As & when required
	Rodent Management and Snakes Pro Service	As & when required
	Lizard, Spider & Ants Management	As & when required
Godown, Dhanbad	Cockroach Management	As & when required
	Rodent Management and Snakes Pro Service	As & when required
	Lizard, Spider & Ants Management	As & when required





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## 6. SERVICES & TREATMENTS:

### i. **Rodent Management Services:**

- This service will be carried out for controlling rat inside as well as outside of the premises and safeguarding the important files, papers, Boxes, carpets, electrical and Telephone wiring, wooden ceiling, panelling, cardboards, raw materials etc. from rodents-damage.
- The rat treatment will be carried out by: Placing rat traps, cages, Roda Boxes, placing a glue pad and placing ultra sound devices as may be required in multiple numbers on all floors especially in electrical and cable duct's location.
- Doing permitted for food industry spray &/or putting herbal / chemical tablets etc. to keep rats and rodents away from building or force rats / rodents to move outside the building.
- Any other advance technique or Combinations of any of the above
- Bidders should have all the above-mentioned techniques available with him for the effective rodent control.
- Snake spray if needed, is to be used only outside the premises.
- The chemicals used, should be odourless and should not be harmful to human health or other pets.
- After completion of treatment the rodents and insects if found dead shall be removed by the contractors urgently.
- As far as possible methods due to which rats/ rodents would die inside the building or the false ceiling should not be used.
- Bidder should submit the Material Safety Data Sheet (MSDS) for each chemical that would be used in the treatment.
- If the Treatment is found ineffective it is to be repeated with additional methods free of cost.

ii. **Disinfestations Services:** This service will carryout for controlling all types of crawling insects such as cockroach, silverfish, bedbugs, red ants, black ants, white ants, weevils, spiders, lizards etc. The services will be provided in the entire office area by gel application or by spray three times in a year (once in four months).

### iii. **Vector Control Service:**

- This service will be carried out for controlling mosquitoes, flies, house fly and other flying insects.
  - This will be provided by treating the breeding areas such as open drains, dustbins, garbage area, receiving area entry point's front and rear area of the plant under the bushes damp area along the walls, water tanks and potable water sources without contamination etc.
- iv. **Fogging Treatment:** Fogging is a technique used for killing insects that involves using a fine pesticide spray (aerosol) which is directed by a blower. In some cases, a hot vapour may be used to carry the spray and keep it airborne for longer. Fast acting pesticides like pyrethroids are typically used.
- v. **Prophylactic Treatment:** Finish Good Store and RM/ PM Store - Fogging with Pyrethrum in mineral oil base in (0.02%) (As and when required).

### **B. Use of Chemicals & Methods:**

- Methods:** all methods of treatment mentioned under each type of pest control should be available with the vendor.
- All the methods & Material to be used should be mentioned in Annexure D – All the chemicals to be used should be as per the norms of WHO & Central Insecticide Board.
- The chemicals used should be odorless, non-toxic, non-hazardous and not harmful to human health.
- Bidder should submit the Material Safety Data sheet for each chemical that would be used in the treatment.



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## 7. TECHNICAL BID:

Name of Agency: .....

Name of the authorized person who signed the tender documents: .....

Address of the Agency: .....

Ph No. / Mobile No. .... E-mail ID: .....

### **The tenderer needs to submit the following documents with their tender documents:**

The Bidder should furnish the details requested for in the format given below:

Sl. No	Description of requirement	Proof: Attached / Not Attached	Page Nos.
1	Valid license issued by the Local Authority for carrying out Pest control Business		
2	Copy of terms and conditions and every page of the tender document duly signed with seal of the firm, in token of acceptance		
3	Earnest Money deposit of Rs. 12,500/- (Twelve Thousand Five Hundred Only)		
4	COPY of PAN (PAN No..... )		
5	COPY of GST Registration (GST No. ....)		
6	Experience of at least three years in providing Pest control services (Experience certificate/work orders)		
7	Undertaking of the agency certifying that M/s.....have not been debarred from any department of State/ Central Govt. or PSU or any other Organization.		
8	Copies of Balance Sheet and P & L A/c for the last 3 years duly certified by CA		
9	Financial/Price Bid Proforma completed & sealed in separate envelope		

**Note: All the documents must be self-attested.**

**Seal of the Company/Firm:**





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## Section- VI

### DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs. 50/- non judicial Stamp paper by the bidder)

I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor / agent of M/S. \_\_\_\_\_ hereby declare that the firm/company namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization/ Dairy/Cooperative from taking part in Government tenders in India.

Or  
I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. \_\_\_\_\_ hereby declare that the Firm / company namely \_\_\_\_\_

M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization Dairy/Cooperative from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender / contract will be rejected / cancelled by the Jharkhand State Coop Milk Prod Fed. Ltd, Ranchi and EMD / SD shall be forfeited.

