



**OFFICE OF THE CHIEF DISTRICT MEDICAL &  
PUBLIC HEALTH OFFICER, SUBARNAPUR**

**DISTRICT PROGRAMME MANAGEMENT UNIT, NHM**

E-mail: [nhm.subarnapur@gmail.com](mailto:nhm.subarnapur@gmail.com)



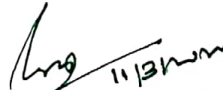
Govt. of Orissa

Letter No: 619

Date: 11.3.2024

**NOTICE INVITING TENDER FOR ENGAGEMENT OF VEHICLE**


Sealed tenders are invited in the prescribed format from Travel Agencies / Individuals for engagement of vehicle on monthly basis. Interested Registered Travel Agencies/ Tour operators/Individuals may download the detailed terms and conditions and formats from district website [www.subarnapur.nic.in](http://www.subarnapur.nic.in) and submit on or before 27.03.2024 by 4 P.M. along with the required documents. The sealed tender will be opened on 28.03.2024 at 11.00 A.M in the office chamber of the undersigned. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

  
11/3/2024  
**CDM & PHO-cum-DMD  
Subarnapur**

Memo No: 620

Date: 11.3.2024


Copy to the Joint Director (Advertisement), I & PR Dept., Govt. of Odisha, Bhubaneswar for information and with a request to publish the above tender in two leading Odia news paper for wide circulation and submit a copy to the undersigned for official record.

  
11/3/2024  
**CDM & PHO-cum-DMD  
Subarnapur**

Memo No: 621

Date: 11.3.2024

Copy to DIO, NIC, Subarnapur for information and with a request to upload the soft copy of the tender documents in the district website for wide circulation.

  
11/3/2024  
**CDM & PHO-cum-DMD  
Subarnapur**



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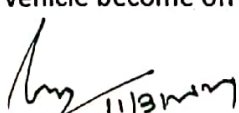


**NOTICE INVITING TENDER FOR ENGAGEMENT OF VEHICLE**

Sealed tender are invited in the prescribed format from Registered Travel Agencies/ Tour operators/Individuals for engagement of vehicle with A/C by the CDM & PHO, Subarnapur to use as Mobile Mental Health Unit under NMHP.

**Terms & Conditions**

1. The vehicle should not more than 3 years old & having seating capacity within 07 to 09 persons including driver.
2. The vehicle will be Branded and connected with GPRS by the Health department. The GPRS equipment would be installed in the vehicle by the Health Department.
3. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
4. For effective coordination, the driver of the vehicle has to be provided with a mobile phone by the Vehicle owner.
5. The Driver should have a clean track record without any history of conviction in the court of law.
6. The entire major and minor repair for the vehicle shall be made by the vehicle owner himself. DOL will be provided by the office.
7. Vehicles with only commercial registration shall be accepted.
8. The vehicle must be available at the office on all working days including off hours & on holidays as desired by competent authority.
9. EMD of Rs.5,000/-only drawn in favour of NMHP payable at SBI, Subarnapur must be attached with the tender. The EMD of unsuccessful bidders will be refunded without any interest within 30 days of tender opening.
10. 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.
11. The vehicle will be parked in the office campus of the undersigned. The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be of the service provider.
12. No Personal use of the Vehicle by the service provider is allowed.
13. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
14. The service provider will provide service of vehicle in a neat & clean condition with clean towels on the seat twice a month and general servicing and pollution check-up will be carried out by the service provider.
15. Owner must make alternative arrangements, if regular driver is absent or the vehicle become off road.

  
Chief Dist. Medical &  
Public Health Officer  
Subarnapur

16. The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the competent officer as authorized by the CDM & PHO on regular basis.
17. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of EMD deposit.
18. 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 behaviour of the Driver is not proper;
  - Any attempt to tamper the log book/GPRS device;
  - In case of the vehicle do not report regularly;
  - In case the driver of the vehicle is found to be convicted.
19. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

### **Remuneration & Payment**

- The rate per month is to be quoted irrespective of distances/ mileage travelled in a month. All charges will be paid on monthly basis as per the terms of reference. No advance payment will be made in any circumstances.
- The amount (rate per month) includes the cost towards salary of driver, repair & maintenance of the vehicle.
- The minimum mileage of the vehicle should be 10 KMs/Ltr of Diesel. Diesel will be provided based on the KM covered after verification of the logbook.
- The travel agency / individual will maintain the record of vehicle use and logbook.

