

**Bid Identification No. MM/113/AT/ 2024-2025/02**

**E-TENDER CALL NOTICE**

**FOR**

**PURCHASE OF PARCHAMENT PAPER**



**ESTIMATED TENDER VALUE: Rs 1,50,000.00**

**MM DIVISION, OMFED, BHUBANESWAR**

**The Orissa State Cooperative, Milk Producers' Federation Ltd.**

**D-2, SAHID NAGAR, BHUBANESWAR-751 007.**

**Ph No- 2546030/2540273/2540417, Email – [mmdivision@omfed.com](mailto:mmdivision@omfed.com)**

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BOQ (AVAILABLE IN DESIGNATED CELL)

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## **e-Procurement Notice for Purchase of Parchment Paper**

**Bid Identification No. MM/113/AT/ 2024-2025/02**

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1. OMFED invites e- Tender from reputed Manufacturing Units/ Traders / Suppliers for supply of Parchment Paper. e- Tender is invited online through ‘e’-procurement of Govt. of Odisha web Portal <https://tendersodisha.gov.in>. The bidders should have the necessary portal enrolment with his own Digital Signature Certificate.
2. The bidders are required to submit bids for the following items.

Name of work	Estimated Cost (Rs)	Availability of Tender through online bidding at <a href="https://tendersodisha.gov.in">https://tendersodisha.gov.in</a>		Date of opening (Techno-Commercial)	Period of Completion
		From	To		
Suppliers for supply of Parchment Paper	1,50,000.00	06.12.2024 on 10.00A.M	20.12.2024 on 05.00P.M	21.12.2024 on 11.30 A.M	Six Months

3. Cost of Tender Paper Rs 590/- inclusive of GST 18% & EMD as specified in (Technical Bid Part-I) deposit through online portal at <https://tendersodisha.gov.in>.
4. Bid documents consisting of specifications, the schedule of quantities and the set of terms and conditions of contract and other necessary documents are available on Portal: <https://tendersodisha.gov.in>. The corrigendum/amendment to this notice if required shall be published only in the OMFED web site <https://www.omfed.com> and will not be published again in the newspaper.
5. The tender paper cost / EMD and Photo Copy of **GST, PAN, Registration Certificate, Turnover Certificate, IT return & other documents as per DTCN** shall have to be attached on Portal: <https://tendersodisha.gov.in> within 10.00 AM of 06.12.2024 to 05.00 PM of 20.12.2024.
6. Non submission of tender cost of bid document and EMD within the period shall debar the party from participating in the online bidding system and his portal registration shall be cancelled.
7. **Techno- Commercial Bids received online shall be opened on 21.12.2024 at 11.30 A.M.** in OMFED Corporate office in the presence of the bidders. Bidders who participated in the bid can witness the opening of bids after logging on to the site through their DSC. If the office

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happens to be closed on the last date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.

8. Co-Operatives, Govt. bodies, NSIC and MSME registered firms are exempted from submitting required EMD.

9. OMFED in its own interest may opt for any other procurement mode/system simultaneously along with this e-Tender process if required without assigning any reason thereof.

10. The Managing Director, OMFED reserves the right to accept/reject any or all the bids without assigning any reason thereof.

11. OMFED reserves the right to increase or decrease the quantity of the tendered items or period of delivery as per the requirement of the Federation.

12. Legal disputes if any concerning the required goods supplied & matters related thereto shall be subject to Jurisdiction of such court as exercising civil jurisdiction of Bhubaneswar only.

**Managing Director**

**OMFED**

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## ELIGIBILITY CRITERIA

Bidders enclosed the followings below required documents in the  
Portal: <https://tendersodisha.gov.in> of Technical Bid.

- 1) Tender Document Cost: The Tender Document Cost is fixed at Rs 590/- including GST.
- 2) EMD amount of each material for each plant as specified in (Technical Bid Part-I) & deposit through online portal at <https://tendersodisha.gov.in>. The EMD amount to be returned after completion of tender finalization from Govt. of Odisha e-portal.
- 3) **Successful bidders shall deposit a Security Amount (as per Technical Bid Part-I) to the Omfed Account before place the Purchase Order.**
- 4) Turnover; as specified in the table (Part-I: Technical bid). Turnover certificate from Chartered Accountant and latest Audited Financial result must be submitted in support of required turnover for the year of 2022-23.
- 5) Income Tax Return Acknowledgement for the Assessment Year 2024-25.
- 6) GST Return for the Financial Year 2022-23.
- 7) The copy of Firm/ Company GST Registration
- 8) The copy of Firm/ Company PAN Card.
- 9) Client list and copy of orders to be provided (For credential).
- 10) Sign with Seal: The complete tender documents i.e. each page of the Tender document including all annexure (necessary required documents) should be duly signed with sealed.

(Signature of the Bidder)

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### **TECHNICAL BID (Part-I)**

Tenders are invited from Manufacturing Units/ Traders/ Suppliers having minimum turnover as mentioned in the table below, for supply of supply of Parchment Paper at Omfed Training Center (OMTDC), Jagannathpur, Near Phulnakhara Dist: Khorda.

Consolidated Item wise eligibility, Turnover, EMD and total quantity to be delivered at OMTDC are given below -

<b>Sl. No</b>	<b>Name of the Item</b>	<b>Total required Quantity</b>	<b>E.M.D Amount (Rs)</b>	<b>Bidder Minimum Turnover (Rs)</b>
01	Parchment Paper	<b>500 Kg</b>	<b>20,000.00</b>	5,00,000.00

**The OMFED reserves the right to increase or decrease the quantity of material & delivery period specified in the schedule of requirements without any change in unit price or other terms and conditions.**

(Signature of the Bidder)

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## **TERMS & CONDITIONS**

### **1.0 Eligibility and Qualification requirements: -**

This invitation to bid is open to all eligible bidders.

### **2.0 FOR basis:**

The quoted prices for the material shall be on FOR destination basis, inclusive of all taxes & duties, packing & forwarding charges, transportation, insurance and other incidental charges, unloading charges etc. as applicable.

### **3.0 Bid Security (Earnest Money Deposit) & Security Deposit (SD)**

- (a) Bidders are to deposit the EMD amount in the e-tender portal <https://tendersodisha.gov.in>.
- (b) After completion of e-tender process, the bidders get their EMD amount from Govt. of Odisha e-tender portal.
- (c) **Successful bidders shall be deposited Security Amount (as per Technical Bid Part-I) to the Omfed Account.**
- (d) The SD deposited shall not carry any interest and it will be refunded after successful execution of Purchase order and issue of “No Dues Certificate” from the concerned Plant Manager.

### **4.0 Period of validity of bids**

Bids shall remain valid for **90 days after the date of bid opening**,

### **5.0 AWARD CRITERIA**

The OMFED will consider awarding the contract to the successful bidder whose bid have been determined to be substantially responsive and have been determined as the lowest quoted bid, who is determined to be qualified for satisfactory performance of the contract.

### **6.0 OMFED RIGHT TO VARY QUANTITIES AT TIME OF AWARD.**

The OMFED reserves the right to increase or decrease the quantity of material specified in the schedule of requirements without any change in unit price or other terms and conditions. After issuing order OMFED may also cancel the whole or part thereof depending on requirement of the material during the contract period.

### **7.0 PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL:**

The Bidder intending to participate in the bid is required to register in the Portal with some information about the firm. This is a one-time activity for registering in Portal. During registration, the contractor has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority such as n-Code, TCS, and MTNL etc.

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(Signature of the Bidder)

- a) To log on to the portal the Bidder is required to type his/her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in the system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of the portal.
- b) The tender documents uploaded by the Tender Inviting Officer in the website [www.tendersorissa.gov.in](http://www.tendersorissa.gov.in) will appear in the section of "Upcoming Tender" before the due date of tender sale. Once the due date has arrived, the tender will move to the "Active Tender" Section of the homepage. Only a small notification will be published in the newspaper specifying the work details along with mention of the specific website for details. The publication of the tender will be for a specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any bidder can view or download the bid documents from the web site.
- c) If the software application has the provision of payment of cost of tender document through payment gateways of authorized bankers by directly debiting the account of the bidders, bidders will be required to avail on-line payment.

7.1. The bidder intending to participate in the bid on-line shall prepare the demand draft towards cost of bid as per IFB (except for exempted bidders) and upload the scanned copy of the draft to the portal against the bid where he is participating and the original shall be deposited to the tender inviting officer within the period specified in the "Invitation For Bid". If the Bidder fails to deposit the original demand draft towards cost of bid within the stipulated time his bid shall be rejected and action as per prevailing rule shall be taken.

7.2. In the case of any failure, malfunction, or breakdown of the electronic system used during the e-procurement process, the tender inviting officer shall not accept any responsibility for failures or breakdowns other than in those systems strictly within their own control.

7.3. Any third party/company/person under a service contract for operation of the e-procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement processes that are undertaken through the e-procurement system irrespective of who operates the system.

## 8.0 QUALITY

Goods/Materials should be fresh, free from adulterants, insects, fungus, infestation, rancidity and undesirable & objectionable odours. It should also be free from dirt and extraneous matter including iron and metallic pieces. Order will be placed to successful bidders on the basis of test results of samples. **If the materials supplied by the bidders found rejection continuously, then the supplier will be blacklisted to participate in further tender process.**

9.0 DELIVERY PERIOD: Purchase Order will be placed for required quantity to be delivered during the specified period.



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**10.0 PENALTY:** On failure to supply as per schedule 0.5% value of delivered quantity per week or part thereof will be deducted from the bill as penalty.

**11.0 PAYMENT:** 100% payment will be made within 30days after acceptance of materials by our quality section.

**12.0 LEGAL DISPUTE**

Legal disputes if any concerning the required goods supplied & matters related thereto shall be subject to Jurisdiction of such court as exercising civil jurisdiction of Bhubaneswar only.

(Signature of the Bidder)

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## **Specification of Parchment Paper**

OMFED printed Pure Vegetable Parchment Paper (For packing of 100gm Pasteurized Table Butter) of French Origin in substance 43 – 45 GSM of 180MM Width in Roll Form