



**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.
(OMFED), D-2, SAHIDNAGAR, BHUBANESAR-751007
Ph.No.(0674)2540273/2546030/2540417/2546121**

TENDER DOCUMENT

**FOR
ENGAGEMENT OF LABOUR CONTRACTOR FOR UNDERTAKING
WORKS ON JOB CONTRACT BASIS & MANDAYS BASIS
AT
BHUBANESWAR DAIRY, CHANDRASEKHARPUR,
BHUBANESWAR.**

Date of Commencement for Sale of Tender Papers	20.01.2020 (10.00 AM to 4.00 P.M)
Last Date & Time for Sale of Tender Papers	04.02.2020 (Upto 12.00 Noon)
Last Date & Time for receipt of Tender (Technical Bid and Price bid in separate sealed covers)	04.02.2020 (Upto 2.00 P.M)
Date and time of opening of Tender (Technical Bid)	04.02.2020 (AT 3.00 P.M)
Date and Time of opening of Tender (Price Bid)	05.02.2020 (AT 3.00 P.M)

RECEIPT OF TENDER PAPERS :
PLACE OF OPENING OF TENDER :
ADDRESS FOR COMMUNICATION :

} THE ODISHA STATE CO-OPERATIVE
MILK PRODUCERS' FEDERATION
LTD. (OMFED), D-2, SAHIDNAGAR,
BHUBANESAR-751007

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.
D/2, SAHID NAGAR, BHUBANESWAR – 751 007**

**TENDER NOTICE FOR ENGAGEMENT OF LABOUR CONTRCTOR
AT BHUBANESWAR DAIRY, OMFED**

Sealed tenders are invited from registered and experienced Labour Contractors for engagement as Labour Contractor to perform different works on Job Contract Basis & Mandays basis at Omfed Bhubaneswar Dairy, Bhubaneswar for a period of 3(three) years. Filled in tenders shall be accepted **from 20.01.2020, 10 AM to 4.00 PM on working days up to 1400 Hours dtd.04.02.2020 & shall be opened on the same day at 1500 Hours.** For details, please visit our website www.omfed.com. Interested bidders may visit our website for further addendum, corrigendum etc. if any from time to time as it will only appear in the official website and not in any other media including news paper.

OMFED reserves the right to accept or reject any or all the tenders at any stage without assigning any reason thereof.

**General Manager,
Bhubnaeswar Dairy**

Signature of the Bidder
Name:
Seal & Date:

THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.
D/2, SAHID NAGAR, BHUBANESWAR – 751 007

TENDER DOCUMENT

Engagement of Labour Contractor for performing works at Bhubaneswar Dairy, Omfed.

- A. Availability of Tender Document - The tender document can be available at Omfed Corporate Office, D-2, Sahidnagar, Bhubaneswar on payment of Rs.1120/- including 12% GST in cash/demand draft on working days up to **12 noon of 04.02.2020 and shall be accepted up to 1400 hrs of 04.02.2020**. This can also be downloaded from website “www.omfed.com”. A separate Demand Draft of Rs.1120/- should be submitted by the Tenderer in case of downloaded tender documents.
- B. Date and time of submission of Tender Document - From 20.01.2020 10 AM to 4.00 P.M on working days up to **04.02.2020, 1400 Hours**
- C. Date and time for opening of Tender :
- (i) Technical Bids - **04.02.2020, 1500 Hours**
- (ii) Financial Bids of eligible Bidders - **05.02.2020, 1500 Hours**
- D. Contract period - 03 years. (The contract shall be renewed after successful completion of each year.)
- E. Likely date / month of Commencement of Contract - **01.03.2020**
- F. If any of the above scheduled date is declared as holiday for the Federation, the said programme will be held on next working day at same time & venue.

OMFED reserves the right to accept or reject any or all the tenders at any stage without assigning any reason thereof.

Signature of the Bidder
 Name:
 Seal & Date:

ELIGIBILITY CRITERIA OF BIDDER

- 1) The Company /Firm/Agency should be registered with the appropriate Registration Authority
- 2) The Firm / Agency should be registered under the following appropriate authority.
 - a) Labour license from Labour Officer under Contract Labour (Regulation & Abolition) Act, 1970.
 - b) Employees Provident Fund Organization.
 - c) Employees State Insurance Corporation.
 - d) Income Tax
 - e) Goods & Services Tax
- 3) They should have their own Bank Account.(In the name of the Firm / Agency)
- 4) The Firm / Agency must be financially sound. The **minimum turnover of Rs. One Crore per annum** for the last three years as per Audited Statement of Accounts.
- 5) The bidder should submit audited financial statement of his firm for consecutive 3 years i.e. for the year 2016-17, 2017-18 and 2018-19.
- 6) The Firm/Agency should submit updated IT Return for the financial years 2018-19.
- 7) The Firm / Agency must have at least 3 years of experience for engagement of workers in reputed organization of Odisha /other State.
- 8) Details of Managerial, Supervisory & Other staff should be provided.
- 9) The bidder should not be blacklisted at any time by any Organisation. An undertaking to this effect should be provided.
- 10) The bidder must have to enclose minimum 12 experienced personnel detail list along with their documents.

Signature of the Bidder
Name:
Seal & Date:

SCOPE OF WORK AND GENERAL TERMS & CONDITIONS:

The Odisha State Cooperative Milk Producers' Federation Ltd., Bhubaneswar requires the services of reputed, well established and financially sound Labour Contractor to provide labour and perform works on job contract basis at Bhubaneswar Dairy, Omfed, Chandrasekharpur, Bhubaneswar (having milk processing of more than 1.5 lakh ltrs./day and production of milk products)

1. All the quantity /volume of works in Tender paper are likely to vary depending upon the requirement.
2. The rates quoted should be inclusive of all statutory requirements like PF, ESI, Bonus, Holiday wage, Annual Leave with wages, GST & commission (service charges) to the contractor etc.
3. The Contractor will be liable to comply with all the statutory requirements under various Acts & Rules framed there under.
4. The tender document should be signed by the authorized signatory with name & seal of the firm at the bottom of all pages.
5. Jobs have to be carried out strictly as per instruction of Plant Authority/his representative.
6. Jobs have to be completed within the schedule time maintaining proper cleanliness.
7. Payment to the Contractor shall be made once in a month on submission of bill in triplicate.
8. No payment shall be released if work performance is unsatisfactory. Payment will be deducted if packing material loss is more than the prescribed norms.
9. Labourers deployed should maintain strict discipline as per rules in the Plant premises. Every labour engaged is to be medically examined to ensure that he/she is medically fit. Periodical health checkup (03 months' interval) of all such labour engaged in food handling areas should be done & certificate submitted to the plant authority. Also, contractor shall ensure that the healthy hygienic practices in food safety parameters are monitored on day to day basis.
10. The Labourers so engaged should not have any criminal background or having any police case against him if detected after words the Contractor have to withdraw the Labourer immediately.
11. Successful bidder will be communicated to deposit interest free **Security Deposit of Rs.10,00,000 lakhs (Rupees Ten Lakhs)** only within seven working days of such communication. If the bidder fails to deposit the Security Deposit within 7 working days, OMFED reserves the right to reject his bid unless the date line for deposition of Security Deposit is extended by OMFED for any valid reason. The Security Deposit will be retained for the period of the Contract and is refundable without any interest on completion of the period of contract if not forfeited in case of breach of agreement. On deposition of the Security Deposit within the prescribed date line, an agreement will be signed between the bidder and OMFED to undertake this work. No payment can be released to the bidder unless this agreement is signed.
12. All required materials, to execute the job, shall be supplied by the Plant except tools and tackles.

Signature of the Bidder

Name:

Seal & Date:

13. The Contractor shall provide Identity Card and Wage Card to each worker at his cost as required under the Contract Labour (Regulation & Abolition) Act, 1970 read with Orissa Rules under the said Act. The wage card of all workers should be submitted by the Contractor along with Monthly Bill.
14. All Payment to workers shall be made through Bank only. All statutory dues including P.F,ESI,Leave Salary ,Holiday Wages and Bonus of workers should be compiled on monthly basis and respective evidence to be furnished with the Plant Authority for record. The contractor shall display the list of workers with wage payment details every month for information of all concerned.
15. Credential/Certificates in support of experience to be furnished with the offer.
16. Agency /Contractor engaged for providing required service and black listed by Omfed or any other Organisation due to reasons whatever shall not be eligible to participate in the Tender.
17. If a firm quotes “NIL” charges/consideration, the bid shall be treated as unresponsive and will not be considered.
18. Offer without **EMD of Rs.2,50,000/-** in shape of Demand Draft in favour of OMFED payable at Bhubaneswar will not be taken into consideration.
19. The Technical Bid and Financial Bid shall be submitted in two separate sealed cover super scribing “Technical” & “Financial” respectively. The above two sealed Bids should be submitted in a sealed cover superscribing “TENDER FOR ENGAGEMENT OF LABOUR CONTRACTOR AT OMFED BHUBANESWAR DAIRY” **due on 04.02.2020**.
20. Tenders filled in all respect must be sent by Regd. Post/Courier/Person to reach Omfed, D-2, Sahidnagar, Bhubaneswar-751007 on or before **1400 Hours dtd.04.02.2020**. Incomplete tenders and tender received after specified time shall not be accepted. Omfed shall not be responsible for any type of delay in arrival of tender. Once tender is accepted cannot be allowed for withdrawal.
21. The tenders will be opened by a Committee at **1500 Hours dtd.04.02.2020** at Omfed’s Conference Hall, D-2, Sahidangar, Bhubaneswar-751007 in presence of interested tenderers/their authorized representatives.
22. The Financial Bid of only those tenderers will be opened, whose Technical Bids are found in order. The **Financial bids** shall be opened at **1500 Hours dtd. 05.02.2020** in the Conference Hall of Omfed, D/2, Sahidnagar, Bhubaneswar, in the presence of the tenderers/ their authorized representatives, if any, who wish to be present on the spot at that time.
23. EMD of successful bidder will be adjusted towards security deposit. The EMD of unsuccessful bidder shall be refunded within one month of finalization of order.
24. If any Bidder is awarded with the work, but does not carry out the work, his Security Deposit/EMD shall be forfeited.

Signature of the Bidder

Name:

Seal & Date:

25. If the tenderer does not submit statutory documents to the satisfaction of the management as stipulated above, Competent Authority shall reserves the right to reject the tender outright at the time of opening of tender.
26. The Omfed Management is at liberty to relax the eligible criteria if feel necessary considering the nature of work.
27. The tender committee, Omfed reserves the right to decide the engagement of contractor more than one, in order to facilitate timely and uninterrupted works.
28. Omfed may engage single Contractor or more than one as per management decision.
29. An Agreement shall be signed with the successful bidder as per specimen enclosed.
30. Counter terms and conditions will not be accepted.

31. ESCALATION CLAUSE :

If minimum wages increase during the period of engagement under Minimum Wages Act 1948, the minimum wage plus statutory contribution shall be increased pro-rata basis accordingly with same rate with all statutory dues, excluding agency charges, which shall be as under. If minimum wages increase within the contract period, the minimum charges shall be increased keeping constant the agency charge at same amount i.e. the agency charges shall be on old rate.

32. Defaulter in earlier execution of Work /Non submission of statutory dues/ supply of Labourer to Omfed or Black listed by Omfed or Anywhere in the country are not allowed to participate in the Tender.
33. **Penalty:** In the event of bidder fails to execute the work within the schedule period, OMFED reserves the right to impose penalty as decided by the Authority and also forfeit the EMD/Security Deposit.
34. **Payment:**
Monthly Bill along with proof of payment and other documents as stated below has to be raised by the Contractor after Payment of monthly Wages to the Labourer after deducting EPF deduction from the Labourer by 7th day of the every succeeding month and Bhubaneswar Dairy will release the Payment within 5 days of receipt of Bill.
 - i. Attendance Sheet & wage card for the month
 - ii. Last month EPF deposit ECR & ESI deposit Slip with list of employees as proof of deduction & Deposit.
 - iii. Last month GSTR-1 copy.
 - iv. Self declaration by the Contractor that rest of the dues like bonus, leave salary and N & F holiday

Signature of the Bidder
Name:
Seal & Date:

Payment is paid in time.

The contractor payment shall be released after withholding/deducting statutory payment i.e. Employer EPF & ESI Contribution, Bonus, Leave Salary & N&F Holiday payment. Employer EPF & ESI Contribution and GST shall be paid by Bhubaneswar Dairy after deposit made by the Contractor with appropriate authority in due time and on submission of claim in this regards with proof of all documents/payment. Bonus, Leave Salary & N&F Holiday payment shall be released after payment made by the Contractor to the labourer engaged and on submission of claim in this regards with proof of all documents/payment.

35. Disputes:

- i) The Federation 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 the Managing Director, OMFED will be final & binding in case of disagreement or dispute if not resolved by mutual negotiation.
- ii) Legal dispute if any pertaining to this tender, shall be subject to the jurisdiction of Civil Court at Bhubaneswar.

36. ESI/Health Insurance for Employees:

Contractor may claim exemption under Section 90 of the Employees State Insurance Act 1948 by providing benefits substantially similar or Superior to the benefits provided under the ESI Act. Health Insurance for employees (GHI) can be bought where there is no ESI Hospital with specified distance from dairy plant. Premium payable for renewal should not exceed more than the employers contribution of ESI.

37. All the Workman engaged by the Labour Contractor have been signed in the Factory gate in the presence of Security personnel during in and out time.
38. If any time the contractor feels to set aside the agreement he can do so by giving two month clear notice or if the matter which is against the interest of the Federation he can be set aside from agreement by giving two month clear notice.

Signature of the Bidder

Name:

Seal & Date:

**TECHNICAL BID REQUIREMENTS FOR THE TENDERING LABOUR CONTRACTOR
TOWARDS LABOUR CONTRACT AND WORKS ON JOB CONTRACT.**

Documents required:

- i) Filled in tender application.
- ii) Original Money Receipt or Demand Draft of **Rs.1120/-** towards the cost of Tender Form.
- iii) **EMD of Rs.2,50,000/-** in shape of Demand Draft in favour of OMFED, Bhubaneswar.
- iv) Photocopy of valid Labour License obtained from Labour Officer under Contract Labour (Regulation & Abolition) Act, 1970.
- v)
 - a) Photo copy of Valid EPF Code No. & ESI Code No.(wherever applicable) if the said area comes under Notified Area.
 - b) GST No.
 - c) Income Tax Pan No. & latest update IT Return.
- vi) Experience certificates, if any, for engagement of workers in reputed organizations in Odisha.
- vii) Other statutory requirement as per prevailing law.
- viii) Proof of Audited Balance Sheet/TDS Certificate for last three consecutive years.
- ix) Copy of Monthly ECR for EPF & ESI deposit slip from April'2019 to Till date.

Signature of the Bidder
Name:
Seal & Date:

**APPLICATION – TECHNICAL BID
FOR ENGAGEMENT OF LABOUR CONTRACTOR TOWARDS WORKS ON JOB CONTRACT
AT
BHUBANESWAR DAIRY.**

1. Name of Tendering Contractor : _____
2. Cost of Tender Paper : Rs. _____ (Original D/D or M/R is to be enclosed.)
3. Details of Earnest Money Deposit : DD No. _____ date _____ of
Rs. _____ drawn on Bank
_____.
4. Name of Proprietor / Partner / Director along with proof as authorized person to sign the document & deed etc. : _____

5. Full Address of Registered Office : _____

- Telephone No. : _____
FAX No. : _____
E-mail Address : _____
6. Full address of Operating / Branch Office. : _____

- Telephone No. : _____
FAX No. : _____
E-mail Address : _____
7. Name & telephone no. of Authorised Officer / person to liaise with Unit(s) : _____
8. Banker of the Contractor : _____
(Attach certified copy of statement of A/c for the last three years)
9. Details of the License. : _____
(Valid labour contract license obtained From competent authority Xerox and attested copy to be enclosed)

Signature of the Bidder
Name:
Seal & Date:

10. PAN / GIR No. : _____
(Attach attested copy)
11. GST Registration No. : _____
(Attach attested copy)
12. E.P.F Registration No. : _____
(Attach attested copy)
13. E.S.I Registration No. : _____
(Attach attested copy)

14. Financial turnover of the tendering **Contractor** for the last 3 Financial Years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2016-17		
2017-18		
2018-19		

16. Additional information, if any: (Attach separate sheet if required)

Date:

Place:

Signature of the Bidder
Name:
Seal & Date:

DECLARATION

1. I, Sri/Smt. _____ Son / Daughter/Wife of Sri/Smt. _____ Proprietor/Director/authorized signatory of M/s. _____, mentioned above, am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Bidder

Name:

Seal :

Date :

Place:

Signature of the Bidder

Name:

Seal & Date:

APPLICATION – FINANCIAL BID
(To be filled-up and submitted for works on job contract basis)

SCHEDULE – A

Jobs to be carried out in Polypack Section at Bhubaneswar Dairy

Sl. No	Item	Approximate Volume of work/day	Offered Rate		Analysis of Unit Rate			
			Rate/Unit	Total Amount	Basic Rate/unit	Statutory contribution (32.76*)	Service charge (Absolute amount)	GST (18*)
1	2	3	4	5=(3X4)	6	7=(6)*32.76 %	8	9=(6+7+8)* 18%

A.	Polypack Section:								
1.	Ancillary job pertaining to Production, machine maintenance, Storage, dispatch of Milk Pouches and cleaning of crates	1.5 Lac Ltr. & 15,000 crates	Rs...../ 1000 ltrs. milk despatched						No GST

Signature of the Bidder

Name:

Seal & Date:

APPLICATION – FINANCIAL BID
(To be filled-up and submitted for works on job contract basis)

SCHEDULE – B

Jobs to be carried out in Processing, Product Section, Powder Plant & NPP at Bhubaneswar Dairy

Sl. No	Item	Approximate Volume of work/day	Offered Rate		Analysis of Unit Rate			
			Rate/Unit	Total Amount	Basic Rate/unit	Statutory contribution (32.76*)	Service charge (Absolute amount)	GST (18*)
1	2	3	4	5=(3X4)	6	7=(6)*32.76%	8	9=(6+7+8)* 18%
A.	Reception & Processing Section:							
1.	Ancillary job pertaining to Production, Packaging & transfer of White Butter	2500 Kgs.	Rs...../Kg					
2.	Can filling & washing	100 Cans	Rs...../Can					
B.	Product Section:							
1.	Ancillary job pertaining to SFM	10000 Bottles	Rs...../ Bottle					
2.	Ancillary job pertaining to Paneer	600 Kgs	Rs...../Kg					
3.	Ancillary job pertaining to Chhenapoda	50 Kgs	Rs...../Kg					
4. (a)	Ancillary job pertaining to Plain Curd in cup	1100 Kgs	Rs...../Kg					
(b)	Ancillary job pertaining to Sweet Curd in cup	1000 Kgs	Rs...../Kg					
5.(a)	Ancillary job pertaining to Lassi	10000 pouches	Rs.../ Pouch					
(b)	Ancillary job pertaining to Butter Milk	6000 pouches	Rs.../ Pouch					

Signature of the Bidder

Name:

Seal & Date:

Sl No	Item	Appx. Volume of work per day	Offered Rate		Analysis of Unit Rate			
			Rate/ Unit	Total Amount	Basic Rate/ unit	Statutory contribute (32.76%)	Service charge (Absolute amount)	GST (18%)
1	2	3	4	5=(3X4)	6	7=(6)*32.76%	8	9=(6+7+8)* 18%
6.	Ancillary job pertaining to Pouch Curd	10000 Kgs	Rs..../Kg					
(a)	Ancillary job pertaining to Pouch Curd packing, Storing, ,Loading & Unloading in Cartoons	10000 Kgs	Rs..../Kg					
(b)	Ancillary job pertaining to Pouch Curd packing, Storing, ,Loading & Unloading in crates	10000 Kgs	Rs..../Kg					
7.	Ancillary job pertaining to Rabidi	200 Kgs	Rs.../Kg					
8.	Ancillary job pertaining to Khoa	50 Kgs	Rs.../Kg					
9.	Ancillary job pertaining to Peda	50 Kgs	Rs.../Kg					
10.	Ancillary job pertaining to Table butter	50 Kgs	Rs..../Kg					
11.	Ancillary job pertaining to Ghee	750 Kgs. pack size < 1 kg.	Rs.../Kg					
		750 Kgs. pack size > 1 kg.	Rs.../Kg					
12.	Ancillary job pertaining to Dairy Whitener & other Powder products	50 Kgs	Rs..../Kg					
TOTAL								

N.B: (1) Detail description of works furnished in job schedule.

Signature of the Bidder
Name:
Seal & Date:

APPLICATION – FINANCIAL BID
(To be filled up and submitted for works on job contract basis)

SCHEDULE – C

Jobs to be carried out at Ice Cream Plant:

Sl.No	Item	Appx. Volume of work per day	Offered Rate		Analysis of Unit Rate			
			Rate/Unit	Total Amount	Basic Rate/unit	Statutory contribution (32.76%)	Service charge (Absolute Amount)	GST (18%)
1	2	3	4	5=(3X4)	6	7=(6)*32.76%	8	9=(6+7+8)*18%
1	Ancillary job pertaining to preparation of Mix	2 MTs	Rs.../ Ltr					
2	Ancillary job pertaining to packing of Ice Cream in Cups/ Cones/Packets	1000 pcs	Rs.../ Ltr					
3	Ancillary job pertaining to Packing of Candy/Lollies	100 Cratoon	Rs...../ Carton (24 pcs)					
4	Despatch of Ice Cream	01 manday for every 1000 ltrs.	Unskilled labour					

N.B: Detail description of works furnished in job schedule.

Signature of Bidder
Seal & Date

Signature of the Bidder
Name:
Seal & Date:

APPLICATION – FINANCIAL BID
(To be filled up and submitted for works on job contract basis)

SCHEDULE – D

Miscellaneous Jobs to be carried out at Bhubaneswar Dairy

Sl. No.	Item	Approx. Volume of work per day	Offered Rate		Analysis of Unit Rate			
			Rate/ Unit	Total Amount	Basic Rate/unit	Statutory contribution (32.76%)	Service charge (Absolute amount)	GST (18%)
1	2	3	4	5=(3X4)	6	7=(6)*32.76%	8	9=(6+7+8)* 18%
01(a)	Loading & un-loading of Finished/ Raw-materials	5 MT	Rs...../ MT					
(b)	Loading of Milk Products from Bhubaneswar Dairy only	2 MT	Rs...../ MT					
02	Ancillary job pertaining to Printing	30,000 impression	Rs.../ 1000 impression					
	TOTAL							

N.B: Detail description of works furnished in job schedule.

Signature of Bidder
Seal & Date

Signature of the Bidder
Name:
Seal & Date:

APPLICATION – FINANCIAL BID
(To be filled up and submitted for works on job contract basis)

SCHEDULE – E

Furnish the rate quoted with cost analysis for labour categories as follows:-

Sample Costing (Analysis) with statutory etc, for approval only.

WAGE BREAK-UP

Sl. No.	Item	Approx. Volume of work per day	Offered Rate		Analysis of Unit Rate			
			Rate/ Unit	Total Amount	Basic Rate/ unit	Statutory contribution (32.76%)	Service charge (Absolute amount)	GST (18%)
1	2	3	4	5=(3X4)	6	7=(6)*32.76%	8	9=(6+7+8)* 18%
1	Engagement of Un-Skilled Labour on time rate (per hour /per head)	1040 Hrs/Day						
2	Engagement of Semi-Skilled Labour on time rate (per hour/per head)							
3	Engagement of Skilled Labour on time rate(per hour/per head)							
4	Engagement of High Skilled Labour on time rate (per hour/per head)							

N.B: Detail description of works furnished in job schedule.

NB: The contractor shall ensure deposit of all statutory dues as mentioned below, along with GST and on production of deposit evidence, the dues of the contractor shall be released in the said regard.

Signature of the Bidder

Name:

Seal & Date:

N.B:

- (1) The Bidders shall quote the rate of all jobs considering the Minimum Wage applicable to an unskilled worker except Tanker driving, which shall be considered at the wage of Highly Skilled worker. The Bidders shall quote the rates as per Minimum Wages.
- (2) Mode of Selection: As all the Schedules are composite and co-related, selection of lowest bidder shall be decided considering the total sum of all jobs appearing under Schedule – A,B,C,D & E. For this purpose, the bidders have to quote for all jobs in all schedules. Rate quoted partially will summarily be rejected.
- (3) The contractor shall ensure deposit of all statutory dues as mentioned below, along with GST and on production of deposit evidence, the dues of the contractor shall be released in the said regard.
- (4) Illustration for calculation of quoting rates furnish in page: 19

BREAK UP OF STATUTORY CONTRIBUTIONS

Sl.No.	Particulars	Other	Percentage
1	P.F. Employer Contribution	-	13.00%
2	E.S.I. Employer Contribution	-	03.25%
3	Bonus	-	08.33%
4	Leave Salary	18 days annual	5.66%
5	N & F Holidays	08 days annual	02.52 %
	Total		32.76%

ESCALATION CLAUSE:-

If minimum wages under Minimum Wages Act 1948 increase during the period of engagement, the column value at (6) shall be increased accordingly with same rate with all statutory dues, excluding service/agency charges, which shall be as under.

- i. If minimum wages increase within the contract period of engagement, the column value at (6) shall be increased accordingly.
- ii. On such increase, Statutory contributions and Service Tax as applicable from time to time, shall stands revised automatically and be paid at the revised rate on production of documents as proof of deposit .
- iii. There shall be no change in the service/agency charge i.e. the column value at (8) remain constant during the contract period.

N.B: Quantity of production and number of labour to be engaged shall be decided by the Plant Manager as per his requirement from time to time.

Signature of the Bidder

Name:

Seal & Date:

ILLUSTRATION FOR CALCULATION OF QUOTING RATES

Sl. No	Item	Appx. Volume of work per day	Offered Rate		Analysis of Unit Rate			
			Rate/Unit	Total Amount	Basic Rate/unit	Statutory contribution (32.76%)	Service charge (Absolute amount)	GST (18%)
1	2	3	4	5=(3X4)	6	7=(6)* 32.76%	8	9=(6+7 +8)*18 %
1	Collection of Milk Pouches	1.5 Lac Ltr.	Rs 150./ 1000 ltrs. milk despatched	Rs.150x 150,000 Ltr = Rs.2,25,000.00	112.23	36.77	1.00	
2	Preparation of sterilized Flavoured Milk	5000 Bottles	Rs.0.20/ Bottle	Rs.0.20x 5000 bottles =Rs.1000.00	0.143	0.047	1.00	
3	Ancillary job pertaining to production of Paneer	600 Kgs	Rs.1.00/ Kg	Rs.1.00 x 600kg= Rs.600.00	0.75	0.25	0.00	
4	Ancillary job pertaining to Packing of Candy/ Lollies	100 PCs	Rs. 0.10/ PCs	Rs. 0.10x 10 PCs= Rs.10.00	0.068	0.022	0.01	
	TOTAL							

Signature of the Bidder

Name:

Seal & Date:

DETAIL DESCRIPTION OF WORK AT BHUBANESWAR DAIRY
(Under Job Schedule)

(A) RECEPTION & PROCESSING SECTION :

- ❖ Carrying of empty cleaned crates/butter cartons/polythene from store to the CBM/Butter churn.
- ❖ Filling white butter inside the cleaned crates/cartons, making white butter slab, weighing, sealing of packed cartons, transfer and stacking of finished product to the deep freeze/cold store/any other area as per direction of the Supervisor.
- ❖ Cleaning of CBM/Butter churn and site before beginning of the work and after completion of the job.
- ❖ Filling of pasteurised whole milk/cream in 40 ltr clean cans, sealing of filled cans, loading the same in the trolley/vehicle. Unloading of the milk/cream cans from the trolley/vehicle at appropriate place, cleaning the empty cans with detergent provided by the Plant.
- ❖ Transfer of PSM/PWM through Road Milk Tanker

(B) POLYPACK SECTION:

Ancillary job pertaining to Production, Storage & despatch of Milk Pouches

1. Prior to Operation, the Poly pack Machine (inside/Outside), pipelines, valves, overhead tank etc. are to be cleaned properly.
2. Plastic crates required to be washed, cleaned properly before starting of the production.
3. Collection of all required raw materials, crates & packing materials from Plant /stored at different sub stores to work place.
4. Collection of milk pouches from poly pack machines heads and sorting the same in the properly washed and cleaned plastic crates of 10 Ltr capacities each.
5. Transfer of leaky pouches, short weight, excess weight, market returned damaged pouches, not printed /coded pouches etc. to the leaky cutting point & cutting of such pouches & segregation of good pouches. This process shall continue till end of the production in each shift.
6. Transfer of milk pouches in crates through the conveyer/crate trolley to the cold store and stacking properly.
7. Transfer of milk pouches in crates from cold store on FIFO basis to dispatch dock.
8. Milk Pouches in crates not delivered and available at dock should be transferred to leaky points in a continuous manner.

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Name:

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9. Segregation of good pouches if available and to be transferred in crates to cold store.
10. Cleaning of work place, cold store, dock & nearby leaky tank before transfer of milk at the beginning of work and after completion of the job.
11. Required manpower should be provided for assisting plant Operator(s) starting from receipt of milk from Silo to till dispatch covering all poly pack section.
12. The Contractor shall have to pack different varieties of Milk as per the indent given by the Production Department within the scheduled time.
13. The polypack wastage should be within the prescribed limit of +/-2.0%. If the film loss exceeds 2.0%, the cost of excess film loss will be recovered from the Contractor. The film account should be given daily basis.
14. The Milk Pouch weight should be maintained as per the norms.
15. The Contractor shall provide adequate suitable manpower for smooth for smooth operation and maintenance of pouch filling machines.
16. The log book shall be maintained for machine operation, film received, consumed and packets produced separately by the Contractor.
17. **Whenever any crate(s) required manual cleaning due to excess dirty and not possible to clean by crate washing machine, cleaning of such dirty crates after separation from clean crates on the dairy dock will be taken up manually with brush and detergent to be provided by the Plant. Rinsing of the cleaned crates with raw water & stacking the same on the dock near the P.P. machines and cleaning of the work place after completion of the jobs. All such cleaning activities to be carried out by the instruction of supervising staff available at the dock. Daily around 3000 crates manual cleaning to be done route wise.**
18. The spare parts required for maintenance of packing materials to be provided by Omfed. For the same the contractor has to indent in advance.

Signature of the Bidder
Name:
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(C) PRODUCT SECTION:

Following Products will be produced either regularly or occasionally as per requirement/day.

- **Plain Curd:** In Cup (400g, 200g, 100g) (Approx. 1100 Kgs/day) in cartons.
- **Sweet Curd:** In cups of different size and packed in carton (Approx 1000 kg/day)
- **Lassi:** In pouches and to be bagged (Approx. 10000 Pouches/day) 50pkts/bag.
- **BMS:** In pouches and to be bagged (Approx. 6000 Pouches/day) 50pkts/bag.
- **WMC:** In pouches and to be packed in crates/Cartons
(Approx. 10000 Pouches/day)
- **Rabidi:** In cups and to be packed in cartons (Approx 200 kgs/day)
- **Khoa:** In different pouches and to be packed in Cartoons (Approx 50 kgs/day)
- **Peda:** In different pouches and to be packed in Cartoons (Approx 50 kgs/day)
- **Paneer:** In vacuum packing/machine packing board packets & cartoning
(Approx.600 kgs/day)
- **Chhena Poda:** In vacuum packing/board packets & carton (Approx.50 kgs/day)
- **SFM:** In 200 ml.bottles & cartons (Approx. 50000 bottles/day)
- **Table Butter:** In Butter parchment, board packets & cartoon(making, hardening, packing in card board boxes, cartoning and transfer to cold store and cleaning of machine)
(Approx. 50 kgs/day)

N.B: Approximate quantity may vary from season to season.

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Name:

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Details job descriptions of individual milk products.

01. Ancillary job pertaining to Sterilized Flavored Milk:

- To collect milk from process section in clean cans and bringing other raw materials like sugar, milk powder, essence, sanitizer, empty bottles etc. from anywhere in the plant premises, preparing mix as per the instruction of the Shift In-charge/authorized Supervisor.
- Filtration, filling in the sanitized bottles of 200 ml. capacity (rinsing bottles in sanitizer), crown corking putting those crates in sterilizer.
- After sterilization, removing the bottles from the sterilizer.
- Transferring to dry store, after cooling of the bottles fixing of lable and to pack in cartons. Cartons are to be stacked properly inside the dry store. Bottles may be packed in shrink packing & wrapping (As per required size).
- Cleaning of used can, sterilizer, steam nozzle, drain valve, rejected/short filled market return bottles & broken bottles sorted out during production, stored in the place as per the instruction of the Shift In-charge/authorized Supervisor.
- Transferring of cartons through vehicle to go-down/horticulture store and stacking properly.
- Cleaning of work place & equipments at the beginning of work and after completion of the job.

02. Ancillary job pertaining to Paneer:

- Preparation of work place and equipment i.e. cleaning of place (from manufacturing to packing) before production, cleaning/sanitization of all required equipments, hoops, tanks, vat etc., thoroughly. Collection of all required raw materials to the work place.
- All manufacturing steps of production of Paneer to be carried out i.e. heating of milk, coagulation, straining, hooping, pressing, putting blocks in chilled water, then removing blocks from chilled water and transferring them to cold store for drying, weight of bulk to be taken then cutting the paneer into required size, shape & weight, putting in pouches/machines for vacuum packing/thermo packing machine and printing. Then transferring those into consumer packs, in cardboard box/any suitable packaging & then into cartons.
- Transferring the cartoons to cold store as instructed by the authorized Supervisor/representative.
- After production, the work place and equipments, utensils to be cleaned properly and the materials to be kept in proper place.

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03. Ancillary job pertaining to Chhenapoda:

- Collection of required raw materials.
- For production of chhenapoda, all the manufacturing and packing steps are to be carried out i.e. chhena collection from whey, straining, grinding of chhena, mixing all ingredients, application of Ghee as depanning agent in the S.S. tray, filling of mix in S.S. Tray or mould, weighing of S.S. tray or mould to the required quantity, baking by putting the S.S. tray or mould into oven.
- Transferring the baked materials to the cold store, bringing the same to packing room, removing blocks from S.S. tray/mould, weighing of Chhenapoda blocks, cutting of Poda to the required size & weight as per the requirement, putting those pieces in printed polystyren pouches/machines & vacuum sealing of the pouches, putting them into consumer packs, any suitable packets & cartons and transferring the cartons to cold store as assigned by the authorized Supervisor.
- Once the production and packing is completed, the equipments and work place are to be cleaned thoroughly as per direction of Supervisor, putting the materials in proper place, besides any other work as per the instruction.

04. Ancillary job pertaining to Production of Sweet Curd & Plain curd in cup:

- Transfer of Raw Materials to the manufacturing point.
- Preparation of mix as per the direction of Supervisor. Filling of the mix in 80gm/100gm/200gm/400gm/desired size in empty containers manually/semi automatic curd filling & sealing machine, putting lids on the manually filled cups/sealing. Placing the filled in cups in cleaned aluminum/S.S. trays & S.S. trolleys, cleaning outer surface of manually filled cups by hot water.
- Transfer of the trolleys to incubation room and after proper incubation, to product cold stores. Cleaning of vats, S.S. pipelines, containers, working place, trolley, trays etc., after completion of the job.
- Cleaning the outer surface of the cups. Re-sealing/re-capping of not properly sealed caps, if any. Keeping it inside the carton of size 4kg/8kg/10kg/ appropriate capacity and fixing of adhesive tapes on the cartons.
- Transfer of the finished product cartons to the product cold store/despatch cold store.
- Cleaning of all equipments, pipelines, filling machine, overhead tank, cold store and work site after completion of the job and keeping the unused cartons & other materials in proper place.

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05. Ancillary job pertaining to Production of Lassi & Butter Milk:

- Transfer of Raw Materials & packing materials to work site.
- Setting of curd for Butter milk and Lassi following proper procedure as directed by the Supervising staff.
- Preparation of mix adding required spices/essence to the mix as per the direction of the Supervisor.
- The machine should be cleaned properly before filling. Transfer of final mix to overhead tank and packing in pouches of 250 ml by automatic pouch filling machine. Putting exactly 50 pouches in bags or as instructed by Section in Charge & stitching of bags, keeping the bags inside the cold store/despatch store.
- Cutting of leaky packets for re-packaging till the stock is exhausted, cleaning of vats, storage tank, over head tank and pouch filling machine with inter connected pipe lines, work sites as per the direction of the Supervisor.

06. Ancillary job pertaining to Production of Pouch Curd (Making & Packing):

- Transfer of raw materials & packing material to work site, preparation of mix as per the direction of production supervisor.
- Transfer of mix to overhead tank and packing in pouches of required size by automatic pouch filling machine.
- Placing the pouches in properly washed and cleaned plastic crates like milk packing and transferring the same to incubation room and finally to cold store after curd setting.
- Cleaning of equipments, pouch crates, pipelines, pouch filling machine, overhead tank, cold store and work site after completion of the job.
- Transfer of filled-up pouch crates from the product cold store to the work site.
- Cleaning of outer surface of the pouch/segregation of leaky packets and placing exactly 20 pouches inside each 10 kg. capacity carton and fixing up adhesive tape on the same.
- Transfer of finished product cartons to the product cold store.
- Cutting up leaky packets and filling the curd in cans. These cans should be transferred to the place as per the direction of the Supervisor and cleaning of the work site after completion of the job, stacking of unused crates/cartons in proper place. Cleaning of pouch crates/cartoons properly & stacking in appropriate place.

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07. Ancillary job pertaining to Production of Rabidi:

- Collection of raw materials and packaging materials from processing and store, cleaning of Khua pan with the detergent and sanitizer as per the direction of the Supervising staff and heating the milk in vat and concentration of milk to the volume as directed by the Supervisor.
- Addition of sugar as per the direction of the Supervisor and preparation of the finished Rabidi. The volume of finished product should be 33% of volume of milk.
- Filling the finished product in 80 gms/100 gms/required size cups, cooling in cold store, sealing manually/semi automatic cup filling machine, putting lids on the manually filled cups/sealing. Cleaning outer surface of the cups, arranging the same in the cartons and transferring to cold store. Cleaning of the work site and utensils/equipments before beginning of the work and after completion of the job. Transfer of products in cartons from cold store, BD-II to cold store, BD-I (loading & unloading included).

08. Ancillary job pertaining to Production of Khoa:

- Collection of raw materials and packaging materials from store, cleaning of Khua pan with the detergent and sanitizer as per the direction of the Supervising staff and heating the milk in vat, continuous kneading and concentration of milk to the volume as directed by the Supervisor.
- The volume of finished product should be min 20% - 25 % of volume of milk or as instructed by the supervisor/Shift In charges.
- Filling the finished product in required size pouches, cbx, cooling in cold store, sealing manually/semi automatic filling & packing machine. Arranging the same in the cartons and transferring to cold store. Cleaning of the work site and utensils/equipments before beginning of the work and after completion of the job. Transfer of products in cartons from cold store, BD-II to cold store, BD-I (loading & unloading included).

09. Ancillary job pertaining to Production of Peda:

- Collection of raw materials and packaging materials from processing and store, cleaning of Khoa pan with the detergent and sanitizer as per the direction of the Supervising staff and heating the milk in vat and concentration of milk to the volume as directed by the Supervisor.
- Addition of sugar as per the direction of the Supervisor and preparation of the finished product.
- Filling the finished product in required size pouches, cbx, cooling in cold store, sealing manually/semi automatic filling & packing machine. Arranging the same in the cartons and transferring to cold store. Cleaning of the work site and utensils/equipments before beginning of the work and after completion of the job. Transfer of products in cartons from cold store, BD-II to cold store, BD-I (loading & unloading included).

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10. Ancillary job pertaining to Processing of White Butter transfer & melting:

- Packaging of White butter filled in Cartons/crates/bags or in required size and loading from processing/cold store in vehicle, transferring to ghee room, putting the butter in melting vat, cleaning of the butter crates, polythene & working area, transferring of crates to original place, cleaning of the vehicle floor & walls with hot water & detergent.
- Transfer of cream from cream storage tank to butter churn/ghee vat, unloading of white butter in trolley, transfer of the same to Ghee Section, putting the white butter in melting vat, cleaning of trolley & butter churn.

11. Ancillary job pertaining to Table Butter packing:

- Bringing processed butter from butter churn to table butter packing room, Packaging of Table Butter packed in 100 gms, 500 gms & board packets in crates, keeping in cold store for hardening. Bringing table butter pack from cold store, putting packets in 100gm/500gm packets pouches, cartooning in consumer packs, sealing & transferring to despatch cold store. Cleaning of butter churn, trolley, butter packing machine & room.

12. Ancillary job pertaining to Ghee Production & packing:

- Preparation of Ghee from White Butter/Cream including blending by putting tin ghee, filtration, transfer to settling tank, bringing ghee after preparation in Can/tin/barrel to ghee tin packing room. Preparation of tins/jars of 500 ml, 1 ltr or any other size. Filling with required quantity of Ghee as required for packaging in sealing machines. Putting the pack in cartons, sealing of cartons with gum tape (Bopp) and strapping tape, stacking of cartons in proper places, cleaning of ghee production utensils & packing area, arranging unused packing materials properly. Transfer of ghee cartons/tins through vehicles to store/transfer to other units for sale or transfer.

13) Ancillary job pertaining to Dairy whitener, SMP, WMP & other blended Powder products packing:

- Bringing 25 kg packed Powder bags, other required raw materials & packing materials from store, PP or any other storage place in plant premises to the packing section. Packing 05 gms to 1000 gms (any required quantity) in different packs, container (required size) & bulk in Powder packing machine. Putting the packets in cartons, sealing of cartons with gum tape (BOPP) and strapping tape, stacking of cartons in proper places, cleaning production, packing area, packaging machine, Sugar & powder blending machine, arranging unused packing materials properly. Transfer of powder cartons through vehicles to store/transfer to other units for sale or transfer.
- The Place of processing, Production/size & mode of packaging of any product mentioned out sl no. B1 to B12 & c1 TO c4 may change as per requirement.

Signature of the Bidder

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- **Production of above products listed at Sl No. B1 to B12 & C1 TO C4 need specific time during processing, production, packaging and transfer to incubation room/store/cold store to avoid losses occurred during above jobs. Hence, labourer should be engaged to equip the process at each stage. Any losses sustained due to lapses of above will be recovered from Labour Contractor.**
- **In case of any break down of the Machine (fully/Partially), the ongoing jobs to be carried out and completed manually or through any other mode without any additional cost to the contractor for that job.**

14) Ancillary job pertaining to Production of Ready to Serve (RTS):

- Transfer of Raw Materials & packing materials to work site.
- Preparation of mix adding required preserved juice, sugar, water with required colour & flavor to the mix as per the direction of the Supervisor.
- Transfer of the product mix to the filling section through homogenizer and pasteurizer
- The machineries should be cleaned properly before filling. Transfer of final mix to overhead tank and packing in HDPE bottles of 180 ml by semi automatic/ manual filling machine. Sealing the bottles with aluminum foil manual/ mechanical process. Fixing of labels on the bottles and then print of date and batch code on the bottles by automatic/manual printing machine. Putting exactly 24 bottles per carton or as instructed by Section in Charge & seal with BOP tapes and then stake inside the store.
- Cutting of leaky bottles for re-packaging till the stock is exhausted, cleaning of vats, storage tank, over head tank and bottle filling machine with inter connected pipe lines, work sites as per the direction of the Supervisor.

NB: - The place of processing, Production/size & mode of packaging of any product mentioned at Sl.no C1 to C14 may change as per requirement.

- Production of above products listed at Sl. no **B1 to B12 & C1 TO C4** need specific time during processing, Production, packaging and transfer to incubation room/store/cold store to avoid losses occurred during above jobs. Hence, labourer should be engaged to equip the process at each stage. Any loss sustained due to the lapses of above will be recovered from labour contractor.
- In case of any break down of the machine (fully or partially), the ongoing jobs to be carried out and completed manually or through any other mode without any additional cost to the contractor for that job.

Signature of the Bidder

Name:

Seal & Date:

(D) ICE CREAM PLANT:**1. Ancillary job pertaining to Preparation of Mix:**

- Collecting various raw-materials like milk, cream, WB, SMP, Sugar etc, reconstitution of Milk Powder.
- Preparation of Mix & fruits items, Processing & ageing as per the requirement & instruction of supervisor, utilizing all required raw materials.
- Storing in ageing tank, cleaning/sanitization of all equipments/pipelines, valves & used utensils and cleaning of work place before beginning of the work and after completion of job.

2. Ancillary job pertaining to Packing of Ice-cream in cups/cones/packages:

- Collecting packaging materials from store as per requirement, transferring mix from ageing tank to continuous freezer through flavouring tank.
- Packing of ice-cream in different size packets (as per requirement), packing of Ice cream in different size cups, cones, putting covers in cups, cones, transferring them into hardening rooms, followed by transferring to cold store, cups/cones in cartons, transferring the cartons to cold store.
- Cleaning of work place before beginning of the work and after completion of job as per instruction of Section In-charge/Supervisor.

3. Ancillary job pertaining to Packing of Candy/Lollies:

- Transferring of mix to appropriate containers, putting mix in moulds, attaching stick in stick holders, fixing stick holders in moulds, transferring filled in moulds to Candy Machine, taking out the moulds after setting up of candy/lollies, transferring the candies with stick holders after proper process requirement.
- Putting the Candy/Lolly in wrapper, putting the packets in cartons and keeping the cartons in cold store.
- Cleaning and sanitization of all equipments, cleaning of work place before beginning of the work and after completion of job as per instruction of Section In-charge/Supervisor.
- Cleaning of crates before and after use.

4. Despatch of Ice Cream:

- All types of ice-cream packed in carton, whenever required for dispatch will be transferred to dispatch dock in appropriate time to maintain the quality, by the instruction of Supervising staff of the unit. The said stock will be handed over to vehicle/party in safe. If not delivered, the said stock will be restored at appropriate store to avoid spoilage. All such activities will be under the instruction and guidance of Supervising staff.

Signature of the Bidder

Name:

Seal & Date:

(E) MISCELLANEOUS JOBS AT BBSR DAIRY:

- Loading & unloading of finished/raw materials like ghee, empty bottles, WMC & any other milk, milk products & horticulture products from production/finished product go-down/cold store to horticulture store/despatch dock/other units of Omfed.
- Only loading of milk products from Bhubaneswar Dairy for outside agencies/units.
- Collecting required quantity of cups, pouches, cartons, labels, Jars, Tins, Lids, Bottles, Packets etc. from stores and other areas inside the Plant premises, as and when required, for production & packaging of milk, milk products & horticulture products for printing of date, rate & batch no. etc. including operation, changing of printing materials and maintenance of printing machines.
- Transferring printed items to the respective user sections, cleaning of the work place after completion of work, stacking of unused materials in proper place.
- **Cleaning / Sweeping of Floors of all building inside & Plants, Cleaning of Toilets, Manhole Chambers, Drain, Soak Pits, Furnitures, Equipments etc.**
- Cleaning of entire premises of the plant & inside the plant building shall be done on hired basis as advised by authority.
- Hired manpower is required to be engaged in Maintenance, Laboratory, Processing, Product, Transport, Powder Plant, Marketing, Store, Office, Purchase, Ice-cream Plant, OMPAC Divisions of Bhubaneswar Dairy, where there is barely necessity and the persons engaged shall act as core staff for the division.

All these above works should be carried out within the stipulated time maintaining proper official procedure cleaning and as per the instruction of Section In-charge/Supervisor.

Signature of the Bidder

Name:

Seal & Date:

DECLARATION

I/We do hereby declare that I/We have gone through the above mentioned terms & conditions and agree to accept the same for submission of the tender & execution of the work in all respect.

Full Signature of Bidder

Address for Correspondence:

Place:

Date :

Telephone No.:

Signature of the Bidder

Name:

Seal & Date: