



**TENDER DOCUMENT  
For Group of items**

A) ENGAGEMENT OF DIFFERENT CARRYING CAPACITY VANS FOR TRANSPORTATION OF MATERIALS FROM BHUBANESWAR DAIRY TO OTHER DAIRIES

B) ENGAGEMENT OF THREE WHEELER AUTO RICKSHAW (PASSENGER) AND AUTO RICKSHAW (TROLLEY) - ONE NO EACH.

**Cost of Tender Document for each part - Rs.500/-+12% GST (Rs.60/-)=Rs.560.00**

Sale of Tender Documents: From **dt.20.03.2020 to dt.16.04.2020** in office days within 10AM to 4PM.  
Submission of filled in Tender Document By.11.30AM on dt.17.04.2020.

Tender Opening on dt.17.04.2020 at.2PM in the office of the General Manager, OMFED, Bhubaneswar Dairy, Chandrasekharpur, Bhubaneswar.

**Details of Tenderer:**

Complete Postal Address:

Name:.....

Complete Postal Address:.....

Telephone:.....

Fax No:.....

E-mail:.....



**OMFED. BHUBANEWSAR DAIRY,**  
**PO MANCHESWAR RAIL COLONY, CHANDRASEKHARPUR.**  
BHUBANESWAR—7510 17  
**WEB: [WWW.OMFED.COM](http://WWW.OMFED.COM).**  
**Mail: [Bhubaneswardairy@gmail.com](mailto:Bhubaneswardairy@gmail.com)/ [bdpurchase@omfed.com](mailto:bdpurchase@omfed.com)**

## TENDER NOTICE

OMFED invites sealed tender (two bid system) for a) Engagement of different carrying capacity vehicles for transportation of materials from Bhubaneswar dairy to other dairies & b) Engagement of three wheeler auto rickshaw (passenger) and auto rickshaw (trolley) of one no each, as detailed in tender document. The interested bidders may purchase the tender paper from OMFED, Bhubaneswar dairy, Bhubaneswar on payment of Rs.560/- (Rupees five hundred sixty only) per set on payment of cash or in shape of DD drawn in favour of OMFED, payable at Bhubaneswar, **from dt.20.03.2020 to dt.16.04.2020** in office days, within 10AM to 4PM. The tender documents can also be downloaded from our website [www.omfed.com](http://www.omfed.com) and the cost of tender paper must be deposited in shape of DD at the time of submitting tender. The tender must be submitted along with EMD of (Rs.20,000/-for Group-A & Rs. 5,000/- for group- B). Any bid without EMD & Tender cost, shall not be accepted.

The filled - in tender papers can be submitted **on or before dt.17.04.2020 at.11.30AM**. The Technical bids of the tender will be opened at.2PM on dt.17.04.2020 and the Commercial/Price bids are opened on dt.17.04.2020 at.4PM in the office of the General Manager, OMFED, Bhubaneswar Dairy in presence of interested bidders. The commercial/Price bids are opened only those parties who will be qualified in technically. Any modification or alternation relating to tender & finalization shall be available in OMFED website only.

The Federation reserves the right to reject any or all the tenders without assigning any reason, as well as appoint more than one party for execution of the work.

Managing Director  
OMFED.  
BHUBANESWAR

**Group-A**  
**Technical Bid**

**Engagement of different carrying capacity vans for transportation of Materials from Bhubaneswar dairy to other dairies**

**Eligibility Criteria:-**

- i) The party intending to participate in the Tender to engage different carrying capacity vehicles must have proper license/registration for carrying out , Transport business. ( Registration copy to be submitted).
- ii) The party should have experience in lifting different materials from different places with different carrying capacity vans, as indented from time to time, as per the requirement & deliver at the destination without abnormal delay. ( Copies Order & successful order completion certificate from different organizations are to be submitted. Parties, who have successfully worked with Omfed, will have to submit Order copies only).
- iii) The party must have ability to arrange alternative vehicle for safe delivery of the item in given destination, in time, in case the original vehicle meets accident or break-down on the way.
- iv) The party should have sufficient manpower to send to Omfed with desired capacity vehicle to arrange smooth loading of different materials, receive the Invoices & write the Consignment Note with details. They should have representatives to attend the office for submission of bill in time, collection of cheques & any other discussion, where never desired.
- v) The party will have engage the required vehicles for 2 year agreement period as per the tender quoted rate without any change on any ground.
- vi) The party should have GST registration for raising GST printed bill in duplicate for payment. They must have Bank account in the same name to receive the payment within 15 days of submission of monthly bills & they will have to indicate the Bank details for payment of their bills by NEFT.
- vii) The bidder shall not be blacklisted by any other organisation / by OMFED.

**Conditions of Technical Bid**

Offers are invited from different reputed, registered Transport Agencies for the transportation of Raw materials, Packing materials, Machineries between Bhubaneswar Dairy & the different Units of Federation & its affiliated Unions and for its Distributors and Whole seller at following destinations under following terms & condition .

Sl no	From BBSR Dairy to different destinations, as below:-
01	OMFED, Training centre, Jagannathpur (which is 3K.M away to east from Phulanakhara)
02	Rourkela Dairy, Luakera, Rourkela
03	Balasore Dairy, Remuna Square, Balasore
04	Keonjhar Dairy, Sailisuen , Keonjhar
05	Sambalpur Dairy, Gosala, Sambalpur
06	Jeypore (Koraput) Dairy, Near Rly Station , Jaypore, Koraput.

07	Bhawanipatna Dairy, Bhangabari, Bhawanipatna, Kalahandi
08	Berhampur Dairy, Ankuspur , Berhampur-Aska Road ( 10 KMs from Berhampur by pass)
09	Salapada Dairy,Ghasipura,( Near Anandpur)
10	Angul Dairy, Panchamahala Chhak, ( near Horticulture Farm)Angul
11	Dhenkanal Dairy, Paikdahikora, Govindpur,Dkl.
12	Local Trip ( From Cuttack or BBSR city).

- a) The period of contract shall **be two years**. The rates offered must be valid during the entire Contract period. The TRIP RATES (Basic Period + GST as applicable) of Transportation charge for different type of vans are to be filled up in the format given herewith for each destination.
- b) The minimum period allowed for engagement of Vehicle for distant units is 2 days & for local trip only 1 day from our specified day, failing which, penalty for non deployment of van in time may be imposed.
- c) The claim for detention charges, if any, can be considered for local trip only.
- d) The Dairy activities being emergency in nature, the requirement of Vehicles may arise immediately & also on any festive days / odd hours, for which the Transporter should be ready.
- e) Deputation of representative along with vehicles to carry out the associated jobs like counting of materials, collection of documents & preparing/handing over the Consignment Note & sometimes loading/unloading of the materials on our behalf are essential.
- f) The offers should have the detailed address, name of contact person, Phone no, mobile no of the Transporter for early communication of information.
- g) The bidder should have the experience of at least 10 years for Transportation of the Commercial Goods and well aware of rules & regulation of the surface goods transportation.
- h) The bidder should attach the certificate of the good performance from the other reputed establishment towards transportation of bulk materials.
- (i)The Bank draft no., date and amount towards Tender cost & EMD may be mentioned.
- j) We may also send perishable products in the Vans, which must be delivered in scheduled time in order to deliver the items in good condition.
- k) Legal Jurisdiction: Legal dispute if any arising out of this process, shall be subject to such courts exercising civil jurisdiction over Bhubaneswar only.
- l)The bidder shall provide GST Registration certificate along with GST return (GSTR -1 & 3B) from last 3months.
- m) The bidder shall provide copy of PAN with IT return for the FY 2018-19.
- n) Audited Financial Statement of FY 2018-19
- o) The party must furnish the photo copies of RC book, Insurance certificate, Pollution certificate, Road permit & Road tax for all the vehicles.**
- p) The bidder shall submit the Xerox copy the valid driving license, Aadhar, Voter ID and the other reference of the driver likely to be engaged for the vehicle. If any alternative driver is sent for our duty, such details for the alternative driver must be provided. The attitude and behavior of the driver should be polite inside the Omfed campus, towards Omfed staff, to other visiting/ related offices and same shall be reviewed from time to time. If the driver is found to be in**

alcoholic state, impolite, not duty bound, engaged in theft & disturbances, the bidder should be ready to change the driver on our intimation & in case of failure of the party in doing so, the contract may be terminated. Omfed will no way be liable for any loss or injury to men or material due to any accident by the vehicle to be engaged by Omfed, while on Omfed duty & the bidder ( Party) will have to bear the same.

**Group-A**

**Commercial Bid**

ENGAGEMENT OF DIFFERENT CARRYING CAPACITY VANS  
FOR TRANSPORTATION OF MATERIALS FROM BHUBANESWAR DAIRY TO  
OTHER DAIRIES

- (a) The Trip rate ( Basic Rate + GST as applicable) be quoted in the given format for vans of different carrying capacity for each routes. The bidder will submit copy of monthly GSTR-1 as part of deposit GST.
- (b) The Transporter will have to indicate the rate of Diesel on the date of submitting offer. The offered rate will be increased/ decreased , by Omfed on pro-rate basis, only on the basis of increase/ decrease in the rate of diesel from the date of such change by Govt & as applicable on the date for Vans engaged in omfed duty. It will be calculated once in a month, only during settlement of monthly bills. The format of Pro rate is shown in attached annexure - 1. No compensation on change of Price of Lubricants, Tyres, Tube, Flaps, Spare parts & etc shall be allowed.
- (c) The Xerox copy of GST registration certificate may be attached with your offer.
- (d) Omfed reserved the right for further negotiation of rates with the L1 party after opening of the sealed offers. Although the quoted/ negotiated rate will be increased/ decreased on the basis of change in Diesel price ,the basic rate will not go below the rate of original offered/ negotiated rate.
- (e) EMD/ Security:- The bid without Tender cost Rs.560/- & EMD of Rs.20,000/- shall not be accepted. The EMD of the un-successful bidder shall be released soon on finalization of Order. The EMD of the successful bidder shall be converted to Security & refunded on successful completion of Contract period. No interest is payable on the Security.
- (f) The payment of bill shall be released once in a month within 15 days of the next succeeding month against submission of GST bill in duplicate, enclosing the acknowledgment of the consignee towards safe receipt of the materials. Payment shall be through RTGS/NEFT to the bank A/C of the party.
- (g) Although the consignment would be covered under the Marine Cargo Insurance Transit Policy of Omfed, still the Transporter should take utmost care for safe delivery of the materials at the destination. Any theft/damage in transit will be treated as fault of the Transporter & Omfed will recover the cost with penalty from any due of the Transporter.
- (h) Any other material of any other organization should not be loaded with Omfed items. Similarly, the Transporter will be solely responsible for lifting of any other hazardous items or men of forbidden organizations, while carrying out Omfed assignment.
- (i) If the shortage or damage of materials in transit are observed in any trip , it will be treated as fault of the Transporter and the claim of Omfed towards the cost of the short supplied / damage item will be recovered from the Transporter or deducted from their security deposit or pending bills. It will have no relation with our claim under our Marine Cargo Insurance Transit Policy. So at the time of loading the Transporter should depute their representative to properly check the quantity of each item loaded for dispatch. Any controversy, raised at later date will not be entertained.

(j) It is the risk & responsibility of the transporter to ensure that all the vans provided for Omfed duty must have valid Regn , Insurance, Fitness, Road permit, DL of the driver & pollution certificate, in order to avoid delay or dentition on the way due to such reasons. The Transporter will be responsible for any claim/ penalty by any authority on the way due to lapses of required formalities for the van.

(k) If the van loaded with our materials suffers break down or accident or detained by any authority on the way, the Transporter will have to immediately arrange alternative van at his cost & risk, for safe delivery of our items in the destination.

**Format to offer Basic Trip rates for vans of different carrying capacity:**

Sl no	From BBSR Dairy to different destinations, as below:-	20 MT Van (10 Wheeler)	7 MT Van (DCM)	5 MT Van (1109)
01	OMFED, Training centre, Jagannathpur (which is 3K.M away to east from Phulanakhara)			
02	Rourkela Dairy, Luakera, Rourkela			
03	Balasore Dairy, Remuna Square, Balasore			
04	Keonjhar Dairy, Sailisuen , Keonjhar			
05	Sambalpur Dairy, Gosala, Sambalpur			
06	Jeypore (Koraput) Dairy, Near Rly Station , Jaypore, Koraput.			
07	Bhawanipatna Dairy, Bhangabari, Bhawanipatna, Kalahandi			
08	Berhampur Dairy, Ankuspur , Berhampur-Aska Road ( 10 KMs from Berhampur by pass)			
09	Salapada Dairy, Ghasipura, ( Near Anandpur)			
10	Angul Dairy, Panchamahala Chhak, ( near Horticulture Farm) Angul			
11	Dhenkanal Dairy, Paikdahikora, Govindpur, Dkl.			
12	Local Trip ( From Cuttack or BBSR city).			

The above rates are based on Diesel rate of Rs / Ltr, as on dt . ( the rate prevailing in Oil PSUs outlet within BBSR Municipal Corps area shall be taken as base price).

l. The transporter shall be liable for movement of goods without e way bill.

m. The driver shall maintain log book daily.

n) A monthly summary of trips along with copy of long book signed & stamped needs to be submitted along with the bills.

Date

Seal & Signature

**Declaration:**

I/we have gone through the Technical bid and commercial bid before filling up our rate and submission of the Tender paper. I/we confirm the acceptance to all these conditions

i) Name

ii) Name of the establishment iii)

GST Regn No:

iv) Address

v) Telephone no. vi)

Fax no.

vii ) Email id

All the information furnished by me/us are true to the best our knowledge & belief & we will be held responsible for any mistake in these facts, if detected at a later state.

Date:

Seal & Signature



**Annexure: 1.**

**Format to offer all inclusive Trip Rates for Vans of different carrying capacity:  
(20MT capacity: 3KM/ltr, 7MT capacity: 5/KM/ltr, 5MT capacity: 6KM/ltr.)**

<b>Sl no</b>	<b>From BBSR Dairy to different destinations, as below:-</b>	<b>20 MT Van (10whleer) for one example</b>
01	Approx 19kms in shortest route from BBSR Dairy to OMTDC.	19KM/3=6ltr X increase or decrease of diesel
02	Approx 380kms in shortest route from BBSR Dairy to Rourkela Dairy.	380km/3ltr= 126.66ltr X increase/decrease of diesel
03	Approx 225kms in shortest route from BBSR dairy to Balasore Dairy.	225km/3ltr = 75ltr X increase/decrease of diesel
04	Approx 380kms in shortest route from BBSR Dairy to Keonjhar Dairy	230km/3ltr = 76.66ltr X increase/decrease of diesel
05	Approx 350kms in shortest route from BBSR Dairy to Sambalpur Dairy.	350km/3ltr= 116.66ltr X increase/decrease of diesel
06	Approx 530kms in shortest route from BBSR Dairy to Jeypore Dairy	530km/3ltr= 176.66ltr X increase/decrease of diesel
07	Approx 430kms in shortest route from BBSR Dairy to Bhawanipatna Dairy.	430km/3ltr= 143.33ltr X increase/decrease of diesel
08	Approx 171kms in shortest route from BBSR Dairy to Berhampur Dairy.	171km/3ltr= 57ltr X increase/decrease of diesel
09	Approx 143kms in shortest route from BBSR Dairy to Salapada Dairy.	143km/3ltr= 47.66ltr X increase/decrease of diesel
10	Approx 150kms in shortest route from BBSR Dairy to Angul Dairy.	150km/3ltr= 50ltr X increase/decrease of diesel
11	Approx 60kms in shortest route from BBSR Dairy to Dhenkanal Dairy, Paikdahikora, Govindpur,Dkl.	60km/3ltr= 20ltr X increase/decrease of diesel
12	Local Trip (From Cuttack or BBSR city).	Fixed

Seal & Signature

## GROUP-B

Engagement of one no three wheeler Auto rickshaw (Passenger) and one three wheeler Auto rickshaw (Trolley) for the period of two years

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### Eligibility Criteria:-

- i) The party intending to participate in the Tender to engage one number three wheeler Auto rickshaw (Passenger) or one number three wheeler Auto rickshaw (Trolley) must have proper Auto Registration in his own name (Registration copy to be submitted).
- ii) The vehicles must have other required documents like Insurance, Pollution certificate etc for the Auto Rickshaw. (copies to be submitted).
- iii) He must be prepared to send the Auto Rickshaw on Hoildays/ Festive days/ Sundays, for disposal of emergency works, as per office requirement, as per intimation.
- iv) The party should have at least 3years of experience in engaging Auto for lifting different materials from different places, as required for disposal of daily office works & deliver at the destination without abnormal delay. (Copies of Order & successful order completion certificate from different organizations are to be submitted. Parties, who have successfully worked with Omfed, will have to submit Order copies only).
- v) The party must have ability to arrange alternative vehicle for safe delivery of the item in given destination, in time, in case the original vehicle meets accident or break-down on the way.
- vi) The party should have sufficient experienced drivers with valid DL, Voter ID, Aadhar etc for proper identity to work in an official atmosphere with gentle & polite dealing. The driver must have ability to arrange smooth loading & receipt of different materials, receive the Invoices/ Bills, documents. He must be able to dispose off different official works, submit bill in time, collection of cheques & any other discussion, whenever desired.
- vii) The party will have engage the required vehicles for 2.8 year agreement period as per the tender quoted rate without any change on any ground.
- viii) The party should have GST registration for raising GST printed bill in duplicate for payment. He must have Bank account in the same name to receive the payment by cheque within 15 days of submission of monthly bills & he will have to indicate the Bank details for payment of their bills by NEFT.
- ix) Legal Jurisdiction: Legal dispute if any arising out of this process, shall be subject to such courts exercising civil jurisdiction over Bhubaneswar only.

### **Technical Parameter: (Group B):**

- A.** The vehicle should be in well maintained and good condition which would be physically verified on the day of opening of the technical bid by the committee members. If the vehicle is disqualified in physical verification by the committee members the price bid would not be opened and returned. Hence the bidder are requested to be ready to demonstrate the vehicle on the day of opening the technical bid.
- B.** The vehicle should have updated document like RC book, Fitness certificate, Insurance etc for the verification. The engine power of the vehicle should not be less than 8HP at 3600#50RPM.If at any time alternative vans are sent for our duty, that must be intimated with valid documents for the alternative vehicle.
- C.** Our duty being emergency in nature, the vehicle should always be fit for our duty by regular check up in garage & validation of vehicle documents in time. Omfed has the right to engage other vehicles from market for it's duty, if the party fails to send his vehicle on any day for Omfed duty. In such case, the excess cost, incurred if any for engagement of outside vehicle- will be recovered from the bills/ dues of the party.
- D.** The bidding party must have vehicle registration in his own name and the vehicle should be within 03 years old from the date of manufacturing.
- E.** The certificate/ order copies regarding past engagement of the vehicle in different organizations & their no-dues may be furnished with the bid. No Objection of financing Bank is required, if the vehicle has not cleared the Bank Hypothecation.
- F.** The usual duty hour of the vehicle in Omfed would be from 10A.M to 6P.M every day except Sundays. The vehicle has to be sent for duty on Sundays or beyond the schedule hour , as & when required, as per our prior intimation. Similarly, we may advise not to come for duty, on any day, if required.
- G.** The payment shall be made against submission of the bill in duplicate , once in a month for the engagement on per day charge for the days of duty in a month. That apart, reimbursement will be given towards the cost of the diesel, on the basis of KM run during the period, supported by the log book after deduction of TDS. Due to change of Diesel rate, monthly average rate will be considered for all changes during a month.
- H.** The responsibility for timely payment of statutory dues for the vehicle shall exclusively rest with the bidder.
- I.** The bidder shall submit the Xerox copy the valid driving license, Aadhar, Voter ID and the other reference of the driver likely to be engaged for the vehicle. If any alternative driver is sent for our duty, such details for the alternative driver must be provided.
- J.** The attitude and behavior of the driver should be polite inside the Omfed campus, towards Omfed staff, to other visiting/ related offices and same shall be reviewed from time to time. If the driver is found to be in alcoholic state, impolite, not duty bound, engaged in theft & disturbances, the bidder should be ready to change the driver on our intimation & in case of failure of the party in doing so, the contract may be terminated.
- K.** The bidder shall be entirely, responsible for all legal dispute which may arise for the vehicle during the engagement period.
- L.** The vehicle should be Mild Steel crate covered and opened on the top as well as it must have aldrop arrangement from the backside to open for loading & unloading of the materials. The bid for closed body Trolley shall not be accepted. The vehicle may be of Bajaj/Mahindra/Piaggio/TVS or equivalent brand. Similarly for the passenger Auto rickshaw the condition of the roofing and cushion should be

in good condition & to be repaired immediately on intimation. The Three wheeler Trolley must be provided with good quality ropes & Tarpaulins for covering the loaded items.

**M.** The bid without Tender cost Rs.560/- & EMD of Rs.5,000/- per vehicle shall not be accepted. The EMD of the successful bidder shall be converted to Security & refunded on successful completion of Contract period. No interest is payable on the Security. Similarly, the EMD of the un-successful bidder shall be released soon on finalization of Order.

**N.** Omfed will no way be liable for any loss or injury to men or material due to any accident by the vehicle to be engaged by Omfed, while on Omfed duty & the bidder ( Party) will have to bear the same.

**O.** The Transporter will be responsible for any loss/ damage/theft of omfed items , during shifting in the vans. The cost of items damaged/ lost, along with penalty will be recovered from any dues of the bidder ( Party) or from the Security.

**P.** The Transporter must ensure that while in Omfed duty, the vehicle must not carry any forbidden / hazardous materials or other passengers.

**Q.** Omfed has the right to cancel the contract at any time & engage other parties for it's work by negotiation or by fresh tender. Similarly, if the service of the party is found satisfactory, the period of contract can be extended on mutually agreed terms & conditions.

**R. Brief description of duties:** Lifting of the materials from the transport go down, Rail cargo, Air cargo, Booking of the materials at transporter go down. Purchase of materials from market , Transfer of packing materials, Raw materials, Products between OMTDC , Jagannathpur and Bhubaneswar dairy, Bhubaneswar dairy and Corporate office and various Units inside the dairy campus, Carrying of documents, Carrying of various machinery items to the workshop etc.

**Signature of Transporter.**

Date:

## **GROUP-B**

Engagement of one no three wheeler Auto rickshaw (Passenger) and one three- wheeler Auto rickshaw (Trolley) for the period of two years

### ***Commercial Parameters of the bid.***

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A. The rate may be quoted for:-

(i) Per day engagement charge Rs. \_\_\_\_\_/ per day( Rs. \_\_\_\_\_ ) per day. (ii) Cost

of the Diesel consumed for KMs run for Omfed duty will be reimbursed @ 1ltr per every 25 KMs for both Three wheeler Trolley & Passenger Auto Rickshaw.

iii) The Diesel rate is Rs. \_\_\_\_\_per Ltr, as on dt\_\_\_/\_\_\_/2019, in Bhubaneswar Filling Stations. The Transporter will have to indicate the rate of Diesel as on dt. ..... The Diesel rate for reimbursement will be made by Omfed on the basis of increase/ decrease in the rate of diesel , on monthly average basis. It will be calculated once in a month, only during settlement of monthly bills.

B. Omfed will not pay anything towards lubricants spare parts , which are to be borne by the bidder ( Party).

C. The unauthorized absence shall be treated as violation of the contract. No duty, No payment.

D. The payment shall be released within 10 days of succeeding month on submission of bill in duplicate alongwith Xerox copy of the log book duly countersigned by our official.

E. For every entry & exist of the vehicle with or without materials, the entry shall be made at our Main Gate Security office. The bills/ challans/ documents must be produced at the gate during entry/ exit.

F. For reimbursement of the diesel, the price prevailed in the Oil Public sector outlets within the Bhubaneswar Municipal Corporation shall be taken in to account.

G. No compensation on change of Price of Lubricants, Tyres, Tube, Flaps, Spare prats & etc shall be allowed.

H. Declaration to be filled up by the party in letter pad or with seal & signature.

### **DECLARATION**

I/we declare that I/we have gone through the above mentioned condition in Technical bid and commercial bid before filling up our rate and submission of the Tender paper. I/we confirm my/our acceptance to all these conditions

i) Name of the Transporter/ Establishment- ii)

Van Regd No & Date of Mfd & Purhcase- iv)

GST registration no.

v) Address

vi) Telephone no of Owner- .

vii) Name & Telephone no of Driver-

**Signature**