



FEBRUARY 16, 2021

ANNEXURES OF CATTLE FEED RAW MATERIAL E-TENDER CUM REVERSE AUCTION

DOCUMENT NO.: GTC/CFP/0023/1/160221

**PURCHASE DEPARTMENT (CATTLE FEED)
MEHSANA DISTRICT CO-OPERATIVE MILK PRODUCERS' UNION LIMITED**

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MEHSANA DISTRICT CO-OPERATIVE MILK PRODUCERS' UNION LIMITED
Annexures of E-Tender cum Reverse Auction for Cattle Feed Raw Material and Other Items
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1.0 How to Participate in E-Tendering cum Reverse Auction

Step 1: Obtain Class 3 Digital Certificate

Step 2: Register yourself at N-Procure as Vendor and also for Reverse Auction

Step 3. Search for given tender ID on N-Procure website <https://www.nprocure.com/>

Step 4: Pay Tender Fee, EMD etc. as per tender document

Step 5: Fill details as requested in the tender and submit documents as per tender and price bid online

Step 6: Participate in Online Reverse Auction when intimated

1.1 E-Tender Cum Reverse Auction Participation Process Map



For details kindly visit: <https://www.nprocure.com/html/faq.asp>

In case bidders need any clarifications or if training required to participate in online tenders, they can contact (n)Procure Support team:

(n)Code Solutions-A division of GNFC Ltd.,

(n)Procure Cell

304, GNFC Infotower, S.G. Road,

Bodakdev, Ahmedabad – 380054 (Gujarat)

Fax : +91-79-40007533,

E-mail : nprocure@ncode.in

TOLL FREE NUMBER: 7359 021 663



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Minimum Requirement for Online Tendering & Reverse Auction

1. Computer with Windows (with full Administrative rights, All upgrades and .Net Framework-2)
2. Internet Explorer version 7.0 and above
3. Legally valid class 3 Digital Signature Certificate.
 - a. (under Indian Root CA chain)
 - b. (2 Separate Certificates-Signing & Encryption)
4. Internet Connection.

1.2 Bidder Registration Step for Reverse e-Auction

1. Open e-Auction Portal (<https://e-auction.nprocure.com>)
2. Click on link "Register" on e-Auction Homepage (Click on "Continue to Registration")
3. Select Login Type: "DSC Login "
4. Select Registration Type: Indian or Foreign
5. Choose the Auctioneer: **Mehsana District Co-operative Milk Producers' Union Ltd.**
6. Fill Section: USER DETAILS, BUSINESS DETAILS
7. Fill Section Contact Person and Click on Send OTP & Verify for field "Mobile" & "Alternate Mobile"
8. Agree, Enter Total, & click on "Register"
9. Based on successful registration, the Buyer will get confirmation "Thank You for Registration" and Confirmation mail on your registered e-mail ID.
10. Bidders may contact (n)Procure Helpdesk during office hours for any Guidance/Technical Support.
11. URL for Reverse e-Auction: <https://e-Auction.nprocure.com>

For help you may contact (n)Procure Help Desk as below:

(n)Procure Help Desk

Toll Free Number: 7359 021 663

Direct Number: 91-79-40007514/15/17

E-Mail: nprocure@ncode.in



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Annexure-1: About Mehsana Supplier Qualification System (MSQS)

Mehsana Supplier Qualification System (MSQS) is a specially designed process to reduce the repetitive work of vendor as well as our purchase team and make it easier for all stakeholders (vendor, purchase, audit etc.) to participate in e-tendering cum reverse auction process.

We follow the process of E-tender and Reverse e-Auction for the purchase of raw-material for our cattle-feed plants (Jagudan and Ubkhal). Currently in our e-tender and reverse e-auction process vendors have to upload their credentials and eligibility documents on n-code website every time they participate in e-tender cum reverse auction. These are same documents that vendors upload every time.

At our end we have to take printout of each such document and keep it with tender documents. We have to check and verify these documents every time we do an e-tender. This is a time taking & recurring process due to which reverse auction gets delayed and PO issuing gets delayed by 3-4 days.

Under Mehsana Supplier Qualification System (MSQS) vendors are required to submit filled Vendor Data Sheet (given in tender and also available on our website) along with required document as per eligibility criteria of the tender. It will get verified at our end and on successful verification and meeting eligibility criteria, we will issue a MSQS APPROVED VENDOR CERTIFICATE (having expiry date) to vendor for being eligible to participate in current as well as future e-tender of specified items / works.

In place of eligibility criteria vendor has to upload only MSQS APPROVED VENDOR CERTIFICATE document.

This MSQS process is voluntary and vendors who are not having MSQS APPROVED VENDOR CERTIFICATE can also participate in any e-tender. In that case they have to submit documents as per eligibility criteria.



