

**Bid Document for Procurement of milk processing machinery and installation at
Mominabad Ishkomen**

Purchaser: Utter Cooperative Society Ltd. (UCL).
District: Ghizer
Region: Gilgit
Work Type: Providing of milk processing machinery and installation at
Mominabad Ishkomen .
Date of Issue: 23 -11-2025
Date of Submission: 05-12-2025
Time of Submission: 12:00 PM
Date of Tender Opening: 05-12-2025
Time of Tender Opening: 12:30 PM

Venue of Tender Opening: ETI GB head office Shujaullah house near girls degree college
chinar bagh Gilgit (0310 9134757)

Utter Cooperative Society Ltd. (UCL).
District Ghizer

SECTION-I

The Utter Cooperative Society Ltd. (UCL) wishes to receive bids for “Providing of milk processing machinery and installation at Mominabad Ishkomen”

1.0 INSTRUCTIONS TO BIDDERS

1.1 Preparation of Bids

- a) All bids shall be prepared in English and submitted on “single stage – One envelope procedure”.
 - (i) The bid shall comprise a single package containing One envelope for both the **Technical and Financial Proposals**.
 - (ii) The envelope shall be marked as confidential and must be sealed.
 - (iii) Conditional bids will be rejected.
- b) The **Technical Bid** shall comprise of:
 - (i) Proof of Manufacturing such as certificate/ license or brochures, manuals and other related catalogues.
 - (ii) Manufacturer should possess Pakistan Standard Quality Certification Authority (PSQCA) or certification from any other recognized Quality Certifications body (Attach Certificate).
 - (iii) Proof of Experience for supply/providing and installation of machinery. (Completion certificates must be Attached)
 - (iv) The Manufacturer shall ensure delivery of machinery at site within 60 Days after the date of signing of contract. (Letter of undertaking from Supplier for the supply of machinery not more than 60 days should be attached)

Note:

The technical bids will be evaluated as per the above four criteria of this tender document. If any of the required technical documents are found missing/not attached, then the bid(s) shall be treated as disqualified.

c) The **Financial Bid** shall comprise of the following: -

(i) Bidders shall quote their rates as per below table-1

S.No	Description	Units	Total Amount (PKR)
1	Milk analyzer Measurement range:0-50%,milk type:cow,goat,sheep,buffalo,Accuracy:CV<1% (for fat,protein,lactose and solids),Repeatability:CV<0,5% (for fat,protein,lactose and solids), carry over:<1% (typically <0,5%),voltage:110/220V 50/60 HZ,Dimensions (D,W,H):61.2*67.7*38.4 cm.	01	
2	Milk Auto Measure 100 litre Product type: Milk can, Usage/Application:Dairy/chemicals,Material:Stainless steal	01	
3	Milk Can 40 litre Capacity: 40 litres, Material:Aluminium, Color:silver, usage/application:milk,Is it lockable:unlockabale, Is it anodised:Anodised,weight:6.5 kg	05	
4	Lactometer A stem diameter of approximately 4.0 mm,a bulb diameter of 22 +_1mm, and a scale length of 41+_4mm.	02	
5	Milk can steel 20 liter Material:Stainless steel,sealing material:silicone,tickness:1mm(0.0395"),capacity:20 L/5.25 Gallon,body diameter:320mm/13inch,neck diameter:250 mm/10 inch.	05	
6	Chiller 500 litre Faster cooling owing to direct expansion,robust design,durabale tank made of AISI 304 SS.Hemetically sealed cpmressor.Digital temperature controller.Occupies minimum space.Energy consious.Designed to be user friendly.	01	
7	Milk boiling tank 300 litre capacity:300 litre. Equipment type:SS 304.Storage Material:Milk.Tank orientation:vertical. Steel grade:SS 316,SS 316 L,SS304.Surface finish: Mirror	01	

8	Butter Churn Making Machine 100 kg butter capacity 100 kg per batch, cream fat content 35-42%, Material-stainless steel,cleaning-manual, drum made of stainless steel, sandblasted inside,glass blasted outside,large rectangular opening with cover and central closure (single-lever-system) with possible positions for churning and for dry kneading.Bacteriologically safe cover seal of special rubber.sight glass. drain valve.Gear box fitted in a frame with cladding.consisting of ; drive- gear- motor,special mechanical clutch	01	
9	Cream Separator 100 kg Production capacity: 600 LPH,Type:700 ltr/hr.electric operated cream separator machine , Tank capacity:150 ltr, Machine body material:Bowl Material:M.S./S.S.304, sput set material:CRCA sheet/S.S.304 sheet, Motor:1425 RPM single phase electric motor 0.50 HP, No of discs:45,Automation grade:automatic	01	
10	Pasteurizer Model:300 L,Structure: 3P compressor, 4Layer tank,circulating pump,Internal Diameter:1000 mm,internal height:850 mm,sterilization temperature:60-90°C (adjustable), cooling temperature:water cooling to 45°C,compressor cooling to 2-6°C, warming period:60-90 min,cooling period:water cooling to 40°C for about 20-30 min, compressor 40°C cooling to 2-6°C, about 60 min, Size:2800*1100*1800 mm,weight:600 kg	01	
11	Deep freezer double door Total gross capacity:385 ltr, Technology:,Ref Gross capacity:209 ltr, Freezer gross capacity:145 ltr, Dimension(W*D*H):1242*745*895, Gross capacity(cubic Ft):13.6, Temp Freezer:Min-28,Temp Ref:0 to 6,Refrigerant:R600a, Food Basket:1, Copper Evaporator:5 sides	01	
12	Stabilizer 500 watt. 4000 watt	05	

13	Electric balance large weighing capacity:50-100 kg, screen with stand	01	
14	Motor bike with stand 125 Cc, with stand fixed	01	
15	Weighing balance small weighing capacity:5-10 kg	02	
16	Yogurt storage utensil 10 kg Material: Stainless steel, capacity:10 kg	10	
17	Plastic Milk can made in food grade plastic, capacity:20-28 ltr	10	
18	Butter storage utensils Material:Stainless steel, capacity:10 kg	10	
19	Generator 8kv Open, diesel, generation:8-8.5 KVA, Output:7500 KW	01	
20	High pressure water gun Powerful 30-bar pressure:provides strong water spray for efficient cleaning of equipment,wireless&portable:cordless design suitable for versatile use,lightweight&convenient:weighs just 3lb,with 16.5ft hose and filter basket to remove impurities,upgraded motor&pump:A pure copper core DC motor and 12-plunger pump, minimal vibration,complete storage solution:storage box of organization of machine and accessories	02	
Grand Total			

Note:

Bidders must quote all listed items. Partial bids shall be deemed non-responsive. The contract shall be awarded on grand total basis to the lowest evaluated responsive bidder.

d) **Bid Security**

Supplier will attach 2% of his quoted bid amount as Bid Security for participation in Bid. The bid security shall be in the name of **Utter Cooperative Society Ltd. (UCL).**

2. General Instructions

- a. VACs Procurement committee with the assistance of facilitation committee hold rights to reject a proposal/quotation if it determines that the Supplier has engaged in any prohibited and illegal practices.
- b. The bidders shall bear all costs associated with the preparation and submission of their respective bids and the UACS shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- c. The bidders are to assess all information that may be necessary for preparing the bid and entering a contract. All cost in this respect shall be at the bidder's own expense.
- d. No damaged machines shall be accepted. All machines including accessories will be handed over to UACS at the venue mentioned above and keeping of handing/ taking records duly signed by the PRESIDENT of UACS and supplier.
- e. Bids for the said supply must be submitted in sealed envelopes marked with the name of supply not later than **05/12/2025 at 12:00 PM.**
- f. Bids will be opened on the same date **05/12/2025 at 12:30 PM**, in the presence of bidders or their representatives who choose to be present.
- g. If the bidder fails to supply the machines as per agreed timelines, a penalty shall be imposed against the supplier @ 0.1% of the total contract amount (per day) for each day of delay up to one month After one month of the delay period if the supplier still fails to complete the supplies and installation, the Contract shall be terminated, and his bid security will be forfeited along with the recommendation to ETI-GB for backlisting.
- h. Payments will be made on satisfactory supply of machines and installation at the designated site and submission of a satisfactory report by the notified committee.

- i. During implementation, if any machines item which will be found poor in quality will be rejected from the site and the bidder will be responsible for providing the specified item in the required quality without delaying to **Utter Cooperative Society Ltd. (UCL)** at the site.
- j. The successful bidder will furnish the 10% performance guarantee in the form of CDR or bank guarantee or **Utter Cooperative Society Ltd. (UCL)** may retain 10% of the total contract amount till completion of DLP.

3. **Modification and Withdrawal of Bids**

- No bid can be modified after its submission.
- No bid shall be withdrawn during the interval between the deadline for submission of bids and the expiry of the period of bid validity as specified in the tender document. Withdrawal of bid will lead to disqualification of bidder.

SECTION-II

4. **Supply Requirement**

Supply schedule of machinery and other accessories as follows:

- 4.1 The Bidder shall furnish the evidence as part of its Bid that the machines conform to the technical specifications and requirement.
- 4.2 The evidence may be in the form of literature, drawings, test reports, or data, and shall consist of detailed itemized descriptions of the essential technical and performance characteristics of the machines and accessories.
- 4.3 Bids shall remain valid for a minimum period of 90 days after the bid submission.

SECTION-III

5. **Bid Opening**

- a. Utter Cooperative Society Ltd. (UCL) will open the bids in the presence of bidders or their representatives who choose to attend, at the time, date, and location stipulated in the Bidding data in the presence of Procurement committee of Utter Cooperative Society Ltd. (UCL) and facilitation committee members.

- (i) Determine their responsiveness to tender documents (e.g. provision of requisite documents listed in relevant sections of the tender document).
 - (ii) Technical responsiveness of the bid will be based on the provision of the documents as requested in clause 1.1 (b).
 - (iii) After technical evaluation, the qualified bidders shall be eligible for Financial Bids evaluation. In the Financial Bid, the prices of bidders will be announced and recorded. The financial evaluation of the bids will be the bid prices quoted on an F.O.R. basis to be supplied at the site.
- b. Any effort by a Bidder to influence Utter Cooperative Society Ltd. (UCL) in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.
 - c. The bidder's "representatives who are present shall sign a register evidencing their attendance.
 - d. The bidder's name, total bid price, and any other detail will be announced by the representative(s) of Utter Cooperative Society Ltd. (UCL) at the opening of bids and will be brought under the minutes of the meeting for record and bid evaluation.

SECTION-IV

6. Examination, Evaluation and Comparison of Bids

Utter Cooperative Society Ltd. (UCL) procurement committee and notified facilitation committee of ETI-GB & GBRSP will compare the Bids on the basis of technical and Financial as per below weightage.

Mandatory Criteria/Requirements:

S. No.	Description	Yes/No
1.	Proof of Manufacturing by the bidder.	
2.	Manufacturer should possess Pakistan Standard Quality Certification Authority (PSQCA) or certification from any other recognized Quality Certifications body (Attach Certificate).	

3.	Proof of Experience for supply/providing and installation of machinery. (Completion certificates must be Attached)	
4.	The Manufacturer shall ensure delivery of machinery at site within 60 Days after the date of signing of contract. (Letter of undertaking from Supplier for the supply of machinery not more than 60 days should be attached)	

*All the required documents shall be submitted to the address mentioned in the bid document before the deadline (05/12/2025 before 12:00 PM).

SECTION-V

7. Award of Contract

- 7.1 A detailed agreement shall be signed between Utter Cooperative Society Ltd. (UCL) and the lowest evaluated bidder/ supplier clearly defining terms and conditions and roles and responsibilities of both the parties.
- 7.2 After signing the agreement, Utter Cooperative Society Ltd. (UCL) will issue a supply order and commencement letter to the successful bidder within 07 days of financial and technical evaluation reports.
- 7.3 The qualified Supplier will be bound to start the supply of machines within the timeline given by the supplier after the issuance of the supply order by Utter Cooperative Society Ltd. (UCL) the supplier will be terminated if the supplier fails to start the supply of the machines within the mentioned timeline.
- 7.4 The quantity of Machines/Goods and related services originally specified in Schedule of Requirements Table 1. Provided this may increase or decrease depending upon availability of funds.
- 7.5 The qualified contractor cannot sublet the task/work further to other contractors for its supply/implementation. In such case of subletting required deemed necessary, the contractor will seek prior permission of the GBRSP/ETI-GB through Utter Cooperative Society Ltd. (UCL), otherwise, the contractor will be responsible for any consequences, etc.
- 7.6 The period of the contract can't be extended as well as penalty amount can't be remitted to the supplier Utter Cooperative Society Ltd. (UCL) unilaterally for the

same if deemed necessary that should be only allowed by the concern region of GBRSP/ETIGB.

SECTION-VI

8. Completion & Payment Schedule:

- After signing of the completion certificate by all the project partners remaining amount of the supplier, if any, shall be released by Utter Cooperative Society Ltd. (UCL).

9. Payment Schedule:

- 9.1 50% upon issuance of supply order while 50% payment through pay order/cross cheque within 30 days after successful delivery, installation, inspection and commissioning of machine.
- 9.2 In absence of 10% performance guarantee Utter Cooperative Society Ltd. (UCL) will retain an equivalent amount from last payment till the completion of defect liability period.
- 9.3 Payment to the Bidder will be made through cross cheques in the name of the company.
- 9.4 Taxes shall be applicable as per rules of GoGB, if applicable will be deducted at source.

Annexure-A

Undertaking For Acceptance of Terms & Conditions

It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of the tender and hereby agree with the same and are liable to any punitive action for non-compliance of any clause or for furnishing false information/documents.

Dated this _**day of , 2025**

Signature

In the capacity
(Company Seal)

Duly authorized to sign bids for and on behalf of: