

Engagement of Outsourced Agency/Labour Contractor for Piece Rate Contract at
150 TLDP Milk Plant at WAMUL, Panjabari-Guwahati-Assam

TENDER DOCUMENT



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West Assam Milk Producers' Co-operative Union Ltd.

PURABI DAIRY

Tender Document

Ref No: -WAMUL/Admin/Piece-Rate/DP/25-26/01

Date: 26-04-2025

West Assam Milk Producers' Coop Union Ltd (WAMUL) a Milk Union Registered under the Assam Cooperative Societies Act, 1949 and managed by the National Dairy Development Board (NDDB) with a fully automated processing unit for 1,50,000 liters of liquid milk, Now Invites sealed quotations for Engagement of Agency/Labor Contractor for providing manpower on piece rate basis for various activities in packaging and processing of Milk and Milk products for Liquid Milk Plant situated at Panjabari-Guwahati.

Interested bidders are requested to submit both the technical and financial bid in a sealed envelope separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" and should be placed in a third sealed cover inscribing "Engagement of Outsourced Agency/Labour Contractor for Piece Rate Contract in 150 TLPD Milk Plant-WAMUL".

The bids should reach WAMUL on or before 17-05-2025 14.00 hours addressing to "The Managing Director", West Assam Milk Producers' Co-op Union Limited, R. K. Jyoti Prasad Agarwala Road, Juripar Panjabari, Guwahati - 781037".

Schedule of Bidding

Sl. No	Item	Start date & Time
1	Bid Submission Start Date	26-04-2025
2	Bid submission End Date	17-05-2025 14.00 hrs.
3	Bid opening date (Technical)	17-05-2025 14.30 hrs.

For any future clarification and/or corrigendum(s) shall be communicated at Purchase Department at WAMUL (Purabi Dairy) Panjabari Office.

Contact: Ph.: 9707013600/8011704917

Email: sandhya@purabi.coop/dhritiman@purabi.coop

- Scope of Work as attached in Annexure-I**
- Format of Quotation: BOQ as attached in Annexure: II**

GENERAL BID INFORMATION:

- Nature of Service:** Deployment of Manpower in piece rate basis for Secondary Packing, Crate Washing, Milk Pouch Packing & Stacking, Carrying of Crates, Flavor Milk & FMCG packing, processing, stacking and shifting.
- Superintendence:** A supervisor/overseer shall be engaged for monitoring the overall activities and the cost of the personal shall be borne by the agency at their own cost.



TENDER SPECIFIC TERMS/CONDITIONS AND ELIGIBILITY CRITERIA FOR PIECE RATE CONTRACT

- a) The bidder should have at least 2 running contract of providing manpower services to any Agencies/Departments/Reputed Private Establishments/ Industrial/Factory Setup/FMCG/Dairy Industry/Food Industry within the state of Assam. having a minimum value of Rs.1 Cr each. (Documentary evidence: Work Order/Agreement along with GST Invoice copies to substantiate the tender/work value)
- b) The bidder should have experience of providing manpower services to minimum 1 FMCG in the last 3 (three) Financial Years i.e. 2021-22,2022-23,2023-24. (Documentary Evidence: Work Orders/GST Invoices/Work Completion Certificate/Work Undertaken Certificate or any other relevant document)
- c) The bidder should have an average annual turnover of not less than Rs.5 Cr. In the last 3 Financial Years i.e. 2021-22,2022-23,2023-24 (Documentary Evidence: CA Certified copy having valid UDIN or Audited Balance Sheet of the last 3 F.Y)
- d) The bidder should have a registered office in Guwahati, Assam
- e) The bidder must have permanent account number (PAN) issued by Income Tax Department.
- f) The bidder must have a GST Registration Certificate.
- g) The bidder must be registered with PF & ESI Act (Registration Number to be mentioned)
- h) The bidder must have valid Trade License, Labor License, Shop & Establishment Certificate and Professional Tax Registration Certificate.
- i) The bidder should not have been blacklisted by any State/Central Government Department/PSU/Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices. In this regard an up to date affidavit on Non Judicial Stamp Paper from public notary/ legal competent authority is to be submitted.

