

TERMS AND CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY BASIS

1. Sale of Tender paper/Bid document:

The prospective bidders may download the complete sets of the tender documents directly from the website available at <https://balangir.Odisha.gov.in> and submit the same to Superintendent, CHC-Chudapali, Balangir. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the official website of Balangir district i.e. <https://balangir.Odisha.gov.in> or from the office of the Superintendent, CHC-Chudapali, Balangir before last date of submitting the tender document.

2. Terms & Conditions:

- a) The bidder shall have a valid GST registration to participate in the tender.
- b) The bidder shall quote for both/individual vehicle as mentioned in the format of quotation otherwise it will be rejected. The format of quotation specified in **Annexure-I** should be used.
- c) The tender shall be submitted in **two bid system** i.e. technical Bid (Cover-A)& Financial Bid (Cover-B). Financial Bid (Cover-B) contains only the price Bid as per **Annexure – I** and Technical Bid (Cover-A) contains all other documents as per the tender terms along with EMD & Tender paper cost except the quoted Price. The technical Bid (Cover-A) & Financial Bid (Cover-B) will be covered in two separate envelop clearly written on the top of the envelop as **Technical Bid&Financial Bid** respectively and those two bids will be covered in an Outer Envelope writing in the top that “**Tender for hiring of vehicles on monthly basis for BPMU, MHT-1 & 2 (2 Nos) & MHU of NHM, O/o-The Superintendent, CHC-Chudapali, Balangir**” separately.
- d) The quoted rates shall be excluding fuel & lubricant charges and the rate should be valid for one year.
- e) GST and any other local taxes should be clearly mentioned separately.
- f) ***The vehicle provided should not be more than 3 years from the date initial registration.***
- g) The agency will bear all the tolls & parking charges if any, in course of use of vehicle, which will be reimbursed after production of bills by the selected bidder along with the monthly Bill.
- h) **Superintendent, CHC-Chudapali, Balangir** will reimburse fuel & lubricant charges to the selected agency(s) after submission of bills at the end of the months as per actual including monthly hiring charges. Further the driver will maintain a log book in the prescribed format on daily basis regarding movement of the vehicle which should be signed by the concerned official using the vehicle.

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12/17/2021

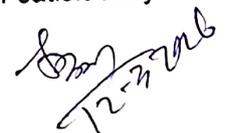
- i) Payment towards hiring charges of the vehicle will be released directly to the agency through **IFMS** under **SNA SPRASH** after deducting statutory dues as applicable on production of Original GST Bills along with certified photocopy of log book and DOL/POL/Lubricant Bills.
- j) The Vehicle will be used in all working days and also on public holidays as desired by the authority. In case of break down, the bidder will provide alternative vehicle fulfilling all criteria of the order in place of the regular vehicle.
- k) The Driver driving the vehicle should have a valid driving license for driving light transport passenger vehicle. The conduct of Drivers if not acceptable by **Superintendent, CHC-Chudapali**, Balangir, and the contracted firm/private owners shall substitute him immediately.
- l) **Superintendent, CHC-Chudapali**, Balangir will not be responsible for the vehicle in case of theft / damage of the vehicles during the service period. All the vehicles to be supplied to **Superintendent, CHC-Chudapali**, Balangir should be duly insured. The agency should ensure the validity of insurance and all other relevant documents from time to time for early renewal.
- m) 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 one liter for 1000 K.M as per price format. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the agency.
- n) The Agency or party or Individual has to provide separate undertaking for **branding of the vehicle**. Without undertaking the bidding is declare cancel automatically.

3. Earnest Money Deposit (EMD):

The agency will furnish EMD of Rs. 10,000/- only in the shape of bank draft/Pay Order drawn from any Nationalized Bank in favour of "**Miscellaneous CHC-Chudapali**" account payable at **SBI, CHC-Chudapali** (A/C NO:- 32397654114). Any quotation without EMD will be rejected. The EMD of successful agency will be returned back without any interest after signing of MOU.

4. Performance Security:

The successful agency will submit performance security amounting to Rs.10,000/- per vehicle at the time of signing of MOU. The performance security will be forfeited if the agency (i) withdraws its obligation during the period of contract or (ii) fails to perform the contractual obligations as per the contract. The performance security of the successful bidder will be returned without any interest after satisfactory completion of the contract period.


12-11-2016

5. 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 Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date Road tax payment, pollution certificate etc. which are mandatory for hiring of vehicle.

6. Selected firm/agency/Individual shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited to the **Superintendent, CHC- Chudapali**, Balangir.

7. The details of the make and year of manufacture of the vehicle, registration no. 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 per each vehicle with the Quotation/Tender as per **Annexure –III**.

8. The Vehicle must be cleaned both externally and internally regularly with adequate supply clean Turkish towel & perfume.

9. The tender documents should be serially numbered and arranged as per the checklist specified at **Annexure-IV**.

10. All hired vehicles will be under the administrative control of The **Superintendent, CHC-Chudapali**, Dist- Balangir during the contract period.

11. Validity of Tender/Quotation/Bid:

Quotation shall remain valid for a period of 1 year from date of agreement. If performance of the agency is not satisfactory during the contract period, the bid inviting authority reserves the right to terminate the contract at any point of time and the performance security of the agency will be forfeited.

Notwithstanding anything contained as above **Superintendent, CHC- Chudapali**, Balangir reserves the right to accept or reject any or all quotations and cancel the bidding process at any time without assigning any reason for such act to the bidders.

12. Eligibility Criteria:

- I. Required EMD cost
- II. Self attested copy of firm registration certificate.
- III. Self attested copy of GST Tax registration certificate
- IV. Self attested copy of up to date GST Tax return for last quarter if any.
- V. Self attested copy of PAN Card.
- VI. Declaration as per **Annexure - IV**.

12-3-2016



- VII. Undertaking /Declaration as per **Annexure – III**, affidavit before Notary Public.
- VIII. General Information for Hiring of Vehicle as per format (**Annexure –II**) for each vehicle.
- IX. Rate should be quoted as per format otherwise it will be rejected.

13. Issue of Order:

- a. The order will be placed to the L1 bidder to supply the selected vehicles on hiring basis for a period of one year which may be extended further on satisfactory performance of the agency and condition of the vehicle if authority desires.
- b. The hired vehicles, during period of contract, shall have all necessary valid Motor Vehicle documents such as : - Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date Road tax payment etc. and Driving License. of the driver available all the times. The **Superintendent, CHC- Chudapali**, Balangir 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 damages to any property on account of use of hired vehicle any manner whatsoever. The agency will be responsible for all such litigation.
- c. **Superintendent, CHC- Chudapali**, Balangir reserves the right to increase/ decrease the number of vehicles as per requirement during the contract period.
- d. In case of failure to execute the order, the agency will be debarred by the **Superintendent, CHC- Chudapali**, Balangir for a period of 3 years and performance security of the firm shall be forfeited.
- e. Any legal dispute arising out of this contract is limited to the jurisdiction of the district court Balangir only.

- 14.** Bidders may be present in person or through their representative(s) during the opening of Tenders/Quotations/Bids at **11.00AM** on 15.04.2026. Even if no bidder or their representative remains present, the bid will be opened & no complain/ objection will be entertained.

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12-3-2026

ANNEXURE: I

Rate to be quoted for hiring of vehicles on monthly basis at, BPMU , NHM, Balangir

1	2	3	4	5	6
Sl. No.	Type of Vehicles	Minimum Avg./ Milage in KM/1 Ltr. fuel	Minimum K.M. per 1 Ltr. Lubricant	Monthly Hiring Charges of vehicle excluding GST	GST & other taxes if any
	Mahindra Bolero/Maruti Ertiga	12	1000		

We agree to provide Mahindra Bolero / Maruti Ertiga Vehicle on hiring basis (within 3 years old) as per the terms and conditions of the tender, and rates mentioned in col. 5 of above format is valid for a period of one year from the date of signing of the MOU with **Superintendent, CHC- Chudapali**, Balangir and also agreed that the price will remain unchanged during that period.

Name of the bidder

With complete address

Place:

Date:

Enclosures:

1. EMD for Rs. 10,000.00 bearing DD No. _____ Dated _____ drawn on _____.
2. All the documents as per the eligibility criteria at point 12 of the Tender terms & conditions.

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12-3-2016



General Information for Hiring of Vehicle.

1. Registration No. of Vehicle:-
2. Type of Vehicle:-
3. Year of Manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & complete Address
of the owner of vehicle:-
7. Fitness Certificate validity:
8. Valid Contract Carriage Permit :
9. Road tax Clearance:-
10. Insurance validity:-
11. Pollution Certificate:
12. Payment of GST up to the month of _____.
13. Contact Number of Agency _____.

"Certified that the above information submitted to Superintendent, CHC- Chudapali,
Balangir is true to the best of my knowledge and belief."

Place:

Date:

Seal &Signature of the
Quotationer/Tenderer

[Handwritten Signature]
12-3-2016

ANNEXURE – III.

(To be submitted in *Technical Bid*)

UNDERTAKING / DECLARATION FORM

I / Wehaving My / our
.....office
at.....do declare that I / We have carefully
read all the terms & conditions of tender of the Superintendent, CHC Chudapali for providing
vehicles on monthly hiring basis (in good conditions within three years old along with all
necessary MV document) to **Superintendent, CHC- Chudapali, Balangir.**

Further I / Wedeclared that for agree to
Branding of the Vehicle & if necessary installed GPS,

The approved rate will remain valid for a period of one year from the date of signing
of MOU. I / we will abide with **all the terms & conditions** set forth in the **Tender Reference**
no. _____ dated ____ / ____ / 2026.

I/We do hereby declare I/We have not been de-recognized / black listed by any State
Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for
providing vehicles on hiring basis due to not providing of Standard Qualityservice / failure to
provide service.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit
and or Performance Security Deposit and blacklist me/us for a period of 2 years if, any
information furnished by us proved to be false at the time of inspection / verification and not
complying with the Tender terms & conditions.

I / Wedo hereby declare
that I / we will carry out the order for providing monthly vehicles on hiring basis to
Superintendent, CHC Chudapali as per the terms & conditions of the above referred tender.

Signature of the bidder
Name & Address of the Firm:
Seal
Date

Affidavit before Notary Public in Non-Judicial Stamp paper costing Rs.20/-


12-3-2026



DECLARATION

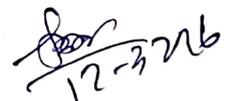
1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/ Director/ authorized signatory of the firm/agency, _____, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I am agree to provide the monthly Hiring vehicles to **Superintendent, CHC-Chudapali**, Balangir for one year with the quoted rate with effect from the date of signing of MOU and also agreed that the quoted price will remain unchanged during that period.

Full Name:

Seal with signature

Place:

Date:


12-3-26

CHECK LIST

<u>Name of Document</u>	<u>Submitted (Yes / No)</u>	<u>Page No</u>
Required EMD of Rs.10,000/-	:	
Copy of Firm registration Certificate	:	
Copy of GST Registration Certificate	:	
Copy of PAN Card	:	
Copy of GST Tax return for 1 st qtr. of 2025-26 if any :		
General Information as per Annexure-II	:	
Declaration as per Annexure - IV	:	
Undertaking / Declaration as per Annexure – III	:	

Seal with Signature of the Bidder

[Handwritten Signature]
12/3/2025