

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



Quotation No 1668 Date: 31.12.19

**QUOTATION CALL NOTICE FOR supply/empanelment/hiring OF VEHICLES.**

Sealed Quotations are invited from registered agencies/Individuals for supply/empanelment of vehicles having Taxi number to be used for official purposes. The details term and conditions are available in the district website [www.puri.nic.in](http://www.puri.nic.in). The requirement of vehicles, location and purpose of use along with the basis of supply/hiring/empanelment of the agencies are given below.

SL NO	TYPE OF VEHICLE	PLACE OF WORK (location)	NATURE OF TRANSACTION	BASIS
01	Scorpio/Creta/Mahindra Marazzo	CDM&PHO,Puri	HIRING	Monthly

The bidding documents complete in all respect should reach the Chief District Medical & Public Health Officer, DHH, Puri on or before 15.01.2020 through registered/speed post or courier and super scribed as "BID DOCUMENTS FOR HIRING OF VEHICLE". The bids will be opened on 16.01.2020 at 11 A.M. The office shall not be responsible for any postal delay.

The authority reserves the right to cancel or accept any Quotation fully or partially without assigning any reason there-of.

Sd/-Dr.Nilakantha Mishra  
Chief District Medical & Public Health Officer, Puri

## Terms and Conditions for the vehicle wheelers

### Documents to be submitted for Eligibility:-

- The vehicle must have taxi number.(not applicable for per day basis)
- Must have GSTIN.In case GSTIN firms are not available then purchase committee may take a decision in this regard.
- Must not be more than three years old as on date of tender.
- Copy of registration certificate of the vehicle.
- Bank account details in the name of the agency for registered agencies and in the name of the owner in case of individuals.
- Copy of driving licence of the driver to be engaged.
- Copy of ADHAAR/PAN/voter Id card of the driver.
- Vehicles already in existing contract should not apply.

**Purpose:-**Provision of vehicle for the Chief District Medical & Public Health Officer,Puri as per requirement.

**Location of Vehicle:** The vehicle will be attached to disposal of the Chief District Medical & Public Health Officer, Puri. The vehicle must be **SCORPIO/ Creta/Mahindra Marazzo** vehicle, showing a mileage of at least 10 KM per litter. The vehicle should be less than 3 years old as on date of quotation call notice.

- The contract period will be for 12 months, and then renewal may be done after performance review.
- The entire major and minor repair shall be made by the vehicle owner himself. C.D.M.& P.H.O,Puri provide only diesel or petrol cost as applicable.
- The vehicle must be available with C.D.M & P.H.Office on all working days & on holidays as desired by CDM&PHO,Puri for official purpose only.
- The vehicle owner has to give the bill on monthly basis separately for hiring and fuel cost. Depending upon the use multiple bills may be required for same month by bi-furcating the bills so that payment can be made out of different budget heads and wings as necessary.
- For monthly hiring the selected agencies/individuals has to submit a bank guarantee equal to one month's hiring cost as finalised during the selection

process before entering into contract .For day to day basis no such bank guarantee is required.

- The agency must have GSTIN and bank account in the name of agency for online payment after deducting the statutory deduction as applicable from time to time. Not applicable for individuals.
- The tender will be valid for one year from the date of finalisation.
- Seven seater vehicles for monthly hiring, Colour of the vehicle will be decided by the committee.

**Facilities available:** The Vehicle should have the following facilities:

- Turkish towel on the seat and must be in neat and clean condition, should be changed twice a month.

**Behavior of driver:** The agency or vehicle owner should have to establish good relationship with wing officers. For fulfillment of this, he/she should satisfy the following criteria.

- ✓ The driver must be well in manners, behaviours and dealings with officers.
- ✓ The driver must not have drug addict & any sort of drinking habits.
- ✓ Under no circumstance driver will be changed. In case of exigencies, prior written intimation/permission to be made to the concerned authorities.
- ✓ The driver must have good knowledge of maintaining vehicle and as well as vehicle log book.
- ✓ The driver must have through knowledge regarding the connecting roads within the district.

**Vehicle movement:** The vehicle will be parked at CDM&PHO,Puri inside the institution at 8 A.M and stay up to 8pm. The log book will be verified by the CDM&PHO,PuriDPHO,Puri/ADPHO(FW),Puri

**Fuel Expenditure:** The vehicle must be a multi utility vehicle. The fuel expenditure will be reimbursed based on approved rate and vehicle movement from log book.

**Insurance Paper:** The vehicle has to carry the proper valid insurance at all time. He shall agree to indemnify the loss and claims arising out of any negligence

of misconduct on the part of the operator or agent. If any accidents or damage occurs, the CDM & PHO and the ADPHO (FW) will not be responsible and any liability arising out of such accident will be the responsibility of the firm only.

- The shortest route possible shall undertake the journey to the destination and back. In case of breakdown of vehicle during official duty, the firm will provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the agency/vehicle owner.
- The vehicles deputed should be carrying all relevant papers dully updated.
- All incidental expenditure towards repair will be borne by the vehicle owner.
- Maintenance and other taxes and fines of the vehicle will be borne by the owner.
- Salary of the driver will be paid by the owner.
- The vehicle will remain with office on off-hour for meeting emergencies.
- Contract of agreement must be entered by the agencies and authorities of the office.
- Contact period of agreement will be for one year and renewed further if the performance is found satisfactory.
- Travel agencies or individuals should have enough vehicles to spare on demand.

**FINANCIAL BID**

**for**

**Hiring of vehicle on per Month basis**

Only fuel will be provided at the rate of 10 km/per liter for all type of vehicles along with toll charges if any, No other charges will be given. **You can add any number of rows as per your requirement for mentioning different types of vehicles and its rate.**

NAME OF THE BIDDER:-

Sl.no	Type of vehicle in good condition	Hiring charges per month

Name of the Agencies:

Signature of the authorized person

**FINANCIAL BID**

**for**

**Hiring of vehicle on per day basis**

Only fuel will be provided at the rate of 10 km/per liter for all type of vehicles along with toll charges if any, No other charges will be given. You can add any number of rows as per your requirement for mentioning different types of vehicles and its rate.

NAME OF THE BIDDER:-

Sl.no	Type of vehicle in good condition	Hiring charges per day

Name of the Agencies:

Signature of the authorized person

Annexure - IIIGENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. of Vehicle : -
- 2) Type of Vehicle (AC/Non-AC): -
- 3) Year of Manufacture : -
- 4) Model : -
- 5) Date of registration:-
- 6) Name & complete address of the owner of vehicle : -
- 7) Fitness Certificate validity : -
- 8) Permit validity : -
- 9) Insurance validity : -
- 10) Name / Address of the Driver : -
- 11) D.L. No. & Validity of the D.L. of the Driver-
- 12) Proposed hire Charge of the vehicle per month excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service provider (Tenderer/Quotationer)  
Mobile ..... Telephone.....

“ Certified that the information submitted above is true to the best of my knowledge and belief.”