



West Assam Milk Producers' Co-operative Union Ltd.

PURABI DAIRY

REQUEST FOR QUOTATIONS

Procurement Notice

(Two-Envelope Single stage bidding process)

Purchaser: West Assam Milk Producers' Cooperative Union Limited

Contract title: Engagement of Agency/Individual/Organisation/Firm etc for Supply of Milk Crate, Product Crate and Ice Cream Crate on Annual Rate Contract Basis

RFQ No: WAMUL/Open tender/Crates/25-26/01

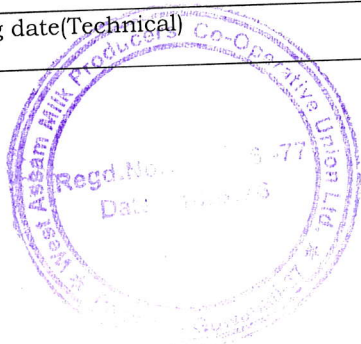
Date: 27-06-2025

WAMUL now invites sealed quotations from eligible Agency/Individual/Organisation/Firm etc for Supply of Milk Crate, Product Crate and Ice Cream Crate for WAMUL (Purabi Dairy), Panjabari, Guwahati-781037 as per details mentioned below:

Sl. No.	Brief Description of the Goods	Technical Specifications	Bill of Quotations	Estimated Annual Qty (Nos)	Place of Delivery
1	Supply of Milk Crate (Capacity: 12 Litres)	Annexure-I	Annexure-IV	25000	WAMUL Purabi Dairy, Panjabari, Guwahati, Assam-781037
2	Supply of Product Crate (Capacity: 12 Litres)	Annexure- II		8000	
3	Supply of Ice Cream Crate (Capacity: 48 Litres)	Annexure- III		5000	

Time line for submission of the bid documents

Sl. No	Item	Start date & Time
1	Bid Publishing Date	27-06-2025
2	Bid Submission end date	18-07-2025, 12:00 hrs
3	Bid opening date(Technical)	18-07-2025, 12:30 hrs



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Terms and Conditions

1. Eligibility criteria of the bidder:

- a) The bidder should be a Manufacturer/ Dealers authorized by Manufacturers (Relevant documents required for manufacturer and authorization certificate is required in case of dealer authorized by principle manufacturer).
- b) The bidder should have completed a total of 3 contracts for same/similar items in the last 3 financial years mentioned herein FY 2022-23, 2023-24 & 2024-25 (Relevant documents required: Relevant P.O copies/ Work completion certificate or equivalent).
- c) **Financial Turnover:**

If the bidder is a Dealer (authorized by manufacturer)

- i. The bidder's financial turnover should be minimum of Rs.50 Lakhs in each of the last three financial years ending 31st March i.e. FY 2021-2022, 2022-23 & 2023-24 OR 2022-23, 2023-24 & 2024-25 (years should be consecutive). Relevant documents required: Balance sheet or valid Chartered Accountant certified copy (having valid UDIN no.)

If the Bidder is a Manufacturer

- ii. The bidder's average financial turnover should be minimum of Rs. 4 Cr in the last three financial years ending 31st March i.e. FY 2021-2022, 2022-23 & 2023-24 OR 2022-23, 2023-24 & 2024-25 (years should be consecutive). Relevant documents required: Audited Balance sheet or valid Chartered Accountant certified copy (having valid UDIN no.).
- d) The bidder should have a valid GST Registration (GST Certificate to be submitted).

2. **Earnest Money Deposit (EMD):** Rs. 90,000/- (Rupees NinetyThousand) shall be submitted in the form Demand Draft (DD) in the name 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.

3. Performance Security: NA

4. **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.

5. **Contract period:** 1 Year Annual Rate Contract for each item. A separate Purchase Order will be issued each time as and when required against the Annual Rate Contract. However, the contract may be terminated by both the parties with one-month prior notice. The time limit of contract may be extended in conscience of both the parties.

6. Price Bid:

- a. The Prices shall be quoted in Indian Rupees only.
- b. Each bidder shall submit quotation as per Bill of Quotation format for each item. Bidder shall not contact other Bidders in matters relating to this tender.

