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GENERAL GUIDELINES FOR E-TENDER AND E-AUCTION

PURCHASE DEPARTMENT

MEHSANA DISTRICT CO-OPERATIVE MILK PRODUCERS' UNION LIMITED

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MEHSANA DISTRICT CO-OPERATIVE MILK PRODUCERS' UNION LIMITED
GENERAL GUIDELINES FOR E-TENDER AND E-AUCTION

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MEHSANA DISTRICT CO-OPERATIVE MILK PRODUCERS' UNION LIMITED
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1. General Information

Mehsana District Co-operative Milk Producers' Union Limited, Mehsana popularly known as Dudhsagar Dairy, (located at Mehsana in Gujarat) is one of the largest Co-operative Dairy in India. MDCMPU Ltd was established in 1960 with the noble intention of ensuring a fair return to the milk producers. It is a district level apex body of milk cooperative societies in Mehsana District which aims to provide remunerative returns to milk producers' and also to serve the interest of consumers by providing quality and safe milk and milk products which give good value for money. It is having eight dairies, two milk chilling centres, two cattle feed plants, semen collection plant and one Dairy Science College. Various products manufactured are milk in milk pouches, Dahi, Buttermilk, Ghee, Table Butter, Milk Powder, Sweetened Condensed Milk, Ice Cream, Flavoured milk and long shelf life (UHT) milk. It is selling almost all milk and milk products in India and abroad under the brand name of Amul and Sagar and having total turnover of Rs. 6938 crores in financial year 2022-23 with its broad base of more than 10 lakh farmer members in Gujarat, Rajasthan, Haryana, Uttar Pradesh and Madhya Pradesh states.

For more details about us kindly visit the following websites:

1. Dudhsagar Dairy: <http://www.dudhsagardairy.coop/>
2. Pashu Samvardhan Kendra, Jagudan: <http://www.sagarxjagudan.com/>
3. Mansinhbhai Institute of Dairy & Food Technology: <http://www.midft.com/>
4. Shri Motibhai R. Chaudhary Sagar Sainik School: <http://www.mrcss.org/>



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2. General Eligibility Criteria (in addition to Eligibility Criteria in NIT)

1. Balance sheet and income tax return as documentary evidence shall be provided for the proof of financial turnover.
2. In addition of the above, the following information/documents should also be submitted along with bid by the bidder for evaluation/determination of their eligibility:
 - (a) Copy of Income Tax Returns for five previous years in original or certified true copies, along with Permanent Account Number (PAN) for income tax purpose.
 - (b) Copy of TDS certificate issued by the clients to substantiate the claim for the value of works executed in the private sector.
3. The Bidder should have valid registration under various Acts that may be applicable for the contract proposed. This shall include but not limited to Income Tax, GST, Employee State Insurance, Contract Labour, Provident Fund etc.
4. The bidder which is blacklisted by Mehsana Union/GCMMF/NDDB are not eligible to bid otherwise, bid will not be accepted and EMD may be forfeited. Bidder shall have to provide related supporting document for same in hard copy with bid.
5. Even though the Bidder meets the specified criteria, the bid may be disqualified in case the bidder has:
 - (a) Made untrue or false declaration in the forms, statements and attachments submitted in proof of their qualifications.
 - (b) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion or financial failure etc.



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3. General Instructions and Terms & Conditions of Tender

This is a two-stage tender. First technical data submitted by bidders will get analysed at our end. Then commercial bid of only technically qualified bidders will be considered for second stage of commercial evaluation. Only after verification and acceptance of documents submitted, commercial bid will get opened.

1. Downloading of Tender Document

Tender document can be downloaded from website <https://tender.nprocure.com/>. Any updates, corrigendum, date extension etc. related to this tender will get published on this website.

2. Submission of Tender

2.1 Submission of the Tender Fee & EMD details

Bidder has to submit payment details of tender fee and EMD on N-procure portal.

2.2 Submission of Other Supporting Documents

All other supporting documents asked has to be submitted online with proper name of documents for easy identification and at proper stages mentioned in the online tender form. Bidder should upload only relevant document and no any unnecessary document. Uploading unnecessary document may lead to disqualification.

2.3 Hard Copy Documents Submission

All uploaded documents and other documents asked in the tender has to be submitted in Hard Copy with proper indexing and page numbering. All eligibility criteria documents must be kept in a separate envelope marked 'Eligibility Criteria Documents'

2.4 Submission of Commercial (Price) Bid

Bidder should submit Commercial (Price) Bid online on website <https://tender.nprocure.com/> only. Commercial Bid (price bid) in physical form (price bid) or in any other mode sent to Mehsana District Co-operative Milk Producers' Union Limited, Mehsana will get rejected.

2.5 Final Submission (Online) of Tender

Bidder must get Bid Reference Number after final submission of online tender. If Bid Reference Number is not generated then it can be assumed that tender is incomplete and not submitted.



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3. Payment of Tender Fee & EMD

Tender fee (non-refundable) and EMD (refundable) amount is mentioned in Notice Inviting Tender. Tender Fee and EMD Amount should be paid by NEFT/RTGS/IMPS to Mehsana District Co-operative Milk Producers' Union Limited in the bank account mentioned below.

3.1 Banking Information for Deposit of Tender Fee, EMD, Performance Security etc.

Description	Details
Bid Document Fee/ EMD Payable To	Mehsana District Co-operative Milk Producers' Union Ltd., Mehsana
Beneficiary Name	Mehsana District Cooperative Milk Producers Union Limited
Credit Account Number	443104000000532
Account Type	Cash Credit
Bank Name	IDBI Bank
Bank Branch Name	Mehsana Branch
IFSC Code	IBKL0000443

If EMD amount is more than Rs. 10 lakhs then it can be paid in Bank Guarantee (BG) also. The bank guarantee issued by a Nationalised Indian Bank/other major banks like HDFC Bank, ICICI Bank, Axis Bank, IDBI Bank. Bank Guarantee from a foreign bank having branch in India may be accepted.

ANY OTHER MODE OF PAYMENT IS NOT ACCEPTABLE

After Paying the amount by NEFT/RTGS/IMPS/BG, details of the same should be given in preliminary stage of the tender on <https://tender.nprocure.com>. The soft copy/scanned copy of the payment advice of the transaction to be uploaded on the portal as a proof of payment.

Bidder has to submit original BG along with technical documents if EMD is paid in BG.

In case of re-tender of a tender, bidder who had participated in the original tender can submit tender fee and EMD details of original tender in re-tender.

Kindly note that tender fee is not refundable in any case even in case bidder is not able to submit tender completely.

4. Earnest Money Deposit (EMD)

All Bids must be accompanied by Earnest Money Deposit (EMD) in the form specified in the Bidding document. The Bids not accompanied with EMD shall be summarily rejected. The Bid security shall be denominated in Indian Rupees of value as specified.

The security deposit/EMD will be interest free.

EMD of unsuccessful bidders will be refunded after completion of our tender and purchase order process. EMD of successful bidder will get returned only after successful execution of Purchase order/contract.



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Note: In case a bidder is not able to fill the e-tender completely after paying tender fee and EMD then such bidders should inform purchase department immediately on date of opening of tender mentioned in NIT and provide complete transaction details and proof for returning of EMD of such bidders.

The Bid security may be forfeited if:

1. A Bidder or Supplier withdraw its bid during the period of bid validity specified by the Purchase on the tender document
- OR
2. In case of successful Bidder/Supplier, if the Bidder/Supplier fails to sign the contract or execute the contract within specified period of contract.

5. Performance Security

Successful bidder has to submit Performance Security after award of contract. Performance Security amount and its related terms and conditions are mentioned in NIT or Part B of tender.

6. Acceptance of Tender Terms and Conditions by Bidder

Bidders have to abide by all terms and conditions and specifications of items mentioned in tender document. Quoting price bid on n-procure website will be treated as acceptance of all terms and conditions of tender document.

7. Tender Date Extension Request

Bidder must request through email for any extension needed at least three days (72 Hours) prior to the last date of tender. The extension request must be accompanied with the payment receipt of Tender Fee and EMD. Without Tender fee, EMD and any request after 72 Hours to close the tender will not be entertained in any condition.

8. Rights Reserved by Dudhsagar Dairy, Mehsana

Dudhsagar Dairy, Mehsana, at its sole discretion and without assigning any reason thereof, reserves the right to accept and / or reject the whole or part of any or all the bids received at any stage of tender. Similarly, we reserve the right to award purchase order in full or part items/quantity to any bidder. Dudhsagar Dairy reserves the right to re-conduct auction/negotiation starting from previously closed rates.

In case of dispute, decision taken by I/C Managing Director will be final.



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4. Instructions for Primary Stage Forms (Online)

List given below is indicative. For actual information needs to be submitted kindly refer online form of respective tender. Whenever asked about Tender Fee or EMD validity date write last date of current financial year for NEFT/RTGS/IMPS and actual validity date for BG.

1. Bidder's Basic Information, Tender Fee and EMD Details

S. No.	Details Required	Instructions
1	Name of the Firm	Provide details
2	Complete Postal Address	Provide details
3	SAP Vendor Code of our Union	If registered with our Union otherwise write NEW and submit Vendor Registration Form
4	Contact Person Name	Provide details
5	Mobile Number of Contact Person	Provide details
6	E-mail ID of Contact Person	Provide details
7	PAN Number	Provide details and attach PAN card
8	GSTN Number	Provide details and attach GSTN document
9	e-Auction Login ID	Created on https://e-auction.nprocure.com/
10	Tender Fee Paid	Enter amount paid
11	Tender Fee UTR No/ Reference No.	Provide details and attach receipt
12	Tender Fee Date of Payment	Provide date of payment
13	Tender Fee Payee Bank Name	Provide payee bank name
14	Tender Fee Mode of Payment	Select mode of payment from dropdown list
15	EMD Paid Type	NEW or OLD (select new if EMD payment is made for this tender or OLD if EMD paid is in earlier tender)
16	EMD Paid	Enter amount paid
17	EMD UTR No/ Reference No.	Provide details and attach receipt
18	EMD Date of Payment	Provide date of payment
19	EMD Payee Bank Name	Provide payee bank name
20	EMD Mode of Payment	Select mode of payment from dropdown list
21	BG Validity Date	Provide BG validity date
22	Bank Name for EMD Refund	Provide payee bank name
23	Branch Address for EMD Refund	Provide payee bank branch address
24	Bank Account Number for EMD Refund	Provide payee bank Account Number
25	ISFC Code for EMD Refund	Provide IFSC of payee bank
26	Bank Account Holders Name	Provide name of account holder



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2. List of Documents Needed at Preliminary Stage

Sr. No.	Particulars of Documents	Mandatory / Optional	Submission Type	Page No.
1	Tender Fee Receipt	Mandatory	Online & Hard Copy	
2	EMD Receipt	Mandatory	Online & Hard Copy	
3	PAN	Mandatory	Online & Hard Copy	
4	GSTN	Mandatory	Online & Hard Copy	
5	Vendor Registration Form (only in case of new bidders)	Mandatory	Online & Hard Copy	
6	Original Cancelled Cheque	Mandatory	Online & Hard Copy	
7	Copy of Firms Registration	Mandatory	Online & Hard Copy	

Note: Prepare index as above for hard copy submission



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5. Instructions for Technical Stage Forms (Online)

List given below is indicative. For actual information needs to be submitted kindly refer online form of respective tender.

1. Turnover Details

S. No.	Details Required	Instructions	Document Page Number
1	Turnover of FY 2022-23 in Rs.	Provide details (amount) in online form and attach CA certificate with UDIN for turnover	
2	Turnover of FY 2021-22 in Rs.		
3	Turnover of FY 2020-21 in Rs.		
4	Turnover of FY 2019-20 in Rs.		

Note: Prepare index as above for hard copy submission

2. Purchase Order Details

Sr. No.	Details Required	Instructions	Document Page Number
1	Criteria No.	Pre-filled	
2	Criteria Brief Details	Pre-filled	
3	PO/Work Order Number	Provide PO number	
4	PO/Work Order Date	Provide PO date	
5	PO/Work Order Brief Details	Provide PO/Work Order details in brief	
6	PO/Work Order Value	Provide PO value in Rs.	
7	PO/Work Order Completion Date	Provide PO completion date	
8	Customer Name	Provide details	
9	Contact Details and Address of Customer	Provide complete address and contact details including contact number and email ID.	
10	Other Information or Remarks if any	Any other information bidder wants to share about respective PO	
11	Document Page Number	Provide Page Number	

Note: Prepare index as above for hard copy submission



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3. List of Documents Needed at Technical Stage

List given below is indicative. For actual documents need to be submitted kindly refer online form of respective tender.

Sr. No.	Particulars of Documents	Mandatory / Optional	Submission Type	Document Page No.
1	EPF certificate if applicable otherwise provide declaration	As per online form	Online & Hard Copy	
2	ESI certificate if applicable otherwise provide declaration	As per online form	Online & Hard Copy	
3	CA certificate with UDIN	As per online form	Online & Hard Copy	
4	Work Experience (old PO copy)	As per online form	Online & Hard Copy	
5	Copy of Purchase Orders with Work Completion Certificate	As per online form	Online & Hard Copy	
6	Compliance Sheet of Offer / Technical Offer	As per online form	Online & Hard Copy	
7	Sealed and signed copy of all parts of tender document	As per online form	Hard Copy	
8	Manufacturer Authorization Certificate (if applicable)	As per online form	Online & Hard Copy	
9	Site Visit Certificate	As per online form	Online & Hard Copy	
10	Product Leaflet (if applicable)	As per online form	Hard Copy	
11	Deviation Sheet (only if allowed)	As per online form	Online & Hard Copy	
12	Tentative Work execution schedule / delivery schedule	As per online form	Online & Hard Copy	
13	Self-declaration on bidder's company letterhead for "Not blacklisted by Mehsana Union/GCMMF/NDDB"	As per online form	Online & Hard Copy	

Note: Prepare index as above for hard copy submission



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6. Mode of Negotiation

Kindly refer Notice Inviting Tender section (Part A) of respective tender for actual mode of negotiation. Details given below are for general understanding of bidder about different modes of negotiation. Negotiation will be done by the method mentioned in NIT.

Reverse Auction

Dudhsagar Dairy may go for reverse E-Auction facilitated by N-procure for the last stage of negotiation depending on the Prices and number of bidders participated.

In such case, there will be a Reverse Auction on the basis of the L1 rate of technically qualified bidder's price bids. Among technically qualified bidders only lowest 3 bidders i.e. L1, L2 and L3 bidder will be given item wise participation in e-Auction.

For goods tender L1 price taken will be item wise L1 price and for turnkey projects / works L1 price will be based on L1 of complete work and not on the basis of individual line items.

In case any of the bidders/suppliers are not able to fully or partially participate in reverse auction because of any personal or technical issue on their side including but not limited to electricity outage, internet connection etc. then, the bids received by the union in reverse auction will be final and any requests including but not limited to re-conduct reverse auction, any bids etc., submitted in physical form/email/verbal communication etc., will not be considered. However, Dudhsagar Dairy reserves the right to re-conduct Reverse Auction starting from previously closed rates.

In case of only one bidder for an item / line item after technical qualification, then personal negotiation will be done with that bidder for that item / line item.

Personal Negotiation

Dudhsagar Dairy may invite bidders for personal negotiation.

In such case, there will be personal negotiation on the basis of the L1 rate of technically qualified bidders price bids. Among technically qualified bidders only lowest 3 bidders i.e. L1, L2 and L3 bidder will be given item wise participation in personal negotiation.

For goods tender L1 price taken will be item wise L1 price and for turnkey projects / works L1 price will be based on L1 of complete work and not on the basis of individual line items.

In case any of the bidders/suppliers are not able to fully or partially participate in personal negotiation because of any personal or technical issue on their side, then the bids received by the union in the personal negotiation will be final and any requests including but not limited to re-conduct personal negotiation or any bids etc., submitted in physical form/email/verbal communication etc., will not get considered. However, Dudhsagar Dairy reserves the right to re-conduct personal negotiation starting from previously closed rates.

Forward Auction

Dudhsagar Dairy may go for Forward E-Auction facilitated by N-procure for the last stage of negotiation depending on the Prices and number of bidders participated.



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In such case, there will be a Forward Auction on the basis of the H1 (highest) rate of technically qualified bidder's price bids.

Among technically qualified bidders lowest bidder will get disqualified for participation in forward auction subject to minimum 3 technically qualified bidders.

For individual items H1 price taken will be item wise H1 price and for complete work H1 price will be based on H1 of complete work and not on the basis of individual line items.

In case any of the bidders/suppliers are not able to fully or partially participate in forward auction because of any personal or technical issue on their side including but not limited to electricity outage, internet connection etc. then, the bids received by the union in the forward auction will be final and any requests including but not limited to re-conduct forward auction, any bids etc., submitted in physical form/email/verbal communication etc., will not be considered. However, Dudhsagar Dairy reserves the right to re-conduct Forward Auction starting from previously closed rates.

In case of only one bidder for an item / line item after technical qualification, then personal negotiation will be done with that bidder for that item / line item.



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7. Website Details for E-tendering, E-Auction and DSC (Key)

General Instructions

For details and complete e-tender document having technical specifications, corrigendum etc. kindly visit <https://tender.nprocure.com/> and search e-tender using 4-digit e-tender ID.

Minimum Requirements to participate in E-tender

1. You must have Class 3 Digital Signature Certificate. For getting class 3 digital signature certificate kindly visit: <https://www.ncodesolutions.com/index.asp>.
2. You must be a Registered Bidder at N-Procure <https://tender.nprocure.com/>
3. You must Register Yourself at Reverse Auction website <https://e-auction.nprocure.com>

S. No.	Description	Website
1	Online Tender Website	https://tender.nprocure.com/
2	E-Auction Website	https://e-auction.nprocure.com/
3	Website for getting Digital Signature Certificate (DSC)	https://www.ncodesolutions.com/

Contact N-Procure Team for queries related to website issues, browser settings, digital signature certificate, vendor registration at N-Procure and all issues related to n-procure website. Bidder should provide providing their complete details and contact number in email.

Address	Contact No.	E-mail ID
(n)Code Solutions (n)Procure Cell 304, GNFC Infotower, S.G. Road, Bodakdev, Ahmedabad – 380054 (Gujarat)	7359021663 (toll free)	nprocure@ncode.in