



TENDER DOCUMENT
FOR
ENGAGEMENT OF LABOUR CONTRACTOR TOWARDS
ENGAGEMENT OF LABOURERS ON
MANDAYS BASIS

AT JEYPORE DAIRY, NEAR JEYPORE RAILWAY STATION, JEYPORE

Date of Commencement for Sale of Tender Papers	09.09.2021 (10.00 AM to 4.00 P.M)
Last Date & Time for Sale of Tender Papers	23.09.2021 (Up to 1.00 P.M)
Last Date & Time for receipt of Tender (Technical Bid and Price bid in separate sealed covers)	23.09.2021 (Up to 2.00 P.M)
Date and time of opening of Tender (Technical Bid)	23.09.2021 (AT 3.00 P.M)
Date and Time of opening of Tender (Financial Bid)	05.10.2021 (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**

GSTIN-21BBNO00122D1DB

COST - Rs.1000.00 + GST 12%

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS FEDERATION LTD., OMFED, D-2,
SAHEED NAGAR, BHUBANSWAR-751007,
Ph.No.(0675)2540273/2546030/2540417/2546121. Website
:www.omfed.com.email:omfed@yahoo.com.omfed@omfed.com**

**TENDER NOTICE FOR ENGAGEMENT OF LABOUR CONTRACTOR
AT JEYPORE DAIRY**

Sealed tenders are invited from registered and experienced Labour Contractors for engagement as Labour Contractor to perform different works on Mandays basis at Omfed Jeypore Dairy, Near Jeypore Railway Station for a period of three years (03 years) 2021-2024. Filled in tenders shall be accepted **from 10 A.M dtd. 09.09.2021 up to 1400 Hours dtd. 23.09.2021 & Technical Bid shall be opened on the same day at 1500 Hours and the financial bid shall be opened at 1500 Hours on 05.10.2021.** 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 any other media including newspaper. OMFED reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Plant Manager,
Omfed Jeypore Dairy

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

TENDER DOCUMENT

1. Engagement of Labour Contractor for performing additional job/hourly works at OMFED Jeypore Dairy for the year 2021-2022.

- a) Availability of TenderDocument - Tender document will be available at OMFED Corporate Office, D-2, Saheed Nagar, Bhubaneswar from 10 A.M **dt. 09.09.2021 up to 1300 hrs of Dt. 23.09.2021** on payment of Rs.1120/- (including 12% GST) only in cash on working days. This can also be downloaded from website www.omfed.com. A separate Demand Draft of Rs.1120/- shall be submitted by the Tenderer in case of downloaded tender document.
- b) Last date, time and place for submission of TenderDocument - **1400 Hours dt. 23.09.2021 at OMFED**, Corporate Office, D-2, Saheed Nagar, Bhubaneswar
- c) Date and time for opening of Tender
i. Technical Bid - **1500 Hours dt. 23.09.2021**
ii. Financial Bid of eligible bidders - **1500 Hours dt. 05.10.2021**
- d) Contract period - 01 year. (The contract shall be renewed after successful completion of one year if required.)
- e.) Likely date / month of Commencement of Contract - **01.11.2021**
- 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.
- g.) The Bid shall remain valid for 90 days from the date of opening of Technical Bid.
- h.) The Bidders shall deposit Rs 20,000/- (Rupees Twenty Thousand only) towards EMD along with Tender application.

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

**Signature of
Bidder 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 the 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 firm or Agency.)
- 4) The Firm / Agency must be financially sound. The minimum turnover of Rs.50 (Fifty) lakhs per annum for the last year as per audited statement of accounts for the year 2019-20.
- 5) The accounts of the Firm should have audited for consecutive 3 years i.e. for the year 2017-18, 2018-19 and 2019-20.
- 6) The Firm/Agency should have updated IT Return for the financial year 2019-20.
- 7) The Firm / Agency must have at least 3 years of experience for engagement of workers in reputed organization of Odisha /other State.
- 8) The bidder should not have unsatisfactory performance record in any unit of Omfed. The bidder should give such an undertaking with their bid.
- 9) The Bidder should have an office in Jeypore/ Bhubaneswar/ Any place in the state of Odisha.

