

OFFICE OF
THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUNDARGARH

No. 3216

Date. 12.07.2024.

To,

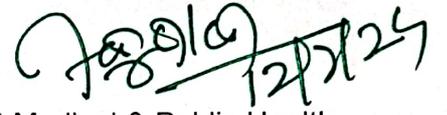
Sir Ansuman Purohit,
DeGM, Sundargarh

Sub: Floating of Quotation Call Notice 3215 in Sundargarh District website.

Sir,

Enclosed please find herewith the copy of a Quotation Call Notice issued by the undersigned for hiring of vehicle for official use of CDM & PHO Sundargarh.

It is requested to kindly upload the said Tender Call Notice in Sundargarh District Website sundargarh.nic.in for information of general public.

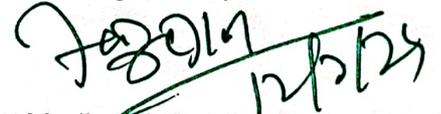


Chief District Medical & Public Health
Officer, Sundargarh

Memo No. 3217(8)1.

Dated, 12.07.2024.

Copy submitted to the Collector & District Magistrate, Sundargarh/ Project Director, DRDA, Sundargarh/ CDM&PHO, DHH, Sundargarh/ Project Administrator, ITDA, Sundargarh/ Sub-Collector, Sadar, Sundargarh/ Block Development Officer, Sadar, Sundargarh/ Tehsildar, Sadar, Sundargarh for favour of kind information with a request to display the notice in their respective Office Notice Board for information of general public.



Chief District Medical & Public Health
Officer, Sundargarh

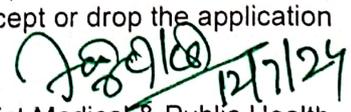
QUOTATION CALL NOTICE FOR HIRING OF VEHICLE FOR USE IN OFFICE OF
THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUNDARGARH

No. 3215 // CDM&PHO

Date. 12.07.2024.

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing 02 (Two) nos. (V1 & V2) of AC Petrol /Diesel driven vehicles (BS- IV) models like **Tiago/ Bolt/ Celerio** having sitting capacity not more than **five** including driver which shall conform to the Terms and Conditions (**Annexure-I**) for official use in **Office of the Chief District Medical & Public Health Officer, Sundargarh** on monthly rent basis.

1. The application form of quotation containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. can be downloaded from **Sundargarh District Website sundargarh.nic.in**. The applicant shall furnish a Demand Draft for an amount of ₹ 1000/- (Rupees One Thousand) only in favour of **CDM&PHO, Sundargarh payable at State Bank of India, Main Branch, Sundargarh, IFSC Code-SBIN0000189** towards cost of each vehicle's quotation papers (mandatory to all type of bidder/ quotationer) along with the application (paper cost ₹1000 per vehicle).
2. The service provider shall have a valid **GST registration** to participate in the quotation.
3. The detail of the make and year of manufacture of the vehicle Registration No., mileage (KM covered per liter) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (**Annexure-II**).
4. Individual application (**Annexure-II**) to be submitted for each vehicle along with all fees and documents.
5. The monthly rate of hire charge be quoted in the general bid information (excluding fuel). The maximum hire charges of the each vehicle per month excluding fuel and taxes will not exceed ₹ 20,000/-.
6. The Vehicle must achieve a fuel efficiency of minimum **17 KM** per liter.
7. The model of vehicle mentioned above is only indicative. Vehicles of similar model and segment, having the same mileage and hiring charges, can be engaged.
8. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
9. 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.
10. The Driver should be well behaved, gentle and obedient in nature.
11. A sum of ₹ 10,000/- (Ten Thousand) only per each vehicle towards **Security Deposit** shall be deposited by the successful bidder in shape of Demand Draft drawn in favour of **CDM&PHO, Sundargarh payable at State Bank of India, Main Branch, Sundargarh, IFSC Code-SBIN0000189** and submitted at the time of execution of Agreement.
12. The Quotation completed in all respect should be submitted in the address of the **Chief District Medical & Public Health Officer, Sundargarh** in a sealed envelope superscribing "**Quotation for hiring of Vehicle**". The Quotation should reach the undersigned on or before **31.07.2024, 05:00 PM. by Speed Post/ Regd. Post/ Courier**. The quotations shall be opened before the committee on the next day at **11:00 A.M. of 01.08.2024**. The bidders or their authorized representatives be available on that scheduled and the committee decision is final to accept or drop the application for bidding.


Chief District Medical & Public Health
Officer, Sundargarh


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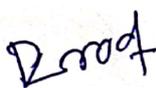
Terms & Conditions

The following terms and conditions must be fulfilled by the bidder for providing a vehicle on hire on monthly rent basis.

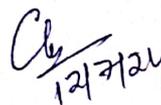
1. Lowest in Hiring price and highest in mileage quoted bidder will awarded the contract. Successful bidder has to submit the appropriate value of agreement paper with articles mentioned in **Annexure-III**.
2. Bi-party agreement will be signed between the service provider agency (i.e. bidder) & undersigned for execution of the contract.
3. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
4. The Department / Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The owner shall be responsible for all such litigation.
5. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
6. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
7. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
8. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
10. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
11. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
15. If the service provided by the agency is satisfactory then the contract may be extended for another 2 times as per existing terms & condition.
16. The undersigned reserves the right to cancel the Quotation in full or part at any time without assigning any reason thereof.

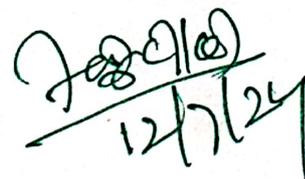

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Chief District Medical & Public Health
Officer, Sundargarh






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General Bid Information

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	At- PO- PS- Dist- PIN-
3	Contact Number of the Service Provider (Quotationer)	
4	DD No. & Date of Quotation Papers Cost(Mandatory)	
5	GST Number	
6	Bank Account No. and IFSC Code	A/c. No. IFSC Code-
7	Registration No. of Vehicle	
8	Year of Manufacture	
9	Make & Model (Mandatory)	
10	Date of registration	
11	Name & complete address of the owner of vehicle	Name- At- PO- PS- Dist- PIN- Mob.No.
12	Fitness Certificate validity	
13	Pollution Under Controlled Certificate validity	
14	Permit validity	
15	Insurance validity	
16	Name / Address of the Driver	Name- At- PO- PS- Dist- PIN- Mob.No.
17	D.L. No. & Validity of the D.L. of the Driver	
18	Proposed hire charge of the vehicle per month excluding fuel cost	
19	Rate of fuel consumption / Mileage per litre (Minimum 17 KM)	

"Certified that the information submitted above is true to the best of my knowledge and belief."

Seal & Signature of
Quotationer

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Service Provider Agreement

1. This Agreement is made on this 1st day of September, 2023 on the orders of Governor of Odisha by and between the "CDM & PHO Sundargarh" (which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) herein after described as 1st Party and "Service Provider" (Name) having its registered office (detailed address) herein after called "Agency" (which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) herein after described as 2nd Party.

2. Whereas the "CDM & PHO Sundargarh" is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description:

Registration number: _____,

Model: _____,

Chassis number: _____,

Engine number: _____,

Colour _____,

Year of Manufacture: _____.

2.2 Whereas the Service Provider having PAN No. _____ and GST No. _____ which are valid on this date.

3. **Rental:**

The motor vehicle is hereby hired for _____ year at the rate of _____ per month (excluding GST) payable monthly and the mileage of the vehicle, which will be governed as per the Finance Department O.M. No.22924 Dated 14.08.2023. The contract will be renewed subject to satisfaction of the CDM & PHO Sundargarh.

4. **The Service Provider Obligations:**

4.1 Service Provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency shall ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to Service Provider.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 In the event of break-down, servicing & repair of the assigned vehicle the Service Provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.

4.6 The Agency shall not be allowed to sub-let the Contract.

4.7 The Agency shall only provide vehicles which have the comprehensive insurance.

4.8 Police verifications for deployed driver shall be ensured by the Agency.

4.9 Agency shall update the log book at least price in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the Service Provider shall hand over the log book(s) to the CDM & PHO Sundargarh.

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Vehicle:

- 4.10** The vehicle should have commercial license. The vehicle should not be more than three years old from the date of the Service request. **Vehicles older than seven years should be replaced by the Service Provider.** During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.
- 4.11** The **Agency** will deploy the vehicle, which is well maintained cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.
- 4.12** The **Agency** shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained by **Service Provider** to avoid any inconvenience to the **CDM & PHO Sundargarh**.
- 4.13** **Agency** shall ensure that the vehicle should be parked at the place as advised by the **CDM & PHO Sundargarh** and should be available, when not in duty, if the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the **CDM & PHO Sundargarh**. Moving away without the knowledge of the Controlling Officer of the **CDM & PHO Sundargarh** will be considered as non-available and will be liable for penalty.
- Driver:**
The **Agency** shall be responsible for the acts and deeds of drivers of the vehicles that include the following:
- 4.14** Drivers that possess a valid commercial driving licence shall be deployed by the **Agency**.
- 4.15** Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the **CDM & PHO Sundargarh**. The **Agency** shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.
- 4.16** The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as “**Misbehaviour**” and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
- i) Denial of duty during contract period, or during hours as noticed by user departments;
- ii) Use of abusive language;
- 4.17** The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.
- 4.18** Driver must be provided a working mobile phone and contact number be provided to user department.
- 4.19** In an event that for any reasons the driver changes his contact number during the tenure of the contract then **Agency** will immediately notify the user department of the above change.
- 4.20** The driver shall be reachable at all times during duty hours.
- 4.21** Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- 4.22** As soon as the driver is advised to attend any guest by the administration, the driver should call / SMSs the guest giving his mobile and vehicle details. Changes of calls / SMSs will be on **Agency's** account.

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- 4.23 Vehicle and driver should not be changed frequently. Any such changes should be informed by the **Agency** to the authority well in advance for permission.
- Statutory Rules compliance & Taxes:**
- 4.24 The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/ Road tax etc. required for operation of the vehicle will be borne by the **Agency**.
- 4.25 The **Agency** shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles as per the user department requirement. User shall not be liable for any damages whatsoever to public property and / or any third person due to any accident arising out of and in the course of deployment of **Service Provider's** vehicle.
- 4.26 The **Agency** shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- 4.27 The user department will in no way be responsible for violation of traffic rules and for infringement of any other law for the time being in force, either by the driver of the vehicle or by the **Service Provider**. The driver as well as **Agency** shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/ responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/ Acts/ Rules including those under Motor Vehicle Acts/ Rules shall rest with the **Agency** only and user/ user departments will not be liable in any manner.
- 4.28 The **Agency** shall be responsible for ensuring compliance with the provisions related to Labour Law and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the **Agency** shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the **Agency**.
- 4.29 The **Agency** shall be personally responsible for any theft, misconduct and/ or disobedience on the part of drivers so provided by him.
- 4.30 During the contract period, if the vehicle is seized or detained or requisitioned by Police/ Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the **Service Provider's** risk. Also, alternate vehicle of similar or higher category will be provided by **Agency** without any extra charges.
- 4.31 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.
- 4.32 The vehicle cannot be put to any private/ commercial use beyond the duty hours or on holidays. Unauthorised use of the vehicle by the driver/ **Service Provider** will lead to unilateral termination of the contract with immediate effect. The **Agency** has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/ defective brakes.
- 4.33 The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.
5. **The obligations of CDM & PHO Sundargarh:**
- 5.1 **CDM & PHO Sundargarh** shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the **Agency**

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within 15 days from the date of receipt of bills complete in all respect. User department shall pay the vendor all amounts on an invoice that are not the subject of a bonafide dispute within 15 days after department's receipt of a valid invoice that complies in all material respects in terms of this Agreement.

5.2 The payment shall be subject to any deductions such as penalties, statutory deduction etc.

5.3 **CDM & PHO Sundargarh** shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by **Service Provider**.

5.4 The **CDM & PHO Sundargarh** shall be responsible for costs relating to fuel, toll gate charges, parking charges and oil topping up between services and other statutory levels, if any, paid during the journey would be billed on actual and shall be paid by **CDM & PHO Sundargarh**.

5.5 All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

6. Terminations:

6.1 The **CDM & PHO Sundargarh** shall have the right to terminate this Agreement, upon it giving 1 (one) month's notice in writing.

6.2 The **Agency** shall have the option to terminate this Agreement upon giving 1 (one) month's notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.

6.3 Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

7. Force majeure:

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

8. Entire agreement:

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

9. Waiver of remedies:

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

10. Assignment & change in ownership / management:

10.1 The **Agency** shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the **CDM & PHO Sundargarh**.

10.2 The **Agency** shall immediately notify **CDM & PHO Sundargarh** of any change of ownership or management of the **Agency's** business.

11. Headings:

The headings to the clauses of this Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.

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12. Resolution of disputes:

In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual consultation by the Secretary of the concerned Administrative Department on behalf of Government of Odisha and the Authorised signatory of the **Service Provider.**

13. Applicability of laws:

The Agreement shall be governed by the Indian Laws for the time being in force.

WITNESS WHEREOF the parties hereto have subscribed their respective hand this 1st day of, 2024 first above written.

FOR AND ON BEHALF OF Governor of Odisha

(AUTHORISED SIGNATORY)
CDM & PHO Sundargarh

WITNESS:

- 1.
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FOR AND ON BEHALF OF Service Provider/ Agency

(AUTHORISED SIGNATORY)

WITNESS

- 1.
- 2.

In the presence of

Name:

Address:

Signature;

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