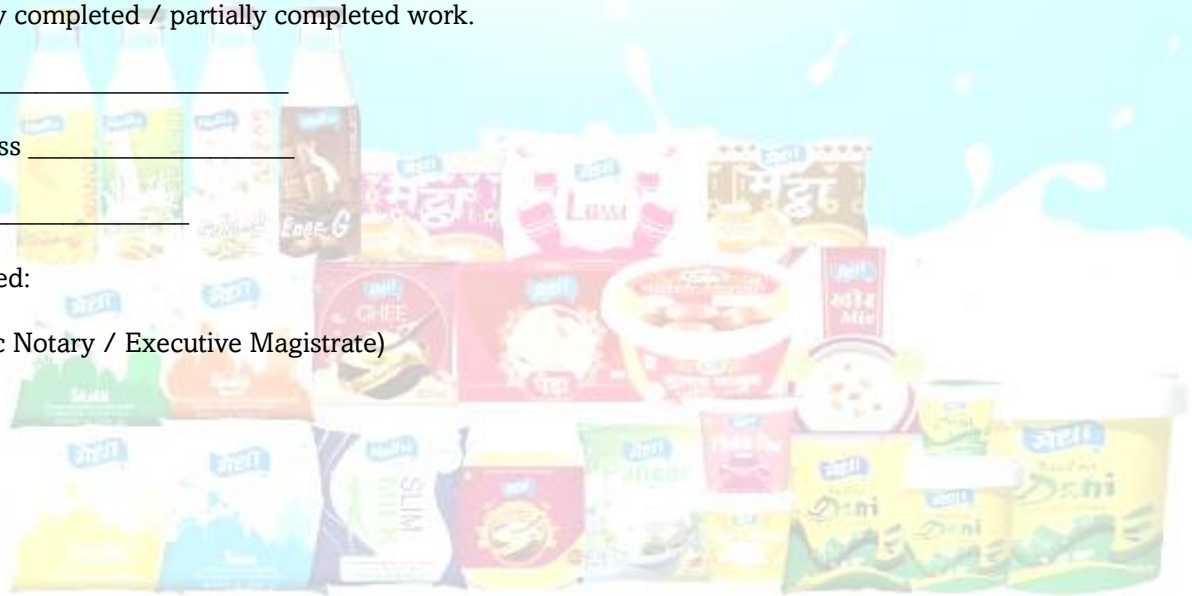
In addition to the above, Jharkhand State Coop Milk Prod Fed. Ltd, Ranchi, will not be responsible to pay the bills for any completed / partially completed work.

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Attested:

(Public Notary / Executive Magistrate)





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## **SECTION- VII** **(Financial Bid Format)**

The rate should be quoted for the Work mentioned below.

Unit/ Locations	Services	Frequency/ Schedule	Monthly Service Charges	GST@____%	Total Amount (Incl. GST)
Medha Dairy Plant, Hotwar	Cockroach Management	Weekly /As & when required			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Daily			
	Mosquitoes Management	Daily			
	Lizard, Spider and Ants Management	Daily			
Admin Office Area, Hotwar, Ranchi	Mosquitoes Management	Daily			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Daily			
Dhurwa Office Area & Godown	Cockroach Management	Weekly /As & when required			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Daily			
	Lizard, Spider & Ants Management	Daily			
Medha Dairy, Deoghar	Cockroach Management	Weekly /As & when required			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Daily			
	Lizard, Spider & Ants Management	Daily			
Medha Cattle Feed Plant, Hotwar	Cockroach Management	Weekly /As & when required			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Weekly /As & when required			
	Mosquitoes Management	Weekly /As & when required			
	Lizard, Spider & Ants Management	Weekly /As & when required			





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Medha Dairy Plant, Latehar,	Cockroach Management	Weekly /As & when required			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Daily			
	Lizard, Spider & Ants Management	Daily			
Medha Dairy Plant, Lohardaga	Rodent Management and Snakes Pro Service	Fortnightly			
	Flies Management	Twice in Week			
Medha Dairy Koderma	Cockroach Management	Weekly /As & when required			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Daily			
	Lizard, Spider & Ants Management	Daily			
Medha Dairy Plant, Sahibganj	Cockroach Management	Weekly /As & when required			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Daily			
	Lizard, Spider & Ants Management	Daily			
Medha Dairy Plant, Palamu	Cockroach Management	Weekly /As & when required			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Daily			
	Lizard, Spider & Ants Management	Daily			
Medha Dairy Plant, Satath	Cockroach Management	Weekly /As & when required			
	Rodent Management and Snakes Pro Service	Weekly /As & when required			
	Flies Management	Daily			
	Lizard, Spider & Ants Management	Daily			
Godown, Jamshedpur	Cockroach Management	As & when required			
	Rodent Management and Snakes Pro Service	As & when required			
	Lizard, Spider & Ants Management	As & when required			



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Godown, Dhanbad	Cockroach Management	As & when required			
	Rodent Management and Snakes Pro Service	As & when required			
	Lizard, Spider & Ants Management	As & when required			
<b>Grand Total (Rs.)</b>					

## Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.



**Note: Goods and Service Tax (GST) as per prevalent rules shall be paid by JMF, if applicable**



**(Signature of Bidder with seal)**

**Name:**

**Seal:**

**Address:**

**Phone No (O):**

**Date:**







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## UNDERTAKING & ACCEPTANCE LETTER BY THE PEST CONTROL AGENCY

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing Pest Control services at Jharkhand Milk Federation (JMF). I/We agree to all these conditions and offer to provide pest control services at JMF. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the Medha Dairy Plant (Dhurwa Office Location, Hotwar Location, Koderma Location, Deoghar Location, Sarath Location, Sahibganj Location, Palamu Location, Latehar Location & Lohardaga Location) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.



Place: \_\_\_\_\_

Signature of Pest Control Agency

Date: \_\_\_\_\_



Address: \_\_\_\_\_

Mob: \_\_\_\_\_

Email ID: \_\_\_\_\_