7. Evaluation of Quotations and Award of Contract:

- a. The quotation will be evaluated each item wise i.e. for the three items separately under this RFQ as referred to Format of Quotation at Annexure-IV.
- b. The Purchaser will award the contract to the bidder whose quotation will be determined to be substantially responsive and who offers the lowest evaluated quotation price.



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- c. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- d. 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. The terms of the accepted offer shall be incorporated in the order.

8. Documents: The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously.

i) The Technical Part of Quotation shall comprise the following

- a) Letter of Quotation – Technical Part
- b) Technical specification
- c) EMD Amount details
- d) Complete address and contact details of the Bidder having the following information:

Name of Firm

Address for communication

Telephone No(s): Office

Mobile No.

Electronic Mail Identification (E-mail ID)

Bidder shall submit: Self attested copy of PAN, Self-attested copy of GST, MSME Certificate (if available) Self-attested copy of Trade License, Bank Account details on letterhead of the firm and the RFQ document.

ii. The Financial Part of Quotation shall comprise the following:

- (a) Price Schedule as per specified format (Annexure -IV)

9. Opening and Evaluation of Technical Parts of Quotations:

The 'Technical Part' of the Quotations will be opened on the specified date and time. The Financial Part of the Quotations shall remain unopened until the subsequent technical opening.

- a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation has been properly signed meets the eligibility criteria and conforms to all terms & conditions of this RFQ.
- b) Only Quotations that are both substantially responsive to the RFQ document, and meet all qualification criteria shall qualify for opening of the Financial Parts of their Quotations at the second Opening.

10. Opening and Evaluation of Financial Parts of Quotations:

The 'Financial Part' of the Quotations will be opened on the specified date and time. The Purchaser shall examine and confirm that Letter of Quotation – Financial Part and Price Schedules/Annexure-IV are in



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accordance with the requirements specified by WAMUL. If any of these documents or information are missing, the offer shall be rejected.

11. Cancellation and rejection of Contract:

WAMUL shall monitor the service regularly and the contract may be cancelled in case of poor service prior to one-month notice.

12. Bidder should submit:

Self attested copy of PAN, Self-attested copy of GST, Self-attested copy of Trade License, Bank Account details on letterhead of the firm, contact details and seal & signed copy of RFQ.

13. For any dispute/legal issues, the jurisdiction is at Guwahati Only. The entire arbitration proceedings will be governed by the Arbitration Act in force at the time of dispute.

The interested bidders should submit the bid {technical bid along with all the required supporting documents, Request for Quotation (RFQ) and the financial bid in the designated format mentioned in Annexure-IV} in **two (02) separately sealed envelopes** and then insert them in a single large envelope duly sealed and shall address to **Managing Director, WAMUL, R.K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati-781037, Assam** either through post or in hand.

Note: It is to be noted that the technical bid and financial bid should be provided in two separately sealed envelope and in no case there should be intermixture of the same.

Sd/-
Managing Director,
WAMUL (Purabi Dairy)



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R.K. Jyoti Prasad

Technical Specifications:

For Milk Crate-12 ltr capacity (Annexure- I)

Sl. No	Description	Specification
1	Storage Capacity	12 litres
2	No. of partitions	1 nos
3	Approx. outer Dimension (L*B*H)	473*380*170 (+/- 1% Tolerance)
4	Approx. inner Dimension (L*B*H)	430*337*157 (+/- 1% Tolerance)
5	Weight	1.5 KG (+/- 2% Tolerance)
6	Colour	Dark Blue
7	Material	Virgin plastic (Food Grade)
8	Logo Printing/ Branding	Purabi with (r) mark on 2 sides. On One side English Font and another side Assamese font
9	Date and Disclaimer	Date of manufacturing and disclaimer stating- (This property belongs to Purabi Dairy. Use by other than Purabi Dairy is punishable by law.) on both sides
10	Delivery Schedule	Staggered delivery as and when required. Purchase Order will be issued before dispatch of each lot with sufficient delivery time to the eligible bidder.



For Product Crates-12 ltr capacity (Annexure-II)

Technical Specification for Product Crate - 12 Lts		
SL No	Description	Specification
1	Storage Capacity	12 Lts
2	No. of Partitions	0
3	Perforation	4 sides
4	Approx Outer Dimension (L*B*H)	471*376*146(+/- 1% Tolerance)
5	Approx Inner Dimension (L*B*H)	438*338*133(+/- 1% Tolerance)
6	Weight	1.3kg (+/- 2% Tolerance)
7	Colour	Dark Blue
8	Material	Virgin Plastic (Food Grade)
9	Logo Printing / Branding	Purabi with ® mark on 02 sides
10	Delivery Schedule	Staggered delivery as and when required. Purchase Order will be issued before dispatch of each lot with sufficient delivery time to the eligible bidder.



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For Ice Cream Crate-48 ltr capacity (ANNEXURE- III)

Technical Specification for Ice Cream Crate -		
SL No	Description	Specification
1	Storage Capacity	48 Lts (+/-2% Tolence)
2	No. of Partitions	0
3	Perforation	5 sides
4	Approx Outer Dimension (L*B*H)	540*360*295(+/- 2% Tolerance)
5	Approx Inner Dimension (L*B*H)	515*335*285(+/- 2% Tolerance)
6	Weight	1.94 kg (+/- 2% Tolerance)
7	Colour	Dark Blue
8	Material	Virgin Plastic (Food Grade)
9	Logo Printing / Branding	Purabi with ® mark on 02 sides
10	Delivery Schedule	Staggered delivery as and when required. Purchase Order will be issued before dispatch of each lot with sufficient delivery time to the eligible bidder.

Screen printing will be as one breadth side "Purabi" in English below the handle grip and another breadth side Purabi in Assamese below the handle grip. With ® mark on top right corner of Purabi.



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**Annexure -IV
Format of Quotation**

Sl No.	Products	Delivery Location	Weight of crate (kg)	Estimated Annual Qty (Nos)	RIL Polymer Cost 1st of Tender month Rs/Kg	Vendor's Plant Location	Conversion/ Processing Cost Rs/kg	Freight Rs/Nos	Quoted rate Rs/crate Includ. All (Excluding GST)	GST %	Quoted rate including GST & all Rs/crate
1	Milk Crate (Capacity: 12 Litres)	WAMUL Purabi Dairy, Panjabari, Guwahati, Assam- 781037	1.5	25000							
2	Product Crate (Capacity: 12 Litres)		1.3	8000							
3	Ice Cream Crate (Capacity: 48 Litres)		1.94	5000							

Note: Documentary evidence is required to establish price change in RIL Polymer.



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Annexure-V

Performance Security - Bank Guarantee
[Guarantor letterhead or SWIFT identifier code]

Performance Guarantee No.....[insert guarantee reference number]

Date.....[insert date of issue of the guarantee]

To: _____ [name of Purchaser]

_____ [address of Purchaser]

WHEREAS _____ [name and address of Supplier] (hereinafter called "the Applicant") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ [name of Contract and brief description of Goods and related Services] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Applicant shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Applicant such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Applicant, up to a total of _____ [amount of guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods and related Services to be supplied thereunder or of any of the Contract documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.



This guarantee shall be valid until (i.e.) 60 days following the Completion date of the Contract including any warranty obligations, and any demand for payment under it must be received by us at this office on./ or before that date.

Signature and seal of the guarantor _____

Name of Bank _____

Address _____

Date _____

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.



A handwritten signature in blue ink, appearing to be "S. S. S.", written over a horizontal line.

Letter Pad of CA Firm

TO WHOMSOEVER IT MAY CONCERN

We..... based on audited books of accounts for the following financial year and verification of documents, records and information provided to us by the Management of

....., having its registered office at confirm the following:

S. No.	Financial Year	Turnover (Rs.)
1	FY 21-22	
2	FY 22-23	
3	FY 23-24	
4	FY 24-25	

Date:

Place:

Signature

Seal/Stamp of CA Firm




K. P. B. D.