





**ZILLA SWASTHYA SAMITI, NUAPADA**  
**DISTRICT PROGRAMME MANAGEMENT UNIT, NHM**  
**NUAPADA, ODISHA, 766105**



**TENDER DOCUMENT**

Sealed quotations are invited in the prescribed format from Travel Agencies / Individuals for engagement/empanelment of 1 number of vehicle (Dzire or Similar type of Vehicle) for engagement by the CDM&PHO, Nuapada on monthly basis for COVID-19 sample transport & Monitoring purpose for 2 months or may be extended if further communication received from state.

**Terms & Conditions**

1. The vehicle must show a mileage of at least 17 km per liter.
2. All the major and minor repair for the vehicle shall be made by the vehicle owner/travelling agency himself. Office will provide only DOL.
3. The vehicle must be available with office on all working days including off hours & on holidays as desired by authority.
4. A log book has to be maintained on daily basis and be signed by the concerned member of office or whoever uses the vehicle on that particular day.
5. The quotation of the bidder having vehicle will only be accepted.
6. If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
7. The driver will report at office at 08.00 AM in the morning and will be available till 08.00 PM in the evening or as desired by authority to drive the vehicle beyond stipulated time.
8. The vehicle will be parked in the office campus. The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be of the vehicle owner/travelling agency.
9. The Vehicle may be used with Air Condition as per requirement. In this regard no extra charges will be paid to the agency.
10. No Personal use of the Vehicle by the vehicle owner/travelling agency is allowed without the prior permission of the authority.
11. In case the driver is called in night or beyond stipulated house as above, no extra charge will be paid.
12. There will be no extra night halt charge for using the vehicle in the night.
13. The vehicle owner/travelling agency will provide service of vehicle in a neat & clean condition with clean towels on the seat twice a month and general servicing and pollution check-up will be carried out by the owner/travelling agency time to time as required.
14. Owner/travelling agency must make alternative arrangements, if regular driver is absent or the vehicle become off road.

*[Handwritten signature]*

### **Remuneration & Payment**

- The rate per month is to be quoted irrespective of distances/ mileage travelled in a month. The payment will be made within 10 days of submission of claim and updated logbook on a monthly basis.
- The quoted amount (rate per month) includes the cost towards salary of driver, repair & maintenance of the vehicle. The Hiring Charges of Vehicle should be within the Budget which is communicated vide letter No:- 30464, Dt:- 06/09/2019 of Finance Department, Govt of Odisha
- The travel agency / individual will maintain the record of vehicle use and logbook.

### **Submission of bid**

The interested bidder has to collect the total document from district website **www.nuapada.nic** from **04.05.2023 to 11.05.2023 up to 11 A.M.** He has to sign on every pages of the document and to send after duly filling the prescribed form along with all the documents of the vehicle through Regd.Post/Speed Post/Reputed courier.

**The envelope containing the quotation should be superscribed as "QUOTATION FOR HIRING OF VEHICLE for COVID".**

The documents should be submitted to O/o CDM& PHO, Nuapada, 766105 the documents should reach within **11.05.2023 by 11 A.M** through Speed Post/Regd.Post/reputed courier/Drop Box only. The sealed quotation will be opened on **11.05.2023 at 12 PM.** in office of the undersigned. The undersigned reserves the right to reject all or any offers without reason thereof.

### **Documents to be attached with the quotation (Copy to be enclosed)**

1. Valid registration Certificate.
2. Driving license of the Driver.
3. Up to date road tax payment receipts (If applicable)
4. Copy of up-to-date vehicle insurance & Pollution Certificate.
5. Vehicle fitness certificate (if applicable).

**(Bidder not submitted the above documents will be rejected)**

Sd/-

Chief District Medical & Public health Officer  
cum District Mission Director, Nuapada

## QUOTATION FOR HIRING OF VEHICLE UNDER CDM&PHO, NUAPADA

To  
CDM &PHO -cum-DMD, Nuapada

**Sub: Submission of quotation for engagement of vehicle for COVID.**

Ref: Your Quotation call Notice No. \_\_\_\_\_ dated \_\_\_\_\_.

Sir,

This is to inform you that after gone through the terms & conditions in the notice, I am quoting the rate as follows -

Vehicle Type -

Vehicle No:-

Purchase Date:-

Registration Date:-

Vehicle Color:-

Name of the Driver with Driving licence No -

Fuel to be used (..... Kms/ litre)

Rate per month - Rs. \_\_\_\_\_ / per month (irrespective of distances/ mileage travelled in a month -.

Rate (in figure) .....

Name of Individual / Travel agency -

Address: -

Telephone No -

Signature with date



**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

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No. 30464 /F.,  
FIN-COD-MV-0001-2017

Dated. 06-09-2019

OFFICE MEMORANDUM

Sub: **Hiring of Private vehicles for official use by State Government Offices-  
Revision of hiring charges and related guidelines**

Hiring of private Vehicles for performing Government duties are being encouraged for entitled officers of Administrative Departments at all levels to save avoidable financial investment and maintenance & repair expenditure. The norms of hiring of private vehicles were fixed in Finance Department OM No. 34085/F Dated 29.09.2012 and subsequently revised in Finance Department OM No. 27037/F Dated 08.10.2015.

2. In this context, it has become imperative for inclusion of the new model of vehicles for use as hired vehicles, since many of the approved vehicles are no longer under manufacture. Proposals are being received for re-fixation of hiring charges as the cost of labour has since increased and higher priced vehicles with fuel efficient engines have been introduced by manufacturers. Considering these aspects and based on the parameters of ease of maintenance, service facility in nearby vicinity, fuel economy, eco-friendliness etc. new model vehicles are included and maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
1	Blocks/Tahasils and other field offices	TUV300/Bolero/Sumo Gold/ Frtiga	Rs 31,000/-	10
2	District/Range level Offices	Tiago/ Bolt/ Celerio (Petrol)	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/ Mahindra Marazzo	Rs 37,000/	10

Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
4	Heads of Department / Secretariat (Pool vehicles)	Tiago/ Bolt/ Celerio	Rs.20,000/-	17
5	Additional Secretaries /Heads of Department (For their own use)	Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol)	Rs.26,000/-	17
6	Special Secretaries / Secretaries/Principal Secretaries and other equivalent officers (For their own use)	Ciaz/Honda City (Petrol)	Rs.30,000/-	12
7	Officers of the Apex Scale	Innova / Hexa /Xuv 500	Rs.42,000/-	9
8	Hon'ble Ministers/Other Dignitaries	Innova / Hexa /Xuv 500	Rs.42,000/-	9
9	Colleges/Universities/ Training Institutes/and other equivalent institutions	Private Mini Bus (30-32 seater)	Rs.85,000/-	6

### 3. Conditions for Hiring of Vehicles:

- i. Government offices are required to follow transparent bidding process through inviting competitive bids from the Service Providers for hiring of vehicles through the Standard Bidding Document prescribed in para-5 of the FDOM No. 34085/F Dated 29.9.2012 and arrive at a lesser cost than the maximum hiring charges prescribed. **In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant Petrol Vehicles.**
- ii. 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
- iii. The vehicles hired shall be in good condition and shall not be older than three years. Vehicles older than five years should be replaced by new vehicles by the service provider.
- v. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents

attributable to lack of maintenance/upkeep. **The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.**

- v. The model Service Provider Agreement is attached at **Annexure-A**.
- vi. Hiring shall be subject to the following ceilings of usage:
  - a. Vehicles used by officers of the grade of Heads of Department and above up to maximum of **2500kms** in a month.
  - b. Vehicles used by other Officers and for pool duty up to maximum of **2000kms** in a month.
  - c. **In case of variation exceeding 20% of distance run, the concurrence of Administrative Department shall be taken.**
- vii. Government offices may also hire the vehicle through GeM portal within the norms fixed by Finance Department i.e. on the type of vehicles permissible for Offices to be hired and the minimum average mileage. The sl. no 3 in table at para-2 on Maximum hire charges per month will not apply for the vehicle to be hired on GeM. The hiring charges of vehicles on GeM will be inclusive of fuel cost, lubricants, spare parts, maintenance, and salary of the driver, payment of insurance/Road tax etc., required for operation of vehicle.
- viii. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
- ix. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
- x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective offices under the object head of "Motor Vehicles".
- xi. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- xii. Sanction for hiring of vehicles for one-time sporadic requirement on case to case basis shall be accorded by concerned Administrative Department.

## 5. Ceilings of Usage of Government Vehicles in State Government Offices

The Ceilings of consumption of Petrol/Diesel per month for the vehicles used by different categories of officers and Ministers was prescribed in FDOM No. 10954/F Dated 14.03.2001. **As an economy measure and rationalization of expenditure, the kilometer ceilings of usage as fixed in para-3(vi) (subject to deviation for tours) and minimum average mileages as fixed in case of hired vehicles at column-5 in Table of para-2 will be applicable for equivalent model of Government Vehicles.**

6. All other instructions on hiring of private vehicles for Government offices issued in FDOM NO.34085/F dated 29.9.2012 and Finance Department OM No. 27037/F Dated 8.10.2015 remain unchanged.

7. The revised norms shall be made applicable for the hired vehicles, after the completion of the contract period of the existing vehicles.

These instructions shall be effective from the date of issue of this Office Memorandum.

*J. Shok*  
6/9/19

Principal Secretary to Government