



**DIRECTORATE OF HEALTH SERVICES (FW) ASSAM**  
Swasthya Bhawan, Hengrabari, Guwahati - 781036

**Short Tender Notice**

**Name of work : Hiring of Vehicles on Monthly basis for Directorate of Health Services (FW) Assam, Swasthya Bhawan, Hengrabari, Guwahati - 781036**

***TENDER IS TO BE SUBMITTED ON OR BEFORE: 11:00 AM. ON 22<sup>nd</sup> Aug'2022***

**Contact details:**

<b>Particulars</b>	<b>Telephone</b>	<b>E-mail</b>
The Director of Health Services (FW), Assam		uipassam@gmail.com
<b>Website</b>	<b>www.dhsfw.assam.gov.in</b>	



**DIRECTORATE OF HEALTH SERVICES (FW) ASSAM**  
Swasthya Bhawan, Hengrabari, Guwahati - 781036

**Short Tender Notice**

The Directorate of Health Services (FW), Assam invites sealed tender **affixing non-refundable Court Fee Stamp of Rs. 8.25** (Rupees eight and paise twenty five) only from interested & eligible travel agencies/firms for "Empanelment of Agencies for Hiring of Vehicles on Monthly basis" for The Directorate of Health Services (FW) Assam, Swasthya Bhawan, Hengrabari, Guwahati - 781036.

The detailed tender document may be obtained from The Directorate of Health Services (FW) Assam, Swasthya Bhawan, Hengrabari, Guwahati - 781036 on working days from **10-08-2022** onwards or may be obtained from official website **www.dhsfw.assam.gov.in**.

An amount of **Rs. 1000 (Rupees One Thousand Only)** is to be paid as Bid Document Fee (non-refundable) in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favor of "DHS(FW) Assam - UIP" payable at Guwahati must be submitted along with the Tender Document.

Bids are to be submitted in hard copy in a separate cover super scribed as "**HIRING OF VEHICLES ON MONTHLY BASIS**" UNDER DIRECTORATE OF HEALTH SERVICES (FW) ASSAM DUE ON or before **22<sup>nd</sup> Aug'2022 11:00 AM** "and addressed to The Directorate of Health Services (FW) Assam, Swasthya Bhawan, Hengrabari, Guwahati - 781036.

If the day of receiving tender, the office happen to be a holiday or non-working day, bandh etc. for an unforeseen reason, the next working day will be considered as last date (at the same time) of receiving the tender. The society will not be responsible for any damage or lost in transit in case of delivery.

The technical bid will be opened on **22/08/2022** at 12:00 noon and the price bid will be opened on **22/08/2022** at 3:00 PM.

The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

  
Director of Health Services (FW) Assam  
Swasthya Bhawan, Hengrabari, Guwahati - 781036

Memo No. HSFw/UIP/Vehicle Hiring Tender/110/2022/1549-A  
Copy for information to:

Date: 9/08/2022

1. DIPR to published in one Assamese and one English daily news paper.
2. Notice Board of DHS(FW), Office.
3. Notice Board of DHS, Office
4. Notice Board of NHM, Assam .
5. Official website [ww.dhsfw.assam.gov.in](http://www.dhsfw.assam.gov.in).

  
Director of Health Services (FW) Assam  
Swasthya Bhawan, Hengrabari, Guwahati - 781036

## SHORT TENDER NOTICE

1. Tender are invited from travel agencies/firms for **"HIRING OF VEHICLES ON MONTHLY BASIS" FOR THE DIRECTORATE OF HEALTH SERVICES (FW) ASSAM, SWASTHYA BHAWAN, HENGRABARI, GUWAHATI - 781036."**

2. The scope of work for this tender is to provide vehicles of different categories to DHS (FW) Assam on monthly basis/ call on basis within Guwahati & outside Guwahati along with drivers and operation and maintenance of the vehicle as per terms and conditions specified herein.

