



The Jharkhand State Co-operative Milk Producers' Federation Ltd.  
Farmer's Training Centre Campus, H.E.C., Sec-II, Dhurwa, Ranchi- 834004

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## **TENDER /BIDDING DOCUMENT**

### **Tender Invitation for Hiring of 'Mahindra Bolero or Tata Sumo' of vehicles' on Monthly basis for One Year Contract Period**



**Tender No.:** JMF-ADMN-HR-HIRING-VEHICLE/2020-21/001

**Date of Release of Tender** : 19 Feb 2020  
**Last date for submission of Tender** : 05 Mar 20 by 17:00 hrs

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

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## TENDER NOTICE



### **Jharkhand State Co-Op. Milk Producers' Federation Ltd.**

Medha Dairy, Nr. Birsa Munda Jail, Hotwar,  
Ranchi - 835217.

Ph.: 7544003404/ 7360035219. Website: <http://www.jmf.coop>

### **SHORT TENDER NOTICE**

**Tender No. JMF-ADMN-HR-HIRING-VEHICLE/2020-21/001**

Date: 19 Feb 2020

The Jharkhand State Co-Op. Milk Producers' Federation Ltd., (JMF) invites sealed tender from experienced agencies/travel agents for supply of "Mahindra Bolero or Tata Sumo" for Operational / Official use at Medha Dairy/ Cattle Feed Plants located at Ranchi/ Deoghar/ Lohardaga / Koderma/ Latehar for a period of one (01) Year on Annual rate contract basis.

Interested bidders/parties may visit our website [www.jmf.coop](http://www.jmf.coop) & download the tender document. **The sealed tender complete in all respect along with DEMAND DRAFT (as EMD) of Rs. 10,000/- shall be received up to 05:00 PM dated 05.03.2020** which shall be opened as per date & time mentioned in the tender document.

Any corrigendum, updates etc, relating to this advertisement will be published only in our website & not in any other media including newspaper. Therefore, interested bidders may regularly visit our website or contact the undersigned. The Federation reserves the right to reject any or all the tenders without assigning any reason thereof.

PR 225615 (Jharkhand Milk Federation)  
19-20#D

**Managing Director**





## **TENDER INVITATION DETAIL**

### **REQUIREMENT OF VEHICLES FOR OFFICE /OPERATIONAL USE**

The Jharkhand State Co-operative Milk Producers' Federation Ltd., (JMF) invites sealed offers from reputed vendors/ experienced agencies/ travel agents for supply of "**Mahindra Bolero/ Tata Sumo**" for office /Operational use at Medha Dairy/Cattle Feed Plants located at Ranchi/ Deoghar/ Lohardaga/ Koderma/ Latehar for a period of one (01) Year on fixed annual rate contract basis which may be extended further, depending on the requirement/ performance of the service provider.

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>Mahindra Bolero/ Tata Sumo on Monthly Rental Basis* on Contract for 01 Year period</b>	07	Ranchi and nearby locations
	02	Koderma and nearby locations
	01	Deoghar and nearby locations
	01	Latehar and nearby locations

Tender cum Bidding Document /forms along with terms & conditions can be obtained from office of the Purchase Officer (at Hotwar Plant) "**The Jharkhand State Co-operative Milk Producers' Federation Ltd.**", Medha Dairy Hotwar, Nr Birsa Munda Central Jail, Khelgaon, Ranchi- 835217" from 19/02/2020 till 04/03/2020 on all working days.

The tender form can also be downloaded from the website [www.jmf.coop](http://www.jmf.coop)

The last date for filling & submission of duly filled up tender form in sealed envelope is by 5.00 pm on 05-03-2020. The tender shall be opened on **06-MAR-2020** at 11.30 AM in the office building of Medha Dairy Hotwar Plant, Near Birsa Munda Central Jail, Hotwar, Ranchi-835217".

The tender must accompany a **DEMAND DRAFT (as EMD)** of Rs.10,000/- in favour of "The Jharkhand State Co-operative Milk Producers' Federation Ltd.", Ranchi.

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.**  
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### **TENDERING PROCESS:**

The Jharkhand State Co-Op. Milk Producers' Federation Ltd. (JMF), Ranchi invites sealed tenders under "TWO BID SYSTEM". The tender is to be submitted in **two (02) parts** comprising **Part-I: Technical Bid** (i.e. Pre-Qualification bid) & **Part-II: Financial Bid**.

