

**OFFICE OF THE SUPERINTENDENT, SDH,HINDOL,DHENKANAL**

RFP No-\_960 / 2024-25/SDH-Hindol/Dhenkanal Dated: \_20/12/2024

**EXPRESSION OF INTERSET FOR ENGAGEMENT OF VEHICLES UNDER THE ADMINISTRATIVE OF SUPERINTENDENT,SDH,HINDOL, DHENKANAL.**

Date of Commencement of sale/Available of EOI documents : 23/12/2024 through website i,e www.dhenkanal.nic.in

Date and time of sale/available of EOI documents : 23/12/2024 through website i,e www.dhenkanal.nic.in

Last Date & Time for receipt of EOI Documents : 10/01/2025 till 3.30pm

Date of time for opening of EOI (Technical Bid) : 10/01/2025 at 04:00PM

Date and time of opening of EOI (Financial Bid) : Same date

Place of Opening of EOI : O/O- Superintendent, SDH,Hindol, Dhenkanal

Address for Communication : O/O-Superintendent, SDH,Hindol  
At/Po: Hindol,Sub Divisional Hospital  
Dhenkanal – 759022

Email Id: sdmohindol1@gmail.com

  
20/12/24  
**Superintendent  
SDH,Hindol  
Dhenkanal**

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

- Sealed EOI are invited from Agencies/Individuals for hiring of vehicles for engagement in O/O- the Superintendent, SDH, Hindol, Dhenkanal on monthly hiring/daily hiring basis
- The interested bidders may download the EOI documents from the website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.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 Technical Bid & Financial Bid on the top of the relevant envelopes. The EOIs (Cover & inner envelopes) should be addressed to:

**The Superintendent, SDH, HINDOL**  
**At/Po: Hindol, Dhenkanal-759022**

- The EOI documents shall reach The Superintendent, SDH, Hindol, 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 Sub Divisional Medical Officer Hindol payable at Hindol . EOIs not accompanied by earnest money & EOI paper fees 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 job without interest.
- The monthly hiring charge shall be quoted separately in the price bid including all charges of the Driver (Excluding of Fuel Cost & Lubricants).
- 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: 30464 dated 06.09.2019 & 22924, Dated: 14.08.2023):

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

\*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.30464 dated: 06.09.2019 & 22924, Dated: 14.08.2023.

- The financial bid 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 3years 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 the contract which will be extended for another 1year 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 been 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.
- 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 on a monthly basis, the monthly rate for providing the vehicle is excluding of the cost of fuel(diesel / Petrol), Lubricants (Mobile) but inclusive of cost of tires & tubes, consumables, all major maintenance work with spare sandal payments to drivers' salary fooding (Lunch/Tiffin), Overtime and mobile phone(for incoming calls). The cost of fuel (Diesel / petrol, Lubricants (Mobile) 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 Drivers 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. No extra payment shall be demanded.
- 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 such accident will be the responsibility of the party only.
- If the vehicle /driver do 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.

- No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behavior etc. of the driver.
- There will be an agreement between authority 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 logbook.
  - 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 are 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 residence of the officer concerned and end there also. The cost of kilometer from the O/o travel agency to the residence of officer concerned (to & fro) shall be borne by travel agencies.
- 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 SDH and end with SDH, Office as a centre of destination. The cost of kilometer from the O/o travel agency to office of Superintendent (to &fro) shall be borne by the bidder.
- It is the sole discretion of the Superintendent, SDH, Hindol, 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: the Superintendent, SDH, Hindol 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 the Superintendent, SDH, Hindol whose decision will be final and binding on both the parties. The arbitration proceeding if any shall be held in Dhenkanal.
- 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.

- Contract period may be extended for another one (01) year after completion of 1<sup>st</sup> contract of twelve (12) months if the performance of the service provider is satisfactory.
- The TDS as applicable will be charged on prevailing rate.
- All illegal disputes are subject to the Jurisdiction under Hindol Court only.
- The EOI form must be signed by the vehicle owner/service provider/Bidder and properly sealed and also attached with 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 & Mobile) shall be paid at the prevailing rate on the day of travel.
- No. 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.
- If the price quoted by two or more Individual /Agencies are same then the preference will be given to bidder of the vehicle which is recently purchased.

**S/d:-**  
**Superintendent, SDH,**  
**Hindol, Dhenkanal**

Annexure-I  
"HIRIHGOFVEHICLE"  
**TECHNICAL BID**

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

1	Name of the Bidder	
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)(No need in Case of Individuals)	
6	IT return acknowledgement of the year 2021-22, 2022-23 & 2023-24.(In case of Individual IT return for the year 2023-24)	
7	PAN Detail(Proof to be attached)	
8	Detail of E.M.D of Rs.10000/- in favor of "Sub Divisional Medical Officer Hindol A/C" payable at Hindol.	
9	Details of EOI paper fees of Rs.1000/-in favour of "Sub Divisional Medical Officer Hindol A/C" payable at Hindol.	
10	No. of Vehicle available other than bid vehicle	
11	No. of drivers employed by the organization. (Proof of Driving License to be attached)	
	Name of Owner	
	Model of the vehicle	
	Year of Manufacturing	
	Registration No.	
	Commercial License	
	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:

Annexure-II  
**FINANCIAL BID**

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

Sl. No.	*Type of Vehicle (BS-IV/VI Compliant)	**Max. hire charges (Rs.) per Month (including 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 to be Quoted per month as hiring charges (In Rs.)
01	<b>Bolero ( AC )-Diesel</b>	31,000/-	10	1,000		

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

Particulars	Daily Hiring charges in Rs. Including all charges of the Driver (Excluding of Fuel Cost & Service Tax /GST)		
Type of Vehicle			<b>Bolero ( AC )- Diesel</b>
Daily hiring charges of the Passenger Vehicle (without fuel) with Driver			

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

**"DECLARATION**

1. We are not involved 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 black listed by any Central/ State Government / Public sector undertaking in India.

Yours faithfully,

(Signature)

Date:  
Place:

Name:  
Designation:  
Seal:

CONFIDENTIAL

**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 / black listed 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 of the Notary

  
20/12/24  
**Superintendent  
SDH, Hindol  
Dhenkanal**