



MITHILA DUGDH UTPADAK SAHKARI SANGH LTD.

मिथिला दुग्ध उत्पादक सहकारी संघ लि०



No:MMU:AI:FIRM Reg/३४५४

Date: 19/11/2022
२१

Notice for vendors/supplier Registration for Vet. feed supplement & others.

Managing Director, Mithila Dugdh Utpadak Sahkari Sangh Limited popularly called Mithila Milk Union, Samastipur invites offers from the reputed, financially sound interested manufacturers or their authorized Distributors/Authorized Agencies /Authorized representatives of veterinary feed supplements/medicine as per clauses of guidelines mentioned in the document enclosed with the Vendor registration form.

1. Registration Form with other documents can be downloaded from Mithila Milk Union website (www.mithiladairy.com) from 25th November, 2022.

The date & time of opening application for Vendor Registration is 15th December, 2022, 11:00 AM.

The last date & time for submission of application is 14th December, 2022, 04:30 PM.

2. The hard copy of the filled & completed Registration form along with DD of Rs. 500/- towards the non-refundable fee in the name of Mithila Dugdh Utpadak Sahkari Sangh Limited payable at Samastipur only & supporting document should be placed in an envelope super scribed as "APPLICATION FOR VENDOR/SUPPLIER REGISTRATION FOR THE VETERINARY FEED SUPPLEMENTS/MEDICINE" must reach the office of Managing Director by registered post/courier.

3. The undersigned shall not be responsible for any postal delay. Application (s) received after last date of submission will not be considered & no correspondence in this regard will be entertained.

The Managing Director, Mithila Dugdh Utpadak Sahkari Sangh Limited, Samastipur reserves the right to accept or reject any application in part or full without assigning any reason there off. The decision of the Managing Director shall be final & binding upon all.

**Managing Director
Mithila Dugdh Utpadak
Sahkari Sangh Limited**

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Guideline of Registration

1. Eligibility criteria for Registration of supplier firms.

All reputed firms/Agencies having a sound financial back ground, who are in the business of manufacturing, stocking or marketing of nutritional supplements & veterinary medicine as mentioned in the registration documents, are eligible for registration subject to specific conditions or restrictions stipulated in this proposal. They are as follows:-

- i). Attested photocopy of the up to date manufacturing licence of the manufacturer
- ii). Attested photocopy of the valid drug license for the items from competent authority.
- iii). Attested photocopy of VAT/TIN/GST registration certificate as per GST rules.
- iv). Attested photocopy of Authorization Certificate from the manufacturer for supply of veterinary medicine/nutritional supplements in case of authorised representative/distributor/Agency.
- v). Attested photocopy of In-house Research & Development (R&D) facility duly registered with Department of Science & Industries Research, Ministry of Science & Technology, Govt. of India.
- vi). Attested photocopy of Market Standing Certificate from concerned State/Central Drug Control Authority.(Chartered Accountant in case of imported drugs & feed supplements supported by copies of concerning invoices) confirming manufacturing/marketing of the offered products continuously for at least three year prior to date of notice for registration.
- vii). Attested photocopy of documentary evidences in support of minimum annual turn over of Rs. fifteen crores for preceding three years in supply of items of veterinary medicines/feed supplement.
- viii). Affidavit regarding not blacklisted by any Dairy Coperative Organisations/State Milk federation (format enclosed).
- ix). Detail Name, Address, Telephone No. Fax No., Mob. No., Email of the form & of the proprietor/Managing partner/Director must be mentioned in registration form at the place mentioned.
 - A. The partnership firm should produce attested photocopy of partnership deed.
 - B. The companies should produce attested copy of incorporation certificate.
- x). Experience certificate (along with copies of GST bill) illustrating minimum five year experience of supplying veterinary medicine/feed supplement to Dairy Coperative Organisations/State Milk federation with good track record.
- xi). Relevant ISO Certificate/GMP compliant Certificate.
- xii). Attested copy of PAN Card.
- xiii). Bank Details.
- xiv). Details of brochure, leaflets towards each veterinary medicine.
- xv). Attested photocopy of income tax return for the last three assessment year.

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2. Benefits of Registration.

The firms/Agencies registered with Mithila Milk Union, Samastipur will have following priviledges.

- a) Tender enquiries against demands which are not advertised are sent to the registered firms.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving then advance information to enable then to purchase the tender sets.

3. Categoriwise list of Veterinary Medicines/feed supplements.

Managing Director, MMU, Samastipur reserves all rights to modify or add any or all the categories as per the Milk Union requirement from time to time.

4. Registration Procedure

- 4.1 The applicants for vendor/supplier registration should read, sign & agree to terms & conditions contained in all the pages of guideline containing registration document.
- 4.2 Firms having an Annual turnover of minimum Rs. 15 crores per year for last three years are eligible to apply for the registration.
- 4.3 Correct/relevant information/data have to be furnished by the vendors/supplier. Any wrong or misleading information given by firm, detected at any stage, shall render the vendor/firm for de-empanelment.
- 4.4 The applicant should make sure before applying for registration that it fulfils the required eligibility criteria.
- 4.5 Vendor/suppliers seeking registration shall have to pay the requisite processing fee of Rs. 500/- along with application form. The application form can be downloaded from the website of Mithila Milk Union, Samastipur (mmu.mithiladairy.com).
- 4.6 The amount shall be paid by a demand draft drawn in favour of Mithila Dugdh Utpadak Sahkari Sangh Limited Payable at Samastipur.
- 4.7 Suppliers shall have to fill and submit the hard copy of downloaded & completed Registration form along with required documents and processing fees through Speed post/Registered post to *Managing Director, Mithila Dugdh Utpadak Sahkari Sangh Limited, Samastipur Dairy, Industrial Area, P.O – Harpur alowth, Distt – Samastipur – 848101.*
- 4.8 Applications incomplete in any respect viz. non-submission of any required document or information or fees in requisite amount may be liable for rejection.
- 4.9 The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as “**APPLICATION FOR THE VENDOR/SUPPLIER REGISTRATION FOR THE VETERINARY MEDICINE/FEED SUPPLEMENT**”.
- 4.10 The vendors/firms shall be considered for registration on the basis of satisfying eligibility criteria as depicted in point – 01 of guideline as mentioned above with all supporting certified/attested copy of documents and payment of due fees. **The manufacturer will be preferred to his authorized representative for this.**



- 4.11 The attested/certified essential documents (as applicable) listed in point – 01 should accompany the registration form, demand draft & covering letter in the letter head pad of the vendor to Managing Director, Mithila Milk Union, Samastipur.
- 4.12 After getting all the required fee, information and documents from the applicant, the Registration Number will be issued to the supplier/Firm.

5. Terms & Conditions for registration as a supplier/Vendor.

5.1 General Clause

- i. The said registration qualifies a particular vendor/supplier for consideration for issue of tender paper in case of limited tenders for relevant category only for which vendor is registered. However, this will not give any claim to the party for an award of purchase order.
- ii. Managing Director reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of Managing Director in respect of registration of parties shall be final & binding on all concerned.
- iii. Vendors once registered, shall have to promptly reply to all the enquiries, execute order as per the order as & when placed.
- iv. This document is treated as a valid contract between Mithila Dugdh Utpadak Sahkari Sangh Limited, Samastipur and Vendor and adherence to all the aspects of fair trade practices in executing the purchase orders placed by Mithila Milk Union from time to time during the registration period.
- v. In case, Registered Supplier is found in breach of any terms & conditions (s) or supply order, at any stage during the course of supply, suitable legal action as per rules/laws, shall be initiated against the vendor besides debarring and blacklisting the vendor concerned for at least three years for further dealings & forfeiture of EMD.
- vi. The vendor should not assign or sublet the registration or any part of it to any other vendor in any form. Failure to do so shall result in termination of registration. All those firms which are registered and confirmed shall be entertained for various queries.
- vii. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with Mithila Milk Union, Registered vendors are required to quote the Registration No.
- viii. Managing Director has all the rights reserved to add/delete/alter any of the items and to amend/add any of the terms and condition included in the registration awarded to the Vendors/firms with effect from any date, without assigning any reason(s) for the same.



5.2 Price Variation Clause.

During the validity of registration period including the extended period, if the vendor sells any item to any other department/Organization at a price lower than the price at which sold to Mithila Milk Union, Samastipur, the vendor must voluntarily pass on the price difference to Mithila Milk Union, Samastipur. On the body of the Voucher, the supplier will have to certify that, "The items being supplied through this voucher have not been supplied to any other organization at lower rates than this.

5.3 Indemnity

The selected vendor shall indemnify the Mithila Milk Union, Samastipur against all third party claims of infringement of patent, trademark/copy right or industrial design rights arising from the use of the supplied items or any part thereof. Mithila Milk Union, Samastipur stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

5.4 Termination of the Registration of defaulter (Vendor/Supplier).

- a. Default is said to have occurred
 - i. If the vendor fails to deliver any or all of the services/ordered goods/items within the time period (s) specified in the purchase order or any extension thereof granted by Mithila Milk Union, Samastipur.
 - ii. If the vendor fails to perform any other obligation (s) under the registration.
 - iii. If the vendor/supplier does not respond to tender inquiry of this Milk Union more than 3 items during the contract period.
- b. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from Milk Union (or takes longer period in spite of what this union may authorize in writing), MD of Mithila Milk Union, Samastipur may terminate the registration/purchase order in whole or in part.

5.5 All disputes in this connection shall be under Samastipur jurisdiction only.

Managing Director

Mithila Dugdh Utpadak Sahkari Sangh Limited,
Samastipur Dairy, Industrial Area, PO-Harpur Alowth,
Dist:-Samastipur, PIN-848101.

Date of opening of registration: 15.12.2022

Processing Fee (Rs.): 500/-

Application Format for Vendor/Supplier Registration

1. Name of the Company/Firm -

2.

Address	Phone (STD code – Phone no.)	Fax No.	Mob. No.	E-Mail	Website
Registered Office City :					
Corporate Office City :					
Correspondence address City :					

3. Name of Chief Executive/
Proprietor/Partners -

Telephone No./Mob. No. -

Fax No. -

Email -

4. Name of Contact person -

Telephone No./Mob. No. -

Fax No. -

Email -

5. Type of Organization -

Document (as applicable) to be enclosed

- | | | | |
|----------------------------|--------------------------|---------------------------------|--------------------------|
| a) Proprietary | <input type="checkbox"/> | Trade License | <input type="checkbox"/> |
| b) Partnership | <input type="checkbox"/> | Partnership Deed, Trade License | <input type="checkbox"/> |
| c) Private Limited Company | <input type="checkbox"/> | Memorandum of Article | <input type="checkbox"/> |
| d) Public Limited Company | <input type="checkbox"/> | Certificate of Registration | <input type="checkbox"/> |
| e) Public Sector | <input type="checkbox"/> | Trade License | <input type="checkbox"/> |
| f) Other any | <input type="checkbox"/> | | |

6. Nature of Business
Manufacturing Dealership
Stokiest Other

7. Category for which registration is desired. (Annex. – II)

Category A (Veterinary Medicines/feed supplement) Category B (Others)

8. Audited Annual Turnover for the last 3 years (Rs. In Lakhs)
(Enclose Chartered Accountants certificate)

Sl. No.	Financial Year	Turn Over in Rs. (Lakh)	Profit/Loss in Rs. (Lakh)
1.			
2.			
3.			

9. Commercial information for registration (Enclose Attested Copy Wherever Applicable)

- a. GST/CST/VAT Regn.No. -
- b. PAN -
- c. Trade/Factory License No./Manufacturing License No. -
- d. Drug License No.-
- e. Current dealership agreement with principal along with Certificate/Authority letter.
- f. Relevant ISO/GMP Certificate, if any.

10. Names of Autonomous institutions/Government department/Major Public sector undertakings/Research and Development institutions/Dairy Co-operative Organizations where your firm is registered/supplying veterinary feed supplement since last five years.

Sl.No.	Name of the Institution	Empanelled for	Period	Contact Name	Contact Number

11. Details of Registration Fee (Rs. 500/-)

D.D. No: Date

Bank:

.....
(Signature of
Proprietor/Partner/Chief
Executive)

Name
(In capital letter)

(Seal of Firm/Supplier)



Annexure - I

Declaration by Vendor to be submitted on Rs. 100/- STAMP Paper

I/We Owner of/representing
Hereby solemnly declare & confirm that

- 1) No employee or direct relation of any employee of Mithila Dugdh Utpadak Sahkari Sangh Limited, Samastipur is in way connected as partner/shareholder/Director/advisor/ Consultant/Employee etc. with the Company.
- 2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/misleading, at any stage, my application/registration shall be liable for cancellation and forfeiture of EMD/performance gurantee.
- 3) My/ our firm has not been black listed by any of the Dairy Co-operatives/State Milk federation etc. in the past.
- 4) I/ we understand and authorize the Managing Director of Mithila Dugdh Utpadak Sahkari Sangh Limited, Samastipur to reserve the right to add/delete/alter any of the item and to amend/add any of the terms and conditions included in the registration awarded to the vendors/ firms with effect from any date, without assigning any reason(s) for the same.
- 5) The decision of the Managing Director shall be acceptable & binding upon me.

.....
(Signature of
Proprietor/Partner/chief
Executive)
Name
(In Capital letters)

(Seal of Firm/Supplier)

Place

Date



Annex. - II

Category of Veterinary feed supplement/Medicine

Sl.No.	Description (Therapeutic segment)
1	Antibloat
2	Calcium Powder
3	Calcium Liquid
4	Chelated Trace Mineral and Vitamin Supplement
5	Ectoparasiticide
6	Endoparasiticide
7	Liver Tonic Oral
8	Rumenotonic Bolus
9	Rumenotonic Powder/Rumen buffer
10	Ecbolics/Uterine Cleanser
11	Intrauterine
12	Liver Fluke Remedy
13	Multivitamin ORAL
14	Rumen Bypass Fat/protein
15	Prevention of mastitis
16	Treat and control Mastitis
17	Immunomodulator & Antistressor
18	Skin Ointment/Cream
19	Energy requirement after calving

The list is tentative and it may be modified as per requirement of the Milk Union.



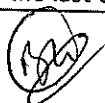
Annexure - III

(for Vendor Registration for supply of Veterinary Medicines/feed supplement)

List of enclosures attached to the Registration Document by the Firms:

Check List

Sl. No.	Name of the Document submitted	Page No.	Yes	No
1	Covering letter in the letter head pad of the firm/supplier.			
2	Complete Registration document with initial/signature of the firm/supplier in each page (Serially page marked with indexing) and in the enclosing documents.			
3	Attested photocopy of the up to date manufacturing license of the manufacturer.			
4	Attested photocopy of valid drug license for the items from competent authority.			
5	Attested photocopy of GST Registration Certificate.			
6	Attested photocopy of authorization certificate from the manufacturer for supply of veterinary medicine in case of authorized representative/distributor/agency.			
7	Attested photocopy of annual turnover disclosed in VAT/GST Returns of last three years or certificate of the chartered accountant of last three years.			
8	Attested photocopy of documentary evidence in support of minimum annual turnover of Rs. 15.00 crore for preceding 3 year in supply of items of veterinary medicine			
9	Attested photocopy of in-house Research and Development (R&D) facility duly registered with Department of Science and Industrial Research, Ministry of Science and Technology Government of India.			
10	Attested photocopy of Market standing certificate from concerned state/central drug control authority (chartered Accountant in case of imported drugs and feed-supplements supported by copies of concentering invoices) confirming manufacturing/marketing of the offered product (s).			
11	Attested photocopy of documents in relation to experience certificate of supplying items of veterinary medicine/feed supplement for not less than five years to reputed institution preferrably dairy co-operative organizations/state milk federation with good track record.			
12	Attested photocopy of trade invoice of any two quarters of the quoted product should be from the State of Bihar (limited to five per year) of the last three Year.			
13	Affidavit regarding not blacklisted by dairy co-operative organizations/state milk federation any Govt. Officer/Govt. Undertakings/organizations.			
14	Details Name, Address, Telephone No., Fax No./Mobile No./E-mail of firm & of the propretor/Managing Partner/Director must be mentioned in tender form at the place mentioned			
	The Partnership firm should produce attested photocopy of partnership deed.			
	The companies should produce attested photocopy of incorporation certificate.			
15	Attested photocopy of PAN card.			
16	Attested photo copy of Income Tax Return for the last three assessment years.			



17	Registration form duly filled			
18	Annexure - I duly filled			
19	Details of brochure, leaflets towards each veterinary medicine.			
20	Annexure - III check list to be filled mentioning details of document submitted with proper page marking of documents submitted.			
21	Any other documents as necessary.			

The firm/supplier can add further sheet of paper if they have to submit any other documents required for the Registration in the above format. **(PLEASE CHECK REGARDING PUTTING OF SIGNATURE, SEAL ETC AND DATE EACH PAGE OF Registration DOCUMENT AND DOCUMENTS SUBMITTED WITH THE REGISTRATION)**



**Signature of the Firm/Supplier
In full with seal & date**