

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310

PUR/ENQUIRY/VEHICLE//830

11.11.2025

WHOEVER IS CONCERNED

Sub : Engagement of Vehicle(s) for Transfer of various materials from One Department, to another within Mother Dairy Calcutta at Dankuni complex

Dear Sirs,

We invite your quotation for two months job contract for Transportation of various materials from One Department to another within Mother Dairy Calcutta at Dankuni complex, in the format enclosed, which must reach our office within **19.11.2025** (till 2 pm).

The rate shall remain valid for two months. Quoted rate should be inclusive of all costs (wherever applicable) e.g. materials, all working accessories, Rates and Taxes, levies etc. Rate shall be firm for entire execution of Work Order and no escalation of rate on any ground whatsoever shall be applicable during the contract period.

You are required to enclose self-attested photocopies of the following documents. Original documents might be produced for verification on demand by MDC at any time.

1. GST Registration Certificate
2. PAN
3. Income Tax Return certificate
4. Valid Trade License

This enquiry for contract is governed by the General Terms & Conditions enclosed herewith. You shall read carefully all the terms and conditions and submit the same along with your offered rates duly signed and sealed on all pages as a token of your acceptance.

If you seek any clarification regarding submission of your Quotation, you may contact our In-charge (Engg / Transport) at our Dankuni Plant on any working day.

Thanking you,

Yours faithfully,
for Mother Dairy Calcutta



In-charge, Purchase

Encl : Scope of work
Essential Conditions
General Terms & Conditions
Offer Form

ANNEXURE I
ANNEXURE II
ANNEXURE III
ANNEXURE IV

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310

ANNEXURE - I

SCOPE of WORK

JOB NO 1

Stock Transfer of various products from Product Section to Packaging Section

A. Details of job -

- a) Loading of filled crates of various products from MDC Product Section cold store and unloading the same at Packaging Cold Store
- b) Loading of empty crates from Packaging Section and unloading the same at Product Section

B. Type of vehicle required - Light Vehicle (Tata 407) with carrying capacity of 165 crates

C. Frequency - One to two trips per day in the afternoon. Timings, however, may be changed as per requirement of the Dairy.

D. Specification of the Vehicle

The vehicle(s) should be in excellent working condition with a sound engine and body, manufactured not earlier than 2016.

The light vehicle should have the height (inside) from deck to roof 6 ft.6 inch minimum. The wooden deck is to be covered with two inch Thermocol and covered with 2 mm thick Chequered Aluminum Plate. The vehicle is to be insulated with 4 inch Thermocol. Outside should be covered with 1.6 mm Mild Steel Sheet. Inside should be covered with 1.6 mm Aluminum Sheet. There will be a two pcs. rear doors with air tight locking arrangement, opening 6 ft X 3 ft. 6 inch.

The light vehicle must be covered and insulated with GI sheets of 22 gauge, with door at rear side as per design of Dairy and painting as per the colour scheme of the Dairy. Considering the Motor Vehicle Act with a regard to length, breadth and height, you are required to complete the insulation and painting within 30 days from the date of awarding the contract. The cost of the above job will be borne by you.

The vehicle should presentable and maintained neat and clean, hygienic and road worthy. In case of non-compliance with the above conditions, penalty @ Rs 100.00 per day per vehicle shall be imposed and / or deducted from the payment bill.

E. Remarks - (a) Loading & unloading under Transporter's scope

(b) The vehicle should report to the dispatch dock and leave the Dairy every day in time as may be notified by the Dairy from time to time. The Dairy will penalize you for the delay in reporting and leaving the Dairy. The rate of penalty will be determined by the Dairy.

F. Contact Person - In-charge, Distribution

JOB NO 2

Transfer of materials from stores (Gate no - 1) to Packaging Section (Gate no - 3) and vice versa through covered truck as and when required.

(loading & unloading under MDC's scope)

Type of vehicle required - TATA 1613 or equivalent model

Frequency - 5 to 6 trips / month

Contact Person - In-charge, Packaging

JOB NO 3

Transportation of SMP / WMP & White Butter (WB) from one godown to another inside the Dairy as & when required

(loading & unloading under MDC's scope)

Type of vehicle required – TATA 1613 or equivalent model

Frequency - 14 trips / month [SMP – 8 MT / trip & WB.– 10 MT / trip]

Contact Person – In-charge, Store

JOB NO 4

Transport of Product materials from General Store to Product Section and vice versa as & when required

A. Details of job -

Transportation of Product materials (sugar, cups card board box, separator etc.) from MDC store to Product section (Ground floor & 1st floor) and vice versa

(loading & unloading under Transporter's scope)

B. Type of vehicle required – TATA 407

C. Frequency - 4 trips / month

D. Contact Person – In-charge, Product

NOTE : L1 bidder will be selected on the basis of lowest overall expenditure.

Overall Expenditure = sum of monthly expenditure of Job No 1, 2, 3 & 4

Monthly expenditure = Quoted rate / trip x No of trips / month

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310

ANNEXURE - II

Essential conditions

1. Offer should be submitted in the enclosed Offer Form only.
2. The enclosures are mandatory.
3. The envelope containing the offer must be sealed, addressed to our Chief General Manager, and must be super scribed with this enquiry no. & date, name & address of the party, and the due date.
4. Offer submitted by Fax, e-mail, etc. shall not be accepted. Overwriting in the Enquiry Offer will not be accepted and such offer will be straightway rejected.
5. The enquiry document is not transferable.
6. All sealed offers shall remain valid for the period of two months from the due date.

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310

ANNEXURE - III

General Terms and conditions

Validity

The Work Order shall remain valid for two months from the date of issue / execution of the same.

Payment

Payment will be made within 30 days after receipt of the invoice duly certified by the competent authority.

Security Deposit

Selected bidder, then assigned as transporter, shall have to pay Rs 10000.00 (by way of Demand Draft drawn in favor of "Mother Dairy Calcutta") as Security Deposit for the entire period of contract on receiving the letter of intent. On submission of the receipt in original, the Security Money will be refunded after successful execution of Work Order subject to recovery, if any. It will be forfeited in the event of failure / refusal to abide by the terms and conditions of contract. The Security Deposit will not bear any interest.

The work shall be carried out according to the instruction given by the authorized representative of the Dairy. Dairy's representative will supervise the job and the work will be considered completed only when he is satisfied with the quality of work done.

Bad workmanship will not be accepted and if carried out is liable to be rejected and should be rectified by the transporter at his cost as per specification and directions given by Dairy's authorized representative. The decision of Chief General Manager, Mother Dairy Calcutta, as to items of bad workmanship and proper replacement / rectification will be final and binding on you.

The Dairy shall not be liable for injury of any person engaged by the transporter within / outside the dairy premises in connection with the contract. The transporter shall take all liabilities and responsibilities of his personnel in case of injury / accident etc. failing vehicle for legal proceedings in accordance with law.

Damages done to any of Dairy's property by the transporter or his representative(s), will have to be made good by the transporter at his cost as directed by the authorized representative of the Dairy.

If at any time transporter's personnel is found involved in any unlawful act / theft / smuggling of Dairy's properties, Mother Dairy Calcutta reserves its right to make appropriate recovery of the same from the transporter and also penalize the transporter as mutually agreed.

The contract shall be a commercial contract by and between Mother Dairy Calcutta and the transporter. There will be no employer-employee relationship between the Dairy and the transporter. So under no circumstances the transporter or his employees will be the employees of the Dairy and therefore, the transporter or his employees will not be entitled to rights, privileges, benefits, etc. which are extended to the employees of the Dairy.

The transporter shall not transfer, partially or fully, the benefits of the contract to any individual / firm / company at any time within the contract period.

Extension clause

Mother Dairy Calcutta reserves the right to extend the contract at the same rate and under the same terms and conditions after the expiry of the contract period on the basis of mutual consent.

Termination clause

This contract may also be terminated by either of the parties with 30 days clear notice in writing without assigning any reason whatsoever. The notice will be deemed to have been received if dispatched by registered post at the address herein above mentioned.

If you commit breach of any of the terms and conditions of this contract or in any way, act against the interests of the Dairy or act in any manner which may adversely affect the Dairy's business or reputation or commit any act which is incompatible with provision of this contract, the Dairy shall terminate this contract forthwith without any prior notice.

The transporter shall obtain all necessary licenses such as valid Trade License, Professional Tax Clearance Certificate as required to run this business, shall be entirely responsible for the payment of dues to his person as per regulation in force and for complying with all the statutory obligations including P.F., E.S.I. and / or workman compensation Act as applicable from time to time and will keep the Dairy indemnified for and in respect of all his act or omission.

The transporter shall have to submit the declarations stating the workmen engaged by him is / are in his pay-roll and his / their P.F. & E.S.I are being mentioned at the transporter's office. A document in this regard is to be produced at our P&A Section.

You shall be fully responsible for complying with all the statutory obligations as applicable from time to time and will keep the dairy indemnified for and in respect of all your acts and / or omission.

The Chief General Manager reserves the right to accept any or reject any or all offers without assigning any reason whatsoever. The Chief General Manager also reserves the right to amend / alter the contract during the contract period if needed.

Arbitration Clause

If any dispute or difference shall at any time arise between the two parties in respect of this order or concerning anything herein contained or arising out of this order, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Managing Director, West Bengal Co-operative Milk Producers Federation Limited, Block LB-II, Sector-III, Salt Lake City, Kolkata-700106. The decision of the Arbitrator shall be final and binding on the parties. The Honorable High Court at Kolkata shall be the exclusive jurisdiction as regards any dispute / arbitration under these terms irrespective of any jurisdiction clauses mentioned hereinabove or subsequently in other place(s). The arbitration proceedings should be governed by the provision of the Arbitration and Conciliation Act 1996 and rules made there under of any amendment or statutory modification thereof for the time being in force.

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310

Enquiry No - PUR/ENQUIRY/VEHICLE/1880 dated 11.11.2025

ANNEXURE IV

OFFER FORM

(should reach MDC office within **19.11.2025, till 2 pm**)

Sl. No.	Description of Work & Location	Estimated Rate	Offered Rate
1	Stock Transfer of various products from Product Section to Packaging Section (Loading & unloading under Transporter's scope)	Rs 549.00 / trip	Rs / trip
2	Transfer of materials from stores (Gate no - 1) to Packaging Section (Gate no - 3) and vice versa through covered truck (loading & unloading under MDC's scope)	Rs 439.00 / trip (lumpsum)	Rs / trip (lumpsum)
3	Stock transfer of SMP / WMP from one godown to another (loading & unloading under MDC's scope)	Rs 42.06 / MT	Rs / MT
4	Transport Product materials (sugar, cups, cardboard box, separator etc.) from MDC store to Product section (Ground floor & 1 st floor) and vice versa (loading & unloading under Transporter's scope)	Rs 690.00 / trip	Rs / trip

Except loading and unloading (wherever applicable) no other charges / consumables / accessories will be borne / provided by MDC.

Signature of the Bidder with
Official Stamp and Date