### **Special Provisions**

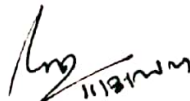
The approved bidders have to sign an agreement with the Chief District Medical & Public Health Officer cum District Mission Director, Subarnapur. The bidders shall commence the services from the date of agreement and shall continue to provide the services initially for a period of one year or till closure of the project whichever is earlier. It may be extended for another one year subject to the satisfactory performance.

If the service provider/ driver fails or neglects any of his obligations under the contract it shall be lawful to forfeit either whole or any part of EMD furnished by the bidder as compensation for any loss resulting from such failure.

### **Submission of bid**

The interested bidder has to download the bid documents from district portal [www.Subarnapur.nic.in](http://www.Subarnapur.nic.in). He has to sign on every pages of the document and to send after duly filling the prescribed form along with all the documents of the vehicle.

**The envelope containing the tender should be superscribed as "TENDER FOR HIRING OF VEHICLE"**

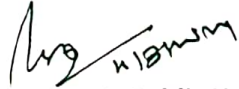
  
Chief Dist. Medical &  
Public Health Officer  
Subarnapur

The documents should be submitted to: **OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUBARNAPUR**. The documents should reach within **27.03.2024** by 4 P.M through Speed Post/Regd Post/Courier. The sealed tender will be opened on **28.03.2024** at 11.00 A.M in the office chamber of the undersigned. The undersigned reserves the right to reject all or any offers without reason thereof.

**Documents to be attached with the tender (Copy to be enclosed)**

1. Valid registration Certificate.
2. Driving license of the Driver.
3. Up to date road tax payment receipts
4. Copy of Valid vehicle insurance.
5. Certificate of Fitness.
6. Certificate of Permit.
7. Pollution free certificate.
8. EMD of Rs. 5000/- issued in favour of NMHP, Payable at SBI, Subarnapur.

**(Bidder not submitted the above documents will be rejected)**

  
**Chief District Medical & Public Health Officer  
Subarnapur**

## TENDER FOR ENGAGEMENT OF VEHICLE

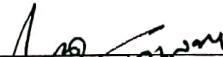
To  
The Chief District Medical & Public Health Officer  
Subarnapur

**Sub: Submission of tender for empanelment of vehicle.**

Ref: Tender call Notice No. \_\_\_\_\_ dated \_\_\_\_\_.

Sir,

This is to inform you that after gone through the terms & conditions in the notice, I am quoting the rate as follows

1	Name of the Bidder	
2	Address & Telephone/Mobile No	
3	E-mail of the contract person, if any	
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)	DD _____ No _____ dt. _____
6	Details of Vehicle (s) enclosed (Only vehicle with Commercial registration shall be accepted) Documentary evidence (Photocopy) for all details below to be attached	
	Vehicle Type & Colour	
	Vehicle No	
	Date of Purchase	
	Make & Model	
	Registration No	
	Insurance certificate	
	Fitness Certificate	
	Up to date tax payment	
	Driving license of the Driver	
	Certificate of Permit.	
	Pollution free certificate	
7	<b>Declaration</b> I/We are not blacklisted by any Central/State Government/ Public Sector Undertaking in India. I have gone through all terms and conditions of the bid documents and will agreed to abide on the same.	
		<b>Signature of the Bidder</b>

Chief Dist. Medical &  
Public Health Officer  
Subarnapur

## Financial Bid

Make & Model of Vehicle	Minimum average mileage in KMs per liter	Monthly Hiring Charges (Rs.) including all charges of the Driver (Excluding GST)

**Signature**

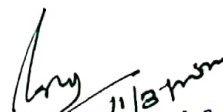
Name (Registered Travel Agencies/ Tour operators/Individuals)

\_\_\_\_\_

Date:

Place:

Seal \_\_\_\_\_

  
Chief Dist. Medical &  
Public Health Officer  
Subarnapur