



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

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No. 1127 Date: 06.11.2021



TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed Tenders are invited from interested eligible bidders (Any individual having PAN / Registered Tour operators / Regd. Transport Agency / Regd. Society / Regd. Firm) for hiring of vehicle (TUV 300 / Bolero / Sumo Gold / Ertiga) for District IDSP Mobile Unit, Jagatsinghpur on a monthly basis. The eligible criteria, the terms of reference and the formats for submission of bids are available in Jagatsinghpur district website: <https://jagatsinghpur.nic.in> The bidders have to submit their proposal(s) to the office of the Chief District Medical & Public Health Officer, Jagatsinghpur. The details of proposal(s) complete in all respect superscripting "Tender for hiring of vehicles on rental (Monthly basis) for District IDSP Mobile Unit, Jagatsinghpur on the envelope and should reach the office of the CDM&PHO, Jagatsinghpur on or before **22.11.2021 at 5:00PM** through Speed Post / Registered. Post / Courier only. The technical & financial bids shall be opened at the office of the CDM & PHO, Jagatsinghpur on **24.11.2021 at 11.00 AM**. The authority reserves the right to reject any proposal without assigning any reason thereof.

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Chief District Medical & Public Health Officer,
Jagatsinghpur

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SECTION -I

Date & Time of Tender Submission and Finalization

**DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR
"HIRING OF VEHICLE FOR "District IDSP Mobile Unit, Jagatsinghpur".**

1	Period of Availability of RFP Document	From: 08.11.2021 To 22.11.2021 (Downloadable from website: https://jagatsinghpur.nic.in/)
2	Last date for submission of Tender	Date: 22.11.2021, Time: 5:00 P.M. Address: To, The Chief District Medical & Public Health Officer, Jagatsinghpur District Headquarter Hospital Campus AT/PO/Dist. : Jagatsinghpur, PIN-754103 (Through Speed post / Registered post / Courier only)
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Date: 24.11.2021, Time: 11:00A.M. Place of opening of Tender: Office Chamber of Chief District Medical & Public Health Officer, Jagatsinghpur (Bidders/authorized representative may remain present at the time of opening of Tender)

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SECTION -II
INSTRUCTIONS TO
BIDDERS

1. Scope:

Interested bidders fulfilling the eligibility criteria may submit their bid.

2. Eligibility Criteria

- Any individual having PAN / Registered Tour operators / Regd. Transport Agency / Regd. Society / Regd. Firm can participate in the tender process.
- The tender must be accompanied by **EMD of Rs. 5, 000/- (only in case bidders applying for engagement of vehicle on monthly hiring basis) in the envelop of technical bid** by way of demand draft, drawn on any Nationalized / Scheduled Bank in favour of **Chief District Medical & Public Health Officer, Jagatsinghpur, payable at Jagatsinghpur**. Tenders not accompanied by earnest money will not be considered. EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful bidders will be retained as performance security & will be refunded on successful completion of the job without interest after the terms of the agreement.

Note: Vehicles with only commercial registration shall be accepted.

3. Submission and Signing of Tender

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 as 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 superscribe as "Tender for hiring of vehicles on rental (Monthly basis) for District IDSP Mobile Unit, Jagatsinghur". The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. It should be superscribed in the outer envelope tender for "District IDSP Mobile Unit, Jagatsinghpur. The tenders (Cover & inner envelops) should be addressed to:

The Chief District Medical & Public Health Officer,
District Headquarter Hospital Campus,
Jagatsinghpur, PIN: 754103, Odisha.

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If the envelope is not sealed and not marked as mentioned above, then the Office of Chief District Medical & Public Health Officer, Jagatsinghpur will assume no responsibility for the tender's misplacement or premature opening.

The details of proposal(s) complete in all respect should reach the office of the CDM&PHO, Jagatsinghpur **on or before 22.11.2021 (till 5:00PM)** by **Speed Post/ Registered Post / Courier only**. Telex, cable or facsimile tenders will be rejected.

4. All the tenders received within the due date & time will be opened on **24.11.2021 at 11:00 A.M.** The financial bid of those bidders shall be opened whose technical bid are found to be qualified.

5. Content of the Tender Submission

The sealed envelope shall contain the following:

1. EMD of **Rs.5,000/-** only in the shape of a Demand Draft (for **the vehicle** they want to offer) **in the envelop of technical bid** in favour of the **Chief District Medical & Public Health Officer, Jagatsinghpur**. The tender not accompanied with the EMD will not be considered.
2. **Annexure-I (Technical Bid)** duly filled in with proper signature and seal of the bidder
3. Documentary evidence (Self attested Photocopy) for all above details (as per Annexure-I) to be attached.
4. Any other details, the bidder like to include in the proposal.
5. **Annexure-II (Financial Bid)** duly filled in with proper signature and seal of the bidder.

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SECTION -III
TERMS OF REFERENCE

Hiring of Vehicle for District IDSP Mobile Unit, Jagatsinghpur

Location & Operational Area of Vehicle:

1. The vehicles of the IDSP Mobile Unit will be located at District Headquarter at the disposal of District Public Health Officer (DPHO).
2. The vehicle will move for monitor and supervise the IDSP Programme (Disease Surveillance, Laboratory Surveillance, IHIP, NVHCP, NRCP, NPCCHH) and other activities under IDSP with timely investigation of outbreaks as when require.
3. The Micro Plan and route chart will be prepared in consultation with the CHC, MO I/C, PHEO, Pharmacist, BPM of the CHCs.

Essential Features of Vehicle to be engaged

1. The vehicle should have commercial licenses. The vehicle should not be more than three years old from the date of the service request. Vehicles older than five 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.
2. The hired vehicle, during period of contract, shall have all necessarily valid MV documents such as: Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Value Contract Carriage permit, Proof of up-to-date tax payment etc. and D.L of the driver which are to be available all the times.
3. GST Registration is compulsory for any Service Provider to provide hired vehicle to Government Offices.
4. The vehicle should be in 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.
5. 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.
6. **Specification:**

Sl No.	Type of Vehicle permissible to be hired	Make & Model	Minimum Average Mileage in kms per litre	Maximum Hire charges per month excluding taxes(*)
(1)	(2)	(3)	(4)	(5)
1	AC / Diesel/Petrol driven vehicle having sitting capacity not less than 7 persons including driver.	(TUV 300 / Bolero / Sumo Gold / Ertiga)	10 km/ltr	Rs.31,000/-

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Major Standards of Vehicle to be engaged

1. Vehicles will be hired locally at District level on contract basis. The contracts shall be initially for a period of one year. It may be extended for another one year subject to the satisfactory performance.
2. The vehicles shall report to the District Public Health Officer for duty on all day in a month except Govt. holidays. If emergency arises the driver may be called to report in any holidays.
3. Agency shall ensure that the vehicle should be parked at the place as advised by the authority 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 Department. Moving away without the knowledge of the Controlling Officer of the Department will be considered as non-available and will be liable for penalty.
4. All the expenditure of the vehicle towards repair, maintenance, replacement of the spare parts, lubricating oil of engine, gear Box & differential coolant, Tyers & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of vehicle in a state will be borne by the Agency expect parking and toll gate charges which are reimbursed on production of original receipt.
5. 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.
6. The monthly rate of hire charge shall be quoted separately in the price bid (excluding fuel) as per the format below:

Sl. No.	Type of vehicles permissible to be hired	Make & Model	Quote the Minimum Average Mileage in KMs per liter (Minimum 10 KM Ltr.)	Quote the Lubricant in KMs per litre (Minimum 1000 KM/Ltr)	Quoted hire charges per month excluding GST (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)
1	AC/ Diesel/Petrol driven vehicles having sitting capacity not less than 7 persons including driver.	TUV 300 / Bolero / Sumo Gold / Ertiga			

7. In the event of break down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
8. Agency to 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 care category). The fare charges shall be charged to service provider.
9. Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
10. The vehicles shall be required generally for 12 hours in a day (8 AM to 8 PM). It will make halt if required.
11. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.



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12. The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the user and counter checked by the DPHO of the District on regular basis. The said log book of the vehicle will be surrendered after termination/completion of the term of agreement.
13. The user Department shall invest additional fund for branding and other minor fabrication (if required).
14. If the bidder violates any of the terms of contract, District Authority shall forfeit the entire amount of security deposit.
15. The successful bidder shall execute an agreement with the CDM&PHO, Jagatsinghpur for engagement of vehicle.
16. Payment towards hiring charges will be paid on monthly basis as per the terms of reference within fifteen days of the submission of bills by the service provider. No advance payment will be made in any circumstance.
17. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.

Driver Deployed:

The agency shall be responsible for the acts and needs of drivers for the vehicle that include following:

1. Driver that possesses a valid commercial driving license shall be deployed by the agency and should be sufficiently experienced in driving transport passenger vehicle.
2. Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific color as per requirement of the principal. The agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLE RULES (amended up to date) and photo identity cards to the drivers.
3. The driver of the vehicle deployed for user department duties maintain polite & courteous behavior towards department user as well as to other department staff. Following may be construed as "Misbehavior" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of service
 - i) Denial of duty during contract period, or during hours as noticed by user department;
 - ii) Use of abusive language;
4. 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.
5. Driver must be provided a working mobile phone and contact number is provided to user department and it should be kept open 24 x 7.
6. 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.
7. The driver shall reachable at all times during duty hours.
8. The driver should have a clean track record without any history of conviction in the court of law.
9. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, the driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
10. 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. Charges of calls /SMSs will be on agency's account.
11. 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.

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Statutory Rules Compliance & Taxes :

1. The agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles details for 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.
2. 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.
3. The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver or 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 department will not be liable in any manner.
4. The agency shall be responsible for ensuring compliance with the provisions related to Labour law and especially Minimum wages Act, payment of Wages Act, PR, 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 sole responsibility of the agency.
5. The agency shall be personally responsible for any theft, misconduct and/ or disobedience on the part of drivers so provided by him.
6. 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.
7. The vehicle deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.
8. The vehicle cannot be put to any private/commercial user beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract will immediate effect. The 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.
9. The mileage count will start from the location of pickup and not extra kilometers from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to garage.

Service Provider Obligations:

1. The agency shall not be allowed to sub-let the contract.
2. The agency shall only provide vehicles which have the comprehensive insurance.
3. Police verification for deployed driver shall be ensured by the agency.
4. Agency shall update the log book at least once 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 to the authority.

The obligation of User Department

1. The authority of user department shall make the payment towards hiring charges of the vehicle at the end of every month by credit into to bank account of the Agency through/ECS/RTGS within 15 days from the date receipt of bills complete in all respect. User department shall pay the vender 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.
2. The payment shall be subject to any deductions such as penalties, statutory deduction etc.
3. The authority shall accept the log book entries updated by Driver. Failure to take action on a log book entry updated by Driver shall result in auto acceptance of reading provided by service provider.
4. The authority shall be responsible for costs relating to fuel, toll gate charges, parking charges and oil topping up between service and other statutory levies, if any paid during the journey would be billed on actual and shall be paid by principal.
5. All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.
6. The Department / Office hiring the vehicle shall not be responsible for any damage / loss cause to hired vehicle or loss of life / injury made to any person or damages to any property on account of use of the vehicle in any manner whatsoever. The hirer shall not be responsible for all such litigation.

Termination:

1. If the services are found to be unsatisfactory, the authority shall have the right to terminate the agreement, upon it giving 3(three) months notice in writing.
The contract will also be terminated in case of following reasons:
 - a) If the behavior of the Driver is not proper.
 - b) If the driver reports in an inebriated state or consume alcohol while on duty.
 - c) Any attempt to tamper the MVC vehicle log book.
 - d) In case of the vehicle does not report timely and regularly.
 - e) In case the driver of the vehicle is found to be involved in any criminal matter.
 - f) In case the service provider intends to withdraw the services of his vehicle and terminate the agreement. It shall be made mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
2. The agency shall have the option to terminate the agreement upon giving 3(three) month notice in writing and upon refund of ay rental fees paid in advance, over and above the notice period.
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.

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.

Assignment & change in ownership/management

The agency shall not assign or transfer its obligations and 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 principal.

The agency shall immediately notify authority of any change of ownership or management of the agency's business.

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EMD/Security Deposit:

- Bidders shall have to deposit EMD of Rs.5,000/- (Rupees five Thousand only) for the vehicle offered in the form of Demand Draft in favour of Chief District Medical & Public Health Officer Jagatsinghpur along with their tenders. Tenders received without EMD will not be entertained / considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque / cash will not be accepted / considered and rejected. No interest would be paid on the EMD.
- Forfeiture: The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per ToR in any respect within the period of validity of tender.
- Refund: (i) EMD will be refunded to the unsuccessful tenderer within thirty days from the date of issue of work order to the successful tenderer and no interest would be paid thereon; and (ii) EMD of the successful tenderer will be converted into security deposit. No interest will be paid on the EMD/Security deposit.
- Extension of EMD: In case the contract signed with service provider (successful bidder) is extended beyond one year, on mutual consent, the service provider will have to submit fresh EMD for the extended period.
- Refund of security deposit: Will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest would be paid thereon.

Tender Procedure

- Evaluation shall be done for Monthly Basis.
- The tender should be submitted in the proforma given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory on each page.
- The District Selection Committee will open technical bids and only invite the qualified technical bidders for opening of financial bids.
- Late/ delayed tenders to any reason whatsoever will not be accepted/ considered at all under any circumstances.
- Comparative statement duly signed by Tender Selection Committee will be approved.
- The agreement will be executed between Chief District Medical & Public Health Officer Jagatsinghpur and the approved L1bidder.

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Technical Bid

**“Tender for hiring of vehicles on rental (Monthly basis) for
District IDSP Mobile Unit, Jagatsinghpur,”.**

Name of the District: Jagatsinghpur

1.	Name of the Bidder	
2.	Address & Telephone/Mobile No.	Address: Mob.:
3.	E-mail of the contract person, if any	E-mail ID:
4.	ID Proof of the Individual / Registration certificate of the Organization(Photocopy)	
5.	Details of EMD enclosed (EMD @Rs.5,000/- per vehicle to be submitted)	Name of Bank: DD No. Date of Issue:

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6.	<p>Details of Vehicle (s) enclosed (Only vehicle with Commercial registration shall be accepted)</p> <ul style="list-style-type: none"> • Date of Purchase • Make & Model • Vehicle Registration No. • GST Registration No. • Insurance certificate • Fitness Certificate, • Up to date tax payment <p>Documentary evidence (Self-attested photocopy) for all above details to be attached.</p>	<p>Date of Purchase: _____</p> <p>Make: _____ Model: _____</p> <p>Vehicle regd. No.: _____</p> <p>GST Regd. No.: _____</p> <p>Insurance Certificate Valid up to _____</p> <p>Fitness Certificate Valid Up to.: _____</p> <p>Tax Paid & Valid Up to _____</p>
7.	<p>Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs (To be furnished in non-judicial stamp paper of worth Rs.20/- duly certified by Notary)</p>	<p>Attach the undertaking with signature & seal of the organization</p>

N.B: EMD @Rs.5,000/- per vehicle to be submitted

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

Date: (Signature & Seal of the Authorized Signatory)

Name:

Designation & Seal:

(Signature)
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(Signature)
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(Signature)
6/11/2021

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ANNEXURE-II

Financial Bid

**“Tender for hiring of vehicles on rental (Monthly basis) for
District IDSP Mobile Unit, Jagatsinghpur”.**

A. Monthly Basis:

Sl. No.	Type of Vehicle with Name, Make & Model	Quote the Minimum Average Mileage in KMs per liter (Minimum 10 KM / Ltr.)	Quote the Lubricant in KMs per litre (Minimum 1000 KM/Ltr)	Quoted hire charges per month excluding GST (in Rs.)
(1)	(2)	(3)	(4)	(5)

(*Pl. refer to the type of vehicle & the Max. Monthly hire charges requirement etc. mentioned at Section –III of the RFP)

Signature

Name _____
(Any individual having PAN / Registered Tour operators / Regd. Transport Agency / Regd. Society / Regd. Firm)

Date:

Place:

Seal _____

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