



Letter No:-...1293..... / NHM-18-19

Dated:-...19../04./2018

To

Dy. Director (Advertisement) - cum- Secretary to Govt.  
I & PR Deptt., Odisha  
Bhubaneswar

Sub:- Advertisement of Tender call notice.  
Sir,

Please publish the following advertisement using minimum space as per Govt. norms in one Odia & English newspaper for one day & single edition only. The bill will be submitted to the Chief District Medical & Public Health Officer, Sundargarh for payment.

Yours Faithfully

  
Chief District Medical & Public Health Officer  
Sundargarh

Advt. No. 1293

Date:- 19/04/2018

**TENDER CALL NOTICE FOR HIRING OF VEHICLES**

Sealed tenders are invited from interested Travel Agencies / Tour Operators or Individuals for providing of Non AC/ AC diesel driven vehicles for hiring on **monthly (2 nos-Scorpio/ Bolero only) & daily basis**. Details regarding eligibility criteria, terms & conditions and the formats of submission of tender are mentioned in the tender document which may be downloaded from the website: [www.sundargarh.nic.in](http://www.sundargarh.nic.in). Interested Agencies / Tour Operators or Individuals may submit their tenders in a sealed envelope with super-scribing on the top of the sealed envelope as "**Tender for Hiring of Vehicles on monthly (Scorpio/ Bolero only) & Daily Basis in reference to Advertisement No-\_\_\_\_\_ dtd-\_\_\_\_\_**". The tenders should reach the office of the undersigned by registered / Speed post on or before **08/05/2018 (till 01 P.M)**. The Tenders will be opened at **10.00 A.M on 09/05/2018**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

Chief District Medical & Public Health Officer  
Sundargarh

Memo No- 1294

Date- 19/04/2018

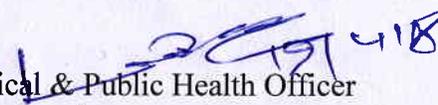
Copy to the DAM/DPM, DPMU, NHM, Sundargarh for information and necessary action.

  
Chief District Medical & Public Health Officer  
Sundargarh

Memo No- 1295

Date- 19/04/2018

Copy forwarded to the District Information Officer, NIC, Sundargarh for information and you are requested to upload the details information & publish the same in the aforesaid website.

  
Chief District Medical & Public Health Officer  
Sundargarh

Memo No 1296

Date- 19/04/2018

Copy forwarded to the Notice Board, Of the CDMO/ DIPRO/ Collectorate Sundargarh for information and necessary action. They are requested to display the same in their notice board for wide publication.

  
Chief District Medical & Public Health Officer  
Sundargarh

Letter No:-.....1293..... / NHM-18-19

Dated:-...19.../04.../2018

**TENDER FOR HIRING OF VEHICLES**  
**INSTRUCTION TO BIDDERS**

1. Sealed tenders are invited from travel agencies / Tour Operators or individuals for providing diesel driven vehicles for hiring on **monthly ( 2nos-Scorpio/ Bolero only) & daily basis** (AC / Non AC vehicles) for engagement by CDM & PHO, DPMU, Sundargarh on rental basis (Monthly and Daily basis).
2. The interested bidders may download the tender document from the website [www.sundargarh.nic.in](http://www.sundargarh.nic.in) and submit the same to CDM & PHO, DPMU, Sundargarh.
3. The tender must be accompanied by tender document cost of Rs.1000/- Non refundable and EMD of Rs. 20,000/- (Rupees twenty Thousand ) only by way of Demand Draft / Pay Order, drawn on any Nationalized / Scheduled Bank in favour of **ZSS RCH- II, Sundargarh** payable at **Sundargarh**. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) will be returned after submission of Performance Security.
4. The successful bidder(s) shall have to submit a performance security of Rs.40,000/- (fourty thousand) only in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled bank in favour of **ZSS RCH II, Sundargarh** Payable at **Sundargarh** at the time of signing of the contract. The EMD submitted with bid may be adjusted against the performance security. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
5. The formats & documents to be submitted is as mentioned in the tender document. The bidders should submit their bid which should be super-scribed as **"Tender for Hiring of Vehicles on monthly ( Scorpio/ Bolero only) & Daily Basis in reference to Advertisement No-\_\_\_\_\_ dtd-\_\_\_\_\_"**. The tenders should be addressed to: **The CDM & PHO, At/ PO/ Dist/Sundargarh-770001, Odisha.**
6. The tender should reach the office of the CDM & PHO, At/ PO/ Dist/Sundargarh-770001, Odisha by 08/05/2018 at 01 P.M by register / speed post and The Tenders will be opened at **10 A.M on 09/05/2018**. In case this date happens to be a holiday for CDM & PHO, Sundargarh for any reason, the tender will be received and opened on the immediate next working day at the same designated time & place.
7. **If the bidder is interested to apply for both (monthly and daily basis); he has to apply separately.**

**Eligibility Criteria**

1. The Vehicle must be in road Worthy Condition with good interior, shall not be more than 2 years old from the date of initial registration and must have valid Registration Certificate, insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.

**The bidders shall also furnish the following documents in support of their eligibility**

- Self-attested copy of Registration Certificate, insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment.
- Undertaking to provide good conditioned vehicles (not more than 2 years old).
- Submission of EMD in form of Demand Draft/ Pay Order.
- Undertaking that the firm/ individual has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU.
- Undertaking that the vehicles to be provided will not belong to the **employee NHM, CDM & PHO office or any Health Department employee or close relative of the employee of the above category.**





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**TERMS AND CONDITIONS FOR HIRING OF VEHICLE**

1. The vehicles on monthly basis/ daily basis will be used by CDM & PHO, Sundargarh for its daily official work and carrying officials to Govt. Offices / Departments and other offices at different places across the district and outside the district.
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 to be paid to the firm/ individual for providing the vehicle is inclusive of cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone (for incoming calls). However, the cost of fuel (Diesel), Lubricants (Mobil) are not included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used.

The minimum mileage (KM per liter of diesel and lubricant to be reimbursed) to be quoted should not be less than as detailed below (as per latest Finance Department Circular:- 27037 dated-08.10.2015):

Sl. No.	Type of Vehicle	Minimum K.M. per one liter of diesel	Minimum K.M. per one liter of lubricant
		<b>AC</b>	
1	Tata Indigo (AC )	15	1000
2	Swift Dzire (AC)	17	1000
3	Innova (AC)	09	1000
4	Bolero/ Scorpio ( AC)	10	1000

(The monthly hire charges should not exceed the maximum limit as fixed by finance Deptt.)

4. In case of vehicle on a daily basis, the daily rate (Rate per day and K.M per Liter) 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 towards driver's salary, his fooding cost, overtime and mobile phone to the driver.

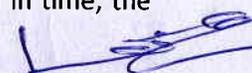
**The maximum daily hire charges for the different types of private owned vehicles to be quoted should not be more than as per Home (Elections) Department the Odisha Gazette Notification No.- 468 date 4<sup>th</sup> March 2014. The minimum mileage (KM per liter of diesel and lubricant to be reimbursed) to be quoted should not be less than as detailed above (as per latest Finance Department Circular:- 27037 dated-08.10.2015).**

5. Any tax should be clearly mentioned separately in terms of Percentage. However, these are not to be taken into consideration for evaluation purpose.
6. The vehicles to be provided should not be more than 2 years old.
7. The Agency / individual will be responsible for the regular service, maintenance, insurance and other liabilities in respect of the vehicles provided.
8. The toll gate charge, parking charge, if any during the travel shall initially be borne by the firm/ individual 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.
9. The firm/ individual is required to provide clean vehicle with good quality clean seat covers and Mobile Phone (for incoming calls) for the driver for which no extra payment shall be made.
10. The driver should be well-dressed, disciplined, well behaved and non-alcoholic.
11. The driver should have at least 3 years of driving experience in Sundargarh and should be well versed with the roads of the city as well as roads within the District.
12. No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his fooding expenses, etc.
13. Payment of Road Tax shall be borne by the firm/ individual.
14. Salary of the driver shall be borne by the firm/ individual.

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15. The firm/ individual will be responsible for proper maintenance, insurance and other liabilities in respect of the vehicle (s). The vehicle(s) should be covered under comprehensive insurance. In case the hired vehicle is met with 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, IPC and any other law in force, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the said Laws. The sole responsibility for any legal or financial implication would solely vest with the firm/ individual.
16. The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, proofs of up to date tax payments, D.L.s of the Drivers, etc. available all the times. CDM & PHO, Sundargarh shall not be responsible for any damage/loss caused to the hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.
17. The firm/ individual shall obtain vehicle fitness certificates from competent authority, vehicle registration, comprehensive insurance, payment of road tax, etc. The Drivers shall always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearances, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulations of applicable laws.
18. If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.
19. The police/ court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the travel firm/ individual.
20. CDM & PHO, Sundargarh will not be responsible for any dispute except paying the hire charges.
21. The driver has to be present in Head Quarter/Residence office along with vehicle for use by officer at any time even during holidays.
22. Rates to be finalized shall be fixed for a period of one year from the date of agreement. However, in case of vehicles hired on monthly basis, the cost of fuel (Diesel & Mobil) shall be paid at the prevailing rate on the day of travel.
23. The vehicles will be provided on regular basis and will not be replaced without prior permission.
24. The vehicles allotted for CDM & PHO, Sundargarh shall be used exclusively for CDM & PHO/ DPMU/ NHM works.
25. The firm/ individual is liable to provide vehicles during office hours and beyond office hours on all working days. The firm/ individual shall also have to provide the vehicles on Sundays as well as other public holidays as and when required by the authority for the official work.
26. The safe keeping of the vehicles is the responsibility of the firm/ individual. In exigencies, the vehicles can be kept in the office premise of CDM & PHO, Sundargarh.
27. 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 deducted from the monthly payment due to the firm/ individual. Repeated failure to provide vehicles as and when required by the society will make the firm/ individual liable for **Blacklisting**.
28. In case the driver proceeds on leave, the firm/ individual shall obtain prior approval/ permission from CDM & PHO. Further, the agency shall provide a suitable substitute.
29. Frequent Change of Driver may lead to termination of Agreement by the authority in case of monthly hiring charges.
30. If for any reason the driver is unable to attend the office on any date/ time for which prior permission from CDM & PHO has not been obtained, it is the responsibility of the firm/ individual to provide a suitable substitute immediately. The payment in respect of the overlapping period of the substitute, if any, shall be borne by the agency. In case no substitute is provided in time, the





OFFICE OF THE CHIEF DISTRICT MEDICAL AND PUBLIC HEALTH OFFICER  
-CUM-DISTRICT MISSION DIRECTOR, SUNDARGARH

District Programme Management Unit  
E-Mail-dpmsundargarh@gmail.com



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authority shall have the right to hire a vehicle from the market and any additional expenditure incurred by the authority shall be borne by the firm/ individual.

31. 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 in the office campus of CDM & PHO, then the kilometer reading & time shall start from the office campus of CDM & PHO and end at the same there also.
  - B. In case the vehicle is being kept under the custody of the travel firm/ individual, 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 firm/ individual to the residence of officer concerned (to & fro) shall be borne by firm/ individual.
  - 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 CDM & PHO office and end with the CDM & PHO office as a centre of destination. The cost of kilometer from the O/o firm/ individual to CDM & PHO office (to & from) shall be borne by the firm/ individual.
32. The firm/ individual 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.
33. It is the sole discretion of CDM & PHO to extend the period of the contract 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.
34. 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.
35. The firm/ individual have to give an undertaking that the vehicle to be engaged should not belong to the **employee NHM, CDM & PHO office or any Health Department employee or close relative of the employee of the above category**. At any point of time if the declaration given by the firm/ individual will be found to be incorrect, then **contract shall be cancelled & the Performance Security shall be forfeited**.
36. **Period of Service: One year** from the date of signing of contract.
37. **Termination:**  
CDM & PHO shall have the discretion to terminate agreement/ work order at any time where upon the firm/ individual 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.
38. **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 CDM & PHO. In case of daily basis (Local & Long), **duplicate duty slips** have to be maintained and one slip has to be retained by the officers using the vehicle with noting of starting/ closing Kilometers and time and signature on the duty slip (both original & duplicate).
39. **Arbitration:**  
CDM & PHO and the selected firm/ individual 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 CDMO & PHO, Sundargarh whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in Sundargarh.
40. **Legal Jurisdiction**  
All legal disputes are subject to the jurisdiction on Sundargarh courts only.

**Important Points:**

1. All vehicles to be provided should be **diesel commercial vehicles** only.
2. The vehicles to be provided should not be more than **2 years old**.

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3. For providing the vehicle on a **monthly ( Scorpio/ Bolero only)** 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 towards driver's salary, his fooding cost, overtime and mobile Phone.
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 & Tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, Overtime and mobile Phone ( for incoming calls).
5. **A bidder can submit bid for one or both types of services (Daily / monthly (Scorpio/ Bolero only) basis).**

**Evaluation and Selection:**

- a) Evaluation shall be done separately for Daily Basis and **monthly (Scorpio/ Bolero only)** Basis.
- b) Any tax will not be taken into consideration for evaluation purpose.
- c) **Preference will be given to Scorpio model vehicle.**
- d) In case of daily basis, the comparative statement shall be prepared on the basis of Rate per day and K.M per liter quoted. The lowest bidder(s) (Rate per Day) has to agree to the other charges like lowest K.M per litre, night halt etc. offered by other bidders in the tender.
- e) **The maximum daily hire charges for the different types of private owned vehicles to be quoted should not be more than as per Home (Elections) Department the Odisha Gazette Notification No.- 468 date 4<sup>th</sup> March 2014. The minimum mileage (KM per liter of diesel and lubricant to be reimbursed) to be quoted should not be less than as detailed above (as per latest Finance Department Circular:- 27037 dated-08.10.2015).**
- f) In case of **monthly (Scorpio / Bolero only)** vehicle, the comparative statement shall be prepared by taking Monthly Rent and fuel (diesel & lubricant) charge.

**In case of monthly vehicle, the minimum mileage (KM per Liter of diesel and lubricant to be reimbursed) to be quoted should not be less than as detailed below:**

Sl. No.	Type of Vehicle	Minimum K.M. per one liter of diesel	Minimum K.M. per one liter of lubricant
		<b>AC</b>	
1	Scorpio/ Bolero ( AC)	10	1000

Any effort by a bidder to influence CDM & PHO, Sundargarh in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.

**Award of Contract:**

The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle in both the category (Daily & Monthly basis) and the L1 bidder shall be decided accordingly.

There may be empanelment of two or three agencies for each type of vehicle (to be decided by the tender inviting authority based on requirement of the type of vehicle), if after price negotiation, the L2/L3 agencies agree to the L1 price.

If the successful Bidder fails to execute the order, the Performance Security of the Bidder will be forfeited and the Bidder will be debarred for 3 three years from CDM & PHO, Sundargarh.

  
 Chief District Medical & Public Health Officer  
 Sundargarh



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**TENDER FORM FOR HIRING OF VEHICLE ON MONTHLY ( BOLERO/ SCORPIO ONLY) BASIS**

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

1	Name & Complete address of the owner of the vehicle	
2	Registration No. of the vehicle	
3	Type of vehicle ( AC/ Non- AC)	
4	Model	
5	Year of Manufacture	
6	Date of registration	
7	Fitness Certificate validity	
8	Permit validity	
9	Insurance validity	
10	PAN of the individual/ organization	
11	Name/ Address of the Driver	
12	D.L No. & Validity of the D.L of the Driver	
13	Proposed hiring Charge of the vehicle per month excluding fuel cost:	
14	Rate of Fuel Consumption/ Mileage per litre	
15	Instrument No. and date of the tender document cost of Rs. 1000/- (Non-Refundable) submitted by the bidder	(In shape of Demand Draft / Pay Order)
16	Instrument No. and date of the EMD of Rs.20,000/-submitted by the bidder	(In shape of Demand Draft / Pay Order)
17	Undertaking to provide good conditioned vehicles (not more than 2 years old) along with all necessary documents required under traffic rule	Attach the undertaking with signature & seal of the bidder
18	Undertaking that the vehicle to be provided will not belong to any employee of CDM & PHO or his/her relative.	Attach the undertaking with signature & seal of the bidder
19	Undertaking that the bidder has not been debarred / blacklisted by any Govt. Organization / Semi Government Organization / PSUs	Attach the undertaking with signature & seal of the bidder
20	Contact Number of the service provider ( Tenderer/ Quotationer) Mobile No.	

(Attached Self attested copy of all above document)

**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 are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency/ individual will be blacklisted/ debarred and will not have any dealing with your organization in future

Place:

Date:

(Signature & Seal of the Authorized Signatory)



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**TENDER FORM FOR HIRING OF VEHICLE ON DAILY HIRING BASIS**

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

1	Name of the Organization / individual	
2	Address of the organization / individual with telephone no. & fax	
3	Email id of the Organization / individual	
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 bidder	(In shape of Demand Draft / Pay Order)
8	Instrument No. and date of the EMD of Rs.20,000/-submitted by the bidder	(In shape of Demand Draft / Pay Order)
9	PAN	(Attach self-attested copy of PAN Card)
10	Undertaking that the bidder has not been debarred / blacklisted by any Govt. Organization / Semi Government Organization / PSUs	Attach the undertaking with signature & seal of the bidder

**Daily basis Rate (exclusive of GST)**

Sl. No	Type of Vehicle	Hiring Charges per day (Within 200 KM per day )				Hiring Charges per day (Above 200 KM per day)			
		Rate per day (Rs.)		K.M Per litre (Rs.)		Rate per day (Rs.)		K.M Per Litre (R.S)	
		AC	NON AC	AC	NON AC	A C	NON AC	AC	NON AC
1	2	3	4	5	6	7	8	9	10
1	Tata Indigo (AC /Non AC)								
2	Swift Dzire (AC/ Non AC)								
3	Innova (AC)								
4	Bolero ( AC/ Non AC)								
5	Scorpio( AC/ Non AC)								

(Attached Self attested copy of all above document)

**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 are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency/ individual will be blacklisted/ debarred and will not have any dealing with your organization in future

Place:

Date:

(Signature & Seal of the Authorized Signatory)