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Annexure -2: Eligibility Criteria

1. Bidder / Supplier must have total turnover of **Rs. 100 lakhs in last three financial years** i.e. 2017-18, 2018-19 and 2019-20 combined.
2. Bidder / Supplier must have executed through his firm or his group companies after 01/04/2017 **at least 200 MT of at least any one type of cattle feed raw material** or material of similar nature used as cattle feed raw material or other materials quoted in tender in a large Cattle Feed Unit of any dairy/dairy co-operative or of reputed private sector cattle feed / food company in India. Bidder has to provide details of PO as per Annexure-3 and upload copy of PO.
3. Bidders must have valid licenses (if applicable) to supply materials quoted to our cattle feed plants.
4. Proof of sister concerned/group companies has to be submitted
5. Bidder must have **GST and PAN** number to participate in tender. In case of import material, import license is required.
6. Product specific additional eligibility criteria if any, given on product specification page will be applicable.
7. Vendors blacklisted by Mehsana Union are not supposed to fill the e-tender. If they will fill the tender then their quotation will not be considered for bid evaluation. Their tender fee will be forfeited and EMD will be returned back.
8. Any unwanted and hazardous materials found in any consignment, the respective party will be black listed for all future tenders / e-tenders from Mehsana Union.
9. Any vendor not honoring his/her quote submitted during validity period will get black listed for all future tenders / e-tenders from Mehsana Union.

ALL BIDDERS NEEDS TO CREATE USER ID TO PARTICIPATE IN REVERSE AUCTION.



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Annexure-3: PO Details Format

S. No	Material	PO No.	PO Date	PO Quantity	Unit	Organization Name	Contact Person	Contact No
1	BYPASS FAT (99%)				MT			
2	UREA FOR INDUSTRIAL USE				MT			
3	BYPRO FAT -CATTLEFEED ADDITIVE				MT			
4	Cofeed - Corn Gluten Feed (CGF)				MT			
5	DDGS - MAIZE				MT			
6	MOLASSES				MT			
7	MAIZE				MT			
8	RAPSEED EXTRACTION (38%)				MT			
9	RICE POLISH, FINE I				MT			
10	GUAR BHARDO (55%)				MT			
11	COTTON SEED EXTRACTION (40%)				MT			
12	DE-OILED RICE BRAN				MT			
13	BAG GUNNY A TWILL				No			

Bidder should write **NA** against items in which he/she is not quoting.

Annexure-4: Financial Details Format

Financial Year	Turnover in Rs.	Net Profit in Rs.	Group Companies Name
2019-20			
2018-19			
2017-18			

All details are not necessary to be filled up. Wherever information is not available write NA.



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Annexure-5: Check List

The details to be provided by bidders in prescribed check list format, as below:

Sr.	Particulars	Confirmation / Status	Supporting Document Page Number
1	Executed similar nature of supply at least in the last three years in large Cattle Feed Unit of dairy/dairy co-operative or Cattle Feed Plant in India (Yes / No).		
2	Nature of business (Trader / Manufacturer)		
3	Details on Turn Over (upload CA certified copy only or the part containing Sales or revenue figure in the Balance sheet in INR)		
4	Earnest Money Deposit (EMD) (Yes / No) – Provide details		
5	Tender Fee (Yes/No) – Provide details		
6	Vendor No. (Write Vendor No. of Mehsana Union or in case not registered here then write 'New Vendor') and upload Vendor Registration Form on n-procure		
7	GST No.		
8	PAN document No.		
9	Contact No.		
10	Email ID		
11	User ID for E-Auction		
12	Address for Communication		
13	Other applicable licenses submitted (Yes/No)		
14	Submitted Vendor Data Sheet		



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Annexure-6: EMD and Tender Fee Details

EMD and Tender Fee details has to be filled online at www.nprocure.com and PDF has to be uploaded.

Account No.: _____

Account Holder Name: _____

SAP Vendor Code (of Dairy if available otherwise write 'New'):

S. No	Material /Item	Amount	RTGS/ NEFT UTR No.	Date	Bank	Branch
1	BYPASS FAT (99%)	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
2	UREA FOR INDUSTRIAL USE	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
3	BYPRO FAT - CATTLEFEED ADDITIVE	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
4	Cofeed - Corn Gluten Feed (CGF)	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
5	DDGS - MAIZE	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
6	MOLASSES	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
7	MAIZE	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
8	RAPSEED EXTRACTION (38%)	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
9	RICE POLISH, FINE I	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
10	GUAR BHARDO (55%)	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
11	COTTON SEED EXTRACTION (40%)	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
12	DE-OILED RICE BRAN	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
13	BAG GUNNY A TWILL	As per tender	ONLINE	ONLINE	ONLINE	ONLINE
14	Tender Fee (including GST 18%)	As per tender	ONLINE	ONLINE	ONLINE	ONLINE

Note:

1. EMD amount will be same irrespective of offered quantity.
2. Bidder has to fill these details and submit it online.
3. In case a vendor is not quoting against any material then he/she has to write NA in respective field of that material as below:

S. No	Material /Item	Amount	RTGS/ NEFT UTR No.	Date	Bank	Branch
1	BYPASS FAT (99%)	As per tender	NA	NA	NA	NA



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Annexure-7: Price Bid Format

Price Schedule has to be filled online at www.nprocure.com only.

S. No	Material	SAP Code	Tender Quantity	Unit	Minimum Offer Quantity (MT)	Offered Quantity (MT)	FOR Rate / Unit (Rs)	Remark
1	BYPASS FAT (99%)	CFEED000 284	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
2	UREA FOR INDUSTRIAL USE	CFEED000 054	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
3	BYPRO FAT - CATTLEFEED ADDITIVE	CFEED000 271	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
4	Cofeed - Corn Gluten Feed (CGF)	CFEED000 171	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
5	DDGS - MAIZE	CFEED000 233	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
6	MOLASSES	MOLAS00 0001	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
7	MAIZE	CFEED000 032	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
8	RAPSEED EXTRACTION (38%)	CFEED000 094	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
9	RICE POLISH, FINE I	CFEED000 037	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
10	GUAR BHARDO (55%)	CFEED000 026	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
11	COTTON SEED EXTRACTION (40%)	CFEED000 012	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
12	DE-OILED RICE BRAN	CFEED000 013	As per tender	MT	As per tender	ONLINE	ONLINE	ONLINE
13	BAG GUNNY A TWILL (Rates per 100 bags to be quoted)	GNBGCF 000001	As per tender	No	As per tender	ONLINE	ONLINE	ONLINE

Note:

1. Rate should be inclusive of all and FOR to cattle feed plant located at Jagudan and Ubkhal in Mehsana District of Gujarat. No additional amount will be paid for anything except premium if any as per rebate/premium mentioned in Document No.: GTC/0010/2/0121.
2. Vendor needs to provide the HSN code of each material they have quoted rates in separate letter along with DD of EMD and Tender Fee.



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- Bidders must have GST number to participate in this tender.

Annexure-8: Reverse Auction Terms & Conditions

E-Auction will be done on N-Procure E Auction Website: <https://e-Auction.nprocure.com>

S. No	Material	SAP Code	Unit	Tick Price (Rs.)/MT or No. as per E-tender
1	BYPASS FAT (99%)	CFEED000284	MT	500
2	UREA FOR INDUSTRIAL USE	CFEED000054	MT	100
3	BYPRO FAT -CATTLEFEED ADDITIVE	CFEED000271	MT	500
4	Cofeed - Corn Gluten Feed (CGF)	CFEED000171	MT	50
5	DDGS - MAIZE	CFEED000233	MT	100
6	MOLASSES	MOLAS000001	MT	50
7	MAIZE	CFEED000032	MT	50
8	RAPSEED EXTRACTION (38%)	CFEED000094	MT	50
9	RICE POLISH, FINE I	CFEED000037	MT	50
10	GUAR BHARDO (55%)	CFEED000026	MT	100
11	COTTON SEED EXTRACTION (40%)	CFEED000012	MT	100
12	DE-OILED RICE BRAN	CFEED000013	MT	50
13	BAG GUNNY A TWILL	GNBGCF000001	Per 100 No	25

Terms and Conditions Reverse Auction

- Auction will be conducted as per schedule given in main tender document.
- All other information if any will be provided later on N-Procure E-Auction Website: <https://e-Auction.nprocure.com>
- E-Tender will get used to get Base Price (L1 price of e-tender) of each item.
- Only those vendors for each item who will qualify the technical bid stage of e-tender will be eligible vendors for price bid opening and subsequent participation in Reverse e-Auction Process on N-Procure.
- All terms and conditions of supply as well as EMD will be as per e-tender. There is no separate EMD for Reverse E-Auction.
- Tick price (minimum rate lowering) will be as per table given above.
- For each item there will be Reverse e-Auction. In cases where reverse e-auction is not possible then there may be negotiation through email.
- Initial Time Limit: One Hour



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9. There will not be any further negotiation after reverse e-auction. PO will get issued as per Reverse e-Auction rate to lowest bidder or to lowest e-tender rate (in case when no one participated in Reverse e-Auction or whether Reverse Auction is not possible for any item).
10. Any change or update about auction will be uploaded on the N-procure Auction Website.

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