



# THE JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.

FTC CAMPUS, SEC-2, DHURWA, RANCHI – 834004  
Ph.: +91-(0651) 2270046, MOB: 7544003404/7544003412,  
Email: purchase@jmf.coop



## TENDER DOCUMENT

# FOR HIRING OF CONSULTANCY SERVICES FOR NABL ACCREDITATION AS PER ISO/IEC 17025:2017 FOR STATE CENTRAL LABORATORY AT MEDHA DAIRY PLANT, HOTWAR-RANCHI

Single Stage – Two Envelop Bid

**TENDER NO. JMF-QA-01234-00/2024-25/0068**

Date of Publication of Tender : 28 Sep 2024  
Last date for submission of Sealed Bids : 21 Oct 2024 by 16:00 hrs

Filled in tender document duly signed & stamped in all pages of tender document should reach us on or before date at the below address:

**Opening of Technical Tender:**  
**Date: 21 Oct 2024 at 16.30 Hrs**  
At Medha Dairy Plant.  
Hotwar, (Khelgaon), Ranchi,  
Jharkhand - 834012

**Opening of Financial Tender:**  
shall be notified to qualified bidders

Name of Tenderer: \_\_\_\_\_

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

Tel. / Mob. No: \_\_\_\_\_

Email \_\_\_\_\_

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

**EMD: Rs. 10,000/-**

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## INTRODUCTION:

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 milk and milk products in the state of Jharkhand and is popularly known by its brand name 'Medha'. Under an MoU with GoJ, the Federation is being run & managed by the National Dairy Development Board (NDDB).

JMF under the management of National Dairy Development Board (NDDB) started the milk procurement, processing and marketing activities in the state after taking over the existing Government Dairy at Ormanjhi in August 2014 and subsequently three other dairies at Deoghar, Koderma & Latehar. In 2016 NDDB supported in building a 1 Lakh Litre State of the Art Dairy Plant at Hotwar, Ranchi for the Jharkhand Milk Federation and today it is providing an alternative livelihood option to around 20000 rural families in the state of Jharkhand.

Jharkhand (झारखण्ड) is a state in eastern India. Ranchi was the centre of the Jharkhand movement (a movement called for a separate state for the tribal regions of South Bihar, northern Orissa, western West Bengal and the eastern area of what is present-day Chhattisgarh). The Jharkhand state was formed on 15 November 2000 by carving out the Bihar divisions of Chota Nagpur and Santhal Parganas. It's known for its waterfalls, the elegant Jain temples of Parasnath Hill and the elephants and tigers of Betla National Park.

Ranchi, the state capital has been selected as one of the hundred Indian cities to be developed as a smart city under PM Narendra Modi's flagship Smart Cities Mission. The city has a moderate climate and was the summer capital of Bihar until Jharkhand was separated in the year 2000. It is popularly known as a "City of Water Falls".

Area: 652 km<sup>2</sup>

Metropolitan area: 1,295 km<sup>2</sup>

Elevation: 651 m

Weather: 34 °C, Wind N at 13 km/h, 29% Humidity

Population: 10.7 lakhs (2011)

The word '**Medha**' means Goddess Sarasvati-the Deity of Knowledge. Like the purity of the reverent deity, our sincere effort is to provide the people of Jharkhand the best of nature.

Our core philosophy at Medha is to stay true to our roots with a commitment to serve the people of the state with the best quality, hygienic, unadulterated milk which contributes to the development of a healthy and strong people i.e.,

**'Har boond mein Sehat, Har boond mein Jharkhand'**



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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, website: http://www.jmf.coop					
<b>TENDER NOTICE</b>					
Ref: JMF: Advt: 205			Date: 28 Sept. 2024		
<b>TENDERS ARE INVITED IN SEALED ENVELOPE FROM ELIGIBLE BIDDERS FOR THE FOLLOWINGS:</b>					
Sl No.	Tender details	Tender /Bidding Document No.	Tender Fee (Rs.)	EMD (Bid Security) (Rs.)	Last Date & Time for bid Submission
1.	Supply of Various Type of Raw Material for Cattle Feed at Medha Dairy, Hotwar- Ranchi	JMF-PE-01108-09/2024-25/0065	2,000/-	Cat-I- Rs. 2,25,000/- Cat-II- Rs. 8,500/-	21 Oct 2024 till 03:00 PM
2.	Supply, Installation & Commissioning of Lovibond Comparator at Medha Dairy Plant, Palamu	JMF-QA-00909-09/2024-25/0066	Nil	2,000/-	21 Oct 2024 till 03:30 PM
3.	Hiring of Consultancy Services for NABL Accreditation as per ISO/IEC 17025:2017 for State Central Laboratory at Medha Dairy Plant, Hotwar-Ranchi	JMF-QA-01234-09/2024-25/0068	1,000/-	10,000/-	21 Oct 2024 till 04:00 PM
4.	External Testing of Milk & Milk Products, Raw Materials and Water as per FSSAI Norms for Different JMF Plants in Jharkhand State	JMF-QA-01204-09/2024-25/0067	Nil	Nil	19 Oct 2024 till 04:30 PM
5.	Hiring of 04 No. 24KL Road Milk Tankers for transportation of liquid milk within and outside the State of Jharkhand on ARC Basis	JMF-PP-01269-09/2024-25/0069	2,000/-	2,80,000/-	19 Oct 2024 till 3:00 PM
6.	Supply of Stainless-Steel Cage for Flavor Milk Bottling line	JMF-PP-01176-09/2024-25/0070	Nil	2,500/-	19 Oct 2024 till 03:30 PM
7.	Supply of Submersible Pumps (1HP & 2HP) with accessories at Medha Dairy Plant, Hotwar	JMF-PI-01081/1083-09/2024-25/0071	Nil	3,000/-	19-Oct-24 Till 04:00 PM

\*For further details, interested bidders may download the respective Tender Document from JMF web site 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 337350 Jharkhand Milk Federation(24-25).D Managing Director, JMF



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## 1. 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. Tender bid can be sent by post/ courier or submitted by hand at our office by time as specified in tender notice. Tenders received late will 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 their eligibility, Bidders shall complete the eligibility criteria specified /requested in the Bid/ Tender document.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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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## 2. INVITATION FOR BIDS

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)**.

Sealed tenders/offers are invited from reputed Agency for providing the consultancy services for NABL Accreditation as Per ISO/IEC 17025:2017.

The list of items required; its quantity is listed herein below:

Sl. No.	Name of Items	UoM	Qty
1	Hiring Of Consultancy services for NABL Accreditation as Per ISO/IEC 17025:2017 for State Central Laboratory at Medha Dairy Plant, Hotwar-Ranchi	Job	01

The tender document can be downloaded from our website [www.jmf.coop](http://www.jmf.coop)

Sealed tenders/ offers may be submitted at the below address **on or before 21 Oct 2024 by 16:00 hrs** in a sealed cover super-scribing clearly with **"OFFER FOR HIRING OF CONSULTANCY SERVICES FOR NABL ACCREDITATION FOR STATE CENTRAL LABORATORY"**.

### The Jharkhand State Cooperative Milk Producers' Federation Ltd

Medha Dairy Plant, Beside Birsa Munda Central Jail,  
Hotwar, Ranchi – 834012, Jharkhand, INDIA.

Ph. No: 7544003404/7544003412

Email: [purchase@jmf.coop](mailto:purchase@jmf.coop)



**Managing Director**

The Jharkhand State Co-Op. Milk Producers' Fed. Ltd.



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## 3. TENDER SUBMISSION:

The bidder has to submit the tender in 'sealed envelope' in single stage two (02) Bid System i.e. Pre-Qualification/Technical Bid (Technical Envelope) and Financial Bid (Commercial Envelope) under one main envelope as below:

### a. Envelope 1:

- Pre-Qualification/Technical Bid** - The envelope be superscribed with 'Technical Bid'. The bidder should submit relevant documents as per eligibility criteria along with filled & signed **Annex-I**.

### b. Envelope 2:

- Financial / Commercial Bid**- The envelope be superscribed with 'Commercial Bid'. The bidders should quote the rates/ prices in Indian Rupees in bid format enclosed as **Annex-II**.
- Bid Currencies:** -The rate/ price should be quoted in Indian Rupees only.