3. **TECHNICAL BID:**

Envelope 1: Technical Bid:

*(The list of documents to be submitted in a sealed envelope super scribed as "Technical Bid for Hiring of vehicles under DHS (FW) Assam")*

- a) The bidder should affix non-refundable Court Fee Stamp of Rs. 8.25 (Rupees eight and paisa twenty five) in the bid.
- b) The bidder must be registered under Competent Authority for providing vehicles on hire. (Self-Attested copy of Registration of firm/company)
- c) The vehicle that are proposed to be provided on monthly hire basis to DHS (FW) Assam office (excluding Call basis) must not be older than following period or kms running as stated as on date of submission of tender.

S. No.	Description	Vehicle Type	Period of Contract	Vehicle Condition (Not older Than)
1	Vehicles on monthly basis	1. Innova Crysta 2. Sedan (Honda city), 3. Mahindra Scorpio, 4. Mahindra Bolero	12 months	18 months or 30000kms 18 months or 30000kms 18 months or 30000kms 18 months or 30000kms

- d) The bidder should have experience in providing vehicles in last three years in the Central/State Government. (Self-attested copy of Experience certificate issued by Central/State Government/ Semi Govt. Renound Pvt. Organization for the last Three years).
- e) The bidder must submit self -attested copy of Goods and Service Tax (GST) registration of certificate from competent authority.
- f) The bidder should have average annual turnover of Rs. 10 lakhs during the last three completed financial years i.e 2018-19, 2019-20, 2020-21 or 2019-20,2020-21,2020-22. (Turnover Certificate duly sealed and signed by competent Chartered Accountant/ auditor)
- g) The bidder must not be blacklisted/ terminated by any Govt Dept/ or by any PSUs in the past. (An up-to date Affidavit of Non-Blacklisting on Non Judicial Stamp Paper in any Govt./Semi Gov./PSU deptt. from public notary/competent legal authority).
- h) The bidder must submit Self-attested copy of PAN card of firm/company/individual.
- i) The bidder must submit Self attested copy of the documents showing current insurance of the vehicles.
- j) The bidder must submit Self attested copy of up-to date trade license.
- k) The bidder must submit Self attested copy of the IT-Return filed for the last three financial years
- l) The bidder must submit Self attested copy of Registration Certificate of vehicles.
- m) The bidder should enclose details relating to the Technical Bid as per format at Annexure-I

*All the documents mentioned above are for establishing the eligibility and non-submission of these documents will result in rejection of the tender. Original of all such documents shall be liable to*

*produce for verification, failing which such documents shall be rejected*

4. **FINANCIAL BID:**

**Envelope 2: Financial Bid:**

- a) Bids will have to be quoted as per Annexure-II in the bidder's letter pad and should be submitted in the Financial Bid.
- b) The Financial bids of only those firms who qualify in the Technical Bids will be opened. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.
- c) The quotation should be filled in the financial bid document should quote the rate for the specific items both words and figures neatly.
- d) Taxes are as applicable to shown separately and duly signed by authorized person of the firms.
- e) At the time of payment of bills, the income tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
- f) The price for Monthly hiring of Vehicle should be quoted including hiring of Driver, Vehicle Maintenance (excluding Fuel).
- g) The price quoted by the Bidder shall remain fixed during the entire period of contract s per agreement.

*(The envelope should be sealed properly and super scribed as "**Financial Bid for hiring of vehicles under Director of Health Services (FW), Assam**")*

5. Bidders are advised to read the detailed tender Documents carefully before submitting the Quotations, in order to avoid any further disputes. It shall be presumed that the Bidders have considered and accepted all the terms and conditions of this Quotation.

6. The vehicle offered on hire basis shall be registered in the state of Assam. The successful bidder must submit copy of R/C while placing the vehicle on duty for monthly basis. In case of vehicle newly purchased and is without registration, sale Certificate from dealer should be submitted till the time RC is issued by RTO.

7. **PERIOD OF CONTRACT:** The contract will be initially for a period of 12 months. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than Seven months at a time depending upon condition of vehicle and service of service provider, on review of performance, depending upon the requirements and administrative conveniences of the office. The DHS (FW), Assam reserves the right to terminate the contract with service provider within the contract period at any stage, if the service is not found satisfactory.

8. **EARNEST MONEY DEPOSIT (EMD):**

- Earnest Money of **Rs. 20,000/- (In words Twenty Thousand Only)**. In case of SC/ST the EMD will be Rs. 10000/- (Rupees Ten Thousand Only) provided SC/ST certificates from the competent authority, shall be paid in the form of a Demand Draft from any scheduled/ Nationalized Bank drawn in favor **DHS(FW) Assam – UIP** payable at Guwahati in a proper sealed Envelope Superscribed as **"Tender for hiring of vehicles under Directorate of Health Services (FW), Assam"**. Earnest Money in cash or in the form of cheque or in any other form will not be accepted.
- The Earnest Money of tenderer will be refunded without interest within reasonable time after final decision of the tender on submission of an application from the Tenderer.
- Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the

stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited.

- The tenders without Earnest Money Deposit will be rejected.

9. **MAINTENANCE OF LOG SHEET:**

- i. The fuel of the vehicle will be provided from this directorate on coupon basis.
- ii. The selected Agency has to provide log sheet to the driver of all vehicles which are placed on duty to DHS(FW) Assam as per requisition.
- iii. The driver of the vehicle shall maintain the log sheet and must ascertain that the log sheet is duly filled and signed by the officer/ staff using the vehicle.
- iv. The travel agency must ascertain that the odometer of the vehicle is working properly. In case, the km reading is found to be faulty or inaccurate, a penalty of Rs 500/- shall be imposed and the vehicle will have to be replaced.
- v. The vehicle may be parked at this Directorate campus while not in use.
- vi. Accuracy of the meters: The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.

10. **SECURITY DEPOSIT:**

- The successful tenderer will have to deposit a performance security (security deposit) for an amount of 10% (Ten Percent) of the value of the contract in the form of a Bank Guarantee/ Term deposit receipt (TDR) / Fixed Deposit (FD) for the validity period of 18 months. The Security deposit will not be adjusted against any payment due to the firm from the office of the Director of Health Services (FW), Assam.
- The Security Deposit can be forfeited, wholly or partly, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the o/o Director of Health Services (FW), Assam, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- A letter of intent will be issued to the successful bidder/bidders. Successful bidder shall have to submit a performance security bond within 14 (fourteen) days from the issue of the letter of intent, from scheduled bank.
- The final work order will be issued only after the production of the performance security bond and EMD of successful bidder shall be refunded within a week of the receipt of the performance security bond.

11. **PLACING OF INDENT:** vehicle along with driver has to be placed, as and when required, on giving information of the same within one day. The requisition for vehicle over telephone should be considered as notice. For regular requirement, requisition/ telephonic information will be given one day in advance.

12. **FORCE MAJEURE:** If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the purchaser as to whether the supplies/services have been so resumed or not shall be final and

conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

13. **AGREEMENT:** The successful bidder will have to enter an agreement initially for a period of twelve month, further extendable subject to clause 7. Cost of execution of agreement shall be borne by the contractor. Final work order shall be issued only after execution of the agreement by the successful contractor. Apart from other things, all clauses of this tender document shall form the integral part of the agreement.

14. **PENALTIES :**

- Vehicles should be made available on call any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs.1000/- will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.
- Director of Health Services (FW), Assam reserves the right to call the vehicles before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holiday, failing which the penalty of Rs. 500/- will be imposed on each occasion
- In case of breakdown of vehicle within Guwahati, the vehicle has to be replaced within One hour. If for a particular vehicle the number of break down exceeds three times in a month, the vehicle shall be withdrawn and replaced with another one.
- In case of breakdown outside Guwahati, vehicle have to be replaced within the shortest possible time, failing which the user will hire an alternative vehicle for which the hiring charge of the alternate vehicle will be deducted from the bill. No cost will be borne by user for repairing of vehicle used for the journey.
- In case of frequent change of drivers, Rs. 500/- will be imposed every time the driver is changed.
- At any point during term of contract, if penalty amount is 05% of the contract value, contract shall be liable to be terminated.

15. **TERMS OF PAYMENT :**

- No payment shall be made in advance.
- The contractor shall submit the monthly bill in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment, with supporting log sheets duly signed by the users.
- All payment shall be made by RTGS/NEFT.
- The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in this tender.
- The contractor should submit genuine bills as per agreement.
- Wherever applicable all payments will be made as per rate schedule of payments stated in Annexure II of the submitted bid of the successful bidder.
- No hike in rate will be allowed if there is a hike in the price of diesel and or spare parts of vehicle.

16. **TERMINATION OF CONTRACT:** Competent authority, without prejudice to any other remedy, for breach of contract, may terminate the contract in whole or in parts.

- If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by competent authority.
- If the contractor fails to perform any other obligation (s) under the conditions of the contract and all clauses of this tender which are integral part of this tender.

- Competent authority may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances.
- If the services are not found satisfactory.
- The competent authority may at any time terminate the Contract by giving one month written notice to the contractor, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court.

17. **PERIOD OF VALIDITY OF BID:** Bid shall be valid for 30 days after the date of opening of bids.

18. **EVALUATION OF BID:** the evaluation of bids will be done in two levels -

Technical Evaluation & Financial Evaluation.

**Technical evaluation:**

- Bid will be evaluated by Tender Evaluation Committee.*
- Bid will be opened initially as per prescribed schedule and evaluated for technical eligibility.*
- Only those bidders scoring 70% and above in technical evaluation will eligible for opening of financial bid.*
- No conditional bid will be accepted.*
- Technical evaluation will be made on the basis of following criteria.*

Sl. No.	Technical Evaluation Criteria	Marks
1.	Bid Document Fee	Mandatory
2.	Court Fee	Mandatory
3.	EMD	Mandatory
4.	GST Registration Certificate of Bidder	Mandatory
5.	PAN	Mandatory
6.	Upto date Trade Licence	Mandatory
7.	Signature & Seal on each page	Mandatory
8.	Affidavit for non-blacklisting	Mandatory
9.	The bidder must submit Self attested copy of Registration Certificate of vehicles.	Mandatory
10.	The bidder should have experienced in providing vehicles in last three years in the Central/State Government/Semi Govt. (Self-attested copy of Experience certificate issued by Central/State Government/ Semi Govt. for the last Three years).	3 yrs (10 marks) 3 - 6 yrs (15 marks) More than 6 yrs (20 marks)
11.	The bidder must submit Self attested copy of the documents showing current insurance of the vehicles.	20
12.	The bidder must submit Self attested copy of the IT-Return filed for the last three financial years	20
13.	Total Annual turnover statement for past three financial years i.e. i.e 2018-19, 2019-20, 2020-21 or 2019-20,2020-21,2020-22 certified by the Auditor/Chartered Accountant.	Upto 30 lakhs (10 marks) 30- 45 lakhs (15 marks) More than 45 lakhs (20 marks)
14	Fuel Consumption ( km run per liter) test certificate to be provided from competent authority	10 - 12 km / lit (10 marks) 12 - 14 km / lit (15 marks) > 14 km / lit (20 marks)

**Financial evaluation:**

a) Bid will be evaluated by Tender Evaluation Committee.

b) Bid will be evaluated separately for following items as stated below:

i) Monthly rate of vehicle per month ( including Driver & Maintenance)

Director of Health Services (FW), Assam reserves the right to engage any of the vehicle type or all the vehicle types as per requirement at its discretion.

The lowest price quoted in Financial bid as mentioned in Annexure II will be considered for awarding the contract.

The selected bidder should be financially sound to provide credit limit for a period of 3 months.

**HIRING OF VEHICLES ON MONTHLY BASIS FOR OFFICE OF THE DIRECTOR OF HEALTH SERVICES (FW),  
ASSAM**

**1. SCOPE OFWORK:**

- i. The contractor shall supply the vehicles properly cleaned from outside and properly cleaned & totally dust free inside. Seats of the vehicle should have cover of white towels and towels should be washed weekly.
- ii. The contractor should provide uniforms to the drivers.
- iii. Vehicles to be provided by the Contractor should be in perfectly sound working condition and suitable for use by senior officers of the dept. Engine of the supplied vehicle should be noise-free.
- iv. Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned at least one day before the day of such changes.
- v. Driver and vehicle should reach the designated place on time and should be available even on holidays and beyond office hours without fail.
- vi. The driver should be experienced, well-mannered, well -dressed and should follow all orders of officer-in charge.
- vii. The engagement and employment of drivers and payment of wages to them as per existing provision of various labour laws and regulations is the sole responsibility of the Contractor and shall indemnify the purchaser. Any breach of such Laws on regulation shall be deemed to be breach of this contract.
- viii. The contractor should send the vehicle for periodical servicing at the cost of the contractor. Purchaser will not pay any mileage run for such servicing. The cost of lubricant, repairs, maintenance, Taxes, Insurance etc will be the contractor liability.
- ix. In case of change of vehicle by the contractor during the currency of the contract, the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a copy of power of attorney/affidavit should be submitted within 7 (seven) days of such change for such changed vehicles.
- x. In case the Director of Health Services (FW), Assam is not satisfied with the quality/condition of the vehicle/make of the vehicle, the contractor shall change the vehicle/ make necessary repairs to the satisfaction of the department.
- xi. Intending bidder must have a Mobile number and where the requisition of vehicle can be conveyed round the clock (24 hrs) for 365 days. The driver of the vehicle must be provided with mobile telephone so that he may be contacted at any point of time.



- xii. Parking and toll charges, if any, may be claimed by producing the parking/toll slips.
- xiii. The engagement and employment of drivers and payment of remuneration to them is the sole responsibility of the selected bidder.
- xiv. The selected bidder shall have the responsibility for arrangement of food and accommodation of the driver. The society will not bear any cost for providing accommodation and food during the period for which the vehicle is hired.
- xv. In circumstances, the hired vehicle is involved in 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 Motor Vehicle Act, 1986 as amended time to time and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the law. This will also include award given by Motor Accident Claims Tribunal (MACT) or any other Court or Competent Authority, and the Agency/ selected bidder will be liable to pay any such award or compensation for damages caused to life and property by the vehicle.

***The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.***

**ANNEXURE-I**

**TECHNICAL BID**

**To**

**The Director of Health Services (FW) Assam**

**OFFER SUBMITTED FOR PROVIDING VEHICLE ON HIRE BASIS**

**With reference to your advertisement in the local dailies dated ..... I/ we hereby agree to offer vehicles for hiring by your office:**

**I/We , as a Bidder have submitted the following documents along with Technical Bid:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled in by Bidders</b>
1.	Bid Document Fee	
2.	Court Fee	
3.	EMD	
4.	Power Attorney of Bidder	
5.	GST Registration Certificate of Bidder	
6.	PAN	
7.	Upto date Trade Licence	
8.	Signature & Seal on each page	
9	The bidder should have experienced in providing vehicles in last three years in the Central/State Government/Public Sector companies. (Self-attested copy of Experience certificate issued by Central/State Government/Public Sector companies for the last Three years).	
12	The bidder must submit Self attested copy of the documents showing current insurance of the vehicles.	
13	The bidder must submit Self attested copy of the IT-Return filed for the last three financial years	
14	The bidder must submit Self attested copy of Registration Certificate of vehicles.	
15	Annual turnover statement for past three financial years i.e. i.e 2018-19, 2019-20, 2020-21 or 2019-20,2020-21,2020-22 certified by the Auditor/Chartered Accountant.	
16	Affidavit for non-blacklisting	

**ANNEXURE-II**

**(I) Monthly Rate of Vehicle.**

Sl No	Vehicle Type (SUV/MUV) as mentioned below :-	Rate Per Month (in Rs.) (Excluding Taxes / Fuel) including Driver and maintenance.
1	Innova Crysta	
2	Honda City	
3	Mahindra Scorpio	
4	Mahindra Bolero	
	<b>TOTAL</b>	

**Name of Authorised Signatory:**

**Name of Firm/Agency:**

**Date:**

**Place:**

**Seal of the Firm :-**