

**Inviting Bids from eligible DCS/ Individuals for milk handling /storage service
on a Franchisee basis**

Terms of Reference (TOR)



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Terms of Reference (TOR)

The West Assam Milk Producers' Cooperative Limited (WAMUL) is pleased to invite eligible Dairy Cooperative Societies (DCS) or Individuals for milk handling/storage services on a franchisee basis of 3KL Bulk Milk Cooling Centres (BMC) at various location (within 10 km radius) as cited below:

S. No.	Location	District	BMC Capacity
1	Tamulpur	Tamulpur	3 KL
2	Chaparbari	Barpeta	3 KL
3	Doboka	Hojai	3 KL
4	Bagargaon	Chirang	3 KL

The eligibility criteria for prospective bidders are as follows:

A. For DCSs:

1. The DCS must be affiliated to WAMUL.
2. The DCS must have an average pouring of 800 LPD in the past year i.e. 2022-2023.
3. The DCS should own/lease a superstructure building of approx. 900 sq. feet (30' x 30') for the installation of the Bulk Milk Cooler(s). **(Supporting documents:** signed photocopy of building ownership document/ signed photocopy of lease agreement in case of building being taken under lease). Alternatively, Interested DCS having suitable land and ready to create/construct necessary building within 3 months, to house the BMC as mentioned above may also apply. **(Supporting documents:** signed photocopy of land ownership document/ signed photocopy of lease agreement in case of land being taken under lease).
4. The said land/premises should be suitable for installation and operation of a BMC centre in terms of availability of basic facilities like, three phase electrical power, water, and approach road with parking space and waste water disposal. **(Supporting documents:** Map/Drawing/Sketch showing layout and location of proposed site with road, nearest electrical connectivity-3 phase, nullah or any other landmarks).
5. The DCS should have capacity to invest working capital of at least Rs.3 lakhs of his own at any given point in time. **(Supporting documents:** The bidder should

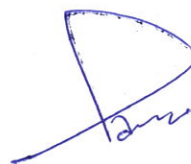


furnish audited balance sheets of latest available financial year (FY 2020-21/2021-22) showing required working capital or FD valid for one year from the date of submission of bid or bank statement of the firm of equivalent amount of min 3 Lakh.

6. The DCS should declare the name and details of the key person who shall be responsible for operations of the BMC. Such person should be in the regular employment of the eligible DCS for a period of at least last one year and should be a graduate residing in 10KM vicinity of the proposed BMC centre.
(Supporting documents: signed photocopies of proof of employment/ engagement/ salary payments and signed photocopies of graduation mark sheets and pass certificate for such person who will be operating the BMC centre on behalf of the franchisee (DCS) along with signed photocopies of proof of his/ her name and address (Aadhaar card, bank passbook, electricity bill, LPG consumer card, voter ID card, Driving License etc.).
7. The DCS operations and BMC operations shall be maintained independently.
(Supporting Documents: submission of a declaration by the DCS stating the same.)

B. For Individuals:

1. The bidder should own/lease a superstructure building of approx. 900 sq. feet (30' x 30') for the installation of the Bulk Milk Cooler(s). **(Supporting documents:** signed photocopy of building ownership document/ signed photocopy of lease agreement in case of building being taken under lease).
2. Interested bidder having suitable land and ready to create/construct necessary building within 3 months, to house the BMC as mentioned above may also apply. **(Supporting documents:** signed photocopy of land ownership document/ signed photocopy of lease agreement in case of land being taken under lease).
3. The said land/premises should be suitable for installation and operation of a BMC centre in terms of availability of basic facilities like, three phase electrical power, water, and approach road with parking space and waste water disposal.
(Supporting documents: Map/Drawing/Sketch showing layout and location of

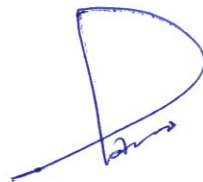


bidder stating that the key person responsible for operating the BMC centre dwells/ resides within a radius of preferably not more than 10 Kms from his/ her place of work along with address proof of the said person)

Other terms and conditions for prospective bidders:

The franchisee of operating BMC centres shall also be governed by the following points:

- a. The bidder or the key person deployed by the bidder should neither have any conflict of interest nor have any stake with other operational activities of WAMUL. In case conflict arises, the assessment and decision of the competent authority of WAMUL shall be considered final. **(Supporting documents:** submission of a declaration by the bidder stating that either the bidder or the key person deployed by the bidder, responsible for operating the BMC centre, does not have any conflict of interest or stake with other operational activities of WAMUL).
- b. The bidder shall be billing only the operations and maintenance charges as per the payment structure prescribed in Annex-1 and shall not lay claim to any other income from WAMUL.
- c. The bidder should be hiring manpower to operate the BMC centre and should be bearing their salaries/ remunerations/ commissions.
- d. The key person responsible for operational work of BMC should having basic working knowledge of MS Office.
- e. The key person, appointed by the franchisee (bidder), responsible for operational work of BMC should have working knowledge of refrigeration/electrical equipment, DG set and other related equipment maintenance etc.
- f. The bidder including his family members should not be involved in collecting / trading of milk for multiple agencies/ sweet shops during the currency of his/ her franchisee agreement.

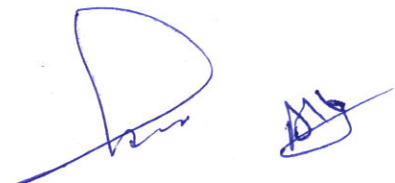


- g. The bidder should not have any business of selling milk and milk products like curd, ghee, cream, lassi, paneer etc. or any other milk products except from the one manufactured by WAMUL under its brand "Purabi".
- h. The bidder should not be a logistics operator of milk and milk products for other agencies.
- i. The bidder should not have any affiliation to political parties and shall not be indulged in political canvassing.
- j. The bidder should not have any criminal record/ any criminal case pending against him/ her.
- k. WAMUL will make franchisee agreement of 3 years' duration, incorporating the terms of the accepted offer, with the successful bidder only after successful completion of all necessary building infrastructure & facilitates

Performance Security

The BMC Franchisee, shall deposit a one-time interest free performance security of Rs 1,20,000/- only (Rupees one lakh twenty thousand only) in the form of demand draft in favour of "**The West Assam Milk Producers Co-operative Union Ltd**" payable at Guwahati for due performance of the agreement, at the time of signing the agreement. The aforesaid security amount shall be refunded to the BMC Franchisee after expiry of the agreement. The Security furnished, shall be retained by the office up to a period of contract obligation period and will be returned within 60 days after fulfilling all the terms and condition of agreement. Security thus furnished by BMC Franchisee to WAMUL shall not earn any interest.

All the eligible and interested DCS or Individual are kindly requested to send a letter expressing their interest (Along with the supporting documents) in setting up and operating the BMC centre to the Managing Director, WAMUL by 02/03/2024. Once the letters are received, WAMUL may invite detailed offers for setting up the BMC centre from the eligible DCS or Individual after verification and assessment of the expression of interest submitted.



proposed site with road, nearest electrical connectivity-3 phase, nullah or any other landmarks).

4. The bidder should have at least one (01) year of business or trading experience in terms of operating rural godowns (preferably cold chain warehouses) or, logistics, C&F for FMCG goods or business experience in livestock products or other perishables, or agriculture products or handling milk business. **(Supporting documents:** signed photocopies of firm registration certificate or trade license or proprietary document (in case property is owned) or lease agreement for running rural godowns/ cold chain warehouses or experience of working in godowns which shows parties relevant experience) or any other experience which comply the eligibility of bidder.
5. The bidder should have working capital of at least Rs.3 lakhs of his own at any given point in time. **(Supporting documents:** The bidder should furnish audited balance sheets of latest available financial year (FY 2020-21/2021-22) showing required working capital or FD valid for one year from the date of submission of bid or bank statement of the firm of equivalent amount of min 3 Lakh.
6. The bidder should declare the name and details of the key person who shall be responsible for operations of the BMC. Such person should be either a partner or in the regular employment of the eligible bidder for a period of at least last one year. **(Supporting documents:** signed photocopies of proof of employment/ engagement/ salary payments for such person who will be operating the BMC centre on behalf of the franchisee (bidder) along with signed photocopies of proof of his/ her name and address (Aadhaar card, bank passbook, electricity bill, LPG consumer card, voter ID card, Driving License etc.).
7. The key person responsible for operational work of BMC should be a Graduate. **(Supporting documents:** signed photocopies of graduation mark sheets and pass certificate.)
8. The key person responsible for operational work of BMC should be within vicinity, reside within a radius of preferably not more than 10 Kms from the BMC centre. **(Supporting documents:** submission of a declaration by the

