



**OFFICE OF THE CHIEF DISTRICT MEDICAL AND
PUBLIC HEALTH OFFICER, MAYURBHANJ**



T.No: 2322


DPMU, NHM, MAYURBHANJ

DT: 19.06.18

SHORT QUOTATION CALL NOTICE FOR HIRING VEHICLE (Monthly basis)

Sealed tenders are invited from registered travel agencies / individual /NGOs for hiring vehicles on monthly basis for official use of undersigned. Details regarding the items and terms and conditions may be downloaded from the website www.mayurbhanj.nic.in. The tender should reach in the office of the undersigned as per the date mentioned in the tender paper through registered post/speed post only. The last date of the bid submission on dt.28.06.2018 at 1 PM and tender will be opened on dt.28.06.2018 at 4PM in the Office Chamber of CDM &PHO, Mayurbhanj. The undersigned will not be held responsible for any postal delay and reserves the right to reject any or all the quotations without mentioning reason thereof.

Sd/-
Chief District Medical and
Public Health Officer
Mayurbhanj


19.6.2018
Chief District Medical and
Public Health Officer
Mayurbhanj

Tender for Hiring of vehicle on monthly basis

The tender will be in two parts i.e. technical bid. (Cover-A) and price bid (Cover-B). The bidders should give their technical and financial proposal separately in two envelopes and should be put into another cover super scribed as "Proposal for hiring of vehicle on monthly in reference to adv no- 2322 dt. 19.06.2018".

TERMS AND CONDITIONS FOR HIRING OF VEHICLE (Monthly basic)

1. The vehicle on Monthly basis will generally be required by the Chief District Medical and Public Health Officer, Mayurbhanj 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 monthly basis, the rate for providing the vehicle is exclusive 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 call cost. The cost of fuel (Diesel), Lubricants (Mobil) shall be reimbursed directly to the oil distributor agency as per actual at the prevailing price of fuel and the rate of fuel consumption depending upon the type of vehicle used.

In case of vehicle on a monthly basis, the rate for providing the vehicle is exclusive 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 **3 year old**.
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 bill monthly basis.

7. The Driver should not have any past criminal records or any such case pending against him in any police station. The driver should never have been barred from driving for any offences related to driving.
8. The driver should not be an alcoholic & should not using tobacco in any form or any intoxicate drugs or any such bad habits.
9. The agency is required to provide clean vehicle with good quality seat covers and driver with **Mobile Phone (for incoming calls) for which no extra payments shall be made.**
10. The Driver should be neatly clad, disciplined and well behaved.
11. The driver should be well versed with the roads.
12. **No mileage will be allowed for lunch / tea of driver. No payment shall be made to the Driver for his Lunch/ Tiffin etc.**
13. Maintenance of vehicle and payment of Road Tax will be borne by the agency.
14. Salary of the driver will be borne by the agency.
15. 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.
16. Rates mentioned in the schedule of price are fixed for a period of **one year** from the date of agreement.
17. The vehicle will be provided on regular basis and will not be replaced without prior permission.
18. 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 in Sundays as well as other public holidays as and when required by the authority.
19. Beyond office hour, the vehicle may remain either under the custody of the concerned officer of NHM or with the service provider as per the decision of the authority using the vehicle.

20. 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.
21. In case of monthly basis hiring vehicle, if there is a breakdown of the vehicle, then 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 society shall have right to hire a vehicle from the market and any additional expenditure incurred by authority shall be borne by the service provider. Similarly, in case of monthly basis if the agency is unable to provide vehicle after intimation from the society, then the society shall have the right to hire a vehicle from the market & additional expenditure incurred by the society shall be borne by the agency.
22. 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 kilometre 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 kilometre reading & time shall start from the residence of the officer concerned and end there also. The cost of kilometre 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 holyday but not attached to any specific officer, i.e., the vehicle is in common pool, the point of kilometre reading & time of arrival shall start from the office of CDM &PHO and end with CDM&PHO, office as a centre of destination. The cost of kilometre from the O/o travel agency to office of CDM&PHO office (to & fro) shall be borne by the travel agencies.
23. 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.

24. It is the sole discretion of CDM&PHO, 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 behaviour of drivers if noticed in duty.
25. 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.
26. **Period of Service:** One year from the date of signing of contract.
27. **Termination:** Chief District Medical & Public Health Officer, Mayurbhanj shall have the discretion to terminate this 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.
28. **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.
29. **Arbitration:** Chief District Medical & Public Health Officer, Mayurbhanj 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 Chief District Medical & Public Health Officer, Mayurbhanj whose decision will be final and binding on both parties. The arbitration proceedings if any shall be held in Baripada.
- 30. Legal Jurisdiction**
- All legal disputes are subject to the jurisdiction on Baripada courts only.

1. TECHNICAL BID:

Documents to be submitted in the Technical Bid are follows:

- i. Demand Draft towards EMD amounting to ₹. 10,000/- (Rupees Ten Thousand Only)
- ii. Copy of PAN and IT return acknowledgement slip of last F.Y 16-17
- iii. The bidder must furnish GSTN registration Certificate.
- iv. Forwarding letter/Self-Declaration form as per Page No-06.
- v. Experience certificate if any

2. PRICE BID

- i. Hard Copy signed & sealed both in words and figures as per Page No-08.
- ii. The Price bid of the technical qualified bidders will only be opened.

- iii. The net quoted price (Cost of hiring charge along with all taxes) should both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.

3. EARNEST MONEY DEPOSIT - (EMD)

- 3.1 ₹ 10,000 (Rupees Ten Thousand only) should be paid as EMD in the form of Demand Draft from a Nationalised Bank located in India, drawn in favor of ZSS Non-NRHM, Mayurbhanj payable at Baripada and submitted in the Technical Bid. The bidder should write the organization name at the back side of the DD. Bids without EMD shall be treated as non-responsive and will not be accepted. No exemption from submission of EMD is allowed.
- 3.2 The EMD of successful bidder is liable to be forfeited if the tenderer, revokes any terms of the tender within the validity period that will liable towards blacklisting for minimum 2 years & concerned party could not participate in further bidding in under Zilla Swasthya Samiti, Mayurbhanj.
- 3.3 EMDs given by unsuccessful bidders will be refunded after placing of work order to the successful bidder.
- 3.4 EMD of the successful bidder will be forfeited in case the successful bidder fails to accept/execute the order.
- 3.5 EMD of successful bidder will be returned after receiving of successful delivery certificate of all items.
- 3.6 EMD shall not carry any interest.

4. EVALUATION :

The rates of the item quoted by the technically qualified bidders will be evaluated after taking the following points into consideration: -

- 4.1 Rate of items of each bidder will be taken after inclusion of all taxes as applicable.
- 4.2 After Evaluation the lowest Eligible Bidder (NET Price) will be selected.
- 4.3 The tender may be awarded in view of performance of the travel agency.

FORWARDING LETTER/Self Declaration Form

(To be submitted on non-judicial stamp paper)

[To be submitted in Technical Bid]

To
CDM and Public Health Officer, Mayurbhanj
At/Po- Baripada-757001
Dist- Mayurbhanj

Dear Madam/Sir,

Sub: Your Tender Ref. No. _____, Dated _____.

This is with reference to your above mentioned tender for hiring vehicle vide no. _____ dt. _____. Having examined the tender document, we hereby submit our proposal along with the necessary documents. I / We hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSU in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that NHM reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Date: _____/_____/2018

Authorised Signatory:

Name:

Designation:

Place:

Phone:

Email:

TECHNICAL BID FOR HIRING VEHICLE

1	Name of the Organization/ vehicle owner	
2	Address of the organization /vehicle owner	
3	Name of authorized signatory	
4	Telephone number of authorized signatory / Organization	
5	Details of Vehicle (s) enclosed • Date of Purchase- • Make & Model- • Registration No.- • Insurance certificate • Fitness Certificate, • Up to date tax payment Documentary evidence (Photocopy) for all above details to be attached, <u>(Non submission will liable for Rejection)</u>	
6	PAN <u>(Non Submission will liable for Rejection)</u>	
7	GSTIN Certificate <u>(if applicable)</u>	
8	ID Proof of the Individual / Registration certificate of the Organization (Photocopy)	
9	Details of EMD enclosed (EMD @₹.10,000/- per vehicle to be submitted <u>otherwise Rejected)</u>	
10	Self declaration that the organization agrees to abide by all terms& conditions of tender in Non Judicial Stamp paper <u>otherwise Rejected)</u>	
11	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No) <u>otherwise Rejected)</u>	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. 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 my/our knowledge. I / we understand that in case of any deviation in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing with the in future.

(Signature and seal of the authorized signature)

TENDER FORM
Part -II (Financial Bid)-Cover B

FINANCIAL BID FOR HIRING VEHICLE

The rate should be quote without DOL. Bidder can attach separate sheet for different vehicle category.

MONTHLY BASIS :		
Vehicle type : (Inova /Bolero/Scrpio/Xylo)	Per day hiring Quoted Rate (Rs.) (Inclusive of all tax)	
	PRICE PER MONTH	
	In word	

n.b : 12 km Mileage per liter of DOL in AC or Non- AC