

**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, PURI**  
**DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)**  
**NATIONAL HEALTH MISSION (NHM)**



Tender No 424 Date: 20/06/2024

**TENDER FOR ENGAGEMENT OF HIRING VEHICLES.**

Sealed tenders are invited from registered travel agencies/firms/individuals to provide four wheelers 7(seven) seater on monthly hiring basis for NVBDCP wing. This office also requires different types of vehicles on daily hiring basis (as and when required) for DPMU & other wings of district NHM office, Puri. The tender documents must be submitted separately for monthly hiring & daily hiring. The details of terms and conditions are available in the district website <https://puri.odisha.gov.in>. The requirement of vehicles, location & conditions of the engagement of the hiring vehicles are given below.

SL NO.	TYPE OF VEHICLE	LOCATION	NATURE OF ENGAGEMENT	CONDITION OF ENGAGEMENT
<b>For Monthly Hiring</b>				
01.	TUV-300, , Bolero-Neo, Ertiga, etc (7 seater vehicles only)	NVBDCP, DPMU, Puri	HIRING	Monthly
<b>For Day Hiring</b>				
02.	Winger, Innova, Scorpio, Bolero, Ertiga, Swift Dzire, Xcent, etc	DPMU (NHM), Puri	HIRING	Per Day (when required)
03.	Any Goods Carrier Vehicles (Please mention the make & model no.) for transportation of goods.	DPMU (NHM), Puri	HIRING	Per Day (when required)

Separate bids must be quoted for monthly hiring & day hiring. The bidding documents complete in all respect should be reached to the District Programme Management Unit, O/O- CDM&PHO, DHH, Puri on or before 10.07.2024 at 5.00 P.M. through registered/speed post and super scribed as for monthly hiring **"BID DOCUMENTS FOR HIRING OF VEHICLE ON MONTHLY BASIS"** and for day hiring **"BID DOCUMENTS FOR HIRING OF VEHICLE ON DAY BASIS"**. The bids will be opened on 11.07.2024 at 11 A.M. The authority reserves the right to cancel or accept any Tenders fully or partially without assigning any reason there-of.

Sd/-  
**Chief District Medical & Public Health Officer, Puri**

*[Handwritten Signature]*

## Terms and Conditions

### 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.
- The vehicle must not be more than two years old as on date of tender. If two years vehicle will not be available then the committee will decide further course of action.
- 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.
- Tender cost of Rs. 1000/- per vehicle.
- In the absence of tender cost, the bid will not be taken in to consideration.

**Purpose:** - Engagement of one vehicle for the NVBDCP wing of District Programme Management Unit (DPMU), NHM, Puri on monthly hiring basis & other vehicles for daily hiring basis at District Programme Management Unit (DPMU), NHM, Puri

**Location of Vehicle:** The monthly hiring basis vehicle will be attached to the NVBDCP wing at the disposal of the Chief District Medical & Public Health Officer, Puri and the daily hiring basis vehicles are to be used as and when required by the head of the unit. The vehicle must be multi utility vehicle, showing a mileage of at least 10 KM per litre. The vehicle should be less than 2 years old as on date of tender date.

- The contract period will be for 12 months, and then renewal may be done after satisfactory performance.
- The entire major and minor repair shall be made by the vehicle owner himself. Authority will reimburse the cost of the diesel or petrol as applicable @10 KM per liter. No lubricant cost will be given.
- The vehicle must be available within the office premises on all working days & on holidays as desired by the authority for official purpose only.



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 security deposit equal to one month's hiring cost as finalised during the selection process before entering into contract. For day to day hiring basis no such security deposit 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.
- The tender will be valid for one year from the date of finalisation.
- If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- In case 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.
- If the bidder violates any of the terms of contract the hirer shall forfeit the entire amount of security deposit.

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

- Turkish towel on the seat and must be in neat and clean condition.

**Behavior of driver:** The driver of the vehicle 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 inside the institution and report to the concerned reporting authority, Puri at 8.00 A.M. and stay up to 8.00 P.M.. The log book will be verified by the authority as applicable.

**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 and no other cost will be given by the office.

**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 authority will be not 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 fitness 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.
- Vehicle should not belong to any employee or relative of the employee of CDM&PHO, Puri.
- 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.
- In case of specific schemes / programmes vehicles may be required for permanent branding at least for a period of six months to one year. These bidders agree to allow the branding of their vehicles, will be given preference in that particular scheme. Branding cost and prototype will be provided by the Office. The branding vehicle will continue till the end of the programme. The vehicle is not out of order / Three years as desired by the authorities whichever is earlier.



## BID for hiring of vehicles on monthly basis

### NAME OF THE BIDDER:

1.	Make & Model Registration No. of the Vehicle	
2.	Year of Manufacture	
3.	Date of Registration	
4.	Proposed hire charge of the vehicle per month excluding fuel cost	
5.	Name & complete address of the owner of vehicle	
6.	GST No. (Enclose the copy of the GST registration)	
7.	Fitness Certificate validity	
8.	Permit validity	
9.	Insurance validity	
10.	D.L. No. & validity of D.L. of the Driver	

### N.B.

1. Only fuel will be provided at the rate of 10 KM /per liter for all type of vehicles and toll charges if any, No other charges will be given.
2. Separate sheet should be submitted for each vehicle.

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

**Signature of the authorized person**



**BID format for hiring of vehicles on per day basis**

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 (make & model)	Hiring charges per day	Fuel (@ KM per liter)

**N.B. Please mention the seating capacity while submitting the bid for passenger vehicle.**

**Signature of the authorized person**

