

**GOA STATE CO-OPERATIVE MILK PRODUCERS' UNION LIMITED**  
**CURTI PONDA GOA - 403401**

Phone: 0832-2312247

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# ***TENDER DOCUMENT***

**Open Tender Document No:Ref.No:GMU/Vehicle Maintenance/24-25/269  
dated: 25/02/2025 For Providing Services of Jeep/Vehicle To Goa Dairy  
Curti Ponda Goa.**

**[www.goadairy.com](http://www.goadairy.com)**

**GOA STATE CO-OPERATIVE MILK PRODUCERS' UNION LIMITED  
CURTI PONDA GOA.403401**

Tender Notice No.:GMU/Vehicle Maintenance/24-25/ 269

Date: 25/02/2025

**OPEN TENDER NOTICE**

Sealed tenders containing two envelope are invited by Goa State Co-operative Milk Producers' Union Limited, For Providing Sevices of Jeep/Vehicle to Goa Dairy Curti Ponda Goa from the owner of the MAHINDRA/TATA/MARUTI SUZUKI (ERTIGA/XL6) or equivalent vehicles with 5 doors and hard top of model of 2019 and above on 'HIRE' basis for the below mentioned routes for the period of TEN MONTHS on contract basis which are registered before the competent Authority for COMMERCIAL USE ONLY/TAXI.

SR. NO	REQUIREMENT	TOTAL VEHICLE	NATURE OF WORK
1	MAHINDRA/TATA/MARUTI SUZUKI (ERTIGA/XL6) or equivalent vehicles with 5 doors and hard top of model of 2019 and above	3 NOS	For providing onsite Veterinary services by by Doctors to the Milk Producers all over the State of Goa/ Attending Field work of Marketing and Procurement Sections/ other office work of the Union.

**Note:** 1] Detailed specifications of tender terms and conditions are enclosed with the tender form.

2] Only one route may be quoted by bidder against one tender document

- Curchorem Route
- Sankhalim Route
- Ponda Route II

3] Cost of the Tender Form is **Rs.1000/-**

4] Tender form will be issued from **26/02/2025 to 10/03/2025 upto 5.00 P.M** during office hours of Union.

5] Last date of submission of Tender Form is **10/03/2025 upto 5.30 P.M.**

Place: Goa State Co-op. Milk Producers' Union Ltd., Curti Ponda Goa.

6] Date of opening of Tender is **11/03/2025 at 11.00 A.M.**

The Goa Milk Union reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Date: 25/02/2025

Place: Curti Ponda Goa.

S/d

**MANAGING DIRECTOR**

**FOR THE GOA STATE CO-OPERATIVE MILK PRODUCERS UNION LTD.**

**GOA STATE CO-OPERATIVE MILK PRODUCERS' UNION LIMITED  
CURTI PONDA GOA. - 403 401**

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SEALED TENDER FOR PROVIDING SERVICES OF JEEP / VEHICLE FOR GOA DAIRY CURTI PONDA GOA

TWO ENVELOPE METHOD

The tender shall be submitted in the two envelopes method. One of which will be called “**Envelope of Technical Offer**” and other one a “**Commercial Envelope**” or “**Envelope of Rates**”.

**A) The envelope of Technical offer** shall contain the following documents:

- 1] (a) **Cash receipt or Demand Draft of Rs.1,000/-** as a Tender form fees.
- (b) **EMD amount Rs.5,000/- as per statement below** By way of **Cash receipt or Demand Draft/Nationalised Bank Guarantee** having minimum 6 month validity on the value quoted against each item in the Commercial envelop or Envelope of Rates. DD in favour of Managing Director, **Goa State Co-operative Milk Producers' Union Limited**, payable at Ponda Goa.
- 2] Scope of Work - Annexure – I.
- 3] Technical Bid – Annexure - II
- 4] General Terms & Conditions – Annexure – III.
- 5] Commercial Bid – Annexure - IV
- 6] Copy of E.S.I Reg. No. if Applicable
- 7] Copy of Registered Certificate of EPF Regd. No. if Applicable
- 8] Pan Card copy.
- 9] Copy of GST Registration No. if applicable
- 10] Minimum 2 years of experience of providing service in Govt. Institution/Industrial Unit/ Factory/Company etc
- 11] Copy of valid fully comprehensive Insurance policy of the vehicle /jeep.
- 12] Copy of valid pollution under control (PUC) certificate of vehicle /jeep issued by competent authority.
- 13] Valid jeep/vehicle fitness certificate issued by competent Authority.

