



Office of the CDM&PHO cum District Mission Director  
NHM Cuttack  
Deptt. of Health & Family Welfare, Govt. of Odisha  
Zilla Swasthya Bhawan, Old secretariat, Buxi Bazar, Cuttack  
0671-2300777



**TENDER CALL NOTICE FOR HIRING OF VEHICLES**

Adv. No. **9706**

Date: **23/07/2021**

Sealed tenders are invited from registered travel agencies / Individuals / Tour operators for hiring of light commercial 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](http://www.cuttack.nic.in) The tenders should reach the office of the undersigned by **10/08/2021 (till 2.30 PM)** through Regd. Post / Speed Post / Courier only. The Tenders will be opened at **4.00 PM on 10/08/2021**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

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CDM&PHO-Cum-DMD Cuttack

**SDK**  
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 / Individuals / Tour operators** for hiring of **diesel driven light commercial vehicles (AC / Non AC)** to be engaged by the CDM&PHO-cum-DMD, NHM, Cuttack on rental basis (Monthly & Daily).
2. The interested bidder may download the tender document from the website : [www.cuttack.nic.in](http://www.cuttack.nic.in)
3. The tender will 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- DMD Cuttack  
Zilla Swasthya Bhawan,  
Old Secretariate, Buxi Bazar  
Cuttack-753001
4. The tender should reach the office of the CDM&PHO-cum-DMD, Cuttack by 10/08/2021 (2.30 P.M) through Speed post, Registered post or Courier only. The tenders will be opened at 4.00 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/- (Rupees Ten thousand only) 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 back without interest on finalization of the 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 tenderer should have valid GST & PAN.
3. The tenderer must submit the valid Registration, Commercial permit (Contract Carriage Permit), Insurance coverage, Fitness certificate, Pollution clearance certificate and Road tax clearance challan of the vehicle to be engaged.

  
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## TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The light commercial vehicle will generally be hired by the CDM&PHO-cum-DMD, Cuttack on monthly / daily basis for its official work under different programme.
2. The period of contract shall initially be for one year with effect from the date of signing of contract and can be renewed maximum for another 2 years on satisfactory performance.
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).

No advance payment is paid by the authority to the bidder. The billing will be done on a monthly basis (Monthly hiring charge + DOL+Lubricant (only monthly case) and it should be submitted by the bidder within first week of the following month. The payment will be made only those log books and duty slips which have been signed by the authority or by any authorized officer. It will be responsibility of the driver to get approved the log book and duty slips for each occasion of journey by the authority or any authorized officer on day to day basis.

4. The vehicle deployed should not be more than 3 years old and shall be in good condition. The bidder having no vehicle can participate in this tender through a valid affidavit and must have produced the vehicle before the authority within 15 days from offer.
5. The agency will be responsible for the maintenance, insurance and other liabilities in respect of the vehicle 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 the period 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

  
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basis). The contract of agreement may be extended maximum for another two year based on satisfactory performance of the agency.

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. The vehicles shall be required generally for 12 hours in a day (8 AM to 8 PM). It will make halt if required. In case of emergency, the driver will have to report for duty as per the requirement without any extra payment.
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 vehicle 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 agency.
  - 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 and end at the office of CDM&PHO-cum-DMD NHM Cuttack as the centre of destination. The cost of kilometer from the O/o. Travel Agency to office of CDM&PHO-cum-DMD NHM Cuttack (to & fro) shall be borne by the travel agency.
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 Cuttack, 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 with one month prior notice.
21. In case of any emergency, 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 which may be extended for another two years subject to satisfactory performance of the agency.
23. **Termination:** CDM&PHO-cum-DMD NHM Cuttack shall have the discretion to terminate agreement / work order at any time where upon the agency will immediately cease the provision of the Services and submit the bill for costs incurred to provide the contracted services to the date of termination.

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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 NHM Cuttack.
25. All the vehicles provided should be diesel driven commercial vehicle only.
26. Vehicle may be fabricated and branding will be done by the CDM&PHO-cum-DMD NHM Cuttack as per requirement.
27. The hiring charges will be deducted per day basis if the service is not provided by the bidder. The driver should report with vehicle on every day basis to concern officer with putting attendance in the office.
28. If the services are found to be unsatisfactory, the authority shall terminate the contract by giving one month notice.  
The contract will also be terminated in case of following reasons;
- a) If the behaviour of the Driver is not proper and he reports in an inebriated state or consume alcohol while on duty.
  - b) Any attempt to tamper the MVC vehicle log book and long absence of vehicle/driver without any substitute.
  - c) In case of the vehicle does not report timely and regularly and condition of the vehicle is not good enough for movement.
  - d) In case the driver of the vehicle is found to be involved in any criminal matter.
29. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be made mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

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**TECHNICAL BID**  
**(Cover-A)**

Sl. No.	Particulars	Descriptions
1	Name of the Bidder	
2	Status of the Bidder (Travel Agent / Private Organisation/NGO/Individual)	
3	Detail Address with Phone no. of bidder	
4	ID proof of individual / Registration Certificate in case of (Travel Agent / Private Organisation / NGO) (Proof to be attached)	
5	PAN Detail (Proof to be attached)	
6	GST Detail (Proof to be attached)	
7	E.M.D Detail	
8	<b>Vehicle Details</b> (All photo copy of documents to be attached and originals to be produced at the time of bid opening)	Name of Owner
		Model of the vehicle
		Year of Manufacturing
		Registration No.
		Commercial License
		Fitness Certificate
		Road tax Clearance up to
		Validity of Insurance up to
Pollution Clearance certificate		

**DECLARATION**

I/We hereby declare that above information given by me/us are true complete and correct to the best of my/our knowledge and belief. I have read the terms and conditions of the tender and completely agree with it. In the event of any information found false or incorrect before or after selection my candidature will be cancelled and appropriate action can be taken by the authority. I/We am/are also declare that, I/We am/are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender and I/We are not black listed by any Central/State government/Public Sector Undertaking in India.

Date:

Place:

**Signature of the bidder**

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**FINANCIAL BID**  
**(Cover-B)**

<b>(A) Daily Basis Long Tour above 200 K.M (Including Fuel)</b>	<b>Quoted Rate (Rs.) (Exclusive of GST)</b>	
	<b>Rate per KM</b>	<b>Rate per hour</b>
	<b>With AC</b>	<b>With AC</b>
<b>CAR MODEL</b>		
Vehicle costing below Rs.6 Lakh		
Vehicle costing above Rs.6 Lakh to Rs.8 lakh		
Vehicle costing above Rs.8 Lakh to Rs.10lakh		
Vehicle costing above Rs.10 Lakh		
<b>JEEP MODEL</b>		
Vehicle costing above Rs.8 Lakh to Rs.10lakh		
Vehicle costing above Rs.10 Lakh		

<b>(B) Daily Basis Long Tour below 200 K.M (Including Fuel)</b>	<b>Quoted Rate (Rs.) (Exclusive of GST)</b>	
	<b>Rate per KM</b>	<b>Rate per hour</b>
	<b>With AC</b>	<b>With AC</b>
<b>CAR MODEL</b>		
Vehicle costing below Rs.6 Lakh		
Vehicle costing above Rs.6 Lakh to Rs.8 lakh		
Vehicle costing above Rs.8 Lakh to Rs.10lakh		
Vehicle costing above Rs.10 Lakh		
<b>JEEP MODEL</b>		
Vehicle costing above Rs.8 Lakh to Rs.10lakh		
Vehicle costing above Rs.10 Lakh		

<b>(C) Monthly Basis : (Excluding fuel @ 1 liter/10 km and lubricant @ 1 liter/5000 km)</b>	<b>Quoted Rate (Rs.) (Exclusive of GST)</b>	
	<b>With AC</b>	<b>With AC</b>
	<b>CAR MODEL</b>	
Vehicle costing below Rs.6 Lakh		
Vehicle costing above Rs.6 Lakh to Rs.8 lakh		
Vehicle costing above Rs.8 Lakh to Rs.10lakh		
Vehicle costing above Rs.10 Lakh		
<b>JEEP MODEL</b>		
Vehicle costing above Rs.8 Lakh to Rs.10lakh		
Vehicle costing above Rs.10 Lakh		

Date:  
Place:

**Signature of the bidder**

*SJK*  
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