**Signature of Bidder
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 Omfed Jeypore Dairy, Near Jeypore Railway Station(having milk processing of 10,000 to 20,000 thousands litres and production of milk products perday.)

1. The quantity is likely to vary depending upon therequirement.
2. The rates quoted should be inclusive of all statutory requirements like PF, ESI, Service Charges etc.
3. The Contractor will be liable to comply to all the statutory requirements under various Acts & Rules framed thereunder.
4. The tender document should be signed by the authorized signatory with name & seal of the firm at the bottom of allpages.
5. Jobs have to be carried out strictly as per instruction of PlantAuthority/his representative.
6. Job has to be completed within scheduletime.
7. PaymenttotheContractorshallbemadeforworkdoneinmonthsonsubmissionofbillintriplicate.
8. No payment shall be released if work performance isunsatisfactory.
9. Labourers deployed should maintain strict discipline as per rules in the Plantpremises. Contractor shall ensure healthy hygienic practice in food safety and handling.
10. Successful bidder will be communicated to deposit interest free Security Deposit of **Rs.3,00,000.00 (Rupees Three 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 bidunless thedate lineto deposit 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 after the period of contract is over unless forfeited in case of breach of agreement. On deposit of the Security Deposit within the prescribed date line, an agreement will be signed between the bidder and OMFED to undertakethiswork.Nopaymentshallbereleasedtothebidderunlessthisagreementissigned.
11. Allrequiredmaterials,toexecutethejob,shallbesuppliedbythePlantexcepttoolsandtackles.
12. The Contractor shall provide Identity Card, Employment Card and Wage Card to each worker at his cost as required under theContractLabour(Regulation&Abolition)Act,1970readwithOrissaRulesunderthesaidAct.

**Signature of Bidder
Seal & Date.**

13. Credential/Certificates in support or experience to be furnished with the offer to be given due weightage during evaluation of Tender.
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 complied 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. If a firm quote “NIL” charges/consideration, the bid shall be treated as unresponsive and will not be Considered.
16. Agency/Contractor engaged for providing required service and blacklisted by OMFED or any other Organisation due to reasons whatsoever shall not be eligible to participate in the Tender.
17. Offer without EMD of Rs. **20,000.00** in shape of Demand Draft in favour of **OMFED** payable at **BHUBANESWAR** will not be taken into consideration.
18. The Technical Bid and Financial Bid shall be submitted in two separate sealed cover. The above two sealed Bids should be submitted in a sealed cover super scribing “**TENDER FOR ENGAGEMENT OF LABOUR CONTRACTOR AT OMFED JEYPORE DAIRY**” **DUE ON 23.09.2021**.
19. Tenders filled in all respect must be sent by Regd. Post/ Courier/ Person to reach Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar on or before **1400 Hours dtd. 23.09.2021**. 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 application. Once tender is accepted cannot be allowed for withdrawal.
20. The Technical Bid of the tender will be opened by a Committee at **1500 Hours dtd. 23.09.2021 at Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar** in presence of interested Tenderers/ their authorized representatives.
21. 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. 05.10.2021** at **Omfed Corporate Office, D-2, Saheed Nagar, Bhubaneswar**, in the presence of the representatives of the Labour Contractor, if any, who wish to be present on the spot at that time.
22. EMD of successful bidder will be adjusted towards security deposit. The EMD of unsuccessful bidder shall be refunded within one month of finalization of the Tender.
23. If any bidder is awarded with the work, but does not carry out the work, his Security Deposit/EMD shall be forfeited.
24. If the tenderer does not submit statutory documents as stipulated above, Competent Authority shall reserve the right to reject the tender outright at the time of opening of tender.
25. The Omfed Management is at liberty to relax the eligible criteria if feel necessary considering the nature of work.

**Signature of Bidder
Seal & Date.**

26. The tender committee, Omfed reserves the right to decide the engagement of contractor more than one, in order to facilitate timely and uninterrupted works.
27. Defaulter in earlier execution of work/ Non submission of statutory dues/ supply of labour to Omfed or black listed by Omfed or anywhere in the country are not allowed to participate in the tender
28. Cooperative, Govt. body, NSIC, & MSME registered firms are exempted from submitting required EMD but they shall deposit the Tender Cost.
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 and statutory contribution shall be increased prorata 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. Penalty:

In the event of bidder fails (to supply the required number of manpower) during the contract period, OMFED reserves the right to impose the penalty as detailed below:

- I. **Short supply of Labour as per Requirement-** Penalty will be three times of loss attributed to OMFED resulting in short supply of products to Market whereas penalty will be five times in case of recurring in same month.
- II. **Non supply of extra labour as per requirement-** Penalty will be three times of loss attributed to OMFED resulting in short supply of products to Market where as penalty will be five times in case of recurring in same month.
- III. **Disruption in supply of total no. of Labourers and products not supplied to Market:** Penalty will be up to five times or even more at the discretion of the management to substantiate loss attributed to OMFED due to short supply of products to Market. If Omfed make any alternate arrangement, the differential cost will be recovered from the Contractor and the firm will be blacklisted and EMD and Security Deposit will be forfeited.

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 every succeeding month and Jeypore 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 Payment are paid intime.

**Signature of Bidder
Seal & Date.**

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 Jeypore 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.

33. 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 Managing Director ,OMFED will be final & binding in case the disagreement or dispute is not resolved by mutual negotiation.
- ii) Legal dispute if any, concerning to this supply shall be subject to such courts as exercising civil Jurisdiction over Bhubaneswar.

Check list- Technical Bid

TECHNICAL BID REQUIREMENTS FOR THE PARTICIPATING TENDERER FOR LABOUR CONTRACTOR TOWARDS LABOUR CONTRACT AND WORKS ON MANDAYS BASIS

Documents required: -

- i) Duly Filled in tender application.
- ii) Original Money Receipt of Tender Purchase Form cost of **Rs.1120/-** or Demand Draft.
- iii) EMD of **Rs.20,000.00** in shape of Demand Draft in favour of **OMFED, payable at 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. (Photo copy)
 - a. Income Tax Pan No. & latest IT Return for the financial year 2019-20.
- vi) Experience certificate, if any, for engagement of workers in reputed organization in Odisha during last 3 years.
- vii) Proof of Audited financial statement for consecutive 3 years shall be furnished.
- viii) Copy of Monthly ECR for EPF & ESI deposit slip for one month should be submitted

**APPLICATION – TECHNICAL BID
FOR ENGAGEMENT OF LABOUR CONTRACTOR TOWARDS WORKS ON MANDAYS BASIS AT
JEYPORE 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 : _____
9. Details of the License. : _____
(Valid labour contract license obtained from competent authority
Xerox and attested copy to be enclosed)

Signature of Bidder

10. PAN /GIRNo. : _____
(Attach attested copy)
11. GST RegistrationNo. : _____
(Attach attested copy)
12. E.P.FRegistrationNo. : _____
(Attach attested copy)
13. E.S.IRegistrationNo. : _____
(Attach attested copy)
14. Financial turnover of the tendering **Contractor** for the last 3
Financial Years.

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2017-18		
2018-19		
2019-20		

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

Signature of Bidder

Name:

Seal :

Date:

Place:

DECLARATION

1. I, _____ Son / Daughter / Wife of
Shri _____ 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:

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

Sl.No.	Category of Labourer	Approx. Volume of Work per day	Offered Rate		Analysis of Rate per Unit		
			Rate per Unit	Total Amount	Basic Cost per Unit corresponding to minimum wages (not variable)	Statutory Contribution etc. (not variable)	Service charges in absolute amount (variable)
1	2	3	4	5=3*4	6	7=(6)*32.76%	8
1	Engagement of Un-Skilled Labour on time rate (per hour/per head) as per requirement of Plant	88 Hours/Day	Rs.---- -- /Hour				

NB: Detail description of works furnish in corresponding page.15 onwards
GST as applicable will be paid extra.

NB: The Circular of Health & Family Welfare Department, Govt. of Odisha vide letter no. ME-1-1M-12/2017/14507/17 Dtd-02.06.2014 regarding clarification on Tender process for engagement of Attendants where in “ Zero Service Charges” up to 0.999 charges(very abnormally service charges) quoted by the contractor is against fair play and suspected with hidden costs. The quoted rates towards service charge is abnormally low i.e Rs. 1/- and less than Rs. 1/- and their financial offers were not considered.

