



**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  
MANDAYS BASIS  
AT  
DHENKANAL DAIRY, PAIKADAHIKORA, GOVINDAPUR, DHENKANAL**

Date of Commencement for Sale of Tender Papers	<b>07.02.2024 (10.00 AM to 4.00 P.M)</b>
Pre Bid Meeting	<b>15.02.2024 AT 3.00 P.M</b>
Last Date & Time for Sale of Tender Papers	<b>27.02.2024 (Up to 1.00 P.M)</b>
Last Date & Time for receipt of Tender (Technical Bid and Price bid in separate sealed covers)	<b>27.02.2024 (Up to 2.00 P.M)</b>
Date and time of opening of Tender (Technical Bid)	<b>27.02.2024 (AT 3.00 P.M)</b>
Date and Time of opening of Tender (Financial Bid)	<b>Will be intimated to all the eligible bidders later on.</b>

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, Phone. No. (0675)**  
**2540273 / 2546030/ 2540417 / 2546121**

**TENDER NOTICE FOR ENGAGEMENT OF LABOUR  
CONTRACTOR AT: DHENKANAL DAIRY**

Sealed tenders are invited from registered and experienced Labour Contractors for engagement as Labour Contractor to perform different works on job contract and man days basis at OMFED Dhenkanal Dairy, Paikadahikora, Govindapur, Dhenkanal. for a period of (01) one year initially and may be renewed for (02) two years. Interested bidders may download the Tender Document from OMFED website [www.omfed.com](http://www.omfed.com) & submit the in sealed offer in separate envelopes with complete technical details. The Tender cost of **Rs. 2,000/- + 18% -GST with E.M.D. of Rs. 30,000/- (Rupees Thirty Thousand only)** both in shape of Demand Draft in favour of OMFED drawn on any Nationalized Bank payable at Bhubaneswar, should reach at the above addressed office latest by **27.02.2024** upto **02:00PM**. The sealed offers shall be opened on the same day at 03:00PM in presence of participant bidders. For details please visit OMFED website [www.omfed.com](http://www.omfed.com).

The corrigendum, if required, shall only be published in OMFED website but not will publish 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 at any stage.

**Managing Director**

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.**  
**D/2, SAHEED NAGAR, BHUBANESWAR –751007**

**TENDER DOCUMENT**

	Tender document for engagement of Labour contractortowards engagement of labor on Job Contract & Man days basis at Dhenkanal Dairy, Paikadahikora, Govindapur, Dhenkanal.
<b>Reference No.</b>	OMFED DHENKANAL DAIRY
<b>Cost of Tender Form</b>	<b>Rs. 2,000/-+18%GST</b>
<b>Schedule–I</b>	Eligibility Criteria
<b>Schedule–II</b>	Scope of Work, General Terms & Conditions
<b>Schedule–III</b>	Checklist and Technical Bid
<b>Schedule-IV</b>	Financial Bid format
<b>Earnest Money Deposit</b>	<b>Rs.30,000 (Rupees Fifty Thousand only)</b>
<b>Contact Person</b>	Plant Manager, Dhenkanal Dairy, Mob:9437147377
<b>Last date and time for submission of tender document</b>	<b>Dt.27/02/2024, 02:00PM</b>
<b>Date &amp; Time for opening of Tender</b>	<b>Dt.27/02/2024, 03:00PM</b>
Contract period	<b>03 years</b> (Renewable after each year of contract period, subject to satisfactory performance)
Likely date / month of Commencement of Contract	<b>1.04.2024</b>
<b>Envelop–A</b>	EMD to be Submitted
<b>Envelop–B</b>	Technical documents to be submitted
<b>Envelop–C</b>	Financial bid to be submitted
<b>Address for communication</b>	Managing Director, The Orissa State Co-operative Milk Producers' Federation Ltd., D-2, Sahid Nagar, Bhubaneswar–751007 (Odisha)

