



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

**"MILMA BHAVAN", PATTOM PALACE P.O, THIRUVANANTHAPURAM**

**BID REF No: KCMMF/KHO/PROJ(169)/2025**

**BID DOCUMENT FOR MISCELLANEOUS CIVIL WORKS FOR  
PARTITION ON TERRACE FLOOR AT KCMMF HEAD OFFICE,  
MILMA BHAVAN, PATTOM, THIRUVANANTHAPURAM.**

**2025**

# BID FORM

1	Registered name of bidder	
2	Address	Office Address
3	Telephone	Land Phone : Mobile : E mail : Fax :

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**KERALA CO-OPERATIVE MILK MARKETING FEDERATION LIMITED**  
**Milma Bhavan Pattom Palace P.O., Thiruvananthapuram - 695 004**  
**Tel: 2786 439-442 E-mail:projects@milma.com**

**INVITATION TO BID**

Sealed competitive bids are invited from experienced civil contractors for the following works at Milma Bhavan, Pattom, Thiruvananthapuram:

Sl. No.	Name of work	Estimated cost (in lakhs)	Bid opening
1.	Miscellaneous Civil Works for Partition on terrace Floor, KCMMF Head Office, Milma Bhavan,Pattom, Thiruvananthapuram	Rs.4.80	05.08.2025

Detailed tender notice is exhibited in our website [www.milma.com](http://www.milma.com)

Sd/-

MANAGING DIRECTOR

**KERALA CO-OPERATIVE MILK MARKETING FEDERATION LIMITED**  
**'MILMA BHAVAN' PATTOM, THIRUVANANTHAPURAM**

**INVITATION TO BID**

1. The Kerala Co-operative Milk Marketing Federation Limited, invites sealed competitive bids from bonafide Contractors having sound technical and financial capabilities for “**Miscellaneous Civil Works for Partition on terrace Floor, KCMMF Head Office, Milma Bhavan, Pattom, Thiruvananthapuram.**” Interested eligible Bidders may obtain further information from the office of the Kerala Co-operative Milk Marketing Federation Ltd.
2. Bidding Document shall be downloaded from our website [www.milma.com](http://www.milma.com). The bidders are requested to submit Bid submission fee(tender fee) of Rs. 1180/- and EMD of Rs.4,800/- either in the form of Demand Draft(DD) in favour of Managing Director, KCMMF Ltd, Pattom, Trivandrum or in the form of NEFT/ Internet Banking/ RTGS (Beneficiary : Kerala Co-operative Milk Marketing Federation Ltd. Account No : 083101000012001, Bank Name : Indian Overseas Bank, IFSC Code : IOBA0000831, Branch : Pattom Br., Thiruvananthapuram).
3. Detailed terms and conditions as indicated in the invitation to bid are contained in the bidding document of the above work.
  - a. Bid reference No. : KCMMF/KHO/PROJ(169)/2025
  - b. Estimated value of work : Rs.4.80 lakhs
  - c. Amount of bid security/EMD : Rs.4,800.00 /- Incl. GST
  - d. Bid submission fee (tender fee) : Rs. 1,180 /- Incl. GST
  - f. Downloading of bid document start : 29.07.2025
  - g. Last date & time of submission of bids : 05.08.2025 at 13.00 hrs.
  - h. Date and Time of bid opening : 05.08.2025 at 14.30 hrs.
  - i. Time of completion : 60 days
  - j. Address for communication and place of bid opening : KCMMF Ltd, Milma Bhavan, Pattom, Trivandrum.
  - k. Bid validity : 60 days
4. Bid document can be downloaded from our website [www.milma.com](http://www.milma.com).
5. KCMMF shall not take any responsibility for any delay in receipt of the bidding document if it is sent by post.

Thiruvananthapuram.

Date : 29.07.2025

**MANAGING DIRECTOR.**

**KCMMF LTD.**

## **GENERAL TERMS & CONDITIONS**

### **TENDER FOR MISCELLANEOUS CIVIL WORKS RELATED TO RENOVATION OF CANTEEN AT KCMMF HEAD OFFICE, PATTOM, TRIVANDRUM DIST.**

Kerala Co-operative Milk Marketing Federation Ltd, invite your item wise competitive rates for **Miscellaneous Civil Works for Partition on terrace Floor, KCMMF Head Office, Milma Bhavan, Pattom, Thiruvananthapuram.** subject to the following terms and conditions.

#### **1. How to offer the Tender**

- a) Tender document with “Form of Submitting Tender for Miscellaneous Civil Works for Partition on terrace Floor, KCMMF Head Office, Milma Bhavan, Pattom, Thiruvananthapuram is exhibited in our website [www.milma.com](http://www.milma.com). Interested parties can download the same from our website.
- b) Sealed tender shall be submitted by indicating the rates in the “Form of Submitting Tender for Miscellaneous Civil Works for Partition on terrace Floor, KCMMF Head Office, Milma Bhavan, Pattom, Thiruvananthapuram under KCMMF Ltd.
- c) Tender form submitted should be accompanied with Bid submission fee(tender fee) of Rs.1180/- and EMD of Rs.4,800/- either in the form of Demand Draft(DD) in favour of Managing Director, KCMMF Ltd, Pattom, Trivandrum or in the form of NEFT/ Internet Banking/ RTGS (Beneficiary : Kerala Co-operative Milk Marketing Federation Ltd. Account No : 083101000012001, Bank Name : Indian Overseas Bank, IFSC Code : IOBA0000831, Branch : Pattom Br., Thiruvananthapuram)
- d) Tenders filled in the prescribed form should be submitted at the above office on or before **05.08.2025 at 13.00 hrs.** in sealed envelope, along with the Bid submission fee(tender fee) & EMD. The envelope should carry superscription “Miscellaneous Civil Works for Partition on terrace Floor, KCMMF Head Office, Milma Bhavan, Pattom, Thiruvananthapuram under KCMMF Ltd.”
- e) Tenders will be opened on **05.08.2025 at 14.30 hrs.** at the above office.
- f) Negotiation, if any, will be done with the lowest quoted party only.
- g) All pages of the tender document shall be signed by the contractor while submitting the tender.

#### **2. Scope of work.**

The scope of the proposed work includes Masonry wall partition on the lower portion, Sliding glazing with aluminium fabrication above the masonry & Roofing extension over the passage area.

### **3. Schedule of Quantities and rates**

- a. The specification of work and schedule of quantities are given in the enclosed Annexure – schedule of quantities.
- b. The rate quoted shall be inclusive of all applicable taxes and duties, ESI Contribution, material cost including steel and cement, labour cost, transportation of materials to site, loading and unloading charges and nothing extra will be paid on any account.
- c. The unit rates should be quoted both in figures as well and in words. In case of discrepancy in the rate quoted in figures and in words, the amount quoted in words shall be taken as final and binding on the party.
- d. The unit rate quoted should be legible without any erasion/overwriting. In case of any correction and alteration in the unit rates at the time of quoting the same should be signed in full by the quotationer.
- e. Payment will be made for the quoted amount. No extra claim shall be entertained on this account.
- f. The award of work shall be on lumpsum basis unless specifically agreed by the undersigned.
- g. The rate quoted should remain firm for the entire duration of contract and nothing extra will be paid on any account

### **4. Earnest Money Deposit**

- a. The offer should be accompanied by an EMD of Rs.4,800/-(Rupees Four thousand Eight hundred only).
- b. The EMD shall be either in the form of Demand Draft(DD) in favour of Managing Director, KCMMF Ltd, Pattom, Trivandrum or in the form of NEFT/ Internet Banking/ RTGS (Beneficiary : Kerala Co-operative Milk Marketing Federation Ltd. Account No : 083101000012001, Bank Name : Indian Overseas Bank, IFSC Code : IOBA0000831, Branch : Pattom Br., Thiruvananthapuram)
- c. Offers without EMD are liable to be rejected.
- d. The EMD of the unsuccessful quotationers will be released on finalisation of the contract.
- e. The EMD of the successful quotationer will be released only after submission of agreement and performance security.
- f. No interest will be paid for the EMD for the period for which it lies with the KCMMF.

## **5. Period of Validity**

The offers submitted by the quotationer shall remain valid for acceptance for a period of 60 days from the date of opening.

## **6. Period of Completion**

The entire works should be completed in all respects within 60 days from the date of receipt of work order/ date of clearance.

However, the quotationer after examining the scope of work and site conditions can specify in the offer the shortest period by which he can complete the above works in all respects.

## **7. Agreement**

The successful bidder has to execute an agreement within 15 days of receipt of the order.

## **8. Performance Security**

Within 30 days of receipt of the order the successful bidder has furnished a performance security for an amount of 5% of the contract value. The performance security shall be in the form of Demand Draft or a Bank Guarantee in favour of Kerala Co-operative Milk Marketing Federation Ltd. The Bank Guarantee shall be valid for the entire period of contract including guarantee period plus 60 days.

## **9. Submission of bills & Payment Terms**

- a) Bills shall be prepared in duplicate in the name of Managing Director, KCMMF Limited, Milma Bhavan, Pattom, Trivandrum (GST No : 32AAAAK5375M3ZE) and shall be submitted to the Asst. Manager (Projects) of Milma Bhavan, Pattom, Trivandrum for necessary verification/certification and release of payment.
- b) 95 % payment shall be released after the satisfactory completion of the above work in all respects; the Contractor should submit the final bill for the works.
- c) 5 % payment shall be retained until the completion of guaranteed period of one year
- d) While settling the bills, statutory deductions such as income Tax, sales tax on works contract, contribution to KCWWF, ESI etc. will be deducted from the payment due to the contractor.



## **10. Guarantee**

The entire work executed should be guaranteed for a period of one year from the date of completion of the work for quality and workmanship. Incase any work or part thereof, is found defective due to substandard material, bad workmanship, the same shall be repaired/replaced by the contractor without any extra cost during the guarantee period and the entire expenditure towards such repair/replacement shall be borne by the contractor.

## **11. Liquidated Damages**

Incuse the work is not completed within the stipulated period of completion, liquidated damage will be levied @ 0.5% per week for the value of the portion of work so delayed subject to a maximum of 10% of the work order value. However, if the works are delayed due to genuine reasons beyond the control of the contractor due consideration will be given while operating the liquidated damages clause provided the contractor furnishes the documentary evidence for the same and the same is found to be acceptable.

## **12. Submission of tender and opening**

- a) The offer must be submitted in original in a sealed cover superscribing the name of the work, due date and time of opening.
- b) The offers complete in all respects along with tender fee & EMD should reach KCMMF Head Office, Milma Bhavan, Pattom Trivandrum on or before 05.08.2025 at 13.00 hrs and the same shall be opened at 14.30 hrs. in the presence of interested quotationers or their authorized representatives.

## **13. General**

- a) The work should be carried out in consultation with the Asst. Manager (Projects), Milma Bhavan, Pattom, Trivandrum or the authorized representative of Asst. Manager (Projects), Milma Bhavan, Pattom, Trivandrum and should be strictly as per the specification and directions.
- b) The undersigned reserves the right to accept any quotation in part or full.
- c) 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.
- d) All the materials required for the above work shall have to be arranged by the contractor at site.
- e) All the materials to be used are approved make and quality. Before supply of materials obtain necessary approval from the Project Engineers.

## FORM OF AGREEMENT FOR CIVIL CONSTRUCTION WORK

(On Non-judicial stamp paper of Rs.200/-)

THIS AGREEMENT made this ----- day of ----- 20---- (Two thousand and ----  
---) between Kerala Co-operative Milk Marketing Federation Ltd. A society  
registered under the Kerala Co-operative Societies Act 1969 (Act 21 of 1969) and  
having its registered office at Milma Bhavan, Pattom, Trivandrum 695 004  
(herein after referred to as KCMMF which expression shall, unless repugnant to  
the context meaning thereof include the successors and assignees of the KCMMF)  
of the ONE PART, and -----  
-----

(hereinafter referred to as the Contractor, which expression shall, unless  
repugnant to the context or meaning thereof. Include the heirs successors,  
assignees, executors and administrators f the contractor) of the OTHER PART.

