



**The Jharkhand State Co-operative Milk Producers' Federation Ltd.**

Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi- 834004

# **TENDER DOCUMENT**

## **Hiring of Vehicles for Office Use (Mid-Sized) for One Year Contract Period**



**Tender No.:** JMF-AD&HR-HIRE-VEHICLE/2019-20/001

**Date of Tender** : 21 Jun 2019  
**Last date for submission of Tender** : 05 Jul 19 by 17:00 hrs

Name of Tenderer : \_\_\_\_\_  
Address: : \_\_\_\_\_  
: \_\_\_\_\_  
Off. Ph. No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_  
Email ID : \_\_\_\_\_ Website : \_\_\_\_\_

All rights reserved. This material is confidential and proprietary of The Jharkhand State Co-operative Milk Producers' Federation Ltd(JMF) and no part of this material should be reproduced, published in any form by any means, electronic or mechanical including photocopy or any information storage or retrieval system nor should the material be disclosed to third parties without the written authorization of JMF.



## The Jharkhand State Co-operative Milk Producers' Federation Ltd.

Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi- 834004

### TENDER NOTICE

<b>Jharkhand State Cooperative Milk Producers' Federation Ltd.</b>			
<b>FTC Campus, Sec-II, H.E.C., Dhurwa, Ranchi – 834004</b>			
<b>Ph.: 754400340, website <a href="http://www.jmf.coop">http://www.jmf.coop</a></b>			
<b>NOTICE INVITING TENDER</b>		Date: 21.06.2019	
Tender Notice No. _____			
<b>Sealed Tenders</b> are invited from reputed Transporters & Travel Agencies in two cover system i.e. Technical Envelope (Technical Bid) and Commercial Envelope (Financial Bid) under one Main Envelope for supply of vehicles in different categories & capacities on Yearly Contract Agreement Basis as below:			
Details of Vehicles in different Categories & Capacities:	EMD Amt. (Rs.)	Tender Document Fee	Tender Opening Dt.
1. Insulated Vehicle for Transportation of Milk & Milk Products (Like Dahi, Lassi, Paneer etc)	25,000/- & 10,000/- *	300/-	06.07.2019 <b>11.30 AM</b>
2. Road Milk Tankers of 9KL/15KL/20KL/24KL capacity for transportation of Milk	25,000/-	300/-	06.07.2019 <b>03.00 PM</b>
3. Vehicles (Bolero/Sumo/ Scorpio or equivalent) for official & operational purpose.	10,000/-	200/-	06.07.2019 <b>04.00 PM</b>
Interested parties may obtain the detailed tender documents from the office of undersigned on any working day OR the same may be downloaded from our website <a href="http://www.jmf.coop">www.jmf.coop</a> . <b>The tender should reach us latest by 05.00 PM on or before 05.07.2019 and shall be opened at above prescribed time and date in the presence of authorized representatives of intending parties.</b> The Tender without Earnest Money are liable to be rejected. The undersigned reserves the right to accept/reject any/ all tender(s) without assigning any reason whatsoever. (*Please refer tender document) For any enquiries, bidders may contact at the above address. All future announcement related to this tender shall be published on our website only.			
PR 209497 Jharkhand Milk Federation (19-20)_D			<b>Managing Director</b>

### TABLE OF CONTENTS

Content	Page No.
Tender Invitation detail	3
Tender Process	4
Terms and Conditions	5 - 7

### **Filled and to be submitted by Tenderer**

Annexure -1 Technical details (Tenderer's Profile)	8
Annexure – 2 Financial Bid	9



## The Jharkhand State Co-operative Milk Producers' Federation Ltd.

Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi- 834004

### **TENDER INVITATION**

#### **REQUIRED VEHICLES FOR OFFICE USE ON MONTHLY HIRE/ RENTAL BASIS**

The Jharkhand State Co-operative Milk Producers' Federation Ltd., (JMF) invites sealed offers from reputed vendors/ authorized Taxi/ tour operators to hire Mid-Size vehicles such as Sumo, Bolero, Scorpio, Zest/ Dzire or equivalent for office use and Dairy Plant/ Cattle Feed Plant/ Mineral Mixture Plants' operational use situated at Ranchi/ Deoghar/ Lohardaga/ Koderma/ Latehar on monthly basis for the period from **01-Aug-2019 to 31-Jul-2020 (one year)**, which may be extended further, depending on the requirement/ performance of the service provider.