Signature of Bidder
Seal & Date

N.B:

- (1) The Bidders shall quote the rate of jobs considering the Minimum Wage applicable to an Un-skilled worker.
- (2) All the jobs are co-related; selection of lowest bidder shall be decided considering the total sum of all jobs. For this purpose, the bidder has to quote for all jobs. Rate quoted partially shall be summarily be rejected.
- (3) Two digit after decimal should be considered in the calculation sheet.
- (4) The contractor shall ensure deposit of all statutory dues as mentioned below, along with applicable GST and on production of deposit evidence, the dues of the contractor shall be released in the said regard.
- (5) Illustration for calculation of quoting rates furnish in page:14

BREAK UP OF STATUTORY CONTRIBUTIONS.

Sl.No.	Particulars	Other	Percentage
1	P.F. Employer Contribution	-	13%
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 increase during the period of engagement under Minimum Wages Act1948, the column value at (6) shall be increased pro-rata basis accordingly with same rate with all statutory dues, excluding service/agency charges, which shall be asunder.

- i. If minimum wage increases within the contract period of engagement, the column value at (6) shall be increased accordingly.
- ii. On such increase, statutory contributions as applicable from time to time, the column value at (7) shall be changed and reimbursement on production of documents as proof of deposit.
- iii. There shall be no change in the service charge i.e. the column value at (8) remain constant during the contract period.
- iv. GST as applicable from time to time shall be released/paid on production of deposit evidence.

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

**Signature of Bidder
Seal & Date**

ILLUSTRATION (SAMPLE) FOR CALCULATION OF QUOTING RATES

Sl. No.	Item	Appx. Volume of work per day	Offered Rate		Analysis of Rate per Unit		
			Rate per Unit	Total Amount	Basic Cost per Unit	Statutory contribution n(*)	Service charge (Absolute amount)
1	2	3	4	5=(3X4)	6	7=(6) *32.76%	8
1	Engagement of Un-Skilled Labour on time rate (per hour/per head) as per requirement of Plant	100 Hours/day.	Rs. <u>51.62</u> / Per Hour	5162.00	38.875 *	12.735	0.01
	TOTAL			5162.00			

N.B-Two digit after decimal should be considered in the calculation sheet.

***Considering minimum wages for unskilled worker Rs.311/day**

**Signature of Bidder
Seal & Date**

DETAIL DESCRIPTION OF WORK AT JEYPORE DAIRY

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

- Prior to operation, the poly pack machine (inside & outside), pipelines, valves, overhead tank etc. are to be cleaned properly.
- Plastic crates are required to be washed & cleaned properly before starting of the production. If these are found un-cleaned/dirty even after washing, then no payment on this job shall be released.
- Collection of all required raw materials. Crates & packing materials from store/ anywhere in the plant premises/stored at different sub stores to workplace.
- Collection of Milk pouches from the poly pack machines heads and sorting the same in the properly washed and cleaned plastic crates of 10 ltrs. Capacity each.
- Transfer of leaky pouches, short weight, excess weight, market returned damaged pouches, not printed/coded pouches etc. to the leaky cutting point and cutting of such pouches, segregation of good pouches and storage of good pouches in cold store. This process shall continue till each of the production despatch in “A,”B” & “C” shift.
- Transfer of milk pouches filled crates through the conveyer/crate trolley to the cold store and stacking properly.
- Transfer of milk pouches in crate from cold store on FIFO basis to despatchdock.
- Milk pouches in crates not delivered and available at dock should be transferred to leaky points in a continuousmanner.
- Segregating of food pouches if available should be washed in chilled water, stacking in clean crates and to be stored in coldstore.
- Cleaning of work place, cold store, dock and nearby leaky tank before transfer of milk at the beginning of work and after completion of thejob.
- Required manpower should be provided for assisting Plant Operator(s) starting from receipt of milk from Silo to till despatch covering all poly packsection.
- The Contractor shall have to pack different varieties of Milk as per the indent given by the Marketing Section within the scheduled time.

Signature of Bidder
Seal & date.

- All the Packing losses, like Polythene/Cups/WMC should be less than 1 % if not cost to be recovered for the losses w.r.t cost of Packing material.
- The Milk Pouch weight should be maintained as per the norms.
- The Contractor shall provide adequate suitable manpower with skilled operators for smooth operation and maintenance of pouch filling machines.
- Only competent and knowledgeable operators shall be provided for the operation and related works of the Packing machine and Ink Coding Machine operation.
- The log book shall be maintained for machine operation, film received, consumed and packets produced separately by the Contractor.
- 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.
- The spare parts required for maintenance of packing materials to be provided by OMFED. For the same the contractor has to indent in advance.

(B) PRODUCTION SECTION:

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

- Plain Curd: In Cups (400g.200g.100g) (Approx.: **100 Cup**)
- Sweet Curd: In cups of different size and packed in carton (Approx. **250 Cup**)
- BMS: In pouches and to be bagged (Approx-**12 bags/day**) 50 pkts/bag). During March to May
- WMC: In pouches and to be packed in crates/cartons (Approx.**850 kg./day**)
- Rabidi: In cups and to be packed in cartons (Approx-**350Cup/day**)
- Khoa: In different pouches and to be packed in Cartons (Approx-**20Kgs/day**).
- Paneer: In vacuum packing/machine packing packing board packets & cantoning(Approx-**320 Kgs. /day**).

Approximate quantity may vary from season to season.

**Signature of Bidder
Seal & date.**

02. Ancillary job pertaining to Sterilized Flavoured 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 store/anywhere in the plant premises, preparing mix as per the instruction of the Shift In-charge/ authorised Supervisor.
- Empty 200ml. Bottles are to be cleaned rising by sanitizer properly before starting filling.
- Filtration, filling in the sanitized bottles of 200 ml. Capacity (rinsing bottles in sanitizer), crown corking putting those crates in steriliser.
- After sterilization, removing the bottles from the steriliser.
- Transferring to dairy store, after cooling of the bottles fixing of label and to pack in cartons. Cartons are to be stacked properly inside the dairy store. Bottles may be packed in shrink packing and 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 to go-down/ store and stacking properly.
- Cleaning of work place & equipment's at the beginning of work and after completion of the job.

03. 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 equipment's, hoops, tanks, vat etc. thoroughly. Collection of all required raw materials from store/anywhere in plant premises to the workplace.
- 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/new product cold store for drying, transfer the drying bulk from cold store/new product cold store to the cutting area, weight of bulk to be taken then cutting the paneer into required size, shape and weight, putting in printed pouches/machines for vacuum packing/thermo packing machine and printing. Then transferring those into consumer packs, in cardboard box/any suitable packaging & then pack into crates/cartons.
- Transferring the crates/cartons to cold store as instructed by the authorized Supervisor/Representative.
- After production, the work place and equipment's, utensils to be cleaned properly and the materials to be kept in proper place.

04. Ancillary job pertaining to Chhenapoda:

- Collection of required raw materials from store/ anywhere of plant premises to workplace
- 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 likesujisugaretc.applicationofGheeadepanningagentintheS.S.tray,fillingofmixin 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 packed 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 and cartons and transferring the cartons to cold store as assigned by the authorizedSupervisor.
- Once the production and packing is completed, the equipment's 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 theinstruction.

05. Ancillary job pertaining to Production of Plain Curd incup:

- Transfer of Raw Materials to the manufacturing point from store/anywhere in the plant premises.
- S.S.Trays and S.S.Trolleys are cleaned properly and transfer to the workplace.
- 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 and sealing machine, putting lids on the manually, filled cups/sealing. Placing the filled in cups in cleaned aluminium/S.S.trays and S.S. trolleys, cleaning outer surface of manually filled cups by hotwater.
- Transfer of the trolleys to incubation room and after proper incubation to product cold stores. Cleaning of vats, S.S. pipelines, containers working place, trays etc. after completion of thejob.
- 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./8Kgs/10 Kgs/appropriate capacity and fixing of adhesive tapes on thecartons.

- Transfer of the finished product cartons to the product cold store/despatch cold store.
- Cleaning of all equipment's, 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.

