



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, PURI  
(DISTRICT PROGRAMME MANAGEMENT UNIT)



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



Letter No 2929 Date: 04.09.24

**EXPRESSION OF INTEREST FOR EMPANELMENT OF VEHICLES.**

Sealed BID documents are invited from registered agencies for empanelment of different types of vehicles having Taxi number to be used for official purposes "on as and when required basis". The detail term and conditions are available in the district website <https://puri.odisha.gov.in>. The bidding documents complete in all respect should reach the **District Programme Management Unit, O/O-CDM&PHO, DHH, Puri on or before 19.09.2024(5.00PM)** through registered/speed post/ courier. The envelop must be super scribed as "BID DOCUMENTS FOR EMPANALMENT OF VEHICLE" The bids will be opened on 20.09.2024 at 11 A.M. The authority reserves the right to cancel or accept any BID fully or partially without assigning any reason there-of.

-Sd-

Dr. Rupabhanu Mishra  
Chief District Medical & Public Health Officer, Puri

Your's faithfully,

  
21/9/24

CDM&PHO-Cum-District Mission Director, Puri



## General Terms and Conditions for the four wheeler vehicle

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### Documents to be submitted for Eligibility

- The vehicle must have taxi number.
- Must not be more than two years old as on date of tender for office use.
- Must not be more than three years old for vehicle to be engaged under different schemes like RBSK, NPCB-VI etc with branding. For this type of vehicle the bidder must give one undertaking that there is no objection if the vehicle is branded as per requirement and decision of the authority.
- Copy of registration certificate of the vehicle.
- Copy of driving licence of the driver to be engaged along with his AADHAR/PAN.
- For daily hiring different types of vehicles are to be empanelled both for passenger and goods.
- Must have GSTIN. In case GSTIN firms are not available then purchase committee may take a decision in this regard.
- In case the vehicles as per specification are not available the tender committee reserves the right to modify the eligibility criteria.
- The applicant and the vehicle registration name must be same. In case of travel agencies hiring others vehicle must produce valid agreement copy of such right.
- The vehicles will be for empanelment and the bidders can't claim engagement of their vehicles.
- The vehicles will be hired as and when requested depending upon the available budget and nature of work.
- The empanelled vehicles for monthly hiring basis will be offered to provide the vehicle to any CHC or DHH starting from L1 price. If any bidder refuses to accept the offer then his chance of engaging the vehicle will come again after completion of the cycle to other eligible empanelled bidders.
- Whenever branding is required the vehicle owners have to agree or else above mentioned clause will be applicable.
- The bidders has to submitted a demand draft of Rs.2000/- (Non refundable) to words tender cost payable in favour of ZSS, Non NHM payable at Puri, from any Nationalised Bank.
- The bidders have to submit a demand draft of Rs.20000/- will (Refundable for non eligible bidders) in favour of ZSS, Non NHM payable at Puri. Rs.20000/- will be kept as security deposit for one year or till the tender is kept active for the qualifying/ empanelled bidders. It will be forfeited if the bidder fails to execute the terms and condition mentioned in the bid document or refuses to provide the vehicle as and when required.
- In case the vehicles are for more than two years fitness certificate must be produced at the time of bidding.

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**Purpose:-**Provision of vehicle for the District Programme Unit (DPMU), Block Programme Management Unit (BPMU) & RBSK at Block level as per requirement.

**Location of Vehicle:** The vehicle will be attached to to the DPMU & BPMU at the disposal of Medical Officer of the concerned CHC.

- The vehicle must be multi utility vehicle, showing a mileage of atleast 10 KM per litter. The vehicle should be less than 3years old as on date of quotation call notice for DPMU/BPMU. For RBSK the vehicle should be less than 5 years old.
- 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. DPMU/BPMU will provide only diesel or petrol cost as applicable. The cost of fuel will be reimbursed on monthly basis & through PFMS.
- The vehicle must be available with DPMU/BPMU Office on all working days & on holidays as desired by DPMU/BPMU 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.
- Vehicles selected for RBSK and other schemes will be branded as per proto type of RBSK or the scheme as designed by state NHM Office for identification.
- 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.

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

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

**Behavior of Driver:** The agency or vehicle owner should have to establish good relationship with block health officials. 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.



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**Vehicle Movement:** The vehicle will be parked at DPMU/ BPMU inside the institution and report to appropriate authority at 8 A.M and stay up to 8pm. The log book will be verified by the appropriate authority at district level and Superintendent/BPM/BAM at block level. For CHC level the vehicle will be parked on the CHC campus. No garage facility will be provided by the office.

**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. Movement of the vehicle will be tracked by taking opening meter reading and closing meter reading every day in the presence of OA/Accountant/touring Officer.

**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 DPMU, o/o CDM & PHO and the Superintendent 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 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.
- Vehicle should not belong to any employee or relative of the employee of CDM&PHO and Block Superintendent Office staff.
- 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.

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**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 (as given in terms & condition) Model & Make.	Type (Passenger/ Goods)	Age of the Vehicle in years.	Seating capacity other than driver	Per day Hiring charges

Name of the Agencies:

Signature of the authorized person

*[Handwritten Signature]*



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**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 (as given in terms & condition) Model & Make.	Type (Passenger)	Age of the Vehicle in years.	Seating capacity other than driver	Per Month Hiring charges	Prefered place to engage your Vehicle. (Write the name of the Block/ DHH)	Branding allowed. (Yes/ no)

Name of the Agencies:

Signature of the authorized person