

THE H.P.STATE COOP. MILK PRODUCERS FEDERATION LTD.

***Tender
Document
For the Custom Packing of
Milk and Blending with
Buffalo Milk***

INSTRUCTIONS FOR BIDDERS:-

The bidders are instructed to read the complete bid document carefully. The tender document and other instructions can be downloaded or viewed from the portal **events.ncdfiemarket.com**. Cost of tender document (non refundable) and Earnest Money Deposit as mentioned in the tender forms shall have to be deposited through portal.

Instructions for e- bidding:-

- The bidders should register on website <https://registration.ncdfiemarket.com>.
- Entire tender process will be carried out on line through **events.ncdfiemarket.com** website.
- Before submission of online bids, bidders must ensure that scanned copies of all necessary documents shall have been uploaded with the bid.
- Bidders are advised to check/see website regularly **events.ncdfiemarket.com** to check for any amendment/corrigendum in the tender document. All subsequent notifications/amendments/notices shall be published only on the aforesaid website only.
- The bids shall be opened on the date and time mentioned in the Tender Notice in the presence of bidders who opt to be present. If the date fixed for the opening of the tender is declared a holiday, the tenders shall be opened on the next working day at the same time as fixed for the original date for this purpose.

THE E-TENDER DOCUMENT SHALL BE UPLOADED IN TWO PARTS:

1. **Technical Bid:** It shall contain scanned copies of GST No., PAN No. and all requisite documents, certificates and other documents etc. as specified in tender document and digitally signed. All the documents must be scanned and uploaded in PDF format with 100 dpi with black and white option.
2. **Financial Bid:** It shall contain financial bid / BOQ uploaded in .xls format which will be available for bidders on website **events.ncdfiemarket.com**. The financial bid / BOQ will not be accepted in physical form.

At the time of opening of tenders only Technical Bid containing certificates and documents, information as required in this tender document would be opened and Financial bid/BOQ will be opened only of those bidders who fulfill eligibility criteria. Financial bid for technically qualified bidder will be opened after evaluation of the technical bid.

Key Dates:

01.	Date of Online Publication	12/09/2026
02.	Document Download Start and End Date	12/09/2026 to 18/09/2026
03.	Bid Submission Start and End Date	12/09/2026 to 18/09/2026
04.	Date of Technical Bid opening followed by Opening of Financial Bid	19/09/2026

Scope of Work:-

The H.P. State Co-operative Milk Producers' Federation Limited, Shimla-11 is interested in packing its Cow Milk in its own brand containing on an average of 3.5-3.7% Fat & 7.4-7.8% SNF into Pasteurized Pouch Pack Milk in different variants i.e. Full Cream, Standard Milk, Toned Milk, Double Toned Milk and Skimmed Milk after blending with buffalo milk in 55(cow milk):45 (buffalo milk). To maintain the taste/quality of the pasteurized pouch pack milk HP Milked will account the same on TS to TS basis. Tenderer are requested to quote their lowest rate for conversion of Cow Milk into Pasteurized Pouch Pack Milk after blending with buffalo milk on the following format :-

1. Packing/Conversion charges per ltr. of Packed Pouch Pack Milk
2. Recovery from TS to TS basis i.e. SNF to SNF AND FAT to FAT
3. Minimum quantity of packed milk required for conversion.
4. Transportation/Marketing/Distribution expenses per ltr. of milk

NOTE: Those parties will be given preference for participation in the tender for packing of Pasteurized Pouch Pack Milk who are not packing milk in its own brand and offer packing station exclusively to the HP Milkfed to avoid adulteration.

Terms & Conditions:

- Bidders will deposit Rs.10,00,000/- (Ten Lakh) Earnest Money Deposit in their NCDFI Escrow Account.
- The E.M.D/Performance Security of successful bidder shall be retained and returned to him only after successful execution of order. In case successful bidder fails to supply the material within stipulated period his E.M.D/Performance Security shall be forfeited and the material will be purchased at his risk and cost.
- Bidder should have current & valid FSSAI registration, BIS, ISO & HACCP and certification for SMP / WMP (Copy to be enclosed).