**Managing Director**

**SCHEDULE-I**  
**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 Average turnover of Rs.30 (Thirty) lakhs per annum for the last three years as per audited statement of accounts for the year 2020-21, 2021-22. & 2022-23
5. The accounts of the Firm should have audited for consecutive 3 (three) years i.e. for the financial year and 2020-21, 2021-22. & 2022-23
6. The Firm/Agency should have updated IT Return for the financial year 2020-21, 2021-22. & 2022-23.
7. GSTR-1 & 3B for last One Qtr or last three months Oct' 2023, Nov'2023 & Dec'2023.
8. The Firm/Agency must have at least 3 years of experience for engagement of workers in reputed organizations of Odisha / other State.
9. The bidder should not have unsatisfactory performance record in any unit of OMFED. The bidder should give such an undertaking/declaration with their bid.
10. Agency/Contractor engaged for providing required service and blacklisted by OMFED or any other Organization due to reasons whatsoever shall not be eligible to participate in the Tender.
11. The bidder will not be eligible to participate in the Tendering process if there is any case under sub-judice against any unit of Omfed for any reason whatsoever it may be.
12. Self-undertaking regarding declaration of non-blacklisting and filing of any legal petition against Omfed should be submitted.

**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 contract basis at Omfed Dhenkanal Dairy, Paikadahikora, Govindapur, Dhenkanal having milk processing of 3000 to 4000 ltrs and production of milk products per day.)

1. The quantity is likely to vary depending upon the requirement.
2. The rates quoted should be inclusive of all statutory requirements like PF, ESI etc.
3. The Contractor will be liable to comply to 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. Job has to be completed within schedule time.
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.
9. Labourers deployed should maintain strict discipline as per rules in the Plant premises.
10. Successful bidder will be communicated to deposit interest free Security Deposit of Rs.1,00,000/- (Rupees One 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 after the period of contract is over unless 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.
11. All required materials, to execute the job, shall be supplied by the Plant except tools and tackles.
12. **All the packing material losses like, cups, SFM bottle, cartoon, etc., should be less than 1%, and Polyroll (Milk, BMS & WMC) should be less than 2% in each segment, if not, cost to be recovered for the losses with reference to the cost of packing material.**
13. The Contractor shall provide Identity Card and Wage Card to each workers 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 submitted by the contractor along with monthly bill.

14. Credential/Certificates in support or experience to be furnished with the offer.
  15. Offer without EMD of **Rs.30000/-** in shape of Demand Draft in favour of OMFED payable at **Bhubaneswar** will not be taken into consideration.
  16. The Technical Bid and Financial Bid shall be submitted in two separate sealed cover super scribing **‘Technical Bid’ & ‘Financial Bid’**. The above two sealed Bids should be submitted in a third sealed **cover super scribing “TENDER FOR ENGAGEMENT OF LABOUR CONTRACTOR AT OMFED DHENKANAL DAIRY” DUE ON 27.02.2024.**
  17. Tenders filled in all respect must be sent by Regd. Post/ Courier/ Person to reach Omfed **Corporate Office, D-2, Sahid Nagar, Bhubaneswar-751007 on or before 1400 Hours dtd.27.02.2024.** 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.
  18. The tenders will be opened by a Committee at **1500 Hours dtd.27.02.2024** at Omfed Corporate Office in presence of interested tenderers/ their authorized representatives.
  19. The Financial Bid of only those tenderers will be opened, whose Technical Bids are found in order. The Financial bids shall be opened at **1600 Hours dtd.27.02.2024** at OMFED, in the presence of the representatives of the Labour Contractor, if any, who wish to be present on the spot at that time.
  20. If any party is awarded with the work, but does not carry out the work, his Security Deposit/EMD be forfeited.
  21. 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.
  22. If the tenderer does not meet statutory documents to the satisfaction of the management as stipulated above, Competent Authority reserves the right to reject the tender outright at the time of opening of tender.
  23. The Omfed Management is at liberty to relax the eligible criteria if feel necessary considering the nature of work.
  24. The tender committee, Omfed reserves the right to decide the engagement of contractor more than one, in order to facilitate timely and uninterrupted works.
- 24. 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.

## **25. 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 samemonth.
- 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 reoccurring 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.**

## **26. 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 depositing the statutory dues of the Labourer, by 7<sup>th</sup> day of every succeeding month and OMFED Dairy, Arilo will release the payment within 7 days of receipt of Bill.

- a) Attendance Sheet & wage card for the month.
- b) Last month EPF deposit ECR & ESI deposit Slip with list of employees as proof of deduction & Deposit.
- c) Last month GSTR-1 copy.
- d) Self-declaration by the Contractor that all the statutory and rest of the dues like bonus, leave salary and N & F holiday Payment are 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 OMFED 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 laborer engaged and on submission of claim in this regards with proof of all documents/payment.