In the technical bid envelope (Envelope 1), the tenderer/ agency should submit the company's profile, GST Registration Certificate, PAN Copy, Bank Details. List of Clients, I.T. return of Last 03 years along with the dully filled prescribed form enclosed as **Annexure-I** superscribing as "**Technical Bid - Contract for hiring of Vehicles**" and in the financial bid envelope (Envelope 2), the tenderer/ agency should submit the rates in the financial bid format dully filled in the prescribed performa enclosed as **Annexure-II** complete in all respects superscribing as "**Financial Bid- Contract for hiring of vehicles**".

Both envelopes should be sealed and submitted under one main envelope superscribing as "**Tender for hiring of Official/ Operational Vehicles**" and should be submitted by **05.00 PM on or before 05-Mar-2020 [Thursday]**.

Under this process, the Eligibility and qualification of the Applicant/ Agency will be first examined based on the detail submitted under first cover (Technical Bid) with respect to eligibility criteria and specifications /parameters prescribed in this tender document. The Price Bid under the second cover shall be opened for only those Applicants whose technical applications are responsive to eligibility and qualifications requirements as per Tender document.

JMF shall not be responsible for loss/delayed receipt of tender documents sent by post..

The Tendering details are as below:

- a. **Tender Document Cost:** NIL
- b. **Earnest Money Deposit:** Rs. 10,000/- (Rs. Ten Thousand Only).
- c. Last date & time for submission of bids/tenders : **05 Mar2020 (05.00 pm)**
- d. Date & time of opening of Bid:
  - 1) **Technical bid** : **06Mar 2020 (11:30 AM)**  
(in presence of the tenderers or their authorized representatives at Medha Dairy, Hotwar premises, Ranchi).
  - 2) **Financial bid:** After evaluation of Technical Bid
- e. Bid validity up to: **120 days** from the date of opening of Financial bid
- f. Place of submission & opening of Tender:

**Medha Dairy Plant**  
(A Unit of Jharkhand State Co-Op. Milk Producers' Federation Ltd.)  
Near Birsa Munda Central Jail, Hotwar, Ranchi – 835217  
(Contact No. 7544003404/ 7360035219)

*Corrigendum if any will be published in JMF web site only.*

**Tenders will be acceptable only in 'Sealed Envelope' on or before Due date as mentioned.**

**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.**





**Terms & Conditions for Hiring of Vehicles are as under:**

1. 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.
2. The vehicles should conform to preferably the latest BS Standard (Bharat Stage) and also be in excellent condition. **The vehicles should not be more than 36 months old from the date of release of tender.** The color of the vehicle should be preferably white.
3. 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.
4. 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 8 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.
5. 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.
6. 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.
7. 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.
8. The Contractor/ Agency shall ensure that the vehicle has Comprehensive Insurance till the validity of the Contract.
9. 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.
10. 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.
11. 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.
12. 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.
13. The bill shall be raised latest by 7th of succeeding month.
14. 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.
15. The contract can be terminated at any time after giving fifteen days' notice without assigning any reason by The Jharkhand State Co-Op. Milk Producers' Fed. Ltd. and two months' notice by the contractor.





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16. The Contractor/ Agency 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.
17. 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.
18. 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	Change of drivers without permission	Rs. 1000/- per instance.
6	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.

19. 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.
20. 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.
21. The drivers employed along with the vehicle should satisfy the following conditions:
- The Drivers should have minimum 3 years of experience of driving. They should have transport vehicle transport licenses for driving passenger vehicles on hire.
  - Driver should wear proper neat & clean dress and shoes.
  - 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.
  - 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.
  - 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.
  - 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.
  - Car/ Vehicle should be kept clean and odor free, suitable for official use. Towels should be provided for covering the seats.
  - The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and mis-behavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
  - 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 18.
22. 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





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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.

23. To facilitate easier scrutiny of bills, the following details are required in the trip sheet

- |                             |                      |
|-----------------------------|----------------------|
| a) Reporting time and place | b) Opening Kilometer |
| c) Closing Kilometer        | d) Time of closing   |
| e) Place of Closing         |                      |
| f) Signature of the user.   |                      |

24. 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).

25. 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.

26. 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.

27. 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.

28. 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.

29. In case of any dispute, the Jurisdiction of Jharkhand Courts shall apply.

30. The contract/ agreement will be likely for period of twelve months from the date of award of the contract and subject to periodic review of the performance, the agreement may be extended beyond the period of twelve months if the performance is found to be satisfactory.

The tender applicant /tenderer 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.

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

Name of the Party:.....

Signature & Stamp : .....

Date : .....

**(Please submit signed & stamped copy in Envelope-1)**





**ANNEXURE- I**  
**TECHNICAL BID DOCUMENT** (to be submitted in Envelope -1)

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 Clients (Name & Address) :
  - 1.
  - 2.
  - 3.
  - 4.
7. BANK ACCOUNT DETAILS :
8. PAN No. :
9. Service Tax Registration / GST No. : (Please submit copy)
10. Details of EMD : (Please submit copy)
11. Vehicle owned/Under Contract: (To be submitted in Envelope -1)

Vehicles Required by JMF	Name of Vehicle offered (Bolero or Tata Sumo)	No. of Vehicles Available	Model / Year of Mfg. of Vehicles	Vehicle Colours Available	No. of vehicle Owned / Under Contract	Vehicles Regn. Nos) (For providing on Contract)
11 Nos  (Ranchi Hub-07, Koderma Hub-02, Deoghar Hub-01, Latehar Hub-02)						

**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.

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**ANNEXURE-II: FINANCIAL BID DOCUMENT**
 (to be submitted in Envelope -2)

**RATE QUOTATION FOR F.Y. 2020-21 (Tender No.: JMF-ADMN-HR-HIRING-VEHICLE/2020-21/001)**

1. Name of the Firm/Company/ Agency/ Tenderer: .....
2. Rates for operational vehicle Bolero or Equivalent (Exclusive of Service/GST): On Monthly Basis .....

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	
		AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
Mahindra Bolero	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.)										
Others (if any of same class) .....	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.)										

\* Sundays–OFF (in case of working, rate will be calculated on pro-rata basis).

**Important Note:** The counting of KM 'START' & 'END POINT' will be considered from 'JMF Dairy Plants or/and JMF office.

GST WILL BE APPLICABLE EXTRA. Current GST Rate is (%).

Place:  
Date:

Signature of Bidder /Authorized  
Signatory with Seal





**The Jharkhand State Co-operative Milk Producers' Federation Ltd.**  
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**To be submitted in Envelope -1**

Tender Ref, JMF-ADMN-HR-HIRING-VEHICLE/2020-21/001

**CHECK LIST (Please do tick ☐ or ☐ wherever applicable)**

**NAME OF TENDERER/ AGENCY:** \_\_\_\_\_

**Documents submitted:**

- Proprietor/Registered Firm/Company deed : YES ☐ / NO ☐ (if applicable)
- Copy of PAN : YES ☐ / NO ☐
- Copy of GST Registration : YES ☐ / NO ☐
- Aadhar Copy : YES ☐ / NO ☐
- State Trade / Permit License of Firm : YES ☐ / NO ☐ (Valid till \_\_\_\_\_)
- Registration copy Vehicles : YES ☐ / NO ☐
- Insurance copy Vehicles : YES ☐ / NO ☐
- Copy of I.T. Return (Last 03 Years) : YES ☐ / NO ☐
- FY 2019-20 :- YES ☐ / NO ☐ Rs. ....
- FY 2018-19 :- YES ☐ / NO ☐ Rs. ....
- FY 2017-18 :- YES ☐ / NO ☐ Rs. ....
- Latest GST Return Copy : YES ☐ / NO ☐
- Earnest Money deposited/ submitted : YES ☐ / NO ☐ DD No. .... Dt. ....
- Name of Bank: .....
- Annexure – I (Tenderers' Profile signed & stamped) : YES ☐ / NO ☐
- Annexure – II (Financial Bid) : YES ☐ / NO ☐ (To be submitted in Envelope -2)

**Verifications by bidders:**

- The Vehicles offered are not more than 36 months old : YES ☐ / NO ☐
- Each page of Tender/ Bidding document is signed & stamped : YES ☐ / NO ☐
- The Vehicles offered are of WHITE Colours : YES ☐ / NO ☐
- If no, please specify: .....

I/We do hereby declare that documents / information shared are true to the best of my knowledge and agree to abide by the terms and conditions stipulated in the tender.

Date :

SIGNATURE OF THE TENDERER WITH SEAL