



**TENDER DOCUMENTS-2022-2023**

**FOR**

**Engagement of Three Wheeler Auto Rickshaw (Passenger) – one number  
(24hoursX7days)**

**Cost of Tender document: Rs.500/- + 18% GST= Rs.590/- ( Rupees five hundred ninety only)**

**Sale of Tender Documents: From dt.09.07.2022 to dt.30.07.22 in the office days within 10 AM to 5PM.**

**Submission of filled in Tender Document By 11A.M on dt.01.08.22 in the office of The OMFED, OMFED Dairy, Arilo, Govindapur, Cuttack 754006.**

**Name & Address of the Tenderer :**

**Name:**

**Address:.....**

**The Orissa state cooperative Milk producers' Federation Ltd,  
OMFED Dairy, Arilo, Govindapur,Cuttack 754006.**

**Mail id: [omfeddairy5llpd@omfed.com](mailto:omfeddairy5llpd@omfed.com)**

**The Orissa state cooperative Milk producers' Federation Ltd,  
OMFED Dairy, Arilo, Govindapur, Cuttack -754006.**

**Tender Notice**

OMFED Invites tender (two bid system) for Engagement of Three wheeler Auto Rickshaw (Passenger one number) as detailed in tender document. The interested bidders may purchase the Tender Paper from OMFED Dairy, Arilo, Govindapur, Cuttack on payment of Rs.590/- inclusive of 18% GST (Five hundred ninety rupees only) per set on payment in cash or in shape of DD drawn in Favour of OMFED, payable at Bhubaneswar from dt.09.07.2022 to dt.30.07.22 in official days, within 10AM to 5PM. The tender documents can also be downloaded from our website [www.omfed.com](http://www.omfed.com). The tender paper must be deposited with EMD of Rs.5,000/- (Five thousand) . Any bid without EMD & Tender cost , shall not be accepted.

The filled in tender paper can be submitted on or before dt.01.08.22, 11AM . The technical bid & commercial bid of the tender will be opened at 2PM on dt.01.08.2022 in the Office building of OMFED Dairy, Arilo, Govindapur, Cuttack in presence of interested bidders. Any modification or alternation relating to tender shall be available in OMFED website only.

The federation reserves the right to reject the tender without assigning any reason thereof.

**Managing Director.  
OMFED**

## **Technical Bid:**

Engagement of Three Wheeler Auto Rickshaw (Passenger) - One number for the period of one years from dt.10/08/2022 to dt.09/08/2023.

### **Eligibility Criteria:-**

- i) The Party intending to participate in the tender to engage one no three wheeler Auto Rickshaw (passenger) (24hoursX7days) must have proper Auto registration in his own Name. (Registration copy to be submitted).
- ii) The Vehicles must have other required documents like Insurance, Road permit, Pollution certificate & etc for the Auto Rickshaw (copies to be submitted).
- iii) He must be prepared to send the Auto rickshaw on Holidays/Festivals/Sundays (24hours X7days) for disposal of emergency work as per office requirement as per the intimation.
- iv) The party should have experience in engaging Auto for lifting different materials from different places as required for disposal of daily office work & deliver at the destination without abnormal delay. (Copies of order & successful order complication certificate from different organizations are to be submitted, Parties who have successfully worked with OMFED will have to submit office order only).
- v) The Party must have ability to arrange alternative vehicle for safe delivery of the items in given destination in time in case the original vehicle needs accident or break down on the way.
- vi) The party should have experienced drivers with valid DL /Vote 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, receipt the invoices bills, documents. He must be able to dispose of different official works, submit bills in time, collection of cheques and any other discussions where ever desired.
- vii) The party will have to engage the required vehicles for one year agreement period as per the tender quoted rate without any change on any ground.
- vii) He must have Bank account in the same name to receive the payment by Cheque with in 20days of submission of monthly bills.
- Viii) The party should have GST registration.

## **Technical parameters of the bid**

- 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 bidders 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.
- C. The engine power of the vehicle should not be less than at 8HP at 3600#50RPM. If at any time alternatives vans are sent for our duty that must be intimated with valid documents for the alternative vehicles.
- D. Our duty being emergency in nature the vehicle should always be fit for our duty by regular checkup in garage and validation of the vehicle document in time. OMFED has the right to engage other vehicles from market for its 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.
- E. The bidding party must have vehicle registration in his own name and the vehicle should be within 03year old from the date of manufacturing.
- F. The certificate/order copies of Past engagement of vehicle in different organization and their no dues may be furnished with the bid. No objection of financing is required, if the vehicle has not cleared the bank Hypothecation.
- G. The engagement hour of the vehicle would be 24hours x7days for one years.
- H. The payment shall be made against submission of the bill in duplicate, once in a month for the engagement on per day basis 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 running 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.
- I. The responsibility for timely payment of statutory dues for the vehicle shall exclusively rest with the bidders.
- J. The bidder shall submit the Xerox copy the valid driving license 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.

K. 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 and disturbances, the bidder should be ready to replace the driver on our intimation and in case of failure of the party in doing so, the contract may be terminated.

L. The bidder shall be entirely, responsible for all legal dispute which may arise for the vehicle during the engagement period.

M. The Passenger Auto rickshaw the condition of the roofing and cushion should be in good condition and to be repaired immediately on intimation.

N. The bid without Tender cost Rs.590/- & EMD Rs.5000/- per vehicle shall not be accepted. The EMD of Successful bidders shall be converted to security and refunded on successful completion of contact period. No interest is payable on the security. Similarly the EMD of unsuccessful bidders shall be released soon on finalization of order.

O. The 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 and the bidder (party) will have to bear the same.

P. The transporter will be responsible for any loss / damage / loss theft of OMFED items during shifting in the vans , the cost of items damaged & loss , along with the penalty will be recovered from any dues of the bidders (party) or from the security.

Q. The transporter must ensure that while in omfed duty the vehicle must not carry any forbidden / Hazardous materials or other passengers.

R. OMFED has the right to cancel the contract at any time and engaged other parties for its work by negotiation or by fresh tender. Similarly if the service of the party is found satisfactory the period of contract may be extended on mutually agreed terms & conditions.

S: **Brief description duties:** Lifting of the materials from the transport godwon, Rail cargo, Air cargo, Booking of the materials at transporter godwon. Purchase of materials from local Market, Transport of packaging 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 Bidder.

## **Commercial Bid:**

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### **Engagement of Three Wheeler Auto Rickshaw (Passenger) – One no for the period of one 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

ii- Cost of the diesel on the basis of kilometer run for OMFED duty will be reimbursed @ 1ltr per every 25KMS for Passenger Auto Rickshaw.

iii-The diesel rate is Rs.....per ltr as on dt....., in Bhubaneswar / Cuttack filling station. 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 born 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 20 days of succeeding month on submission of bill and Xerox copy of the log book duly countersigned by our official.

E. For every entry & exist of the vehicle the entry shall be made at our Main Gate Security office.

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

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

I).All the documents should be self attested.

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 the acceptance to all these conditions

i)Name of the Transporter/Establishment:

ii)Vehicle Registration no & date of Manufacturing & date of purchased:

iii)PAN no .

iv)GST registration no.

v)Address

vi) Telephone & Mob no.

vii)fax no.

viii)Email id

**Signature**