

**UDAIPUR DUGDH UTPADAK SAHAKARI SANGH LIMITED**  
**GOVERDHAN VILAS, AHMEDABAD ROAD, UDAIPUR**

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Tender form No.....

**E-Tender for Hiring taxi for Office/ Field work**

Tender Notice No. 4949 dated 07-03-2022

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E-Tender is invite by UDUSS Ltd. for the Tender work as detailed below:

SN	Particular	Description
1.	Tender Work	Hiring taxi for Office/Field work
2.	Tender Reference	70 / 2021-22
3.	Tender cost (Approximately in Rs)	14.0 lac
4.	Type of Hiring Taxies	DZIRE & EQUIVALENT -AC ( Model 2017 and Onwards )
5.	Tender Period	Two Year
6.	Earnest Money (DD in favour of Udaipur Dugdh Utpadak Sahakari Sangh Ltd, Udaipur)	Rs 14,000/-
7.	Tender form fees (DD in favour of Udaipur Dugdh Utpadak Sahakari Sangh Ltd, Udaipur)	Rs 500/- + 18% G S T Total Rs. 590/-
8.	E-Tender processing fee (DD in favour of MD,RISL, Jaipur)	Rs 500/-
9.	Date for downloading E-tender form (from govt site <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> )	From 09.03.2022 at 5.00 PM
10.	Last Date & time for uploading tender form & required documents	29.03.2022 up to 4.00 PM
11.	Date & time of submission of Demand draft at marketing section for tender fee, EMD & E-tender processing fee in physical form.	30.03.2022 up to 1.00 PM
12.	Date & time of opening of Technical or Pre Qualification bid	Date 31.03.2022 at 3.00 PM
13.	Date & time of opening of Financial bid	To be informed later
14.	Tender Opening Place	<b><u>Udaipur Dugdh Utpadak Sahakari Sangh Limited</u></b> , Goverdhan Vilas, Ahmdabad Road, Udaipur

Note : **Tenderer should be fill tender rate online in prescribed format (.xls BOQ format of PART II) inclusive of all taxes.**

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**Instructions for uploading E-tender form & documents:-**

**I. Submission of E-Tender Form & Document: (Only through Online procedure)**

Please read carefully the steps of submitting Tender form Online & also you have to follow instruction of e-procurement site for filling E-tender form. E-Tender form should be uploaded separately in two parts, viz. **PART I & PART II (unpriced & priced).**

**PART I :** Before Uploading **UNPRICED TENDER**, it should be ensured that all the Technical & Commercial details including conditions of contract & relevant documents etc. (**duly digitally signed by tenderer**) & Scan copy of Tender form fee, Earnest Money & E-tender processing fees (DD/payorder) are ready for uploading.

If scan copy of all documents mentioned at page no 4 as check list (Clearly visible) are not uploaded with Part-I of Tender form, Part-II of that tenderer will not be opened/consider for finalization of the tender work.

In addition to these documents please submit

- a) Upload Scan copy of Demand Draft for Tender form fee, Earnest Money & E-tender processing fee with Part-I.
- b) Physical deposition of all three demand drafts before 1.00 PM of 30.03.2022 as specified in tender notice.

**PART II :** **PRICED TENDER** fill with Schedule of Rates duly filled (only in prescribed format BOQ in .xls format), **digitally signed on that page.**

(a) Interested party/bidder/tenderer can be download tender form from official website <http://eproc.rajasthan.gov.in>

(b) Tenderer who wish to participate in this tender will have to register on <http://eproc.rajasthan.gov.in> To participate in online tenders, tenderer will have to procure digital signature certificate (type III) as per information technology Act-2000 using which they can sign their electronic tender documents. Tenderer can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode etc. or they may contact e-procurement cell, Department of IT & C, Government of Rajasthan for further assistance. Tenderer who have a valid digital certificate need not procure a new digital certificate.

Address:- e-procurement Cell, RISL, Yozana Bhawan, Tilak Nagar, C-Scheme, Jaipur

(c) Tenderer shall submit their offer on line in electronic formats both for technical and financial proposal however Demand Draft for tender form fee, E-tender processing fee and earnest money should be submitted manually in the office of Tendering Authority (Udaipur Dairy, Goverdhan Vilas, Ahmedabad Road, Udaipur) before date & time of opening of technical bids as mentioned in tender notice. Scanned copy of Demand Draft should be uploaded along with online bid.

(d) Tender form & handwritten rates would not be accepted in Tender Box.

(e) The quoted rate should be filling in prescribed format of PART II of tender form (.xls BOQ) only.

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**PART I**

**Technical & Pre Qualification Bid**  
**E-Tender for Hiring taxi for Office/ Field work**  
**Tender Notice No 4949 dated 07.03.2022**

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1. Name and full postal address \_\_\_\_\_  
of firm submitting the application \_\_\_\_\_  
Form (Block letters) \_\_\_\_\_  
Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

2. Nature of Firm :- Proprietor/Partnership/Company/Others (Specify)

3. To be filled by the tenderer himself :-

(i) Tender form fee :Rs. \_\_\_\_\_ vide  
D.D.No. \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Dated \_\_\_\_\_

(ii) Earnest Money Details ::Rs. \_\_\_\_\_ vide  
D.D.No. \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Dated \_\_\_\_\_

(iii) E-tender processing fee ::Rs. \_\_\_\_\_ vide  
D.D.No. \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Dated \_\_\_\_\_

**Note :- Physical deposition of all three demand drafts (for tender form fee, E-tender processing fee and earnest money) should be submitted manually in the office of Tendering Authority before 1.00 PM of 30.03.2022 as specified in tender notice. The Tenderer should prepare all three required Demand Drafts from it's Own Bank Account., Otherwise tender would be rejected**

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CHECK LIST FOR SUBMISSION OF E-TENDER DOCUMENTS PART I & PART II

**A. Following self attested document (Digitally signed) should be uploaded with PART I**

1. Power of Attorney in the name of the signatory of the Tender.  
(In case of Partnership/Company)
2. Submission of Tender letter along with one set of Tender form & documents with every page digitally signed.
3. Undertaking & Declaration at ANNEX-C
4. Scan copy of DD for Tender form fee, Earnest Money & E-tender processing attach with PART-I
5. PAN Card No.:.....  
(Copy to be uploaded with Part I)
6. GST No.....  
(Copy to be uploaded with Part I)
7. Details of past experience if any. (Dairy, transport or any other related work)
8. Copy of Address Proof  
(Any one from Ration Card, Voter ID, Electricity Bill, Telephone Bill, Aadhar Card etc)
9. Registration certificate of vehicle (Owned/under agreement or Undertaking for buying New Vehicle) & copies of relevant documents such as Road Tax, Permit, Insurance, Pollution Control certificate, Service Tax, PAN No., Claims, Challan and all legal matters pertains to vehicle and driver are to be enclosed.  
(Hiring Taxi -AC Model April 2017 and onwards)
10. Copy of Income Tax Returns for last two years

Note : Tenderer should be fill tender rate online in prescribed format (.xls BOQ format of PART II) inclusive of all taxes.

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**Tender Terms & Conditions**

E-Tender for Hiring taxi for Office/ Field work

Tender Notice No 4949 dated 07.03.2022

1. The hiring vehicle should be registered under taxi quota with RTO and it should be of model of the year 2017 and onwards. The deploy taxi should be complete fit and should be in good condition as per the necessity and requirement of user officer. The detail is as under:-

S no	Type of Vehicle	Model (equal or onward)	Qty (Nos)	Remarks
a.	Car (AC)/ Sedan Type	April 2017 onwards	01	

2. The taxi owner is responsible for Road Tax, Permit, Insurance, Fitness, Pollution Control certificate, Service Tax, PAN No., Claims, Challan and all legal matters pertains to vehicle and driver. Copies of relevant documents are to be enclosed.
3. The expenditure of toll tax and parking charges, if any, will be borne by the Udaipur Milk Union.
4. The Contract shall be for a Period of One Year from the Date of agreement. On the basis of performance during the Contract Period it can be extended up to one year on same rates, Terms & Condition, for which contractor is bound to deploy the vehicles as per terms & Conditions of same agreement.
5. The rates to be quoted on the basis of per kilometer considering total minimum 3000 km for both the vehicles per month.
6. The taxi should be parked in office premises, at the risk of the taxi owner.
7. The driver should be dressed neatly, should behave properly with the officers and should keep the vehicle neat and clean.
8. No holidays for repair of taxi will be permitted, if taxi reaches late, remains absent, a proportionate amount from the bill will be deducted.
9. The taxi owner has to provide log book of vehicle to the driver. The driver will be responsible for getting it filled with the user officer, daily.
10. If vehicle is desired on any Sunday/gazetted holiday the vehicle is to be provide by the owner.
11. The vehicle shall be used mainly in Rajasthan but can be use out of Rajasthan also for duty time from 8.00 AM to 8.00 PM. It can also be used beyond the time period. No extra payment shall be made except Rs. 100/- night as halt charges, if night stay outside the Udaipur.
12. The contractor will have to maintain permanent logbook. Duly attested Xerox copy of log book shall be enclosed with the bill. At the end of tweleveth month the original log book shall be deposited in Udaipur Dairy.

13. In case of increase/decrease in rate of fuel, proportionate rate on the basis of standard average of vehicle ( 18 km per litre) would be increased/decreased.
14. The successful tenderer will have to executive an agreement with the Udaipur Milk Union within 7 days from date of order. The vehicle shall not be engaged without executing the agreement.
15. The Udaipur Milk Union reserves the right to reject any or all tenders without assigning any reason and to discontinue the vehicle with immediate effect any time (after executing the agreement).
16. The conditional tender or offering a lower model vehicle shall be treated as rejected.
17. If any dispute arises, the decision of the Managing Director, Udaipur Dairy will be final and binding.
18. Tenderer Should have minimum three year experience of working in Dairy Industry i.e. Processing upto 75000 Lac Liter per Day without which tender would not be considered.
19. In Case of any clarification regarding minimum charges, model of vehicles, Experience , Tenderer is advised to Contact with Concerned Officer (Incharge Pool, Mobile: 9829885107). In any case no excuse shall be considered in respect of minimum KM & Charges, and any other matter related to the tender.
20. The vehicle used for Taxi work should not be older than 2017.
21. .The tenderer should have minimum three years experience in co-operative Dairy industry of capacity 75000 Liter Per Day & above . Photo copy of experience certificate issued by dairy industries should be uploaded with Part I. The Existing Contractor need not to be upload any experience certificate.

All rights for accepting or rejecting the tenders would be reserved with Managing Director, UDUSS Ltd.

Note: I have read and understand the terms and conditions and agreed.

U.D.U.S.S. Ltd.

(Signature & Seal of the Tenderer)

Name, Date & Place:-

*I have read the instructions on page number 01 to 07 for filling the tender form & accordingly tender form has been filled by me. In case of any discrepancy the tender have to be rejected & for that I will be responsible.*

Date

Place

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Annex-C

**DECLARATION/ UNDERTAKING**

Tender Work : Tender for Hiring taxi for Office/Field work  
Tender Notice No 4949 dated 07.03.2022

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Name of Tenderer : .....

I/ We hereby declare

- that my/our Tender rates for the above stated work shall remain valid for a period of 3 (three) months from the date of opening. In case of our revoking or cancelling the Tender within the validity period, UDUSS Ltd, Udaipur is entitled to forfeit the Earnest Money Deposit paid by us along with the Tender.
- that my firm is not black listed by any organization.
- No criminal case is pending against me/my firm.
- I do not have any blood relation with UDUSS Employee's (dairy employees/ official's /BOD's member)

Signature of Tenderer:.....

Address of Tenderer.....:

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