

**EXPRESSION OF INTEREST FOR HIRING OF VEHICLES UNDER THE
ADMINISTRATIVE OF CDM & PHO, DHENKANAL.**

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

Advt. No : 2372/2024-25/CDM&PHO, Dhenkanal

Dated: 03/08/2024

| | |
|---|---|
| Date of available of EOI documents | From Dt. 05/08/2024 on website : dhenkanal.odisha.gov.in |
| Last Date & Time for submission of the EOI document by Courier /Speed Post / Registered Post. | Dt.20/08/2024 till 5.00pm |
| Date & time of opening of EOI(Technical Bid & Financial Bid) | Dt.21/08/2024 till 11.30am |
| EOI Paper Cost (Non-refundable) | Rs.1,000/- (One thousand) |
| EMD | Rs.10,000/-(Ten thousand) |
| Place of opening of EOI | 5th Floor, Conference Hall, O/o : CDM & PHO, Dhenkanal |
| Address for Communication & receipt of the bid documents | Chief District Medical & Public Health Officer, District Head Quarters Hospital, Kalika nagar, Dakhinakali Road, Dhenkanal – 759001 E-Mail id : nhmdkl@gmail.com |


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TERMS & CONDITIONS FOR HIRING OF VEHICLE ON MONTHLY/DAILY BASIS

- Sealed EOI are invited from Travel Agencies/Individuals for hiring of vehicles for engagement in O/o:- CDM & PHO-cum-District Mission Director, Dhenkanal on monthly hiring/daily hiring basis.
- The interested bidders may download the EOI documents from the website www.dhenkanal.odisha.gov.in
- The bidders shall have to submit the bids in two parts i.e. Technical Bid (Annexure – I) and Financial Bid (Annexure – II). The formats and documents to be submitted in technical & financial bid are mentioned in the EOI documents. The bidder should submit their technical & financial bid separately in two envelopes and these two envelopes should be put into another cover envelop super scribed as “EOI for hiring of vehicles on rental basis in reference to advt. no”. The technical & financial Bid envelopes should be clearly marked as Technica lBid & Financial Bid on the top of the relevant envelopes. The EOIs (Cover & inner envelopes)should be addressed to:

**The CDM & PHO cum District Mission Director,
District Head Quarter Hospital (DHH),
Kalika Nagar, Dakhinakali Road, Dhenkanal-759001.**

- The EOI documents shall reach The CDM & PHO, Dhenkanal through speed post/registered post/ courier only.
- The EOI must be accompanied by EMD of Rs 10,000/- (Rupees Ten Thousands Only) & EOI paper fees of Rs.1,000/- (Rupees One Thousand Only) in Technical bid by way of Demand Draft, drawn on any Nationalized/ Scheduled Bank in favour of “ZSS NON-NRHM A/C” payable at Dhenkanal. EOIs not accompanied by EMD & EOI paper cost shall not be considered. EMD of unsuccessful bidders shall be returned without interest on finalization of bid. EMD of successful bidders will be retained & will be refunded on successful completion of the contract period without interest.
- The monthly hiring charge shall be quoted separately in the price bid including all charges of the Driver (Excluding of Fuel Cost).
- The minimum mileage (KMs per liter of diesel / petrol and lubricant to be reimbursed) to be quoted should not be less than the ceiling as detailed below (as per latest Finance Department Circular: 22924 dated 14.08.2023):

| Sl. No. | *Type of Vehicle(BS-VI Compliant) | **Maximum hire charges (Rs.) per Month (Excluding taxes and fuel cost) | Minimum Average Mileage (In K.M. per one liter of fuel) | Minimum K.M. per one liter of lubricant |
|---------|---|--|---|---|
| 1 | Tiago/ Bolt/ SwiftDzire(AC) / Xcent(AC)Petrol | 20,000/- | 17 | As per Govt. Norm |
| 3 | Mahindra XUV500/ TUV500/Bolero(AC)/Tata Sumo Gold(AC)/Maruti Ertiga(AC) or similar type of vehicles | 31,000/- | 10 | As per Govt. Norm |

*The vehicle to be provided shall not be older than three (3) years and must be BS-VI compliant commercial vehicle.

**The monthly hire charges must not exceed the maximum limit as fixed by finance Deptt. office memorandum no. 22924, Dated: 14.08.2023.

- The financial bids shall be opened whose technical bid are found to be qualified.
- The vehicle should have valid — Registration, Commercial permit (Contract Carriage Permit), Insurance coverage, Fitness certificate, Pollution clearance certificate and Road tax clearance.
- The vehicle shall not be more than three years old BS-IV/VI vehicle from the initial registration and also in good running condition during the period of contract.
- The period of contract shall initially be for one year with effect from the date of signing of contract which will be extended for another one year based on satisfactory performance.
- Maintenance and all the taxes such as toll, road tax etc. of the vehicle will be borne by the owner.
- The vehicle which shall be engaged should be free from any outstanding dues with the RTO/STA.
- The original documents of the vehicle must be brought for verification at time of opening of EOI.
- Salary of the driver will be paid by the owner. The fuel cost initially will be borne by the party and reimbursed from authority through bill.


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- The Driver of the vehicle must have a valid Driving License and should be sufficiently experienced in driving transport passenger vehicle.
- In case of vehicle hiring on a monthly basis, the monthly rate for providing the vehicle is excluding of the cost of fuel (diesel / Petrol), Lubricants (Mobil).but inclusive of cost of tyres & tubes, consumables, all major maintenance work with spares and all payments to driver (Salary/ fooding (Lunch/Tiffin)), Overtime and mobile phone. The cost of fuel (Diesel / petrol, Lubricants (Mobil) shall be reimbursed as per actual at the prevailing price of fuel and the rate of fuel consumption depending upon the type of vehicle used.
- The Driver should have a clean track record without any history of conviction in the court of law.
- In case of emergency, the driver will have to report for duty as per the requirement of hirer without any extra payment.
- Owner must make alternative arrangements if regular driver is absent or the vehicle become off-road.
- 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.
- 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.
- If the vehicle /driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.
- No advance payment is payable by the authority to the party. The billing will be done on a monthly basis and it should be submitted by the party within first week of the following month. The payment will be made only those log books and duty slips which have been signed by the authority or any authorized officer. It will be responsibility of the driver to get approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day-to-day basis. Log book to be maintained as per Annexure-III.
- No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behavior etc. of the driver.
- There will be an agreement between authorities and party for availing the services either party can discontinue the service with one month prior intimation to other party.
- The authority has the liberty to place engagement order for no. of vehicles depending upon the requirement of vehicle as and when required for various health institutions and in that case the service provider cannot deny providing for additional vehicle.
- During the journey to a particular place if fine or penalty imposed by RTO in lieu of the behavior of the driver, the owner has to borne the fine or penalty amount.
- If the services are found to be unsatisfactory, the client shall give one month notice and terminate the, agreement. The Contract will also be terminated in case of following reasons;
 - If the behavior of the Driver is not proper;
 - Any attempt to tamper the log book.
 - In case of the vehicle do not report regularly;
 - In case the driver of the vehicle is found to be convicted.
- In case of the service executed is not to the satisfaction then the authority shall issue show cause notice to the party to comply the conditions as mentioned in the agreement. In case of non-Compliance authority may terminate the agreement and also can forfeit any amount due to party.
- The Agency /Individual is liable to provide vehicle during office hours, beyond office hours on all working days. The agency shall also have to provide the vehicles in Sundays as well as other public holidays as and when required by the authority to meet the emergency/Exigency.
- In case the vehicle is being kept under the custody of travel agencies /Individual then the kilometer reading & time shall start from the office/residence of the officer concerned and end there also. The cost of kilometer from the travel agency office/Individual house to the residence of officer concerned (to & fro) shall be borne by travel agencies/Individual.
- 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 office of DHH/concerned office and end with DHH/concerned office as a centre of destination. The cost of kilometer from the O/o travel agency/Individual to office of DHH office (to &fro) shall be borne by the bidder.
- It is the sole discretion of CDM & PHO-cum-District Mission Director, Dhenkanal to extend the period of the contract order 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.
- Arbitration: District Mission Directorate, NHM and the selected agency /Individual will make every

effort to resolve amicably by direct negotiation, any disagreement of dispute arising between them under or in connection with the work assigned, in case of their failure to resolve, the matter will be referred to District Mission Directorate, NHM whose decision will be final and binding on both parties. The arbitration proceeding if any shall be held in Dhenkanal.

- EMD will be refunded to the bidder after sixty days from the date of completion of the contract period and no interest would be paid thereon.
- Contract period may be extended for another one year after completion of 1st contract of twelve (12) months if the performance of the service provider is satisfactory.
- In case any misconduct is observed in part of driver / owner of vehicle/ Travel agency, the agreement will be terminated within seven days of notice.
- The TDS as applicable will be charged on prevailing rate.
- All legal disputes are subject to the Jurisdiction on Dhenkanal courts only.
- Each page of the EOI form and attached documents must be self attested by the vehicle owner/service provider/Bidder and properly sealed and also attached all relevant documents including draft as per the terms and conditions.
- 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.
- Number of vehicles to be engaged at different Deptt. / Section to be decided by the undersigned out of the empanelled agencies qualified by the above purpose.
- The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
- Declaration to be submitted in Non-Judicial Stamp Paper worth Rs.20/- as per Annexure –IV.
- If the price quoted by two or more Individual /Agencies are same then the preference will be given to bidder having new vehicle.