Both the envelopes 'Envelope -1 and 2' to be put in a third envelope and the third envelope should be **superscribed with "OFFERS FOR HIRING OF CONSULTANCY SERVICES FOR NABL ACCREDITATION FOR STATE CENTRAL LABORATORY."**

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

## 1. Eligible Bidders

- 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.

## 2. Bidding Document

- The fee/cost for bidding document is Rs. 1,000/-.
- 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.
- 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)

## 3. Downloading the Document

- The bid documents will also be available in the website at <http://www.jmf.coop> and can be downloaded.
- 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.



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## 4. Content of Bidding Documents

4.1 The Bidding Document includes:

- a) Invitation for Bids;
- b) Instruction to Bidders;
- c) Terms & conditions of the Contract;
- d) Technical Specifications & Scope of work;
- e) Financial Bid;

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.

## 5. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify JMF in writing or email. JMF will respond 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.

## 6. 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 web site 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.

## 7. 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.

## 8. 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.



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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.

## 9. 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.

## 10. Earnest Money Deposit:

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

10.2 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.

10.3 In case of EMD submitted through NEFT/RTGS:

1. Beneficiary Name	The Jharkhand State Co-op. Milk Producers' Federation Ltd
2. Beneficiary Bank & Branch	State Bank of India, HEC SECTOR II, RANCHI
3. Account Number to be credited	33842021519
4. RTGS/IFSC Code	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:

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

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

1. Beneficiary Name	:	
2. Beneficiary Bank & Branch	:	
3. Account Number to be credited	:	
4. Type of Account to be	:	





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<b>credited</b>	
<b>5. RTGS/IFSC Code</b>	:

10.4 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.

10.5 The EMD will be forfeited in following cases:

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.

## 11. 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. A statement indicating item wise HSN/ SAC codes considered for supply items/service shall be submitted along with the Technical Bid (Part I).

b. 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)

## 12. 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.

## 13. Bid Form:



# THE JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.

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- 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.

## 14. 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.

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.



## 15. 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 item 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 some 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 under gone 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 orders shall be asked for and considered so as to qualify the bidder.

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



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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/service 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 lowest quoted price (inclusive of applicable GST).

## 3. Currency of Bid

All bid prices shall be in Indian Rupees only.

## 16. Award Criteria

- 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.
- JMF may award one single contractor more than one contract to the successful bidder at JMF's discretion.

## 17. Signing of Contract

Within 15 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.

## 18. 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:

- Deviations in commercial terms and conditions of the bid may be rejected
- The Bidder should mention the HSN/SAC Code of each item along with the Technical Bid (Part I).
- GST TDS as per section 51 of CGST Act 2017 will be deducted, if applicable.

## 19. 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)





# THE JHARKHAND STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.

FTC CAMPUS, SEC-2, DHURWA, RANCHI – 834004  
Ph.: +91-(0651) 2270046, MOB: 7544003404/7544003412,  
Email: purchase@jmf.coop



## 5. Terms & Conditions:

- a. The bids 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.
- b. The bidder needs to fill the company's detail in the prescribed format enclosed in **Annex -I**.
- c. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.
- d. **Details Scope of Work is attached at Annexure-II.**
- e. The Prices shall be quoted in Indian Rupees only.
- f. **PRICE VARIATION:** The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion and no escalation in prices shall be permitted due to any reason.
- g. The rates should be mentioned in figures as well as in words. Erasing/ Overwriting should be avoided/duly attested. Taxes, however, should be indicated separately. In case nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.
- h. **Validity of Bid/ Offer:** The rate offered by the tenderer shall be valid for 120 days from the date of opening of bid(s)/ tender.
- a. For ready reference, standard quotation format for quoting the price is attached as "**Annex-III: Financial / Commercial Bid**". The bidder/ tenderer is requested to quote the rate/ price in the respective format only wherein all parameters need to be filled for quoted items.
- b. The submission of tender will bind the agency/firm to acceptance of all conditions specified herein and in addition to the conditions of the contract. However, the terms and conditions are to be duly signed by the agency/firm and to be returned with the quotation as a token of acceptance
- i. **Payment Terms: 100% within 30 days after completion of job against submission of original invoice.**
- j. **TDS GST DEDUCTION:** TDS under GST Act 2017 (w.e.f from 01.10.2018), Section 51 @2% shall be deducted from the payment of supplier for the total value of taxable supply of goods/ services or both under a contract exceeding 2.50 lakhs.
- c. **Cancellation of Contract:** JMF shall be free to cancel the order either in full or in part, in the case of non-delivery of material/noncompletion of installation within the stipulated delivery period by written notice of default sent to the Supplier.
- d. JMF reserves the right to accept or reject any or all the offers without assigning any reason thereof. Managing Director, JMF shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & dispute Ranchi court shall be our Jurisdiction. Any money found recoverable shall be recovered under the public Demand Recovery Act without prejudice to any other mode of recovery.

