

**Tender for Hiring of Vehicles under
NHM, Nuapada**

TENDER DOCUMENT FOR HIRING OF VEHICLE UNDER NHM, NUAPADA

Sealed quotations are invited in the prescribed format from Travel Agencies / Individuals for engagement/empanelment of vehicle (**Minimum 6+1 Seater**) or empanelment of vehicle (**Minimum 4+1 Seater**) with A/C for engagement by the CDM&PHO-cum-DMD, NHM, Nuapada for a period of one year and may be renewed based on the condition of the vehicle and satisfactory performance.

Terms & Conditions

1. The vehicle hired shall be in good condition and shall not be older than three years. **The vehicle should be less than 3 years old with commercial registration will be given preference.**
2. Owner of vehicle having private registration number may also apply. In case of non availability **commercial registration** vehicle, it may consider to engage the private number registered vehicle based on the decision of the committee.
3. The hiring charges do not include fuel cost (Petrol/diesel) which is to be paid separately basing on actual consumption on day to day basis and lubricants as per existing government norms.
4. The major and minor repair of the vehicle shall be carried out in off duty hours by the vehicle owner/travelling agency himself. If maintenance of vehicle is required during the office hours, then the owner is required to provide an alternate vehicle for smooth management of the office work.
5. **The owner/Agency will provide 40 ltrs of DOL along with the vehicle at the time engagement.**
6. The Agency/owner will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally.
7. The agency/owner shall ensure that all electrical connections including lights (both back and front), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by service provider to avoid any inconvenience to user department.
8. Agency/owner shall ensure that the vehicle should be parked at the place as advised by the principal and should be available, when not in duty, if the vehicle needs to be away for some reasons like refueling, petty repairing etc. it should be with the knowledge of the controlling Officer of the Principal. Moving away without the knowledge of the controlling officer of the principal will be considered as non-available and will be liable for penalty.
9. Agency/owner to ensure that the 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.
10. The vehicle must be available with PMU on all working days including off hours & on holidays as desired by PMU.
11. A log book has to be maintained on daily basis and to be signed by the concerned member of PMU or whoever uses the vehicle on that particular day.
12. EMD of **Rs.5,000/-** only may be paid in shape of **DD drawn in favor of ZSS, Non-NHM, Nuapada** payable at Nuapada **and** must be attached with the tender. The EMD of unsuccessful bidders will be refunded without any interest after finalization of tender.
13. The quotation of the bidder having no vehicle will also be accepted on condition that the bidder have to deploy the brand new vehicle within 15 days if qualify to engage the

vehicle. If the bidder does not supply the vehicle within the above mentioned days the EMD will be forfeited.

14. 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 of such accident will be the responsibility of the party only.
15. The driver will report at PMU at 08.00 AM in the morning and will be available till 08.00 PM in the evening or as desired by PMU to drive the vehicle beyond stipulated time.
16. The vehicle will be parked in the office campus of PMU. The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be of the vehicle owner/travelling agency.
17. No Personal use of the Vehicle by the vehicle owner/travelling agency is allowed without the prior permission of the authority.
18. In case the driver is called in night or beyond stipulated hour as above; no extra charge will be paid.
19. There will be no extra night halt charge for using the vehicle in the night.
20. 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.
21. Owner/travelling agency must make alternative arrangements, if regular driver is absent or the vehicle becomes off road.
22. In the event of break down, servicing and repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicles.
23. The vehicle cannot be put to any private/commercial use beyond duty hours or on holidays.
24. The agency/owner shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
25. The agency /owner shall be responsible for the acts and deeds of driver of the vehicles that includes following:
 - Driver should possess a valid driving license.
 - Driver should be properly dressed in neat and clean attire.
 - 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.
 - Agency/Owner must provide a working mobile phone to driver and contact number to be provided to user department. The mobile should be reachable at all times.
26. 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.
27. The agency/owner should comply to the statutory rules compliances and taxes 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 whatsoever.

28. 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.

29. The vehicle will be Branded as per govt. norm and connected with **GPRS by the Health department if required.**

30. 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. If the agency/service provider fails to do so, then the EMD amount will be forfeited.

31. **If Agency/owner wants to apply for more than one vehicle, then separate bid should be submitted along with all documents mentioned below.**

Hiring charges & 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 photo copy of updated logbook on a monthly basis.
- The quoted amount (rate per month) includes the cost towards salary of driver, repair, insurance & maintenance of the vehicle.
- The travel agency / individual will maintain the record of vehicle use and logbook which will be verified by the officer in every 3 days.

Special Provisions

The approved bidders have to sign an agreement with the Chief District Medical & Public Health Officer cum District Mission Director, Nuapada for engagement at DPMU. The bidders shall commence the services from the date of agreement and shall continue to provide the services for a period of 12 months or till closure of the project whichever is earlier. If the performance of the vehicle is found satisfactory then the contract period may be extended.

If the contractor/ driver fails or neglects any of his obligations under the contract it shall be lawful for NHM to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

Submission of bid

The interested bidder has to collect the total document from district website www.nuapada.nic from ~~06.02.2024~~..... 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.

The envelope containing the quotation should be superscribed as "QUOTATION FOR HIRING OF VEHICLE for NHM, Nuapada.

The documents should be submitted to O/o CDM & PHO, Nuapada, 766105 the documents should reach within ~~21.02.2024~~..... **by 5:00P.M** through Speed Post/ Regd. Post /reputed courier only. The sealed quotation will be opened on ~~22.02.2024~~..... at 10:30 AM. in office of the undersigned. The undersigned reserves the right to reject all or any offers without assigning any reason thereof.

Dr. C. S. Das
EB / 21/2/2024

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

1. EMD of Rs 5,000/- through D.D./Pay Order
2. Valid commercial registration Certificate.
3. Driving license of the Driver.
4. Up to date road tax payment receipts
5. Copy of up to date vehicle insurance.
6. Vehicle fitness certificate.
7. Up to date Pollution certificate.

(Bidder not submitted the above documents during the time of submission of bid will be rejected)

Handwritten signature and date: 26/02/2024

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

Handwritten mark

QUOTATION FOR HIRING OF VEHICLE (6+1seater)
UNDER NHM, NUAPADA

To

CDM &PHO -cum-DMD,Nuapada

Sub: Submission of quotation for engagement of vehicle under NHM,Nuapada.

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 -

Sl.No	Vehicle Type (6+1 seater)	Make	Model	Petrol/ Diesel	RC Number with registration date		Purchase Date
					Private Number	Commercial Number	

Name of the Driver with Driving licence No -

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

Lubricant - 1 litre/ _____ KM.

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

Rate (in figure):

EMD Details - DD No _____ Date _____ Amount _____.

Name of Individual / Travel agency -

Address: -

Telephone No -

Signature with date

Handwritten signature and date: 20/07/2024

QUOTATION FOR HIRING OF VEHICLE (4+1seater)
UNDER NHM, NUAPADA

To

CDM &PHO -cum-DMD,Nuapada

Sub: Submission of quotation for engagement of vehicle under NHM,Nuapada.

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 -

Sl.No	Vehicle Type (4+1 seater)	Make	Model	Petrol/ Diesel	RC Number with registration date		Purchase Date
					Private Number	Commercial Number	

Name of the Driver with Driving licence No -

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

Lubricant - 1 litre/ _____ KM.

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

Rate (in figure):

EMD Details - DD No _____ Date _____ Amount _____.

Name of Individual / Travel agency -

Address: -

Telephone No -

Signature with date

