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OFFICE OF THE SUPERINTENDENT, CHC-SARANKUL, DIST-NAYAGARH

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Letter No: 303 /Date: 17.10.24

TENDER CALL NOTICE

Advt. No: -01/24-25 / VEHICLE - Superintendent, CHC Sarankul, Nayagarh, Dated: 17.10.24

Sealed tenders are invited from any private individual/ Local registered Travel Agency only having valid GSTIN/PAN for providing vehicle(s) on monthly hiring basis for BPMU vehicle purpose for the Office of Superintendent, CHC Sarankul, Nayagarh on annual rate contract basis.

The sealed tender bids should reach at the O/o Superintendent, CHC Sarankul, Nayagarh on any working day by 10.11.24 till 5 P.M am/pm along with all requisite documents by Speed post/Regd. post/Courier only by super scribing on the top of the envelop "TENDER FOR HIRING OF BPMU VEHICLE" (in capital letters and within quotes).

The tender bids will be opened on 11.11.24 at 2pm at the office of the undersigned in presence of the bidders/authorized representative of the bidders. Details regarding items along with Terms & Conditions may be downloaded from <http://nayagarh.odisha.gov.in>. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason(s) thereof.

Sd/-

SUPERINTENDENT
CHC SARANKUL, NAYAGARH

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REQUIREMENT OF HIRED VEHICLE

Sl. No	Name of Institution	Quantity in Nos.	Purpose of Use
1.	CHC SARANKUL	01 nos.	BPMU Vehicle

TERMS & CONDITIONS FOR HIRING OF VEHICLE

General features:

- Any private individuals/Local registered Travel Agency only can participate in the tender process.
- Bidders must apply for the tender process along with all documents related to the vehicles.
- The monthly rate of the hire charge shall be quoted separately in the price bid including all charges of the Driver (Exclusive of Fuel Cost & Taxes).
- The requirement of vehicle mentioned is as per need.
- Authority refers to Hiring Authority i.e. Superintendent, CHC Sarankul who is Member Secretary of RKS, CHC Sarankul.
- Party refers to selected bidder(s).

Essential features of vehicle:

- The vehicle should have valid - Registration, Commercial permit (Contract Carriage Permit), Insurance coverage, Fitness certificate, Pollution clearance certificate and Road tax clearance.
- The vehicle should be **fule driven**. Preferably - Mahindra Max/Marshal/Bolero/Tata Sumo/Scorpio/TUV etc.
- The vehicle should not be more than **2 years old** as on the date of advertisement from the date of registration of vehicle and also should be in good running condition during the period of the contract. Latest model with BS6 engine shall be preferred.
- **Ceiling limit & Mileage of vehicles:**

Particulars	Type of Vehicles	Maximum Hiring Charges per month excluding diesel cost	Minimum Average Mileage in Km per litre(AC)
BPMU Vehicle	Mahindra Max/Marshal/Bolero/TUV/Scorpio/ Tata Sumo/ etc	Rs.18,000/- per month	10km/per litre

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Major features of Contract:

- Maintenance and all the taxes of the vehicle will borne by the party (Except toll tax, entry tax, permit fee, Parking charge etc. generated during the running of the vehicles in official purpose).
- Salary of the driver will paid by the party. The fuel cost initially will be borne by the party and then reimbursed from the authority through proper bills & vouchers.
- The hiring charge should include the cost towards salary of driver, service, repair & maintenance of the Vehicle but excludes the cost of fuel & oil. Only oil and fuel cost will borne by the authority via reimbursement @ 10km per litre for BPMU vehicle.
- The Driver of the vehicle must have a valid Driving License for driving Light Motor Passenger Vehicle and should be sufficiently experienced in driving the same.
- For effective communication, the driver of the vehicle must have a mobile phone on his person. The mobile number must be shared with the authority and should be kept open 24x7.
- The Driver should have a clean track record without any history of conviction in the court of law.
- The Driver must be staying locally preferably near the HQ CHC; and the vehicle must also be stationed nearby.
- Owner must make alternative arrangements if regular driver is absent or if the vehicle becomes off road.
- In case of breakdown for whatsoever reason(s), the replacement of a vehicle of the same or better model shall be provided by the party.
- If during the course of engagement of the vehicle any accidents etc. occurs either to vehicle or to the driver, authority will not be responsible and any liability arising out of such accident will be the responsibility of the party only.
- The hiring charges will be deducted per day basis if the service is not provided in any day by the party.



