



Tender Document for
Engagement of Consultancy Agency to obtain BIS Certificate for
extra grade milk powder at OMFED Dairy and Cattle Feed at
Jagannathpur OMFED



THE ORISSA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.

D-2, SAHID NAGAR.BHUBANESWAR

Dec- 2022

Tender cost – Rs.500/-+18%GST



**The Orissa State Cooperative Milk Producers' Federation
Ltd.,D-2, Sahid Nagar, Bhubaneswar-751007.
Phone No: 0674-2544576, 2546030, 2546121, 2540417, 2540273.
E-mail : omfed@yahoo.com Website: www.omfed.com**

SHORT TENDER CALL NOTICE

Ref: 112/DO/BIS/Cert/2022/Vol-I/

Date: 02.12.2022

Tender Notice for Engagement of Consultancy Agency for certification of IS 1165:2022 and IS 2052:2009 for extra grade Milk Powder at OMFED Dairy and Cattle Feed at Jagannathpur OMFED.

The Orissa State Co-operative Milk Producers' Federation Limited is committed to provide safe and wholesome milk and milk products to the consumers. OMFED invites sealed tenders from recognized Consultancy Agencies for performing Third-Party Assessment/Audit and providing certificate for milk powder and Cattle Feed from Bureau of Indian Standards. For details, please refer to our website **www.omfed.com**. & submit your sealed offer in separate envelopes with complete technical details. The tender document along with paper cost of Rs.500/-+18%GST, EMD amounting to 10,000/- should reach at the above addressed office latest by **dt.22/12/2022 up to 2.00 P.M.** and the sealed offers shall be opened **on the same date at 4.00 P.M.** in presence of interested bidders. For details please visit OMFED website www.omfed.com.

The corrigendum, if required, shall only be published in OMFED website but not in any other media/newspapers.

OMFED reserves the right to accept or reject any or all the tender documents or part thereof without assigning any reason thereof.



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DETAILS

Tender for	Engagement of Consultancy Agency for BIS Certification for extra grade Milk Powder and Cattle Feed of OMFED
Reference No.	112/DO/BIS/Cert/2022/Vol-I/
Schedule – I	Objectives and Scope of work
Schedule – II	Eligibility Criteria of Bidders
Schedule - III	Status of Cattle Feed Plant and OMFED Dairy
Schedule-IV	Technical Bid
Schedule-V	Financial Bid
Last date and time for submissionof tender document	Dtd.22/12 /2022 till 14.00 hours.
Date & Time for opening ofTender	Dtd.22/12/2022 at 16.00 hours.
Envelop – A	Technical documents to be submitted.
Envelop – B	Financial bid to be submitted.
Address for communication	Managing Director Orissa State Cooperative Milk Producers' Federation Ltd., D-2, Sahid Nagar, Bhubaneswar – 751 007. (Odisha)

Managing Director

**The Orissa State Cooperative Milk Producers'
Federation Ltd., D-2, Sahid Nagar, Bhubaneswar-
751007.**

SCHEDULE – I

INTRODUCTION

The Orissa State Cooperative Milk Producers' Federation Limited (OMFED) is an apex level Dairy Cooperative Society registered under Cooperative Society Act – 1962. It has come into existence to integrate the milk producers in rural areas with consumers in the urban areas with an enterprising aptitude. OMFED's main activities includes promoting, production, procurement, processing and marketing of milk & milk products for economic development of the rural farming community in Orissa.

It is to intimate you that BIS certification scheme is basically voluntary in nature. However, for a number of products compliance to Indian standard is made compulsory by the Central Government under various consideration. For such products the central govt. directs mandatory use of Standard mark under a license or Certificate of Conformity (CoC) from BIS. The Odisha State Cooperative Milk Producers Federation is intended to obtain BIS certificate for its products like Milk Powder at OMFED Dairy and Cattle Feed at Jagannathpur, OMFED.

1. Objective

Performing Document Review/Initial Gap Assessment / Assessment and Awarding Certification under IS 1165:2022 and IS 2052:2009 from Bureau of Indian Standards in OMFED Dairy and Cattle Feed Plant respectively of OMFED.

2. Submission of Tender

1. The tenderer should duly sign with seal on all the pages of the tender documents.
2. Tenderers alone will be responsible for submission of defective tenders and such tenders are liable to be summarily rejected.
3. The bidder should quote for all items specified in the price bid, else bid will be treated as incomplete and will stand invalid.
4. If the tender opening date falls on holiday, the tender shall be opened on next day on same time

3. Scope of work

1. Preparation of Documented Information as per IS 1165:2022 and IS 2052:2009 standard
2. Review of the System Documentation based on requirements of IS 1165:2022 and IS 2052:2009 standard and suggest amendments, if any.
3. Verification of the IS 1165:2022 and IS 2052:2009 standard Implementation by performing Audit and submit Audit/ Assessment Report.
4. Awarding /Grant of IS 1165:2022 and IS 2052:2009 Certificate from Bureau of Indian Standards.

4. Scope of Work for Consultancy Agency

- The consultants shall provide Assistance & Guidance in preparation of IS 1165:2022 and IS 2052:2009 standard documents for OMFED Dairy and Cattle Feed Plant unit respectively and ensure the audits are to be conducted smoothly by BIS.
- Initial gap analysis and survey of the existing system.
- Conduct awareness program for all the employees on IS 1165:2022 and IS2052:2009 standard
- Form a steering committee and task-force for documentation
- Prepare IS 1165:2022 and IS 2052:2009 documents as required by BIS.
- Implementation and training of all personnel in the use of procedures and formats of IS 1165:2022 and IS 2052:2009 standard
- Assess the system through first internal audit and Take corrective actions for non-conformities.
- Apply for IS 1165:2022 and IS 2052:2009 standard certification.
- Assess the system through second round of internal audit
- Facilitate IS 1165:2022 and IS 2052:2009 certification audit by Bureau of Indian Standard.
- Take actions on suggestions given by them.
- Get certified for IS 1165:2022 and IS 2052:2009 standard for extra grade milk powder and cattle feed.

5. EARNEST MONEY DEPOSIT:

1. All the parties shall be required to deposit EMD of Rs. 10,000/- (Rupees Ten Thousand only) along with the tender submission paper. Without the requisite EMD the tender shall be rejected.

2. EMD in the form of Demand Draft (DD) drawn on any Nationalized Bank in favour of

"Managing Director, The Orissa State Cooperative Milk Producers' Federation Ltd." payable at Bhubaneswar should reach physically in the office of MD, OMFED.

3. EMD of successful tenderer shall be retained till the completion of the work. No interest will be paid on this deposit for the period during which the deposit is kept with OMFED.
4. EMD of the bidders whose rates are not accepted will be returned within 30 days from the date of tender opening.

6. Validity

The Documentation activity and Certificate to be completed within a time frame of 06 months from the date of the Award of Contract.

SCHEDULE – II

ELIGIBILITY CRITERIA OF BIDDER

1. The consultancy/agency should preferably have the support of the following.
 - a. Must have executed IS certification earlier from BIS.
 - b. Must have Valid GST and PAN certificate
 - c. Must have three years' experience in the ISO / IS Consultancy.
 - d. Work experience in the relevant field (ISO, Food Safety, HACCP) is compulsory.
 - e. The consultancy/agency should preferably have the support of the following professionals working full time or part time or on need basis.
 - f. Must have executed FSMS successfully in Food Sectors.
 - g. They should have their own Bank account (in the name of the Firm/Agency).
 - h. Should have assessed/awarded certification to at least 3 (Three) establishments in Food Sector.
 - i. The consultancy/agency should preferably have the support of the following professionals working full time or part time or on need basis.
 - j. Must have executed FSMS successfully in Food Sectors.
 - k. Dairy Technologist/Food Technologist with Dairy industrial experience in the field of Quality Control and/or Production Section.
 - l. Post graduate in Chemistry/Biochemistry/Microbiology with experience in Dairy/Food Industry/HACCP.
 - m. Retired Officers of Milk Federation / Food establishment / PSU

General Terms & Conditions

The following is the list of the tasks under the contract assignment. The agency may be entrusted to perform all or the part of the below-listed services.

1. Preparation of Documented Information as per IS 1165:2022 and IS 2052:2009 Standard.
2. Implementation of IS 1165:2022 and IS 2052:2009 standard in cattle Feed Plant and OMFED Dairy.
3. Review of the System Documentation based on requirements of IS 1165:2022 and IS 2052:2009 Standard and suggest amendments, if any;
4. Verification of the IS 1165:2022 and IS 2052:2009 Implementation by performing Third Party Assessment/ Audit and submit Audit/Assessment Report.
5. Recommend and Award of IS 1165:2022 and IS 2052:2009 Certification from Bureau of Indian Standards.
6. The rates will be applicable for the entire contract period and no change in the rates will be permitted. The payment will be raised based on the successful completion of audit by BIS.
7. The Conveyance, Boarding and lodging expenses of the Consultancy Agency will be met by Bidders.
8. The Conveyance, Boarding and lodging expenses of BIS Auditors shall be borne by OMFED.
9. The visit of BIS Auditors to Cattle Feed Plant and OMFED Dairy, Arilo Plant shall be arranged by Consultancy Agency after deposition of Audit Fees at BIS Office by OMFED.
10. All statutory fees related to deposition in BIS Office for certification shall be paid by OMFED.
11. OMFED will provide access to the data/records and as and when requested.
12. Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date & year of award etc;
13. Unless accepted in writing, the conditions of the tender document will be valid and no extension of time for submission of tenders will be granted on any account.

14. Bidder should carefully study all the tender documents before quoting their rates.
No alterations will be allowed after the tender is opened.
15. Late tenders/delayed tenders including postal delay and those not conforming to the prescribed terms and conditions, will not be considered at all.
16. Please superscribe the name of the tender on the top of the sealed envelope with reference no. and date and send it on the above address.
17. OMFED reserves the right to accept any tender in whole or in part and rejects any or all tenders without assigning any reason. OMFED is not bound to accept the lowest tender and reserve the right to accept one or more tenders in part. The decision of OMFED in this connection will be final.

Dispute arbitration & final authority.

1. Bid Rejection Criteria

- A bid may be rejected if
- i. If the bidder does not meet the pre-qualification/technical criteria and/or non submission of documents specified.
 - ii. The deviations from the terms mentioned in the document affects in anyway the scope, quality and performance.
 - iii. Conflict of interest between the bidder and the OMFED is detected at any stage.

2. Disputes:

- a. 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.
- b. Legal dispute if any, concerning to this supply shall be subject to such courts as Exercising civil Jurisdiction over Bhubaneswar.

3. PAYMENT TERMS AND CONDITIONS:

- a) The rate inclusive of GST as applicable, travel and stay
- b) Local pick up will be borne by you.
- c) 100% payment shall be released after submission of BIS certificate and certified Audit Report.

- d) Payment shall be made in shape of account payee cheque or through RTGS within 30 days of submission of bill, after successful completion of Audit and obtaining Certificate.
- e) All payments are subject to deduction of statutory dues as applicable.

SCHEDULE – III

STATUS OF CATTLE FEED PLANT and OMFED DAIRY

Name of the Plant	Processing Capacity	Name of product manufactured	No. of employees working at Dairy	Total employee working
Cattle Feed Plant, OMFED Jagarnnathpur, Baliana Khurdha	150MT/ Day	Pelleted feed	Regular – 20 Service Provider –09 Daily Wages – 07 Labour - 14	50
OMFED Dairy, Arilo- Govindpur	5lakhs ltrs. per day	Extra grade Milk Powder	Regular – 77 Contractual – 16 Deputation -04 Man power through labour contractor - 247 Labours for cleaning through Contractor – 16	360

SCHEDULE - IV
APPLICATION – TECHNICAL BID

1. Name of Bidder : _____

2. Name of Proprietor / Partner / Director: _____
along with proof as authorized person _____

3. Full Address of Registered Office : _____

- Telephone No. : _____
FAX No. : _____
E-mail Address : _____

4. Full address of Operating / Branch Office: _____

- Telephone No. : _____
FAX No. : _____
E-mail Address : _____

5. Name & telephone no. of Authorized
6. / person to liaise with Unit(s): _____
7. PAN / GIR No. : _____ (Attach attested copy)
8. GST Registration No. : _____ (Attach attested copy)

9. Performance/ experience (Minimum 3 Year essential)
Copy of certificate enclosed): _____

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

Signature of Bidder with Seal

Date:

Place:

SCHEDULE - V
FINANCIAL BID TO BE SUBMITTED BY
CONSULTANCY AGENCY
(RATES SHOULD BE SUBMITTED IN THIS FORMAT)

Annexure-II

The rate may be quoted for Assistance and Guidance and Documentation for Certification of IS 1165:2022 and IS2052:2009 for extra grade milk powder and cattle feed from Bureau of Indian Standards.

Sl. No.	Description	Amount
1	Fees for Assistance, Guidance, Consultancy, Filing, Documentation and Certification of IS 1165:2022 for Extra grade Milk Powder at OMFED Dairy, Arilo-Govindpur.	
2.	Fees for Assistance, Guidance, Consultancy, Filing, Documentation and Certification of IS 2052:2009 for cattle feed of Jagannathpur, OMFED.	
	Total	
	GST as applicable	
	Grand Total	

N.B. - All statutory fees related to deposition in BIS Office for certification shall be paid by OMFED.

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.

Date:

Place:

Signature of Bidder

Name:

Seal

