



Kerala Cooperative Milk Marketing Federation Limited

Head Office, Milma Bhavan, Pattom P.O., Thiruvananthapuram - 695 004

PHONE: 0471 – 2786429/430/437

E-mail: qc@milma.com

GST No: 32AAAAK5375M3ZE (KCMMF)

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BID REFERENCE No. KCMMF/MKTG/54/2026
dated 27.06.2026

BID TITLE

**TENDER FOR THE CUSTOM PACKING
OF PACKAGED DRINKING WATER IN
500 mL and 1000 mL BOTTLES**



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E-TENDER NOTICE

The Kerala Cooperative Milk Marketing Federation Limited invites e-tender for Custom Packing of Drinking Water under the brand name of 'MILMA' from eligible competitive bidders, for a period of One year as per the schedule subject to the terms and conditions stipulated in tender document.

1. The bid shall be submitted in a two cover system consisting of Technical & Financial bids. The necessary documents if any may be uploaded along with the tender.
2. Detailed terms and conditions, scope of work as indicated in the bidding document of the above works is uploaded in the Kerala Government e-portal www.etenders.kerala.gov.in

Sl. No.	Particulars	Details
1.	Bid Reference No.	BID REFERENCE No. KCMMF/MKTG/54/2026 dated 26.06.2026
2.	Tender download	Can be downloaded from the Website : www.etenders.kerala.gov.in
3.	E.M.D	Rs. 5000/-
4.	Tender Fee	Rs. 590/- (incl. GST)
5.	Bid submission starting date	27/06/2026, 6.00 PM
6.	Last date and time of submission	08/07/2026 up to 2.00 PM
7.	Date and time of opening	09/07/2026 at 3.00 PM

The Kerala Cooperative Milk Marketing Federation Limited shall have the right to accept/reject the offer fully or partially without assigning any reason thereof.

Managing Director

GENERAL TERMS & CONDITIONS FOR E-PROCUREMENT

This tender is an e-Tender and is being published online for the Custom Packing of Packaged drinking water under MILMA Brand name for Central Products Dairy, KCMF Ltd, Punnappra P.O., Alappuzha, Kerala - 688004, for one year. The tender is invited in two cover system from eligible individuals and registered firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A). Online Bidder registration process:

Bidders should have a **Class III Digital Signature Certificate (DSC)** to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at **0471- 2577088, 2577188, 2577388** or **0484 – 2336006, 2332262** or through email: **etendershelp@kerala.gov.in** for assistance in this regard.

B). Online Tender Process:

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iii. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document (clause No.3, Instruction to Bidders) on www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- iv. **Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online may attract disqualification subject to the discretion of

management. Bids shortlisted by this process will be taken up for opening the financial bid.

- v. **Opening of Financial Bids:** Bids shall be opened and evaluation of the financial bid will be done on the date and time mentioned in critical date's section.

C). Documents Comprising Bid:

1. The First Stage (Pre-Qualification or Technical Cover based on 1 cover or 2 cover tender system):

Pre-Qualification or Technical proposal shall contain the scanned copies of the documents that every bidder has to upload which are mentioned in clause no. 1.1 of General terms and conditions.

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

2. The Second Stage (*Financial Cover or as per tender cover system*):

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name; otherwise price bid will not get uploaded. The bidder should fill in details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the entire period of the contract and not subject to variation on any account after finalization of the contract. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and will be rejected.

D). Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees of Rs.590/- (Rupees Five Hundred and Ninety Only) inclusive of GST and Earnest Money Deposit (EMD) or Bid Security of Rs.5000/- (Rupees Five Thousand Only). The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of bid security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

- i. **State Bank of India (SBI) Internet Banking:** If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.
- ii. **National Electronic Fund Transfer (NEFT):** If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT option. An online remittance form would be generated, which the bidder can use for transferring amount

through NEFT either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT payment otherwise payment would result in failure in e-Procurement system. **As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.**

NEFT payment should be done according to following guidelines:

- a) **Single transaction for remitting Tender document fee and EMD:** Bidder should ensure that tender document fees and EMD are remitted as one single transaction.
- b) **Account number as per Remittance Form only:** Account no. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender. Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. shall be entered in the account no. column along with account no. for NEFT remittance.
- c) **Only NEFT Remittance Allowed:** RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.
- d) **Amount as per Remittance form:** Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- e) **UTR Number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the e-Procurement system for tracking the payment.
- f) **One Remittance Form per Bidder and per Bid:** The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

E). SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit the tender through online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page-by-page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

GENERAL TERMS & CONDITIONS

The Kerala Cooperative Milk Marketing Federation Limited invites e-tender from eligible competitive bidders for **the Custom Packing Of Packaged Drinking Water under 'MILMA' Brand name for Central Products Dairy, KCMF LTD, Punnapra P.O., Alappuzha, Kerala - 688004** for a period of one year from the date of Work Order subject to the following terms and conditions.

1.0 Eligibility criteria and Qualification requirements

1.1 To be eligible for the award of Contract, bidders shall provide satisfactory evidence to the Kerala Co-operative Milk Marketing Federation Limited regarding their eligibility, capacity, quality and adequacy of resources to carry out the contract effectively. To this end, all bids submitted shall include the following information.

- a) The supplier shall have manufacturing facility in any district of Kerala.*
- b) Copies of original document defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership or if a joint venture, of each party there to constituting the bidder.*
- c) Contact Details and Email address authenticated by the bidder (signed by the competent authority/Person).*
- d) GST Registration certificate.*
- e) The Bidder should be in the field of Packing of drinking water industry for industry for the past three years.*

- f) *The bidder should have license from Bureau of Indian Standards for manufacture of packaged drinking water. The bidder should also have a valid FSSAI License and ISO: 22000:2018 certifications.*
 - g) *The bidder should submit water analysis report from NABL accredited Laboratory not later than six months for the product manufactured.*
 - h) *The Packaged Drinking Water shall have the quality specification of FSSAI Standard and BIS Standard of IS: 14543.*
 - i) *The bidder should have the capacity to supply minimum 70,000 Litre / Month. Details such as monthly production stock statement, copy of invoices, vendor list etc. shall be furnished.*
 - j) *Bidder shall upload tender document duly signed in all pages as token of acceptance of tender terms and conditions.*
- f) Failure of submission of related documents on the above requirements will lead to disqualification of the tender.*

1.2 Scope of Supply

Custom packing of packaged drinking water under 'MILMA' Brand Name for a period of one year for KCMF Ltd., Central Products Dairy, Punnappra P. O., Alappuzha district without any interruption includes in the scope of supply. The contractor should supply the required quantity based on the indent.

1.3 Terms and Conditions

1. The contract period shall be for a period of **one year from date of Work order.**
2. The rate quoted shall include cost of bottles, caps, labels, shrink film etc. and the Milma logo and other details should be printed on labels. The artwork for the labels will be provided by us. The rate quoted shall be on per bottle basis. The number of bottles per carton should be specified. GST should also be specified.
3. We require one supplier each for the supply of Drinking Water at three geographical regions of Kerala namely **Southern Kerala (Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha and Kottayam), Central Kerala (Ernakulam, Thrissur, Idukki and Palakkad) and Northern Kerala (Kozhikode, Kannur, Kasargode, Malappuram and Wayanad).** So if suppliers having production facility in other Geographical regions are ready to match with the

L1 bidder, order will be given with total quantity apportioned at 40:30:30 ratios for L1 bidder with two matching supplier from other geographical region. If only one supplier from other geographical region is ready to match with L1 rate, then order will be given in 60:40 ratio.

4. The rate quoted shall be inclusive of all taxes, packing materials and ex go down basis including loading charges .
5. The bottle used for packing shall be food grade quality materials.
6. The manufacturer should undertake all responsibility for statutory and taxation matters as may be in force from time to time.
7. The manufacturer should arrange to load the vehicle engaged by us at their cost.
8. Milma will provide the artwork for the labels and design of bottles. However, the manufacturer shall print and procure the labels at their cost. The option of using the bottle of the manufacturer can also be pursued if mutually agreeable.
9. The product shall have **six months shelf life** from the date of Supply and any complaint arising during the period shall be addressed by the manufacturer.
10. The rate agreed will remain static for **ONE** year from the date of agreement.
11. The manufacturer shall be responsible for all quality defects and necessary replacement shall be made wherever such defects are observed.
12. Milma has the authority to reject any bid without assigning any reason.
13. The payment will be released once in 15 days after satisfactory receipt of the material.
14. The final decision will be taken only after inspection of the factory by Milma authorities.
15. The manufacturer shall enter into an agreement with Milma which shall be in force for a period of one year.
16. This agreement can be renewed for further periods if mutually agreed by both the parties.

17. If there is any jurisdiction regarding **this tender, the court situated in Thiruvananthapuram alone will have jurisdiction with regard to the Contract.**

1.4 Water Bottles Specifications

- a) Materials:** The pre-form used for the manufacture of PET bottles shall be food grade and meant for Packaged Drinking water. Packing should be from high quality plastic granules of food grade supplied by HPCL / Reliance/ similar companies only and should meet all the desired specifications when tested by the competent authority for compliance of IS Number: IS 12252.
- b) Blow Molding:** Blow molding should be carried out in clean and dust free atmosphere and air used for the blow molding should be free from any impurities and moisture.
- c) Quality of PET bottles:** The bottle should be clean, colorless, transparent in appearance, without any smell / odor and extraneous matter, dust particles or any debris.
- d)** Supplier shall submit food grade certificate for every consignment.

PDW bottle Volume	Bottle weight (grams)	Weight Tolerance limit
500 ml	14.50 grams	+/- 5%
1000 ml	21 grams	+/- 5%

- e)** The manufacturer shall carry on the manufacturing operations of the "MILMA Packaged Drinking Water" (in 500 ml / 1 Litre pet bottles) at it's own cost and using it's own qualified / experienced personnel, team etc. as per the product specification and standards prescribed by "Bureau of Indian Standards" (BIS).

- 1.5** Invoice in the approved format as per GST rules shall be raised in the name of "The Manager, KCMMF Ltd., Central Products Dairy, Punnapra – 688 004 and should be submitted in duplicate along with each consignment in order to effect payment.

- 1.6** Successful bidder shall provide a security deposit of Rs.100000/- (Rupees One lakh only) either by cash or Bank Guarantee to Central Products Dairy, Punnapra within ten days after finalizing the supply contract. Interest for security deposit will not be paid. The security deposit will be refunded only at the end of the successful completion of the contract period. The security deposit will be forfeited in favour of KCMMF Ltd., Central Products Dairy, Punnapra in case of any violation of the terms and conditions or abandoning of the contract by the contractor.

- 1.7** Successful bidder shall execute an agreement with the undersigned in a non-judicial stamp paper worth Rs.200/- (Rupees two hundred only) incorporating all the terms and

conditions of the contract for the satisfactory fulfillment of the contract.

1.8 Bidders who have defaulted earlier agreements with Central Products Dairy, Punnapra shall be summarily rejected.

1.9 Submission of Tender

1. The successful bidder is liable to supply the required product within stipulated time as and when required by Milma Central Products Dairy, Punnapra. If he fails to fulfill the conditions as per the order, security deposit will be forfeited.
2. Employees of MILMA or affiliated APCOS are not eligible to participate in the tender.

1.10 **Earnest Money Deposit(EMD)**

- a. The EMD of the successful bidder will be released after signing of the agreement and submission of performance security.
- b. EMD will be returned through online NEFT transaction only.
- c. No interest will be paid for the EMD for the period for which it lies with the KCMMF Ltd.

1.11 **Period of Validity**

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

1.12 **Submission of bills**

Bills shall be prepared in duplicate in the name of Manager, Central Products Dairy, Punnapra, Alappuzha and shall be submitted to Marketing Section Head, Central Products Dairy, Punnapra for necessary clarifications and for releasing the payment.

1.13 **General conditions**

- a. The Managing Director, KCMMF Ltd reserves the right to accept or reject in part if any or all quotations without assigning any reason whatsoever and no explanation can be sought on this account.
- b. Bidders alone will be responsible for submission of defective tenders and such tenders are liable to be summarily rejected.
- c. The bidder should quote for the item specified in the price bid, else bid will be treated as incomplete and will

stand invalid. No manual submission of price bid is acceptable.

- d. The tenders will be evaluated based on the total firm price quoted for the item in BOQ.
- e. The online tenders will be opened on the date and time of opening, as notified.
- f. The Kerala Cooperative Milk Marketing Federation Limited is not bound to accept the lowest price bid offer. Managing Director (KCMMF Ltd) has the absolute right to reject any or all the tenders without assigning any reason thereof.
- g. The language of the tender should be English and the corrections, if any, should be attested under seal with full signature.
- h. Only the authorized signatory should submit the tender.
- i. At any time prior to the deadline for the submission of tenders, Kerala Cooperative Milk Marketing Federation Limited may, for any reason, whether at its own initiative or in response to a clarifications requested by any prospective Bidder, may modify the tender documents by amendments and in such an event, it shall be binding on all Bidders who have submitted the tenders online.
- j. Amendments if any will be brought to the notice through the online website www.etenders.kerala.gov.in or www.milma.com to all prospective Bidders, and that will be binding on them.

Managing Director

ANNEXURE – I
SCHEDULE 1
PRE-QUALIFICATION BID FORMAT
(To be prepared in the bidder's letter head and uploaded in the collaboration folder)

Sl. No.	PARTICULARS	DETAILS
1	Name and Address of the Firm	
2	Telephone and mobile numbers	
3	Whether private /Public Ltd. Company	
4	Details of EMD remittance	
5	PAN details	
6	GST Number	
7	FSSAI License Number and ISO Certification Details	
8	BIS Number	
9	Capacity Of the plant	
10	Company Brand Name	
11	Source of Water (well/Ground/Municipal)	
12	Details of Plant and Building	
13	Details of Machinery Used	

Date:

Signature of Authorized Person:

Address:

Name of authorized person:

ANNEXURE - II

FORMAT FOR QUOTING RATE IN BOQ FOR THE CUSTOM PACKING OF PACKAGED DRINKING WATER IN 500 mL & 1000 mL BOTTLES

Sl. No.	ITEM	EXPECTED MONTHLY QUANTITY (IN NOS)	EXPECTED YEARLY QUANTITY (IN NOS)	RATE/BOTTLE (Inclusive of GST) on Ex Plant Basis
1.	For 1000 ml Bottle – 12 nos. in each carton and ex plant rate including bottle, sleeve, cap and secondary packing	40,000 bottles	4,80,000 bottles	
2.	For 500 ml Bottle – 24 nos. in each carton and ex plant rate including bottle , sleeve, cap and secondary packing	31,250 bottles	3,75,000 bottles	

The Quantity shown above is only approximate and actual requirement may vary according to market demand.