Sd/-
CDM& PHO-cum-DMD,
Dhenkanal


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Annexure-I
"HIRING OF VEHICLE"

TECHNICAL BID

The details in respect of the Agency/Individual are as given below:

| | | |
|----------------------------|--|--|
| 1 | Name of the Service provider | |
| 2 | Status of the Bidder (Travel Agent/Individual) | |
| 3 | Detail Address with Phone no. of bidder | |
| 4 | Registration Certificate in case of (Travel Agent/Individual) (Proof to be attached) | |
| 5 | GST Registration (Proof to be attached)(Optional in Case of Individuals) | |
| 6 | IT return acknowledgement of the Financial year 2020-21, 2021-22 & 2022-23.(In case of Individual IT return for the FY 2022-23) | |
| 7 | PAN Detail (Proof to be attached) | |
| 8 | Detail of E.M.D of Rs.10000/- in favour of "ZSS NON- NRHM A/C" payable at Dhenkanal. | |
| 9 | Details of EOI paper cost of Rs.1000/- in favour of "ZSSNON-NRHM A/C" payable at Dhenkanal. | |
| 10 | No. of Vehicle available other than bid vehicle | |
| 11 | No. of drivers employed by the organization. (Proof of Driving License to be attached) | |
| 12 | Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening in case of Individual bidder) | Name of Owner with complete address |
| | | Make & Model of the vehicle |
| | | Year of Manufacturing |
| | | Registration No. & date of registration |
| | | Commercial License |
| | | Permit Validity upto |
| | | Fitness Certificate |
| | | Road tax Clearance upto |
| Validity of Insurance upto | | |
| | PUCC certificate | |
| 13 | Declaration-(To be furnished in non- judicial stamp Paper of worth Rs.20/-duly certified by Notary) As per the format in Annexure-A | |

Declaration

I/we hereby certify that the terms and conditions given with the EOI 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:
Place:

(Signature of the Authorized Signatory)
Name:
Designation:
Seal:


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Annexure-II
"HIRING OF VEHICLE"
FINANCIAL BID

Rates quoted for hiring of Vehicle (4-wheeler Passenger Vehicle) on a monthly basis

| Sl. No. | Type of Vehicle(BS-VI Compliant) | Maximum 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 | Maximum K.M. per one ltr. fuel to be quoted | Price Quoted for hiring charges per month (Excluding taxes) (In Rs.) |
|---------|--|--|------------------------------------|---|---|--|
| 1 | Tiago/ Bolt/ SwiftDzire(AC) / Xcent(AC) Petrol | 20,000/- | 17 | As per Govt. Norm | | |
| 2 | Mahindra XUV500/ TUV500/Bolero(AC)/Tata Sumo Gold(AC)/Maruti Ertiga(AC) Diesel | 31,000/- | 10 | As per Govt. Norm | | |

Rates quoted for hiring of Vehicle (4wheeler Passenger Vehicle) on a daily basis

| Particulars | Daily Hiring charges in Rs. Including all charges of the Driver (Excluding of Fuel Cost & Tax) | | |
|--|--|-----------------------------------|---|
| Type of Vehicle | Swift Dzire (AC)/ Xcent(AC) Petrol | Swift Dzire(AC)/ Xcent(AC) Diesel | Mahindra XUV500(AC)/ TUV500(AC)/ Bolero(AC)/ Tata Sumo Gold (AC)/ Maruti Ertiga (AC)-Diesel |
| Daily hiring charges of the Passenger Vehicle (without fuel)withDriver | | | |

- Fuel (Diesel) shall be reimbursed @ 12Km / Litre basis (Non AC)
- Fuel (Diesel) shall be reimbursed @ 10Km / Litre basis (AC)
- Fuel (Petrol) shall be reimbursed @ 14Km / Litre basis (Non AC)
- Fuel (Petrol) shall be reimbursed @ 12Km / Litre 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 EOI.
2. We are not blacklisted by any Central/ State Government /Public sector undertaking in India.

Yours faithfully

Signature

Name:

Designation:

Seal:

Date:

Place:


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Annexure-III

Log-Book

| Date | Place of departure and time | Place of arrival and time | Kilometre age/ Hours done | Purpose of journey | Name and designation of officer using |
|------|-----------------------------|---------------------------|---------------------------|--------------------|---------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

| Petrol/Diesel | | | | | Signature of the Driver | Signature of the officer | Remarks |
|------------------------|-------------------------|-------|-------------------------|-----------------|-------------------------|--------------------------|---------|
| Petrol/ Diesel in tank | Petrol/ Diesel supplied | Total | Petrol/ Diesel consumed | Balance in tank | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | | | | | |


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DECLARATION

(To be submitted in Non-Judicial Stamp Paper worth Rs.20/-)

I/We _____ do hereby declare that I/We have not been de-recognized / blacklisted by the EOI inviting authority or by any state Govt. or Central Govt. organization.

I/We agreed that the EOI Inviting Authority can forfeit the Earnest Money Deposit and blacklist me/ us for a period of 3 years if, any information furnished by me / us proved to be false at the time of inspection/verification and not complying with the EOI terms and conditions.

Seal & Signature


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