We look forward to receiving your quotations and thank you for your interest in this job.

**Managing Director,  
The Jharkhand State Coop Milk Producers'  
Federation Ltd**





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## ANNEXURE – II

### DETAIL SCOPE OF WORK

#### **Scope of Work for Consultancy of NABL Accreditation as per ISO/IEC\_17025:2017 for State Central Laboratory, Hotwar, Ranchi**

The scope for consultancy for NABL Accreditation shall include but not be limited to the items/ activities listed below:

1. Consultant shall visit State Central Laboratory, Hotwar, Ranchi, as and when required, for NABL accreditation of State Central Laboratory, Hotwar, Ranchi, as per guideline of ISO/IEC 17025:2017.
2. Scope of consultancy for NABL accreditation of State Central Laboratory, Hotwar, Ranchi shall include chemical parameters of milk & milk product as per guidelines of FSSAI and chemical parameters of Water (IS 10500:2012).
3. GAP Assessment and its closure.
4. Document preparation including Quality Manual, Quality System Procedures, Formats, Instrument Operating Procedure, SOPs etc as per guidelines of ISO/IEC 17025:2017.
5. Training program on ISO/IEC 17025:2017 and understanding of each clause including technical aspects shall be as per the desired scope of the laboratory, awareness on ILAC (International Laboratory Accreditation Co-operation)/ APAC (Asia Pacific Accreditation Co-operation) and Measurement Uncertainty.
6. Proficiency Testing Program for all chemical parameters of milk & milk products as per FSSAI and Chemical Parameters of Water as per IS 10500:2012 as per guideline of ISO/IEC 17025:2017 including their testing charges.
7. Support for preparation of all the records in the laboratory including technical records like history cards, IQC (Incoming Quality Control) and ILC (Inter-Laboratory Comparison) plans, and list of master equipment, list of documents and so on as required by NABL as per guideline of ISO/IEC 17025:2017 in the scope of consultancy.
8. Filing of application for NABL accreditation including NABL application fee.
9. Organizing Internal audit of the laboratory in accordance with ISO/IEC 17025:2017 and Management review meeting.
10. Final Review and Mock Assessment to review the preparedness of the laboratory for final assessment.
11. External Audit Participation, traveling, accommodation and/or local charges of auditors or any official pertaining to NABL Accreditation process shall be in the scope of consultant.
12. Resolution and closing of non-conformities raised during final assessment of the laboratory and any comments from the accreditation committee.
13. Issue of NABL certificate for accreditation from NABH for ISO/IEC 17025:2017 shall be in the scope of consultant.



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14. Cost of any other required activity for getting NABL accreditation shall be in the scope of the consultancy.
15. Any chemical, consumable or instrument required for NABL accreditation shall be in the scope of JMF. Such items shall be retained by JMF after accreditation.
16. Consultancy charges shall include GST or any other statutory expenses.







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## ANNEXURE-III

### PRICE / FINANCIAL BID FORMAT

“Tender for Hiring of Consultant for NABL Accreditation as Per ISO/IEC 17025:2017”.

Name of Bidder/ Firm:



Sl. No.	Description of Work	UoM	Qty	Unit Rate (Rs.)	GST %	GST Amt	Total Amount (Rs.)
1	Charges for providing Consultancy Services for NABL Accreditation as per ISO/IEC 17025:2017 for State Central Laboratory, Medha Dairy Plant, Hotwar-Ranchi as per attached scope of work	Job	01				

The total charges should include all applicable charges including out of pocket expenses and charges, if any, Including GST.

Amt in Words (Rs.) \_\_\_\_\_



Date:

Seal & Signature of the Bidder