



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

FTC CAMPUS, SEC-2, DHURWA, RANCHI – 834004
Ph.: +91-(0651) 2543062, MOB: 7544003404 / 7360035219,
Email: purchase@jmf.coop



TENDER DOCUMENT

(COMPLETE BIDDING DOCUMENT)

**Tender Invitation for hiring of 01 Vehicle
[Maruti Dzire or Same class]
for Office Use
on monthly basis for a period of 01 year.**

Single Stage - One Part Bid

Tender No.: JMF-ADMN-HR-HIRING-VEHICLE/2020-21/029

Date of Tender : 16 Jun 2020
Last date for submission of Tender : 24 Jun 20 by 17:00 hrs

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

Tender Cost: Rs. NIL

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To be filled and submitted by Tenderer/ bidder

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TENDER INVITATION DETAIL

The Jharkhand State Co-operative Milk Producers' Federation Ltd., (JMF) would like to **hire/ engage 01 vehicle** [Subcompact car -4 door sedan (**Maruti Dzire or same Class**)] for office use on a Fixed Monthly Rental Basis for a period of 01 Year from relevant parties/ travel agencies as detailed below.

The tender is hereby invited in a single stage 01 Bid System for the following:

SI No.	Description	Qty	Contract Period	Start & End of point of journey	EMD Amount
1	Hiring of Subcompact Car -4 door sedan (Maruti Dzire or same Class) on monthly fixed charge basis for a period of 01 Year/ (Contracted hire charges / Monthly fixed charges will include monthly rental including salary/wages of driver, repairs and maintenance of vehicle, insurance, lubricants and also any other incidental expenses in running and maintenance of vehicles excluding fuel (petrol/ diesel) expenses.	01	01 YEAR	Medha Dairy Plant, (Near Birsa Munda Central Jail), Hotwar, Ranchi – 835217 (Jharkhand) or as Required by JMF	NIL

The interested bidders/ parties/ agencies are hereby invited to submit the duly filled and signed tender / bidding document in a Sealed Envelope on or before the due date mentioned here in below superscribing as "**Tender for hiring of official Vehicle (Maruti Dzire or same Class)**" at the below 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 last date for submission of tender in SEALED ENVELOPE is by **5.00 pm on 24-JUN-2020**. The tender shall be opened on **25-Jun-2020** at **12.00 PM** in the office building of Medha Dairy Hotwar Plant, Near Birsa Munda Central Jail, Hotwar, Ranchi-835217".

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

Any corrigendum, updates etc. relating to this tender will be published only in our web site and not in any other media including newspaper. Therefore, interested bidders may regularly visit our website or contact the undersigned.

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



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Eligibility /Qualification Criteria: -

The bidder should be a travel agency/ tour operator or a firm / Individual having experience in operating / providing/ supply of vehicles for official use and should be with sound financial capability.

The bidder should have at least 01-year experience in supply of the same in the same name & style to different Institutions, dairies, Cooperatives etc.

The bidder should not have been blacklisted by any dairy, Cooperatives or Institutions.

The bidder should have complied ITR. Latest copy of Income Tax Return 2019-20 / 2018-19 to be submitted with latest GST return copy.

The Bidder must have PAN number and GST number.

Documents to be submitted:

- i) Annexure – I (Duly Filled & Signed with Co's Stamp)
- ii) Vehicle's Registration detail, Insurance Copy & others
- iii) I.T. Return for the Financial Year 2018-19 / 2019-20 & latest GST return copy.
- iv) List of the clients / Experience details
- v) PAN Copy, GST Registration copy
- vi) Bank details (copy of a Cheque)



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Terms & Conditions:

1. Documents to be submitted:
 - 1.1. The interested party should submit its company's profile in the format enclosed as '**Annex-I; Technical/ Tenderers' Profile**' duly signed and stamped.
 - 1.2. Latest copy of the Income Tax return(s), GST Return/ GST Registration Certificate (If any), Clients' Lists, Experience Letter (if any).
 - 1.3. The bidder/ tenderer has to offer /quote the rate in the prescribed format "**Annex-II: Price Bid**" only as part of bidding process. The bidders should quote the rates/ prices in Indian Rupees only.
2. Validity of the offer/ Quotation: The quotation must be valid **for 60 days** from the date of submission due date of the tender. JMF reserves the right to request the Bidder for the extension of the validity of the quotations. The Bidder will be at liberty to accept or reject the request.
3. 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.
4. The vehicles should conform to preferably the latest BS (Bharat Stage) and also be in excellent condition, or of well-maintained **not more than 36 months old. The color of the vehicle should be preferably WHITE.**
5. The vehicles should be for the exclusive use for The Jharkhand State Co-operative Milk Producers' Federation Ltd. Only and will not be used by vendor for any other purposes till it is on hire/ contract. 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.
6. The vehicle will be at the disposal of the Controlling Officer of The Jharkhand State Co-operative Milk Producers' Federation Ltd., Ranchi to whom it will be allotted for defined hours. Usually the driver will be required to report from **9 AM to 7 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.
7. 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. Face Masks & Routine Cleaning/ Sanitization of Vehicle to be followed by the agency/ party.
8. 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.
9. All legal obligations/ Statutory Compliances in respect of the supply of vehicles i.e. Road Tax, RTO permissions, Emission Test Certificate, proper driving license of the driver etc. and the driver's 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.
10. **The Contractor shall ensure that the vehicle has Comprehensive Insurance till the validity of the Contract and is fit for road.**
11. 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.
12. 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



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substitute, it will be open for the office to deduct proportionate amount on daily basis from the bills.

13. 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.
14. **The bill shall be raised latest by 7th of succeeding month.** A consolidated bill for the whole month will be submitted after completion of the month for payment along with the bills of Fuels, 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.
15. **Payment shall be made through NEFT/RTGS in Indian Rupees Only within 30 days after submission of original bills.**
16. 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.
17. **The contractor should provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances.**
18. The driver should be having valid Driving License and their antecedents should have been duly verified by police authorities, at the instance of the contractor before sending for duty.
19. 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

The penalty shall be levied on the basis of performance by the JMF Authorized/ Controlling Officer.

20. 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.
21. 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.
22. The drivers employed along with the vehicle should satisfy the following conditions:
 - a) The Drivers should have minimum 1 year of experience of driving.
 - b) Driver should wear a proper uniform (or clean and tidy clothes with shoes).
 - c) Driver should be well versed with the roads and the place 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.



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- f) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents / crime.
 - g) Car/ Vehicle should be kept clean and odor free, suitable for official use. Towels should be provided for covering the seats.
 - h) The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
23. 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 Clause 20.
24. A Log Sheet Specifying the daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by The Jharkhand State Co-operative Milk Producers' Federation Ltd. shall be maintained for each vehicle. The contractor should maintain the duly filled log sheet signed by the user officer to whom the vehicle has been assigned. In addition to the above, on daily basis, a consolidated log sheet specifying the above mentioned should be submitted at the end of each month to the user.
25. 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.
26. Hire charges will be paid for use of the vehicle for the whole month per month basis (excluding Sundays) 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 Plant /office.
27. 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.
28. The Contractor/ Agency/ Service Provider 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.
29. Any matter during the period of agreement, not been specifically covered by this terms and conditions, shall be decided upon by the JMF Management whose decision shall be final and conclusive.
30. Each page of the tender documents should be signed by the tenderer. The Tenderer/ bidder should put his initial on all pages of the tender document.
31. The tender document submitted by a tenderer shall become the property of the Federation and the Federation shall have no obligation to return the same to the tenderer.
32. 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.



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33. JMF reserves the right to cancel the bidding process or to accept or reject any or all the offers without assigning any reason thereof. Managing Director, JMF shall be Arbitrator in case of any disputes and his decision will be final and binding on both the parties. For all legal matters & dispute Ranchi court shall be our Jurisdiction. Any money found recoverable shall be recovered under the public Demand Recovery Act without prejudice to any other mode of recovery.
34. In case of any dispute, the Jurisdiction of Jharkhand Courts shall apply.
35. This agreement is likely to be for period of twelve months from the date of award of the contract 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.

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

Name of the Firm/ Agency/Party:.....

Signature :

Date :



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ANNEXURE-I : TECHNICAL / TENDERS' PROFILE

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. Email ID :
6. No of year of experience 'in providing Vehicles' :
7. List of Clientele :
- a) Name and address of the parties
(With Name & Contact Nos.) :
- b) Period for which the vehicles were hired out
- c) Number of vehicles given on hire
8. PAN No. :
9. Service Tax Registration / GST No. :
10. **Details of EMD (if any)** : :
11. Vehicle owned/Under Contract: :

Vehicle Description	Vehicle Registration Detail	Year of Mfg / Regn. Dt.	Vehicles Insurance Detail	Owned / Under Contract	Colour of Vehicle
Maruti Swift Dzire or Equivalent					

Any other Vehicles available? (if yes, please mention):

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]



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ANNEXURE-II: FINANCIAL BID DOCUMENT

RATE QUOTATION FOR F.Y. 2020-21

Due Dt: 24 Jun 2020

1. Name of the Firm/Company/ Agency/ Tenderer:

2. Rates for Maruti Dzire or Equivalent (Exclusive of GST): On Monthly Basis for 01 Year Period is as below:

Booking Parameters	Quotation/ Offer (in INR):	Remarks
Monthly Rental Charges (Rs./P.M)*		Contract Period – 01 YEAR
Fuel mileage/ltr. for Local (KM)		Monthly Rental: Fixed per Month * (Exclusive of Sundays). (Monthly Rental to include all expenses like salary/wages of driver, repairs and maintenance of vehicle, insurance, lubricants and any other incidental expenses in running and maintenance of vehicles except fuel (petrol/ diesel) expenses.
Fuel mileage/ltr for Long (KM)		
Overtime if any after 10 Hrs. (Rs/ Hrs.)		
Night Halt Charge if any (Rs.)		
Start & End of point of journey:	The counting of kilometre will be applicable from the point of start /end of journey from Dairy Plant Hotwar or as Required by JMF.	

***GST shall be applicable Extra.**

Please write (Yes/ No) in the below appropriate parameters complied:	
We/ I, have at least 01 years' experience in the same field	
We/ I, have not have been blacklisted by any dairy, Cooperatives or Institutions.	
The Vehicle offered is not more than 36 months old	
The Colour of the offered Vehicle is WHITE	

Place:
Date:

Signature of Bidder /Authorized
Signatory with Seal