



Office of the CDM&PHO cum District Mission Director

NHM Cuttack

Deptt. of Health & Family Welfare, Govt. of Odisha
Old secretariat, Buxi Bazar, Cuttack
0671-2300777



TENDER CALL NOTICE FOR HIRING OF VEHICLES

Adv. No. **10158**

Date: **03/08/2018**

Sealed tenders are invited from registered travel agencies/ Individual/ Tour operators for hiring of commercial light vehicles on **Monthly and Daily basis**. Details regarding eligibility criteria, terms & conditions and the formats of submission of tender (Technical & Price bid) are mentioned in the tender document which may be downloaded from the website : www.Cuttack.nic.in The tenders should reach the office of the undersigned by **21/08/2018 (till 12.00 PM)**. The Tenders will be opened at **3.00 PM on 21/08/2018**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

sd/-
CDM&PHO Cum DMD Cuttack

[Signature]
**Chief District Medical & PHO
Cum-District Mission Director, Cuttack**

TENDER FOR HIRING OF VEHICLES

INSTRUCTION TO TENDERERS

1. Sealed tenders are invited from **Registered travel agencies/ Individual/ Tour operators** for hiring of **commercial light diesel vehicles**(AC / Non AC) for engagement by the CDM&PHO-Cum-DMD, NHM, Cuttack on rental basis (Monthly & daily basis).
2. The interested bidder may download the tender document from the website : www.Cuttack.nic.in
3. The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their **technical and financial bid separately in two envelopes** and these two envelopes should be put into **another cover envelop** superscribed as **“Tender for hiring of vehicles on rental basis (Monthly & Daily) & the advertisement reference no”**. The Technical & Financial Bid envelopes should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelopes. The tenders (Cover & inner envelopes) should be addressed to :

The CDM&PHO-Cum-District Mission Director,
NHM
Zilla Swasthya Bhawan,
Old Secretariate, Buxi Bazar
Cuttack-753001

4. The tender should reach the office of the CDMO Cum DMD NHM, Cuttack by 21/08/2018 **(2.30 P.M) through Speed post , Registered post and courier only .** The tenders will be opened at **3.30 P.M on the same day.**
5. The financial bid of those tenderers shall be opened whose technical bid are found to be qualified.

Eligibility Criteria

1. The tender must be accompanied by **EMD of Rs.10,000/-** in **technical bid** by way of demand draft, drawn on any Nationalized / Scheduled Bank in favour of, ZSS NON NRHM payable Cuttack. Tenders not accompanied by earnest money will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tenderer will be retained as performance security & will be refunded on successful completion of the job without interest after the terms of the agreement.
2. The agency should have a **GST registration & PAN**.
3. Income tax return copy for AY-2018-19, 2017-18 and 2016-17
4. GST filling copy
5. The agency should have supplied vehicles to Govt. organizations / PSUs / Banks / Telecom Sectors/Any Private Company etc.during the last three years.
6. The agency must submit the registration certificate, fitness, Insurance certificate of the vehicle to be engaged.

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The commercial light vehicle on monthly basis / daily basis will generally be required by the CDM&PHO-cum-DMD, National Health Mission Cuttack office for its daily official work and carrying officers / consultants to Govt. Offices / Departments and other offices.
2. The period of contract shall initially be for one year with effect from the date of signing of contract.
3. In case of vehicle on a monthly basis, the monthly rate for providing the vehicle is exclusive of the cost of fuel (Diesel), Lubricants (Mobil) but inclusive of cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments to drivers salary, fooding (Lunch/Tiffin), overtime and mobile Phone (for incoming calls). The cost of fuel (Diesel), Lubricants (Mobil) shall be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used. In case of vehicle on a daily basis, the daily rate (rate/Km, rate/hour) for providing the vehicle is inclusive of the cost of fuel (Diesel), Lubricants (Mobil), cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments to drivers salary, fooding (Lunch/Tiffin), Overtime and mobile Phone (for incoming calls).
4. The vehicle on monthly basis should not be more than 2 years old.
5. The agency will be responsible for the maintenance, insurance and other liabilities in respect of the car provided.
6. The toll gate charge, parking charge if any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with the monthly bill.
7. The agency is required to provide clean vehicle with good quality seat covers with towels and driver with Mobile Phone (for incoming calls) for which no extra payments shall be made.
8. No mileage will be allowed for lunch / tea of driver. No payment shall be made to the Driver for his Lunch/ Tiffin etc.
9. Maintenance of vehicle and payment of Road Tax will be borne by the agency.
10. Salary of the driver will be borne by the agency.
11. The agency will be responsible for proper maintenance, insurance and other liabilities in respect of the vehicle. The vehicles(s) should be covered under comprehensive insurance. In case the hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of the Motor Vehicle Act and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law. The sole responsibility for any legal or financial implication would solely vest with the agency.

12. Rates to be finalized shall be fixed for a period of one year from the date of agreement. However, the cost of fuel (Diesel & Mobil) shall be paid at the prevailing rate on the day of travel (In case of monthly basis).
13. The vehicle will be provided on regular basis and will not be replaced without prior permission.
14. The Agency is liable to provide vehicles during office hours, beyond office hours on all working days. The agency shall also have to provide the vehicles on Sundays as well as other public holidays as and when required by the authority.
15. Beyond office hour, the vehicle may remain either under the custody of the concerned officer of NHM or with the agency as per the decision of the authority using the vehicle.
16. In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be borne by the agency.
17. The agency shall provide substitute well in advance. If for any reason the driver is unable to attend the office on any date / time, the payment in respect of the overlapping period of the substitute shall be borne by the agency. In case no substitute is provided in time the authority shall have the right to hire a vehicle from the market and any additional expenditure incurred by authority shall be borne by the agency.
18. The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival. For this purpose the following norms have to be followed :
 - A. In case the vehicle is being kept under the custody of the officer concerned, then the kilometer reading & time shall start from the residence of the said officer and end at the same there also.
 - B. In case the vehicle is being kept under the custody of travel agencies, then the kilometer reading & time shall start from the residence of the officer concerned and end there also. The cost of kilometer from the O/o travel agency to the residence of officer concerned (to & fro) shall be borne by travel agencies.
 - C. In case the vehicle is hired on monthly basis but not attached to any specific officer, i.e., the vehicle is in common pool, the point of kilometer reading & time of arrival shall start from the office of CDM&PHO Cum DMD NHM Cuttack and end with CDMO Cum DMD NHM Cuttack, office as a centre of destination. The cost of kilometer from the O/o travel agency to office of CDM&PHO Cum DMD NHM Cuttack office (to & fro) shall be borne by the travel agencies.
19. The agency would ensure that the driver(s) employed possesses a valid driving license. The driver of the vehicle should well conversant with traffic rules and other regulations prescribed by the Govt. from time to time.
20. It is the sole discretion of CDM&PHO Cum DMD, NHM, to extend the period of the contract order beyond the agreement period or terminate the contract prematurely on the ground of unsatisfactory services, disobedience of orders, negligence in duty and unruly behavior of drivers if noticed in duty.
21. In case of any emergency or when required, the service provider shall provide a vehicle on production of requisition duly signed by the competent authority.

22. **Period of Service: One year** from the date of signing of contact.
23. **Termination:** CDM&PHO-cum-DMD, NHM Cuttack shall have the discretion to terminate agreement /work order at any time whereupon the agency will immediately cease the provision of the Services and submit a bill for costs incurred to provide the contracted services to the date of termination.
24. **Payment:** Payment shall be made on monthly basis after submission of bill along with the daily logbook and duty slip signed by the designated authority of the CDM&PHO Cum DMD Cuttack, NHM.
25. All vehicles to be provided should be diesel commercial vehicle only.

TENDER FORM**Part -1****(Technical Bid) – Cover A**

(The documents has to be arranged serially as per the order mentioned below)

1	Name of the Organization	
2	Address of the organization with telephone No	
3	Email Id	
4	Name of authorized signatory (in capital letters)	
5	Specimen signature of the authorized Signatory	
6	Telephone number of authorized signatory / Organization	
7	Goods & Service Tax Registration	(Attach photocopy of Goods & Service tax registration certificate issued)
8	Draft number and date of the EMD of Rs. 10,000/- submitted by the organization	
9	PAN (Attach Photocopy of PAN)	
10	Photocopy of Registration certificate, fitness, Insurance certificate of the vehicle to be engaged.	
11	Work order copies of the similar works executed during the last three years.	(Attach photocopies of the work order of major clients (Govt. organizations / PSU/Bank / Telecom Sectors/Any private company etc.) in the last three years)

DECLARATION

I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation / false information in the above statement at any stage, our Firm/Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Place**Date**

(Signature and seal of the authorized signatory)
(Seal)

TENDER FORM
Part –II (Financial Bid)-Cover B
FINANCIAL BID FOR HIRING VEHICLE

Type	Quoted Rate (Rs.) (Exclusive of Tax)
(A) DAILY BASIS Long Tour above 200 K.M	
Tata Indigo (AC) per Km	
Tata Indigo (Non AC) per Km	
Bolero (Non AC)	
Bolero (AC)	
INOVA(AC)	
Scropio(AC)	

Type	Quoted Rate (Rs.) (Exclusive of Tax)
(B) DAILY BASIS Local Tour Below 200 K.M	
Tata Indigo (AC) per Km	
Tata Indigo (Non AC) per Km	
Bolero (Non AC)	
Bolero (AC)	
INOVA(AC)	
Scropio(AC)	

(Signature of the authorized signatory)

Type (C) Monthly Basis	Quoted Rate (Rs.) (Exclusive of Service Tax)
Tata Indigo per Km	
Monthly Rate (excluding fuel)	
Fuel (Km./Lit) in AC	
Fuel (Km./Lit) in non AC	
Lubricant (Km./ Lit)	
Bolero	
Monthly Rate (excluding fuel)	
Fuel (Km./Lit) in AC	
Fuel (Km./Lit) in non AC	
Lubricant (Km./ Lit)	

(Signature of the authorized signatory)