Tender forms along with terms & conditions can be obtained from "The Jharkhand State Co-operative Milk Producers' Federation Ltd., Medha Dairy Hotwar, Nr Birsa Munda Jail, Khelgaon, Ranchi- 835217" from **21-Jun-2019** on any working day. The tender form can also be downloaded from the website [www.jmf.coop](http://www.jmf.coop) and the last date for filling of duly filled up tender form in Sealed envelope is by 5.00 pm on 05-Jul-2019. The tender shall be opened on **06-Jul-2019** at 04.00 PM in the office building of Medha Dairy Hotwar Plant, Near Birsa Munda Central Jail, Hotwar, Ranchi- 835217". The tender with the downloaded form must also accompany a separate **D.D. of Rs.10,000/-** in favour of "The Jharkhand State Co-operative Milk Producers' Federation Ltd.", Ranchi.

Tender document may be downloaded from our website [www.jmf.coop](http://www.jmf.coop) or can be obtained from office of the Purchase Officer from 21 June 2019 till 05 July 2019 by 02:00 pm on all working days between 11 A.M. to 4 P.M.

#### **Tender Document Fee: Rs. 200/-**

A non-refundable payment of Tender document Fee Rs. 200/- shall be payable in the form of Demand Draft or in Cash at Admin Block, Medha Dairy Plant, Hotwar, Ranchi - 835217.

The interested Tenderers / Parties/ Agencies, who have downloaded the tender document from the website should submit a Demand Draft of Rs. 200/- drawn in favour of "Jharkhand State Cooperative Milk Producers' Federation Ltd" Payable at Ranchi towards the cost of tender document fee. In case, if it is not submitted along with tender, the same will be rejected.

The MD, JMF reserves the right to cancel or/ and postpone the tender or reject any bid without assigning any reason.

**Managing Director**  
Jharkhand State Coop. Milk Producers'  
Fed. Ltd., Ranchi.



## The Jharkhand State Co-operative Milk Producers' Federation Ltd.

Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi-834004

### **TENDERING PROCESS:**

The Jharkhand State Co-operative Milk Producers' Federation Ltd. (JMF) invites sealed offers from reputed/ authorized tour operators to hire operational vehicles (Mid-Size) such as Sumo, Bolero, Scorpio, Zest/ Dzire or equivalent on monthly basis for operational purpose use for Offices/ Dairy /Cattle Feed Plants located at Ranchi and other places (Deoghar/ Lohardaga/ Koderma Latehar) for the period from **01/08/2019 to 31/07/2020** (one year) which may be extended further. The proposed requirement of vehicles is as below which may be subject to change as per requirement:

Type of Vehicle	No. of Vehicles	For Locations
<b>Sumo/ Scorpio/ Bolero or Equivalent</b>	06	Ranchi and nearby locations
	02	Koderma and nearby locations
	01	Latehar and nearby locations
	01	Deoghar and nearby locations

Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid. The tender form for Technical bid prescribed in **Annexure-I** and the tender form for the financial bid in Performa prescribed in Annexure-II complete in all respects should be submitted by 05.00 PM on or before **05-Jul-2019 [Friday]** in the following address:

**Medha Dairy Hotwar Plant,  
(A unit of Jharkhand State Co-operative Milk Producers' Federation Ltd.)  
Near Birsa Munda Central Jail, Hotwar, Ranchi – 835217”.**

The sealed covers may be superscribed with “**Technical Bid - Contract for hiring of vehicles**” and “**Financial Bid- Contract for hiring of vehicles**” respectively. The Jharkhand State Co-operative Milk Producers' Federation Ltd., shall not be responsible for loss/delayed receipt of tender documents sent by post. The bids will be opened by the tender committee on **06-Jul-2019 at 04:00 PM** in the presence of bidders. Incomplete bid document will be rejected. The valid technical bids will be scrutinized by The Jharkhand State Co-operative Milk Producers' Federation Ltd., to short list the eligible bidders. Thereafter, the financial bids of the short-listed bidders will be opened by the undersigned on the date & time mentioned herein above.

- **Late submission of tenders will not be accepted.**

**Earnest Money Deposit:** Each technical bid should accompany the Earnest money Deposit of **Rs. 10,000/-** in the form of Crossed Demand Draft of any mentioned bank i.e. Axis Bank Ltd./ICICI Bank Ltd./HDFC Bank Ltd./State Bank of India/Bank of India or of other banks payable at Ranchi drawn in favour of The Jharkhand State Co-operative Milk Producers' Federation Ltd., Ranchi.

### **Qualifying bids without Earnest Money Deposit will be rejected.**

The tender applicant should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. Annexure will also have to be signed and stamped by the firm through its authorized signatory.



## The Jharkhand State Co-operative Milk Producers' Federation Ltd.

Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi-834004

### The Terms & Conditions for Hiring of Vehicles are as under:

Contracted hire charges include monthly rental including salary/wages of driver, repairs and maintenance of vehicle, insurance, lubricants (excluding fuel (petrol/ diesel) and also any other incidental expenses in running and maintenance of vehicles.

- i. The vehicles should mandatorily have **Commercial Registration Number** and should confirm to preferably the latest BS (Bharat Stage) and also be in excellent condition, preferably should be as one operational vehicle such as Sumo, Bolero, Scorpio, Zest/ Dzire or equivalent of recent make not more than 36 months old. The color of the vehicle should be preferably white.
- ii. The vehicles should be for the exclusive use for office/ field work of The Jharkhand State Co-operative Milk Producers' Federation Ltd. and will not be used by vendor for any other purposes till it is on hire. It is reiterated that the vendor will not utilize the vehicle for any purpose whatsoever even if the vehicle is not being used by the Officers.
- iii. The vehicle will be at the disposal of the Controlling Officer of The Jharkhand State Co-operative Milk Producers' Federation Ltd., Ranchi to whom it will be allotted for defined hours. Usually the driver will be required to report from 9 AM to 8 PM/ or any defined hours by Controlling Officers of respective locations, except on any call for duty by the officer. On occasions the driver may have to report early and would be relieved late, depending on the requirements of the office. On occasions, out of station trips will have to be undertaken which will be considered within the running monthly limit. The vehicles will be parked at the designated places given by the user after the duty for the day is over.
- iv. Drivers should be well-behaved and properly dressed, preferably in neat & clean uniform. The driver shall be bound to carry out the instructions of the concerned officer, to whom the vehicle will be assigned.
- v. All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, lubricants or and any other expenditure related to the vehicle and the driver, will be borne by the Contractor. The JMF department will not be responsible for any expenditure related to the running / maintenance /repair etc. of the vehicle.
- vi. All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions, Emission Test Certificate, proper driving license of the driver etc. and the driver i.e. minimum wages, social security etc. will be the responsibility of the contractor. While on official duty, all the required documents as mentioned earlier in this para, should be kept at the custody of the driver i.e. in the vehicle.
- vii. The Contractor shall ensure that the vehicle has Comprehensive Insurance till the validity of the Contract.
- viii. The Drivers or the vehicles hired should not be normally changed. In case there is a situation in which the vehicle / driver is required to be changed, intimation must be given to the user on phone or in writing well before the incumbent changed.
- ix. In the event of breakdown of vehicle or absence of driver, arrangement for substitute vehicle / driver will have to be made by the contractor immediately. In case, the contractor is not able to provide any substitute, it will be open for the office to deduct proportionate amount on daily basis from the bills.
- x. In case of any accidents, all the claims / damages arising out of it shall be met by the vendor. The contractor will be responsible for any loss / damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department will not be responsible for any such loss.
- xi. A consolidated bill for the whole month will be submitted after completion of the month for payment. Along with the bill a photo copy of the Log Book for the month, in respect of which the bill has been prepared, should be submitted. Toll Tax bill should also be submitted for payment the signature of Controlling Officer.
- xii. The bill shall be raised latest by 7th of succeeding month.



## The Jharkhand State Co-operative Milk Producers' Federation Ltd.

Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi-834004

- xiii. TDS /Service Tax/GST on gross bill will be applicable as per the Government Notification(s) in force from time to time will be made as per law.
- xiv. The contract can be terminated at any time after giving fifteen days notice without assigning any reason by The Jharkhand State Co-operative Milk Producers' Federation Ltd. and two months notice by the contractor.
- xv. The contractor should provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. The driver should be having valid Driving License, with a minimum experience of 3 years and their antecedents should have been duly verified by police authorities, at the instance of the contractor before sending for duty.
- xvi. Contractor should be registered with the authority concerned of State or Central Government and should fill the conditions prescribed In Section 166 in The Motor Vehicles Act, 1988 for hiring of vehicles.
- xvii. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the faults is as under:

S.No.	Nature of fault	Penalty (Rs.)
1	Late Reporting	50% of Proportionate contract charges per day
2	Non Reporting	50% of Proportionate contract charges per day
3	Poor maintenance of vehicles	Rs.2000/- per month.
4	Refusal of duties	200% of Proportionate contract
5	Non-observation of dress code	Rs. 100/- for first instance and Rs. 200/- for subsequent instances.
6	Change of drivers without permission	Rs. 1000/- per instance.
7	Vehicle kept unclean	50% of Proportionate contract charges per day

The penalty shall be levied on the basis of the certificate signed by the Controlling Officer.

- xviii. The Contractor/ Agency shall be solely responsible for any damage that may occur to the user of the vehicle due to the negligence on the part of the agency/ driver and would make good the loss that may arise on the account of any accident due to the negligence of the driver engaged by you or otherwise.
- xix. In case, such breakdowns occur during the local trip, the user has the choice of proceeding further to his/ her original destination by alternate means of transport or to wait for a replacement vehicle. In case the user proceeds further to the destination by alternate means of transport, you would send the replacement vehicle to his / her destination for return trip. The actual charges for the gap in which the user makes alternate transport arrangements, would be met by you.
- xx. The drivers employed along with the vehicle should satisfy the following conditions:
  - a) The Drivers should have minimum 3 years of experience of driving. They should have transport vehicle transport licenses for driving passenger vehicles on hire.
  - b) Driver should wear the prescribed uniform i.e Light Blue shirt with navy blue trouser and black shoes.
  - c) Driver should be well versed with the roads and the places in our of operation (viz. Ranchi/ Deoghar/Latehar/ Lohardaga and must have experience in city driving.
  - d) Once the driver has been allotted to a particular vehicle, he should remain the same vehicle for a period of at least 06 months. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
  - e) Drivers should be provided with mobile phones and the names and numbers should be communicated to the Controlling Officer. In case of any change in Mobile No., the same should be intimated to the officer (user) and the controlling officer immediately.
  - f) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents / crime.
  - g) Car/ Vehicle should be kept clean and odor free, suitable for official use. Towels should be provided for covering the seats.
  - h) The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and



## The Jharkhand State Co-operative Milk Producers' Federation Ltd.

Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi-834004

- mis-behavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- i) In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, The Jharkhand State Co-operative Milk Producers' Federation Ltd. would have right to hire a vehicle from the market and the additional cost incurred by The Jharkhand State Co-operative Milk Producers' Federation Ltd. will be borne by the contractor. In case neither a substitute vehicle is provided nor a vehicle is hired by The Jharkhand State Co-operative Milk Producers' Federation Ltd., proportionate contract charges are liable to be deducted from the contract charges payable, in addition to the penalty levied as indicated in Para xvii.
- xviii A Log Sheet Specifying the daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by The Jharkhand State Co-operative Milk Producers' Federation Ltd. shall be maintained for each vehicle. The contractor should maintain the duly filled log sheet signed by the user officer to whom the vehicle has been assigned. In addition to the above, on daily basis, a consolidated log sheet specifying the above mentioned should be submitted at the end of each month to the user.
- xix To facilitate easier scrutiny of bills, the following details are required in the trip sheet
- Reporting time and place
  - Opening Kilometer
  - Closing Kilometer
  - Time of closing
  - Place of Closing
  - Signature of the user.
- ,xxi Hire charges will be paid for use of the vehicle for the whole month per month basis (26/27 working days) plus Fuel (Diesel) charges calculated based on Km/Liter for local travelling and as well as for long distance. Any additional day usage during the month shall be paid extra on pro-rata basis. The time and distance are to be calculated from the time and place of reporting to the time and place of release. The counting of kilometer shall be applicable from the point of start of journey from JMF Dairy Plants or/and JMF office. (The Dairy Plants are located at Hotwar, Latehar, Deoghar, Koderma and JMF Office in Dhurwa).
- xxii The Contractor/ Agency/ Service Provider (owner) may be called for negotiation on make, model and rate quoted, If deemed fit by The Jharkhand State Cooperative Milk Producers' Federation Limited.
- xxiii The second party will be allowed to enhance the rate of hiring of vehicle by 5% after completion of one year of service provided the service is found satisfactory.
- xxiv The vehicle will be replaced within 3 years (of its purchase) with a new vehicle if the agreement is not terminated by The Jharkhand State Cooperative Milk Producers' Federation Limited in between.
- xxv Any matter during the period of this agreement, which has not been specifically covered by this terms and conditions, shall be decided upon by the Department whose decision shall be final and conclusive.
- xxvi In case of any dispute, the Jurisdiction of Jharkhand Courts shall apply.
- xxvii This agreement is likely to be for period of twelve months from the date of award of the contract i.e. from 01/08/2019 to 31/07/2020 subject to periodic review of the performance if deemed necessary. The agreement may be extended beyond the period of twelve months if the performance is found to be satisfactory.

Name of the Party:.....

**Managing Director**  
Jharkhand State Coop. Milk Producers'  
Fed. Ltd., Ranchi-834004

Signature : .....

Date : .....



## The Jharkhand State Co-operative Milk Producers' Federation Ltd.

Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi-834004

### ANNEXURE-I TECHNICAL BID DOCUMENT

1. Name of the Proprietor/Registered Firm/Company :
2. Address of the Concern (with Tel. no. Fax & E-mail) :
3. Name & Address of the  
(Partners/ director(s) (with Mob. No.)  
(In case of Firm/Company) :
4. Contact person(s) (with Mob. No.)/ alternate Mob. No. :
5. No of year of experience 'in providing Vehicles' :
6. List of Clientele :
  - a) Name and address of the parties  
With contact no. to whom vehicles were given on hire.
  - b) Period for which the vehicles were hired out
  - c) Number of vehicles given on hire
7. PAN No. :
8. Service Tax Registration / GST No. :
9. Details of EMD :
10. Vehicle owned/Under Contract: :

Type of the vehicle	Vehicles offered	Model / Year of Mfg	No. of Vehicles availability	Owned / Under Contract	Latest BS (Bharat Stage) Type	AC/ Non-AC
Mahindra Bolero / Tata Sumo or Equivalent						
Scorpio or Equivalent						
Tata Zest / Maruti Swift Dzire or Equivalent						

### DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern will be blacklisted and will not have any dealing with the Department in future.

[Signature of Authorized Signatory with date]





## The Jharkhand State Co-operative Milk Producers' Federation Ltd.

Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi-834004

### ANNEXURE-II : FINANCIAL BID DOCUMENT

#### RATE QUOTATION FOR F.Y. 2019-20

1. Name of the Firm/Company/ Agency/ Tenderer:
2. Rates for operational vehicle such as Sumo/ Scorpio/ Bolero/ Zest/ Swift Dzire or Equivalent (Exclusive of Service Tax) :

Vehicle Type/ Make /Model	Booking Parameters	From & To		From & To		From & To		From & To		From & To	
		Medha Dairy PLANT HOTWAR		JMF OFFICE- DHURWA		DEOGHAR DAIRY PLANT		KODERMA PLANT		LATEHAR PLANT	
	Monthly Rental Charges (Rs./P.M)*	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
	Fuel mileage/ltr. for Local (KM)										
	Fuel mileage/ltr for Long (KM)										
	Overtime if any after 12 Hrs. (Rs/ Hrs.)										
	Night Halt Charge if any (Rs.)										
	Monthly Rental Charges (Rs./P.M)*										
	Fuel mileage/ltr. for Local (KM)										
	Fuel mileage/ltr for Long (KM)										
	Overtime if any after 12 Hrs. (Rs/ Hrs.)										
	Night Halt Charge if any (Rs.)										
	Monthly Rental Charges (Rs./P.M)*										
	Fuel mileage/ltr. for Local (KM)										
	Fuel mileage/ltr for Long (KM)										
	Overtime if any after 12 Hrs. (Rs/ Hrs.)										
	Night Halt Charge if any (Rs.)										
	Monthly Rental Charges (Rs./P.M)*										
	Fuel mileage/ltr. for Local (KM)										
	Fuel mileage/ltr for Long (KM)										
	Overtime if any after 12 Hrs. (Rs/ Hrs.)										
	Night Halt Charge if any (Rs.)										

P.M:- 26 Working Days each months.

Place:  
Date:

Signature of Bidder /Authorized  
Signatory with Seal