## **27. 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 Cuttack/Bhubaneswar.

## **TECHNICAL BID REQUIREMENTS FOR THE TENDERING LABOUR CONTRACTOR TOWARDS LABOUR CONTRACT.**

### **Documents required: -**

1. Filled in tender application.
2. Original Money Receipt of Tender Purchase Form cost of **Rs.2360/-** or Demand Draft.
3. EMD of **Rs.30000/-** in shape of Demand Draft in favour of OMFED.
4. Photocopy of valid Labour License obtained from Labour Officer under Contract Labour (Regulation & Abolition) Act, 1970.
5. Photo copy of Valid EPF Code No. & ESI Code No. (wherever applicable)
  - a. if the said area comes under Notified Area.
  - b. GST No. & GSTR-1 and 3B for last one Qtr/ Last 03 (three) months
  - c. Income Tax Pan No. & latest update IT Return for financial year 2020-21, 2021-22 & 2022-23.
6. Experience certificate for last three years for engagement of workers in reputed organization in Odisha shall be provided.
7. Other statutory requirement as per prevailing law.
8. Proof of Audited Financial Statement for the financial year 2020-21, 2021-22 & 2022-23 shall be furnished.

## APPLICATION – TECHNICAL BID

### FOR ENGAGEMENT OF LABOUR CONTRACTOR AT OMFED DHENKANAL 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 Authorized : \_\_\_\_\_  
Officer / person to liaise with Unit(s)
8. Banker of the Contractor : \_\_\_\_\_  
(Attach certified copy of statement of  
A/c for the last two years)
9. Details of the License. : \_\_\_\_\_  
(Valid labour contract license obtained  
From competent authority  
Xerox and attested copy to be enclosed)
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. Average Financial turnover of the tendering **Contractor** for the last 3 Financial Years.

<b>Financial Year</b>	<b>Amount (Rs. Lacs)</b>	<b>Remarks, if any</b>
2020-21		
2021-22		
2022-23		

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

**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:

## STANDARD FORMAT OF EVALUATION

### NAME OF THE BIDDER:

Sl. No.	Criteria	Provision of Marks	Maximum Marks	Marks Secured	Remarks
<b>1</b>	<b>Year of Registration</b>		<b>30</b>		Attach copy of Registration Certificate
i.	Between three (03) years to Five years (05 ) years	10 marks			
ii.	Between Ten (05) years to fifteen (10) years	20 marks			
iii.	Between 10 years to above ( To be calculated from the date of incorporation)	30 marks			
<b>2</b>	<b>Turnover</b>		<b>30</b>		Attach copy of balance sheet and PL accounts of last three year 2020-21, 2021-22 & 2022-23
i.	Between thirty (30) Lakhs to Forty (40) Lakhs	10 marks			
ii	Between Forty (40) Lakhs to Forty (50) Lakhs	20 marks			
iii.	Between 50 lakhs & above	30 marks			
<b>3</b>	<b>Experience Certificate</b>		<b>15</b>		Attach copy of experience in any Govt. / Municipality
I	Between three years (03) to Five years ( 05) years	10 Marks			
ii.	Five years (05 ) and above	15 marks			
<b>5</b>	<b>Satisfactory Work Performance Certificates from previous assignments in Labour Contract Work in Govt. /PSU/ Municipality</b>		<b>10</b>		Performance Certificate submitted by the agency in Technical Bid
i	Completed 01 year	5 marks			
ii	Completed 02 years and above	10 marks			
<b>6</b>	<b>Satisfactory Work Performance Certificates from previous assignments in Labour Contractor Work in other organization</b>		<b>10</b>		Performance Certificate submitted by the Agency in Technical Bid
i	Completed 01 years	5 marks			
ii	Completed 02 years and above	10 marks			
<b>7</b>	<b>Work Plan Presentation</b>	<b>5 marks</b>	<b>5</b>		Presentation of the Work plan through PPT, not more than 10 to 15 minutes. The bidders are requested to bring PPT by Pen drive on the date of Technical Bid Opening.
	<b>Total</b>		<b>100</b>		

**N.B: Technical Evaluation criteria qualifying mark shall be 50**

## II. Stage Two

The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 60 (T): 40 (F).

**Financial Score (F)= (Lowest price quote/Price quote of the bidder) \*100**

**Cumulative score (C)= {60 \*(T) + 40\* (F)}/100**

The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.

