



# INVITATION FOR BIDS (IFB)

[TENDER DOCUMENT]

(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## For

**Hiring of Mahindra Bolero & Maruti Dzire or Equivalent Class Vehicle for a period of 01 Year on Monthly Rental Basis for Official /Operational Use by Jharkhand Milk Federation (JMF), Ranchi.**

[Single Stage - Two Bid System]

**Tender No. JMF-ADMN-HR-00910-08/2024-25/0059**

**Date of Start/ Publish of Tender : 30 Aug 2024**

**Last date for Submission of Tender : 21 Sept. 2024 till 03:30 PM**

For any queries, please contact:

Email: [purchase@jmf.coop](mailto:purchase@jmf.coop)

Phone: 7544003404 / 7544003412

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Tel./ Mob. No: \_\_\_\_\_

Email \_\_\_\_\_

इस दस्तावेज़ को सभी पृष्ठों में हस्ताक्षरित और मुद्रित किया जाना है और बोलीदाता द्वारा प्रस्तुत किया जाना है।

**Tender Fee: Rs. 2000/-**

**EMD.: Rs. 8,500/- per vehicle**

**H.O./ Regd. Off Address:**

Near F.T.C. Campus, Sec-II, H.E.C., Dhurwa, Ranchi (Jharkhand) – 834004

Ph.: +91-(0651) 2543062, Website: [www.jmf.coop](http://www.jmf.coop), GSTIN: 20AADAT8604K1ZJ

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(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

**NIT** (As published)

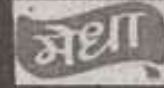
प्रभात खबर  
रंची, रविवार | 15  
01.09.2024

## The Jharkhand State Cooperative Milk Producers' Federation Ltd.

Near F.T.C Campus, Sec-II, H.E.C., Dhurwa, Ranchi – 834004

Ph.: +91-(0651) 2270046/ 7544003404 / 7544003412

Email: purchase@jmf.coop, website: http://www.jmf.coop



### TENDER NOTICE

Ref: JMF: Advt:203

Date: 30 Aug 2024

TENDERS are invited in SEALED ENVELOPE under 02 bid system from eligible bidders for the followings:

Sl No.	Tender details	Tender/Bidding Document No.	Tender Fee (Rs.)	EMD (Bid Security) (Rs.)	Last Date & Time for bid Submission
1.	Annual Rate Contract for Providing Heavy Goods Vehicles for Transportation of Cattle Feed & Other Materials in Jharkhand State	JMF-PE-0913-08/2024-25/0055	2,000/-	75,000/-	20 Sep 2024 till 03:00 PM
2.	Annual Rate Contract for Providing Light Goods Vehicles for Transportation of Cattle Feed & Other Materials in Jharkhand State	JMF-PE-0825-08/2024-25/0056	2,000/-	50,000/-	20 Sep 2024 till 03:30 PM
3.	Supply & Installation of Modular Office Furniture for NIR Feed Analyzer at CFP Lab in Medha Dairy Plant Hotwar-Ranchi	JMF-PE-0938-08/2024-25/0057	Nil	3,000/-	20 Sept 2024 till 04:00 PM
4.	Annual Rate Contract for Supply of Printed Aluminium Foils for Medha Dahi Cups/Medha Special & Ghee Jars at Medha Dairy Plant, Hotwar-Ranchi	JMF-PP-0765-08/2024-25/0058	1,000/-	13,000/-	20 Sept 2024 till 04:30 PM
5.	Supply of Quick Heal Antivirus Pro at Medha Dairy Plant, Hotwar-Ranchi	JMF-ICT-01141-08/2024-25/0059	Nil	1,000/-	21 Sept 2024 till 03:00 PM
6.	Hiring of Mahindra Bolero & Maruti Dzire or Equivalent Class Vehicle for a period of 01 Year on Monthly Rental Basis for Official /Operational Use by Jharkhand Milk Federation (JMF), Ranchi.	JMF-ADMN-HR-00910-08/2024-25/0059	2,000/-	8,500/- Per vehicles	21 Sept 2024 till 03:30 PM

\*For further details, interested bidders may download the respective Tender Document from JMF web site [www.jmf.coop](http://www.jmf.coop) and submit their Technical & Commercial Bids along with Tender fee & EMD in the manner specified.

The corrigendum, (if required), shall only be published in JMF website but not in any other media/newspapers.

For any clarification, please contact Head (Purchase), JMF, Hotwar, Ranchi, Jharkhand-834012.

**N.B** Bidders are requested to visit our website till the date of opening of the bids in order to be informed about any corrigendum/modification etc. with respect to tenders.

PR.NO.334057 Jharkhand Milk Federation(24-25):D

Managing Director, JMF



# INVITATION FOR BIDS (IFB)

[TENDER DOCUMENT]

(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

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## **TENDER/BID SCHEDULE**

Mode of Submission of Bids	in 'SEALED ENVELOPE' *
Date of Start/ Publish of Tender	30 Aug 2024
Last Date & Time of Submission of Tender /Bids	<b>21 Sept. 2024 till 03:30 PM</b>
Date & Time of Opening of Bids (Part-I)	<b>21 Sept. 2024 at 04:00 PM</b> (Only Technical Bids shall be opened)
Date & Time of Opening of Bids (Part -II)	Shall be notified to technically qualified bidders Only
Tender fee (Non-Refundable)	<b>Rs. 2,000/-</b>
Earnest Money (EMD) / Bid Security Amount.	<b>Rs. 8,500/- PER VEHICLE</b>
<b>Place for submission / Opening of Bids</b>	<b>Medha Dairy Plant, (A unit of Jharkhand State Coop. Milk Prod. Fed. Ltd., Ranchi), Beside Birsa Munda Central Jail, Khelgaon, Hotwar, Ranchi 834012</b>

This document is a complete bidding document with detailed terms and conditions and ready format annexures for the bidders to participate conveniently. The same can be available from our Hotwar Dairy Plant office or can be downloaded from our website [www.jmf.coop](http://www.jmf.coop).

Interested eligible bidders may obtain further information from Purchase Department, of The Jharkhand State Coop Milk Producers' Federation Ltd, Beside Birsa Munda Central, Jail, Hotwar, Ranchi-834012, Ph. no.: +91-(0651) 2270046, Email – [purchase@jmf.coop](mailto:purchase@jmf.coop)

- **Bid document duly signed & stamped in all pages should be submitted by the bidder.**  
(इस दस्तावेज़ को सभी पृष्ठों में हस्ताक्षरित और मुद्रित किया जाना है और बोलीदाता द्वारा प्रस्तुत किया जाना है।)



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(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## SECTION -I-

### TENDER CHECKLIST

(TO BE SUBMITTED BY BIDDER ALONG WITH TECHNICAL BID)

(निविदाकर्ता द्वारा तकनीकी बोली के साथ प्रस्तुत की जाने वाली चेकलिस्ट)

Sr. No.	Item/ Particulars	Yes/No	Remarks (if any)
1.	The bidder in the same name & style, is in business since last three (3) years.		
2	The bidder has valid registration under various acts that may be applicable for the supply/contract proposed.		
3.	<b>The bidder is an M.S.M.E.</b>		(Supporting document to be submitted)
<b>Followings to be submitted with technical Bid.</b>			
4.	<b>EMD/ Bid Security</b> submitted as per Tender.		Original DD/ Transaction details to be submitted
5.	<b>Tender Fee</b> submitted as per Tender		Original DD/ Transaction details to be submitted
6.	Copy of P&L Statement, Balance Sheet and Financial Turn-Over of last three FY (2020-21, 2021-22 and 2022-23) is submitted.		<b><u>FY Turn-Over detail:</u></b> FY 2020-21: Rs. FY 2021-22: Rs. FY 2022-23 : Rs. (Supporting documents to be submitted)
7.	Copy of TDS certificate of last three FY (2020-21, 2021-22 and 2022-23)		
8.	Copy of form 26AS of last three FY (2020-21, 2021-22 and 2022-23)		
9.	<b>Undertaking to provide good condition vehicles (not more than 3 years old).</b>		
10.	<b>Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU.</b>		(to be submitted in Letter Head duly signed & stamped))
11.	Valid GST registration & PAN		(Self-Attested copies of GST Registration Certificate & PAN to be submitted)
12.	Copy of Cancel Cheque submitted		
<b>Following details to furnish /submitted :</b>			



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a.	Offered Vehicle/s details		<p><b>Type of Vehicle offered:</b></p> <p><b>Make/ Brand:</b></p> <p><b>No. of Vehicle offered:</b></p> <p>Own/ Rented:</p> <p><b><u>Vehicle Regn No.</u></b>      <b><u>Veh. Regn. Date:</u></b></p> <p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p>5. ....</p> <p>6. ....</p> <p>7. ....</p> <p>8. ....</p> <p>9. ....</p> <p>10. ....</p>
b.	Copy of Vehicles' Registration, Valid Insurance Copy to be submitted.		

**Declaration:**

I/We, hereby declare the above information/ documents submitted are true /correct to the best of my/our knowledge and in case found any discrepancy, shall be liable for rejection of my bid.

**Date & Place:**

**Bidder's Signature & Stamp**

**N.B. Check list is Mandatory to fill and attached with technical Bid.**





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(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## SECTION -II

### **1. BID INVITATION DETAIL:**

The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF), registered under Jharkhand Co-operative Societies Act, 1935 is engaged in milk procurement, processing and marketing activities of item milk and milk products in the state of Jharkhand and is popularly known for its brand 'Medha'. Under an MoU, the Federation is being run & managed by the National Dairy Development Board (NDDB).

The H.O. is located at Sec-II., H.E.C., Near FTC Campus, Dhurwa, Ranchi – 834004

JMF intends to engage services from eligible bidders for supply and engagement of following vehicles on Annual Rate Contract (ARC) Basis for Official /Operation Use for a period of One Year as per below:

Sl. No.	Description of Job/ Item	Qty	UoM	Hub/ Office Location cum Base Station
1.	Providing <b>Mahindra Bolero' or Equivalent Class Vehicle</b> for a period of 01 Year on Monthly Rental Basis for Official /Operational Use.	<b>09</b>	<b>No</b>	Hotwar – 5 no. Dhurwa – 4 no.
2.	Providing <b>Maruti Dzire or Equivalent Class Vehicle</b> for a period of 01 Year on Monthly Rental Basis for Official /Operational Use.	<b>01</b>	<b>No</b>	Dhurwa

**This is a two-envelope bid system consist of:**

- **Part-A:** Pre qualifying technical bid.
- **Part B:** Commercial / Price bid

The bidders shall to go through the terms and conditions and instructions mentioned herein carefully prior to submitting the bids.

- **The Bids will be acceptable only in 'Sealed Envelope' on or before the due date.**
- **The bids/ offers received through E-mail will not be considered.**

Bids can be sent by post/ courier or submitted by hand at our office by time as specified in tender notice. Bids received late shall be rejected. For bids submitted by post or Courier, it is bidder's responsibility that bid reaches our office on or before the scheduled time and date. In case tender opening date is declared a Holiday, bids shall be opened on next working day at the same time specified in tender.

Bidders are requested to visit JMF website regularly as any corrigendum / addendum may be published in JMF website and not in any other media/ newspapers.

JMF reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason

Failure to furnish all information as per bid document or submission of a bid not substantially responsive to the bidding document in every respect, will be at the bidder's risk and may result in the rejection of its bid.

Tenders will be opened on the prescribed date as mentioned above in the presence of the agency or their authorized representative who may like to be present in the office at Hotwar Dairy Plant of Jharkhand State Cooperative Milk Producers' Federation Limited, Ranchi.



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## **2. BID SUBMISSION DETAIL:** (निविदा जमा करने का विवरण):

\*SEALED-TENDERS /OFFERS to be submitted in single stage two cover system i.e., Pre-Qualification/Technical Bid (Technical Envelope) and Financial Bid (Commercial Envelope) as detailed below:

### **Envelope 1: Technical Bid (Part-1) :**

The bidder should submit the relevant documents related to eligibility criteria, technical details for the item/ equipment/ machinery as required in the tender and shall be put under one envelope (**Envelope - I**) mentioning “TECHNICAL BID FOR PROVIDING MAHINDRA BOLERO & MARUTI DZIRE OR EQUIVALENT CLASS VEHICLE ON ARC BASIS”.

### **Envelope 2: Commercial Bid (Part-2) :**

The bidders should quote the prices in Indian Rupees in “Price Bid Format” enclosed as **SECTION-XII** and shall be put under one envelope (**Envelope-II**) mentioning “PRICE BID FOR PROVIDING MAHINDRA BOLERO & MARUTI DZIRE OR EQUIVALENT CLASS VEHICLE ON ARC BASIS”.

Both envelopes (Envelope-I & II) to be put under one Main Envelope super scribing clearly- “TENDER FOR PROVIDING MAHINDRA BOLERO & MARUTI DZIRE OR EQUIVALENT CLASS VEHICLE ON ARC BASIS”.” and should be submitted at the address mentioned in bidding document.

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

**Managing Director**  
The Jharkhand State Coop Milk Producers'  
Federation Ltd





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## **SECTION -III**

### **3. ELIGIBILITY REQUIREMENTS:**

The bidders must meet the following minimum qualifying criteria:

- 1.1 That, bidder in the same name & style, should be in business at least for three years at the time of bid opening. In case of change of name of the bidder by merger /acquisitions/change in status, the bidder may be eligible based on the documentary evidence.
- 1.2 That, bidder should have valid registration under various act the may be applicable for the supply/contract proposed. This shall include but not limited to Income tax, Companies Act, Goods & Service Tax (GST), Welfare Cess Act apart from any other applicable tax-imposed time to time by State/Central Govt. and Employee State Insurance, Contract Labour, Provident Fund etc.
- 1.3 That, bidder's financial turn-over in the same name & style during each of the last three financial years (2020-21, 2021-22&2022-23) should not be less than **Rs. 4.20 Lakh per vehicle\***  
*(\*for e.g.; if a bidder submits bid for two (02) vehicles, the Fin. Turnover in each of the last three financial year should not be less than Rs. 8.40 Lakh)*
- 1.4 The bidder should submit copies of:
  - a.) Audited Balance Sheet and P&L A/c for the last 3 Financial Years (FY 2020-21, FY 2021-22, FY 2022-23) for income tax purpose. (If not audited, to be certified by CA)
  - b.) Copy of TDS certificate issued by the client to substantiate the claim for the value of works executed in the private sector
  - c.) Copy of form 26AS for the last three financial years.

**Note: The documents pertaining to eligibility criteria should be enclosed in Cover "A" (Technical Bid) by the Bidder. All the photocopies are to be self-attested.**

**Managing Director**  
The Jharkhand State Coop Milk Producers'  
Federation Ltd



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## SECTION -IV

### **1. GENERAL TERMS & CONDITIONS:**

1. **Eligible Bidders:** This invitation for Bids is open to all eligible bidders who meet the minimum eligibility criteria as specified in this bidding document.

#### **2. Downloading the Bidding Document**

- i. The eligible bidder should download the tender/ bid document for the bidding purpose from JMF website <http://www.jmf.coop> and shall submit duly filled in all aspects duly signed and stamped on all pages along with required documents as required for qualification of the bid.
- ii. If any change/additions/ deletions/alterations are found to be made by them in the tender and the same is subsequently noticed at any stage, even after award of the contract, the bidders are liable for all consequences thereof and JMF shall be free to take suitable action as deemed necessary.

#### **3. Clarification of Bidding Documents**

A prospective Bidder requiring any clarification of the Bidding Documents may notify JMF in writing or email. JMF will respond in writing to any request for clarification of the Bidding Documents, which it receives prior to the deadline for the submission of bids. Bidders should preferably forward their queries earlier than 10 days prior to the bid submission date. Written copies of JMF's response will be sent to the respective Bidder. Also, corrigendum, if necessary, will be uploaded in the JMF's website without identifying the source of the inquiry.

#### **4. Amendment of Bidding Documents**

At any time prior to the deadline for the submission of bids, JMF may modify the bidding document by the issuance of amendment. The amendment will be uploaded on JMF website and will be binding on them. JMF may also at its own discretion, extend the deadline for submission of bids. Before submission of the bid, the bidder should check the JMF website for any Corrigendum/additional information on the bidding document, if any.

5. **Preparation of Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language.

#### **6. Submission of bid:**

The bidders, who downloaded the bidding documents, are eligible for submission of bids in their names only.

All the bidders should submit their bids in **Part I** – Technical Bid and **Part II** – Price Bid.

**The Technical bid (Part I) shall contain all the details EXCEPT THE PRICE.**

The complete bidding document duly signed and sealed should be submitted without any modifications/alternations, as a token of their acceptance towards the scope of work, terms and conditions of the bid unconditionally.

Full details of materials including the manufacturer's name, model no. must be submitted in the portal along with Technical Bid (Part I), wherever requested.

Bids must be submitted by the bidder at the given address not later than the time specified for receipt of the bids in the Invitation for Bids.

The Bidder cannot modify or withdraw its bid after the last date & time of bid's submission. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result in the forfeiture of Bidder's EMD.



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The bids are to be uploaded/ submitted with drawing, specifications or as per drawings, specifications given in the tender and submitted as such, shall be deemed to mean that the bidder submitting such a bid is fully acquainted with the technical details.

## 7. Period of Validity of Bids:

The Bids shall remain valid for **120 days** from the date of bid opening prescribed by the JMF. A bid valid for a shorter period shall be rejected by JMF as non-responsive.

## 8. Tender Fee / Earnest Money Deposit:

All bids must be accompanied must be accompanied by EMD as Bid Security and Tender Document Fee (as mentioned in tender document) and the same should be in the form of Demand Draft or through NEFT/RTGS

### 8.1.1 In case of EMD/Tender Fee submitted in the form of DD:

EMD /Tender Fee should be submitted in Technical Bid Envelope in the form of Demand Draft [in original] issued by Nationalized Bank/Scheduled Bank/Foreign Bank having branches in India in favor of "The Jharkhand State Co-Op. Milk Producers' Federation Ltd", payable at Ranchi

### 8.1.2 In case of EMD/ Tender Fee submitted through NEFT/RTGS, it should be deposited\* to the following Bank Account.

<b>1. Beneficiary Name</b>	<b>The Jharkhand State Co-op. Milk Producers' Federation Ltd</b>
<b>2. Beneficiary Bank &amp; Branch</b>	<b>State Bank of India, H.E.C. SEC- II, Dhurwa, Ranchi</b>
<b>3. Account Number to be credited</b>	33842021519
<b>4. RTGS/IFSC Code</b>	SBIN0005596

**\*The payment should be made on or before 12:00 PM on the date of submission of bid.**

For EMD payment, the bidder is requested to send the communication about EMD payment made by 12:30 PM on the date of submission of bids in following format through e-mail to: [purchase@jmf.coop](mailto:purchase@jmf.coop)

With tender reference \_\_\_\_\_ as subject line.

The bidder is also required to submit/upload the successful transaction details along with technical bid as given below:

<b>Tender /Bid Ref. No.:</b>	<b>Tender No.</b>		
<b>Name of Bidder:</b>	<b>M/s.</b>		
<b>Payment Towards</b>	<b>Amount Paid in Rs.</b>	<b>DD No. with Bank Details/UTR No.</b>	<b>Transaction date &amp; time in case of NEFT/RTGS payment</b>
<b>Earnest Money Deposit</b>			
<b>Tender Document Fee</b>			

For EMD refund through NEFT/RTGS, bank details in following format should be submitted:

<b>1. Beneficiary Name</b>	:	
<b>2. Beneficiary Bank &amp; Branch</b>	:	
<b>3. A/c No. to be credited</b>	:	
<b>4. Type of A/c to be credited</b>	:	
<b>5. RTGS/IFSC Code</b>	:	

8.2 The Bid is liable to be rejected in case EMD/Tender Fee at prescribed rate is not furnished along with the tender/ bid.

## 8.3 **The EMD may be forfeited:**

a) If a bidder withdraws or modifies its bid during the period of bid validity OR



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If the bidder withdraws its tender before the finalization of tendering process/contract.

- b) In the case of the successful bidder, if the bidder fails to sign the Contract (i.e., return the signed copy of duplicate Purchase order, and furnish Performance Security, if asked for)
- 8.4 Unsuccessful bidder's bid security will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of the bid validity of 120 days from the date of bid opening.
- 8.5 The EMD of successful bidder shall be released after acceptance of the contract and submission of performance security. In case of conversion of EMD into security deposit, the same shall be returned after completion of contractual obligations.
- 8.6 No interest shall be paid on EMD for the period during which the deposit lies with The Jharkhand State Co-Op. Milk Producers' Federation Ltd.

## 9. Price:

The bidder shall indicate on the Price Bid as per **Section-IX** the final unit prices (after considering discount, if any) excluding applicable GST for the goods/ services it proposes to deliver under the contract. Bidders must submit a bid for the full quantity specified for individual capacity, failing which, such bids will not be taken into account for evaluation and comparison and will not be considered for award.

### Prices indicated in the Price Bid shall be entered in the following manner

- a. The item wise quoted price of goods to be supplied shall be indicated in the field "Unit Rate (in Rs.)" on the portal on FOR site basis and shall include the charges for packing and forwarding, transportation, transit insurance, unloading and all other local costs incidental for delivery to their final destination, storage insurance (if asked for) and safe custody at recipient's place (If asked for), excluding GST.
- b. A statement indicating item wise HSN/ SAC codes considered for Supply /Service items shall be submitted along with the Technical Bid (Part I).
- c. Bidder shall be responsible for selection of appropriate HSN/ SAC code and applicable GST thereon for the items quoted by them.

## 10. Fixed Price:

- i. Basic Price quoted by the Bidder shall be fixed during the bidder's performance of the Contract/Supply and not subject to variation on any account. A bid submitted with an adjustable price quotation for such goods and services will be treated as non-responsive and rejected.
- ii. Payment of differential amount due to price variation on account of change in applicable taxes and duties on the invoiced items/ services shall be payable only if, the details of the taxes and duties included in the prices & HSN/ SAC code considered, is furnished in the technical bid (Part - I). If any altogether new tax and duty is imposed on such contract after the bid opening date, the same shall be considered for payment/ reimbursement upon documentary evidence. Similarly, the differential amount shall be recovered, if the rates of taxes and duties are revised downward.

## 11. Opening of bids

Technical bids of those bidders whose EMD in the form of Original DD have reached the office of JMF OR payment by NEFT/RTGS is received by JMF as mentioned in the IFB, shall be opened in the presence of bidder on the date and time specified in the tender document.

JMF will open the technical bids on the time and date stated in the IFB. Bidders can present at the time of opening of the bids.

Commercial bids will be opened only those bidders whose Technical Bid (Part-I) is found to be acceptable by JMF. Such eligible bidders will be intimated the date of opening of Commercial Bid (Part II) separately.



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## 12. Evaluation of bids

### 1. Preliminary Evaluation

JMF will examine the technical bids to determine whether they are complete, whether required EMD and supporting documents have been furnished, and whether the bids are generally in order.

Where the bidder has quoted and the bid security furnished is inadequate, the bid will be treated as non-responsive.

JMF will also examine whether the bid is complete. If the prices of certain items are found as "0 (Zero)" it will be presumed the bidders have included the cost of such items against some other items of the price bid. The bidder shall furnish the details of such inclusions separately along with their Technical Bid (Part I).

Prior to the detailed evaluation, JMF will determine the substantial responsiveness to the bidding document. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations. A material deviation is one which affects in any substantial way the functionality, scope, quality or performance of the deliveries or which limits in any substantial way inconsistent with the bidding documents, JMF's rights or the bidder's obligations under the contract and the rectifications of which deviations would affect unfairly the competitive position of other bidders presenting substantially responsive bids. JMF's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

No post-bid clarification at the initiative of the bidder shall be entertained. For evaluation and comparison of bids, the purchaser may, at its discretion, ask the bidder for clarification on the bid. The shortfall information / documents shall be sought only in case of historical documents which pre-existed at the time of tender opening and which have not undergone change since then.

So far as the submission of the documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents shall be asked for and considered. For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered. However, no new supply order shall be asked for and considered so as to qualify the bidder.

In case the required clarification are not received by the Purchaser in time, the Technical bid may be treated as incomplete and non-responsive.

A bid determined as not substantially responsive will be rejected by JMF and will not subsequently be made responsive by the Bidder by correction of the non-conformity.

JMF may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the Bidder.

### 2. Evaluation and Comparison of Bids:

The Evaluation and comparison of bid will be done on the basis of **item wise quoted** price (inclusive of applicable GST).

13. Any attempt by a Bidder to influence the Procuring Entity "The Jharkhand State Cooperative Milk Producers' Federation Ltd. (JMF)", in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid, in addition to the legal action which may be taken by the Procuring Entity under the Act and the Rules.
14. Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
15. To assist in the examination, evaluation, comparison and qualification of the Technical or Financial Bids, the Bid evaluation committee may, at its discretion, ask any Bidder for a



# INVITATION FOR BIDS (IFB)

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clarification regarding its Bid. The committee's request for clarification and the response of the Bidder shall be in writing.

16. Any clarification submitted by a Bidder with regard to his Bid that is not in response to a request by the Bid evaluation committee shall not be considered.
17. The determination of qualification of a Bidder in evaluation of Technical Bids shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder and in accordance with the qualification criteria indicated in Qualification and Evaluation Criteria. Factors not included in Qualification and Evaluation Criteria shall not be used in the evaluation of the Bidder's qualification.
18. The Bid evaluation committee shall have full powers to undertake negotiations where it deemed necessary. Negotiations may, however, be undertaken only with the lowest Bidder(s) only.

## 19. Award Criteria

- i. JMF will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid.
  - ii. JMF may award one single contract or more than one contract to the successful bidder at JMF's discretion.
20. **Signing of Contract:** Within 07 days from the receipt of the Purchase Order, the successful bidder shall return the duplicate copy of the Purchase Order, duly signed and sealed, Performance Security, wherever applicable.
21. **Rights Reserved by JMF:** JMF does not bind itself to accept the lowest bid. JMF reserves the right to award the job either in part or full. JMF at its sole discretion and without assigning any reason thereof, also reserves the right to accept any/or reject any or all bids.

Note:

- i. Deviations in commercial terms and conditions of the bid may be rejected
- ii. The Bidders should mention the HSN/ SAC Code of each item along with the Technical Bid (Part I).
- iii. GST TDS as per section 51 of CGST Act 2017 will be deducted, if applicable.
- iv. Bidders to submit the following details along with Technical Bid (Part I):
- v. State from where the goods will be supplied/ Invoices will be made:

Corresponding GST No. (of that state): -----

## 22. Address for Communication:

Group Head (Purchase)

The Jharkhand State Coop Milk Producers' Federation Ltd

Beside Birsa Munda Central Jail, Hotwar, Ranchi-834012, Jharkhand

Ph.: +91-(0651) 2270046, Email: [purchase@jmf.coop](mailto:purchase@jmf.coop)





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## SECTION – V

### **SPECIFIC TERMS AND CONDITIONS:**

1. The offered Vehicle should be Mahindra Bolero / Maruti Dzire or Equivalent Class Vehicle and registration of the vehicles **should be after 30.08.2020**.
2. Vehicle offered must be in excellent condition. Mahindra Bolero or Equivalent Class Vehicle preferably should be in white / Off-White color whereas Maruti Dzire should be of any color.
3. Vehicles should mandatorily have Jharkhand Registration Number.
4. Each Bidder shall submit only one bid.
5. The bidder should provide all relevant documents like Vehicle Insurance Paper, Registration Certificate, PUC etc. for the quoted/ offered vehicles.
6. Compliance of Contract: Vehicles engaged by the contractor / Agency must comply all statutory requirements like Insurance, Road Permit, Fitness Certificate, Driving License, Fastag. Vehicles must be in excellent condition.
7. The Driver engaged, should have minimum 3 years of experience of driving. They should have valid transport vehicle transport licenses for driving hired passenger vehicles.
8. The documents submitted should be genuine and reflect the correct position as the tender accepting authority is guided by the documents filed by the tenderer. If any document of the successful tenderer is found to be bogus or false, apart from terminating the contract penal action will be taken for collecting liquidated damages from the tenderer.
9. **BIDDING RATES:**
  - a. The **RATE/OFFER should be QUOTED** in the prescribed format enclosed as **SECTION-IX-**“Financial/Price Bid”.
  - b. The quoted monthly rental charge by bidder should include salary of staff/ driver, fooding & lodging expenses/ charges of driver in case they shall be on tour/out of station, all consumables, repair and maintenance costs, all taxes applicable on hired/ engaged vehicles by road transport authorities (like registration charges. insurance charges etc.), mobile phone for driver etc., lubricants (excluding fuel (petrol/ diesel) and also any other incidental expenses in running and maintenance of vehicles. The JMF will not be responsible for any expenditure related to the running / maintenance / repair etc. of the vehicle.
  - c. The fuel expense, Parking Charges and Toll Taxes, if any, will be payable on reimbursement-basis, in addition to the total monthly charges.
  - d. **Nothing extra will be paid to the contractor on the quoted rate due to fluctuation in cost of diesel or any other consumable items, registration charges etc. during the period of contract.**
  - e. All the taxes and duties what-so-ever livable by the Government (State or Central) or anybody, shall be borne by the contractor and will be deducted from his account bill.
10. **PAYMENT TERM: -**
  - a. A consolidated bill shall be submitted for payment after completion of the month along with a copy of Log Book (which would be certified by the JMF (Controlling Officer) of that respective month & Toll Tax bill/ FASTAG receipt. FASTAG to be recharged in time. Toll Tax bill should also be submitted for payment the signature of Controlling Officer.
  - b. The bill shall be raised latest by 7th of succeeding month.
  - c. 100% payment shall be made within 30 days on submission of bill/invoice.
  - d. TDS /GST/any other tax on gross bill will be applicable as per the Government Notification(s) in force from time to time will be made as per law.





