

**PURCHASE INQUIRY**

AFD: PUR: ENQ: 2023: 663

11.09.2023

We invite you for most competitive rates for below item for Contract of housekeeping and cleaning item for next 6 months for AmulFed Dairy & Packaging film plan Gandhinagar Sec-25.

Inquiry start Date: 11.09.2023

Inquiry close Date: 22.09.2023; Time:16:00

Contract start period- 01.10.2023

Contract end period- 31.03.2024

**Note: We have attached Road Brush photo for Reference.**

**Terms & Condition of Inquiry:**

1. Offer must be FOR AmulFed Dairy and Packaging Film Plant store, No extra freight will be given.
2. Payment term will be 30 days credit.
3. Offer must be as per specification.
4. Basic price and GST (%) must be mentioned clear with unit of measurement.
5. Rate must be submitted through our Purchase portal only.
6. You must have to submit offer for all items of each group. We will finalize the contract based on groups of housekeeping material.
7. Offer will be rejected if you have not submitted offer for each items of individual group
8. Interested bidders have to register your firm in our Purchase portal.
  - Website for vendor registration in our portal is as >>>: <http://afdpurchase.amul.in/>
  - Offer through mail/hardcopy are not accepted and stand for rejection, your competitive bids should be submitted through our online portal only.
9. Photo or details for material will be attached for reference.
10. Substandard receipt of material will be strictly rejected.
11. Offer should be valid for at least 55 days from the date of submitting
12. It will not be binding on us to accept the lowest offer.
13. We can increase and decrease the qty of material without any justification to you.
14. Right to accept/reject any/all offers without assigning reason is reserved by us.
15. Offers which are incomplete or not meeting the conditions are liable for rejection.
16. Below mentioned qty is totally estimated it can be change with our requirement
17. Contract can be extended if both parties are agreed on rates
18. No price hike will be given after the finalization of contract if supplier will not supply the material as per contract rate in the middle of period then we will procure the material from market and differential amount will be debited from outstanding amount of vendor.
19. Delivery will be as per requirement from both plant AFD Bhat and PFP Gandhinagar.

AFD	PFP
AMULFED Dairy (A Unit of G.C.M.M.F.Ltd.)	Packaging Film Plant
Plot No: 35, Near Indira Bridge,	Sector-25,K Road,
Ahmedabad-Gandhinagar Highway,	GIDC,
At & Post: BHAT Village,	382044 Gandhinagar
Dist.: Gandhinagar, Pin code: 382 428	

# AmulFed Dairy

A UNIT OF GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED

(PREVIOUSLY KNOWN AS MOTHER DAIRY, GANDHINAGAR)

## Annexure-I

Annexure-I					
1	Housekeeping Items- Part-I		Approx. Required Quantity	UOM	Remarks
	3024294	MOPPING PAD WITH STICK & BUCKET SET	30	Ea	Good Quality
3089589	MOPPING PAD WITH STICK AND CLAMP	330	Ea	Good Quality	
3092335	PAD COTTON (REFILL) FOR MOPING STICK	850	Ea	Good Quality	
3117196	TOILET NYLON BRUSH	150	Ea	Good Quality	
9000259	ROAD BRUSH - 3' SIZE(With Handle)	30	Ea	Material : Nylon(With Handle)	
9010488	Buch Push for Toilet	30	Ea	Good Quality	
9013496	INDUSTRIAL FLOOR WIPER	450	Ea	Good Quality and Handle should be made from Mild Steel(MS)	
9018083	ROAD BRUSH 2 FEET NYLON THREADS	60	EA	Material : Nylon(Picture Attached)	
2	Housekeeping Items- Part-II		Approx. Required Quantity	UOM	Remarks
	9000253	SALI BROOM BIG,L:45-47 IN,T:21/2IN	2250	Ea	Good Quality : Weight : min. 250 gm
9000261	RESHMI BROOM(SOFT)40IN;PLASTIC BIND HAND	300	Ea	Good Quality	
9003665	KHAJURI BROOM	150	Ea	Good Quality	
9014256	NO DUST PLASTIC WIRE BROOM, MAKE; GALA	130	Ea	Gala	
9914087	URINAL SCREEN	1120	Ea	Good Quality	
3	Housekeeping Items- Part-III		Approx. Required Quantity	UOM	Remarks
	9004096	SCOTCH BRITE, 7.5 * 10 CM	4000	EA	Good quality
9004101	SCRUBBERS- CLEANING,1PKT=12N,NYLON WIRE	320	EA	Good quality	
4	Cleaning Chemicals		Approx. Required Quantity	UOM	Remarks
	9000044	WHITE PHENYL	36	Ea	35 liter pack, white, fragrance : mogra 1 Each=35 liter
9003158	COLIN SPRAY	130	Ea	Colin 500 ml	
9007456	HARPIC' TOILET CLEANING 1X500 ML	500	Ea	Harpic 500 ML(Bottle Will be Considered if difference in ML and Bottle)	
9006188	LYZOL - CLEANING LIQUID	80	Ea	5 Liter pack; 1 Each= 5 liter	
9003256	DOMEX - TOILET CLEANER - 500 ML PACK	100	Ea	Domex (Bottle Will be Considered if difference in ML and Bottle)	
9004651	LIFE BUOY SOAP 125 GM.	30	EA	LIFE BUOY	
9011566	Soap For Cloth Washing	450	EA	Good quality	

