

Tamil Nadu Health Reform Program – Tamil Nadu

Request for Proposal for Hiring of Vehicle

Sealed Tenders are invited from reputed Tour & Travels Agencies for hiring of vehicles on monthly basis for the official use in the O/o The Project Director, TNHSRP - Tamil Nadu, DMS Complex, Teynampet, Chennai-6 for the Year 2023 for the following type of Vehicles on the following terms and conditions:-

Indica, Swift Dzire, Etios, Hyundai accent, Innova, Marrazo, Maruti XL 6 – latest model with Air conditioners.

The Tenderers can access Tender documents on this office website: tnhsp.org, fill them with all relevant information and submit the completed Tender document to this office on or before 05.01.2023 before 3.00 PM.

The Technical bid has to be placed in a separate cover in a sealed envelope containing Quotations marked as "Quotations for Hiring of Vehicle" to the Office of the Project Director, TNHSRP, Tamil Nadu, Chennai-6

The Financial bid should be kept in a separate sealed cover marking "Financial Bid for Hiring of vehicles" not to be opened at the time of Opening of Technical Bid

These Two covers be placed in a cover Subscribing "Tender Calling for hiring of Vehicles should be opened in the Presence of authorized officials of the Project Director, TNHSRP – TN."

GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:

- 1) The Service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in Tamil Nadu.

- 2) The service provider should have minimum 3 years of experience of providing vehicles to any Government department and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format **(Annexure G)**.

- 3) The contract for providing vehicles will be given to the lowest bidder who fulfills all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-1 (Firm who has quoted lowest rates) tenderer.

- 4) **This office reserves the right to revise the requirements of vehicles being hired.** The number of vehicles mentioned is not fixed. It is as per present requirement:
 - a) **If needed, the tenderer should be able to provide more vehicles at the same rates and same terms and conditions.**
 - b) **Also, this office may surrender some or all of the vehicles, if not needed by this office.**

- 5) **In any case, the payment would be made based on the actual usage of the vehicles, irrespective of numbers mentioned above.**

6) Rates to be quoted for Petrol/Diesel Vehicle separately as based on the fuel type separate rates are applicable.

7) The tenderer should ensure that after getting the contract the vehicle deployed by the tenderer are of latest model (**not older than two years**) and shall have clean seat covers/towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary **pollution certificates** issued by the competent authority. **Undertaking in this regard would be required to be submitted by the tenderer along with technical bid**

8) The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose.

9) The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.

10) The calculation of mileage shall be **from the office of the DMS Annex building daily**. For this purpose, the service provider shall ensure that the speedometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get speedometer of the vehicle checked from any authorized workshop at the cost of Service Provider.

11) In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle immediately.

12) The service provider shall provide name & address/es of the drivers presently employed by tenderer **(Annexure E)**.

13) The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office. **Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.**

14) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear **proper uniform** & must carry a mobile phone in working conditions, for which, **no separate payment** shall be made by this office.

15) The driver(s) deputed on duty should carry valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.

16) This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on

this account shall be borne by the Service Provider only. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.

17) The drivers should be well conversant with the roads and routes in Chennai/Tamil Nadu. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.

18) The drivers should always remain with the vehicles during the entire period of duty. In case of any need, they should seek permission from the concerned administrative officers.

19) The tenderer should ensure that after getting the contract the drivers deputed by tender have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.

20) During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If any vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs.500/- per day per Small Size Vehicle and Rs.1000/- per day per Mid-Size or staff Vehicle for each such incident. **Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.**

21) **The service provider should provide a single contact person/ supervisor for the fleet deployed to this office. It would be the responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or whatsapp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time.**

22) A daily record indicating time and mileage for each vehicle shall be maintained in a log – book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.

23) This Office will reimburse taxes including GST, toll tax and parking charges against production of documentary evidence.

24) All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.

25) The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or their staff or any person under their control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

26) The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this Office temporarily.

27) The service provider will comply with Labour laws in force and all liabilities in this connection will be their responsibility

28) The contract will be initially for a period of twelve months which may be further extended on satisfactory services on the same terms and conditions.

29) In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving 15 days' notice. In case of such terminations, services of other empanelled Service Providers will be utilized at the contracted rates and no compensation will be awarded to the cancelled Tenderer. If any discrepancy found in the service, the Project Director has all rights to terminate the contract without any prior intimation.

30) **Bidders have to submit a Bid Security (Earnest Money) of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft/ Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank in favor of P.D TNHSRP –TN, Chennai-06 along with their bids. The Bid Security should remain valid for a period of at least forty five (45) days beyond the date of bid validity.**

31) **On acceptance of the bid, the Service Provider has to submit Performance Security of an amount equivalent to 5% of the value of the entire period of the contract in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank in favor of P.D TNHSRP–TN, Chennai-06. The Performance security should remain valid for a period of at least sixty days beyond the date of completion of the contract.**

32) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.

33) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.

34) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.

35) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.

36) Contract can be terminated by either party prematurely by giving advance notice of one month.

37) Proof of payment of appropriate GST will be required to be submitted to this Office.

38) The parties shall accept the non-exclusive jurisdiction of the Honorable High Court of Madras, Chennai only and agree that the contract is to be governed and construed according to Constitutional Law.

39) The Tender inviting officer is empowered to reject any tender on administrative grounds, without notice.

**District Revenue Officer
TNHSRP**

Tender inviting officer

Encls:

Annexure-A: Technical Bid

Annexure-B: Financial Bid

Annexure-C: Tender Acceptance Letter

Annexure-D: Details of Service Provider

Annexure-E: Details of Regular Drivers

Annexure-F: Details of Current fleet of Vehicles

Annexure-G: Experience Details

Annexure 'A'

TECHNICAL BID

Qualifying criteria for Quotation

(Documents to be attached to substantiate every information)

Sl. No.	Technical Parameter
1	Name, Address and Telephone no. of Service provider
2	Details of the regular drivers as per Annexure E & Undertaking
3	Details of the vehicles as per Annexure-F & Undertaking
4	Experience details as per Annexure G
5	ITR for Assessment Year for last 3 years
6	Valid GST Registration & PAN
7	Undertaking to indemnify the department against all damages/charges
8	All pages of the tender document must be signed by the bidders, in token of their understanding / acceptance.

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory

Technical BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

The Project Director,
Tamil Nadu Health System Reform Program,
Chennai – 600 006.

Madam,

If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me/us to your office would be of latest model with Air Conditioning facility and would not be older than 2 years.
2. I would ensure that the drivers provided by me/us to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me/us.

4. The drivers deployed by me/us would have experience of minimum 3 years.

5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my/our part or my/our staff or any person under my/our control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature

Name of Authorized Signatory

ANNEXURE – B

FINANCIAL BID

(All Vehicles should cover minimum of 12 hours per day)

	Category I. Type of vehicle (small vehicle Indica type etc) Diesel	Category II Type of vehicle (Swift Dezire, Etios, Huyndai excent etc)	Category III Type of Vehicle (Innova, Marrazo, Maruti XL 6 etc)
Average. Rate KM per litre	10 (Bidder has to quote)	8 (Bidder has to quote)	6 (Bidder has to quote)
Per KM rate	15 (Bidder has to quote)	20 (Bidder has to quote)	25 (Bidder has to quote)
Approximate rate of Diesel	100 (will be taken on the date of evaluation)	100 (will be taken on the date of evaluation)	100 (will be taken on the date of evaluation)
Per KM Diesel rate	$100/10 = \text{Rs. } 10$ (For Calculation purpose)	$100/8 =$ Rs.12.5 (For Calculation purpose)	$100/6 =$ Rs.16.70 (For Calculation purpose)

Balance for other expenditure	$(15-10) = \text{Rs.}5$	$(20 - 12.5) = \text{Rs.}7.50$	$25 - 16.70 = \text{Rs.}8.3$
Percentage of amount for other expenditure	$10/15 = 67\%$	$12.5/20 = 62.5\%$	$16.7/25 = 67\%$
Rate per Addl. KM (Minimum 100 Kms /Day)	X (Bidder has to quote)	X (Bidder has to quote)	X (Bidder has to quote)
Rate per Addl. Hour (Minimum 12 Hours /Day)	X (Bidder has to quote)	X (Bidder has to quote)	X (Bidder has to quote)

Evaluation Criteria

For Evaluation of Price bid the following calculation will be taken for finalizing the L1 position as per rate quoted.

Description	Category I	Category II	Category III
Minimum K.M.	100	100	100
No. of Vehicle	5	5	5
Total K.M. per day	500	500	500
Rate	10 (Approximate)	15 (Approximate)	20 (Approximate)
TOTAL in Rupees	5000	7500	10000

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

The Project Director,
Tamil Nadu Health System Reform Program,
Chennai – 600 006.

Madam,

1. I/We _____ (name) _____ submit the Price Bid for _____ (Tender name/no.) _____ and related activities envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price Bid.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt. /PSU Department.

Signature
Name of Authorized Signatory

Annexure-C

TENDER ACCEPTANCE LETTER

(To be given on Company/Firm Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Madam,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

as per your advertisement, given in the above mentioned website(s).

- 2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.**

- 3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.**

- 4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

- 5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.**

Signature

Name of Authorized Signatory

Annexure-D

Details of Service Providers

S. No	Details	
01.	Name of the company / Firm	
02.	Postal Address	
03.	Landline Phone No	
04.	Mobile Number	
05.	E- Mail ID	

Authorized Signature

Annexure-E

Details of Regular Drivers

(Minimum 5 drivers details required)

Sl. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Up to	Private/ Commercial
1						
2						
3						
4						
5						

Annexure-F

Details of Current fleet of vehicles

(Minimum 5 vehicle details required. Also legible copy of RC, Insurance &
PUC to be attached)

Sl. No.	Registration Number	Owned/Leased /Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						
2						
3						
4						
5						

Annexure-G

Experience Details

(Copy of completion certificates to be attached)

Sl. No.	Name of hirer	Hiring Period	Number of vehicles supplied	Completion certificate date
1		2020-21		
2		2019-20		
3		2018-19		
<ul style="list-style-type: none">• Experience certificate would be considered for that financial year in which minimum 7 months service has been provided				

1. The vehicle should be provided for use in the office for a period of minimum Nine (09) days per month.
2. The overall use in per month is Twenty Six (26) days.
3. The Weekly off on all Sundays only.
4. While the vehicle use in Holidays the usage is only to be taken in K.M., per day only and not taken as day calculation.