



Office of the Additional District Urban Public Health Officer, Cuttack



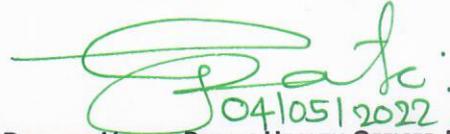
Department of Health & Family Welfare,
Government of Odisha.
Block-B, Bikash Bhawan, Badambadi, Cuttack

TENDER CALL NOTICE FOR HIRING OF VEHICLES FOR CPMU, CUTTACK

Adv. No. 715

Date: 04.05.2022

Sealed tenders are invited from registered travel agencies/ Individual/ Tour operators for hiring of commercial light vehicles for CPMU on a **monthly & daily basis**. Details regarding eligibility criteria, terms & conditions & the formats of submission of tender (Technical & Financial 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 **25.05..2022 (till 2.30 PM)**. The Tenders will be opened at **3.30 PM on same day**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.


04/05/2022

ADDL.DISTRICT URBAN PUBLIC HEALTH OFFICER, NUHM
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 ADUPHO, Cuttack, on rental basis (Monthly & daily basis).
2. The interested bidder may download the tender document from the website www.cuttack.nic.in

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) for CPMU & the advertisement reference no 715**". 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 :

**O/O the Addl. District Urban Public Health Officer, NUHM, Cuttack
Block-B, Bikash Bhawan,
Near Badambadi, PO-A.D Market
Cuttack-753012**

3. The tender should reach the office of the O/O the Addl. District Urban Public Health Officer, NUHM, Cuttack by **25.05.2022 (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**.
4. The financial bid of those tenderers shall be opened whose technical bid are found to be qualified.

Eligibility Criteria

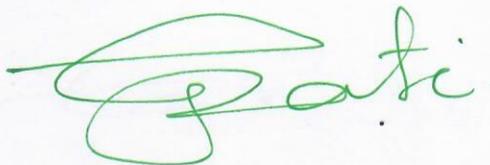
The tender must be accompanied by **EMD of Rs.5,000/- & Rs 1000/- tender fee in technical bid** by way of demand draft, drawn on any Nationalized / Scheduled Bank in favour of, CHS NON NRHM A/C payable cuttack. Tenders not accompanied by earnest money will not be considered. EMD of unsuccessful tenderer 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.



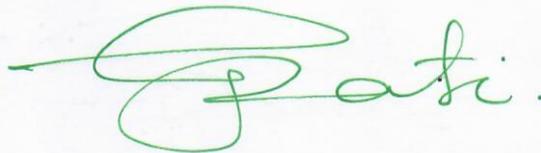
1. The agency should have a **GST & PAN**.
2. The agency should have supplied vehicles to Govt. organizations / PSUs / Banks / Telecom Sectors etc.during the last three years.

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The commercial light vehicle on monthly basis / daily basis will generally be required by the ADUPHO,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. In case of satisfactory performance the contract may be extended.
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. The Driver should be neatly clad, disciplined and well behaved.
9. The driver should be well versed with the roads.
10. No mileage will be allowed for lunch / tea of driver. No payment shall be made to the Driver for his Lunch/ Tiffin etc.
11. Maintenance of vehicle and payment of Road Tax will be borne by the agency.



12. Salary of the driver will be borne by the agency.
13. 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.
14. 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).
15. The vehicle will be provided on regular basis and will not be replaced without prior permission.
16. 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.
17. Beyond office hour, the vehicle may remain either under the custody of the ADUPHO Cuttack of NHM or with the agency as per the decision of the authority using the vehicle.
18. 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.
19. 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.
20. 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:
21. 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.
22. In case the vehicle is being kept under the custody of travel agencies, then the kilometer

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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.

23. 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 CPMU and end with ADUPHO Cuttack, office as a centre of destination. The cost of kilometer from the O/o travel agency to office of CPMU (to & fro) shall be borne by the travel agencies.
24. 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.
25. It is the sole discretion of ADUPHO Cuttack, 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.
26. 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.
27. **Period of Service: One year** from the date of signing of contract. It may further extend if the performance is satisfactory. In case the Contract is extended the Service provider will submit a fresh EMD for its extended period.
28. **Termination:** ADUPHO, 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.
29. **Payment:** Payment shall be made on monthly basis after submission of bill in triplicate along with the daily logbook and duty slip signed by the designated authority of the ADUPHO, Cuttack, NUHM. In case of daily basis (Local & Long), **duplicate duty slips** has to be maintained and one slip has to be retained by the officers / consultants using the vehicle with noting of starting / closing Kilometers and time and signature on the duty slip (both original & duplicate).
30. **Arbitration:** ADUPHO, Cuttack and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to ADUPHO, Cuttack, NUHM whose decision will be



final and binding on both parties. The arbitration proceedings if any shall be held in Cuttack.

31. **Legal Jurisdiction** All legal disputes are subject to the jurisdiction on Cuttack courts only.

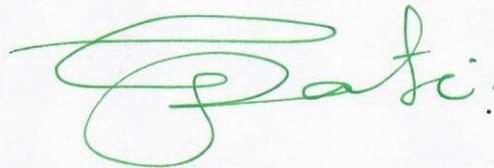
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TENDER FORM

Part I - Technical Bid – Cover A

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

1	Name of the Organization	
2	Address of the organization with telephone no. & fax	
3	Email id of the Organization	
4	Name of authorized signatory	
5	Specimen signature of the authorized signatory	
6	Telephone number of authorized signatory	
7	Instrument No. and date of the tender document cost of Rs.1000/- (Non-Refundable) submitted by the organization	(In shape of Demand Draft)
8	Instrument No. and date of the EMD of Rs.5,000/- submitted by the organization	(In shape of Demand Draft)
9	Registration Certificate of the Firm (Partnership Firm / Company)	(Attach self-attested copy of the Registration Certificate of the firm)
10	GST Registration	(Attach self-attested copy of GST Registration Certificate)
11	PAN	(Attach self-attested copy of PAN Card)
12	Turnover of 15 lakh for last 3 Financial Years i.e. 2018-19, 2019-20,20120-21	(Attach self-attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial years)
13	Proof of provision of vehicles to at least 3 (Three) Govt./ Semi-Govt. Organizations / PSUs / Banks etc. during the last three financial years i.e 2018-19, 2019-20,2020-21	(Attach self-attested copies of Work Orders received from Government /Semi-Government / PSUs/ Banks etc. (At least three different organizations) during last three Financial Years i.e. 2018-19, 2019-20,2020-21)
14	Undertaking to provide good conditioned vehicles (not more than 3 years old BS IV/VI compliance vehicle) along with all necessary documents required under traffic rule.	Attach the undertaking with signature & seal of the Organization



15	Undertaking that the vehicle to be provided will not belong to any employee of Mission Directorate Attach the undertaking with signature	& seal of the Organization
16	Undertaking that the firm has not been debarred/blacklisted by any Govt. Organization / Semi Government Organization / PSUs	Attach the undertaking on a non judicial stamp paper of Rs.20/- (Original Copy) with signature & seal of the organization

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.

(Signature and seal of the authorized signatory)

Place

Date

(Seal)



TENDER FORM

Part -II (Financial Bid)-Cover B

FINANCIAL BID FOR HIRING VEHICLE ON MONTHLY BASIS RATE				
Rate exclusive of Taxes				
Sl No	Type of Vehicle	KM Per One ltr of Diesel/Petrol	KM Per One ltr of Lubricant	Monthly Rent excluding fuel & lubricant per vehicle (Rs.)
1	Bolero (AC)			
	Rate (excluding fuel)			
	Fuel (Km./Lit)			
	Lubricant (Km./ Lit)			
2	INDIGO (AC)			
	Rate (excluding fuel)			
	Fuel (Km./ Lit)			
	Lubricant (Km./ Lit)			
2	Swift Dzire (AC)			
	Rate (excluding fuel)			
	Fuel (Km./ Lit)			
	Lubricant (Km./ Lit)			

GST: Please mention the % of GST as applicable: .

Note: GST will be paid extra as applicable and will not be taken into account for evaluation

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FINANCIAL BID FOR HIRING VEHICLE ON DAILY BASIS RATE

Rate Exclusive GST		Local Tour (Within 200 KM per day)	
Sl No	Type of Vehicle	Rate per Hour (10 KM free per Hour) (Rs.)	Rate per extra KM (Rs.)
1	Bolero (AC)		
	Rate (excluding fuel)		
	Fuel (Km./Lit)		
	Lubricant (Km./ Lit)		
2	INDIGO (AC)		
	Rate (excluding fuel)		
	Fuel (Km./ Lit)		
	Lubricant (Km./ Lit)		
2	Swift Dzire (AC)		
	Rate (excluding fuel)		
	Fuel (Km./ Lit)		
	Lubricant (Km./ Lit)		

Note :

1. All vehicles to be provided should be **diesel commercial vehicle** only.
2. For providing the vehicle on a **monthly basis**, the monthly rate (**excluding** diesel & lubricant cost) should **include** the cost of Tyres , Tubes, battery & consumables, all major and minor maintenance work with spares and all payments to drivers salary, fooding (Lunch/Tiffin),
3. Overtime and mobile Phone (for incoming calls). Only fuel cost (Diesel & Lubricant) shall be reimbursed as per actual as per the agreed fuel mileage (Km./Lit.)
4. For providing the vehicle on a **daily basis (long & local tour)**, the per/Km or per/hour rate should **include** the cost fuel (Diesel), Lubricants (Mobil), Tyres & Tube, 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).
5. In case of monthly vehicle, the comparative statement shall be prepared by adding the



monthly rate with the fuel cost (Km./Lit.) & lubricant cost (Km./Lit) for **2000 Km**. The fuel & lubricant rate prevailing on the date of bid opening shall be taken into account for evaluation.

6. In case of daily basis, the comparative statement shall be prepared on the basis of Per Km. (long tour) or Per hour price (local tour) quoted. The lowest bidder(s) has to **agree** to the other charges like lowest halting charge, night halt, extra Km. rate etc. offered by other bidders in the tender.
7. There may be empanelment of two or three agencies for each category of vehicle, if after price negotiation, the L2/L3 agencies agree to the L1 price.

(Signature of the authorized signatory)

Place :

Seal

Date :

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