

TENDER DOCUMENT:
INVITATION FOR THE APPOINTMENT OF SUPER
STOCKIST FOR VERKA MILK PRODUCTS.

Part - I

The Punjab State Cooperative Milk Producers' Federation Ltd. (Milkfed) intends to appoint Super Stockiest for marketing, sale & distribution of Ambient and Long Shelf-Life Product, Fresh Milk and Milk Products, Ice cream and Sweets of 'Verka' for Delhi NCR, Haryana, Uttarakhand, Rajasthan, Uttar Pradesh, and Assam territories.

Tentative Timelines of Tender

Publishing of Advertisement on Newspaper	20.10.2026
Date & Time of Pre-Bid meeting Via Hybrid Mode	03.11.2026 at 11:00 AM
Venue for Pre-Bid Meeting	The Punjab State Cooperative Milk Producers' Federation Ltd., SCO 153-155, Sector 34-A, Chandigarh – 160022
Last Date for submission of Online Tender	26.11.2026 by 05:00 PM
Date of opening of Technical Bid	27.11.2026
Contact Details for Queries	0172-5041809/08/66/52
Email ID for Queries	gmmktg.milkfed@verka.coop

For General Queries / clarification, it is requested to kindly attend the Pre-Bid Meeting as per the scheduled date, time and venue.

Part – II (Notice Inviting Tender Instructions)

1. The tender will be accepted through e-tendering only, by submitting the bid on Punjab e-Procurement Portal i.e. <https://eproc.punjab.gov.in/>.
2. The bidder shall be required to declare turnover, infrastructure, manpower, distribution handling, and vehicles under different firm name on separate application form if he is interested to participate in more than one territory, and product category as mentioned in part three. If any party is interested in participating in same territory for more than one number of station then it shall be required to fill up separate form for that station and shall be required to complete all required formalities separately.
3. That for participation in more than one zone / territory the interested bidder shall have to fill up separate application form and shall be required to complete all required formalities separately.
4. A) Meaning that if the bidder wants to apply for ice cream in Delhi NCR and Haryana then he has to fill 2 forms.

B) If he wants bid for ice cream and sweets in Delhi NCR, and Haryana then bidder has to fill four forms.
5. The bidders are advised to visit the above said website repeatedly, to check any corrigendum(s) for the referred tender. No intimation/information about any corrigendum(s) shall be sent separately.
6. The tender shall be opened in two parts: A) Technical Bid & B) Financial Bid.
7. The Technical Bid will be opened first & those parties which are found qualifying the technical bid, shall only stand eligible for opening Financial Bid opening.
8. The documents of technical bid parameters shall be required to be presented before the constituted committee of Milkfed before the finalization of technically qualified bidders.
9. In the event of tender opening date is declared a Holiday, then tender shall be opened on the next working day at the same time as specified in the Notice Inviting Tender.
10. The Bidder shall have to pay a Tender Fee of Rs. 500/- and Earnest Money Deposit (EMD) of Rs. 10,00,000/- (Rupees Ten Lakhs only), for participation in Tender at <https://eproc.punjab.gov.in/>.

11. Tenders must be accompanied with earnest money, without which the same shall be rejected.
12. Tender fee and earnest money should be remitted only through online mode at <https://eproc.punjab.gov.in/> as per options available at the said website. For any clarifications/queries or e-tendering process flow, interested parties may contact e-procurement helpdesk.
13. The bidder is advised to go through and accept the Tender Documents containing **Part I to VII**, before filing up the Tender Form and submission of the same. The same must be duly stamped and signed.
14. The bidder is also advised to go through the area covered by the allocated stations mentioned in '**Part - III**' of Tender Document.
15. Earnest Money of the unsuccessful tenderer shall be returned after finalization of the tender. Till that time no interest shall be paid on the deposited amount, whereas EMD of appointed party shall be converted into security deposit.
16. Only "Valid" offers shall be considered.
17. Conditional offer shall out rightly be rejected without being prejudiced.
18. The applicant is required to send the duly filled and self-attested form (**Specimen attached on Part - VII**), along with the Application form.
19. The applicant shall have to pay Nominal Membership fees of Rs.1000/- for becoming member of MILKFED cooperative after final appointment is informed by MILKFED.
20. The applicant must submit the below mentioned self attested (stamped) enclosures with the application form:
 - i. Copy of GST Certificate
 - ii. Copy of FSSAI License
 - iii. Copy of 2 years Balance Sheets (CA Certified)
 - iv. Copy of 2 years ITR Acknowledgements
 - v. Copy of Pan of Individual / Firm /Organization
 - vi. Copy of Aadhaar of Individual / Proprietor / Partner(s) / Authorized Signatory
 - vii. Copy of Partnership deed / Memorandum of Association / Article of Association, whichever is applicable.
 - viii. Copy of Registration Certificate.

- ix. Transaction details of Tender Fee and EMD deposited at website.
 - x. Power of Attorney on Firm's letter head, in respect of the person signing the application form on behalf of the firm (in case of a Partnership firm or a Company, wherever applicable).
 - xi. All relevant documents should be in the name of applicant and Milkfed shall be at liberty to seek additional information / facts for clarification, if required during evaluation of tender.
 - xii. Picture of Godown Space & Office location along with copy of registry & agreement with the owner of the land/premises.
 - xiii. Registration Copies of distribution vehicles.
 - xiv. Any other desired information which may be desired during the course of finalisation/ submission of tender document. (which may be notified through corrigendum)
21. The Bidder is required to freeze the Bid before the closing time of Tender, without which the Bid will not be submitted to Milkfed.
22. The applicant is required to submit stamped and signed Tender document (each page to be stamped and signed) along with the Application Form.
23. The successful bidder is required to enter into agreement within 15 days of issuance of order and should ensure the submission of Security Deposit and Nominal Membership Fees before commencement of Super Stockist work.
24. The Bidder is to note that Super Stockist offer is only to sell the products of Milkfed as introduced from time to time and in no case, it may not be considered as an offer of employment.
25. Milkfed shall be at liberty to cancel the offer of assignment if the bidder fails to deposit EMD, Security money, nominal membership fees, deployment of storage location, vehicles and readiness of distribution and execution of agreement as stipulated in terms of offer and to assign the work to another interested bidder.
26. Milkfed reserves the right to accept/reject any/all tenders, in part/full thereof without assigning any reason whatsoever and the bidder shall have no claim on cancellation of Tender.
27. The Performa provided under Part V (A to D) of the tender document is for sample and reference purposes only. Bidders shall not enter or disclose any quoted commission or commission margins in the said PDF document. The financial bid shall be submitted separately in the prescribed Excel Sheet/BOQ available on the Punjab e-Procurement Portal: <https://eproc.punjab.gov.in/>.

28. If any bidder quotes or discloses the commission or commission margins in the PDF document submitted as part of the Technical Bid, the bid shall be rejected at the technical qualification stage.
29. The commission quoted in the separately submitted Financial Bid (Excel Sheet/BOQ) shall be treated as final and binding. No request for any change, modification, or revision of the quoted commission shall be entertained during the tender evaluation process.

I / We undertake the following:

- A. All details given by me / us are true to the best of my / our knowledge.
- B. I / We agree to the above terms & conditions.
- C. I / We have understood that a mere applying for Super Stockist shall not entitle me / us for gaining right, for getting Super Stockist status of Verka Ambient & Frozen Milk Products for the said applied area.
- D. I / We undertake that at no point of time, I/We have been blacklisted by any Cooperative/ Govt organization or have declared insolvent.

(Signature of Bidder /
Authorized Representative
with seal)

Date :

Name :

Place :

Designation:

Contact Details:

PART - III

Part A Description of Stations for Super Stockiest

State Name	No. of Super Stockiest	District	Areas to be covered
Delhi NCR	1	Delhi	Delhi, New Delhi, Central Delhi, North Delhi, South Delhi, East Delhi, West Delhi, Noida, Greater Noida, Ghaziabad, Faridabad, Gurugram
Haryana	2	Ambala	Ambala, Yamuna Nagar, Kurukshetra
		Karnal	Karnal, Panipat, Sonapat, Kaithal, Jind, Rohtak, Jhajjar, Gurugram, Faridabad, Palwal, Nuh, Rewari, Mahendragarh, Bhiwani, Charkhi Dadri, Hisar, Fatehabad, Sirsa
Uttarakhand	2	Dehradun	Dehradun, Haridwar, Tehri Garhwal, Pauri Garhwal, Rudraprayag, Chamoli, Uttarkashi
		Haldwani	Nainital, Udham Singh Nagar, Almora, Bageshwar, Champawat, Pithoragarh
Uttar Pradesh	2	Lucknow	Lucknow, Kanpur Nagar, Kanpur Dehat, Unnao, Hardoi, Sitapur, Lakhimpur Kheri, Barabanki, Ayodhya, Sultanpur, Amethi, Raebareli, Farrukhabad, Kannauj, Etawah, Auraiya, Mainpuri, Bareilly, Pilibhit, Shahjahanpur, Badaun, Moradabad, Rampur, Sambhal, Amroha, Bijnor

		Varanasi	Varanasi, Prayagraj, Jaunpur, Ghazipur, Azamgarh, Mau, Ballia, Gorakhpur, Deoria, Kushinagar, Maharajganj, Sant Kabir Nagar, Basti, Siddharthnagar, Mirzapur, Sonbhadra, Chandauli, Bhadohi, Gonda, Balrampur, Shravasti, Bahraich, Pratapgarh, Kaushambi, Fatehpur
Rajasthan	2	Jaipur	Jaipur, Ajmer, Alwar, Bharatpur, Dausa, Tonk, Kota, Bundi, Baran, Jhalawar, Bhilwara, Chittorgarh, Rajsamand, Udaipur, Salumber, Dungarpur, Banswara, Pratapgarh, Sawai Madhopur, Karauli, Khairthal-Tijara, Kotputli-Behror, Deeg, Didwana-Kuchaman, Neem Ka Thana, Gangapur City, Shahpura, Kekri, Pali, Sirohi, Jalore
		Bikaner	Bikaner, Sri Ganganagar, Hanumangarh, Churu, Nagaur, Jodhpur, Phalodi, Jaisalmer, Barmer, Balotra, Beawar, Anupgarh
North East Region	1	Guwahati	Entire Assam, Meghalaya, Arunachal Pradesh, Nagaland, Manipur, Mizoram and Tripura

Part B Targets of Super Stockiest

State Name	District	Category	Target (In crores)
Delhi NCR	Delhi	Ambient	90
		Fresh	125
		Ice cream	25
		Sweets	5
Haryana	Ambala	Ambient	40
		Fresh	30
		Ice cream	9
		Sweets	1
	Karnal	Ambient	40
		Fresh	30
		Ice cream	9
		Sweets	1
Uttarakhand	Dehradun	Ambient	13
		Fresh	10
		Ice cream	2.5
		Sweets	0.5
	Haldwani	Ambient	13
		Fresh	0
		Ice cream	2.5
		Sweets	0.5
Uttar Pradesh	Lucknow	Ambient	25
		Ice cream	9
		Sweets	1
	Varanasi	Ambient	25

		Ice cream	9
		Sweets	1
Rajasthan	Jaipur	Ambient	25
		Ice cream	9
		Sweets	1
	Bikaner	Ambient	25
		Ice cream	9
		Sweets	1
North East Region	Guwahati	Ambient	25
		Fresh	0
		Ice cream	0
		Sweets	0

Part - IV TECHNICAL BID PERFORMANCE
(A) Ambient Products

BIDDER PROFILE (To Be Filled By MILKFED)

Name of the Firm	
Address	
Telephone Number / Mobile	
Email id	
PAN no.	
GSTIN	
FSSAI No.	

Technical Evaluation shall be made on the parameters as defined hereunder:

S. No.	PARAMETERS	EVALUATION CRITERIA	MARKS	REMARKS
1	Total Experience in Dairy / FMCG Sector (in Years)	Below 3 years	0	
		03 Years – 05 Years	10	
		Above 05 Years	20	
2	Godown Storage Capacity (Own / Rented) (Attach Proof) (in sq. ft.)	5000 sq. ft.	3	
		5001-10,000 sq. ft.	6	
		10,001-& Above.	10	
3	Cold Storage Capacity (+ 4 °C) (Own / Rented) (Attach Proof) (in sq. ft.)	2000 sq. ft.	3	
		2001-3000 sq. ft.	6	
		3001-& Above.	10	
4	Average Turnover of Last completed 03 Years (in Crores)	Below 01 Crore	0	
		01 Crore – 1.99 Crores	3	
		02 Crores – 4.99 Crores	6	
		05 Crores & above	10	
5	Handling of Distributors and Retail Network (in Numbers)	Below 20 Distributor and 500 Retailer	4	
		21 – 50 Distributor and 501 - 1000 Retailer	7	

		Above 50 Distributor and 1000 Retailer	10	
6	Sales Team Strength (in Numbers)	01 or below	0	
		02 – 04	1	
		05– 08	3	
		09 & above	5	
7	Manpower Strength (Clerical and others) (in Numbers)	02 & Below	0	
		03 – 05	1	
		06 – 9	3	
		10 & above	5	
8	Vehicles for transportation Insulated (owned only)	NIL	0	
		01 – 02	3	
		03 & above	5	
9	Vehicles for transportation Refrigerated (owned only)	NIL	0	
		01 – 02	3	
		03 & above	5	
10	Financial Capability & Working Capital	Working capital of Rs. 5 crores to less than Rs. 10 crores	4	
		Working capital of Rs. 10 crores to less than Rs. 20 crores	7	
		Working capital of more than Rs. 20 crores.	10	
11	Geographic Reach	Existing Business covering below 33% of the applied area	4	
		Existing Business covering 33% to 66% of the applied area	7	
		Existing Business covering more than 66% of the applied area	10	

- Minimum marks to be scored for qualifying in the Financial Bid shall be 70 Marks.
- All the supporting Documents should be submitted for each technical evaluation parameter and should be duly self-attested.
- MILKFED reserves the right to constitute a committee or authorize its representatives to physically verify and cross-check the information,

documents, infrastructure, financial credentials, manpower, vehicles, warehouse facilities, and any other details submitted by the bidder. In the event that any information, declaration, document, or claim is found to be false, misleading, fabricated, suppressed, or materially incorrect at any stage of the tender process or during the tenure of appointment, MILKFED shall have the right to reject the bid or terminate the appointment forthwith, without any notice or compensation, and may also forfeit the Security Deposit and take any other action deemed appropriate under the terms of the Agreement to make good the loss and damage caused to Milkfed, if any.

Part - IV TECHNICAL BID PERFORMANCE
(B) Milk and Fresh Products

BIDDER PROFILE (To Be Filled By MILKFED)

Name of the Firm	
Address	
Telephone Number / Mobile	
Email id	
PAN no.	
GSTIN	
FSSAI No.	

Technical Evaluation shall be made on the parameters as defined hereunder:

S. No.	PARAMETERS	EVALUATION CRITERIA	MARKS	REMARKS
1	Total Experience in Dairy / FMCG Sector (in Years)	Below 3 years	0	
		03 Years – 05 Years	10	
		Above 05 Years	20	
2	Cold Storage Capacity (+ 4 °C) (Own / Rented) (Attach Proof) (in sq. ft.)	2000 sq. ft.	10	
		2001-3000 sq. ft.	15	
		3001-& above.	20	
3	Average Turnover of Last completed 03 Years (in Crores)	Below 01 Crore	0	
		01 Crore – 1.99 Crores	3	
		02 Crores – 4.99 Crores	6	
		05 Crores & above	10	
4	Handling of Distributors and Retail Network (in Numbers)	Below 20 Distributor and 500 Retailer	4	
		21 – 50 Distributor and 501 - 1000 Retailer	7	
		Above 50 Distributor and 1000 Retailer	10	

5	Sales Team Strength (in Numbers)	01 or below	0	
		02 – 04	1	
		05– 08	3	
		09 & above	5	
6	Manpower Strength (Clerical and others) (in Numbers)	02 & Below	0	
		03 – 05	1	
		06 – 9	3	
		10 & above	5	
7	Vehicles for transportation Refrigerated (+ 4 °C) (owned only)	NIL	0	
		01 – 03	5	
		04 & above	10	
8	Financial Capability & Working Capital	Working capital of Rs. 5 crores to less than Rs. 10 crores	4	
		Working capital of Rs. 10 crores to less than Rs. 20 crores	7	
		Working capital of more than Rs. 20 crores.	10	
9	Geographic Reach	Existing Business covering below 33% of the applied area	4	
		Existing Business covering 33% to 66% of the applied area	7	
		Existing Business covering more than 66% of the applied area	10	

- Minimum marks to be scored for qualifying in the Financial Bid shall be 70 Marks.
- All the supporting Documents should be submitted for each technical evaluation parameter and should be duly self-attested.
- MILKFED reserves the right to constitute a committee or authorize its representatives to physically verify and cross-check the information, documents, infrastructure, financial credentials, manpower, vehicles, warehouse facilities, and any other details submitted by the bidder. In the event that any information, declaration, document, or claim is found to be false, misleading, fabricated, suppressed, or materially incorrect at any stage of the tender process or during the tenure of appointment, MILKFED shall have the right to reject the bid or terminate the appointment forthwith, without any notice or compensation, and may also forfeit the Security Deposit and take any other action deemed appropriate under the terms of the Agreement to make good the loss and damage caused to Milkfed, if any.

Part - IV TECHNICAL BID PERFORMANCE

(C) Ice Cream

BIDDER PROFILE (To Be Filled By MILKFED)

Name of the Firm	
Address	
Telephone Number / Mobile	
Email id	
PAN no.	
GSTIN	
FSSAI No.	

Technical Evaluation shall be made on the parameters as defined hereunder:

S. No.	PARAMETERS	EVALUATION CRITERIA	MARKS	REMARKS
1	Total Experience in Dairy / FMCG Sector (in Years)	Below 3 years	0	
		03 Years – 05 Years	10	
		Above 05 Years	20	
2	Cold Storage Capacity (- 18 °C) (Own / Rented) (Attach Proof) (in sq. ft.)	2000 sq. ft.	10	
		2001-3000 sq. ft.	15	
		3001-& above.	20	
3	Average Turnover of Last completed 03 Years (in Crores)	Below 01 Crore	0	
		01 Crore – 1.99 Crores	3	
		02 Crores – 4.99 Crores	6	
		05 Crores & above	10	
4	Handling of Distributors and Retail Network (in Numbers)	Below 20 Distributor and 500 Retailer	4	
		21 – 50 Distributor and 501 - 1000 Retailer	7	
		Above 50 Distributor and 1000 Retailer	10	

5	Sales Team Strength (in Numbers)	01 or below	0	
		02 – 04	1	
		05– 08	3	
		09 & above	5	
6	Manpower Strength (Clerical and others) (in Numbers)	02 & Below	0	
		03 – 05	1	
		06 – 9	3	
		10 & above	5	
7	Vehicles for transportation Refrigerated (- 18 °C) (owned only)	NIL	0	
		01 – 03	5	
		04 & above	10	
8	Financial Capability & Working Capital	Working capital of Rs. 5 crores to less than Rs. 10 crores	4	
		Working capital of Rs. 10 crores to less than Rs. 20 crores	7	
		Working capital of more than Rs. 20 crores.	10	
9	Geographic Reach	Existing Business covering below 33% of the applied area	4	
		Existing Business covering 33% to 66% of the applied area	7	
		Existing Business covering more than 66% of the applied area	10	

- Minimum marks to be scored for qualifying in the Financial Bid shall be 70 Marks.
- All the supporting Documents and Photos should be attached and submitted for each technical evaluation parameter and should be duly self-attested.
- MILKFED reserves the right to constitute a committee or authorize its representatives to physically verify and cross-check the information, documents, infrastructure, financial credentials, manpower, vehicles, warehouse facilities, and any other details submitted by the bidder. In the event that any information, declaration, document, or claim is found to be false, misleading, fabricated, suppressed, or materially incorrect at any stage of the tender process or during the tenure of appointment, MILKFED shall have the right to reject the bid or terminate the appointment forthwith, without any notice or compensation, and may also forfeit the Security Deposit and take any other action deemed appropriate under the terms of the Agreement to make good the loss and damage caused to Milkfed, if any.

Part - IV TECHNICAL BID PERFORMANCE
(D) Sweets

BIDDER PROFILE (To Be Filled By MILKFED)

Name of the Firm	
Address	
Telephone Number / Mobile	
Email id	
PAN no.	
GSTIN	
FSSAI No.	

Technical Evaluation shall be made on the parameters as defined hereunder:

S. No.	PARAMETERS	EVALUATION CRITERIA	MARKS	REMARKS
1	Total Experience in Dairy / FMCG Sector (in Years)	Below 3 years	0	
		03 Years – 05 Years	10	
		Above 05 Years	20	
2	Cold Storage Capacity (+4 °C) (Own / Rented) (Attach Proof) (in sq. ft.)	2000 sq. ft.	10	
		2001-3000 sq. ft.	15	
		3001-& above.	20	
3	Average Turnover of Last completed 03 Years (in Crores)	Below 01 Crore	0	
		01 Crore – 1.99 Crores	3	
		02 Crores – 4.99 Crores	6	
		05 Crores & above	10	
4	Handling of Distributors and Retail Network (in Numbers)	Below 20 Distributor and 500 Retailer	4	
		21 – 50 Distributor and 501 - 1000 Retailer	7	
		Above 50 Distributor and 1000 Retailer	10	

5	Sales Team Strength (in Numbers)	01 or below	0	
		02 – 04	1	
		05– 08	3	
		09 & above	5	
6	Manpower Strength (Clerical and others) (in Numbers)	02 & Below	0	
		03 – 05	1	
		06 – 9	3	
		10 & above	5	
7	Vehicles for transportation Refrigerated (+4 °C) (owned only)	NIL	0	
		01 – 03	5	
		04 & above	10	
8	Financial Capability & Working Capital	Working capital of Rs. 5 crores to less than Rs. 10 crores	4	
		Working capital of Rs. 10 crores to less than Rs. 20 crores	7	
		Working capital of more than Rs. 20 crores.	10	
9	Geographic Reach	Existing Business covering below 33% of the applied area	4	
		Existing Business covering 33% to 66% of the applied area	7	
		Existing Business covering more than 66% of the applied area	10	

- Minimum marks to be scored for qualifying in the Financial Bid shall be 70 Marks.
- All the supporting Documents and Photos should be attached and submitted for each technical evaluation parameter and should be duly self-attested.
- MILKFED reserves the right to constitute a committee or authorize its representatives to physically verify and cross-check the information, documents, infrastructure, financial credentials, manpower, vehicles, warehouse facilities, and any other details submitted by the bidder. In the event that any information, declaration, document, or claim is found to be false, misleading, fabricated, suppressed, or materially incorrect at any stage of the tender process or during the tenure of appointment, MILKFED shall have the right to reject the bid or terminate the appointment forthwith, without any notice or compensation, and may also forfeit the Security Deposit and take any other action deemed appropriate under the terms of the Agreement to make good the loss and damage caused to Milkfed, if any.

PART V – SAMPLE FINANCIAL BID PERFORMA

(A) Ambient Products

The Bidders /Bidding Parties are required to quote their Commission Charges / Margins in percentage in the Separately attached Financial Bid Performa (Excel sheet / BOQ) only:

Commission / Margin in % basis on Ex-Factory Rate (Commission / Margin to be mentioned shall be exclusive of GST) *This Commission / Margin shall be including Handling Charges, Commission, and Storage cost, Manpower required for Super Stockist, Loading and Unloading expenses, Second Leg transportation, insurance, Electricity charges, Water charges, Stationary, Bank Charges and any other expenses at Super Stockist End.	_____ % Commission / Margin on the Ex- factory Rate
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Note: The Management of Milkfed reserves the right to further divide the proposed annual sales target into monthly targets, based on past performance data and seasonal trends of each product. Achievement of Such monthly bifurcation of sales targets shall be final and binding on the bidder.

Note:

- Bidders shall have to quote above said Commission / Margin in the Financial document as provided above.
- The Super Stockist shall only be given a fixed Commission / Margin (%) on Ex-Factory / MRP (as the case may be) (exclusive of GST), over and above Distributor and Retailer Margins on each product.
- The Distributor & Retailer margins shall vary for each Verka Product. However, The Distributor and Retailer Margins shall be applicable on same rates which are applicable to the existing Sales and Distribution Model of Milkfed

PART V SAMPLE FINANCIAL BID PERFORMA
(B) Milk and Fresh Products

The Bidders /Bidding Parties are required to quote their Commission Charges / Margins in percentage in the Separately attached Financial Bid Performa (Excel sheet / BOQ) only

Commission / Margin in % basis on Ex-Factory Rate (Commission / Margin to be mentioned shall be exclusive of GST) *This Commission / Margin shall be including Handling Charges, Commission, and Storage cost, Manpower required for Super Stockist, Loading and Unloading expenses, Second Leg transportation, insurance, Electricity charges, Water charges, Stationary, Bank Charges and any other expenses at Super Stockist End.	_____ % Commission / Margin on the Ex- factory Rate
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Note: The Management of Milkfed reserves the right to further divide the proposed annual sales target into monthly targets, based on past performance data and seasonal trends of each product. Achievement of Such monthly bifurcation of sales targets shall be final and binding on the bidder.

Note:

- Bidders shall have to quote above said Commission / Margin in the Financial document as provided above.
- The Super Stockist shall only be given a fixed Commission / Margin (%) on Ex-Factory / MRP (as the case may be) (exclusive of GST), over and above Distributor and Retailer Margins on each product.
- The Distributor & Retailer margins shall vary for each Verka Product. However, The Distributor and Retailer Margins shall be applicable on same rates which are applicable to the existing Sales and Distribution Model of Milkfed

PART V SAMPLE FINANCIAL BID PERFORMA
(C) Ice Cream

The Bidders /Bidding Parties are required to quote their Commission Charges / Margins in percentage in the Separately attached Financial Bid Performa (Excel sheet / BOQ) only

Commission / Margin in % basis on MRP (Commission / Margin to be mentioned shall be exclusive of GST) *This Commission / Margin shall be including Handling Charges, Commission, and Storage cost, Manpower required for Super Stockist, Loading and Unloading expenses, Second Leg transportation, insurance, Electricity charges, Water charges, Stationary, Bank Charges and any other expenses at Super Stockist End.	_____ % Commission / Margin on the MRP
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Note: The Management of Milkfed reserves the right to further divide the proposed annual sales target into monthly targets, based on past performance data and seasonal trends of each product. Achievement of Such monthly bifurcation of sales targets shall be final and binding on the bidder.

