

**CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, MALKANGIRI**

No. 1583

dated, Malkangiri the 16<sup>th</sup> February 2023.

**QUOTATION CALL NOTICE**

Sealed quotation are invited from interested reputed Travel Agencies/ Tour Operators or Private Individuals for providing 1 No. of AC Diesel/Petrol driven vehicles having sitting capacity not more than ten including driver. The Tender papers in details along with the term and condition of quotation are available **THROUGH DISTRICT WEBSITE [www.malkangiri.nic.in](http://www.malkangiri.nic.in)**. Bidders can download the tender papers from the website and such bidders have to enclose a non-refundable State Bank of India demand draft of Rs.100/- (Rupees One Hundred) Only in favour of District Public Health Officer, Malkangiri payable at SBI, Malkangiri with BID document and subscribe the BID document that it has been downloaded from the website. The sealed quotation should reach to the undersigned on or before **01.03.2023 up to 05.00 PM**.

The quotation will be opened **01.03.2023 at 05.30 P.M** in the presence of tenderer or their authorised representative by the Chairman of Purchase Committee at the O/o CDM&PHO, Malkangiri.

**Sd/-S.R.Pattnaik**  
**Designated Officer (Food Safety)-cum-**  
**District Public Health Officer, Malkangiri**

**CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, MALKANGIRI  
(FOOD SAFETY SECTION)**

No. 1583

, dated, Malkangiri the 16<sup>th</sup> February' 2023

**QUOTATION CALL NOTICE**

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing 1 No of AC Diesel driven vehicles having sitting capacity not more than ten including driver, which shall conform to the Terms and Conditions (Annexure-II) for official use in FOOD SAFETY SECTION OF O/O CDM&PHO, MALKANGIRI on daily rent basis:

- 1) The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificates, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
- 2) The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs.5000/- shall be deposited by the intending bidders in shape Account Payee Bank Draft drawn in favour of the DISTRICT PUBLIC HEALTH OFFICER, MALKANGIRI and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The DAILY rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
- 6) The Vehicle must achieve a fuel efficiency of 10 Kms per litre.
- 7) The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-III).
- 8) The Quotation completed in all respect should reach the undersigned on or before **01.03.2023** by **05.00** PM and shall be opened on the same day at **05.30** P.M in presence of the bidders or their authorized representatives.
- 9) The application form of quotation / tender containing General Bid Information & Terms and Conditions for Hiring of Vehicle etc. will be available with O/o Chief District Medical and Public Health Officer, Malkangiri (Food Safety Section) on payment of Rs.100/- from **17.02.2023** to **28.02.2023** or can be downloaded from [www.malkangiri.nic.in](http://www.malkangiri.nic.in) from Dt.**17.02.2023** to Dt.**28.02.2023** In case the application form is downloaded from Malkangiri website the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees One Hundred ) Only towards the cost of application along with the application. The Demand Draft shall be made in favour of "District Public Health Officer, Malkangiri" payable at any Nationalized Schedule Bank.

Sd/-S.R.Pattnaik.

**Designated Officer (Food Safety)-cum-  
District Public Health Officer, Malkangiri**

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :- valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L of the driver available all the times. The Department/ Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair , replacement of spare parts, Lubricating oil or Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
5. In case of the vehicle do not report as and when required, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty **as and when required** by the authority.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Daily hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. Norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. An agreement (Annexure-A) in between the selected bidder and the Quotation/ Tender Calling Authority shall be made and kept with both for guidance.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the 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 services and termination of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Sd/-S.R.Pattnaik.

**Designated Officer (Food Safety)-cum-  
District Public Health Officer, Malkangiri**

**GENERAL 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 Charges of the vehicle per day excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service provider (Tender/ Quotationer) Mobile No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

**Seal & Signature of the  
Quotationer/ Tenderer**

**Service Provider Agreement**

1. This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_(Year) on the orders of Governor or Odisha by the between the "Principal" Chief District Medical and Public Health Officer, Malkangiri (which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) and "Service Provider " Name, having its registered office (detailed address) herein after called "agency" which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns: herein after described as 2<sup>nd</sup> party.
2. Whereas the Principal is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.
  - 2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description: Registration number \_\_\_\_\_ Model \_\_\_\_\_ Chassis number \_\_\_\_\_ Engine Number \_\_\_\_\_ Color \_\_\_\_\_ Year of Manufacture \_\_\_\_\_
  - 2.2 Whereas the Service Provider having PAN No. \_\_\_\_\_ and GST No. \_\_\_\_\_ which are valid on this date.

**3.0 RENTAL**

The motor vehicle is hereby hired for one year as and when required basis at the rate of \_\_\_\_\_ per day (excluding GST) payable monthly and the mileage of the Vehicle, which will be governed as per the Finance Department O.M.No.30464/F Dt.06.09.2019. The contract will be renewed subject to satisfaction of the Principal.

**4.0 The Service Provider Obligations:**

- 4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them
- 4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.
- 4.3 Agency to ensure that vehicle deployed shall arrive of designated location on time. In on event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.
- 4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
- 4.5 In the event of break down, servicing and repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
- 4.6 The Agency shall not be allowed to sub-let the Contract.
- 4.7 The Agency shall only provide vehicles which have the comprehensive insurance.
- 4.8 Police verifications for deployed driver shall be ensured by the Agency.
- 4.9 Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book(s) to the principal.

## VEHICLES:

4.10 The vehicle should have commercial license. The vehicle should not be more than three years old from the date of the Service request. Vehicles older than five 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.

4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally, Vehicle shall be equipped with medical kit. The Vehicle should a mobile charger and ambient fresher.

4.12 The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained by Service Provider to avoid any inconvenience to user department.

4.13 Agency shall ensure that the vehicle should be parked at the place as advised the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc, it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will e liable for penalty.

### Driver deployed:

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

4.14 Drivers that possess a valid commercial driving license shall be deployed by the agency.

4.15 Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific color as per requirement of the Principal. The Agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.

4.16 The driver of the vehicle deployed for user department duties maintain polite and courteous behavior towards department uses as well as to other departmental staff. Following may be construed as "Misbehavior" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.

i) Denial of duty during contact period, or during hours as noticed by user departments:

ii) Use of abusive language:

4.17 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

4.18 Driver must be provided a working mobile phone and contact number be provided to user department.

4.19 In an event that for any reasons the driver changes his contact number during the tenure of the contact then Agency will immediately notify the user department of the above change.

4.20 The driver shall be reachable at all times during duty hours.

4.21 Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

4.22 As soon as the driver is advised to attend any guest by the administration, the driver should call/ SMS the guest giving his mobile and vehicle details. Charges of calls /SMS will be on agency's account.

4.23 Vehicle and driver should not be charged frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

Statutory Rules compliance & Taxes.

4.24 The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant. Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/ Road Tax etc. required for operation of vehicle in a state will be borne by the Agency.

4.25 The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and / or any third person due t any accident arising out of and in the course of deployment of service provider's vehicle.

4.26 The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.