



General Terms and Conditions for Submitting Quotations against RFQ

Table of Contents

Interpretation & Glossary	1
1. Instructions for Submitting Quotations	2
2. Evaluation of Quotation in RFQ	3
3. PO Terms.....	4
Annexure 1: Plant Locations and Store Timing.....	4

Scope: Unless stated specially, all request of quotations submitted against a Request for Quotation (purchase inquiry), shall be governed by our Standard Terms and Conditions for Submitting Quotations against RFQ which is available at our website <http://www.dudhsagardairy.coop/tenders/>.

Any update or revision on this document will also get uploaded at <http://www.dudhsagardairy.coop/tenders/>.

Address for Sending Quotations:

Purchase Department
Dudhsagar Dairy
State Highway, Near Radhanpur Circle
Mehsana – PIN 384 002. Gujarat, India

Interpretation & Glossary

Term	Interpretation / Full Form
RFQ	Request for Quotation / Purchase Inquiry
PO	Purchase Order
GST	Goods and Service Tax
Union	Mehsana District Co-operative Milk Producers' Union Ltd.
Dairy	Mehsana District Co-operative Milk Producers' Union Ltd.
Dudhsagar Dairy	Mehsana District Co-operative Milk Producers' Union Ltd.
ARC	Annual Rate Contract
AMC	Annual Maintenance Contract
You/Supplier	Vendor or Bidder or Supplier
RTO	Return to Origin
NIT	Notice Inviting Tender
COD	Cheque on Delivery



1. Instructions for Submitting Quotations

- 1.1. The bidder must:
 - (a) prepare and submit the quotations strictly in accordance with the requirements set out in the RFQ;
 - (b) complete and include as part of its RFQ all the schedules, annexure, appendices, and other information required by the RFQ; and
 - (c) submit the Quotation by the date, time and mode as specified in the RFQ.
- 1.2. The bidders shall not be entitled to claim any cost, charges or incidentals for or in connection with the preparation and submission of the quotation.
- 1.3. Union reserves the right to accept at their sole and unfettered discretion any RFQ for whole or part quantities or reject any or all tenders without assigning any reason thereof. No claims for compensation or otherwise whatsoever will be considered by Union from the bidders.
- 1.4. All rights of intellectual property, including copyright in the RFQ, drawings, data and technical and other pictorial and written information supplied to the bidder by the Union or any person or body for or on behalf of the Union, shall be and at all times remain the property of the Union.
- 1.5. The Union may, at any time or times prior to the RFQ Submission Date, issue any amendment, annexure or addendum to the RFQ. No amendment, annexure or addendum will form part of the RFQ unless it is in writing and expressly states that it shall form part of the RFQ.
- 1.6. The Union may, in its sole discretion and at any stage before or after completion of the RFQ, require that all written information (whether confidential or otherwise and without regard to the type of media on which such information was provided to any bidder including all copies of such information) be:
 - (a) returned to the Union, in which case the bidder must promptly return all such information to the address identified by the Union; or
 - (b) destroyed by the bidder, in which case the bidder must promptly destroy all such information.
- 1.7. Without affecting any intellectual property rights which may exist in an RFQ, all quotation submitted in relation to the RFQ shall be the property of the Union.
- 1.8. Union reserves the right to reject the RFQ on receipt and/or on evaluation, if the past performance of the bidder has not been found satisfactory.
- 1.9. If a bidder resorts to any frivolous, malicious or baseless complaints/ allegations with an intent to hamper or delay the RFQ process or resorts to canvassing/ rigging/ influencing the RFQ process, Union reserves the right to debar such bidder from participation in the present/ future RFQ up to a period of 2 years.
- 1.10. Quotation should reach the respective purchasing locations within the deadline mentioned in the RFQ document. Quotation reached after deadline may not be taken into consideration for evaluation.



- 1.11 In case of new vendor submitting quotation against RFQ uploaded on our website, vendor should submit Vendor Data Sheet along with their quotation.
- 1.12 **Quotation Format:** Your quotation should have the following items preferably in tabular form:
1. Our SAP Item Code (as mentioned in RFQ)
 2. Item short text (as mentioned in RFQ)
 3. Specification / Size / MOC (Material of Construction / Make)
 4. Deviation if any from specification should be clearly highlighted in the quotation
 5. Rate per unit
 6. Packaging type
 7. P&F/GST/Freight/Insurance etc.
 8. Item-wise total amount
 9. Grand total amount
 10. Delivery terms and conditions
 11. Payment terms and conditions – our common payment term is 30 days against delivery.

Note: In case if the inquiry you have received from the Union is not in the standard 'Unit of Measurement' or in industry acceptable norms you are requested to contact the Union and inform this before submitting your quotation.

2. Evaluation of Quotation in RFQ

- 2.1 Union will evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 2.2 The Union may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation.
- 2.3 To assist in the examination, evaluation and comparison of bids the Union may, at its discretion ask the bidder for the clarification of its bid.
- 2.4 The comparison for evaluation shall be on Basic Price/FOR rate/Cost to Union basis of the items offered and buyback price if any.
- 2.5 Union may invite bidders for negotiation.
- 2.6 Failure of the successful bidder to comply with the requirement of RFQ constitute sufficient ground for the annulment of the award and Union may make the award to any other bidder at the discretion of Union or call for new bids.
- 2.7 Union, at its sole discretion and without assigning any reason thereof, reserves the right to accept and / or reject the whole or part of any or all the bids received at any stage of RFQ.
- 2.8 In case of dispute, decision taken by I/C Managing Director will be final.



3. PO Terms

PO issued against the RFQ will be governed by General Terms and Conditions of Purchase Order available on our website <http://www.dudhsagardairy.coop/tenders/>.

Annexure 1: Plant Locations and Store Timing

Plant	Plant Code	Address and Location	Contact Number	Store Timing
Dudhsagar Dairy Mehsana	MM01	Post Box No. 1, State Highway, Mehsana – 384 002. Gujarat, India.	Phone: (02762) 253201-05 Fax: (02762) 253422	8:00 AM – 6:00 PM Sunday Closed
Vihar Chilling Center	MM03	At: Vihar, Taluka: Mansa, District: Gandhinagar, State – Gujarat.	Phone: (02763) 252282	8:00 AM - 4:00 PM Sunday Closed
Hansapur Chilling Center	ML02	Hansapur, Dist. Patan, State – Gujarat.	Phone: (02762) 222129	8:00 AM - 5:00 PM Sunday Closed
Kheralu	ML03	Ambaji Highway, Kheralu, Dist. Mehsana, State – Gujarat.	Phone: (02761) 231012.	8:00 AM - 4:00 PM Sunday Closed
Harij Chilling Center	ML01	Harij, Dist. Patan, State – Gujarat	Phone: (02733) 222252	8:00 AM - 4:00 PM Sunday Closed
Kadi	ML04	Nandasan Road Opp: Patel Oil Mill KADI, Pin – 382715 Taluka: Kadi, District: Mehsana Gujarat, India.	Phone: 7777949300	9:00 AM – 5:00 PM Sunday Closed
Dudh Mansagar Dairy, Manesar	MM02	Plot No. 26-D, Sector – 3, IMT – Manesar, Gurgaon, Haryana	Phone: (0124) 4366197	8:00 AM - 4:00 PM Sunday Closed
Dudh Motisagar Dairy, Dharuhera	MM04	Plot No. 17, HUDA Industrial Area Dharuheda – 123 106. District: Rewari, Haryana	Phone: (01274) 277100	8:00 AM - 4:00 PM Sunday Closed
Dudhsagar National, Jaipur	ML00	2nd Floor, Malwa Tower, Plot No. A-13 & 37, Nr. Khatipura Circle, Hanuman Nagar, Jaipur-302021, Rajasthan	Phone: (0141) 4031070	10:00 AM - 5:00 PM Sunday Closed
Cattle Feed Plant Ubkhal	MF01	Ubkhal, Vijapur, Dist. Mehsana. State: Gujarat.	Phone: (02763) 252332.	8:00 AM - 5:00 PM
Cattle Feed Plant Jagudan	MF03	At: Jagudan, Dist. Mehsana State: Gujarat.	Phone: (02762) 285065.	8:00 AM - 5:00 PM
Pashu Samvardhan Kendra, Jagudan	MR01	Nr. Toll Plaza, Ahmedabad State Highway, P.O. Jagudan – 382710. State – Gujarat	Phone (02762) 285330 / 285412. Fax: (02762) 253422.	8:00 AM - 4:00 PM Sunday Closed