**Example:**

		Bidder Participated	M/s A.	M/s B.	M/s C.	M/s D.
Technical Marks (T)		50	60	70	50	
<b>Technical Score</b>	<b>T * 60%</b>	<b>30</b>	<b>36</b>	<b>42</b>	<b>30</b>	
Financial Bid	Servicing Charges per month	400	415	400	410	
	Let the minimum SC is 400					
Financial Mark (F)	Lowest Bidder Score=100					
	F = (Lowest Price Quote/Price Quote of Bidder) * 100	100	96	100	98	
<b>Financial Score</b>	<b>F * 40%</b>	<b>40</b>	<b>39</b>	<b>40</b>	<b>39</b>	
<b>Cumulative Score [Technical Score + Financial Score]</b>		<b>70</b>	<b>75</b>	<b>82</b>	<b>69</b>	
<b>Rank Obtained</b>		<b>L3</b>	<b>L2</b>	<b>L1</b>	<b>L4</b>	

## APPLICATION – FINANCIAL BID

(To be filled up and submitted)

### Jobs to be carried out at Omfed Dhenkanal Dairy

Sl.No.	Item	Appx. Volume of work per day	Rate per Unit	Total Amount	Basic Rate/Unit( Corresponding to Min. Wage)	Statutory contribution (*)	Service charge (Absolute amount)
1	2	3	4=6+7+8	5=(3X4)	6	7=(6)*32.76%	8
01	Engagement of Un-Skilled Labour on time rate (per hour / per head)	64 Hours/ day	Rs..... .../Hour				

**N.B: Detail description of works at corresponding page.18-20**

Signature of Bidder  
Seal & Date

### BREAKUPOFSTATUTORYCONTRIBUTIONS

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	05.66%
5.	N & F Holidays	08 days annual	02.52%
	<b>Total</b>		<b>32.76%</b>

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

N.B: The Circular of Finance Department, Govt. of Odisha vide letter no. FIN-COD-RULE-0001-2018/19595/F DATED 11.07.2023 regarding rate of Service Charge in Outsourcing of Services..... regarding

1. As no minimum rate of service charge has been prescribed, bidders are quoting zero or negligible service charge in respect of outsourcing of services. Hence many a time, references are being received from quarters for clarification in this matter.
2. In the meantime, Department of Expenditure, Ministry of Finance, Govt. of India has fixed the minimum rate of service charge vide OM No. F.6/1/2023-PPD dated 06.01.2023.
3. Now the state Govt. has been pleased to fix the following rate of service charge in outsourcing of services.
4. The Minimum Service charge shall be 3.85% (3% profit plus transaction charge);
5. The Procuring entity can also fix the service charge above 3.85% with proper justification, whenever required. However, such charge should not exceed 7% in any case.
6. These instructions shall be deemed to be part of Odisha General Financial Rules.
7. This will be effective from date of issue i.e on 11.07.2023.

**N.B: -**

- (1) The Bidders shall quote the rate considering the Minimum Wage applicable to an Un-skilled worker.
- (2) Selection of lowest bidder shall be decided considering the total value of all jobs taken together.
- (3) 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 subject to reflected in GSTR-2A of OMFED.
- (4) Illustration for calculation of quoting rates furnishing **page:17**

**Signature of Bidder  
Seal & Date**

**ILLUSTRATION (SAMPLE) FOR CALCULATION OF QUOTING RATES**

Sl. No.	Item	Apprx. Volume of Work Per Day	Offered Rate		Analysis of Rate per Unit		
			Rate per Unit	Total Amount	Basic Cost per Unit	Statutory Contribution	Service Charge (Absolute Amount) Minimum 3.85%... Maximum. 7%
1	2	3	4	5=(3X4)	6	7=(6)*32.76%	8
1	Engagement of Un- Skilled Labour on time rate (per hour/per day)	64 Hours/ Day	Rs 60.104/ per Hour	3846.656	44.00	14.41	1.694

## **DETAIL DESCRIPTION OF WORK.**

### **01. Ancillary job pertaining to Collection of Milk Pouches:**

Collection of Milk packets from poly pack machine heads and sorting the same in the plastic crates of 10 ltr., capacity each, cutting of leaky packets during the course of production/market returns, transferring the crates on conveyor to cold store. Stacking of milk pouch filled in crates in the cold store/ any other place as per the direction of Shift In-charge/authorized officials. Collection of pouch crates containing leaky packets at the despatch dock. Transferring the same to leaky cutting tank, restoring of good packets in the crate. Transferring of finish product in pouch crates to the dispatch dock from cold store / any other area is within the scope of the bidder.

### **02. Ancillary job pertaining to Preparation of sterilized Flavoured Milk:**

To bring milk from process section in clean cans and bringing other raw materials like sugar, milk powder, essence, sanitizer etc. from store, preparing mix as per the instruction of the Shift In-charge/authorized Supervisor. Filtration, filling in the sanitized bottles of 200ml. capacity (rinsing bottles in sanitizer), crown corking putting those crates in sterilizer. After sterilization, removing the bottles from the sterilizer and transferring to dry store, after cooling of the bottles fixing of level and to be kept in cartoons. Cartoons are to be stacked properly inside the dry store. Cleaning of rejected bottles sorted out during production/from market returns, work site after completion of the job, transferring of cartoons to ground floor and loading in vehicle, transferring of cartoons from vehicle to godown and stacking properly.

### **03. Ancillary job pertaining to Paneer Production:**

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. Transfer of all required raw material from store to the work place. All manufacturing steps of production of Paneer to be carried out i.e. heating of milk, coagulation, straining, hoping, pressing, putting blocks in chilled water, then removing blocks from chilled water and transferring them to cold store for drying in case of paneer production, then cutting the paneer into required size and shape, putting in pouches and vacuum packing and putting those sealed pouches in printed aluminium cover as applicable and then transferring those into cartoons, keeping them and transferring the cartoons to any of the place of cold store as assigned by the authorized Supervisor/representative.

### **04. Ancillary job pertaining to Chhenapoda Production:**

For production of chhenapoda, all the manufacturing and packing steps are to be carried out i.e. chhena collection from whey, straining, mixing all ingredients in mixer, application of Ghee as de-panning agent in the S.S. tray, filling in S.S. Tray, weighing of S.S. tray to the required quantity, baking by putting the S.S. trays into oven, transferring the baked S.S. trays to the cold store, bringing the S.S. trays to packing room, removing blocks from S.S. tray, cutting of Poda to the required size as per the requirement, putting those cut-pieces in pillow pouches & vacuum sealing the pouches, putting those vacuum sealed pouches in printed polystyrene outer cover, sealing them, putting them into cartoons, taping them and transferring the cartoons to the required cold store of place as assigned by the Dairy representative/authorized Supervisor.

Once the production and packing is completed, the equipment's and work place are to be cleaned thoroughly as per direction of dairy staff (Supervisor), putting the materials in proper place, besides any other work.

### **05(a). Ancillary job pertaining to Production of Curd in cup (Making):**

Transfer of Raw Materials like Milk, SMP, Sugar etc., to the manufacturing point. Preparation of mix as per the direction of Supervisor. Filling of the mix in 80gm/200gm/400gm./desired size empty containers manually/through semi-automatic curd filling machine. Placing the filled up cups in aluminum/S.S. trays & S.S. trolleys. Transfer of the trolleys to incubation room and product cold store I, II & III. Cleaning of vats, S.S. pipelines, containers, working place etc., after completion of the job.

**05(b). Ancillary job pertaining to Production of Curd in cup (Packing):**

Transfer of S.S. Trolleys filled in with curd from the product cold store I,II & III to the work site. Cleaning the outer surface of the cups. Placing the lids on the cups and keeping it inside the cartoon of size 4kg/8kg/10kg./appropriate capacity and fixing of adhesive tapes on the cartoons. Transfer of the finished product cartoons inside the product cold store/dispatch cold store.

**06. Ancillary job pertaining to Production of Lassi/Butter Milk:**

Transfer of Raw Materials like milk, sugar, culture, spices, SMP/extract etc., to work site. Preparation of mix and spices/extracts, adding the same to the mix as per the direction of the Supervisor. Transfer of mix to milk cans of 40ltr capacity if required. Transfer of final mix to overhead tank and packing in pouches of 250ml by automatic pouch filling machine. Bagging & stitching of product and keeping it inside the cold store. Cutting of leaky packets, 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(a). Ancillary job pertaining to Production of Pouch Curd (Making):**

Transfer of raw materials like milk, culture, SMP etc. to work site, preparation of mix and adding SMP as per the direction of production supervisor. Transfer of mix to overhead tank and packing in pouches of 500ml/450ml by automatic pouch filling machine. Placing the pouches in plastic crates and transfer the same to incubation room and product cold store I, II & III. Cleaning of equipment's, pouch crates, pipelines, pouch filling machine, overhead tank and work site after completion of the job.

**08(b). Ancillary job pertaining to Production of Pouch Curd (Packing):**

Transfer of S.S Trolleys with filled up pouch curd packets from the product cold store to the work site. Cleaning outer surface of the pouch/segregation of leaky packets and placing the pouches inside 10 kg. capacity cartoons and fixing up adhesive tape on the same. Transfer of finished product cartoons inside the product cold store I, II & III in the plant premises. Cutting up leaky packets as per the direction of the Supervisor and cleaning of the work site after completion of the job.

**09. Ancillary job pertaining to Production of Rabidi:**

Cleaning of Khua pan with the detergent and sanitizer provided by the plant, taking milk inside the vat and concentration of milk to minimum **50%** of the volume taken. 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 100/80/50gms. /required size cups and arranging the same inside the cartoons. Cleaning of the work site after completion of the job.

**10.** 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:**

<b><u>Sl. No.</u></b>	<b><u>Item</u></b>
01.	Cleaning /sweeping of floors of all the buildings inside the plant premises thrice daily.
02.	Cleaning of all furniture once a day.
03.	Cleaning of plant premises other than the building area twice a day.
04.	Cleaning of all toilets twice a day.
05.	Cleaning of hard park area twice a day.
06.	Cleaning of all equipments other than electrical items once a day.
07.	Cleaning of light fittings/fans twice a week.
08.	Cleaning of window glasses, ceilings and walls once in a week.
09.	Cleaning of all manhole chambers connected to effluent treatment plant once in a fortnight.
10.	Cleaning of surface drain twice in a day.
11.	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 Provided by plant.

**Signature of the Bidder  
(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.:

## **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, Saheed Nagar, Bhubaneswar represented by Plant Manager, OMFED ANGUL Dairy, ANGUL, here in after referred to as “OMFED” (Which expression shall, unless repugnant to the context or meaning here of, include its successors in interest and assigns) of the one part.

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 OTHER PART.

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 WHERE AS 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 works on job contract basis as indicated in the schedule, of its

\_\_\_\_\_ unit to the CONTRACTOR on the terms and conditions here in after contained.

1. The agreement will be initially for a period of one year at Dhenkanal Dairy, Dhenkanal, Paikodahikera, Baladiabandha, Dist : Dhenkanal with effect from date 1.04.2024. 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 here to.
3. The rates as indicated in the schedule, include minimum wages prescribed by the State Govt., E.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. The Contractor shall submit two separate bills for Milk and milk products, Milk bill must be with Zero Percent GST and Milk products should be GST as applicable.
5. Tender document and terms and conditions specified therein 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 presence of the authorized representative of OMFED or Unit Head concerned by the 7<sup>th</sup> 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 statutory 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 & ESI Department 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 Managing Director/General Manager/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. The Contract shall be cancelled & EMD shall be forfeited on non-deposit of statutory deposit for consecutive 3 months' period of time.
12. 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.
13. 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.
14. 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.

15. 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.
16. 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. 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 wage sheet.
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 (General Manager/Plant Manager). The contractor will not have any claim or proportionate sharing of no. of labours 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.1,00,000/- (Rupees One Lakh Only) 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-months' notice in writing from either side during the agreement period. 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 any case.

23. The Labours 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. 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.
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 this agreement.
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 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 judicial scrutiny.
26. In case of any dispute or differences pertaining to this agreement, the jurisdiction of Civil Courts at Bhubaneswar only will apply since the present agreement is entered into between the parties at Bhubaneswar, if any party has any grievance, it will be under the territorial jurisdiction of appropriate Court at Bhubaneswar.
27. The terms and conditions of the tender document will form part of this agreement.

**“The Contractor”**

**“The Federation”**

**THE ODISHA STATECO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.,**

**D-2, Saheed Nagar, Bhubaneswar-751007**

IN WITNESS WHERE OF THE PARTIES HERE TO HAVE HERE UN TO SET THEIR HANDS ONTHE DATE, MONTH AND YEAR FIRST ABOVE WRITTEN:

For and on behalf of

For and on behalf of

**The Contractor.**  
PRODUCERS' FEDERATION LTD.

THE ODISHA STATE COOPERATIVE MILK

**In the presence of:**

**In the presence of:**

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_