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5	Khadi Duster	Approx. Required Quantity	UOM	Remarks	
	9003664	KHADI DUSTER, 18 * 18 INCH	10500	Ea	Weight : Min. 50 GM , Size : 18" * 18"
<b>Non branded cleaning chemicals</b>					
6	9016233	Urinal & Toilet bowl cleaner	250	L	Good Quality
	9016234	Floor Cleaner/Disinfectant	250	L	Good Quality
<b>Note-1 : Delivery Terms will remain FOR AFD Stores &amp; PFP Gandhinagar</b>					
<b>Note-2 : Payment Terms will remain 30 Days Credit.</b>					
<b>Note-3: Mentioning HSN code and GST % is mandatory</b>					

## Contract General Terms and condition

1. "GST/ Taxation on the freight and insurance will be applicable as Extra at actual"

2. **Payment:** Payment will be made as per PO terms after the safe receipt and installation of goods for quantities approved. The Buyer shall be free to withhold payment in part or full if supplies are found substandard /damaged / defective or rejected on any other account.

3. **Quality of Goods:** The goods supplied against this order shall confirm to our described specification, specimen etc. Initial receiving/unloading of the goods immediately on delivery is not the final acceptance of quality. All goods, if found sub-standard/ defective/ of poor machinability during actual use, shall be rejected and the supplier shall replace such rejected goods at their own cost and risk.

4. **Rejection of Goods:** Supplier has to ensure lifting/replacement of the rejected material within 10 days from the date of receipt of intimation from AFD/PFP. In case of failure to do so, AFD/PFP may scrap the material through approved scrap rates and difference of original value and scrap value will be directly debited to the Supplier. AFD/PFP has right to impose penalty also if losses of production time and machine downtime is on the higher side than approved standards. Future business with the vendor will also depend on the frequency of rejection and promptness of vendor to attend the same. The decision of General Manager - AFD shall be considered as final and binding to all.

5. **Penalty:** Goods shall be delivered strictly according to our delivery schedule and must conform to our specification, quality, specimen etc. In case of default, we shall procure the material from an alternative source and any extra cost incurred therefrom shall be charged to you apart from levying liquidated

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damages. The penalty for late delivery beyond mentioned date will be 2% of the total Purchase Order value/ week till actual receipt date maximum up to 10% of PO value.

**6. Please ensure the following points at the time of material supply:**

- a) If the material is to be delivered at AmulFed Dairy, Bhat Gandhinagar then Invoices should be in the name of "Gujarat Co-operative Milk Marketing Federation Ltd. (Unit - AmulFed Dairy), Village - Bhat, District: Gandhinagar, Pin-382428.
- b) If the material is to be delivered at Packaging Film Plant, Sector 25 Gandhinagar then Invoices should be in the name of "Gujarat Co-operative Milk Marketing Federation Ltd. (Unit - Packaging Film Plant), Sector 25, K Road, GIDC District: Gandhinagar, Pin - 382044.
- c) Three copies each of Invoice and delivery challan shall be accompanied with a supply of material amongst which original and duplicate copy will be retained by the receiver of goods whereas triplicate/transporter copy shall be acknowledged and returned to transporter as a token of receipt of material.
- d) All materials supply shall accompany Certificate of Analysis (COA)/ test report with invoice copy itself at the time of material receipt. Any vehicle without COA will not be received from Stores Dept and would be returned to and suppliers/vendors at their own risk.
- e) Necessary E-way bills shall be generated by vendors and to be given with invoice only.
- f) Purchase order (PO) number given by us must be written on invoice and Delivery challan. No materials will be unloaded without a purchase order reference. Even vehicle entry would not be possible without PO Number.
- g) Please do not send excess materials than PO quantity. Generally, we allow 5% tolerance limit than PO quantity for packaging materials only. Any excess materials beyond this limit will not be unloaded.

**7. Withdrawal of Order:** The buyer reserves the right to withdraw this order in part or in full without assigning any reason thereof particularly in the cases where the delivery schedule does not adhere to PO.

(Previously Known as Mother Dairy, Gandhinagar)

**8. Rates:** Rates mentioned in PO are firm and not subject to any variation or escalation clause except it is specifically mentioned in PO /RAL terms.

**9.** Vendor needs to acknowledge the receipt of PO and confirm the delivery of goods/services as per schedule given within 24 hours of receipt of PO by email. In case of no confirmation/objection received from vendor within 24 hours of receipt of PO, it will be assumed that it is acceptable to vendor and all terms and conditions of PO will be binding.

**10. Delivery of Material:**

- a) The vendor is advised to deliver vehicles on or before 04.00 pm at AFD / PFP. Stores will unload material from 09.30 am to 06.00 pm on all working days except Sundays and Public holidays. Vehicles reported after 04.00 pm shall not be unloaded on the same day and will be carry forward to next day.
- b) Vendors are requested to provide dispatch details like vehicle no, transporter name, driver's name, Driver's mobile number and expected date & time of delivery in one day advance before the vehicle is expected to reach to AFD/PFP.
- c) All supplies shall be in closed vehicles/covered by tarpaulin to protect the goods from outside contaminants.
- d) Suppliers shall ensure delivery of goods as per our requirement and schedule. Delivery made after the stipulated time may be refused or may be accepted with a special permission from Manager-Purchase.
- e) We advise you to instruct your logistic persons/transporters that vehicle parking in front of AFD/PFP gate is not allowed as well as it not advisable to park a vehicle on Gandhinagar - Ahmedabad Highway.
- f) AFD/PFP will allow the vehicle inside as per dispatch details given by vendors and on particular time only.

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g) AFD/PFP is not liable to pay any demurrage charge in case of the vehicle will not be unloaded due to any particular reason.

h) Vehicles will be unloaded as per FIFO system only.

i) Logistic firms/ courier services are also bound by this policy.

**11. Guarantee:** You will give guarantee for the material supplied by you against manufacturing defect and shall agree to replace free of cost if it is found defective or not conforming to our specifications. In such case, the total cost of transportation will be to your account.

**12.** Actual quantity as received by our stores dept. will be considered as final and binding to both parties.

**13.** We are QMS - ISO 9001:2015, EMS - ISO 14001: 2015 and FSSC 22000 Version 5.1 certified unit. We expect you to follow eco-friendly processes in your company such as waste minimization, reduction in air pollution, water pollution and soil contamination etc.

**14.** The supplier has to ensure that their vehicle coming to AFD/PFP Should be:

a) PUC certified vehicles having valid PUC requirement

b) Vehicles should be properly maintained with no leakage of oil from engine/gearbox.

c) Preferably vehicle should be closed to avoid aerial contamination

d) Use of energy efficient vehicles and technology for manufacturing of goods/material

e) Your Vehicle must carry fitness certificate issued by a competent authority like RTO etc.

f) We wish to inform you that during our surprise checking of the vehicle, if we observe any violation, particularly regarding PUC certificate and driving licence, we would be constrained to impose a penalty of Rs 500 per incident for first 2 incidents. If we observe repetitive reoccurrence of such incidences, entry of such vehicles would be stopped.

**15.** You will arrange to send material falling under "Dangerous Goods Class 6 Poison" with relevant material safety data sheet to enable us handling of material safely.

a) You will arrange to send classifications of chemicals falling under category class 3/6/8 with relevant material safety data sheet to enable us handling of material safely. You must also carry TREM card during transportation of solvent and as and when applicable.

**16. GST Details :**

GST NO- 24AAAAG5588Q1Z2

ARN NO - AA240717082977I

**17. General Safety Rules for Purchase/Work Order:**

a) Do not carry any kind of flammable materials like a matchbox, lighter, stove, SIGRI etc.

b) Cigarette and eatables like Gutkha, Pan Masala etc within the company premises. In any case, if someone found with Guthkha/Pan Masala/ Cigarette, then AFD/PFP will impose a penalty of Rs. 5000/- and entry of particular person shall be permanently prohibited in the premises. It is applicable to all carriers/drivers/ any representatives of vendors/ bidders/suppliers/service providers or any visitors.

c) Do not enter any plant area without permission

d) Do not do an unsafe act

e) Do not use a mobile phone at tank farm and any plant area.

f) Do not take photographs in the company

g) Do not enter without Helmet and shoes in any plant area.

h) Park your vehicle at the designated parking area.

i) Meet only authorized person for which you have taken permission.

j) Follow work permit system wherever required

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- k) Ensure safety devices/accessories on your machines and equipment
- l) Use work specific PPEs
- m) Follow safe material handling practices
- n) Display Visitor I-Card on your shirt pocket
- o) We invite your attention towards our Safety, Health and Environment Policy
- p) Violation of Safety norms will attract heavy penalty
- q) If you hear an emergency siren, do not panic and talk to company employee for actions to be taken.
- r) Types of Siren
  - " Alert siren: Single continuous siren for one minute.
  - " Evacuation siren: Waiting & waning siren for three minutes
  - " All clear siren: Long continuous siren.
- s) As soon as you know about emergency try to reach nearby assembly point as per factory drawing.
- t) In case of gas leakage, move in a crosswind direction
- u) Don't go at the emergency spot
- v) Before entering the Dairy premises first get acquainted yourself studying the site layout map displayed at Time Office

**18. Jurisdiction:** In Case of Dispute, Ahmedabad shall be the Jurisdiction.  
**This is system generated document hence no signature is required.**