

## TERMS & CONDITIONS FOR HIRING OF VEHICLE ON MONTHLY BASIS.

- Any private individuals/ Tour operators / Travel Agency can participate in the tender process.
- The interested bidders may download the tender documents from the website [www.subarnapur.nic.in](http://www.subarnapur.nic.in).
- Interested bidders are fulfilling the eligibility criteria may submit their bid for the **Office of the CDM&PHO / DPMU, NHM, Subarnapur**
- The bidders interested to submit their bids with the required **EMD & documents at the office of the CDM&PHO of Subarnapur**, is mentioned in section I: Schedule of Tender Submission.
- The tenderers shall have to submit the bids in two parts i.e. Technical Bid (Annexure – 1) and Financial Bid (Annexure – II). The formats and documents to be submitted in technical & financial bid are mentioned in the tender 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 “**Tender for hiring of vehicles under CDM&PHO/DPMU, NHM**”. 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 envelops) should be addressed to:  

**The C.D.M.&P.H.O-cum-District Mission Director**  
**District Head Quarter Hospital (DHH)**  
**Subarnapur – 767017**
- The tender must be accompanied by EMD of 10,000/- in Technical bid by way of Demand Draft, drawn on any Nationalized / Scheduled Bank in favour of ZSS- Non NRHM Funds Subarnapur payable at Subarnapur. Tenders not accompanied by earnest money shall not be considered. EMD of unsuccessful tenderers shall be returned without interest on finalization of bid. EMD of successful tenderer will be retained & will be refunded on successful completion of the job without interest.
- The preference will be given to local bidder or bidder having office in the concerned area where vehicle to be engaged.
- The monthly rate of hire charge shall be quoted separately in the price bid including all charges of the Driver (Excluding of Fuel, Mobil (Lubricants) Cost & Service Tax).
- 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 on monthly basis shall not be more than 2 years old 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
- Maintenance and all the taxes of the vehicle will borne by the owner.
- The vehicle which shall be engaged should be free from any outstanding dues with the RTO/STA.
- Salary of the driver will paid by the owner.

- 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), Lubricants (Mobil) but inclusive of cost of tyres & Tubes, consumables, all major maintenance work with spares and all payments to drivers salary fooding (Lunch/Tiffin), Overtime and mobile phone (for incoming calls).
- 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 hire. 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.
- No advance payment is payable by the authority to the party. The billing will be done on a monthly basis (Monthly hiring charge + Lubricants) 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, behaviour etc. of the driver.
- There will be an agreement between authority and party for availing the services either party can discontinue the service with 1 month prior intimation to other party.
- 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 kilometre reading & time shall start from the office concerned and end there also. The cost of kilometer from the O/o travel agency to the office concerned (to & fro) shall be borne by travel agencies.



- It is the sole discretion of CDM&PHO-cum-District Mission Director, NHM, Subarnapur 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: CDM&PHO-cum-District Mission Director, NHM, Subarnapur 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. The arbitration proceeding if any shall be held in Subarnapur.
- 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 (1) year after completion of 1<sup>st</sup> contract of (12 months) if the performance of the service provider is satisfactory.
- The income tax as applicable will be charged on prevailing rate.
- All legal disputes are subject to the Jurisdiction on Subarnapur courts only.
- The Tender 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.
- **The authority reserves the right to reject all or any of the tenders without assigning any reason thereof.**

***Documents to be submitted with the tender:***

1. Copy of registration for the vehicle.
2. Copy of driver's driving license.
3. Copy of up to date road tax payment receipts.
4. Copy of vehicle insurance.
5. Copy of PAN card.
6. Affidavit for deployment of vehicle within 15 days (in case of new vehicle)
7. Affidavit for declaration of not blacklisted by any Organization.
8. EMD of 10,000/- in Technical bid by way of Demand Draft.
9. Undertaking that the vehicles to be provided will not belong to any employee of ZSS Subarnapur or his / her relative.

Annexure-I  
**“HIRING OF VEHICLE ON MONTHLY BASIS”**  
**TECHNICAL BID**  
**(Mark ✓ where provide)**

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

1	Name of the Bidder	
2	Status of the Bidder (Travel Agent / Private Organisation/Individual)	
3	Mention Name of the place applied for (i.e. CDM&PHO or DPMU)	
4	Detail Address with Phone no. of bidder	
5	Registration Certificate in case of (Travel Agent / Private Organisation/NGO) (Proof to be attached)	
6	Service Tax Registration (Proof to be attached)	
7	PAN Detail (Proof to be attached)	
8	Detail of E.M.D of Rs.10, 000/- in favour of “ZSS MISCELLANEOUS A/C payable at Subamapur.	
9	No. of Vehicle available other than bid vehicle	
10	No. of drivers employed by the organisation. (Proof of Driving License to be attached)	
12	<b>Vehicle Details</b> (All proof to be attached and originals to be produced at the time of bid opening)	Name of Owner
		Model of the vehicle
		Year of Manufacturing
		Registration No.
		Commercial License
		Fitness Certificate
		Road tax Clearance up to
Validity of Insurance up to		
13	Declaration - I/We are not blacklisted by any Central/State Government/Public Sector Undertaking in India. (To be furnished in non judicial stamp paper of worth Rs.10/- duly certified by Notary)	

**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 organisation 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

Particulars	Monthly Hiring charges in Rs. including all charges of the Driver (Excluding of Fuel Cost & Service Tax)
Type of Vehicle	
Monthly hiring charges of the Passenger Vehicle (without fuel) with Driver	

- Fuel (Diesel) shall be borne by this office @10Km / Liter basis
- Mobil (Lubricants) shall be reimbursed after running 1000 K.m.

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,

(Signature)

Date:

Name:

Place:

Designation:

Seal: