

## TENDER FOR HIRING OF VEHICLES AS DPMU VEHICLES

### SECTION-I

#### INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from **Registered Local Agencies or Individual** for hiring of **commercial light diesel/petrol vehicles (AC/ Non AC vehicles)** to be engaged monthly hiring basis at District level.
2. The interested bidders may download the tender document from the website [www.khordha.nic.in](http://www.khordha.nic.in) and submit the same to **Chief District Medical & Public Health Officer, Khordha**.
3. The tender must be accompanied by **tender document cost of Rs.1,000/- (Rupees One thousand only)** - Non refundable and **EMD of Rs.10,000/- (Rupees Ten Thousand)** only in **technical bid** by way of Demand Draft from any nationalized bank. 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) shall be converted as performance security deposit of the vehicle. **The Tenders/ Bidders have to submit separate tender documents cost and EMD for separate proposals.** 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. **Demand draft will be issued in favor of as mentioned in SI no.8**
4. For multiple purposes and tenders for multiple vehicles, the bidders have to submit multiple EMDs and tender document costs as per the details mentioned in above i.e clause No. 3.
5. The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their **technical and financial bid separately** in **two envelopes** and these two envelopes should be put into **another cover envelop** super-scribed as **"Tender for Hiring of Vehicles on Monthly Basis in reference to Advertisement No.02 dtd. 27.02.2024"**. The Technical & Financial Bid envelopes should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelopes. The tenders (Cover & inner envelopes) should be addressed as mentioned below:

Sl No.	Name of Institution	Address for submitting tender	Remarks
1	O/o CDM & PHO, Khordha	CDM & PHO Office, Near Old Bus stand, Dist-Khordha, Pin-752055	DPMU Vehicles

6. The tender should be reach by Dtd.19.03.2024, 5.00 PM and the tenders will be opened on Dtd. 20.03.2024 at 11.00 A.M.
7. The financial bids of bidders shall be opened whose technical bids are found to be qualified.
8. **DETAIL REQUIREMENT OF VEHICLES AND DEMAND DRAFT**

Sl No.	Name of Institution	DPMU Vehicles	For Tender Fess (Rs.1,000/-) & EMD Rs.10,000/-) for each vehicle	Payable at
		(Scorpio/TUV300/ Bolero Neo/any other Jeep Model Vehicle) (With AC)	Demand Draft in favour of	
1	CDM & PHO OFFICE	5 Nos. of Vehicles	ZSS Non NRHM,	KHORDHA

## **SECTION-II**

### **Eligibility Criteria**

1. Preferably the local agency having experience in providing office vehicles to Govt. / Semi-Govt. Organizations etc. in the District and they have to submit the self attested copies of work orders & their performance certificate of last 03 (Three) financial years from the appropriate authority in the technical bid.
2. In case of Local agency, they have to submit their Annual Turnovers of last three financial years (**Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. 2020-21, 2021-22 & 2022-23**) are to be submitted. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.
3. The local agency should have valid GSTIN& PAN. (A self-Attested copy of same Card is to be submitted in the technical bid).

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

- Self-attested copy of registration certificate in case of Agency.
- Submission of Tender document cost & EMD in form of Demand Draft.
- Undertaking to provide good conditioned vehicles (not more than **2 years old for DPMU vehicle**).
- Undertaking that the Agency has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU.
- Undertaking to be submitted in Non judicial stamp paper of Rs 20/- that the vehicle to be provided does not belong to any **employee of CDM & PHO -Cum- District Mission Director, Office, Khordha or any Health Department Employee or close relatives of employees of CDM & PHO, Khordha.**
- Copy of the registration certificate of the vehicle
- Copy of vehicle insurance
- Copy of PAN Card
- Copy of GST certificate
- Copy of Commercial permit certificate
- Copy of fitness certificate
- Copy of Pollution Certificate
- Copy of up to date road tax payment receipts

  
C.D.M. & P.H.O.,  
Khordha

### SECTION-III

#### TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The commercial light diesel/petrol vehicles (Scorpio/TUV300/ Bolero Neo/any other Jeep Model Vehicle) on monthly basis shall be used by CDM&PHO-cum-DMD, Khordha officials for their daily official work and carrying officials to Govt. Offices / Departments and other offices at different places across the District.
2. CDM& PHO, Khorhda is the authority at district level.
3. The period of contract shall initially be for **one year** with effect from the date of signing of contract. The contract period may be renewed on the basis of satisfactory performance of the vehicle for next two year on yearly basis.
4. In case of vehicle on a **monthly basis**, the monthly rate to be paid to the agency 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 food cost, overtime and mobile Phone (for incoming calls). **However, the cost of fuel (Diesel/Petrol), Lubricants (Mobil) are not included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption i.e. @ 10 km per litre with AC & 12 km without AC and 1 litre lubricant per 1000 kms.**
4. The vehicles to be provided should not be more than 2 years old as on 29.02.2024 from the date of registration of vehicle, however preference shall be given to the bidder who will provide new vehicle. Latest model with BS6 engine shall be preferable.
5. The bidder will be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
6. The toll gate charge, parking charge, if any during the travel shall be borne by the DPMU and initially 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.
7. The bidder 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.**
8. The drivers should be with Proper dress code, disciplined, well behaved and non-alcoholic.
9. The driver should have at least 3 years of driving experience and should be well versed with the roads of the District as well as roads within the state.
10. 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 food expenses, etc.
11. Payment of Road Tax shall be borne by the agency/ owner.
12. Salary of the driver shall be borne by the agency/ owner.
13. The agency/owner will be responsible for proper maintenance, insurance and other liabilities in respect of the vehicles. The vehicles 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 agency/owner.
14. 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. Chief District Medical & Public Health Officer, Khordha 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.

15. The agency/ owner 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.
16. If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.
17. 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 agency/ Owner.
18. Chief District Medical & Public Health Officer, Khordha will not be responsible for any dispute except paying the hire charges.
19. The driver has to be stationed in the Head Quarter with vehicle for use by the officer at any time in 24X7 manner.
20. 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/Petrol & Mobil) shall be paid at the prevailing rate on the day of travel.
21. The vehicles will be provided on regular basis and will not be replaced without prior permission.
22. The Agency/Owner is liable to provide vehicles during office hours and beyond office hours on all working days. The agency shall also have to provide the vehicles on Sundays as well as other public holidays, emergency and exigencies as and when required by the authority for the official work.
23. Beyond office hour, the safe keeping of the vehicles is the responsibility of the agency. In exigencies, the vehicles can be kept in the office premise.
24. 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 bill of the agency/owner. Repeated failure to provide vehicles as and when required by the DPMU will make the agency/owner liable for **Blacklisting**.
25. In case the driver proceeds on leave, the agency shall obtain prior approval/ permission from DPMU at district level. Further, the agency/owner shall provide a suitable substitute.
26. If for any reason the driver is unable to attend the office on any date/ time for which prior permission from DPMU has not been obtained, it is the responsibility of the agency 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/owner. In case no substitute is provided in time, the 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 agency.
27. 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, then the kilometer reading & time shall start from the office campus and end at the same there also.

B. In case the vehicle is being kept under the custody of the travel agency/Owner, 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 travel agency/Owner to the residence of officer concerned (to & fro) shall be borne by travel agency/Owner.

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 DPMU and end with the DPMU as a centre of destination. The cost of kilometer from the O/o travel agency/owner to DPMU (to & from) shall be borne by the travel agency/owner.

28. The agency must ensure that the driver (s) employed possesses a valid driving license. The driver of the vehicle should be well conversant with traffic rules and other regulations prescribed by the Govt. from time to time.
29. It is the sole discretion of Chief District Medical & Public Health Officer, Khordha 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.
30. 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.
31. **Period of Service:** One year from the date of signing of contract further renewable on the basis of performance and condition of the vehicles.
32. **Agreement:** The successful bidder shall execute an agreement with the CDM & PHO, Khordha.
33. **Termination:** Chief District Medical & Public Health Officer, Khordha shall have the discretion to terminate agreement/ 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.
34. **Payment:** Payment shall be made on monthly basis after submission of bill along with the daily logbook and duty slip signed by the designated by the DPMU level.
35. **Arbitration:** Chief District Medical & Public Health Officer, Khordha and the selected agency/owner 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 shall be referred to Chairperson ZSS- Executive committee, whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in Khordha.
36. **Legal Jurisdiction:** All legal disputes are subject to the jurisdiction on Khordha court only.
37. **Monthly Charges:** The minimum mileage (KM per liter of diesel / petrol and lubricant to be reimbursed) to be quoted should not be less than the ceiling and the monthly hire charges must not exceed the maximum limit as detailed below (as per latest Finance Department Circular: 22924 dated 14.08.2023):

Sl. No.	*Type of Vehicle (BS-IV / VI Compliant)	**Max. hire charges (Rs.) per Month (excluding taxes and fuel cost)	Minimum K.M. per one liter of fuel	Minimum K.M. per one liter of lubricant
1.	Bolero (AC) / Tata Sumo Gold (AC) / Ertiga (AC) - Diesel	31,000/-	10	1,000

## **SECTION-IV**

### **Important Points:**

1. All vehicles to be provided should be **diesel/ petrol commercial vehicles** only.
2. The vehicles to be provided should not be more than **2 years old** from the date of registration of vehicle.
3. **The vehicle will be designed / branded by the authority as per NHM norms and connected with GPRS by the department.**
4. For providing the vehicle on a **monthly basis**, the monthly rate (**excluding** diesel/petrol & 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 food cost, overtime and mobile Phone.
5. Total number of vehicles to be engaged is subject to vary/change.

### **Evaluation and Selection:**

- a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation.
- c) Technical & Financial Bids shall be opened in the presence of the technically qualified bidders or any of their authorised representatives, who choose to attend in person at the address as mentioned in Sl no.4 of Section-I.
- d) Date of opening of Financial Bids shall be communicated to the technically qualified bidders, if the technical bid evaluation can't be completed on the date of tender opening.
- e) GST will not be taken into consideration for evaluation purpose.
- f) In case of monthly vehicle, the comparative statement shall be prepared by taking Monthly Rent
- g) **Technical evaluation and financial evaluation shall be done by the committee at the office of the respective institution.**
- h) Rest of bidders (except L1) shall be negotiated with L1 rate if the quoted rate exceeds the budget provision.

### **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 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/EMD of the Bidder will be forfeited and the Bidder will be debarred for 3 three years by the authority.

  
C.D.M. C.P.H.O.  
Khorsha

**Part I - Technical Bid - Cover A**

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

VEHICLE APPLIED FOR DPMU		Details
1	Name of the Local Agency/ Individual	
2	Address of the Local Agency/ Individual with telephone no.	
3	E-mail id of the Local Agency/ Individual	
4	Name of authorized signatory	
5	Telephone number of authorized signatory	
6	Instrument No. and date of the tender document cost of Rs.1,000/- (Non-Refundable) submitted by the organization (In shape of Demand Draft)	
7	Instrument No. and date of the EMD of Rs.10,000/- submitted by the organization(In shape of Demand Draft)	
8	Registration Certificate of the Local Agency (Attach self-attested copy of the Registration Certificate in case of the Agency)	
9	PAN (Attach self-attested copy of PAN Card)	
10	GSTIN Certificate (Attach self-attested copy of GSTIN)	
11	Turnover for last 3 Financial Years. (Attach self-attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. 2020-21 to 2022-23)	
12	Proof of provision of vehicles to Govt./ Semi-Govt. Organizations / PSUs / Banks etc. during the last three financial years i.e. 2020-21, 2021-22 & 2022-23. (Attach self-attested copies of Work Orders received from Government / Semi-Government / PSUs/ Banks etc. during last three Financial Years.)	
13	Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening)	
	Name of Owner	
	Model of the vehicle	
	Date of Registration	
	Registration No.	
	Age of Vehicle (in Years & Months)	
	Fitness Certificate	
	Commercial Permit Certificate	
	Road tax Clearance up to	
	Validity of Insurance up to	
Pollution Certificate up to		
Variant of vehicle (Diesel / Petrol)		
14	Undertaking to provide new vehicle or good conditioned vehicles (not more than 2 years old) (Attach the undertaking with signature & seal of the Agency/ individual)	
15	Undertaking that the vehicle to be provided will not belong to any employee under Chief District Medical & Public Health Officer, Khordha or his/her relative. (Attach the undertaking with signature & seal of the Agency/ Individual)	
16	Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization Semi Government Organization / Agency/ Individual (Attach the Original undertaking on a non- judicial stamp paper of Rs.20/- with signature & seal of the Agency/ Individual)	
18	Total Years of Experience (Copies of Work Order & Performance certificate)	

**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 Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

  
C.D.M. & P.H.O.  
Khordha

**Part II - Financial Bid - Cover B**

Rates quoted for hiring of Vehicle on a monthly basis

Particulars	Monthly Hiring charges in Rs. including all charges of the Driver (Exclusive of Fuel Cost & Service Tax)
Type of Vehicle	
Monthly hiring charges of Vehicle (without fuel) with Driver	
Variant of Vehicle (Diesel/Petrol)	
Provision of AC (YES / NO)	

- Fuel (Diesel/Petrol) shall be reimbursed @ 12 Km / Liter basis (Non AC)
- Fuel (Diesel/Petrol) shall be reimbursed @ 10 Km / Liter basis (AC)

**DECLARATION**

1. We are not involvement in any major litigation that may have an impact of affecting or comprising the delivery of services as required under this tender.
2. We are not black listed by any Central / State Government / Public sector undertaking in India.

Yours faithfully,

Place:

Date:

(Signature & Seal of the Authorized Signatory)

  
C.D.M. & P.H.O.  
Khordha