06. Ancillary job pertaining to Production of Lassi and ButterMilk.

- Transfer of Raw materials & Packing materials from store/anywhere in the plant premises to worksite.
- CIP the pipelines, vats, storage tank, overhead tank and pouch filling machine before starting the work.
- 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 200/250 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 coldstore.
- Cutting of leaky packets for re-packaging till the stock is exhausted, cleaning of vats, storage tank, overhead tank and pouch filling machine with inter connected pipe lines, work sites as per the direction of the Supervisor.

07. Ancillary job pertaining to Cleaning of Aluminum/S.S. trays and S.S. trolleys:

Transfer of the used S.S. Trolleys and S.S./Aluminum trays from the packing point. Cleaning of the same with detergents to be provided by the Dairy as per the direction of the Supervisor. After cleaning, the same should be transferred to Curd manufacturing point.

08. 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.
- CIP the pipelines, vats, storage tank, overhead tank, pouch filling machine before starting the work.

- 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 equipment's, pouch crates, pipelines, pouch filling machine, overhead cold store and work site after completion of the job.
- Transfer of filled up pouch crates from the product cold store to the worksite.
- 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.
- 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, **staking of unused cartons in proper place**. Cleaning of pouch crates properly and stacking in appropriate place.

09. Ancillary job pertaining to Production of Rabidi:

- Collection of raw materials and packing materials from processing and store, cleaning of Rabidi making 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 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/equipment's before beginning of the work and after completion of the job. Transfer of finished products to product cold store/despatch coldstore.

10. Loading & Unloading: Loading & unloading of finished / raw product like butter, ghee, lassi, sweet curd, plain curd, SFM bottles, Chenna poda & Paneer from production cold store to finished product go-down/cold store and outside the plant premises. Raw materials like SMP, Polly Roll, and Packing materials to Godown.

- 11. Cleaning of plastic containers & SFM bottles** rejected during production/market, sanitization of the same, transfer to production store as per the direction of the supervisor. Cleaning materials shall be provided by the dairy.
- 12. Can Filling & Washing:** Filling of pasteurized whole milk/cream in 40 ltr 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.
- 13. Crate washing (Manual):** Cleaning of dirty crates on the dairy dock with brush and detergent to be provided by 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.
- 14. Cleaning of Plant premises/Building as scheduled below:**
- | Sl.No. | I t e m. |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I | Cleaning/sweeping of floors of all the buildings inside the plant premises thrice daily. |
| ii | Cleaning of all furniture once aday. |
| III | Cleaning of plant premises other than the building area twice a day |
| IV | Cleaning of all toilets twice aday. |
| V | Cleaning of hard park area twice aday. |
| VI | Cleaning of all equipment's other than electrical items once a day. |
| VII | Cleaning of light fittings/fans twice aweek. |
| VIII | Cleaning of window glasses, ceilings and walls once in aweek. |
| IX | Cleaning of all manhole chambers connected to effluent treatment Plant in a fortnight. |
| X | Cleaning of surface drain in aday. |
| XI | Cleaning of soak pits once in a year. All required tools/tackles are to be provided by the bidder. Cleaning material like detergent, disinfectants shall be providing byplant. |

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.:

DRAFT AGREEMENT

This Agreement is made on this day of -----

BETWEEN

The Odisha State Co-Op. Milk Producers, Federation Ltd., a society registered under the Co-Op. Societies Act.1962 having its registered and corporate office at D-2, Sahid Nagar, Bhubaneswar here in after referred to as “OMFED” (Which expression shall, unless repugnant to the context or meaning thereof, include its successors in interest and assigns) of the onepart.

AND

M/s. _____, referred to as “the CONTRACTOR” (which expression shall, unless repugnant to the context or meaning thereof, include their success or in interest and assigns) of the OTHERPART.

Whereas OMFED, engaged in the business of production, processing and marketing of Milk, Milk products & Agri products has decided to engage labour on job contract and man-days basis through experienced contractors, having valid labour license, for carrying on its business at different places and published notice therefore in local newspaper and official website.

AND WHEREAS the CONTRACTOR, who is in the business of the said jobs and supplying labour for various jobs and having valid license for such purpose, has submitted his offer and negotiated the rates in pursuance of the notice to look after labour arrangement and deployment on job contract basis in OMFED.

AND WHERE AS in consideration of the offer of the CONTRACTOR and negotiation held, OMFED has decided to entrust the different work on job contract basis as indicated in the schedule, of its _____ unit to the CONTRACTOR on the terms and conditions hereinafter contained.

1. The agreement will be initially for a period of one year at Jeypore Dairy, with effect from Dt.----- with an option for renewal of the same after successful completion of one year if required from time to time as per discretion of OMFED on the same or similar terms & conditions or such terms & conditions as may be mutually agreed upon.
2. The contractor shall look after labour arrangement of the above said unit and provide labour as and when required, for execution of various types of job on contract basis as specified in the schedules (ORDER DOCUMENTS) annexed hereto.
3. The rates as indicated in the schedule, include minimum wages prescribed by the State Govt., P.F., E.S.I., GST, Bonus, weekly off, National Holidays, Leave Salary, other Statutory dues and commission of the contractor, which shall be reimbursed/paid periodically to the CONTRACTOR by OMFED, if not mentioned otherwise in the schedule.
4. The payment shall be released by the Unit Head concerned of OMFED every month as stated in the Payment Clause of the Tender document. All statutory deposit and payment shall be paid to the contractor on reimbursement basis on production claim along with the proof of deposit evidence / proof of disbursement of payments.

5. Tender document and terms and conditions specified there in will be part of this agreement.
6. The CONTRACTOR may seek pro-rata revision of rates mentioned herein except service charge in the event of revision of minimum wages by the Government of Odisha, Labour Department during agreement period and may claim differential payment therefore on acceptance of the proposal for such revision by OMFED, subject to compliance of direction, if any, to that effect. Besides statutory contribution and GST, as applicable from time to time, shall be paid on production of documents towards payment of the same.
7. The CONTRACTOR shall have to make payment to the Labourers engaged in the presence of the authorized representative of OMFED or Unit Head concerned by the 7th day of the successive month as per statutory requirements whether payment for the respective period so paid or not to the contractor by OMFED. The payment to the Labour engaged by the CONTRACTOR should not fall short of minimum wages prescribed by the State Govt. & taken into consideration by OMFED.
8. The CONTRACTOR shall have to produce all the supporting documents and photocopies of the challans in respect of deposits towards PF, ESI, GST and other statutory dues of the preceding month of the billing period for realization of payment in time as per the agreement. The Contractor shall ensure the deposit return before the PF Deptt. in time & to take responsibility to clear up outstanding dues if any, of the said period.
9. The CONTRACTOR shall ensure round the clock execution of jobs earmarked and assigned in time. The work assigned to Contractor shall be completed in specific time. No work shall be kept pending. In case contractor fails to complete the work in time, any loss or damage arising out of non-completion of work & engagement of outside labour, the same shall be recovered from the contractor from any amount payable to the contractor under the contract, as a debt payable by the contractor. If contractor fails to carry out the instruction as per contract, OMFED will deduct the sum as determined by Chairman-cum-Managing Director/Plant Manager as penalty from Contractor's Bill/Security deposit and shall terminate the contract on repetition of such default without any prior notice.
10. The CONTRACTOR shall comply with all the statutory requirements under various Acts and Rules as applicable to the establishment of OMFED, so also Contractor's Establishment pertaining to work entrusted to the Contractor and contract labourers engaged in the said job. In the event of non-compliance to the statutory requirements like deposit of PF, ESI & GST, the payment shall be held up without any notice till necessary compliance is made by the Contractor. However, liability of OMFED, if any, on account of such non-compliance of statutory provision shall be chargeable to the account of the Contractor and shall be deducted from the pending bills of the Contractor.
11. The CONTRACTOR shall not be allowed to engage labourers to work more than the prescribed working hours i.e. Eight Hours per day or forty-eight hours in a week. However, under certain compelling circumstances like sickness of any labour on duty or proceeding on leave on compassionate ground only or as situation requires, permission may be granted by OMFED or on its behalf by the Unit Head or Authorized Officer to carry out the overtime for a specified period of time.

12. The Contractor will be entirely responsible for execution of this contract in all respect in accordance with the condition of the agreement and shall not assign or sub-let the same.
13. In case of any accident, the compensation as levied upon by the Competent Authority under Employees Compensation Act shall have to be paid by the Labour Contractor to the legal heir of the deceased or the person concerned in case of partial or total disablement. The Federation shall have no liability in this regard.
14. That the CONTRACTOR is required to provide welfare and health facilities to the contract labours and must ensure that all the statutory obligations as per C.L. (R&A) Act, 1970 and Orissa Rules, 1975 and other Labour Acts and non-compliance of legal provision, he will be held solely responsible
15. The contractor shall finalize the actual deployment of labour in the assigned job in different shifts on the basis of availability of jobs in consultation with the concerned Unit Head, OMFED or his Authorized Representative or such other authorized Officer. The OMFED shall not be responsible to provide any work to the labourers, if the Unit remains closed due to the reason beyond control.
16. The CONTRACTOR will also ensure that labour remain detached from the influence of local anti-social elements and not to indulge in any political or union activities.
17. The CONTRACTOR should ensure deployment of personnel, free from any criminal background or any police case and furnish the names and antecedents of all the labours at the time of deployment. All the deployed labour should be providing with photo identity card and should have PF& ESI number which shall have to be recorded in the movement/placement order as well as in wagesheet.
18. The labour contractor shall have to furnish a list of labourers along with their weekly off after ascertaining the actual requirement of no. of labourers from the OMFED (Plant Manager). The contractor will not have any claim or proportionate sharing of no. of labour supply with other contractor engaged in the plant.
19. The CONTRACTOR shall make good the losses sustained by OMFED attributable to the negligence or as a result of theft/Pilferage committed by the labour engaged by him. In the event of theft or pilferage or un-towards incident, the matter shall be reported to the police immediately. The contractor shall regularly pursue the matter with police Authority in the event of any complaint or F.I.R. lodged with the police authority and report the status of the case to OMFED from time to time.
20. The Contractor shall ensure that labours provided by him shall maintain discipline inside the campus and shall not work under influence of alcohol or prohibited drugs and shall behave in a decent manner to OMFED staff, Officers and visitors as well.
21. The CONTRACTOR shall deposit **Rs.3,00,000.00** with OMFED / Respective Unit as interest free security deposit. If any loss arises due to negligence on the part of the contractor. OMFED shall deduct such amount from the security deposit of the CONTRACTOR.

22. The agreement is terminable with three-month notice in writing from either side during the agreement period except as mentioned in Clause 8 of this Agreement. However, if Notice of Termination is given from the side of Contractor and OMFED fails to make any alternative arrangement during the notice period, Contractor shall continue to provide services as per the present terms of contract till OMFED makes such alternative arrangement, which shall not exceed three months, in anycase.
23. The Labourors provided by the Contractor will not claim to become the employees of OMFED and there will be no Employer and employee relationship between Labourer engaged by the contractor and OMFED.
24. The CONTRACTOR shall at his own expenses return/handover the possession of materials at its disposal to the concerned Unit Head of OMFED or Authorized Representative in a peaceful manner after termination of thisagreement.
25. In the event of either party failing to act in accordance with the provisions of the agreement, the aggrieved party shall at the first instance try to settle the dispute mutually and amicably, failing such attempt, the same shall be referred to the Chairman-cum-Managing Director, OMFED by either party and decision of Managing Director OMFED shall be final and binding on the parties and in no case will be subject to any judicialscrutiny.
26. In case of any dispute or differences pertaining to this agreement, the jurisdiction of Civil Courts at Bhubaneswar will apply since the present agreement is entered into between the parties at Bhubaneswar. Despite of the prescription under Clause 22 of this Agreement, if any party has any grievance, it will be under the territorial jurisdiction of appropriate Court atBhubaneswar.

IN WITNESS WHERE OF the parties have executed this presents on the day, month and year first above written.

For & on behalf oftheContractor.



Authorized Signatory oftheContractor

(WithSeal)

Signature in presence of

01.

02.

For & on behalf ofOMFED



Authorized representative of the OdishaState
Co-Op Milk Producers' Federation Ltd. D-2,
Sahid Nagar,Bhubaneswar -751007.

(With Seal)

01.

02.