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- e. 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 (As per Locations/ Base Stations specified in bid document).
11. In case of non-compliance of the terms and conditions of the contract, a penalty may be levied as follows:

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 & Vehicle kept unclean	50% of Proportionate contract charges per day, cumulative up to Rs. 2,000 P.M.
4	Refusal of duties	200% of Proportionate contract charges per day
5	Non-observation of dress code	Rs. 100/- for first instance and Rs. 200/- for subsequent instances.
6	Change of drivers without permission	Rs. 500/- per instance.
7	If the driver is found without statutory documents (as per clause no. 17)	Rs. 500/- per instance.
8	If the driver is found to be taking alcohol or other intoxicants	Rs. 500/- per instance.

12. **The penalty shall be levied on the basis of the certificate signed by the Controlling Officer.**
13. In case of any accidents, all the claims / damages arising out of it shall be met by the contractor. The contractor shall be responsible for all losses / damages of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The JMF shall not be responsible for any such loss.
14. The contractor should provide dedicated vehicles & drivers and it should not be changed frequently. If in case, any change will be required in vehicle/ driver then intimation must be given to JMF (Admin & respective Controlling Officer) either on phone or in writing well before the incumbent changed.
15. 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.
16. 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.
17. Jurisdiction of Courts: The courts/ any other Tribunal or Forum in Ranchi alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.
- a. The Federation (JMF) and the bidder shall make every effort to resolve any dispute / disagreement in connection with the bid amicably by direct negotiation. However, the decision of managing Director, JMF will be final & binding in case the disagreement or dispute if not resolved by mutual negotiation.
- b. Legal dispute if any, concerning to this supply shall be subject to such courts as Exercising Civil Jurisdiction over Ranchi.
18. Any matter during the period of the Contract/ Agreement, not been specifically covered in this terms and conditions, shall be decided upon by the JMF whose decision shall be final and conclusive.

**Managing Director**  
The Jharkhand State Coop Milk  
Producers' Federation Ltd



# INVITATION FOR BIDS (IFB)

[TENDER DOCUMENT]

(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## SECTION-VI

### **SCOPE OF WORK:**

1. Vehicles engaged by JMF shall be exclusively used for office/ field work of The Jharkhand State Co-operative Milk Producers' Federation Ltd. and should not be used by service provider/ travel agency for any other purposes till it is on hire/ contract. It is reiterated that the service provider/ travel agency shall not utilize the vehicle for any purpose whatsoever even if the vehicle is not being used by the JMF.
2. The Contract /Agreement will be initially for a period of 01 Year 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 for maximum 3 years.
3. The total Contract period shall be for a period of maximum 03 years subject to satisfactory performance of the Service Provider and on mutual consent.
4. Vehicles shall be parked at the designated place given by the JMF after the duty for the day is over.
5. Accuracy of Meter Reading: The accuracy of meter reading should tally with the actual distance of run at any instant and controlling officer shall have full power to check up the meter correctness and to take action to recover the actual loss if any to the JMF accordingly.
6. 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.
7. While on duty, all documents like Vehicle Insurance Paper, Registration Certificate, driver's Driving License, Aadhar Card, Pollution etc. must be in respective vehicle.
8. Driver's reporting time should be 8 AM to 8 PM/ or any defined hours by JMF/Controlling Officers of respective groups/ locations, except on any call for duty by the officer. Drivers may have to report early and would be relieved late, drivers may also be called on holidays 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.
9. The drivers' antecedents should have been duly verified by police authorities, at the instance of the contractor before sending for duty.
10. The drivers engaged/employed along with respective vehicle should satisfy the following conditions:
  - a. Driver should wear the neat and clean dress
  - b. Driver should be well versed with the roads and the places of our operation viz. Ranchi and must have experience in city driving.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. The driver shall not be addicted to smoking, consumption of liquor/alcohol, Pan Masala/Gutka, Tobacco and shall never report to the duty under influence of alcohol.
11. The vehicle should be with standard seats, which should be agreed with seating capacity as the RC book and other relevant documents.



# INVITATION FOR BIDS (IFB)

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(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

12. Vehicle should be kept clean and odour free, suitable for official use. Towels should be provided for covering the seats.
  13. All legal obligations in respect of the vehicle and drivers i.e. Road Tax, RTO permissions, Emission Test Certificate, FASTAG, Comprehensive Insurance, proper driving license, Aadhar Card of the driver etc should be maintained by the contractor.
  14. While on duty, all documents like Vehicle Insurance Paper, Registration Certificate, driver's Driving License, Aadhar Card, Pollution etc. must be in respective vehicle
  15. 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.
  16. A Log Book/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 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 JMF.
  17. 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.
  18. 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.
- The tender document submitted by a tenderer shall become the property of the JMF and JMF shall have no obligation to return the same to the tenderer.

**Managing Director**  
The Jharkhand State Coop Milk  
Producers' Federation Ltd



# INVITATION FOR BIDS (IFB)

[TENDER DOCUMENT]

(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## SECTION-VII

### BIDDER'S PROFILE: (बोलीदाता का विवरण)

1. **Name of Bidder:**
2. Type Of Firm (Partnership/ Sole Proprietorship/ Pvt. Ltd):
3. **Whether Bidder/ Vender is MSME :**  YES  NO  
(If yes, copy of MSME Registration Certificate to be submitted).
4. Address for Communication:
  
5. Email :
6. Contact No.
7. PAN No.
8. GST NO.
9. Bank Details:
  
10. Total Experience in same field:
11. No of Owned Vehicles :
12. The vehicle details intend for supply for hiring :

S. No	Vehicle Registration No.	Type of Vehicle / Model	Color of Vehicle	Registration Valid till	Current Status of Vehicle (Engaged / Idle)
1					
2					
3					
4					
5					
6					

**Bidder's Signature & Date**



# INVITATION FOR BIDS (IFB)

[TENDER DOCUMENT]

(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## **SECTION-VIII**

(FORMAT OF UNDERTAKINGS, TO BE FURNISHED ON COMPANY LETTER HEAD)

**Annex-A**

## UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,  
**The Managing Director,**  
Jharkhand State Co-Op. Milk Producers' Federation Limited,  
Sec-II, H.E.C., Dhurwa, Ranchi,  
Jharkhand – 834004

Dear Sir,

We hereby confirm and declare that we, M/s -----, is  
not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/  
Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services  
during the last 3 years.

We understand that in case of any deviation/ false information in the above statement at any stage, our  
Firm/ Agency will be blacklisted/ debarred and will not have any dealing with your organization in  
future.

Signature of bidder & Seal



# INVITATION FOR BIDS (IFB)

[TENDER DOCUMENT]

(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

**Annex-B**

## UNDERTAKING REGARDING PROVIDING VEHICLES

To,  
**The Managing Director,**  
Jharkhand State Co-Op. Milk Producers' Federation Limited,  
Sec-II, H.E.C., Dhurwa, Ranchi,  
Jharkhand – 834004

Dear Sir,

We hereby confirm and declare that we, M/s -----,  
have clearly understood the requirement of the tender and accordingly the vehicles offered by us shall  
be roadworthy and good conditioned and will be not more than 3 years old.

The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as  
valid Registration Certificates, Insurance Certificates, Fitness Certificates, D.L.s of the Drivers etc.  
available all the times.

The Federation shall not be responsible for any damage/loss caused to the hired vehicles or loss of life  
/injury made to any person or damage to any property on account of use of hired vehicles in any manner  
whatsoever. The service provider shall be responsible for all such litigation

Signature of bidder & Seal



# INVITATION FOR BIDS (IFB)

[TENDER DOCUMENT]

(Jharkhand State Co-Op. Milk Producers' Federation Limited, Ranchi)

## SECTION- IX

(SoQ/ FINANCIAL BID)

Offer date: \_\_\_/\_\_\_/2024

Name of Bidder: .....

The rates offered for Providing Following Vehicles for 01 Year period on ARC Basis shall be as below:

S. No.	Item /Job Description	Base /Operational Work/Office Station	Qty	Monthly Rental Charges (INR) **			Other Charges		
				For 1 <sup>st</sup> Year	For 2 <sup>nd</sup> Year *	For 3 <sup>rd</sup> Year *	Vehicle's mileage/ltr.	Overtime Charges after 12 Hrs. (Rs/ Hr.)	Night Halt Charges (Rs.)
1	Providing Mahindra Bolero' or Equivalent Class Vehicle for a period of 01 Year on Monthly Rental Basis for Official /Operational Use.	Ranchi (Hotwar & Dhurwa)	09 No						
2	Providing Maruti Dzire or Equivalent Class Vehicle for a period of 01 Year on Monthly Rental Basis for Official /Operational Use.	Ranchi (Dhurwa)	01 No						

\*The initial agreement shall be for a period of One year and shall automatically come to an end on the expiry of said period unless terminated earlier or extended by mutual consent in writing. The extension may be done for two times and maximum tenure of contract shall be up to 3 years on the above quoted rates.

\*\*GST shall be paid extra as applicable.

Name & Designation:

Date:

Bidder's Signature & Date