**NOTE: Above documents must be submitted in the “Technical Offer” envelope failing which “Commercial Envelope” of such tenderers will not be opened.**

**B} Commercial Envelope or Envelope of rates** shall contain the following documents:-

- 1] The price offered by the tenderers which is duly signed.----- **Annexure - III**  
Both the above envelopes shall be separately sealed and marked clearly as (A) “**TECHNICAL TENDER ENVELOPE**” and (B) **COMMERCIAL TENDER ENVELOPE OR ENVELOPE OF RATES**.

These envelopes shall be kept together in a big envelope, which shall also be sealed.

The tenderers shall write:-

- 1] His full name
- 2] Address :
- 3] Tender notice number:
- 4] Date of opening etc.on this envelope.

Note:

1. The Scope of the Work to be carried out by the successful bidder is mentioned as per **Annexure I.**
2. All the pages in both Part-A. Technical Bid and Part-B Commercial Bid should be signed at the bottom of each page without omission by the authorized signatory with name'
3. The model of the vehicle Should be of year 2019 and above.
4. EMD will be forfeited if the tenderer whom the tender is awarded fails to accept the contract within the stipulated time.
5. In case of non successful bidder EMD deposited shall be returned within one month from the date of opening tenders if tender is not accepted.
6. The successful tenderer shall require to execute an agreement with the Union on a non judicial stamp paper of Rs.1000/- (cost of the stamp paper to be borne by the tenderer) to run the contract on the terms and conditions mentioned in **Annexure-III.** Such agreement is to be undertaken within the stipulated time from awarding the contract after depositing the required amount under the contract failing which the earnest deposit will be forfeited. If the tenderer does not own a vehicle on the date of accepting the tenderer his/her earnest deposit will be forfeited and no agreement/contract will be signed with the said party.
7. The tenderer shall quote fixed rate per kilometer to ply his vehicle and there shall not be any revision in the rates during the contract period
8. In case of any discrepancies found in submission of tender, tender is likely to be not opened and the decision of the Union in this regard shall be final and binding on the bidder. Further the Milk Union reserves right to accept or reject any or all tender documents without assigning any reason thereof.
9. Successful bidder will be allotted tenders only after he fulfills all the formalities as specified in **clause 16 and clause 34** of the agreement before the date of starting of contract.
10. For Veterinary route vehicle available within 5 km from the Office/Reporting Place of the Union shall be given preference.

**NOTE: Above documents must be submitted in the “Technical Offer” envelope failing which “Commercial Envelope” of such tenderers will not be opened.**

**B}** Commercial Envelope or Envelope of rates shall contain the following documents:-

1] The price offered by the tenderers which is duly signed.----- **Annexure - IV**

Both the above envelopes shall be separately sealed and marked clearly as (A) “**TECHNICAL TENDER ENVELOPE** and (B) **COMMERCIAL TENDER ENVELOPE OR ENVELOPE OF RATES.**

These envelopes shall be kept together in a big envelope, which shall also be sealed.

The tenderers shall write:-

- 1] His full name
- 2] Address :
- 3] Tender notice number:
- 4] Date of opening etc.on this envelope.

**S/d**  
**MANAGING DIRECTOR**  
**FOR THE GOA STATE CO-OPERATIVE MILK PRODUCERS UNION LTD.**

## **ANNEXURE I**

### **Scope of Work**

Jeep/Vehicle will be required for providing onsite Veterinary Services by Doctors to the Milk Producers all over the State of Goa/ Attending Field work of Marketing and Procurement Sections/ other office work of the Union.

