



**THE JHARKHAND STATE COOPERATIVE MILK
PRODUCERS' FEDERATION LTD.**

FTC CAMPUS, SEC-2, DHURWA, RANCHI – 834004
Ph.: +91-(0651) 2270046, MOB: 7544003404/7360035219,
Email: purchase@jmf.coop, Website: www.jmf.coop



TENDER DOCUMENT
Hiring of Vehicles for Office Use
(Mid-Sized)
for One Year Contract Period



झारखण्ड राज्य सहकारी दुग्ध उत्पादक महासंघ लिमिटेड
The Jharkhand State Co-operative Milk Producers' Federation Limited



TENDER NO.: JMF-ADMN-HR-HIRING OF VEHICLES/2021-22/024

Date of Tender : 30 June 2021
Last date for submission of Tender : 15 July 2021 by 17:00 hrs

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

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TABLE OF CONTENTS

Content	Page No.
Tender Invitation detail	3
Tender Process	4
Terms and Conditions	5 - 8
Declaration	10

Filed and to be submitted by Tenderer

Annexure -1 Technical details (Tenderer's Profile)	9
Annexure – 2 Financial Bid	11

TIME SCHEDULE OF TENDER PROCESS:

Date of publication of Tender	30 June 2021
Last date for Receipt Tender in Sealed Envelope	15 July 2021 by 17:00 hrs
Date & Time of the Opening Technical Bids	16 July 2021 at 11:30 hrs
Date and Time of the opening Financial Bids	Will be notified to the technically qualified tenderers



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TENDER NOTICE

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TENDER NOTICE

Tender No. JMF-ADMN-HR-Hiring of Vehicles/2021-22/024 Date: 30 June 2021

REQUIREMENT OF BOLERO OR SAME CLASS OF VEHICLES FOR OFFICE / OPERATIONAL USE ON MONTHLY RENTAL BASIS

The Jharkhand State Co-operative Milk Producers' Federation Ltd., (JMF), Ranchi invites offers/quotations in SEALED ENVELOPE from reputed Vendors/ Travel Agency/ Tour operators to supply of Mid-Size vehicles such as Sumo, Bolero or equivalent for office/operational use for its Dairy Plant/ Cattle Feed Plant/ Mineral Mixture Plant on monthly basis on a Contract for the period of one year w.e.f. **01 Aug 2021 to 31 July 2022**, which may further be extended depending on the requirement/ performance of the service provider.

The Tender forms/documents along with terms & conditions can be obtained from the office at Medha Dairy Hotwar, Near Birsa Munda Jail, Khelgaon, Ranchi-835217 on any working day during office hours from **30 June 2021** OR the same may be downloaded from JMF website www.jmf.coop.

The tender complete in all respect duly filed & signed should reach to us latest by 05.00 PM on or before **15 July 2021** and which shall be opened at the prescribed time and date mentioned in the tender document. The tender should be submitted along with EMD of **Rs. 25,000/-** in form of DD in favour of "The Jharkhand State Co-operative Milk Producers' Federation Ltd.", Ranchi.

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.

PR 248760(Jharkhand Milk Federation)21-22*D



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Page
4 of 11

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 or equivalent on monthly basis for operational purpose use for Offices/ Dairy /Cattle Feed Plants located at Ranchi for the period from **01 Aug 2021 to 31 July 2022** (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
Vehicle Hiring on Monthly Rental basis Sumo/ Bolero or Equivalent	1	Sahibgunj and nearby locations
Vehicle Hiring on Monthly Rental basis Sumo/ Bolero or Equivalent	1	Sarath and nearby locations
Vehicle Hiring on Monthly Rental basis Sumo/ Bolero or Equivalent	4	Dhurwa, Ranchi and nearby locations
Vehicle Hiring on Monthly Rental basis Sumo/ Bolero or Equivalent	5	Hotwar, Ranchi and nearby locations

Tender is invited in two parts-

- (1) Technical bid - tender form for technical bid prescribed in **Annexure-I**
- (2) Financial bid - tender form for the financial bid in Performa prescribed in **Annexure-II**

Complete forms in all respects should be submitted by 17.00 hrs on or before **15 July 2021** 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 envelope/covers may be superscribed with “**Technical Bid - Contract for hiring of vehicle**” and “**Financial Bid- Contract for hiring of vehicle**” 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 **16 July 2021 at 11:30 AM** 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.

Earnest Money Deposit: Each technical bid should accompany the Earnest money Deposit of **Rs. 25,000/-** 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. 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.

JMF reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Managing Director, Jharkhand Milk Federation in this regard shall be final and binding on all.

Late submission of tenders will not be accepted & Qualifying bids without Earnest Money Deposit shall also be rejected



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Page
5 of 11

The Terms & Conditions for Hiring of Vehicle are as under:

1. The Contract /Agreement will be initially for a period of twelve from **01 Aug 2021 to 31 July 2022**. 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
2. The Contract period shall be extendable for a period of maximum 03 years from the date of Contract/ Order subject to satisfactory performance of the Service Provider and on mutual consent.
3. Vehicle Type & Condition: Vehicles should be of Bolero, Sumo or equivalent of recent make which should not be of more than 48 months old. Vehicles must be in excellent condition and preferably should be in white color.
4. Contracted hire charges include monthly rental, salary/wages of driver, fooding & lodging expenses/ charges of driver in case- they shall be on tour/out of station, for repairs and maintenance of vehicles, insurance of the vehicles, 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.
5. Vehicle should mandatorily have **Jharkhand Registration Number** and preferably be of the latest BS Standard (Bharat Stage) model.
6. The bidder/firm/ Travel Agency should have similar work experience of minimum 2 years (as on date of NIT of this tender document) for supply /providing of Vehicles on Contractual Basis to Govt. Organizations/ Public Sector Undertaking /Cooperatives or reputed Private Organizations.
7. Requirement of Vehicles: The estimated numbers of vehicles required on contractual basis is eleven (11 Nos), however during the contractual term. JMF shall place / required additional quantity as per need/ requirement from time to time.
8. **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.
9. Vehicle should exclusively be 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.
10. 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.
11. Vehicles shall be parked at the designated place given by the JMF after the duty for the day is over.
12. The JMF Controlling Officer may carry the cattle feed material and other materials related to dairy as and when required in the vehicle.
13. All legal obligations in respect of the vehicle or divers 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. 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.
15. 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



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Page
6 of 11

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.

16. The drivers' antecedents should have been duly verified by police authorities, at the instance of the contractor before sending for duty.
17. While on duty, all documents like Vehicle Insurance Paper, Registration Certificate, driver's Driving License, Aadhar Card, Pollution etc. must be in respective vehicle.
18. The drivers engaged/employed along with respective 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 colour shirt with navy blue/ black trouser and shoes.
 - c) Driver should be well versed with the roads and the places in our of operation viz. Ranchi 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) 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.
 - h) The vehicle should be with standard seats, which should be agreed with seating capacity as the RC book and other relevant documents.
 - i) Car/ Vehicle should be kept clean and odor free, suitable for official use. Towels should be provided for covering the seats.
 - j) 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.
 - k) 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.
19. 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.
20. In the event of breakdown of vehicle or absence of driver, arrangement for substitute vehicle /



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Page
7 of 11

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.

21. 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.

22. Payment Term:

- 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.
 - The bill shall be raised latest by 7th of succeeding month.
 - 100% payment shall be made within 30 days on submission of bill/invoice and Job Card.
 - 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.
23. 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).
24. The service provider/ travel agency 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.
25. 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 upto 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.

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

26. In case, breakdowns occur during the local trip, the officer 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 officer proceeds further to the destination by alternate means of transport, you would



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send the replacement vehicle to his / her destination for return trip. The actual charges for the gap in which the officer makes alternate transport arrangements, would be met by contractor & deducted from the Contractor bill.

27. 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.

28. 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 officer.

29. 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.

30. **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.

31. **Cancellation of Contracts:** Incase the service provider/driver found involved in illegal case or activity or prohibited under any rule.

32. **Clarification of Bids:** To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

33. **Amendment of Bid document**

- i. At any time, prior to the last date of submission of bids, JMF may, for any reason, shall modify bid documents by amendments and the same will be uploaded on the portal and these amendments will be binding on them.
- ii. Any amendment to the Bid document shall also be uploaded in the web site as and when it is made.
- iii. Bidders who download the Bid document through internet are to take care of these amendments while submitting their bids.

34. **Deviation:** The contractor must comply with the tender specification and all terms and conditions of contract. No deviation will be permitted.

Managing Director

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

Name of the Party.....

Signature:

Date :



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Page
9 of 11

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						



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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 Federation in future.

[Signature of Authorized Signatory with date]





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Page
11 of 11

ANNEXURE-II : FINANCIAL BID DOCUMENT

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

Vehicle Type/ Make /Model	Booking Parameters	From & To Medha Dairy Plant Hotwar		From & To JMF Office Dhurwa, Ranchi		From & To Medha Dairy Plant Sarath, Deoghar		From & To Medha Dairy Plant Sahibgunj	
		AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
Mahindra Bolero / Tata Sumo or Equivalent	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: - 26/27 Working Days each month.

Place:

Signature of Bidder /Authorized

Date:

Signatory with Seal