



**KERALA CO-OPERATIVE MILK MARKETING
FEDERATION Ltd.**

**CENTRAL PRODUCTS DAIRY, PUNNAPRA P.O,
ALAPPUZHA**

No: CPD/ENGG/LICENSE AMENDMENT/2026-27

**TENDER FOR PROVIDING CONSULTANCY SERVICES
FOR AMENDMENT OF FACTORY LICENCE AND
PERMIT REVISION OF CENTRAL PRODUCTS DAIRY,
PUNNAPRA P.O, ALAPPUZHA**



KERALA CO-OPERATIVE MILK MARKETING FEDERATION LTD.
CENTRAL PRODUCTS DAIRY, PUNNAPRA P.O, ALAPPUZHA – 688 004.
Tel: 0477-2255900, 2255999,2255921, E-mail: cpd@milma.com
GST:32AAAAK5375M4ZD

No: CPD/ENGG/ LICENSE AMENDMENT/2026-27

16/04/2026

Tender Notice

Kerala Co-operative Milk Marketing Federation Ltd., Central Products Dairy, Punnapra P.O, Alappuzha invites competitive quotations from persons included in the list of competent persons in the State of Kerala Approved by Directorate of Factories & Boilers for Tests, examinations, inspections & certifications of Factory buildings for Providing consultancy service for amendment of Factory License and Permit revision of Central Products Dairy, Punnapra, Alappuzha subjected to terms & conditions stipulated.

1	Place of Submission of tender	Office of Milma Central Products Dairy, Punnapra P.O, Alappuzha - 688 004
2	Estimated value	Rs.4.78 lakhs
3	Tender Form Fee	Rs. 590/- (Rupees Five Hundred and Ninety Only) as online remittance at Central Products Dairy, Punnapra P.O, Alappuzha or cash remittance at dairy accounts section.
4	Tender form availability	Tender form can be collected from the office of Central Products Dairy, Punnapra P.O, Alappuzha during office hours after remittance of tender form fee
5	Earnest Money Deposit	Rs. 9,550/- (Rupees Nine Thousand Five Hundred and Fifty Only) as online remittance at Central Products Dairy Punnapra P.O, Alappuzha or cash remittance at dairy accounts section.
6	Last Date and time of submission of tender	Sealed quotations shall be submitted at Central Products Dairy Punnapra, Alappuzha office on or before 30/04/2026, 1.00PM by hand/courier/post, along with the EMD details. The envelope should be titled “Providing consultancy service for the amendment of Factory License and Permit revision of Central Products Dairy, Punnapra, Alappuzha”
7	Date and time of opening of tender	30/04/2026 , 2.30 PM
8	Venue of opening of tender	Office of Milma Central Products Dairy Punnapra P.O, Alappuzha-688 004

For more details please contact in Ph. No: 9496115836, 9495967751 during office hours.

DAIRY MANAGER



**KERALA CO-OPERATIVE MILK MARKETING FEDERATION LTD.
CENTRAL PRODUCTS DAIRY, PUNNAPRA P.O, ALAPPUZHA – 688 004.
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1. SCOPE OF WORK:

The scope of work includes

1. Preparation of Drawings

- Preparation of Building Permit Drawings, including: Building Plan, Site plan, Machinery layout
- Preparation of F&B Fire Drawings required by statutory authorities.

2. Site Activities

- Detailed site measurement and verification.
- Site inspection for assessment and data collection required for design and approvals.

3. Documentation & Approvals

- Preparation and submission of all required documents for building permit approval.
- Execution of online application processes through FABOS portal
- Coordination with concerned authorities for approval and clarifications.

4. Permit revision and Stability Certification

- Obtaining Revised Permit and Preparation and submission of Structural Stability Certificate through a licensed/authorized engineer.

5. License Amendment Works

- Processing of Factory License Amendment, including documentation, submission, and follow-up with concerned departments.

6. Inspection & Liaison

- Arranging and coordinating building inspections by authorities.
- Providing necessary engineering support and clarifications during inspections.

7. General Services

- All professional service charges, including engineering consultation, documentation, and follow-ups shall be included.

2. **TERMS AND CONDITIONS:**

1. Each item of work and schedule are given in the enclosed Annexure-1. The amount for the preparation of Building Permit Drawings, including Building Plan, Machinery Layout, and Site Plan, shall be quoted on a rate/sqft basis. Payment will be made based on the actual area as per the final approved drawings. Other services shall be quoted as lump sum.
2. GST shall be payable extra at applicable rates and nothing extra will be paid on any account.
3. All Government fees, permit charges, scrutiny fees, and challans shall be paid by the Department/Client directly and are not included in the quoted amount.
4. The unit rates should be quoted both in figures as well as in words. In case of discrepancy in the rate quoted in figures as well as in words, the amount quoted in words shall be taken as final and binding on the party.
5. Based on the unit rates quoted, the total amount for each item of work should be worked out and indicated in the offer. The unit rate quoted should be legible without any erasure /overwriting. In case of any correction and alterations in the unit rates at the time of quoting the same should be signed in full by the quotationer.
6. Area indicated in the schedule are only tentative and may vary to the +/- side. However, payment will be made for the actual area as per the directions of Officer in charge, on unit rate basis. No extra claim shall be entertained on this account.
7. The unit rate quoted should remain firm for the entire duration of contract and nothing extra will be paid on any account.

3. **EARNEST MONEY DEPOSIT:**

1. The offer should be accompanied by an EMD Rs. 9,550/- (Rupees Nine Thousand Five Hundred and Fifty Only)
2. The EMD shall be in the form of online remittance at Central Products Dairy Punnapra P.O, Alappuzha or cash remittance in dairy accounts section.
3. Offers without EMD are liable to be rejected.
4. The EMD of the unsuccessful quotationer's will be released on finalization of the contract. The EMD of the successful quotationer will be released only after satisfactory completion of the work in all respects. No interest will be paid for the EMD for the period for which it lies with the unit.

4. **VALIDITY:**

The offers submitted by the quotationer shall remain valid for acceptance for a period of 90 days from the date of opening.

5. PERIOD OF COMPLETION:

All the works specified in the scope of work should be completed in all respects within 60 days from the date of receipt of work order. However, the consultant after examining the scope of work and site conditions can specify in the offer the shortest period by which he will complete the above works in all respects.

The work shall be deemed complete upon:

- Preparation of all required drawings.
- Submission of application to statutory authorities.
- Submission of Revised Permit, stability certificate and Amended license.

6. SUBMISSION OF BILLS AND PAYMENT:

1. Bills shall be prepared in duplicate in the name of the **Kerala Co-Operative Milk Marketing Federation Ltd, Central Products Dairy, Punnapra P.O, Alappuzha GST: 32AAAAK5375M4ZD** and shall be submitted along with the copy of the GST registration, PAN card to the Engineer for necessary certification and recommendation for payment.
2. The payment for the consultancy services (**refer the annexure attached**) shall be released in the following stages:

Stage 1:

40% of the total amount quoted for Item No. 1 – Preparation of Building Permit Drawings (Building Plan, Machinery Layout, and Site Plan) shall be released upon completion and submission of the drawings.

Stage 2:

100% payment for Item No. 2 – Preparation of F&B Drawings and Item No. 3 – Site Inspection, Site Measurement, Online Processing and Documentation shall be released upon satisfactory completion of the respective works.

Stage 3:

100% payment for Item No. 4 – Obtaining Revised Permit, Structural Stability Certificate and Item No. 5 – License Amendment Work, along with the balance 60% payment of Item No. 1, shall be released upon successful completion of all services and submission of all final documents.

The Consultant should submit the bill upon completion of each stage.

7. SUBMISSION OF QUOTATIONS AND OPENING:

1. The offer must be submitted in original in a sealed cover super scribing the name of the work, due date and time of opening.
2. The bidder shall submit the EMD along with the tender form as copy of online remittance transaction details or Central Products Dairy Punnapra P.O, Alappuzha cash receipt for the amount remitted in dairy accounts section.
3. The bank account detail of dairy is shown below for online remittance of tender fee and EMD.

Bank	State Bank of India
Account Name	KCMMF Limited
Branch	Punnapra, Alappuzha-4
IFSC Code	SBIN0070215
Account No	67192090757

4. Bidder should also attach this tender document with his offer after signing at the bottom of each page as a token of acceptance of the terms and conditions and specification.
5. The offers complete in all respects along with EMD should reach this office on or before 1 PM on 30/04/2026 and the same shall be opened at 2.30 PM on 30/04/2026 in the presence of interested quotationer or their authorized representatives.

8. GENERAL:

1. The equipments required for the above work shall have to be arranged by the consultant without any hindrance to the daily operation of the Dairy.
2. The work should be carried out in consultation with the Engineer or the authorized representative of the undersigned and should be strictly as per the specification and requirement.
3. The work on completion should be fulfilled required statutory norms fixed and if necessary the consultant should fulfill the same.
4. Consultant shall provide sufficient work force in the nature of skilled / semiskilled / unskilled workers for the execution of work under the contract and shall take all safety precautions and follow the safety regulations of KCMMF LTD as per Factories Act.
5. The undersigned reserves the right to accept any quotation in part or full.
6. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and no explanation can be sought on this account.
7. The work will be allotted to the successful quotationer only on prior approval by the Managing Director, KCMMF LTD.

**DAIRY MANAGER
CENTRAL PRODUCTS DAIRY**

Annexure-I

To,

**The Dairy Manager
KCMMF Ltd.,
CENTRAL PRODUCTS DAIRY,
PUNNAPRA P.O, ALAPPUZHA – 688 004.**

Dear Sir,

Sub: - Providing consultancy service for the amendment of Factory License and Permit revision of Central Products Dairy, Punnapra, Alappuzha - reg.

Having examined the General conditions/Instructions, Scope of consultancy work, Special terms and conditions, Bill of Quantities, Technical specifications relating works specified in the tender hereinafter set out and having visited and examined the site of works specified in the said tender and having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to execute the consultancy service specified in the tender in accordance with the rates/ LS amount mentioned in the below schedule in all respects with the specification and instructions with writing and with such materials as are provided for in all other respects in accordance with such conditions so far as they may be applicable.

SCHEDULE OF WORK

Item no.	Item Description	Area	(Including GST)	
			Rate	Amount
1	Preparation of Building permit drawings – Building plan, Machinery layout and site plan	1,15,000		
2	Preparation of F&B Fire drawing			
3	Site inspection, Site measurement, Online work and documentation			
4	Obtaining Revised Permit, Stability certificate			
5	License Amendment work			
TOTAL (Rs.)				
TOTAL AMOUNT Rs. (Including GST)				

EMD Particulars

Online transaction details/ Dairy Cash Receipt No	Date	Amount (Rs.)

Certificate that I have read the terms and conditions of the Tender Notice No: CPD/ENGG/
LICENSE AMENDMENT/2026-27 dated 16/04/2026 and agree to the same.

<u>Name & Address of the Consultant</u>	
Phone No: with STD Code	
Mobile Phone No:	
Date of Submission of Tender	

Signature of the Consultant: