

**TENDER FOR HIRING OF VEHICLES (BPMU)**  
**INSTRUCTION TO BIDDERS**

1. Sealed tenders are invited from **Registered Agencies or Individual** for hiring of **commercial light diesel/petrol vehicles (AC/Non-AC vehicles)** to be engaged at all Block CHCs of Angul district on monthly basis.
2. The interested bidders may download the tender document from the website [www.angul.odisha.gov.in](http://www.angul.odisha.gov.in) and submit the same to The BPHO, O/o The BPHO, Khamar CHC, Angul, Odisha
3. The tender must be accompanied by **tender document cost of Rs.1,000/- ( Rupees one thousand only) – Non refundable and EMD of Rs.10,000/- (Rupees Ten Thousand) only in technical bid** by way of Demand Draft in favour of **MISCELLANEOUS MO I/C CHC Khamar** payable at Khamar from any nationalized bank. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) shall be converted as performance security deposit of the vehicle. **The Tenderers/ Bidders have to submit separate tender documents cost and EMD for each proposal.** The performance security shall be refunded on the same date after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
4. The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their **technical and financial bid separately in two envelopes** and these two envelopes should be put into another cover envelop super-scribed as **“Tender for Hiring of Vehicles on Monthly Basis for Khamar CHC, ANGUL in reference to Advertisement No. 122 dt.03.03.2025”**. The Technical & Financial Bid envelopes should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelopes. The tenders (Cover & inner envelopes) should be addressed to :

**The BPHO,  
O/o The BPHO,  
KHAMAR, CHC,  
Pin:759118  
Angul, Odisha**
5. The tender should reach the **O/o The BPHO, Khamar,CHC, Angul** by **25.03.2025 up to 5.00 PM.** and the tenders will be opened on **26.03.2025 at 12.30 A.M.** in the **O/o The BPHO, CHC, Khamar of Angul District.**
6. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

### Eligibility Criteria

1. Preferably the agency having experience in providing vehicles to Govt. / Semi-Govt. Organizations / PSUs etc. and they have to submit the self attested copies of work orders received from the Govt. / Semi-Govt. Organizations / PSUs etc in the technical bid.
2. In case of Agency/ Organization/ Firm/ Company, they have to submit their Annual Turnovers of last three financial years (**Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. 2021-22,2022-23 & 2023-24**) are to be submitted. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.
3. The bidder should have valid PAN. (A self-Attested copy of PAN Card is to be submitted in the technical bid).

**The bidders shall also furnish the following documents in support of their eligibility:**

- Self-attested copy of registration certificate in case of firm/ Agency/ Company.
- Undertaking to provide good conditioned vehicles (not more than **3 years old**). However new vehicles shall be given preference.
- **Booking Receipts for purchase of new vehicles** may also be considered for technical evaluation and the successful Bidder should ensure to provide new vehicle within 15 days from selection, failing which the Performance Security of the Bidder will be forfeited.
- Submission of Tender document cost & EMD in form of **Demand Draft**.
- Undertaking to be submitted in **Non-judicial stamp paper of Rs 20/-** that the vehicle to be provided does not belong to any employee of CDM & PHO –Cum- District Mission Director Office, Angul or any Health Department Employee or close relatives of employees of CDM & PHO –Cum –District Mission Director, Angul. Also the firm has not been debarred/ blacklisted by any Govt. Organization/ Semi-Govt. Organization / PSU.
- Rates must be quoted only as per format.

### TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The commercial light diesel/petrol vehicles( Bolero/ Scorpio/ Innova etc) on monthly basis will be used by BPHO & BPMU Staff of the Concerned block for their daily official work and carrying officials to Govt. Offices / Departments and other offices at different places across the **Block /District/ State**.
2. The period of contract shall initially be for **three (3) years** with effect from the date of signing of contract.

- In case of vehicle on a **monthly basis**, the monthly rate to be paid to the agency for providing the vehicle is inclusive of **cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his food cost, overtime and mobile Phone (for incoming calls)**. However, the cost of fuel (Diesel/Petrol), are not included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used.
4. The vehicles to be provided should not be more than **Three (3) years old** however preference shall be given to the bidder who will provide new vehicle.
  5. **Vehicles older than seven years should be replaced by the service provider.** During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.
  6. The agency will be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
  7. The toll gate charge, parking charge, if any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each month **will be reimbursed by BPMU** as per the actual amount paid on producing the original receipts along with the monthly bill.
  8. The agency is required to provide clean vehicle with good quality clean seat covers with towels and **Mobile Phone (for incoming calls) for the driver for which no extra payment shall be made.**
  9. The drivers should be with Proper dress code (white), disciplined, well behaved and non-alcoholic.
  10. The driver should have driving experience and should be well versed with the roads of the Block, District as well as roads within the state.
  11. **No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his food expenses, etc. and such running distances in KMs shall be checked, deducted and accordingly fuel cost shall be released.**
  12. Payment of Road Tax shall be borne by the agency/ owner.
  13. Salary of the driver shall be borne by the agency/ owner.
  14. The agency/owner will be responsible for proper maintenance, insurance and other liabilities in respect of the vehicles. The vehicles should be covered under comprehensive insurance. In case the hired vehicle is met with an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of the Motor Vehicle Act, IPC and any other law in force, the **hiring authority shall have no responsibility of whatsoever and will not entertain any claim** in this regard under the said provision of the said Laws. The sole responsibility for any legal or financial implication would solely vest with the agency/owner.

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15. The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, proofs of up to date tax payments, D.L.s of the Drivers, etc. available all the times. BPHO of the concerned Block shall not be responsible for any damage/loss caused to the hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.
16. The agency/ owner shall obtain vehicle fitness certificates from competent authority, vehicle registration, comprehensive insurance, payment of road tax, etc. The Drivers shall always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearances, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulations of applicable laws.
17. If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.
18. The police/ court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the travel agency/ Owner.
19. BPHO of concerned Block will not be responsible for any dispute except paying the hire charges.
20. The driver has to be stationed in the **Head Quarter with vehicle for use by the officer at any time in 24X7 manners.**
21. Rates to be finalized shall be fixed for a period of **three (3) years** from the date of agreement. However, the cost of fuel (Diesel/Petrol) shall be paid at the prevailing rate on the day of travel.
22. The vehicles will be provided on regular basis and will not be replaced without prior permission.
23. The Agency/Owner is liable to provide vehicles during office hours and beyond office hours on all working days. The agency shall also have to provide the vehicles on **Sundays as well as other public holidays, emergency and exigencies** as and when required by the authority for the official work.
24. Beyond office hour, the safe keeping of the vehicles is the responsibility of the agency. In exigencies, the vehicles can be kept in the office premises.
25. In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles as and when required by the BPMU will make the agency/owner liable for **Blacklisting.**

  
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26. In case the driver proceeds on leave, the agency shall obtain prior approval/ permission from BPMU of concerned block. Further, the agency/owner shall provide a suitable substitute.
27. If for any reason the driver is unable to attend the office on any date/ time for which prior permission from BPMU of concerned block has not been obtained, it is the responsibility of the **agency to provide a suitable substitute immediately**. The payment in respect of the overlapping period of the substitute, if any, shall be borne by the agency. In case no substitute is provided in time, the authority shall have the right to hire a vehicle from the market and any additional expenditure incurred by the authority shall be borne by the agency.
28. The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival. For this purpose, the following norms have to be followed :
- A. In case the vehicle is being kept in the office campus, then the kilometer reading & time shall start from the office campus and end at the same there also.
  - B. In case the vehicle is being kept under the custody of the travel agency/Owner, then the kilometer reading & time shall start from the residence of the officer concerned and end there also. The cost of kilometer from the O/o travel agency/Owner to the residence of officer concerned (to & fro) shall be borne by travel agency/Owner.
  - C. In case the vehicle is hired on monthly basis but not attached to any specific officer, i.e., the vehicle is in common pool, the point of kilometer reading & time of arrival shall start from the BPMU of concerned block and end with the BPMU of the same block as a centre of destination. The cost of kilometer from the O/o travel agency/owner to BPMU (to & from) shall be borne by the travel agency/owner.
29. The agency must ensure that the driver (s) employed possesses a valid driving license. The driver of the vehicle should be well conversant with traffic rules and other regulations prescribed by the Govt. from time to time.
30. It is the sole discretion of BPHO of the concerned Block to **extend the period of the contract beyond the agreement period or terminate the contract prematurely** on the ground of unsatisfactory services, disobedience of orders, negligence in duty and unruly behavior of drivers if noticed in duty.
31. In case of any emergency or when required, the service provider shall provide a vehicle on production of requisition duly signed by the competent authority.

**32. Termination**

BPHO of the CHC, Khamar shall have the discretion to terminate agreement/ work order at any time whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.

  
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### 33. Payment

Payment shall be made on monthly basis after submission of bill in triplicate along with the daily logbook and duty slip signed by the designated by the BPMU. In case of daily basis (Local & Long), **duplicate duty slips** have to be maintained and one slip has to be retained by the BPMU using the vehicle with noting of starting / closing Kilometers and time & signature on the duty slip (both original & duplicate).

### 34. Arbitration

**BPHO of CHC, Khamar** and the selected agency/owner will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter shall be referred to Chairperson **RKS - Executive committee**, whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in Angul.

### 35. Legal Jurisdiction

All legal disputes are subject to the jurisdiction on **Angul court** only.

#### Important Points:

1. All vehicles to be provided should be **diesel/ petrol commercial vehicles** only.
2. The vehicles to be provided should not be more than **Two (3) years old**. However the new vehicles shall be given preference.
3. **Vehicles older than seven years should be replaced by the service provider.** During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.
4. For providing the vehicle on a **monthly basis**, the monthly rate (excluding diesel/petrol & lubricant cost) should include the cost of Tyres, Tubes, battery & consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his food cost, overtime and mobile Phone.
5. A bidder to submit bid for Monthly basis.

#### Evaluation and Selection:

- a) Evaluation shall be done separately on Monthly Basis.
- b) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- c) The Financial Bids shall be opened for those bidders **who will qualify in their technical bid** evaluation.
- d) Technical & Financial Bids shall be opened in the presence of the technically qualified bidders or any of their authorised representatives, who choose to attend in person at the address given below :

  
The BPHO Officer  
Block Public Health  
C.H.C. Khamar, Dist. Angul, Odisha

Date of opening of Financial Bids shall be communicated to the technically qualified bidders, if the technical bid evaluation can't be completed on the date of tender opening.

- e) GST will not be taken into consideration for evaluation purpose.
- f) The comparative statement shall be prepared by taking Monthly Rent and fuel (diesel/ petrol) charge.

Any effort by a bidder to influence BPHO in its decision on bid evaluation etc may result in rejection of the bidder's offer.

**Award of Contract:**

- The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle and the L1 bidder shall be decided accordingly after negotiation.
- If any agency submitted tenders for a vehicle of 03 years old found to be L1, whereas any agency submitted a tender for a vehicle of newer one found not to be L1, then separate circulation shall be done amongst the bidders quoted rates i.e. of the bidders who submitted tenders for providing old vehicles and those submitted for newer vehicles and accordingly decision shall be made.
- There may be empanelment of two or three agencies for each type of vehicle (to be decided by the tender inviting authority based on requirement of the type of vehicle), if after price negotiation, the L2/L3 agencies agree to the L1 price.
- If the successful Bidder fails to execute the order, the **Performance Security of the Bidder will be forfeited** and the Bidder will be debarred for 3 three years from RKS CHC KHAMAR, ANGUL.

  
**Block Public Health Officer**  
**C.H.C. Khamar, Dist- Angul**

**TENDER FORM**  
**Part I - Technical Bid – Cover A**

(The documents have to be arranged serially as per the order mentioned below)

1	Name of the Block applied for	
2	Name of the Organization/Agency/ Individual	
3	Address of the organization/ Agency/ Individual with telephone no. & fax	
4	e-mail id of the Organization/Agency/ Individual	
5	Name of authorized signatory	
6	Specimen signature of the authorized signatory	
7	Telephone number of authorized signatory	
8	Instrument No. and date of the tender document cost of <b>Rs.1,000/-</b> (Non-Refundable) submitted by the organization (In shape of Demand Draft)	
9	Instrument No. and date of the EMD of <b>Rs.10,000/-</b> submitted by the organization(In shape of Demand Draft)	
10	Registration Certificate of the Firm (Partnership Agency/ Organization/ Firm / Company) (Attach self-attested copy of the Registration Certificate in case of the Agency/ Organization/Firm/ Company)	
11	PAN (Attach self-attested copy of PAN Card)	
12	Turnover for last 3 Financial Years. (Attach self-attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. <b>2021-22, 2022-23 &amp; 2023-24</b> )	
13	Undertaking in Non-judicial stamp paper of Rs 20/- that <b>the vehicle to be provided does not belong to any employee of CDM &amp; PHO –Cum- District Mission Director Office, Angul or any Health Department Employee or close relatives of employees of CDM &amp; PHO –Cum –District Mission Director, Angul. Also the firm has not been debarred/ blacklisted by any Govt. Organization/Semi-Govt. Organization / PSU.</b>	

**DECLARATION:**

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

  
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## TENDER FORM

### Part II - Financial Bid - Cover B

#### A. Day Call Hire Basis

Sl. No.	Type of Vehicle	Local Tour (Within 200 KM per day )		Long Tour (Above 200 KM per day)		
		Rate per Hour (10 KM free per Hour) (Rs.)	Rate per extra KM (Rs.)	Rate per KM (Rs.)	*Halting Charge per Hour (Beyond Running Hours 50 KM / Hr.) (Rs.) *	Rate for Night Halt (Rs.)
1	2	3	4	5	6	7
1	Bolero (AC)					
2	Scorpio (AC)					
3	Innova ( AC)					
4	Tata sumo ( AC)					
5	Any Other					

\* Halting charges in case of Long tour are not allowed from 11 PM to 6 AM if the vehicle halted for night.

#### B. Monthly Hire Basis

Description (Petrol driven vehicle)	Approved rate & Kms. as per O. M. No. 22924/F; Dt. 14.08.2023		Amount of Monthly Charges (Excluding cost of fuel & GST)	Minimum average mileage in Km / Per Ltr.
	Monthly Charges (Excluding cost of fuel & GST)	Minimum average mileage in Km / Per Ltr.		
TUV 300 / Bolero / Sumo Gold/ Ertiga etc.	Rs. 31,000	10Km/Per Ltr.		

Place:

Date:

(Signature & Seal of the Authorized Signatory)

  
**Block Public Health Officer**  
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