Note:

1. **Contractors currently engaged with WAMUL for manpower supply in Dairy Plant activities are not eligible to participate in the bidding process.**
2. **WAMUL has full right to reject the bid of any agency that has been rendering poor service or rendered poor service during past occasions at WAMUL or any other organization.**

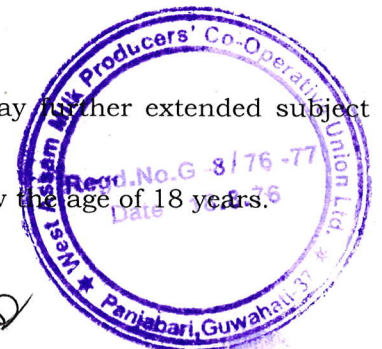
2. SCOPE OF WORK: As specified in the attached annexure – II

3. Terms of Reference (TOR)

- i. The contract will be for a period of **1(one) year** the contract period may further extended subject to satisfactory performance during the contract tenure.
- ii. The Labour Contractor/Service provider will not employ any person below the age of 18 years.

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[Signature]



- iii. The Labour Contractor/Service provider will furnish maintain the name and background details of the labour.
- iv. The Labour Contractor/Services Provider will also ensure that outsourced manpower remain detached from influence of local anti-social inhabitants and do not indulge in any political or Union activities.
- v. The Labour Contractor/Services Provider will be responsible for compliance of all statutory provisions relating to Minimum Wages and other labour laws as applicable in respect of the persons deployed in WAMUL.
- vi. The agreement will be a commercial agreement and is not of employment. There will be no employer-employee relationship between the WAMUL and Agent's employee as per this Agreement. The WAMUL shall not be liable for any statutory requirement under different labour legislations as far as the employees of the Agent are concerned.
- vii. WAMUL will provide all items that are required for handling milk and milk products i.e. Aprons, Caps, Gloves and Gumboots/Safety Shoes etc. along with registers, stationeries, & torch light (including cells) for Supervisors.
- viii. Accommodation of the Outsourced Manpower will be arranged by the service provider.
- ix. In case of any Lockdown or any other restriction imposed by the Govt. the service provider/contractor will provide transportation of the workers to ensure smooth functioning of the dairy plant (As milk is considered essential commodity per Government of India promulgated Milk and Milk Product Order (MMPO) 1992 on 9/6/92 under the provisions of Essential Commodities Act, 1955)
- x. Monthly bills should be supported by copies of attendance sheet with total engaged man hours along with the compliances as per Government Notification issued from time to time.
- xi. If any dispute difference arises between WAMUL and the Agency in respect of this agreement or concerning anything herein contained or arising out of this Agreement or as to the rights, liabilities, duties of the two parties, the same shall be referred to Sole Arbitrator or an Officer appointed by the Managing Director of WAMUL.
- xii. The Award of the Arbitrator shall be final and binding on the parties to this contract. In the event of death of arbitrator or arbitrators being unable to act for any reasons, it shall be lawful for the West Assam Milk Producers' Cooperative Union Ltd. to appoint another Arbitrator in place of the outgoing arbitrator in the manner aforesaid.
- xiii. Subject as aforesaid, the Arbitration Act, 1940, and Rules there-under and any statutory modification thereof for the time being the force shall be deemed to apply for the arbitration proceedings under this Clause.
4. **EMD:** The bid security (EMD) of **Rs.1,30,000.00/-** should be paid by Demand Draft in favor of "West Assam Milk Producers Cooperative Union Ltd" payable at Guwahati. The EMD can be forfeited by the Purchaser, if the bidder is not earnest about their bid and withdraw it before the validity period is over. The EMD of unsuccessful tenderers will be returned without any interest, after a decision is taken regarding the award of the contract.
5. **Performance Security** The successful bidder shall furnish to the WAMUL a performance security @10% of the bid value in the form of Bank Guarantee or a Bank Draft from any Nationalized/Scheduled Bank in favor of "West Assam Milk Producers Cooperative Union Limited, Juripar, Panjabari, Guwahati-



Signature

781037" within 30 days along with the acceptance copy of the agreement and shall be valid till the contract completion period .The Performance Security furnished by the successful bidder will be retained by the office up to the entire contract period and returned within 60 days of expiry of the contract. The PBG held by the office till it is returned to the successful bidder will not earn any interest.

6. **Validity of the Quotation:** Quotation must be valid for 120 days from the due date of Submission The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

7. **Price Bid**

7.1 The rates shall be quoted in INR (Indian Rupee) only.

7.2 The GST, if applicable, shall be quoted separately. GST, charges in connection with the services shall be taken into account in evaluation

7.3 The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be adjusted/ amended on any account except in case of statutory changes as per Government notifications from time to time.

7.4 The bidder should submit only one quotation. The bidder shall abstain from meeting/ contacting other bidders in matters related to this bid.

8. **Evaluation of Bids**

8.1 **Technical Evaluation:** The first cover of the bid i.e. the technical cover will be evaluated as per eligibility criteria that contains all relevant details and documents to confirm bidder's eligibility criteria as referred in Pages 5-6 of the SBD. Technically qualified bidders shall be notified of the date of opening of financial bid.

8.2 **Financial Evaluation:** The Purchaser will evaluate and compare the bids determined to be substantially responsive i.e. qualified in the 1st cover (Technical) and are:

- a) Properly signed and furnished with supporting documents
- b) Conforming to the terms and conditions and submission of relevant details and documents at cited above.
- c) Meeting the criteria of least quoted rate as specified in the format of quotation at Annexure-II.
- d) The evaluation shall be made for the complete set of requirement as described in the tender.

9. **Selection and Award of contract:**

WAMUL will award the contract to the bidder whose quotation has been determined to be substantially responsive, confirms to the eligibility criteria, other terms and conditions and who has quoted the lowest evaluated quoted price. The acceptance of a tender will rest with WAMUL which does not bind itself to accept the lowest tender.

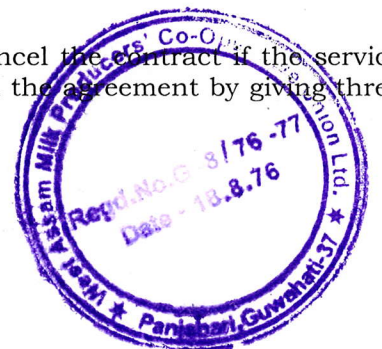
9.1 Notwithstanding the above, WAMUL reserves the right to accept or reject any bid and cancel the bidding process at any time prior to the award of contract.

9.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.

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10. **Cancellation and Rejection of Contract:** WAMUL shall be free to cancel the contract if the service provider is not able to comply to the terms and conditions laid down in the agreement by giving three months' prior notice to the Service Provider.

11. For any dispute/legal issues, the jurisdiction will be at Guwahati only.



Quotation can be submitted in person on or before the due date and time specified above. Such quotation should be dropped in the tender box only kept at the Office of the "West Assam Milk Producers Cooperative Union Limited, Juripar, Panjabari-Guwahati-781037"

Alternatively, the bidder can submit the quotation by registered post so as to reach the above address on or before the due date and time specified above. Quotation received after due date and time will not be considered and WAMUL shall not be liable or responsible for any postal delays.

The completed Tender document duly signed on all the scanned signed pages by WAMUL should be submitted by the bidder along with the offer letter.

**Sd/-
Managing Director**



International Year
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ANNEXURE - I

Scope of Work

1. Secondary Packing:

- i. Transferring of products from cold storage to secondary packaging area.
- ii. Transferring of empty boxes from central store.
- iii. Shorting of leakage, underweight, overweight and Non Printed packets/ cups.
- iv. Primary and secondary taping of boxes. Printing of date on boxes/ Cartons.

2. Crate Cleaning:

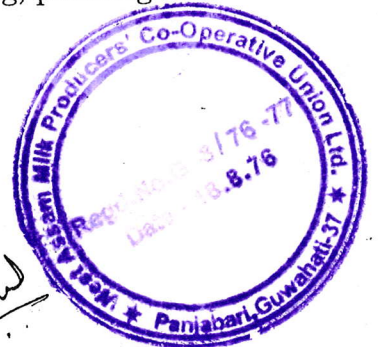
- i. Stacking/Cleaning of market return/ dirty milk crates, product crates and basket by manually or through crate washer.
- ii. Cleaning of crate washer and crate washing area.
- iii. Proper stacking of crates, shifting of crates to packing section,
- iv. Cleaning of SS Cans.

3. Milk Pouch:

- i. Checking and shorting of Leakey, underweight and overweight pouches.
- ii. Checking of coding on pouch.
- iii. Counting and stacking in crates.
- iv. Stacking and counting of milk crates in cold storage.
- v. Cleaning Milk packaging machine and conveyer.
- vi. Proper Stacking of polyfilm rolls.

4. Carrying of Crates from Cold Storage and Loading into Refrigerated Vans and shorting of Leakey pouches during loading. (Army Loading Crates)
5. Carrying of Crates from Cold Storage and Loading into Refrigerated Vans shorting of Leakey pouches during loading. (Upcountry)
6. Carrying of Crates from Cold Storage and stack at Dock Area shorting of Leakey pouches during loading. (All other dispatch activities)
7. Carry of Product Boxes from secondary packaging to cold storage and cold storage to Dispatch Dock (Designated area for dispatch) for dispatch.
8. Flavoured milk & FMCG (milk tetra pack):
 - i. Transferring of empty bottles from central store,
 - ii. Empty bottle placing at bottle packaging machine.
 - iii. Shorting of leakage bottles during packaging.
 - iv. Manual capping/ checking of caps and stacking in tray.
 - v. Transferring bottles to sterilizer.
 - vi. Unloading bottles after sterilization.
 - vii. Shorting of leakages/ damage bottles and sleeving, printing and stacking for shrink-wrap.
 - viii. Stacking of final product to FM storage.

9. Carry of mother dairy Product Boxes.



BOQ for Unskilled Manpower Engaging for various works at Dairy Plant on Piece Rate Basis						
Sl. No.	Scope of Work	Unit	Qty	Basic Rate/Unit	Total Amount/Month	Total Amount for 12 Months
1	Secondary Packing of Milk Products Printing of date on boxes/Cartons. (Estimated Avg. 2.20 lakhs kg/month) Incl. Ice Cream packing of 1600 litres per day. NB: Agency/Vendor shall be responsible for proper printing of Batch No- Date etc. on all product SKU Checking of proper weight leaky cups packets etc. Underweight packets/cups shall be separated from the packing line.	Kg	Upto 5000 kg			
			5001 kg to 10000 kg			
2	Crate Washing: Stacking/Cleaning & Crate Washing, cleaning of crate both Manually & by crate washer, proper stacking of crates, shifting of crates to packing section, cleaning of Can/ crate washing area. (Estimated Avg. 3.50 lakhs crates/ month). NB: The agency/vendor shall maintain proper cleaning of Crates. The crates shall be free from dust dirt and sticky patches etc.	Per Crate				
3	Milk Pouch Packing & Stacking. (Estimated Avg. of 70 lakhs pouches (500 ml/1000 ml per month) NB: The agency/vendor shall be responsible for proper counting of milk pouches in each crate and also be responsible for the sorting of leaky underweight and overweight pouches during milk packing.	Per Pouch				
4	Carrying of Crates from Cold Storage and Loading into Refrigerated Vans (Army Loading Crates) (Estimated Avg. of 55000 crate/month)	Per Crate				
5	Carrying of Crates from Cold Storage and Loading into Refrigerated Vans (Upcountry) (Estimated Avg. of 90000 crate/month)	Per Crate				
6	Carrying of Crates from Cold Storage and stack at Dock Area (All other dispatch activities) (Estimated Avg. of 1.4 lakhs crate/month)	Per Crate				
7	Carry of Product Boxes (Estimated. avg. of 80000 box/month)	Per Box				
8	Flavour milk & FMCG (milk tetra pack) processing, bottling, Stacking & shifting (Estimated Avg. of 18000 box/month) Total estimated bottles per day in two shift - 12000 nos. Estimated box per day in shift = 600 nos.	Per box				
9	Carry of mother dairy Product Boxes (Estimated. avg. of 200 box/month)	Per box				
	Total					
	Grand Total (Incl. ____% GST)					

Note: The rates quoted by the agency shall adhere to the minimum wages or wages set for piece rate work as per the latest notification issued by "Office of The Labour Commissioner, Assam"

