



Bihar State Milk Co-operative Federation Ltd.
COMFED Unit Office, 3rd Floor, H.NO. 11, Bora Bhawan,
Rajbari Path, Ganeshguri, G. S. Road, Guwahati-781005, Assam
Mob:- 8638106957, Email:-sudha.northeast@gmail.com

COMFED: GHY: MKTG: 130

Dated: 01.11.2018

SHORT TENDER NOTICE

For hiring vehicle

BIHAR STATE MILK CO -OPERATIVE FEDERATION LTD (COMFED) UNIT - GUWAHATI is in need of a Bolero Jeep (AC) on hire basis for marketing work purpose. Initially the vehicle will be hired for one year. The interested bidder may download the Tender Document and detailed terms & conditions from our website www.sudha.coop and may submit their tender in sealed envelope/ cover super scribed as “Tender for hiring vehicle” through Speed Post/Courier or by hand delivery to “COMFED Unit Office, 3rd Floor, H.NO. 11, Bora Bhawan, Rajbari Path, Ganeshguri, G. S. Road, Guwahati - 781005, Assam on or before **08th Nov’2018 till 5:30 P.M.**

The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Chief Executive

Section - I

TIMELINES OF TENDER

1. The bidders various critical dates relating to the above tender are cited as under:

S. No.	Particular	Date
1.	Availability of tender documents from website	From 02.11.18 to 08.11.18
2.	Last date for submitting tender document	08.11.18 till 5:30 P.M
3.	Address of Submission of Tender	COMFED Unit Office, 3 rd Floor, H.NO.11, Bora Bhawan, Rajbari Path, Ganeshguri, G. S. Road, Guwahati-781005, Assam Phone- 8638106957
4.	Opening of Tender	09.11.18 at 11:00 hrs

2. For general queries/ clarifications in respect of tender submission only, kindly contact.

Mr. M.M Rao, Chief Executive,
COMFED Unit Office,
3rd Floor, H.NO. 11, Bora Bhawan,
Rajbari Path, Ganeshguri,
G. S. Road, Guwahati-781005, Assam
E-mail:-sudha.northeast@gmail.com
M- 8638106957

Section II
Necessary Information to the bidders

1. The bidder is advised to go through the tender documents and to understand the terms & conditions properly before filing up the tender documents and submission thereof. COMFED Guwahati shall not be liable for any mis-interpretation in respect of tender terms.
2. **BIHAR STATE MILK CO -OPERATIVE FEDERATION LTD (COMFED) UNIT - GUWAHATI** is in need of a Bolero Jeep (AC) on hire basis for marketing work purpose.
3. The interested person / party/ firm /agency / company is required to submit the technical bid and financial bid in sealed envelope separately. The bids in Sealed envelope - I containing “Technical Bid” and Sealed envelope - II containing “Financial Bid” should be placed in a third sealed envelope super scribed “**Tender for hiring the vehicle**” and should ensure the submission of tender documents well within the stipulated date and time.
4. The bidder can submit their tender through registered or speed post/courier/by hand within the stipulated date and time. The tender received or delivered after the due date and time, will not be considered and will be returned to the bidder on “as it is basis”.
5. The bidder should enclose the demand draft in original towards the cost of tender for Rs.500/- (Rupees Five Hundred) only and Earnest Money Deposit (EMD) of Rs 5,000/- (Rupees Five Thousand) only in the form of Demand Draft in favour of “BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD, Payable at Guwahati” and should enclose with the Tender Documents. No other mode of cost of Tender/ EMD shall be accepted.
6. Photo copies of all related document like ownership, Commercial registration, road tax, Insurance, Pollution, Pan Card etc have to attach with technical bid. Please note that vehicle should have commercial license if not owner have to submit the license within one month of receipt of the work order.
7. Incomplete tender paper will be treated as cancelled.
8. Bidder himself or his representative with authorization letter can participate in bid opening process.
9. Those bidders who qualify the technical bid will eligible for financial bid.
10. In the event of any of the tender opening date being declared as a holiday / closed day, the tenders will be opened on the next working day at the specified time.
11. The successful bidder Earnest Money will be adjusted as a security money
12. Owner of the vehicle have to arrange driver, diesel & lubricant and COMFED Gawahati will reimburse the cost of diesel & lubricant on monthly basis based on average fixed.
13. Driver of the vehicle will maintain a logbook date wise by mentioning name of the official, to and fro distance with name of the place visited, purpose of work and have to get signature of the travelled official.
14. Mileage meter of the vehicle should be always in working condition.
15. Vehicle should be placed in scheduled time and place along with a well behave and intelligent driver with good conditions of vehicle.
16. If any breakdown or unavailability of vehicle, owner have to arrange alternative arrangement otherwise COMFED Guwahati will arrange its own and actual fare amount will be deducted from his monthly bill.
17. Owner have to submit the bill in every month to COMFED Guwahati Unit and payment will be made after compulsory/legal deductions if any.
18. In any circumstances no advance payment will be made against repair & maintenance.
19. If the driver is found not suitable alternate driver should be arranged by the owner immediately.

20. Generally duty hours shall be 12 hrs. Any change in duty time prior information will be given in one day ahead. If necessary vehicle may be called for duty on Sunday or any declared holiday for which payment will be made as per approved rate.
21. Mostly vehicle will be used within the state of Assam, if necessary vehicle may be used to visit nearby NE states for which no extra payment will be made.
22. Owner have to bear for any expenditure against tool tax, parking etc and may be claimed for payment against submitting the required vouchers.
23. All motor vehicle rules will be followed by owner like up to date tax clearance, insurance, pollution, valid driving license of driver etc.
24. Vehicle should not be older more than 3 years and preference will be given to new/well maintained vehicle
25. All payment will be made by A/c payee cheque in owner name.
26. Beyond 12 hrs of duty, if vehicle is used than payment will be made on per hour approved rate basis and in case of night halt, extra night halt approved charge will be paid.
27. After getting the work order party have to provide GST number to COMFED Guwahati within 15 days.
28. The successful bidders should arrange the vehicle with all required documents. If failed to arrange the vehicle will be cancelled and the security deposit will be forfeited.
29. The bidder is required to enter into agreement within 15 days of issuance of work order
30. The tenure of the assignment shall be valid for one year only, which can be extended based on performance and subject to mutual consent. In case of renewal, a fresh agreement may be entered into by and between the parties of conditions to be mutually agreed too.
31. COMFED Guwahati reserves the right to cancel the tender process partially/completely without assigning any reason thereof and the bidder shall have no claim on cancellation except refund of returnable EMD.

Read & accepted

Signature of the
Applicant

Seal

7.	Bank Account No. & Name of the Bank	
	Type of Vehicle	
8.	Vehicle Registration No with validity (attach photocopy of Registration, fitness, road permit, Road tax, Insurance, Pollution etc	

The above information and facts are true and correct as per best of my/our knowledge and belief and I/We undertake the correctness of documents enclosed herein.

Further, I/We agree to the term that if the above information, facts or documents are found false or incorrect, the candidature or assignment given is liable to be cancelled.

Seal and Signature of the Applicant

Section-IV

Check List

Sl	Particulars	Attached or not YES or NO	
		YES	NO
1.	Passport size photo		
2.	Copy of aadhar card/ Voter ID / Driving Licence		
3.	Copy of Bank passbook/ account		
4.	Copy of Vehicle Registration/Insurance/Pollution/Fitness		
5.	If vehicle is not own than agreement copy		
6.	Copy of PAN		
7.	Copy of GST No.		
8.	Original DD for Cost of Tender		
9.	Original DD for EMD		
11.	Proof of present & permanent address		

Seal and Signature of the Applicant

Section-V

FINANCIAL BID

FOR BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD, UNIT- GUWAHATI.

(To be filled by the applicant and details as stipulated to be enclosed)

1. Applicant's full name:

2. Price bid for official use:
To provide Bollero AC Vehicle for COMFED Guwahati official use
 - a. Minimum vehicle rent per day in Rs. (In words
.....)
(COMFED Gawahati will reimburse the cost of diesel & lubricant on monthly basis based on average fixed)

 - b. After duty hours, per hour rate in Rs. (In words
.....)

 - c. Night halt rate in Rs. (In words
.....)

 - d. Vehicle mileage per litre diesel:
 - (i) With AC:.....
 - (ii) Without AC:.....

 - e. Mobil (Lubricant) cost per 1000 KM:

I/we declare that all the above information/details are true as per my best of knowledge and original documents of the supporting documents are making available for inspection. If anything found wrong/incorrect then my application may be cancelled. I/we accept all the terms & condition of the tender.

Seal and Signature of the Applicant