WHEREAS the KCMMF is desirous that certain works should be executed viz., ----  
-----  
-----

----- and has by letter of acceptance dtd. -----, accepted a bid  
by the Contractor for the execution. Completion and maintenance of such work.  
NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:

1.0 In this agreement words and expressions shall have the same meanings as  
are respectively assigned to them in the Conditions of Contractor  
hereinafter referred to

2.0 The following documents shall be deemed to form and be read and  
constructed as a part of this agreement, viz., read and construed as a part of  
this agreement viz.,

- i. this Form of Agreement
- ii. the Letter of Acceptance
- iii. the said bid and Appendix
- iv. the Technical Specifications
- v. the Schedule of Quantities
- vi. the Schedule of Supplementary information
- vii. Special Conditions of Contract
- viii. General conditions of contract
- ix. Schedule of Materials to be issued by Owner/KCMMF
- x. Form of Bank Guarantees

3.0 The aforesaid documents shall be taken as complementary and mutually  
explanatory of one another, but in the case of ambiguities and discrepancies shall  
take precedence of ambiguities and discrepancies shall take precedences in the  
order set out above

4.0 In consideration of the payment to be made by the KCMMF to the Contractor as hereafter mentioned, the Contractor hereby covenants with the KCMMF to execute, complete and maintain the works in conformity with the provisions of the contract.

5.0 The KCMMF Ltd. hereby covenants to pay the Contractor in consideration of the execution, completion and maintenance of the works the Contract Price at the times and in the manner prescribed in the Contract.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed the day, month and year first and written.

Signed, sealed and delivered for and on behalf of the within named KCMMF by the hands of its Authorized Signatory.

Authorized  
Signatory

Kerala Co-operative Milk Marketing Federation  
Limited, Trivandrum.

In the presence of:

Witness:

1.       Signature  
          Name  
          Address
2.       Signature  
          Name  
          Address

Signed, sealed and delivered for an behalf of the within named Contractor the other part. In the presence of:

Witness

1.       Signature  
          Name  
          Address
2.       Signature  
          Name  
          Address

**1.0 Proforma of Bank guarantee for Performance Security on Non-judicial stamp paper of Rs.200/-**

Bank guarantee No.

Date:

This deed of guarantee made this .....day of 2020 (Two thousand and ..... ) by (Name and address of the bank), hereinafter referred to as the bank, which shall unless repugnant to the context or the meaning thereof includes includes its legal representatives, successors and assigns and the Kerala Co-operative milk Marketing Federation (herein after referred to as the KCMMF) which expression shall unless repugnant to the context or meaning thereof include its legal representative, successors or assigns.

Where as the Kerala Co-operative milk Marketing Federation/ its clients has awarded a contract bearing number .....on

M/s..... (Name and address of the party), hereinafter referred to as the Contractor, for the execution, completion and the maintenance of

.....And whereas, the Contractor has agreed to submit a performance security in the form of a bank guarantee to the KCMMF as per the terms and conditions of the bidding documents and the contract which will be kept valid up to ..... calendar months from the date of bank guarantee (the period should be till end of Period of Maintenance). And where as, the bank and its duly constituted agent and officer has already read and understood the Contract made between the KCMMF and the Contractor.

In consideration of the KCMMF having agreed to award the contract on the Contractor, we ..... (the bank), do hereby guarantee, undertake, promise and agree with the KCMMF, its legal representatives, successors and assigns that the within named (the name of the Contractor) their legal representatives and assignees will faithfully perform and fulfill everything within the bidding document and the Contract order on their part to be performed or fulfilled, at the time (time being the essence of the contract) and in the manner therein provided, do all obligations thereunder and we further undertake and guarantee to make payment to the KCMMF a sum of Rs.....(Rupees..... only) being 5% of the Contract value, in case the Contractor, their legal representatives and assignees do not faithfully, perform and fulfill everything within the bidding document and the Contract order on their part to be performed or fulfilled, at the time and in the manner therein provided and do not willfully and promptly do all obligations thereunder.

In case, the Contractor fails to perform or fulfill the Contract as per the terms and conditions agreed upon, the KCMMF is entitled to demand an amount equivalent to 5% of the Contract value from the Contractor and the demand made by the

KCMMF itself will be conclusive evidence and proof that the Contractor has failed to perform or fulfill his obligations under the Contract and neither the Contractor nor the Bank shall be entitled to raise any dispute regarding the reasons for the failure of performance or fulfillment on any ground whatsoever.

We, (the name of the Bank), do hereby undertake to pay an amount equivalent to 5% of the Contract value, being the amount due and payable under this guarantee, without any demur, merely on a demand from the KCMMF stating that the amount claimed is due by way of non-performance of the Contractual obligations as aforesaid by the Contractor or by the reason of the Contractor's failure to perform the said contractual commitments, any such demand made on the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees ..... only) being the amount equal to 5% of the Contract value.

We, the bank, further agree that the performance security herein contained shall remain in full force and effect for a period of ..... calendar months from the date of the bank guarantee (the period shall be till the end of Period of Maintenance) whichever is later or till the KCMMF certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said Contractor and accordingly discharge the guarantee, unless a demand or a claim under this guarantee is made on us in writing by the KCMMF on or before ..... we shall be discharged from all liabilities under this performance security hereafter.

We, the bank further agree with the KCMMF that the KCMMF shall have the fullest liberty without or consent and without affecting in any manner our obligations hereunder to vary any of the terms and the conditions of the bidding document and the Contract or to extend the time of performance by the said Contractor from time to time or postpone for any time or from time to time and any of the power exercisable by the KCMMF against the Contractor and to forbear or enforce any of the terms and conditions relating to the said bidding document and the Contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor, or for any forbearance, act or omission on the part of the KCMMF to the said Contractor by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

This guarantee shall be in addition to and without prejudice to any other securities or remedies which the KCMMF may have or hereafter possess in respect of the works executed or intended to be executed and the KCMMF shall be under no obligation to marshal in favor of the bank any such securities or funds or asset that the KCMMF at its absolute discretion may vary, exchange, renew, modify or refuse to complete to enforce or assign any security or instrument.

The bank agrees that the amount hereby guaranteed shall be due and payable to the KCMMF on serving us with a notice, requiring the payment of the amount and such notice shall be deemed to have been served on the bank either by actual delivery thereof to the bank or by dispatch thereof to the bank by registered post at the address of the bank.

Any notice sent to the bank at its address by registered post shall be deemed to have been duly served on the bank notwithstanding that the notice may not in fact have been delivered to the bank.

In order to give full effects to the provisions of this guarantee the bank hereby waives all rights inconsistent with the above provisions and which the bank might otherwise as a guarantor be entitled to claim and enforce.

We, ....., lastly undertake not to .....– this guarantee during its currency except with the previous consent of the KCMMF in writing and the guarantee shall be a continuous and irrevocable guarantee up to a sum of Rs.....(Rupees

.....)  
.....) The guarantee shall remain force until ..... and unless the guarantee is renewed or a claim is preferred against the bank within three months from the said date (the date of expiry) all rights of the KCMMF under the guarantee shall cease and the bank shall be released and discharged from all liabilities hereunder.

SIGNATURE

SEAL

PLACE

DATE

Note: The Contractor should ensure that the seal and the code no. of the signatory is put by the bankers, before submission of the bank guarantees.

## SECTION II

### Schedule of Quantities

Sl No	Description	Unit	Amount	Amount in words
1	<p>Miscellaneous Civil Works for Partition on terrace Floor, KCMMF Head Office, Milma Bhavan, Pattom, Thiruvananthapuram.</p> <p>The scope of the proposed work includes Masonry wall partition on the lower portion, Sliding glazing with aluminium fabrication above the masonry &amp; Roofing extension over the passage area.</p>	LS		
<b>Total</b>				
<b>GST @</b>				
<b>Grand total</b>				