



# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## TENDER FOR

# SUPPLY OF OFFICE LTSC STANDARD 2021, WINDOWS 11 PRO AND QUICK HEAL ANTIVIRUS PRO AT MEDHA DAIRY PLANT, HOTWAR

**IFB /Tender No.JMF-ICT-02-2023-24/0112**

**Date: 29 Feb 2024**

**[Single Stage - Two Bid System]**

**Important dates:**

Tender Release/ Request date : 29 Feb 2024  
Last date of Receipt of Tender : **21 Mar 2024 till 3:00 Hrs**  
Opening of Technical Bid (Part-1) : 21 Mar 2024 at 3:30 Hrs  
Opening of Financial Bid (Part-2) : The date of opening of Financial Bid will be informed to technically qualified bidders only

For any queries, please contact:

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

Phone: 7544003404 / 7544003412

Name of Bidder: \_\_\_\_\_

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

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

Email \_\_\_\_\_

**Tender Fee: Rs. NIL**

**EMD: Rs. 5,000/-**

**H.O./ Regd. Off:**

F.T.C. Campus, Sec-II, H.E.C., Dhurwa, Ranchi (Jharkhand) – 834004

Ph.: +91-(0651) 2543062, Website: [www.jmf.coop](http://www.jmf.coop)

GSTIN: 20AADAT8604K1ZJ

**The Bidder has to submit this document duly filled in all aspects with initials /signature on each page.**

All rights reserved. This document is confidential and proprietary of The Jharkhand State Co-operative Milk Producers' Federation Ltd (JMF) and no part of this document should be reproduced, published in any form by any means, electronic or mechanical including photocopy or any information storage or retrieval system nor should the details be disclosed to third parties without the written authorization of JMF



# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## NOTICE INVITING TENDER (NIT)



**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 id: purchase@jmf.coop, website: <http://www.jmf.coop>



### TENDER NOTICE

Ref: JMF: Advt:195

Date: 29 Feb 2024

Sealed Bids are invited under Two (02) Bid (Envelope) System from reputed eligible Bidders/Agencies for:

Sl No.	Tender details	Tender /Bidding Document No.	Tender Fee (Rs.)	EMD (Bid Security) (Rs.)	Last Date & Time for bid Submission
1.	SITC of Solar Based DPMCU – 264 Sets at Dhurwa, Ranchi.	JMF-PI-02-2023-24/0113, Dt. 29.02.2024	2,000/-	Rs. 2,64,000/-	By 21 Mar 2024 by 02:30 PM
2.	Supply of Office LTSC Standard 2021, Windows 11 PRO and Quick Heal Antivirus PRO at Hotwar, Ranchi.	JMF-ICT-02-2023-24/0112, Dt. 29.02.2024	Nil	Rs. 5,000/-	By 21 Mar 2024 by 03:00 pm
3.	ARC for Wall & Shutter Painting Work in the state of Jharkhand & its adjoining cities located in Bihar.	JMF-MKT-02-2023-24/0111, Dt. 29.02.2024	2,000/-	Rs. 50,000/-	By 21 Mar 2024 by 03:30 pm
4.	Supply of Empty Glass Bottle - 180 ML (For Flavored Milk) At Medha Dairy Plant, Hotwar-Ranchi	JMF-P&P-02-2023-24/0117, Dt. 29.02.2024	2,000/-	Rs. 21,500/-	By 21 Mar 2024 by 04:00 PM
5.	Supply and Installation of Network Firewall at Hotwar, Ranchi.	JMF-ICT-02-2023-24/0114, Dt. 29.02.2024	Nil	Rs. 3,000/-	By 22 Mar 2024 by 03:00 pm
6.	ARC for Conversion of liquid Milk into SMP and Ghee.	JMF-PP-02-2023-24/0115, Dt. 29.02.2024	Nil	Nil	By 22 Mar 2024 by 04:00 pm
7.	SITC of 'Floor Standing Server Rack (42U Network Rack)' including KVM and Console at Hotwar, Ranchi.	JMF-ICT-02-2023-24/0116, Dt. 29.02.2024	Nil	Rs. 3,000/-	By 22 Mar 2024 by 04:30 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 be in touch with our website till the date of opening of the bids in order to be informed about any corrigendum/modification etc. in the bid documents.

PR 320717 (Jharkhand Milk Federation) 23-24 (D)

Managing Director, JMF





# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## Contents of Tender/ Bidding Document:

Sections	Contents	Page No
1.	Tender/ Bid Invitation detail	4 - 5
2.	Eligibility Criteria	6
5.	Specific Terms and Conditions	7 - 10
6.	General Terms and Conditions	11 - 12
7.	Technical Specifications	13
8.	Formats to filled by bidder	14 - 15
9.	Format ' <b>PRICE BID</b> ' – Annex- III	16

This tender/ bidding document consist of 16 pages.





# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## TENDER/BID INVITATION DETAIL

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).

- 1.1 The Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi (JMF), hereby invites Unconditional Tenders / Bids in Single Stage Two Envelope bidding from reputed manufacturer / dealer/ Authorized Distributors /Suppliers **for supply of following items** as per details given in below tables:

S No	Item	Qty
1	Office LTSC Standard 2021, Product ID: DG7GMGF0D7FZ	09 No.
2	Computer Operating System (Window 11 Pro)	09 No
3	Quick Heal Antivirus Pro (10 users with 03 years validity)	09 No.

**\*Detail Technical Specification enclosed as ANNEX-I.**

Filled in tender document duly signed & stamped in all pages of tender document should reach us on or before the due date **21 Mar 2024 till 3:00 Hrs** in 'Sealed Envelope' at the below address:

### **Medha Dairy Plant**

(A Unit of Jharkhand State Cooperative Milk Producers' Federation Ltd.)

Beside Birsa Munda Central Jail, Hotwar, Ranchi- 834012 (Jharkhand).

**All the bids will be acceptable only in 'Sealed Envelope'. The offers received through other E-mail will not be considered.**

Interested eligible bidders may obtain further information from Purchase Department, Jharkhand Milk Federation (JMF), Beside Birsa Munda Central, Jail, Hotwar, Ranchi-834012, Ph. no.: +91-(0651) 2270046, Email – [purchase@jmf.coop](mailto:purchase@jmf.coop)

### **Downloading of the Tender/ Bid Document.**

- The tender /bidding document can be downloaded from JMF website [www.jmf.coop](http://www.jmf.coop) and sent by post/ courier or submitted by hand at our office by time as specified in tender notice.
- 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.

**This is a two-envelope bid system.**

The bidder is requested to submit their Technical(credentials as per eligibility criteria, including product catalogues/manuals/specification and Commercial Terms & Conditions) and Price Bid at the same time in two separate envelopes, and both the envelopes to be put in a third envelop.

The Technical bids will be opened on the bid opening date/time as mentioned in the bidding document. After evaluation of technical bids, the price bid of responsive bidders will be opened under intimation to technically qualified bidders, who may also attend the price bid opening, if they so desire in the office at Hotwar Dairy Plant of Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi.



# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## 1.2 BID/ OFFER SUBMISSION DETAIL:

BIDS to be submitted in single stage two cover system i.e., Pre-Qualification/Technical Bid (Technical Envelope) and Financial Bid (Commercial Envelope) as detailed below:

### Envelope 1: Technical Bid (Part-1):

The bidder should submit the relevant documents related to eligibility criteria, technical details for the item/ equipment/ machinery as required in the tender and shall be put under one envelope (Envelope -I) mentioning **“TECHNICAL BID”**.

### 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”**.

Both envelopes (**Envelope-I & II**) to be put under one Main Envelope super scribing clearly- **“SUPPLY OF WINDOWS 11 PRO, OFFICE LTSC STANDARD 2021 AND QUICK HEAL ANTIVIRUS PRO AT MEDHA DAIRY PLANT, HOTWAR”** and should be submitted at the address mentioned in tender document.

Under this process, the eligibility and qualification of the bidder shall 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 bidders whose technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

## 1.3 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)





# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## 2.0 ELIGIBILITY CRITERIA:

The bidders must meet the following minimum qualifying criteria:

- 2.1 That, bidder in the same name & style, should be in similar 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.
- 2.2 That, bidder should have valid registration under various act that 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.
- 2.3 The bidder should submit copies of Audited Balance Sheet and P&L A/c for the last 3 Financial Years (FY 2020-21, FY 2021-22, FY 2022-23) for income tax purpose. (If not audited, to be certified by CA)
- 2.4 That, bidder's financial turn-over in the same name & style during each of the last three financial years (2020-21, 2021-22 & 2022-23) **should not be less than Rs. 2.50 Lakh.**
- 2.5 Copy of TDS certificate issued by the client to substantiate the claim for the value of works executed in the private sector.
- 2.6 Copy of form 26AS for the last three financial years.

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





# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## 3.0 SPECIFIC TERMS & CONDITIONS:

3.1 **VALIDITY OF BIDS/ OFFERS:** The Bids /Offers 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.

### 3.2 EARNEST MONEY DEPOSIT/ TENDER FEE:

- **Earnest Money Deposit (Bid Security) : Rs. 5,000/-**
- **Bid Document /Tender Fee : NOT APPLICABLE**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and The Jharkhand State Coop Milk Producers' Federation Ltd. (JMF) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

All bids must be accompanied must be accompanied by EMD as Bid Security (item /category specific) and Tender Document Fee (as mentioned above) and the same should be in the form of Demand Draft or through NEFT/RTGS. The Bid is liable to be rejected in case EMD/Tender Fee at prescribed rate is not furnished along with the tender/ bid.

1.1.1 In case of EMD/Tender Fee submitted in the form of DD: EMD /Tender Fee should be submitted in Technical Bid Envelope in the form of Demand Draft [in original] issued by Nationalized Bank/Scheduled Bank/Foreign Bank having branches in India in favor of "The Jharkhand State Co-Op. Milk Producers' Federation Ltd", payable at Ranchi

1.1.2 In case of EMD/ Tender Fee submitted through NEFT/RTGS, it should be deposited\* to the following Bank Account.

<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, HEC SECTOR II, 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 bid.

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.	Tender /Bid Ref. No.	DD No. with Bank Details/UTR No.	Transection 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. A/c No. to be credited	:	
4. Bank detail	:	
5. RTGS/IFSC Code	:	



# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## 1.1.3 The EMD may be forfeited:

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

OR

If the bidder withdraws its tender before the finalization of tendering process/contract.

- 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)

1.1.4 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

1.1.5 The EMD of successful bidder shall be released after acceptance of the contract and submission of performance security. In case of conversion of EMD into security deposit, the same shall be returned after completion of contractual obligations.

1.1.6 No interest shall be paid on EMD for the period during which the deposit lies with The Jharkhand State Co-Op. Milk Producers' Federation Ltd.

## 3.3 OPENING OF BIDS:

3.3.1 Technical bids of the bidders whose bids have reached the office of JMF on time as mentioned in the IFB and shall be opened in the presence of bidder on the date and time specified in the tender document.

3.3.2 Bidders may be present at the time of opening of the bids.

3.3.3 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.

## 3.4 EVALUATION OF BIDS:

### 3.4.1 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 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





# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

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 clarifications 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.

### 3.4.2 Price Bid Evaluation and Comparison of Bids:

The Evaluation and comparison of bid will be done on the basis of **item-wise** quoted basic price (inclusive of applicable GST).

## 3.5 EVALUATION OF BIDS:

3.5.1 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.

3.5.2 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.

3.5.3 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.

3.5.4 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.

3.5.5 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



# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

Evaluation Criteria. Factors not included in Qualification and Evaluation Criteria shall not be used in the evaluation of the Bidder's qualification.

3.5.6 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.

## 3.6 Award Criteria

3.6.1 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.

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

3.7 **Signing of Contract:** Within 07 days from the receipt of the Purchase Order, the successful bidder shall return the duplicate copy of the Purchase Order, duly signed and sealed.

3.8 **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:

3.9 Deviations in commercial terms and conditions of the bid may be rejected

3.10 The Bidder should mention the HSN/ SAC Code of each item along with the Technical Bid (Part I).

3.11 GST TDS as per section 51 of CGST Act 2017 will be deducted, if applicable.

3.12 Bidders to submit the following details along with Technical Bid (Part I):

3.13 State from where the goods will be supplied/ Invoices will be made:

3.14 Corresponding GST No. (of that state): -----



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



# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## 4.0 GENERAL TERMS & CONDITIONS:

- 4.1 The bidding document duly filled and signed to be submitted in 'Sealed Envelope' under two-envelope bid system. Both envelopes "Envelope-I (Technical Bid) & Envelope-II (Price Bid)" to be put under one Main Envelope super scribing clearly "**SUPPLY OF WINDOWS 11 PRO, OFFICE LTSC STANDARD 2021 AND QUICK HEAL ANTIVIRUS PRO AT MEDHA DAIRY PLANT, HOTWAR**" and should be submitted at the address mentioned in tender document.
- 4.2 The Offers should be strictly according to item/ equipment specification enclosed as **ANNEX-I**, failing which it may not be considered.
- 4.3 The bidder should provide /submit its detail in the format enclosed as **ANNEX-II**,
- 4.4 The bidder has to submit the checklist duly signed and stamped by filling the required fields and should submit the relevant /required documents.
- 4.5 The RATE/OFFER should be QUOTED in the prescribed format enclosed as **ANNEX-III- "Financial/Price Bid"**. The rate offered shall be on 'Free Delivery (F.O.R.)' at Site Basis (mentioned below) as per supply/ demonstration/ installation of items.
  - **Medha Dairy Plant**, Beside Birsa Munda Central Jail, **Hotwar, Ranchi** – 834012 (Jharkhand)
- 4.6 On the quoted rates the element of Goods & Service Tax, freight/ P&F/ Octroi, discount or any should be clearly mentioned, failing which it will be presumed that these elements are included in the rates quoted for. Breakup of the price quoted should be given. The rate to be quoted in Indian Rupees Only.
- 4.7 **Delivery Schedule:** The material shall be delivered within 6 weeks from the date of purchase order.
- 4.8 Technical Specifications/ COA/Food Grade Certificate (as applicable) shall be provided with material along with the supply and bid documents.
- 4.9 The bidder should be capable to supply the entire requirement. However, JMF reserves the right to engage more than one supplier for critical item & for item required in large quantity.
- 4.10 The materials should be supplied strictly as per JMF specifications and delivery schedule. There will not be any compromise on the quality of the material and material not found as per our specifications is liable to be rejected.
- 4.11 All inspection of the material will be carried out at our concerned Hotwar Dairy Plant after receipt of material and our decision regarding quality will be final and binding. In case of rejection, the supplier will give free replacement without any delay and objection within 15 days. Rejected goods if not lifted by the supplier within 15 days of intimation, shall be disposed of by consignee at the cost of supplier. No claims thereafter by the supplier will be entertained.
- 4.12 **PAYMENT TERM:** -  
100% payment shall be made within 30 days after receipt of materials and submission of bills which shall be made only after physical inspection/verification of the products at site and quality acceptance by JMF authorized person. Payment shall be made through NEFT/ RTGS.
- 4.13 The Bidder must provide copy of GST Certificate, PAN & Bank Details along with the quotation/ tender.
- 4.14 On receiving orders from JMF, the supply of Product at Jharkhand Milk Federation, Ranchi shall be the responsibility of the supplier. The rejected material, if any, shall



## INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

have to be lifted by the supplier at their own cost within a week time from the date of intimation from JMF. JMF shall not be responsible for any deterioration due to delayed lifting of the rejected material by the supplier.

4.15 The bidder has to submit the CHECKLIST enclosed as ANNEX-II duly signed and stamped by filling the required fields and should submit the relevant /required documents.

4.16 The Offer/Bid document submitted by a tenderer shall become the property of the Federation and the Federation shall have no obligation to return the same to the tenderer.

### 4.17 **Dispute/ Arbitration & Final Authority.**

4.17.1 Bid Rejection Criteria:

#### **A Bid may be rejected / treated as non – responsive if:**

- The Bidder fails to send /submit the Earnest Money Deposit (EMD) amount within the bid due date.
- The Bidder does not meet the Eligibility or Pre-Qualification / Technical criteria and / or non-submission of documents specified.
- The deviations from the terms mentioned in the document affects in any way of scope, quality and performance.
- Conflict of Interest between the Bidder and the JMF is detected at any stage
- Tender/ Bid document is unsigned and incomplete in any aspect.
- Bid validity is shorter than the required period

4.17.2 Disputes:

The Federation (JMF) and the bidder shall make every effort to resolve any dispute / disagreement in connection with the bid amicably by direct negotiation. However, the decision of managing Director, JMF will be final & binding in case the disagreement or dispute if not resolved by mutual negotiation.

Legal dispute if any, concerning to this supply shall be subject to such courts as Exercising Civil Jurisdiction over Ranchi

4.18 The tender document submitted by a tenderer shall become the property of the JMF and JMF shall have no obligation to return the same to the tenderer.

**Managing Director**

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



# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## 5.0 ANNEXURE - I:

### TECHNICAL SPECIFICATIONS

S. No	Parameter	Specification
1	MS Office	Office LTSC Standard 2021, Product ID: DG7GMGF0D7FZ
2	Operating system	Computer Operating System (Window 11 Pro)
3	Anti-Virus	Quick Heal Antivirus Pro (10 users with 03 years validity)

Details mentioned below:

(1) Microsoft Office LTSC Standard 2021 Standard License

- (i) Office LTSC Standard 2021 (Software Perpetual) having **Part Code: DG7GMGF0D7FZ**
- (ii) LTSC Standard licenses should be transferable.
- (iii) Licenses to be verified at the time of procurement from Microsoft team about license genuinity.

(2) Microsoft Windows 11 Professional

- (i) Microsoft Windows 11 Professional 64-bit All Languages (ESD Perpetual/Lifetime Validity License) having **Part Code: FQC-10572.**
- (ii) ESD licenses should be transferable.
- (iii) Licenses to be verified at the time of procurement from Microsoft team about license genuinity.

(3) Anti-Virus Quick Heal Antivirus Pro

- (i) QH Antivirus Pro (10 User License for 03 Years Validity)
- (ii) It should be in any variants.
- (iii) Anti-Virus Keys to be verified at the time of procurement from Quick Heal team about license genuinity.





# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## CHECKLIST

[TO BE FILLED & SUBMITTED BY THE BIDDER ALONG WITH TECHNICAL BID (\*)]

(\*) Checklist is Mandatory to fill and attach with technical Bid.

Sr. No.	Particulars:	Submitted Yes/No	Details/ Remarks
A.	<b>The bidder has submitted/ complied the following criteria:</b>		
1.	EMD submitted in original DD or payment through NEFT/RTGS (please tick as appropriate)		Details:
2.	Tender Document Fee in original DD or payment through NEFT/RTGS submitted	N/A	[NOT APPLICABLE FOR THIS TENDER]
3.	The Bidder is in same name & style in similar business at least for three (03) years at the time of bid opening		(Copy of PO/WO to be submitted as proof.)
4.	The bidder has valid registration under various act that may be applicable for the supply/contract proposed		(Suitable documents to be submitted)
5.	The bidder's financial Turn-Over in the same name & style during each of the last three financial years (2020-21, 2021-22 & 2022-23) is <b>not less than Rs. 2.50 Lakh</b>		2020-21: 2021-22: 2022-23: (to be submitted as applicable)
6.	Copies of Audited Balance Sheet and P&L A/c for the last 3 Financial Years (FY 2020-21, FY 2021-22, FY 2022-23) for income tax purpose. (If not audited, to be certified by CA)		(to be submitted as applicable)
7.	Copy of TDS certificate issued by the client to substantiate the claim for the value of works executed in the private sector.		(to be submitted as applicable)
8.	Copy of form 26AS for the last three F.Y..		(to be submitted as applicable)
B.	<b>Other document to be submitted:</b>		
i).	GST Registration Certificate		<b>Details:</b>
ii).	PAN Copy		
iii).	Cancel Cheque		
iv).	Technical & Bidding Terms Deviation (if any)		
v).	Power of attorney submitted (If bid is signed by other than Director/MD)		
vi).	Any other Certification/ License (if any)		
vi).	List of Clients		

**Date:**

**Place:**

(Signature & Stamp of the Bidder)



# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## 6.0 ANNEXURE - II:

### BIDDERS'S DETAIL/ PROFILE

No	Details (to be filled by bidder)		
1	Name of Vendor/ Bidder	The Jharkhand State Co-Operative Milk Producers' Federation Limited	
2	Address Of Registered Office		
3	Address Of Factory/ Works		
4	Name of Contact Person		
5	Contact Nos.		
6	Email ID:		
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	<b>Please, Specify in separate sheet (As per below Format)</b>	
		<b>S. No</b>	<b>Item Description (Shortly)</b>
		1.	
		2.	
11	G.S.T. No & Reg. Date		
12	PAN No & Date		
13	Turn Over Of last 3 Year (Rs.)	1.	2.
14	If You have maintained any quality standard (Pl. Specify)		
15	Name Of Clients (If required, Pl. Specify in separate sheet)	1.	2.
15	Min. Lead Time Required (Days)		
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 3. Autho. Dealership 4. Fin. Statements 5. Product Brochures 6. Copy of PO's (Min.5)	



# INVITATION FOR BIDS (IFB)

[LOCAL COMPETITIVE BIDDING (LCB)]

(The Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## 7.0 ANNEXURE - III:

## PRICE BID (TO BE SUBMITTED IN SEPARATE ENVELOPE)

Offer date: \_\_\_\_/\_\_\_\_/2024

**Name of Bidder:** .....

Sl No.	Item	Qty	Brand/Make	Rate / Unit (Rs.)	GST %	Total Unit Rate incl GST (Rs.)	Total Amount (Rs.)
1.	Office LTSC Standard 2021, Product ID: DG7GMGF0D7FZ	09 No.					
2.	Computer Operating System (Window 11 Pro)	09 No.					
3.	Quick Heal Antivirus Pro (10 users with 03 years validity)	09 No.					

I / We hereby declare that the information furnished above is true and correct and agree to supply the above goods /materials in accordance with the scope and specifications mentioned above. (Note: Quoted item rates must be inclusive of inclusive of P&F, Freight, Insurance, GST and all applicable charges up to delivery at Site)

Thanking you,

**Date:**

**Place:**

(Signature &Stamp of the Bidder)