Following are the route to be quoted: (One tender document for one route)  
(Tick the route for which rate is quoted)

1. Curchorem Route:
2. Sankhali route:
3. Ponda Route II:

**NAME & SIGNATURE OF THE TENDERER**

**Date:**

**ANNEXURE II**  
**TECHNICAL BID**

SR. NO.	Particulars of Technical Bid	Details as per requirement of Tender Conditions
1	Name of the Bidder/Tenderer	
2	Name of Proprietor / Partner / Director along with proof as authorized person to sign the document etc.	
3	Full Address of Bidder/Tenderer and his/her Mobile No. / E. Mail id, address etc	
4	Tender cost payment details /Receipt No. and Date:	
5	Jeep/Vehicle Registration No.	
6	Make/Model of the Jeep/Vehicle	
7	E.M.D. amount remitted( Details of DD)	
8	In In case the Bidder/Tenderer is exempted from payment of Tender Fee/ Earnest Money under any scheme of the union/ State Government, copy of the Certificate of registration of the Security Firm/Agency under the specific scheme of the Union / State Government	
7	Copy of E.S.I. Reg. No. if Applicable	
8	Copy of Registration Certificate of EPF Regd. No. if Applicable	
9	Copy of PAN No.	
10	Copy of GST Registration No. if applicable	
11	Minimum 2 years of experience of providing service in Govt. Institution/ Industrial Unit/Factory/Company etc.	
12	Copy of the valid fully Comprehensive Insurance policy of the Vehicle/Jeep.	
13	Copy of valid Pollution Under Control (PUC) Certificate of the Vehicle/Jeep issued by Competent Authority	
14	Valid Jeep/Vehicle Fitness Certificate issued by Competent Authority.	

THE BIDDERS/TENDERERS NEED TO ATTACH THE RELEVANT DOCUMENTS DULY SIGNED AND SERIALY NUMBERED PERTAINING TO ABOVE REQUIREMENT WHEREVER APPLICABLE AND FAILURE TO COMPLY WITH THE SAME SHALL ATTRACT REJECTION OF TENDER.

**“It is certified that all above information’s are correct to the best of my information, knowledge and belief. All the attached relevant documents are duly signed and serially numbered.**

**NAME & SIGNATURE OF THE TENDERER**

**Date:**



**ANNEXURE-III**

**THE GOA STATE CO-OPERATIVE MILK PRODUCERS' UNION LIMITED  
CURTI-PONDA-GOA, 403401.**

“Terms & Conditions of Agreement for Contract”

1. This contract will remain in force for 10 months only on each route. However the Union reserves the right to terminate the present contract before the expiry of the said period by giving 30 days advance notice to contractor in case of non requirement of the Vehicle or by giving 24 hours advance notice if the service of the contractor is found not satisfactory.
2. Before the completion of the period of contract, the union has the right to extend the contract work for a period of 3 months or less beyond the date of completion of the contract on the same terms and conditions agreed in this contract.
3. The Contractor shall be paid hire charges at a fixed rate of 2000 km per month, minimum payment of 2000 km per month shall be paid by the Union to the Contactor for the contract period.
4. The Vehicle having good condition with experienced driver will have to be deployed by the contractor and contractor will use his jeep which fulfills the under mentioned conditions No. i to iii. Union will decide whether the vehicle engaged is in good conditions and that decision will be final and binding on the contractor.

The Vehicle engaged should have:

- i) A self starter, wipers on both sides, light in the cabin and door with handles and locks in order and working conditions.
  - ii) The rubber matting inside the front and rear compartments.
  - iii) The door shutters have movable glasses of doors and windows should be “splinter free”.
5. Contractor shall bring his vehicle at the office of the Union at 8.00 a.m. or at the time given personally by the concerned officer/s of the Union. The said vehicle shall be available exclusively for Union’s use on full time basis.
  6. If the contractor is unable to send his vehicle because of its failure, he is allowed to send an alternate vehicle of same make with the permission of the officer concerned. But these arrangements should be done latest by 9.00 a.m.
  7. Contractor should bring the vehicle at 8.00 a.m. at office of the Union. If the vehicle comes after 8:00 a.m. Rs.500/- will be deducted from contractor’s bill and if the contractor does not come to arrange for another vehicle for that route and any additional expenditure incurred by



the Union for hiring a separate vehicle, then the said amount will be recovered from the contractor's bill.

8. The vehicle if required to be sent for attending official visit or for any official work before or after office hours, the same should be made available within 30 minutes from the intimation by the Union.
9. Speedometer should be in working condition and it should record the distance precisely. The officer on the vehicle will certify the kilometers and the amount will be paid accordingly. If the speedometer is not working then the kilometer fixed by the Union for the route on that day will be considered for calculation or charges to be paid and the same should be acceptable to the contractor.
10. The contractor shall not carry persons or material in the vehicle belonging to the Union without the permission of the Union when the vehicle is engaged for Union's work.
11. Contractor whose tender is accepted shall ply his vehicle for official visits' if required on Sunday and holidays up to the time given by Union Officer. If the contractor refuses to run vehicle for official visit then the expenses incurred for sending Union's or any other vehicle in place of contractors vehicle will be deducted from the bills of the contractor.
12. If the contractor does not send his vehicle to the Union's office for the purpose of official visit on the day mentioned in the schedule provided to him, then an amount of Rs.500/- will be deducted from his bill and further any expenses incurred for arranging the alternate Vehicle by Union on the said day/subsequent day will be recovered from the Contractor or adjusted from Contractor bill.
13. If the vehicle fails before attending the first official visit, Union will recover from the contractor for making separate arrangements and no amount will be payable to him for the distance covered.
14. If the vehicle fails after attending 1<sup>st</sup> official visit the contractor will be paid charges up to the point of a failure but deduction of Rs.500/- per next visits will be made from his bill for the visit not attended because of the failure of his vehicle.
15. Union officer will decide whether to go or not to go to any places included in the visit schedule. In such circumstances the instructions of the officer shall be binding on the contractor. Similarly the officer will decide whether to go to any village/places not included in the schedule of route.
16. On acceptance of the tender, the contractor will have to deposit Rs.25,000/- (Rupees Five Thousand Only) as permanent deposit with the Union. For the refund of this deposit contractor has to apply in writing after the contract is completed with proper channel. This deposit will be refunded after deducting the amount to be recovered by the Union latest at the end of 3 months after the period of contract is completed. This settlement will be made on obtaining receipt from the contractor. The contractor will forfeit the permanent deposit to Union if he fails to carry out the contract for full term. Here all the correspondence submitted by Contractor shall be certified and forwarded to Managing Director by the concerned Sectional Head/In charge of the Union for making necessary payment in Account Section of the Union.
17. Any necessary repairs of the vehicle placed in the route should be made within three days after written instructions are given to the contractor. If the execution of the instructions is not done within the mentioned time, Union will not send the vehicle of the contractor for office work and

additional expenditure incurred due to not sending the vehicle will be deducted from the payment bill of the contractor.

18. The contractor will have to submit the monthly bill for carrying the contract on or before 5<sup>th</sup> of every month which would be then certified by the Vehicle Maintenance Supervisor and then recommended for payment by the concerned Sectional Head to the Account Section of the Union. After the sanction of the bill the Union will make the payment for the bill on the 10<sup>th</sup> of every month to the contractor by cheque marked A/C. payee. If the contractor submits his bill after 5<sup>th</sup>, the payment will be made on 25<sup>th</sup> instead of 10<sup>th</sup>.
19. When the vehicle put for special visit at night, arrangement for additional driver is to be made by the contractor, so that the safety of the employee of the Union traveling in the vehicle is not affected because of the continuous work allotted to the single driver.
20. When it is necessary to make night halt according to visit schedule or otherwise as directed by the Union authorities at any place on duty, the contractor will be paid Rs.100/- per night. Here the said additional amount will be released for night halt if the vehicle takes stop at certain place from 23:00 hrs onwards and not earlier. Whatever the taxes/toll charges applicable for plying the vehicle on crossing of road/bridges or rivers are to be borne by the contractor.
21. If the contractor wishes to fill a tender on the name of the company, he will have to produce registration deed of the partners of the company while filling in the tender and only those persons can sign for company on the agreement of the contract who has right to sign letters, cheques, documents etc. of the company. If the tender is filled in the name of a person his signature will be valid and will have to come to the office when Union wants him for some work. If there is any change in partners of the company, during the Contract period, it should be intimated to the Union within a week.
22. The contractor should work himself to fulfill the aforesaid conditions of the contract. If he employs a person/s, he will be responsible for all the statutory obligations applicable under Labour Law/Acts and Rules pertaining to the present contract.
23. The contractor shall not engage any sub-contractor or transfer the contract to any other person without the prior approval of the Union.
24. Whatever the taxes and levies applicable for plying the vehicle on road, crossing the rivers and bridges etc are to be borne by the contractor.
25. The Contractor shall report to the Security Gate of the Union with information of number of Kilometer traveled and place of visit by Jeep on every trip and the Security of the Union have to verify the same with the Vehicle Meter and with that of the Official of the Union visited the said place.
26. The age of the Contractor/Jeep Driver should not be more than 60 years during the contract period and he should be Physically/medically fit to drive the said vehicle and should possess valid driving licence without any conviction.

- 27.** The Contractor has to install GPRS System in the Jeep at his own costs and the Official of the Union shall have the access to obtain the required information/data from the said GPRS as per requirement. It will be the sole responsibility of the Contractor to see that the said GPRS is in working condition without interruption in its functioning failing which fine of Rs. 500/- per day will be levied to be recovered from the Contractor's bill.
- 28.** In case of breakdown of Jeep or When Contractor or his Driver is not available to drive the Jeep for Union then the Contractor has to arrange alternate Vehicle in advance. However the said alternate Vehicle must fulfill all the required conditions as applicable to the Tender Vehicle failing which the said alternate Vehicle will not be utilized. Further in case of non providing/arranging of Vehicle, cost incurred for hiring of other Vehicle in place of the Contractor Vehicle will be recovered directly from the Contractor or will be adjusted from Contractor's monthly Bill payment.
- 29.** The Contractor /Driver of the Jeep during lunch break/Tea Break or otherwise shall have to keep the Jeep within the premises of the Union and in case of leaving the Union/Work Place, Kilometer reading as on date shall be submitted to the Security in writing and the said Kilometer shall be carry forward from the next date without adding therein additional kilometer traveled for reaching the home/other place where vehicle is halt during night time by the Contractor/Driver .
- 30.** It is the responsibility of the Contractor to keep the Vehicle clean and in good condition at his costs. Floor of the Vehicle shall remain clean and there shall not be any hole/break/gape to the floor of the vehicle. Seat Covers are to be kept in proper condition.
- 31.** The Contractor shall display the necessary Hoarding/Board of the Union for advertisement as and when required by Union and at the front of the Vehicle the Contractor shall display specific Board stating "VEHICLE FOR GOA DAIRY ON CONTRACT".
- 32.** The Driver of the Jeep will have to undergo checking with Alco meter at the Security Gate and if found under the influence of alcohol/liquor then penalty of Rs.1000/- would be imposed on each occasion to be recovered from Contractor bill and further if the said Driver is found in such condition for three times then the Contract would be terminated by Union.
- 33.** The I/C Vehicle Maintenance of the Union has to submit the performance Report of the Contractor pertaining to the present contract once in Six month with the Managing Director of Union.
- 34.** The vehicle put by the contractor for concerned route should be in sound mechanical conditions. The vehicle should have a valid fitness certificate and attested Xerox copies of which should be furnished at the time of agreement.
- 35.** The Contractor/Driver of the Vehicle should carry the material/medicine/Equipment/Milk Testing Machine etc as per the requirement of the Official of the Union and the same should be protected and safely returned to the destination point.
- 36.** The contractor shall not employ any person who has not completed 18 years of age. The contractor agrees and undertakes to comply with and other regulations concerning the employment and engagement of labour, the rights, duties and his obligations as employer to labour and all matters concerning labour and to hold the Union indemnified accordingly. In particular the contractor shall comply with the provisions of the Contract Labour (Regulation & Abolition) Act,1970 and rules made there under, Payment of Wages Act,1936 and the rules

made there under, Minimum Wages, 1948 and rules made there under etc. and such other laws as may be applicable to him. The contractor further agrees and undertakes to pay the driver if any, engaged on the vehicle, the minimum rates of wages as applicable to the Motor Transport workers Act, 1961 and as fixed by the state Government from time to time under the schedule employment namely-employment in public and private motor Transport undertakings' and shall indemnify and keep indemnified the Union. The Contractor further agrees and undertakes to indemnify the Union against all claims by way of compensation or otherwise which may be made against the Union under the Workmen's Compensation Act 1923.

37. The Union will be under no legal obligations to provide employment to any of the personnel of the contractor during or after the expiry of the contract period and the Union recognizes no employer-employee relationship between the Union and the Contractor or personnel deployed by the contractor.
38. The contractor shall indemnify the Union against all other damages/charges for which the Union may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Union shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
39. The contractor shall provide names, addresses of the drivers along with their driving licence number and copies of RC Book and insurance copy of the Vehicle at the time of signing the contract.
40. The contractor will maintain separate log books for each vehicle which will also be verified/signed by Incharge Vehicle Maintenance and countersigned by the concerned officer/A. Manager/Manager/ Managing Director of Union.
41. The Contractor shall furnish the following documents: If Applicable
  - (a) Certified copy of valid Provident Fund Registration No.
  - (b) Certified copy of valid ESI Registration No.
  - (c) Certified copy of PAN Card No. under Income Tax Act.
42. Operation and function of vehicles and drivers of the Contractor shall be governed by the Motor Vehicles Act and Rules applicable to the state of Goa.
43. The contractor shall be responsible for total maintenance of the vehicle provided by him and it should be in good running condition.
44. The contractor is not authorized to carry any Union owned material out or in of Union's premises without proper and authentic gate pass. His vehicle and persons on the vehicle will be subjected to security check and also by any authorized person of the Union. While leaving the Dairy premises if the vehicle or persons on the vehicle are found carrying any unauthorized material, Union has right to detain the vehicle and contractor will be penalized with minimum Rs.1000/- per case. If so detained material is found to be of any raw material, finished products

or spares or equipment, the union will recover 20 times the cost of such item or items from the contractor. This will be binding on the contractor.

45. In case of use of AC by eligible staff of the Union while traveling in the vehicle Rs.1/- per km will be paid in addition to the existing rate accepted by the contractor as per his quotation.
46. The Contractor shall make “Fully Comprehensive Insurance Policy” of the vehicle with all liabilities including non-fare-paying-passenger and legal liabilities to employees of the Union including driver with respect to the particular vehicle In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by Union.
47. In case of any dispute between the contractor and the Milk Union decision of chairman of the Milk Union shall be final and binding on both the parties.

**MANAGING DIRECTOR  
FOR THE GOA STATE CO-OPERATIVE MILK PRODUCERS UNION LTD.**

NAME & SIGNATURE OF THE TENDERER

Date:

**ANNEXURE-IV****COMMERCIAL BID**

The Goa Milk Union shall open the financial bids of only those bidders who have been declared technically qualified by the Tender Evaluation Committee. The bidder must submit their financial bid in the prescribed format and no other format is acceptable.

Payment will be made after deduction the applicable TDS and on producing copy of payment of all statutory dues.

Jeep/Vehicle Registration No. \_\_\_\_\_

Make: \_\_\_\_\_

Model (Year of Registration): \_\_\_\_\_

Rate Per Km: In Figure Rs. \_\_\_\_\_  
(Rupees: \_\_\_\_\_)

I, Shri \_\_\_\_\_ declare that I own the vehicle whose number is cited above. If the contract is awarded to me I will carry out the work assigned to me according to the terms and conditions of the contract).

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**NAME & SIGNATURE OF THE TENDERER**

**Date:**