- The Bidder Firm/Company/Proprietary firm/Trust should have at least continuous 4 years experience of custom Packing with any Govt. agency /Cooperative/Federation / private in India.
- Bidder should have its own Cold Store facility and Refrigerated vehicles (owned/ hired) for the transportation of packed milk to different destinations.
- The bidder should have its own plant not hired /leased. No subletting will be allowed.
- In case Milkfed requires buffalo milk for blending with cow milk, the same may be provided by the L-I firm on NMG rates. However fresh/ revised NMG rates will be applicable on revision of NMG rates.
- Standard Milk and other type of milk will be prepared by the bidder after blending of our Cow's milk with buffalo milk in 55(Cow): 45(buffalo) ratio on Fat & SNF basis
- The bidder will quote its rates inclusive of blending charges, packing charges with packing material, transportation charges of lifting the milk from plant and distribution charges of milk within and outside the state.
- The Bidder Firm/Company/Proprietary firm/Trust / Pvt. Ltd / Federation etc. shall lift the milk from MPP Mandi for its conversion & packing after blending. The quality and quantity shall be considered as final at the dock of Milkfed plant.
- The successful bidder shall provide all the tankers with GPS system/Vehicle Tracking System and Lid sensor. He will be liable to share the data with HP Milkfed as and when required.
- Milkfed HP need **approx. 20000 ltrs/day** packing station to pack Pasteurized Pouch Pack Milk as per our requirement. Tenderer may offer spare quantity as per availability with them but the minimum quantity offered for packing as well as distribution should be 10000 ltrs/day on monthly average basis. The minimum quantity may however increase / decrease as per mutual consent depending upon the circumstances.
- Specification: For Pasteurized Pouch Pack Milk is as per Annexure "A".
- Quality: Quality of the Pouch Pack Milk should be as per FSSAI Act, 2006. The tenderer will be responsible for the quality complaints of the customers as well as any legal action taken as per FSSAI Act, 2006. However, any rejection of the Pouch Pack Milk from the market of Himachal ,Punjab, Haryana and any institution etc. will be on account of the tenderer and tenderer will lift the same from the market on its own cost and HP Milkfed shall not responsible for any quality complaints from the market.

- Rejection: Pouch Pack Milk rejected during final inspection at Packing Station Market of Himachal, Punjab, Haryana and any institution etc. shall be taken back at the cost of tenderer.

Payment:

Payment will be made after receipt and acceptance of Pouch Pack Milk in the market. Advance payment will not be made under any circumstances. L-1 firm will submit item-wise/ individual bills (blending , cost of buffalo milk , packing, Transportation of milk, lifting of milk from Milkfed plant and further distribution & transportation of milk to different districts of H.P. states/ institutions/ states to the Unit Incharge , Mandi on account of supplies made for arranging payments . Further L-I will supply the Challans of the Milk sold alongwith the bills.

- The unit Incharge Mandi / Incharge Processing will be responsible for the monthly reconciliation of Total solids supplied to L-I firm for blending, utilized by the firm for Custom Packing and balance of TS with the L-I firm . No claim, whatsoever, shall, however, be made against the HP Milkfed. respect of interest on the Security Deposit nor any loss or depreciation thereof, while the Security Deposit remains with the HP Milkfed. The security deposited shall be released after satisfactory completion of the contract and a 'No Objection Certificate' will be obtained from the respective plants of the HP Milkfed.

Documents to accompany tender: A photocopy each of current and valid
(i) FSSAI license and (ii) Sales Tax / GST Certificate.

- Price basis & delivery place: F.O.R. basis at Himachal /Punjab/Chandigarh /Haryana or any other stations assigned from time to time inclusive of Taxes & Duties (as applicable at the time of delivery), Freight, Insurance, Loading charges etc.
- Offers deviating from our NIT requirement shall be straightway rejected.

Period of Agreement:

This contract shall be valid for the period of one years from the date of agreement, which may be extended further for a period of one more year on mutual consent and satisfactory performance thereof.

- The Bidder Firm/Company/Proprietary firm/Trust should not be black listed by any Co-operative in India.
- Non Blacklisting Certificate: All the bidders will give an undertaking that they have not been blacklisted by any State / Central Government Departments/Cooperatives/ PSU etc. (Self attested Certificate).

- Cumulative Annual turnover of the firm/Company/ Proprietary firm in the last three financial years (2022-23 ,2023-24 & 2024-25) should not be less than 30 Cr. Turnover certificate be duly signed, dated and stamped by the CA firm along with name and membership no. of the chartered accountant should be uploaded.
- The contractor shall ensure proper weight of each & every pack as per weighs & measures act and in case of any legal complications due to less weight in any pack, the contractor shall be responsible for the same and any damages in this regard shall be borne by the contractor and security amount along with pending payment shall be adjusted accordingly.
- It would be mandatory for the contractor to print Batch No. , date of manufacturing and best before use etc as per the packaging labeling requirements under FASSI.
- In case of failure on the part of contractor to convert within the period of contract, the job of conversion will be done from some other source at his risk, cost & responsibility and amount on this account will be adjusted against contractor security and pending payments, if any and the contract / tender liable to be cancelled . The balance amount, if any, shall be deposited by the contractor within 15 days of the issue of such communication from Milkfed.
- The bidder will be responsible for any sampling done by Food authorities. In case during the shelf life period of Milk found not fit for human consumption, the entire cost of same will be deducted from bill of the contractor on the basis of prevailing market rate. The firm shall be responsible for any legal complications thereof.
- The tenderer shall make arrangement to take physical delivery of milk from the plant of the HP Milkfed and shall arrange unloading, weighment and quality test of the milk at their cost.
- The quantity accepted by the tenderer shall be decided by the weighment at the dock of the Milkfed and shall be considered for conversion purpose.
- The standard of pouch pack milk for FAT and SNF and other parameters must be fully conformed to the norms for acceptance as detailed in Annexure 'A'.
- Normal temperature of pouch pack milk supplied by the party should not exceed 2°C.
- The price quoted by firm should be price + GST and other taxes if any as applicable.

- The party must upload Declaration as provided at annexure "C" in compliance of section 194Q and 206CCA on the income tax act, 1961.

ACCEPTANCE & QUALITY INSPECTION OF MILK

- The acceptance of milk shall be subject to quality tests in the Quality Control Laboratory of the tenderer. The sampling will be done within 1 (one) hour of arrival of Milk tanker at Milk Plant during day hours i.e. from 7.00 am to 7.00 pm. Only, such milk will be accepted which on tests satisfy the requirements mentioned in the Annexure 'A' and also the relevant provisions of FSSAI Act, 2006. In case any milk offered does not conform to the requirements as stated above, the same shall be rejected.
- Milk will be accepted on organoleptic, chemical and bacteriological tests as per standard dairy practices.
- The milk should be free from any sediment, adulterants, neutralizers or any other foreign matter.
- The tenderer shall arrange to analyze and test the milk at their Quality Control Laboratory for acceptance. The method of test will be as in vogue. No variation in the Fat / Snf will be allowed. The testing of Quality & quantity of milk dispatched will be considered as final at the dock of respective processing plants. In case any variation in the quantity and quality of milk will be recovered from the L-1 firm/ transporter.

PENALTY:

In case of failure to pack the contracted quantity of milk, MD of the HP Milkfed shall levy penalty @ Rs.0.10 per ltr. of milk/day on short packing on 30 days average basis. While calculating penalty on short packing of milk, the quantity supplied by the party to all the Himachal / Punjab / Haryana / Chandigarh / institution etc. Will be clubbed. The penalty amount shall be recovered/ adjusted against security deposit/outstanding payment etc.

TERMINATION OF CONTRACT:

In case of packing of milk is not made for 3 consecutive days without any valid or acceptable reasons, then HP Milkfed may take any action and can also terminate the contract and forfeit the Security Deposit. The decision of the MD, in this regard shall be final and binding. Any defaulter firm can be blacklisted for a period of three years.

RISK PURCHASE & RECOVERY OF SUMS DUE:

Management reserves the right to pouch pack milk at the risk, cost and responsibility of the tenderer in case of their failure to pack Milk within the scheduled quantity in time. Risk Purchase will be affected immediately after the non packing of milk continuously for three days without any notice. All expenses (including excess payment in risk purchase) shall be adjusted against security deposit, outstanding payments / future payments etc. Excess amount, if any, will also be recovered from the tenderer.

Whenever under this contract, any sum of money shall become recoverable from or payable by the tenderer, M.D. of the HP Milkfed may recover the same from any of the outstanding bills of the tenderer which are due for payment. In case recoveries in the manner as above do not become possible, M.D., HP Milkfed may at his sole discretion to recover the same from the Security Deposit in full or in part and in the event of the Security Deposit being not sufficient, the balance may be deducted from any sum lying with the HP Milkfed or which at any time thereafter may become due to the tenderer under this or any other contract with Milk / milk plant and if this is not sufficient, the tenderer shall pay the remaining balance to the Milkfed HP on demand.

The M.D. HP Milkfed shall also be entitled to recover any other losses suffered as a result of any default or failure on the part of the tenderer in fulfilling the terms of the Agreement for supply of milk. Such recoveries will be affected from the Security Deposit and the price payable to the tenderer for milk supplied and if that is not available or in case of deficit if any, from payments due for other supplies or services rendered by the tenderer.

ASSIGNMENT OR SUBLETTING OF CONTRACT:

The tenderer shall not assign or sublet the contract or any part therein. The successful bidder will have to become Nominal Member of HP Milkfed as per Milkfed Bye-Laws with latest amendment after deposit of Membership Fee of Rs.1000/- only, once for all (Non-refundable) along with prescribed format.

FORCE MAJEURE CLAUSE:

The tenderer shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force majeure. For the purpose of this clause, "Force Majeure" means an event beyond the control of the tenderer and not involving the tenderers fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the tenderer shall promptly notify the Purchaser in writing of such conditions and cause thereof. Unless otherwise directed

by the Purchaser, in writing the Tenderer shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The MD of HP Milkfed may cancel the contract by giving 15 days notice to the successful bidder without assigning any reasons in the interest of Federation. Managing Director, Milkfed HP, reserves the right to accept any or reject any or all tenders without assigning any reason whatsoever. Tenderer not fulfilling NIT terms and conditions are liable to be rejected.

Jurisdiction:

The courts at Shimla will have the jurisdiction for trial of any matter, dispute or reference between the parties arising out of the contract. It is specifically provided that no court outside and other than Courts at Shimla shall have jurisdiction in the matter

Arbitration Clause:

In case of any dispute or controversy arising out of the contract. The same shall be referred for arbitration to the Managing Director, H.P. Milk federation or his nominee, whose decision shall be final and binding on the both the parties. The arbitration proceedings shall be held at Shimla only under the arbitration and conciliation Act-1996 and the rules framed thereafter.

Dispute:

If any dispute or difference shall at any time arise between the H.P Milk federation and the successful bidder, the same shall be referred to sole arbitration to the Registrar, HP State Cooperative Societies whose decision shall be final and binding on both the parties and shall not have the right to raise such disputes in Shimla court of law except the arbitration as mentioned above.

THE H.P.STATE COOP. MILK PRODUCERS FEDERATION LTD.

ANNEXURE "A"

SPECIFICATIONS FOR ACCEPTANCE OF PASTEURIZED POUCH PACKED MILK

- A. A pouch packed milk must be organoleptically pure, fresh, chilled, free from abnormal taste and flavor, and should not be sour or neutralized. The milk should not contain any adulterants such as Sugar, Malto-Dextrin, Soya Powder etc. The milk should be free from sediments, extraneous matter, preservatives, and adulterants and free from dead or living insects. Milk should be filled in food grade pouch film as per ISI specifications.
- B. Pasteurized pouch pack milk should meet following parameters for its acceptance at the Market.

Ingredients	Full Cream	Standard	Toned	D.toned	Skimmed
Milk SNF	9.0%	8.5%	8.5%	9.0%	9.0%
Milk FAT	6.0%	4.5%	3.0%	1.5%	0.5%
Adulterants	Absent	Absent	Absent	Absent	Absent
Preservatives	Absent	Absent	Absent	Absent	Absent
Carbohydrates	4.6g	4.6g	4.6g	4.9g	4.6g
Proteins	3.3g	3.3g	3.0g	3.3g	3.1g
Minerals	0.6g	0.6g	0.6g	0.7g	0.7g
Energy Value	88 kcal	75 kcal	64 kcal	48 kcal	38 kcal

Check List

I /We certify that the above requirements as laid down in the Technical Bid are supported with the documents required.

Sr. No.	Particulars	Status (Yes/No and other details if any)
01.	Whether earnest money uploaded/submitted.	
02.	Cumulative annual turnover during 2022-23, 2023-24 & 2024-25, duly signed & stamped by the CA firm, should not be less than 30 Cr. duly signed & stamped by Chartered Accountant along with name and membership no., UDIN no. of the Chartered Accountant.	
03.	Whether having GST, PAN / TAN number from the Income tax authorities? Attach copy of the same.	
04.	Whether Duly signed and stamp tender document submitted.	
05.	Copies of Current & valid FSSAI registration, ISO, BIS & HACCP .	
06.	Copy of work orders/ Experience Certificate of 5 years experience of Custom packing with any Cooperative/Federation/ Private/ Govt. agency in India.	
07.	Proof of ownership of Milk Plant in the name of Bidder	
08.	Certificate/Declaration of non Black listing by any Cooperative in India.	
09.	Certificate of incorporation under companies Act/Agreement/Partnership deed etc. (as applicable.	
10.	POA in favour of person authorized to sign bids/document etc. in case of company, partnership firm etc. (as applicable)	

Signature of Bidder
Authorized representative With office Rubber Stamp

THE H.P.STATE COOP. MILK PRODUCERS FEDERATION LTD.

Annexure "C"

To whomsoever it May Concern

Pursuant to recent amendment in income tax laws on account of introduction of new Sections, this is to declare that (Name of the Vendor) have filed Income Tax returns, as per time limit prescribed under sub-section(1) of Section 139 of Income Tax Act, 1961. Other requisite details required are as under:

Name of the Vendor	
PAN	
TAN No.	
ITR-Previous Year 2022-23	Acknowledgement No. Date
ITR-Previous Year 2023-24	Acknowledgement No. Date
ITR-Previous Year 2024-25	
Turnover	

For, Name of the Vendor

Authorized Signatory