

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LIMITED**  
**D-2, SAHEED NAGAR, BHUBANESWAR – 751 007.**

**Tel. No. 0674-2540273/2546030/3544576/2546121**  
**Fax No. 0674 – 2540974, Website: www.omfed.com**

**TENDER DOCUMENT FOR ENGAGEMENT OF  
HIRED VEHICLES AT  
OMFED BHUBANESWAR DAIRY,  
CHANDRASEKHARPUR,  
BHUBANESWAR**



**August, 2017**

**Cost Rs. 560.00**  
**(Inclusive of GST)**

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**TENDER NOTICE FOR ENGAGEMENT OF HIRED VEHICLES**

Sealed tenders are invited from Travel agents/owners for hiring of AC/Non-AC vehicle (Bolero) to be engaged in day shift (from 08.00AM to 08.00 PM) & night shift from (08.00 PM to 08.00 AM) separately in Bhubaneswar Dairy on monthly rental basis for a period of three years. The Tender documents shall be made available at Omfed Bhubaneswar Dairy, Chandrasekharpur on payment of Rs.560.00 (Rupees five hundred sixty) only (inclusive of GST) alongwith EMD of Rs.5,000.00 (Rupees five thousand only) (refundable) in cash or through demand draft favouring Omfed Bhubaneswar Dairy, which can also be downloaded from the website alongwith the cost of Tender paper and EMD from 10.08.2017 to 21.08.2017 (upto 1.00 PM). The tender offer should reach Bhubaneswar Dairy by 2.00 PM on 21.08.2017 (Monday) and shall be opened at Omfed Corporate Office on the same day at 4.00 PM in presence of interested bidders. For details, please visit our website [www.omfed.com](http://www.omfed.com).

Managing Director, Omfed reserves the right to accept or to reject all or any of the offers without assigning any reason thereof.

**Plant Manager  
Bhubaneswar Dairy**

**Information required**

Sealed offers are invited from Travel agents/owners for hiring of AC/Non-Ac vehicle (Bolero) to be engaged in day shift (from 08.00AM to 08.00 PM) & night shift from (08.00 PM to 08.00 AM) separately in Bhubaneswar Dairy on monthly rental basis for a period of three years, which shall be inclusive of all maintenance cost, driver's wage, all statutory fees & dues as required for operation of the vehicle. The offers along with the desired information should be submitted on or before 21.08.2017 by 2.00 PM at Bhubaneswar Dairy.

|    |                               |                                                                                          |
|----|-------------------------------|------------------------------------------------------------------------------------------|
| 01 | Type of vehicle to be engaged | Bolero (AC/Non-AC) (02 nos.)                                                             |
| 02 | Period of engagement          | Three (03) years                                                                         |
| 03 | Vehicle engagement time       | 08.00AM to 08.00 PM (Day Shift)<br>08.00 PM to 08.00 AM (Night Shift)                    |
| 04 | Consumption rate              | Mobil/Diesel/KM(AC & Non-AC)                                                             |
| 05 | Type of permit                | All India Taxi permit                                                                    |
| 06 | Condition of vehicle          | Vehicle should have been purchased within one (01) year & in good running condition      |
| 07 | E.M.D                         | Rs.5000.00 in shape of Demand Draft in favour of Omfed, Bhubaneswar Dairy                |
| 08 | Documents required            | Xerox copies of<br>a.R.C.Book<br>b.Registration No. of Vehicle<br>c.Up-to-date Insurance |
| 09 | Payment                       | Monthly within 10 days from the date of submission of bill                               |
| 10 | Advance payment               | Not allowed                                                                              |

The Managing Director, OMFED reserves the right to accept or reject all or any of the offers without assigning any reason thereof.

**Plant Manager  
Bhubaneswar Dairy**

**FORM OF AGREEMENT FOR HIRING OF VEHICLE**

This Agreement is made and entered into this day of \_\_\_\_\_ between the Plant Manager or any Authorized Officer of Bhubaneswar Dairy, Omfed, an unit of Odisha State Co-operative Milk Producers' Federation Ltd., Bhubaneswar (hereinafter called Dairy) which terms shall unless repugnant to the context or contrary to the meaning thereof, includes its assignees in the First Party and Shri \_\_\_\_\_, Proprietor - M/s \_\_\_\_\_ (hereinafter called the Contractor) which expression shall unless repugnant to the context or contrary to the meaning thereof includes its assignees on the other part.

AND WHEREAS THE DAIRY is interested to hire vehicles \_\_\_\_\_ Model \_\_\_\_\_ Regd. No. \_\_\_\_\_ for its Bhubaneswar Dairy, Omfed located at Chandrasekharpur, Bhubaneswar to do the official duties in day shift and night shift separately and the Contractor agrees to operate on these terms and conditions mentioned hereinafter and contained w.e.f. \_\_\_\_\_. Now therefore, the parties hereto agree as follows:-

1. The contractor shall be paid towards hiring charges of vehicle as mentioned below:-
  - i) Hiring charges per month(Day shift-AC) - Rs. \_\_\_\_\_  
(excluding fuel, lubricants & toll gate fees)
  - ii) Hiring charges per month(Night shift- Non AC) - Rs. \_\_\_\_\_  
(excluding fuel, lubricants & toll gate fees)
2. Duty hours - A. (Day shift – 8.00 AM to 8.00 PM)  
B. (Night shift – 8.00 PM to 8.00 AM)
3. Fuel consumption -
  - (a) Diesel Consumption : \_\_\_\_\_ KM/ltr. (AC)
  - (b) Diesel Consumption : \_\_\_\_\_ KM/ltr. (Non AC)
  - (c) Mobil Consumption : \_\_\_\_\_ ltr. for every \_\_\_\_\_ KM
  - (d) Mobil Consumption : \_\_\_\_\_ ltrs. for every \_\_\_\_\_ KM

This rate is inclusive of salaries / perks / other statutory payments to the drivers, entire maintenance cost of the vehicle, other statutory payments like Permit / Road Tax / Insurance etc. and any other expenditure excluding propulsion charges, toll gate fees etc.

4. Omfed Bhubaneswar Dairy will not supply diesel and mobil to the vehicle only for journey undertaken for official duty.
5. The Contractor / Driver has to maintain a log book for the vehicle for all official journeys on daily basis clearly indicating the opening and closing KM. reading, where the vehicle has gone, name of accompanying officer etc. It is also the duty of the Contractor / Driver to get signed the log book by the concerned officer immediately. On the next day, the log book complete in all respect, should be produced to Reporting Officer or his authorized representative for verification.
6. GST as applicable shall be claimed above the fixed hiring charges on production of proof of payment.
7. The above hiring charges and fuel consumption shall also be valid for duties on Sundays / Holidays and also for any outstation duties as per requirement.
8. When the vehicle is not plying on the road for official purpose, the vehicle along with a driver should always be stationed inside the dairy premises at the cost, risk and arrangement of the Contractor for any emergency duty. In no case the vehicle or the driver should leave the dairy premises without the permission of Plant Manager or his authorized representative.
9. In case of any breakdown of the vehicle, it is the duty of the Contractor to arrange another vehicle immediately. In case he fails to do this, then the Dairy has every right to hire another vehicle from the market at the cost and risk of the Contractor which will be deducted from party's bill / security deposit/any other dues of the Contractor.

10. The Contractor should ensure that duties allotted and salaries paid to the driver as per the provision of different Govt. regulations such as Factories Act, Minimum Wages Act and Contract Labours Act etc. It is also the responsibility of the Contractor to pay the Provisional / Statutory payments to the staff engaged by him. In any case Dairy will neither reimburse any such expenditure incurred by the Contractor nor will be responsible for non-payment of such statutory dues. Moreover, any default in the payment to the staff, if notified/reported by the authorities shall be recovered from the Contractor.
11. It is the responsibility of the Contractor to provide the vehicle in good condition.
12. If there is an accident due to any reason, which leads to human injury at any time, the Contractor will be fully responsible for this and he will indemnify for the loss occurred.
13. The Contractor and his employees shall behave in decent manner to staff and officers of Bhubaneswar Dairy and also abide by the disciplinary Rules of the Federation. If any unpleasant situation is created by the Contractor or his staff inside or outside the Plant premises, the Contract / Agreement is liable to be cancelled.
14. The Contractor shall ensure that all documents of the vehicle and drivers are up to date and valid.
15. The Dairy has every right to send the vehicle anywhere at any time and the Contractor and his staff should obey the order immediately, without any hesitation.
16. If the Contractor or his staff are found stealing any properties of the Dairy, indulges in disciplinary activities or behaving in such a way which is not beneficial in the interest of the Dairy, such losses would be recovered from the Contractor and the Contract is liable to be cancelled.
17. This engagement is purely commercial in nature and there will be no employer employee relationship between Bhubaneswar Dairy and Contractor.

**:: 06 ::**

18. The vehicle should have comprehensive insured policy coverage. In case of any accident, the entire loss will be booked to the Contractor's account and he has to arrange replacement of vehicle at once.
19. The Contractor has to submit the Photograph of Driver, Name, Father's Name, Present and Permanent Address of the staff engaged by him. Any change should be immediately informed along with above details. The Contractor must ensure that none of his staff present in the duty are in drunken / intoxicated condition and no criminal proceedings are pending in any Court.
20. In case of any dispute, Managing Director of the Federation will be the Arbitrator and his decisions shall be binding on both the parties.
21. If the Contractor wants to terminate the engagement contract, he will give a notice of 30 days in advance after completion of 180 days continuous performance by the Contractor from the date of commencement of the agreement.
22. If the Contractor violates any of the terms and conditions, this agreement will be terminated immediately and the security deposit will be forfeited.
23. The above rates and terms & conditions will be valid for 3 (three) years from the date of engagement of the vehicle w.e.f. \_\_\_\_\_ vide Work Order No. \_\_\_\_\_ dtd. \_\_\_\_\_.
24. The Contractor has to deposit Rs.20,000/- (Rupees twenty thousand only) as interest free security money in shape of Demand Draft drawn in favour of OMFED, Bhubaneswar Dairy, payable at Bhubaneswar.

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25. Payment will be made on monthly basis by Account Payee cheque or E-Transfer only on production of printed bill in duplicate after deduction of the statutory dues as per rule. The detail required information relating to E-Transfer of payment is as follows:

- i) Name of the party & address
- ii) Name of the Bank with address
- iii) Account No. and type of Account
- iv) IFSC Code of the Bank
- v) Pan Card/Adhar Card No. (Xerox copy to be attached)
- vi) GST Registration Certificate with ARN No.

This agreement is being signed by both the parties with their full sense and undertaking.

Signature of the Contractor  
and full Address with Mobile No.

For and on behalf of the Bhubaneswar Dairy,  
Chandrasekharapur, Bhubaneswar

Name:

Designation:

Address:

Date:

Date:

Witness

Witness

1. Signature of Witness

Signature of Witness

Full Name:

Full Name:

Address:

Address:

2. Signature of Witness

Signature of Witness

Full Name:

Full Name:

Address:

Address:



**Check list:**

1. Cost of Tender paper
2. Earnest money deposit
3. Type of vehicle to be engaged
4. Certificate of all India Taxi permit
5. Xerox copy of RC Book
6. Registration number of vehicle/date of purchase
7. Up-to-date Insurance Certificate
8. Pan No./Adhar No. (Xerox copy of certificate)
9. GST Registration Certificate with ARN No.
10. All the pages of tender document should be signed at the bottom of each page by the owner/agency with name and seal of the firm.

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