Note:

- Bidders shall have to quote above said Commission / Margin in the Financial document as provided above.
- The Super Stockist shall only be given a fixed Commission / Margin (%) on Ex-Factory / MRP (as the case may be) (exclusive of GST), over and above Distributor and Retailer Margins on each product.
- The Distributor & Retailer margins shall vary for each Verka Product. However, The Distributor and Retailer Margins shall be applicable on same rates which are applicable to the existing Sales and Distribution Model of Milkfed

PART V SAMPLE FINANCIAL BID PERFORMANCE
(D) Sweets

The Bidders /Bidding Parties are required to quote their Commission Charges / Margins in percentage in the Separately attached Financial Bid Performance (Excel sheet / BOQ) only

Commission / Margin in % basis on Ex-Factory Rate (Commission / Margin to be mentioned shall be exclusive of GST) *This Commission / Margin shall be including Handling Charges, Commission, and Storage cost, Manpower required for Super Stockist, Loading and Unloading expenses, Second Leg transportation, insurance, Electricity charges, Water charges, Stationary, Bank Charges and any other expenses at Super Stockist End.	_____ % Commission / Margin on the Ex- factory Rate
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Note: The Management of Milkfed reserves the right to further divide the proposed annual sales target into monthly targets, based on past performance data and seasonal trends of each product. Achievement of Such monthly bifurcation of sales targets shall be final and binding on the bidder.

Note:

- Bidders shall have to quote above said Commission / Margin in the Financial document as provided above.
- The Super Stockist shall only be given a fixed Commission / Margin (%) on Ex-Factory / MRP (as the case may be) (exclusive of GST), over and above Distributor and Retailer Margins on each product.
- The Distributor & Retailer margins shall vary for each Verka Product. However, The Distributor and Retailer Margins shall be applicable on same rates which are applicable to the existing Sales and Distribution Model of Milkfed

PART – VI (General Terms & Conditions)

SCOPE OF THE WORK:

The Punjab State Cooperative Milk Producers' Federation Ltd., commonly known as 'Milkfed' shall offer various Ambient and Frozen Milk Products under its brand name 'Verka' to the Super Stockiest on cash and carry basis for distribution and marketing of Verka Ambient and Long Shelf-Life Products, Milk & Fresh Milk Products and Frozen Milk Products in their authorized territory. The Super Stockiest will work with Milkfed for supply of Ambient and Long Shelf Life Products, Milk & Fresh Milk Products and Frozen Milk Products under brand name 'Verka' in their allocated areas and shall not supply Verka Products to unallocated areas.

The Super Stockists work includes the transportation of products from its own storage to distributor's storage location in their area of operation. Handling charges, incidental charges, leakages, profit margin, GST etc. are built up in Super Stockist's Margin / Commission. No separate claim by Super Stockists in respect of distribution expenses shall be entertained.

AUTHORIZED TERRITORY:

The appointed Super Stockiest shall be given assigned territory (Stations mentioned in Part III) for distribution and marketing of Verka Products. The area of marketing can be increased or decreased depending upon the performance of the Super Stockist, which will be assessed on periodic basis.

The Super Stockiest shall not deliver Verka products in the area of other Super Stockiest or Distributor (who is not its Distributor), without any written permission of Milkfed under which Super Stockiest is working. Super Stockiest shall not actively advertise or actively solicit orders for Supply of Verka Products outside its assigned territory.

Milkfed shall have full rights to restructure the territory (Station) as and when required, keeping in view the market potential & existing Super Stockiest performance. Any number of new Super Stockiest may be appointed in a particular territory (area), if the same is felt as per the requirement of that particular territory.

AREA OF OPERATION:

1. Initially, there will be a single appointment of Super Stockiest for a particular Station mentioned in Part III (predefined area).
2. The concerned Super Stockiest will be allotted the area as mentioned in the letter of appointment as **SUPER STOCKIST**. He may approach the parties located in the allotted area. The existing parties from the allotted territory, those who are already lifting Verka products from Milkfed / Milkfed Sale Units / Verka

Dairies who will be out of the purview of this agreement and he will have no objection if these parties' approach and lift the products directly from Milkfed and its affiliated Verka Dairies. Further on getting the orders from the Government Associations, he will have no objection in selling material directly by Milkfed, for the use of Government Associations, Institutions and Corporations in the territory allotted to him.

3. The Super Stockiest will furnish the offers to the parties with full information of the products including quantity, specifications, delivery schedule and packing. All the orders shall be procured on the condition of Milkfed. The buyer will not offer its own conditions to any dealer/party. All the orders shall be received directly in the name of 'Verka'. He will be responsible for collection of payment from distributors.
4. The Super Stockiest shall procure orders of Verka Products from Markets of allotted territory and make payment in advance to Milkfed for the procurement of the Milk and Milk Products as per his demand. The acceptance of order will be subject to availability of said product and priority of delivery at producing unit. He will locate the user of our products in inland market. It will be at the sole liberty of the Milkfed to accept the orders procured by him or not based on the viability of its execution and its suitability.
5. Milkfed would be at liberty to appoint Distributors / agents as per the requirement of the area, which shall not be objected by the Super Stockist. However, the sale operations through the appointment of dedicated distribution shall be the responsibility of the Super Stockiest for all intent and purpose.
6. Milkfed shall supply the Verka Products depending upon the availability of Product and vehicle. The successful bidder shall give demand to the concerned dispatching Dairy/Unit of Milkfed well in advance.

SCOPE OF SALES AND TARGET ACHIEVEMENT:

The sales targets assigned to the Super Stockist under this Agreement shall be applicable exclusively to the General Trade (GT) channel. The Super Stockist shall not, either directly or indirectly, undertake, solicit, service, supply, or fulfill orders for any other sales channels, including but not limited to Institutional Sales, Modern Format Stores (MFS), Quick Commerce (Q-Commerce), Electronic Commerce (E-Commerce), Marketplace platforms, Key Accounts, Direct-to-Customer (D2C), corporate accounts, government institutions, or any other trade partners or distribution channels not expressly authorized in writing by Milkfed.

Accordingly, any sales, supplies, or business generated through such excluded channels shall not form part of the Super Stockist's scope of operations, shall not be considered for achievement of the assigned sales targets, and shall not create any

entitlement, claim, commission, incentive, or credit in favor of the Super Stockist. The Company reserves the exclusive right to appoint separate distributors, channel partners, or service providers for such excluded channels without any objection, claim, or compensation payable to the Super Stockist.

INSURANCE:

The expenditure incurred towards insurance of the goods stored in the godown and during the second leg of transportation shall be the sole responsibility of the Super stockiest and shall be borne entirely by the Super stockiest.

PAYMENT TERMS:

Payment for each consignment of supply of milk and milk products shall be deposited in advance by the Super stockiest with the dispatching Verka Dairy/Milkfed Unit through approved accounting procedures of Milkfed. The stock demanded by the Super stockiest shall be dispatched only after confirmation of receipt of payment by the concerned dispatching Dairy/Milkfed Unit. All purchases by the Super Stockiest shall strictly be made against advance payment only.

DELIVERY:

The delivery of material shall be affected at the earliest possible time, subject to the availability of suitable and appropriate transportation arrangements. However, Milkfed shall make every reasonable effort to adhere to the mutually agreed delivery schedule as finalized from time to time. The Super Stockiest shall be supplied milk and milk products at only one designated delivery location, which shall remain fixed for the entire tenure of the Agreement. The delivery point shall strictly be within the allotted station city.

Milkfed reserves the right to change the place of delivery to any other location, including outside the allotted station city, as it may deem fit, subject to mutual agreement with the Super Stockist.

The transportation cost, transit insurance, toll taxes, and other incidental or auxiliary expenses, if any, up to the Super Stockist's storage godown (place of delivery), shall be borne by Milkfed.

Milkfed may also affect delivery at any other place of delivery, either on its own discretion or upon receipt of a written request from the Super Stockist. However, the final decision regarding any change in the place of delivery shall vest solely with Milkfed, and the Super Stockiest shall comply with such decision.

STORAGE TERMS:

1. The Super Stockiest shall maintain a minimum storage space of 5000 sq. ft. for stocking Verka Ambient products and minimum 2000 sq ft (+4 degree Celsius) cold store for Milk and fresh products and minimum 2000 sq ft (-18 degree Celsius) cold store for Ice cream and sweets.
2. Authorized representatives of Milkfed may inspect the storage space/godown of the Super Stockiest at any time to ensure that the facility meets the prescribed storage requirements for Verka products.
3. Replacement of products on account of leakage, damage, or quality complaints shall be provided to the Super Stockiest in accordance with the Replacement Policy of Milkfed, as applicable to General Trade and as amended from time to time. Milkfed reserves the right to alter, modify, or amend any provisions of the Replacement Policy as deemed necessary.
4. The value of replacement/expiry products permissible per month shall be governed by the approved Replacement Policy of Milkfed. The Super Stockiest may claim such amount after returning the products to Milkfed and raising a credit note for the same, and shall pass on the corresponding benefit to the distributors/retailers served by him.
5. Any expired or damaged product detected at the time of delivery at the Super Stockist's premises may be returned immediately after capturing photographic evidence and informing the concerned Milkfed officials in writing. The value of such goods shall either be adjusted in the next order or the equivalent quantity shall be supplied in the subsequent dispatch.
6. The storage space/godown shall be equipped with fire safety equipment such as fire extinguishers, and regular pest control activities shall be carried out by the Super Stockist. All expenses in this regard shall be borne by the Super Stockist. The Super Stockiest shall provide Milkfed with complete details regarding the facilities related to this agreement, including particulars of the office, storage space, manpower, security arrangements, and any other statutory compliances as may be required by Milkfed.
7. The Super Stockiest shall maintain adequate inventory levels at all times to ensure that market demand is met smoothly and in a timely manner.

TRANSPORTATION:

Materials shall be delivered on F.O.R. destination basis at a single delivery point, for Ambient & Long Shelf Life Products, Frozen and Sweets, which shall be mutually fixed, specifically at the godown of the Super Stockist.

In the event that any shortage, leakage, damage, or other issue is not duly endorsed on the GRN and communicated in writing to Milkfed / Dispatching Dairies at the time of delivery, the Super Stockiest shall be fully responsible for the same. In such cases, Milkfed / Dispatching Dairies shall not be liable at any point of time for such lapses.

However In case of Milk & Fresh Milk Products, if the Super Stockist intends to engage its own vehicles for lifting Milk, Fresh Products or any other category of products from the concerned Dispatching Dairy, the same may be permitted with the approval of Milkfed. In such cases, transportation charges shall be reimbursed by the concerned Milkfed Unit/Dispatching Dairy as per the prevailing TCD policy in force at the time of lifting, subject to compliance with the prescribed conditions and verification by the concerned Milkfed Unit/Dispatching Dairy. The decision of Milkfed in this regard shall be final and binding upon the Super Stockist.

The Super Stockiest shall be responsible for carefully verifying and checking the quantity and physical condition of the Verka products before taking delivery. Any shortage, leakage, damage, or other discrepancy shall be clearly endorsed on the Goods Receipt Note (GRN) at the time of receipt, and the same shall be immediately intimated in writing to Milkfed / Dispatching Dairies.

SECOND LEG TRANSPORTATION:

1. The Super Stockiest shall arrange for the transportation to all the stations within its allocated Territory, where the stocks of Verka Products are to be dispatched /delivered to the distributors at his own cost and responsibility.
2. The Super Stockiest shall arrange to supply Verka Products through insulated / refrigerated vehicles as per the requirement / Specifications of the respective Product.
3. The super stockiest will allow the authorised representatives of Milkfed to travel with the vehicle, as and when required.
4. Super stockiest shall purchase and manage Empty crates / trays / any other Packing Material which are required during transportation as well as during storage at the godown. The super stockiest shall ensure that the supply shall not be affected at any point of time due to shortage of trays/crates/etc.
6. Any Entry tax/ Toll tax or any other tax/ levy/ Parking Fees/ Insurance during transportation of Verka Products from Super Stockiest Godown to the destination of the Distributors will be borne by the Super Stockist.

GENERAL TERMS AND CONDITIONS:

1. Milkfed reserves the right to dispatch or deliver products directly to CSD, e-commerce, quick commerce platforms, or any other sales channels, without routing the supplies through the Super Stockist.
2. The Super Stockiest shall ensure proper storage of Verka products and maintain inventory in a manner that facilitates dispatch of stock strictly on a First-In-First-Out (FIFO) basis.
3. The Super Stockiest shall extend full cooperation to Milkfed in obtaining any trade licenses, registrations, or approvals required from the concerned authorities from time to time. The Super Stockiest shall also ensure compliance with pest control and other hygiene-related requirements as prescribed by the relevant authorities.
4. The Super Stockiest shall comply with all applicable food safety regulations and statutory taxation requirements, including but not limited to GST, as mandated by the concerned government agencies from time to time. The Super Stockiest shall adhere to all relevant statutory rules and regulations issued by the Government of India and the concerned State Government and shall keep Milkfed indemnified against any consequences arising from non-compliance or lapses on the part of the Super Stockist. Milkfed shall not be liable for any obligations or liabilities arising due to any act of omission or commission on the part of the Super Stockist.
5. The appointed party shall obtain and maintain all necessary licenses, approvals, and permits required for performing its obligations as a Super Stockiest under this Agreement and shall ensure that such approvals remain valid throughout the tenure of the Agreement.

TENURE:

The tenure of the Super Stockiest shall initially be for a period of ten (10) years, commencing from the date of issuance of the appointment order by Milkfed, and shall remain in force unless terminated in writing in accordance with the terms and conditions of the Agreement.

SECURITY DEPOSIT AND PERFORMANCE BANK GUARANTEE

The EMD of the appointed Super Stockiest of **Rs. 10,00,000/- (Rupees Ten Lakh only)** shall be converted as Security amount. The Security amount shall be in addition to the Performance Bank Guarantee equivalent to 2% of the Annual Business Target Turnover required under this Agreement.

The Security amount shall be retained by Milkfed as security for due performance of the obligations of the Super Stockiest under the Agreement and may be adjusted, wholly or partly, against any amount recoverable from the Super Stockist.

The Security amount shall be refunded upon expiry, termination or closure of business with Milkfed, subject to settlement of all accounts, recovery of outstanding dues and fulfilment of all contractual obligations by the Super Stockist. No interest shall be payable on the Security Deposit.

In addition to the Security amount, the successful bidder shall furnish a **Performance Bank Guarantee equivalent to 2% of the Annual Business Target Turnover** allotted to the Super Stockiest as specified in **Part-III(B)** of the Tender Document.

The Performance Bank Guarantee shall be submitted before commencement of business operations and shall be maintained continuously throughout the tenure of the Agreement.

Since the Agreement is for a period of **ten (10) years**, the Super Stockiest shall ensure that the Performance Bank Guarantee remains valid at all times during the entire contractual period and for a further period of six (6) months as claim period, after expiry or termination of the Agreement. Wherever the validity of the Bank Guarantee expires during the tenure of the Agreement, the Super Stockiest shall renew or furnish a fresh Bank Guarantee at least sixty (60) days prior to its expiry so as to ensure uninterrupted validity.

Failure to renew, replace or maintain the prescribed Performance Bank Guarantee during the tenure of the Agreement shall constitute a material breach of the Agreement and Milkfed shall have the right to suspend supplies, withhold payments, terminate the Agreement, forfeit the Security Deposit and take such other action as deemed appropriate.

Milkfed shall have the right to invoke, encash or appropriate the Performance Bank Guarantee, wholly or partly, in the event of breach of any terms and conditions of the Agreement, non-achievement of prescribed performance parameters, non-payment of dues, recovery of losses suffered by Milkfed, or any other default on the part of the Super Stockist.

NOMINAL MEMBERSHIP FEES

The Super Stockiest shall also be required to become a nominal member of Milkfed by paying a non-refundable nominal membership fee of Rs. 1,000/- through a Demand Draft drawn in favour of "The Punjab State Cooperative Milk Producers' Federation Ltd." payable at Chandigarh.

It is further clarified that the Super Stockist, being a nominal member, shall not be entitled to participate in the General Body Meetings or other proceedings of the

Federation. The Agreement executed with the Super Stockiest shall be governed by the provisions of the Punjab Cooperative Societies Act, 1961 and the Punjab Cooperative Societies Rules, 1963, as amended from time to time.

COMMISSION / MARGIN:

The Super Stockiest shall be entitled only to a fixed Commission / Margin (%) on the Ex-Factory price or MRP price as the case may be in the Financial Bid performa (exclusive of GST), over and above the applicable Distributor and Retailer margins for each product. The said Commission / Margin (%), as finalized through the tender process, shall be specified in the Appointment Order issued to the Super Stockist. No separate or additional claim in respect of distribution or allied expenses shall be entertained at any stage thereafter.

The aforesaid Commission / Margin shall be inclusive of all expenses at the Super Stockist's end, including but not limited to handling charges, commission, storage costs, manpower expenses, loading and unloading charges, second-leg transportation, insurance, electricity charges, water charges, stationery, bank charges, and any other incidental or operational expenses.

The Distributor and Retailer margins shall vary for each Verka product. However, such Distributor and Retailer margins shall be applicable at the same rates as prevailing under the existing sales and distribution model of Milkfed.

The detailed template and illustrative calculation of the rate structure (i.e., the formula to be derived to arrive at the MRP) for determining the Super Stockist's Commission / Margin has already been illustrated above.

TERMINATION:

That during the period of the agreement, in the event the Super Stockiest intends to discontinue the arrangement, he shall give a prior written notice of forty-five (45) days to Milkfed. Upon such termination, all accounts between the parties shall be finally settled and adjusted within a period of forty-five (45) days. The Super Stockiest shall furnish all requisite documents, data, and information as may be required by Milkfed for the purpose of settlement of accounts. It is expressly clarified that, upon such termination, Milkfed shall not be liable in any manner whatsoever for any compensation, reimbursement, market settlement, indemnification, or for any expenditures, investments, leases, or commitments made by the Super Stockiest under this Agreement.

Milkfed reserves the right to terminate the Agreement or to alter the area of operation of the Super Stockiest by giving thirty (30) days' written notice, without assigning any reason and without requiring the consent of the Super Stockist.

At the time of termination or expiry of the Agreement, Milkfed shall have the right to adjust the Security Deposit against any recoverable dues or liabilities of the Super Stockiest as provided under the terms of the Agreement.

The following events shall constitute material breaches and may be treated as major triggers for termination of this Agreement/Contract by Milkfed:

1. Non-payment of any dues pertaining to Verka products supplied to the Super Stockist, in accordance with Milkfed's prevailing regulations and policies.
2. Non-performance or failure to achieve agreed performance standards.
3. Unauthorized entry into the designated territory of another assignee or Super Stockiest of Milkfed for the sale of Verka products.
4. Misconduct or misbehaviour with employees of Milkfed, retailers, customers, or any other party associated with the growth and business interests of Milkfed and its affiliates.
5. Sabotaging or causing damage to Milkfed's assets, property, advertising/promotional and/or branding materials; spreading negative or defamatory statements about Milkfed, its products, or employees; or misuse of Milkfed's intellectual property in any manner.
6. Ignoring, violating, or overriding any terms, conditions, policies, or regulations of Milkfed, as may be amended or made effective from time to time.
7. Breach of any provision of this Agreement, or being found guilty of misconduct or negligence in the discharge the work order as per the terms and condition of the agreement.
8. Declaration of insolvency or initiation of bankruptcy proceedings by or against the Super Stockist.
9. Overcharging distributors beyond the rates prescribed by Milkfed.
10. Sale of products outside the designated area of operation.
11. Engagement in acts prejudicial to the business interests of Milkfed.
12. Violation of statutory obligations, non-payment of statutory dues, or non-compliance with applicable laws and the terms of this Agreement.
13. Engagement in the sale, promotion, or distribution of products of competitors.
14. Breach of trust and confidentiality, including disclosure or divulgence, during the tenure of this Agreement, of any trade secrets, manufacturing processes,

technical information, marketing data (such as lists of distributors and retailers, sales details, etc.), or any other confidential information relating to the business affairs of Milkfed and its affiliated units, except where disclosure is required by law.

15. Failure to start the work within 15 days of issue of work order.

PERFORMANCE EVALUATION:

Milkfed shall evaluate the performance of the Super Stockiest on a quarterly and annual basis against the turnover targets assigned by Milkfed.

The performance of the Super Stockiest shall be assessed on the basis of turnover achievement, category-wise sales performance, market development, distributor expansion, retail expansion and other parameters as may be prescribed by Milkfed from time to time.

The performance-linked incentive/penalty shall be applicable as under:

a) In the event the Super Stockiest fails to achieve the annual turnover target assigned by Milkfed, a penalty equivalent to **2% of the value of the unachieved turnover target** shall be recoverable by Milkfed from the Super Stockist.

b) In the event the Super Stockiest achieves turnover in excess of the annual turnover target assigned by Milkfed, an incentive equivalent to **2% of the value of the additional turnover achieved over and above the assigned target** shall be payable by Milkfed, subject to verification and approval by the competent authority.

Failure to meet the prescribed performance benchmarks for two (02) consecutive quarters shall constitute grounds for termination of the Agreement at the sole discretion of Milkfed.

TAXATION LIABILITIES:

The Super Stockiest shall agree to deposit the GST / TDS or any other tax liability arising on account of sale / purchase of Verka Products and shall submit a certified copy of GSTIN Return on regular basis to the concerned office. In case of non-deposit of Govt. tax / any other applicable statutory levies / Govt. late fees or Penalty, if any, by Super Stockist, Milkfed shall be at liberty to recover the same amount from Super Stockiest and to deposit the same with the Govt Department. The Super Stockiest shall produce the documents required by Milkfed, as and when required.

GENERAL TERMS AND CONDITIONS AND BRIEF SCOPE OF WORK:

1. That the Super Stockiest shall appoint distributors for increasing the reach of Verka Milk & Milk Products in allotted area.

2. That the Super Stockiest shall add retail counters, institutions, HoReCa for product availability and sale augmentation.
3. That the Super Stockiest shall arrange for godown for storage of Verka Milk & Milk Products as per the Standard Operating Procedure of Milkfed along with required cold chain arrangements.
4. That the Super Stockiest is required to have knowledge of Modern Technology like computer, internet, MS Office, PDF, etc. for efficiency in communication and distribution process.
5. That the Super Stockiest shall arrange and store minimum 15 days paid stock in its godown.
6. That the Super Stockiest shall procure orders of Verka Milk Products from Markets of allotted territory and make payment in advance to Milkfed for the procurement of the same. The invoice amount will be transferred to the Milkfed / its Verka Dairies / Units account in advance through NEFT/ RTGS/ IMPS/ electronic transfer/ UPI/ cheque / Demand Draft only. If the amount transferred is less than the Invoice amount then the demand will automatically be deducted by the Milkfed without informing the Super Stockiest and only the resultant product equivalent in value to the transfer amount will be sent at Super Stockiest premises. All the banking charges will be borne by the Super Stockiest.
7. That the Super Stockiest shall do periodical servicing of enrolled retail outlets, institutions, HoReCa as per the beat/route plan.
8. That the Super Stockiest shall impart distributor and retail margin as per the approval of Milkfed in the matter.
9. That the Super Stockiest shall arrange for logistics/ transportation for timely & indented delivery of stocks to distributors/retailers, institutions & HoReCa
10. That the Super Stockiest shall arrange for the Open Marine Insurance Policy for giving insulation to the FOR delivery to distributors/retailers, institutions & HoReCa
11. That the Super Stockiest shall extend replacement of damaged stocks to Distributors as per Milkfed approved Replacement Policy, to be applicable from time to time.
12. That the Super Stockiest shall extend trade load incentives/schemes to trade channel partners from time to time as per the policy of Milkfed.

13. That the Super Stockiest shall achieve the envisaged sales targets for the territory to be fixed by Milkfed from time to time.
14. That the Super Stockiest shall impart timely information of competitors to Milkfed regarding competitive activity operational in territory allotted.
15. That the Super Stockiest shall provide Milkfed with the sales data of each territory in respect of Distributors, Retail, Institutions and HoReCa etc.
16. That the Super Stockiest shall deploy regular sales force for regular visit to the allotted markets of the territory
17. That the Super Stockiest shall participate in various Social Functions, Festivals, Events etc. on behalf of Milkfed
18. That the Super Stockiest shall be required to do any market activity for sale and trade promotion as shall be desired and required by the Milkfed on time to time basis, for the new launch or any other activity in close coordination with the Milkfed.
19. Milkfed agrees to deliver at the premises of the Super Stockiest such goods as the Milkfed considers appropriate and requisite and the Super Stockiest agrees to accept the said goods upon the terms hereinafter set forth.
20. The Super Stockiest agrees to keep the goods so delivered with reasonable care at appropriate place and for Milk Products and other allied long shelf life products required.
21. That the Super Stockiest shall secure orders and transport/supply the Milk Products of the Milkfed to the best of its ability and push the sale thereof in the market to the best Advantages of the Milkfed.
22. That the Super Stockiest shall affect the sale of Milk products of the Milkfed at prices and upon terms and conditions, as laid down by the Milkfed from time to time.
23. That the Milkfed shall provide to the Super Stockist, the Sales Publicity items for promoting sales as per Milkfed's terms and requirements.
24. That Milkfed shall allow the Super Stockiest Margin per liter/KG on invoice price to the Super Stockiest to arrive at selling price of Milk Products or at the rates as amended from time to time, on the sale affected by them.

25. The invoice will be in the name of the Super Stockiest and for all the parties, under Super Stockiest Challan will be provided by the Milkfed party-wise.
26. The rentals for the premises used by Super Stockiest, the electricity bill, expenses for Maintenance, cleanliness, Pest Control, Insurance and other requirements for the operation and running of premises will be borne by the Super Stockiest himself and the Milkfed will have no bearing on same.
27. Milkfed may provide sales staff for making and maintaining sales network as it may deem necessary. Milkfed may also appoint an official to look after the work of Sales & Distribution at Super Stockiest end. The Super Stockiest shall allow him to manage Verka related Sales and Distribution operations in its allotted territory. This official may be assigned to one or more than one Super Stockist, as Milkfed may deem necessary, the Super Stockiest shall have to abide by the same.
28. The 2nd leg transport and expenses incurred by Super Stockiest (loading, unloading etc.) for transporting goods from Super Stockiest godown to distributor/ whole seller / retailer will be borne by the Super Stockiest and will have no binding on the Milkfed.
29. The Super Stockiest will have to achieve monthly / quarterly / yearly targets as assigned and will increase the sales as deemed necessary by Milkfed, based on the market potential of the territory. Targets will be fixed by Milkfed, which may be revised as and when required. The Super Stockiest shall have to achieve the given targets. The performance of the Super Stockiest will be reviewed from time to time.
30. That the disputes or differences of any kind, whatsoever, arising out of or in connection with this agreement between the parties, shall be resolved through mutual discussions and understanding by the authorized representatives of both the parties.
31. That if the parties are unable to resolve the dispute mutually as mentioned then the dispute arising thereof would be settled by the arbitrator which by default would be appointed by Milkfed.
32. That the mutual obligation of the parties shall stand suspended when either party is subject to force majeure, which can be termed as tempest, earthquakes, floods or any other act of God.
33. That all disputes shall be subjected to jurisdiction at Chandigarh, only.

34. That this agreement shall be executed in duplicate. The original shall be retained by the Milkfed and duplicate by the Super Stockiest.
35. Nothing contained in this agreement shall constitute or be deemed to constitute a partnership between the Parties and no Party shall hold himself out as an agent for the other Party except with the express prior written consent of the other party.
36. Super Stockiest shall sell Products in the brand name of "Verka" to the distributors and institutions at the rate fixed by Milkfed from time to time and the Super Stockiest in turn shall supply the products to distributor point in their designated area on the distributor's price on FOR basis, as fixed by Milkfed from time to time.
37. Milkfed shall have liberty to introduce new products & Milkfed may ask super Stockiest to distribute the products through existing arrangement to distribution or alternatively Milkfed may appoint separate Super Stockiest / Distributor for the new products, the decision of sale through alternative channel is not challengeable by the super stockiest.
38. Milkfed shall have the right to inspect the office premises of their Super Stockist, including books of accounts, inventory/ stock register from time to time and also have the right to inspect the distribution vehicles and supply points of the Super Stockiest at any time to ensure the quality/ quantity of products supply operations and for necessary to adhere to the agreed terms and conditions.
39. Milkfed shall ask Super Stockiest to redress the complaints and queries of the distributors and consumers through established mechanism and may ask Super Stockiest to submit the compliance sheet from time to time.
40. Milkfed reserves the right to modify, amend and allot the Super Stockiest territory or transport matrix and delivery point before and or after commencement of business operations if it is in the business interest of Milkfed and or with a view to facilitate the distribution of products in smooth way.
41. Milkfed shall be at liberty to cancel the offer of assignment if the bidder fails to make security deposit, arrange proper storage space, deployment of vehicles and readiness of distribution and execution of agreement as stipulated in terms of offer and to assign to other interested bidder.
42. Milkfed shall be at liberty to alter, modify and amend the any terms and conditions of this agreement and/or new clauses shall be added through an amendment and same shall be intimated to the Super Stockiest which will be considered part of the agreement.

43. If any term and condition, which has not been deliberated and required to be incorporated at a later stage, should be mutually discussed and decided. However, Milkfed should be at liberty to incorporate it and should have the final say in the matter.
44. Milkfed shall be at liberty to cancel the assignment or terminate the agreement or impose the penalty as per the termination and penalty clause of this tender.
45. Milkfed may make a claim seeking indemnification for any loss or claim arising to Milkfed due to actions taken by the Super Stockiest during the period and execution of the agreement
46. The Super Stockiest shall extend all the facilities to enable the Milkfed's representatives to check, verify and, inspect stock on all working days.
47. The Super Stockiest shall take all possible steps to maximize sales and engage its field force to help organize effective marketing of Verka Milk and Milk Products.
48. The Super Stockiest shall observe and comply with all applicable laws, ordinances notification, rules, regulations, legislative or other enactments or modifications thereof as may be in force from time to time applicable to it relating to or in any way pertaining to this Agreement.
49. Milkfed has sole right to decide the rate revision of any Verka Products being supplied to the Super Stockiest without prior intimation, from time to time keeping in view the market trends & other input costs. Milkfed will intimate the rates revision (whenever it is affected) to the Super Stockiest and the Super Stockiest has to abide by the same.
50. The Super Stockiest shall undertake that it shall not sell Verka Products to clients at prices more than the one fixed by Milkfed, from time to time. The Super Stockiest shall provide F.O.R. delivery to Distributors within its area of limit.
51. The Super Stockiest shall undertake that there shall be no tempering of the products supplied by Milkfed and in case of any such tempering he will be liable for all consequential action of the Milkfed.
52. Super Stockiest shall accept the Tender NIT and Terms mentioned in Tender Document regarding the appointment of Super Stockiest in which it has been given appointment.

53. That in the event of any wrong declaration, if detected at any point of time MILKFED shall be at liberty to terminate the assigned job to the party without any communication in the matter and without being prejudiced.
54. The bidder must meet the minimum technical requirements as prescribed in the technical bid performa.
55. The Super Stockiest shall be required to cater to the existing distributor network where currently operational & shall further appoint more number of distributors in the allotted territory.

NO THIRD PARTY AGENT:

The Super Stockiest shall not sell, distribute, sub-license, or otherwise deal in Milkfed's products through any third party (other than the duly appointed distributors of Milkfed within the designated territory) without obtaining prior written consent from Milkfed.

It is expressly clarified that this Agreement is purely a commercial arrangement and shall not be construed as a contract of employment. The Super Stockiest shall not act as an agent, servant, employee, or representative of Milkfed in any capacity. The Super Stockiest shall sell Milkfed's products on its own behalf and as the owner of the said Verka products after purchase and shall be responsible for any deviations in this regard.

Accordingly, the Super Stockiest shall not be entitled to any rights, privileges, or benefits applicable to employees of Milkfed under its service rules or policies. The Super Stockiest shall also not raise or dispute any claim relating to employment or agency in any court of law or before any authority.

BREACH OF TRUST:

Super Stockiest shall not at any time during the continuation of this Agreement or thereafter disclose or divulge to any person any trade secret, manufacturing process, technical information, marketing data like list of distributors and retailers, details of sales etc. or any other information, confidential or otherwise concerning the business affairs of the Milkfed and its affiliated units or any of its dealings or transpiration which may have come to his knowledge under this agreement except which is required under law to be disclosed by the Super Stockist.

INDEMNITY:

Super Stockiest shall indemnify the Milkfed against all claims, losses, damages, expenses or other legal proceeding, if any, caused by the negligence, breach of this

Agreement or breach of any rules, regulations laws or statutory provisions committed by the Super Stockist.

FORCE MAJEURE:

1. The Super Stockiest shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it is delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
2. For the purposes of this Clause, "Force Majeure" means an event beyond the control of the Super Stockiest and not involving the Super Stockist's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Milkfed in its either sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. Force Majeure shall not include financial inability, shortage of funds, failure of manpower, failure of suppliers or contractors, market conditions or any other circumstance attributable to the Super Stockiest.
3. If a Force Majeure situation arises, the Super Stockiest should promptly notify the Milkfed in writing of such conditions and the cause thereof. Unless otherwise directed by the Milkfed in writing, the Super Stockiest should continue to perform its obligations under the Contract as far as is reasonably practicable, and should seek all reasonable alternative means for the performance not prevented by the Force Majeure event. If the Force Majeure event continues for a period exceeding thirty (30) days, Milkfed shall have the right, without any liability towards the Super Stockiest, to suspend supplies or terminate the Agreement by written notice.

ARBITRATION CLAUSE:

1. In case of any dispute arising out of any contract, the same shall be referred to the Managing Director of the Federation for arbitration. In case the Managing Director of the Federation is acting as a competent authority for finalization of the tender, then any such dispute shall be referred to Registrar, Cooperative Societies for dispute resolution by him or by his nominee. The decision of the Managing Director or the R.C.S. Punjab or his nominee shall be final and binding on both the parties. The provision of the Arbitration and Conciliation Act 1996 and the Punjab Cooperative Societies Act 1961 as amended up to date whichever may be applicable shall apply to arbitration proceedings which shall be held at Chandigarh only.
2. The jurisdiction of the Agreement with the successful tenderer would vest with the Court situated at Chandigarh only.

PART – VII (APPLICATION FORM)
General Details (A)

S. No.	Particulars	To be filled in by Applicant
1.	Name of the party (in capital letters)	Date of Commencement of Business: _____
2.	Station Applied for	
3.	Type of Organization (Please tick)	☐ Proprietorship ☐ Partnership Firm ☐ Company ☐ Others (Please Specify _____)
4.	Name of Proprietor / Partners / Authorized Signatory (in capital letters) With Pan no. and Aadhaar No.	
5.	PAN no. of Organization	
6.	GSTIN of Organization	
7.	FSSAI Lic. No. (with expiry date)	
8.	Registered Address (in capital letters)	_____ _____ _____ City _____ State _____ Pin _____
9.	Correspondence Address (in capital letters)	☐ Same as Registered Address _____ _____ _____ City _____ State _____ Pin _____
10.	Contact Details	

		Landline: Mobile: Email ID:																																												
11.	Current Business (Please provide existing business details)																																													
12.	Assets i) Office & Godown (please also specify whether owned & rented) ii) Manpower iii) Other Assets (Computer, Printer, etc.)																																													
13.	Transport Facilities	<table border="1"> <thead> <tr> <th>Type of Vehicle (model name)</th> <th>Year of Mfg.</th> <th>Loading Capacity</th> <th>Whether insulated or not</th> <th>Whether Refrigerated or not</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Type of Vehicle (model name)	Year of Mfg.	Loading Capacity	Whether insulated or not	Whether Refrigerated or not																																							
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14.	Experience in FMCG Sector (if any)	(Please provide company details and attach copy of old Invoices for proof of Experience)				
15.	Turnover (in INR) (Please attach CA certified 02 FY Balance Sheets from last 3 Financial Years)	FY 2025-26: FY 2024-25: FY 2023-24:				
16.	Are you dealing in Fresh Milk and Milk Products, Ambient Products, Frozen products and Sweets of any other Brand? (if yes, please give details)					
19.	Signed and Stamped copy of Complete Terms and Conditions Document (NIT)	Whether attached: Yes / No				
20.	Declaration letter for not being black listed/debarred on Company's firm letter head duly signed, stamped and Notary Attested.	Whether attached: Yes / No				

General Details (B)

Sr. No.	Particulars of Documents (As per Part – II (Notice Inviting Tender Instructions))	Attached (Yes/No)	Page No. / Annexure no.	REMARKS
1.	Copy of GST Certificate, duly self-attested and stamped			
2.	Copy of FSSAI License, duly self-attested and stamped			
3.	Copies of Balance Sheets for the last two years, duly certified by a Chartered Accountant (CA)			
4.	Copies of ITR Acknowledgements for the last two years			
5.	Copy of PAN Card of Individual / Firm / Organization, duly self-attested and stamped			
6.	Copy of Aadhaar Card of Individual / Proprietor / Partner(s) / Authorized Signatory, as applicable, duly self-attested and stamped			
7.	Copy of Partnership Deed / Memorandum of Association (MOA) / Articles of Association (AOA), as applicable			
8.	Copy of Registration Certificate			
9.	Transaction Details / Proof of payment of Tender Fee and Earnest Money Deposit (EMD) through the website			
10.	Power of Attorney on the firm's letterhead authorizing the person signing the application form, wherever applicable			
11.	Photographs of Godown Space and Office Location, along with a copy of the Property Registry and/or Agreement with the Owner of the Land/Premises			

12.	Copies of Registration Certificates of Distribution Vehicles			
13.	Any other relevant documents / information required under the tender document or notified through a corrigendum			
14.	Any additional documents / information sought by Milkfed for clarification during the evaluation of the tender, if applicable			

(Signature of Bidder /
Authorized Representative
with seal)

Date :

Name :

Place :

Designation:

Contact Details:

TECHNICAL EVALUATION – CHECKLIST OF SUPPORTING DOCUMENTS**(A) Ambient Products**

S. No.	PARAMETERS	Attached (Yes/No/NA)	Page No. / Annexure no.	REMARKS
1	Total Experience in Dairy / FMCG Sector (in Years)			
2	Godown Storage Capacity (Own / Rented) (Attach Proof) (in sq. ft.)			
3	Cold Storage Capacity (+ 4 °C) (Own / Rented) (Attach Proof) (in sq. ft.)			
4	Average Turnover of Last completed 03 Years (in Crores)			
5	Handling of Distributors and Retail Network (in Numbers)			
6	Sales Team Strength (in Numbers)			
7	Manpower Strength (Clerical and others) (in Numbers)			
8	Vehicles for transportation Insulated (owned only)			
9	Vehicles for transportation Refrigerated (owned only)			
10	Financial Capability & Working Capital			
11	Geographic Reach			

TECHNICAL EVALUATION – CHECKLIST OF SUPPORTING DOCUMENTS**(B) Milk and Fresh Products**

S. No.	PARAMETERS	Attached (Yes/No/NA)	Page No. / Annexure no.	REMARKS
1	Total Experience in Dairy / FMCG Sector (in Years)			
2	Cold Storage Capacity (+ 4 °C) (Own / Rented) (Attach Proof) (in sq. ft.)			
3	Average Turnover of Last completed 03 Years (in Crores)			
4	Handling of Distributors and Retail Network (in Numbers)			
5	Sales Team Strength (in Numbers)			
6	Manpower Strength (Clerical and others) (in Numbers)			
7	Vehicles for transportation Refrigerated (+ 4 °C) (owned only)			
8	Financial Capability & Working Capital			
9	Geographic Reach			

TECHNICAL EVALUATION – CHECKLIST OF SUPPORTING DOCUMENTS**(C) Ice Cream**

S. No.	PARAMETERS	Attached (Yes/No/NA)	Page No. / Annexure no.	REMARKS
1	Total Experience in Dairy / FMCG Sector (in Years)			
2	Cold Storage Capacity (-18 °C) (Own / Rented) (Attach Proof) (in sq. ft.)			
3	Average Turnover of Last completed 03 Years (in Crores)			
4	Handling of Distributors and Retail Network (in Numbers)			
5	Sales Team Strength (in Numbers)			
6	Manpower Strength (Clerical and others) (in Numbers)			
7	Vehicles for transportation Refrigerated (- 18 °C) (owned only)			
8	Financial Capability & Working Capital			
9	Geographic Reach			

TECHNICAL EVALUATION – CHECKLIST OF SUPPORTING DOCUMENTS**(D) Sweets**

S. No.	PARAMETERS	Attached (Yes/No/NA)	Page No. / Annexure no.	REMARKS
1	Total Experience in Dairy / FMCG Sector (in Years)			
2	Cold Storage Capacity (+4 °C) (Own / Rented) (Attach Proof) (in sq. ft.)			
3	Average Turnover of Last completed 03 Years (in Crores)			
4	Handling of Distributors and Retail Network (in Numbers)			
5	Sales Team Strength (in Numbers)			
6	Manpower Strength (Clerical and others) (in Numbers)			
7	Vehicles for transportation Refrigerated (+4 °C) (owned only)			
8	Financial Capability & Working Capital			
9	Geographic Reach			

(TENDER ACCEPTANCE LETTER)
(To be printed on Firm Letter Head)

To,

The Managing Director,
The Punjab State Cooperative Milk Producers' Federation Limited
SCO. NO. 153-155, Sector 34-A, Chandigarh.

SUB: ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.

Tender Reference No.

Name of Tender/Work/Item
.....

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/ Work Item from the website namely: _____ as per your advertisement, given in the above mentioned website.

2. I/We hereby certify that I/We have read and understood the entire terms and conditions of the tender documents (including all documents like Special Notes, annexure(s), Schedules(s), Specifications, etc.) which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally agree & accept the tender conditions of above mentioned tender document(s) corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated or breached then your department/ organization shall without prejudice to any other legal right or remedy be at liberty to reject this tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of Bidder /
Authorized Representative
with seal)

Date :

Name :

Place :

Designation:

(To be printed on Firm Letter Head)

FROM

M/S _____

To,

The Managing Director,
Milkfed Punjab,
Chandigarh.

**Subject: - TENDER DOCUMENT: INVITATION FOR THE APPOINTMENT OF
SUPER STOCKIST FOR VERKA MILK PRODUCTS.**

Dear Sir

In response to your Tender No. _____ dated _____ I/ We hereby submit Offer for the appointment of Super Stockist for _____ station in _____ State. I/We further submit that I shall abide by the terms & conditions, as mentioned in the specifications and NIT documents on the prescribed formats.

Yours faithfully,

(Signature of Bidder /
Authorized Representative
with seal)

Date :

Name :

Contact Detail:

Email :

Place :

(Specimen for Affidavit – see General details (PART A) at point 20 of Part VII)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that our Firm/Company M/s _____ intends to submit the tender regarding the appointment of Super Stockist for _____ state.

We declare that our Firm/company has not been blacklisted or debarred by any Central/State Government departments/Public sector banks/Financial institutions/hold any sanctions /blacklisting by any Government/Cooperative/Quasi Government agency or any multi lateral donor body.

(Signature of Bidder /
Authorized Representative
with seal)

Date :

Name :

Place :

Designation:

Contact Details: