



**KOTA - BUNDI ZILA DUGDH UTPADAK SAHKARI SANGH LTD.**

Akhelgarh, RawatBhata Road, Kota (Raj.) – 324 010

**ISO 9001:2015& ISO22000:2018 (FSMS) Certified Dairy**



Registration No:1875 R GST: 08AABAK2482L1ZE

FSSAI License No.10012013000248

E-mail: ktamu-rj@nic.in, kotadairy@yahoo.co.in

Customer Care/Help Line: 9829891599

Ref:KD/23-24/F.ISO/ **18770-775**

Date: **06.02.2024**

### TENDER NOTICE

Sealed tenders are invited on the prescribed format from experienced & reputed consultancy firms for providing certification maintenance service for ISO 9001: 2015 Quality & FSMS ISO 22000: 2018 Food Safety at Kota Dairy Plant.

The scope of work may be seen in the tender copy.

The tender documents can either be downloaded from website <http://sppp.rajasthan.gov.in> or otherwise may be purchased from our office by depositing tender Fee Rs. 590/- upto 21.02.2024, 12.30 P.M.

The sealed bid documents alongwith EMD of Rs. 8,000.00 in form of pay order/demand draft payable in favour of Kota Zila Dugdh Utpadak Sahkari Sangh Ltd. payable at Kota shall be accepted on the same day upto 2.30 P.M. and the same shall be opened at 3.00 P.M. on same date.

Managing Director, Kota Milk Union reserves the right to accept or reject any or all tenders in part or full without assigning any reason thereof.

CC to:

  
Managing Director

- 01 The Incharge (P & I)/MR/Incharge (Maintenance)/Incharge (Purchase)/Incharge (Accounts), Kota Milk Union
- 02 Notice Board
- 03 Office copy/Master file

  
Managing Director

**KOTA ZILA DUGDH UTPADAK SAHKARI SANGH LTD.**

Akhelgarh, Rawat Bhata Road, Kota (Raj.) – 324 010  
ISO 9001:2015 & ISO 22000:2005 (FSMS) Certified Dairy  
E-mail: kotadairy@yahoo.co.in

**Technical Bid****TENDER FOR PROVIDING CERTIFICATION MAINTENANCE SERVICE FOR ISO 9001: 2015 QUALITY & FSMS ISO 22000: 2018 FOOD SAFETY**

|   |   |                               |             |                     |
|---|---|-------------------------------|-------------|---------------------|
| Tender Notice No. & Date  | : KD/23-24/F.ISO/ 18770-775 Dated 06.02.2024  |                               |             |                     |
| Scope of supply   | : Tender for providing Certification maintenance service for ISO 9001: 2015 Quality & FSMS ISO 22000: 2018 Food Safety. |                               |             |                     |
| Due date & time for sale of tender form                         | : From 08.02.2024 – 11.00 a.m. onwards  |                               |             |                     |
| Due date & time for submission of tender form                   | : 20.02.2024 upto 2.30 p.m.   |                               |             |                     |
| Date & time for opening of tender form                          | : 21.02.2024 upto 3.00 p.m.   |                               |             |                     |
| Date & time for offline opening of the tender                   | 21.02.2024 upto at 3.00 p.m.  |                               |             |                     |
| <b>Details of EMD &amp; Tender Fee</b>                          | <b>Amount in Rs.</b>  | <b>Draft/Pay Order/CR No.</b> | <b>Date</b> | <b>Name of Bank</b> |
| Tender Fee  | 590   |                               |             |                     |
| EMD (अमानत राशि)  | 8000  |                               |             |                     |
| Name and Address of tenders with telephone No. : _____<br>_____ |   |                               |             |                     |
| Telephone No. _____   |   |                               |             |                     |
| Please enclose following documents with this form               |   | No.                           | Date        |                     |
| 01  | Registration of the firm  |                               |             |                     |
| 02  | Authorization to participate in tender proceedings  |                               |             |                     |
| 03  | GST No.   |                               |             |                     |
| 04  | Income Tax PAN. No  |                               |             |                     |
| 05  | Aadhaar Card No. of proprietor/authorized person  |                               |             |                     |
| 06  | Experience  |                               |             |                     |

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(Signed & sealed by the tenderer  
in token of acceptance of above)

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|    |   |  |
|----|---|--|
| 07 | List of Clients (Enclose work execution certificate)                                    |  |
| 08 | Experience certificate or work order of Minimum 10 Nos. of Cooperative Milk Federations |  |
| 09 | Last 03 years ITR Copies & Balance Sheet with turnover above Rs 30 Lacs.                |  |
| 10 | ISO 9001 Certificate  |  |
| 11 | Duly signed terms and conditions of the tender  |  |
| 12 | Others (Please specify)   |  |

**DECLARATION**

I, .....S/o Shri ..... R/o ..... hereby declare that I am fully authorized to fill and sign the tender form and the information provided above are correct to my belief. I have read the terms and conditions carefully and understood the contents and I agree to abide with the same in all respect. (All the pages of which have been signed by us in token of our acceptance of the terms mentioned here.) No other condition (mentioned by service provider) is acceptable.

I further declare that our firm never black listed by Rajasthan Cooperative Dairy Federation Ltd., Jaipur or it affiliated Milk Union. In case we found black listed at any stage, Milk Union is liberty to terminate the agreement/forfeit our EMD as the case may be.

Full signature of the tenderer.....

Name.....

**Notes:**

- 01 The offer will remain valid for the entire period of contract
- 02 Extra terms and conditions by the tenderer will not be accepted.
- 03 Kota Dairy/Kota Milk Union/KZDUSS Ltd. mentioned wherever in the tender document means Kota-Bundi Zila Dugdh Utpadak Sahkari Sangh Ltd.

(Signed & sealed by the tenderer  
in token of acceptance of above)



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**GENERAL TERMS AND CONDITIONS FOR CONSULTANCY SERVICES FOR PROVIDING  
CERTIFICATION MAINTENANCE SERVICE FOR ISO 9001: 2015 QUALITY & FSMS ISO  
22000: 2018 FOOD SAFETY**

- 1.1 Kota Zila Dugdh Utpadak Sahkari Sangh Ltd., Kota (Kota Milk Union) invites competitive bids duly signed & sealed in two parts. First Part "Technical Bid" consisting the technical bid, demand draft of EMD and tender fee and second Part "Financial bid" consisting the rate offered in prescribed financial bid, from reputed parties for tender for providing Certification maintenance service for ISO 9001: 2015 Quality & FSMS ISO 22000: 2018 Food Safety.
- 1.2 Tender should be submitted by those firms having quality management system certificate ISO 9001: 2015 and are actually dealing in the job for which tender is being invited including Dairy Industries.
- 1.3 Only tenderer or their one authorized agent will be allowed to be present at the time of tender opening.
- 1.4 All rates quoted must be **inclusive of all expenses including conveyance, lodging & boarding charges and also all taxes and duties except GST**. GST if applicable will be paid extra by Kota Milk Union. No additional charges for any unseen expenses other than the offered rate will be paid by the Milk Union.

The rate/unit must not, under any circumstances, be altered and the rate must be entered in words as well as in figures, in case there is difference in words and figures, the rate entered in words will be final. The rate per month should be quoted for the contract period of one year (extendable in full or part for another period of One Year) for maintenance service of QMS ISO 9001: 2015 & FSMS ISO 22000: 2018 certification including completion of records, periodical audit and organization of steering committee meeting etc. etc.

- 1.5 The financial bid of those tenderers, who qualify in the technical bid, shall only be opened by the tender committee. The financial bid of unqualified tenderer will be rejected and the EMD shall be refunded through account payee check or through RTGS/NEFT if the tenderer provides the bank detail within a week. Tender fee/processing fee shall not be refunded.
- 1.6 The tenderer should have executed quality and food safety certification consulting and maintenance work for at least 05 Nos. of various Milk Processing Plants of Cooperative Dairy sectors.
- 1.7 In case of the services are not of the approved quality, the same will lead to penal action and termination of the contract.
- 1.8 The approved tenderer shall deem to have carefully examined/understand the terms & conditions of the tender document. In case, any doubts as to the meaning of any portion of these terms & conditions, he shall before filling tender document and signing the contract agreement may refer to the competent authority and get clarifications.
- 1.9 The tenderer should sign the tender form at each page at the end in token of the acceptance of all the terms & conditions of the tender.

(Signed & sealed by the tenderer  
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- 1.10 The counter terms and conditions will not be accepted and as such no additions/deletions or alterations in the terms & conditions shall be accepted. In such case tender document may be liable to reject.
  - 1.11 Tenderers, who have been blacklisted/terminated in past by Kota Milk Union, Rajasthan Cooperative Dairy Federation Ltd., Jaipur or it affiliated Milk Union shall not be considered.
  - 1.12 Any discrepancy in filling the tender/incomplete tender form shall make the tender liable to be rejected. No overwriting should be done.
  - 1.13 Tenderer should be able to renew FSMS certification from FSSAI recognized certification bodies as per requirement.
  - 1.14 The tenderers should state complete address in the technical bid to which the orders, notices and further correspondence pertaining to the tenderer and agreements are to be sent. Any correspondence made by the Kota Milk Union at the address given herein shall be deemed to have been delivered to the party. Any change in the address thereafter must be notified to the Managing Director, Kota-Bundi Zila Dugdh Utpadak Sahkari Sangh Ltd., Kota and to the concerned and a copy in confirmation Kota Milk Union having recorded change in address be obtained in writing from Kota Milk Union. In absence of such confirmation the correspondence made on the address given herein shall be valid once the confirmation is issued by Kota Milk Union subsequent correspondence shall be sent to the new notified address.
  - 1.15 The tenders so received shall be opened on the date and time mentioned in the N.I.T. In case the date of opening of the tender is holiday or could not opened on date and time mentioned, as the case may be, then the tender will be opened on next day at the same time.
  - 1.16 Negligence on the part of tenderer in preparing the tender confers no right to withdraw the tender after it has been opened.
  - 1.17 The specific conditions, schedules, annexures of the tender constitute an integral part of the tender.
- 2.0 TENDERING PROCEDURE**
- 2.1 The tender must be filled and signed in prescribed format and kept in a properly sealed envelope comprising technical bid including the terms & conditions and **Price bid is to be sealed in a separate envelope** & kept both technical & financial bid in one envelope. The tender form can be obtained either by depositing the tender fee or can be downloaded from the site as mentioned in the tender notice. The tenderer who are submitting their tender by downloading the tender form from the site is also required to submit the tender fee in form of pay order/demand draft payable in favour of Kota Zila Dugdh Utpadak Sahkari Sangh Ltd. payable at Kota in addition to the EMD.
  - 2.2 If the tenderer is failed to submit the tender document in due date and time due to any reason, no responsibility of Kota Milk Union shall be took place.
  - 2.3 No telegraphic/telephonic/telex/Fax/email tenders shall be considered.

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**3.0 EARNEST MONEY DEPOSIT & SECURITY DEPOSIT**

- 3.1 **Earnest money as mentioned in the tender notice must accompany the tender.** Any tender, which is not accompanied by earnest money deposit (EMD) and tender fee, will be summarily rejected. The tenders without Demand Draft or accompanied by cheques instead of Demand Draft towards earnest money will not be entertained.
- 3.2 Earnest money of unsuccessful tenderer will be returned within 120 clear days from the date of opening of the tender. However the EMD of successful tenderer will be adjusted in the security deposit. The tender fee is not refundable.
- 3.3 The successful tenderer is required to deposit a sum of **Rs.10,000/-** towards performance guarantee with Kota Milk Union within 7 days on receipt of rate acceptance letter in which the EMD submitted alongwith the tender may be adjusted. No interest will be paid for EMD/Cash Security Deposit. The EMD will be accepted only in form of Bank Demand Draft.
- 3.4 Security deposit shall be returned to the tenderer after satisfactory completion of the work without interest.
- 3.5 Remittance on movement made to the firm will be borne by the contractors.
- 3.6 Request for adjustment of any other amount lying with Kota Milk Union will not be considered.
- 3.7 The EMD will be forfeited if the contractor modifies/withdraws the offer during the validity period from the date of bid submission.
- 3.8 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 overwriting in figures or words or corrections not initialed and dated will be rejected.
- 3.9 No refund of tender fee is claimable for tenders not accepted or rejected or tenders not submitted.
- 4.0 **Right of Acceptance :**
- 4.1 The Kota Milk Union does not pledge itself to accept the lowest or any tender and reserves to itself the right to accept the whole or any part of the tender offered.
- 4.2 The tenderer is required to submit the tender forms duly signed and sealed on each page along with required demand draft in token of acceptance of the terms & conditions mentioned therein on the due date of receipt of tenders failing which the rates may not be read out and tender summarily rejected at the absolute discretion of Kota Milk Union.
- 4.3 No terms or conditions in addition to those mentioned above and those given in tender form will be agreed to. Tenders containing additional conditions or any discrepancy in filing the tender/incomplete tender forms are liable to be rejected.
- 4.4 The contractor shall obtain nominal membership of Kota Milk Union by subscribing to share capital.

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**5.0 AGREEMENT:**

- 5.1 The tenderer whose tender is accepted (hereinafter called the consultant) will be required to enter into an agreement with Kota Milk Union on non-judicial stamp paper of appropriate value within fifteen days from the date of RAL failing which will be liable for forfeiture of deposited EMD and security deposit.
- 5.2 The expenses of the agreement shall be born by contractor.
- 5.3 Initially the duration of agreement shall be **one year** from the date of commencement of the work/as mentioned in the agreement, which can be extended on the same rate, terms and conditions for further one year by Kota Milk Union with mutual consent of both the parties and the consultant will continue the services on approved rates throughout the agreement period.
- 5.4 During the period of agreement, if necessary, any condition can be modified/incorporated with an objective to provide better service to Kota Milk Union by mutual consent without affecting major terms of contract.
- 5.5 The Kota Milk Union reserves the right to terminate the agreement by giving 30 days' notice without assigning any reason thereof.

**6.0 Subletting & Subrogation:**

The contractor shall not except with the prior consent in writing of the Kota Milk Union, sublet, transfer or assign the contract or part of the contract thereof or interest therein or benefit or advantage thereof in any manner whatsoever, to others. However, in case of death of the tenderer who signed the agreement, transfer or assignment of the contract or part of the contract can take effect as per the stipulations made in the agreement executed. The Kota Milk Union may get a fresh agreement executed with the new transferee/assignee at their own level after ensuring that Unions retains clear charge on security amount and Bank Guarantee in case of breach of contract by such transferee/assignee. In such a case aforesaid cess will not be payable.

**7.0 Recovery of sums due:**

Whenever any claim for the payment of a sum of money arises out or under the contract against the contractor, the Kota Milk Union shall be entitled to claim it from the cash securities available with Kota Milk Union and the Bank concerned against the bank guarantee amount provided by the contractor.

In the event of such cash securities and bank guarantee amount being insufficient, then the balance entire sum recoverable shall be recovered by appropriating any sum due or which at any time thereafter may become due to the contractor under the contract or any other contract with the Kota Milk Union. If such a sum is insufficient to cover the full amounts recoverable, the contractor shall on demand pay to the Kota Milk Union the balance remaining dues.

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**8.0 Secrecy of Document:**

All the documents supplied by the Kota Milk Union must be treated as 'CONFIDENTIAL', must neither be copied, reproduced, transmitted, or discussed otherwise in whole or part, nor duplicated, modified, divulged, or discussed to any third party nor used in any other way without the consent of Kota Milk Union in writing.

**9.0 EXIT CLAUSE:**

Incase if both the parties agrees to terminate the agreement mutually during contract period in that condition, all due payment/deposits/bank Guarantee will be refunded/ released to supplier and contract agreement will be treated as terminated.

**10.0 PAYMENT TERMS:**

- 10.1 The payment will be made on monthly basis on submission of bill on completion of the month after due verification of bill by the concerned officer in-charge of Kota Milk Union.
- 10.2 All risk/insurance for the safety of our manpower/machines/tools & tackles etc. should be covered by the contractor only for any loss/damage of our equipment/manpower.

**11.0 ARBITRATION:**

In the event of any dispute arising out in the interpretation of any of the condition of this agreement, the Chairman, Kota Milk Union would be sole arbitrator and the final decision of the arbitrator will be binding on both the parties.

**12.0 JURISDICTION:**

All disputes arise, if any, shall be subject to Kota jurisdiction only.

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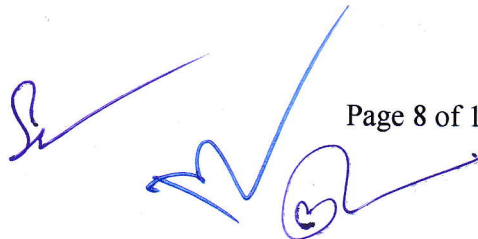
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**SPECIAL TERMS & CONDITIONS OF THE TENDER AND CONTRACT**

1. The tenderer shall have to provide trained and expert professionals of dairy industry for task and list of them is also to be submitted.
2. The contractor must submit ITR/balance sheet of last 3 years & should have balance sheet turn over above 30 lacs for the last 3 consecutive years and firm must incur profit during last 3 years. (Attach Photo copies)
3. Necessary deductions of income tax will be made from the contractor's bill.
4. Bidder must have GST Registration certificate. GSTN shall be mentioned with technical bid.
5. The approved service provider shall be deemed to have carefully examined the conditions and scope of the work and if he shall have any doubt as to the meaning of any portion of these conditions or works, he shall before signing the contract refer to the Managing Director and get the clarifications.
6. Bidder must be capable of consulting and guiding the organization for system implementation in line with the requirements of desired standards and that leads to achievement of certifications awarded/renewed by any of BIS/ NABCB/ FSSAI recognized certification bodies.
7. The bidder must have experience of completing successfully the certifications projects of at least 05 Nos. of cooperative milk federations preferably of the state of Rajasthan in relevance to QMS ISO 9001: 2015 and FSMS ISO 22000: 2018.  
(Attach Work Order Photo copies)
8. The bidder should be working with more than 100 Nos. of clients for various natures of ISO standards in any system standard i.e. ISO 9001, ISO 14001, ISO 22000 (attach list).
9. Bidder must have at least 3 Nos. of qualified leader or internal auditors empanelled with firm.  
(Attach Certificates)
10. The bidder shall abide by all statutory and mandatory provisions labor industrial law in forces from time to time.
11. Bidder should also maintain records for the job carried out on day to day basis. The records shall be made available for inspection as and when required by the authorities. In case of any violation of law in respect of statutory/mandatory requirement by the bidder, Kota Milk Union, Kota will not be responsible for the same.
12. Bidder will not disclose any confidential information related to milk union which is being shared with you to process the job.
13. In case of violation of any terms & condition of the agreement, the Kota Milk Union shall terminate the agreement.



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14. No travelling, lodging and boarding expenses would be given extra.
15. Auditors/inspectors travelling for the cause of surveillance for external or internal audit shall be paid at actual on production of bills of travel and stay.
16. The bidder operates only for the services/job specified and for the period up to completion of job/activity successfully.
17. The party who has experience, technically rich, good performance in similar field and preferably be located in the state of Rajasthan will be preferred.
18. If the approved firm fails either to complete or perform the work as per the requirement, the Managing Director may give seven days notice in writing to the approved firm to complete the work. After that penalty shall be imposed on the value of scope of work as below:
  - A On delay of 1 to 10 Days after One month = 1% (one percent) penalty.
  - B On delay of 11 to 20 Days after One month = 2% (two percent) penalty.
  - C On delay of 21 to 30 Days after One month = 4% (three percent) penalty.Meanwhile Managing Director shall be at liberty to get the work done as per requirement on the risk and cost of the approved firm.
19. Direct or indirect canvassing on the part of tenderer or their representative will disqualify their tenders.
20. The consultant will visit Kota Milk Union for conducting meetings, audit or any other work which are not given in the scope of work and is/are essential as per the system requirement. The consultant will also visit the office of the Managing Director within 48 hours on call telephonically in order to sort out any issues arising out of the work scope.

I have read all terms & conditions of this contract and fully agreed upon these.

(Signed & sealed by the tenderer  
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**SCOPE OF WORK**

1. Document up gradation, addition, deletion & modification of existing system based on QMS ISO 9001: 2015 & FSMS ISO 22000:2018 – Requirements.
2. Design & development, introduction and implementation of newly conceptualized system based on the requirements of above mentioned standards; as & when –
  - 2.1 Change in technology, methodologies, personnel change, site change, or change in supplier and customer status and also when there is a regulatory & statutory requirement.
  - 2.2 Change when there is non-compliances in any implemented system whilst executing work or need of change due to market forces.
  - 2.3 Change whenever there is revision of standards or its clauses.
  - 2.4 Distribute controlled copy to defined work stations/departments and retrieve back old ones.
3. Implementation assistance.
4. Assisting in updating QMS & FSMS records related to ISO 9001 & ISO 22000 for management & control viz. document control, audit.
5. Assist in carryout internal audit at the frequency as per the procedure of auditing of QMS & FSMS of Kota Milk Union.
6. Plan and carryout Internal Audit with the team of internal auditors and submit the reports to MR.
7. To assist MR in activities in compliance related to the standards
8. Assistance in closure of NC and corrective & preventive action.
9. Assistance in preparation & presentation of internal audit report during management review.
10. Conductance of management review – report & circulation in association with Management Representative & Food Safety Team Leader (MR & FSTL).
11. Coordination with certification bodies & certificate /related report follow up.
12. Any other works which are not mentioned above and is/are required to be carried out for implementation/certification and effective maintenance of the system.

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**Financial Bid****TENDER FOR PROVIDING CERTIFICATION MAINTENANCE SERVICE FOR ISO 9001: 2015 QUALITY & FSMS ISO 22000: 2018 FOOD SAFETY**

|   |   |                            |             |                     |
|---|---|----------------------------|-------------|---------------------|
| Tender Notice No. & Date                      | : KD/23-24/F.ISO/   | Dated 06.02.2024           |             |                     |
| Scope of supply                               | Tender for providing Certification maintenance service for ISO 9001: 2015 Quality & FSMS ISO 22000: 2018 Food Safety. |                            |             |                     |
| Due date & time for sale of tender form       | : From 08.02.2024 – 11.00 a.m. onwards  |                            |             |                     |
| Due date & time for submission of tender form | : 20.02.2024 upto 2.30 p.m.   |                            |             |                     |
| Date & time for opening of tender form        | : 21.02.2024 upto 3.00 p.m.   |                            |             |                     |
| <b>Details of EMD &amp; Tender Fee</b>        | <b>Amount in Rs.</b>  | <b>Draft/Par Order No.</b> | <b>Date</b> | <b>Name of Bank</b> |
| Tender Fee                                    | 590   |                            |             |                     |
| EMD (अमानत राशि)                              | 8000  |                            |             |                     |

| Sl. No | Name of Item   | Offered Rate Per Unit Inclusive of all taxes and expenses |          | GST% |
|--------|--|---|----------|------|
|        |  | In figure   | In words |      |
| 01     | Monthly fees & expenses for the contract period of one year (extendable for another one year) for maintenance service of QMS ISO 9001: 2015 & FSMS ISO 22000: 2018 certification including completion of records, periodical audit and organization steering committee meeting etc. etc. as mentioned in the scope of work |   |          |      |

Full signature of the tenderer.....

Name.....

Seal of the firm .....

(Signed & sealed by the tenderer  
in token of acceptance of above)