- No advance payment is payable by the authority to the party. The billing will be done on a monthly basis (Monthly hiring charge + Reimbursement of fuel cost) and it should be submitted by the party within first week of the subsequent month. The payment will be made regarding only those log books and duty slips (if any) which have been signed by the authority or any authorized officer. It will be responsibility of the driver to get the approved log books and duty slips (if any) for each occasion of journey signed by the authority or any authorized officer on day to day basis.
- After completion of the Log books/end of contract; the log book shall be submitted at this office positively. Failure to submit the log book shall invite non-payment of dues/ non return of EMD or security deposit.
- No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behaviour etc. of the driver.
- The successful bidder shall execute an agreement with the Superintendent, CHC Sarankul who is Member Sectryary of RKS, CHC Sarankul for engagement of BPMU vehicle.
- There will be an agreement between concerned authority and bidder that in the event of discontinuation of service, either party will be required to give 1 month prior notice & intimation to the other party.
- The contract shall be initially for one year. It may be extended for another one year subject to satisfactory performance.
- The vehicle (BPMU) will be designed /branded by the authority as one time investment. In case of damage of the branding the party must ensure rebranding at his own expenses.
- If the services are found to be unsatisfactory, the authority 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 the vehicle does not report regularly;
 - In case the driver of the vehicle is found to be convicted.
 - In case the driver performs his duties in an inebriated state.
 - Any other condition/situation hampering the sanctity or integrity of the system.



Location & Operational area:

- The BPMU vehicle will be attached to the Block CHC HQ at the disposal of Superintendent.
- The vehicles with driver will report for duty daily as per the need of concerned authority and will leave with due permission.

Tender Fees and EMD/Security Deposits:

Tender must be accompanied by EMD of Rs.10,000/- by way of Demand Draft/ Bank Guarantee (Must be submitted), drawn at any Nationalized Bank in favour of "RKS, CHC Sarankul, Nayagarh".

Tenders if not accompanied by EMD will not be considered.

In any case, tenders received without EMD will not be entertained / considered at all and will be rejected summarily.

No interest would be paid on the EMD.

- The EMD will be forfeited if the vendor withdraws/amends/impairs/derogates from the tender or fails to execute duties on time as per ToR in any respect within the period of validity of tender.
- EMD will be refunded to the unsuccessful bidder within 30 days from the date of issue of work order to the successful bidder and no interest would be paid thereon; and EMD of the successful bidder will be converted into security deposit.
- No interest will be paid on the EMD/Security deposit.
- 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 1st contract of (12 months) if the performance of the service provider is satisfactory.



Other Features:

- The income tax as applicable will be charged on prevailing rate.
- The selection will be made on the basis of monthly hiring charges.
- The agreements will be executed between:
 - Superintendent, CHC Sarankul (authority) & approved L1 bidder (Party).
- The application in the prescribed format i.e. Technical bid in Annexure-I & Financial bid in Annexure-II along with all relevant documents should reach the office of the **Office of the Superintendent CHC Sarankul** on or before 10.11.24 within 5 pm through Regd. Post / Speed Post / Courier only. Tenders should come during office working hours (10 am to 5pm), which should be super scribed as "TENDER FOR HIRING OF BPMU VEHICLE" (in capital letters and within quotes).
- Bidder L2 and L3 shall be kept on an empanelled list for a period of 3 years from the date of opening of tenders. Should a situation arise regarding termination of agreement of party/parties, L2 & L3 bidders will be given priority on availability basis at the discretion of the authority before floating new tenders.
- The undersigned reserves the right to reject all or any offers without assigning any reason thereof.

Note: The bidders can apply for Odagaon block of Nayagarh district as mentioned and get them empanelled through this tender.

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 Pollution Certificate.
6. Copy of PAN card.
7. Copy of GST certificate (if any) being.
8. Affidavit (Notary) for declaration of not being blacklisted by any Organization.
9. Up to date Fitness Certificate.



Annexure-I
"HIRING OF VEHICLE ON MONTHLY BASIS"

TECHNICAL BID

Applied for: BPMU, CHC Sarankul

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

1	Name of the Bidder	
2	Status of the Bidder (Local Travel Agency/Individual)	
3	Detailed Address with Phone no. of bidder	
4	Registration Certificate in case of (Local Travel Agency) (Proof to be attached)	
5	GST Registration No.(Proof to be attached)	
6	PAN Detail (Proof to be attached)	
7	Detail of E.M.D of Rs.10,000/-in favour of "RKS, CHC - Sarankul, Nayagarh"	
8	No. of Vehicle available other than bid vehicle	
9	No. of drivers employed by the organisation. (Proof of Driving License(s) to be attached)	
10	<u>Vehicle Details</u> (All proof to be attached & originals to be produced at the time of bid opening)	Name of Owner
		Model of the vehicle
		Date of Registration
		Registration No.
		Commercial License
		Fitness Certificate
		Road Tax Clearance up to
		Validity of Insurance up to
Pollution Certificate up to		
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)		

(Signature of the Authorized Signatory)

Date:

Name:

Designation:

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Place:

Seal:

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Annexure-II
“HIRING OF VEHICLE ON MONTHLY BASIS”

FINANCIAL BID

Applied for: BPMU, CHC Sarankul

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 (Exclusive of Fuel Cost & GST)
Type of Vehicle	
Monthly hiring charges of the Passenger Vehicle (without fuel) with Driver	
Provision of AC (YES / NO)	

- Fuel (Diesel) shall be reimbursed @ 10 Km / Liter basis.

DECLARATION

1. I/we are not involvement in any major litigation that may have any impact or affect the delivery of services as required under this tender.
2. I/we are not black listed by any Central / State Government / Public sector undertaking in India.

Yours faithfully,

(Signature)

Date:

Name:

Place:

Designation:

Seal:

