



NATIONAL HEALTH MISSION
THIRUVANANTHAPURAM

TENDER DOCUMENT

FOR

Hiring of Air Conditioned Vehicles for DPMSU, NHM

Name of the Bidder:

Address :

Signature :

NOT TRANSFERABLE

For details;

nhmtvm.com

Email: dpmtrivandrum@gmail.com

1. Competitive Tenders are invited for the hiring of air conditioned vehicles for DPMSU, NHM Thiruvananthapuram. Interested owners/agencies have to submit the tender documents along with tender fee and EMD to DPMSU, Aarogyakeralam, Thycaud, Trivandrum.
2. The District Health and Family Welfare Society invites sealed tenders for hiring of vehicles from prospective Service Providers/Individual owners having vehicles with original registration on or after January 2018, which the bidder is opting and preferably having at least one year experience before the date of Notice Inviting Tender (NIT) from a competent authority of any PSU/ Central / State Govt. or Private Ltd. Companies / Firms/ Travel Agencies/Rental Car services for having executed similar contracts of providing diesel driven commercial A/C Cars and MUVs.
3. The bidder should own or have on lease, a fleet of one or more vehicles including those quoted by the bidder, registered as taxis i.e Cars & vehicles with permit from RTOs as taxis. The bidder should submit the full details of the vehicles and a clear declaration that he/she will be able to supply commercial vehicles with original registration on or after January 2018 shall be provided along with proof of RC's and Lease Deeds.
4. Tenders are invited for the hiring of the following vehicles and their respective requirements are as follows:

Sl. No.	Vehicle Brands preferred	Minimum Kms / Month	No. of Vehicles required**	Period of Contract*
1	<i>Air conditioned vehicle 7 seater(Marazo, Ertigo, Bolero or equivalent)</i>	2000	1	31.03.2023

**Which may be extendable to further period*

*** NHM can increase or decrease the no. of vehicles at any point of time as per requirement.*

4. The Contractors who has failed to provide proper services and vehicles as per the previous tenders are strictly instructed not to participate in this tender procedure.
5. And those contractors who failed to follow the terms and conditions as per last contract are also disqualified.
6. (a) The bidder shall submit his/her quote at least one vehicle above mentioned.

The bidder shall quote the rate for providing single vehicle he/she is opting. The bidders can quote for all the vehicle and also for individual too.

(b) The bidder is also required to quote for transfer charges of officials / guests from and to Airport / Railway station and city hotels /

7. The bidder is also required to quote for daily hire charges of vehicle on 8 Hours / 100 Kilometer basis and the same shall be provided in addition to the above said provision on demand from the NHM authority.
8. The tender documents can be downloaded from the website of the National Health Mission, Trivandrum at nhmtvm.com. The bidder shall attach a separate Demand draft as per as Cost of Tender document from any Nationalized /Scheduled Bank in favour of the **District Health and Family Welfare Society, National Health Mission**, payable at **Thiruvananthapuram** along with the tender document, failing which the offer will be rejected.
9. The Bidder is required to provide commercial vehicles fully conforming to RTO/KMVD regulation along with fuel, Driver with proper uniform etc and carryout periodical maintenance and execute the work through their Supervision.
10. The NHM may or may not amend the terms and conditions of the tender document on the basis of feedback obtained based on the published Tender, with a view to obtain maximum number of competitive bids.
11. Minor infirmities in the submission of the documents will be allowed to be rectified so as to ensure qualification of maximum number of competitive offers to the final round.
12. There will not be any individual communication in respect of general notices, amendments etc. The prospective offers are advised to check for updates in our website: www.etenders.kerala.gov.in on a daily basis. Individual communications will only be issued in exceptional cases, at the discretion of the Tender Inviting Authority. All notices/information will also be disseminated through the Tender Inviting Authority's website and it will be binding on the Bidders. The prospective Bidders are advised to browse the website of the Tender Inviting Authority on a day-to-day basis till the tender is concluded.
13. Failure to furnish any information required by the tender documents and submission of an offer not substantially responsive to it in every respect shall be at the bidder's risk and may result in the rejection of the bids, without any further notice.
14. Service to be provided is supply on demand, vehicles with licensed drivers, registered as commercial vehicles (taxis) on hiring basis for running within the jurisdiction of Kerala and Tamil Nadu. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
15. Duty hours of vehicles are 24x7 basis normally for Nine hours thirty minutes (9Hr 30Min) per day, i.e. 9.00 am to 6.30 pm. However, the vehicle shall be made available on request at any time, without charging any extra cost.
16. The working days shall be 6 days in a week from Monday - Saturday. However, based on the requirements, the bidder shall provide vehicle/vehicles on Sundays and holidays also. No extra charges will be paid for holidays.

17. Reporting and Parking Place for vehicles are at The DPM Office, Thycaud, Thiruvananthapuram. However actual place of reporting and actual duty hours shall be specified by actual users of vehicles.
18. Vehicles hired by NHM will be sent for out station duty. An amount of Rs. 200/- per day will be paid for out station stays (If staying at outside Trivandrum district) only. The driver shall arrange for accommodation and food by his own means. NHM reserve no obligation to arrange for accommodation or other facilities for the driver.
19. Counting of Distance will be from the starting point and closing point of the user which is normally the DPM Office Thycaud.
20. Accuracy of Meters will be checked periodically by any authorized officer of NHM and reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by NHM, which may even lead to termination of Contract.
21. Service Provider should comply with the following:
 - a) It is desirable to have the Registration with Service Tax, PAN etc. However, if the Service Provider does not possess any or all the above, they should obtain the same if required by law to execute this service, within one month of commencement of Contract.
 - b) It is the responsibility of the bidder to make all necessary statutory payments in respect of the drivers engaged and shall indemnify the NHM from any claims arising thereof. The drivers so engaged shall under no circumstances be treated as employees of the NHM.
 - c) Contact details along with Landline and Mobile numbers to be provided where requisition of vehicles can be conveyed all the 24 hrs.
 - d) Assign driving to only qualified, experienced, licensed and well disciplined drivers with taxi badge and also assume full responsibility for the safety and security of the officers/officials and store items during the vehicle usage. The bidder should submit a verification certificate for the driver/drivers, to be deployed for duty, from an Officer from the Police Station of the area he belongs to, as per the standard format and should be submitted to NHM within 10 days after awarding the contract.
 - e) Attested copy of driving licenses of the drivers should be submitted to the Officer of DPMSU, NHM during the contractual period for verification.
 - f) Proper Identity Cards after verifying the antecedents of his drivers through Local Govt. offices.
 - g) Drivers to be provided with uniforms as required under the Kerala Motor Vehicles/RTO rules, which shall be worn by them all the time while on duty.
 - h) Drivers should be allotted with mobile phones and the same should be available to contact on duty days / hours.
 - i) Drivers allotted should not be changed without valid reasons and the same should have prior approval from NHM.

- j) The attested copies of R/C Book, Insurance policy, tax token ,Taxi Permit, lease Agreement, Aadhar Card and PAN card of Agency/Owner , Agency profile , GST registration annual Turnover statement of the vehicle/vehicles supplied under this contract should be uploaded and will be subject to scrutiny. Govt. Tax / Levy / Duty other than Service Tax for plying the vehicles will be borne by the bidder.
- k) The registration numbers of the vehicles to be provided as part of the contract should be invariably be quoted in the bid.
- l) Vehicles, mentioned in the Contract document, should not be changed without valid reasons and the same should have prior approval from NHM.
- m) Consumables like fuel,lubricants, tyres, battery and repairs, maintenance, taxes, insurance, etc. will be to the Service Provider's liability.
- n) Trip sheet in duplicate copy to be printed and serially numbered by the bidder as per prescribed format of NHM (Annexure -III) and should be handed over the same to Officer of DPMSU, NHM at the end of duty every day. The trip sheets are completed and signed by the authorized users from NHM. Trip sheets without proper signature shall not be considered for monthly payment.
- o) The releasing time of the vehicle is the time specified in the trip sheet duly signed by the last user of the vehicle.
- p) Vehicles Up-keep shall be in good condition along with good and clean Seat covers & curtains. Vehicles so hired may be inspected by designated officer from office of DPMSU, NHM with reference to good/properly maintained vehicle including cabin, upholstery, seats etc.
- q) Name boards such as **‘On Contract with National Health Mission, Government of Kerala’** to be displayed on front and rear (White letter in Medium blue background as per RTO/KMVD rules),i.e. above the front and rear number plates of all vehicles provided during the contract period. The specifications of the same will be intimated once the contract is awarded. Vehicles without the name board shall not permit for duty under any circumstances.
- r) The vehicle so hired should beared with the branding of respective health programme

23. Debarring Conditions:

- a. No vehicle should be supplied having registration in the name of employee of NHM or their close relative and a Certificate to this effect be given on the body of bill while submitting claim.
- b. No sub-contracting of the Service allotted is permissible by NHM. The near relatives of all NHM employees either directly recruited or on deputation are prohibited from participation in this tender.
- c. The tampering of meter reading, vehicle usage timings, overwriting of summary / log sheet, mismatch in total km run for trip/trips with actual distance and

- misbehavior of driver including absence of proper uniform, consumption of liquor etc. while on duty shall be viewed very seriously, leading to even cancellation of contract.
- d. Service Provider shall not engage any person below 18 years of age.
 - e. Service provider should submit the verification certificate of the driver deployed for duty as per the standard format from the concerned Police station, where the driver belongs. Drivers without proper police verification certificate shall not be allowed to perform duty under this contract.
 - f. Misbehavior of the driver to any designated officer of NHM during duty hours. Deputing drivers showing any misconduct, pilferage, mis behavior or having any criminal background etc will be viewed very seriously, even leading to the termination of the contract
 - g. Usage of Alcohol/drugs/smoking etc during duty hours by the drivers, especially in the premises of NHM or during out station duty, will also lead to termination of the contract.

24. Guidelines for preparation of Tender

- a. The bidder shall bear all costs associated with the preparation and submission of its bid and National Health Mission, Thiruvananthapuram, hereinafter referred to as “Tender Inviting Authority”, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- b. Language of Bid:-The Bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Tender Inviting Authority, shall be in English language. Supporting documents and printed literature furnished by the Bidder may be written in another language provided they are accompanied by an authenticated accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the English translation shall govern.
- c. The documentary evidence (other than those regarding supply and past performance) submitted along with the Tender shall be produced duly attested by the bidder on every page and serially numbered. Any interlineations, erasures or over writing shall be valid only if they are initialed by the person (s) signing the offer.
- d. In the event of documentary proof as required being not enclosed, the Tender shall be liable to be rejected. All pages of the bid, except for un-amendable printed literature, shall be signed by the authorized person or persons signing the bid along with the stamp of the bidder.
- e. A copy of the complete tender document and amendments if any duly signed on every page by the bidder or the authorized representative shall be enclosed as part of the bid as a proof of having read and accepted the terms and conditions of the tender document.
- f. An offer submitted in vague /ambiguous terms and the like, shall be termed as

- non-responsive and shall be summarily rejected.
- g. A prospective Bidder requiring any clarification of the tender documents may notify the Tender Inviting Authority in writing by email or fax or letter at the Tender Inviting Authority's mailing address/fax number/post address indicated in this tender document. The Tender Inviting Authority will respond to any request for clarification of the tender Documents which it receives before 5 days prior to the deadline for submission of bids.
 - h. Clarifications to specific requests shall be responded through e-mail and general clarifications, affecting all the bidders shall be published in the official website of the Tender Inviting Authority. However it shall be the duty of the prospective bidder to ensure that the clarifications sought for has been properly received in time by the Tender Inviting Authority.

25. Bid Forms (Two Bid System)

- a. The tender may initiate through e tender portal.
- b. Rates should be quoted as per the requirements given in Clause-3 and should be enclosed to Price Bid Form at Annexure-I.
- c. The bidder is requested to examine all instructions, forms, terms and specification in the Bid Documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.
- d. The bidder shall bear all costs associated with the preparation and submission of the bid. NHM in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

26. Earnest Money Deposit (EMD) :

- a. Non- submission of sufficient EMD as mentioned shall be one of the primary reasons for rejection of the bid.(exemption is applicable for eligible bidders)
- b. Cheque,DD, Money Order, Fixed deposit etc will not be accepted as EMD.
- c. EMD of unsuccessful bidders will be discharged/returned as promptly as possible but not later than 30 days after opening of the bids by the Tender Inviting Authority.
- d. The successful bidder's EMD will be converted into performance security for each vehicle he/she supplied.
- e. No interest will be paid for the EMD submitted.
- f. The EMD will be forfeited, if a bidder;
 - i. misrepresents of facts or submitting false/fake documents during the tender process
 - ii. if the bidder willfully violates any terms and conditions of the tender documents

- iii. withdraws its bid after the opening of bid;
- iv. a successful bidder, fails to sign the contract.

27. Bid Evaluation

- a. Price Bids shall be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- b. Bids will be evaluated after technical verification of all documents
- c. The bids submitted shall be evaluated by comparing the rates quoted for each vehicle separately. If the L1 bidder failed to submit the vehicle or disqualified due to any technical reasons, then subsequent bidders shall be considered for meeting the vehicle requirement, as mentioned in Clause.3.
- d. The additional kilometer charges (on half yearly basis) will be reimbursed to the contractors at the quoted rates;
- e. Vehicle should be 2018 make or higher model. The Vehicles should be in good running conditions, hygienically maintained with good and decent upholstery. Vehicle should be maintained in good condition throughout the contract period.
- f. The Odometer reading at the time of reporting for duty/release from duty will only be reckoned for calculation of Kms run.

Sl. No.	Vehicle type/Brand	Minimum Kms / Month	No. of Vehicles required**	Period of Contract*
1	<i>A/c seven seater vehicle(marazo, ertigo, bolero or equivalent)</i>	2000	1	31.03.2023

28. Right to Accept or Reject :

- a. NHM shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of NHM.

29. Award of Contract

- a. NHM shall award the contract to those bidders whose offers have been found technically, commercially and financially acceptable under the vehicle category. The bidder shall within 7 (Seven) days of issue of the award, shall execute an agreement in Rs.200 Kerala Stamp paper (Format shown in the Annexure V)

along with the performance security (SD) in the form of DD and also to be prepared for commencing the service, from the date of signing of Contract.

30. Right to vary quantities

- a. NHM reserves the right at the time of award of contract or at any time during the period of contract to increase upto 50% of the total quantity of services specified in the schedule of requirements, ie a vehicle without any change in hiring charges and other terms and conditions. If the contractor is not in position to supply additional vehicles, then the additional vehicle requirement will be fulfilled from the next eligible bidder at L1 rate.

31. Signing of Contract

- a. Signing of Agreement shall constitute the award of hiring contract on the bidder.

32. Notices

- a. The Tender Inviting Authority shall publish the following information on its website at the appropriate time as part of ensuring transparency in the tender process;
 - i. The tender notices, documents, corrigendum, addendum etc if any.
 - ii. Amendments to the tender conditions, if any.
 - iii. Notice, if any, relating to the contract given by one party to the other, shall be sent in writing by email or fax and confirmed by post. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
 - iv. The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

33. Annulment of Award

- a. Failure of the successful bidder to comply with the requirement of the tender shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security (EMD) in which event NHM may make the award to any other bidder at the discretion of NHM or call for new bids.

34. Period of validity of bids.

- a. The bid shall remain valid for 150 days after the date of opening of bids. A bid

- valid for a shorter period shall be rejected by NHM as non-responsive.
- b. A bidder accepting the request of NHM for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.
35. Bid Price.
- a. The supplier shall quote price as per schedule given in Clause 3 for the type of Vehicles mentioned the schedule of requirement. The composite price should include all the type of Taxes, levies and charges .
 - b. "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
36. Clause by clause compliance.
- a. A clause- by - clause compliance of service to be provided shall be given as per the Terms & Conditions given in the tender document.
37. Duration / Period of Contract:
- a. The contract will be awarded up to 31st March 2023. However, extension for the next year / part thereof will be considered keeping in view the various factors, such as prevailing market price, satisfactory performance of the contractor including the class of services offered etc.
38. Performance Security (SD) :
- a. The successful bidder shall be required to deposit an amount of **5% of the Total quoted amount per each vehicle to be submitted by him/her**, within seven days of award of contract as Performance Security (SD).
 - b. Performance Security (SD) shall be submitted in the form of DD.
 - c. Performance Security (SD) will be discharged after completion of Service Provider's performance obligations under the contract.
 - d. If the Service Provider fails or neglects any of his obligations under the contract it shall be lawful for NHM to forfeit either whole or any part of performance security (SD) furnished by the bidder as compensation for any loss resulting from such failure.
39. Terms of Payment:
- a. The payment shall be made within 30 working days from the date of receipt of bill in the office of The DPMSU , NHM. Monthly bills of vehicles shall be submitted in triplicate to the authority specified in contract along with the original of the completed trip sheets duly signed by the users of the vehicle by the 5th of the following month for payment. In case, the bills are not submitted to NHM as per above schedule, it will not take responsibility for delay in payment.

- b. It should be ensured that there is no overwriting in the Trip sheets. In no case, Trip sheet without signature will be accepted for payment and if it is found so, the amount will be disallowed. Also trip sheet found with corrections without the signature of concerned officer of NHM, tampering and irregular with the registers kept by the NHM including the vehicle in and out register, drivers duty register etc will also be not considered for the payment.

40. Prices:

- a. The rates should be based on the requirements given in Clause.3
- b. Rates charged by the Service Provider for the services given under the contract shall not be higher than the rates quoted by the Service Provider in his bid.
- c. In case of any increase / reduction of taxes and statutory levies (if any) during the contractual period, NHM shall not be liable to compensate during the contract period.

41. Insurance

- a. The Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. NHM shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on NHM, the same shall be reimbursed /indemnified by the Contractor.

42. NHM will not have obligation:

- a. No liability whatsoever for payment of wages/salaries /other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. in this regard and the Contractor shall indemnify NHM against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
- b. No direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to NHM have to be suitably compensated by Service Provider.
- c. Not be responsible for theft, burglary, fire or any mischievous deeds by his staff.
- d. Not be responsible to any penalization finalized by MVD/RTO authorities, due to the absence of any statutory requirements such as absence of uniform for driver, absence of copies of vehicle documents, rash driving of the vehicle etc.
- e. Contractor shall be the employer for his workers and NHM will not be held responsible fully or partially for any dispute that may arise between the service

provider and his workers.

43. Miscellaneous Conditions:

- a. The technically qualified bidder with the lowest evaluated price for the respective vehicles mentioned in the bid will be considered.
- b. In case the date fixed for opening of bids is subsequently declared as holiday by the Government, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
- c. NHM reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with NHM and blacklist such bidder / bidders for a suitable period in case they fail to honor their bid without sufficient ground.

44. Penalty for breach of terms & conditions:

- a. In case of Drivers reporting for duty without uniform, a penalty of Rs. 100/- will be charged per instance and the same will be deducted from the current month bill. If the driver reported for duty without proper uniforms for more than four days of a month, measures will be taken to remove the contract of the concerned contractor after issuing notice seeking explanation regarding.
- b. In case of non-availability of vehicles for any particular day penalty of Rs.500/- per day shall be imposed in addition to deduction of hire charges of another vehicle equivalent, on pro-rata basis for the period. If the number of unavailability of vehicle exceeds three times in a month without providing any alternative measures, the contract shall be terminated without any notice and the NHM will consider the next eligible bidder for occupying the same.
- c. In case of break down, after it's reporting for duty, the vehicles will have to be replaced by same type immediately or not more than one hour. In case of non-availability of suitable vehicle, the hire charges incurred for an alternative vehicle used till the time the replacement, is deducted from monthly bill of the bidder. If the number of break down exceeds three times in a month, a penalty of Rs.300/- per break down shall be imposed in addition to the hire charges of the additional vehicle and also measures will be taken to remove the contract of the concerned bidder.
- d. The penalty for temporary absence during duty hours without valid permission shall be Rs.100/- per hour of absence along with the hire charges incurred for an alternative vehicle used till the replacement of the same. If the number of hours of un-authorized absence of driver for duty exceeds 24 per month, measures will be taken to remove the contract of the concerned bidder. Also NHM will consider the next eligible bidder for executing the service, in place of the

contractor.

- e. If the vehicle provided by the contractor is found to be not in good condition or without proper document; then the mentioned vehicle may be rejected and sent back. No payment shall be made on account of such rejection.
- f. No payment will be made for vehicles supplied by the Service Provider originally registered with RTO before January 2018. In case of providing alternate vehicle other than the vehicle quoted, such vehicles should also comply with the terms & conditions mentioned in this tender.
- g. No payment will be made for vehicles supplied by the Service Provider without proper name boards, as mentioned in Clause.22.q. The clause mentioned shall be applicable to the alternate vehicles provided, If any.

45. Force Majeure:

- a. 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 NHM as to whether the contract have been so resumed or not shall be final and conclusive, 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.

46. Disputes/Appeal

- a. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to The Principal Secretary to Government, Health & Family Welfare Department, Government Secretariat or any other person appointed by him. His decision will be final and will be binding on both the parties.

47. Jurisdiction of Courts:

- a. The District Court of Thiruvananthapuram, Kerala has exclusive Jurisdiction to determine any proceedings in relation with this contract.

48. Termination of Contract

- a. In case of any default by the Contractor in terms of service (such as unavailability of vehicle/driver, improper vehicle condition) and / or in any of the terms & conditions (as given in the Tender Document), NHM may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 clear working days' notice in writing to the Service Provider.
- b. All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the Service Provider.
- c. Notwithstanding anything contained herein, NHM also reserves the right to terminate the contract at any time or stage during the period of contract, by giving two days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

49. Termination for insolvency

- a. NHM may also by giving written notice and without compensation to the Service Provider terminate the contract if the Service Provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

50. Set Off (Recovery of Sum due):

- a. Any sum of money due and payable to the Contractor (including security deposit refundable to him) under this contract may be appropriated by NHM and set off the same against any claim of NHM for payment of a sum of money arising out of this contract or under any other contract made by Service Provider with NHM.
- b. In the event of said security deposit being insufficient, the balance of total amount recoverable, as the case may be shall be deducted from any sum due to the Service Provider under this contract. Should this amount be insufficient to cover the said full amount recoverable, the Service Provider shall pay to NHM on demand the balance amount, if any, due to NHM within 30 days of the demand by NHM.
- c. If any amount due to the company is so set off against the said security deposit, the service Provider shall have to make good the said amount so set off to bring the security deposit to the original value immediately by not later than 10 days.

51. Important details & dates in a glance:

1	Tender No.	1734/DPMSU/2022/TVPM
2	Tender particulars	7 or 8 seater A/c Vehicle 2000 km per month
3	Tender period	January 2023 to March 2023(likely to extend for 11 months based on performance)
4	Tender Fees	7- seater Rs.220/- vehicle. (Please pay the Tender fee as per No of Vehicles Quoted)
5	Earnest Money Deposit (EMD)	7- seater Rs.1100/-vehicle, (Please pay the EMD as per No of Vehicles Quoted)
6	Validity of EMD	150 days from the date of opening of tender
7	Performance Security	Rs.5500/- (per vehicle submitted) (Only for those who got the tender)

Important Dates

Sl. No.	Particulars	Date and Time	Venue
1	Date of release of tender	21/01/2023, 05.00 pm	DPMSU, NHM
2	Last date for submission	27/01/2023, 3.00 pm	
3	Date of opening of bid	28/01/2023, 3.00 pm	

(Bid Document and subsequent clarifications on bid terms, if any, can be downloaded from NHM web site, nhmtvm.com)

s/d

**District Programme Manager, NHM &
Tender Inviting Authority
Thiruvananthapuram**

Tender/Bid Procedure

Type of Bid System-2 Cover bid

I Technical Bid

All Signed tender documents and supporting tender documents should be completed and put the same into a sealed envelope and superscript in the cover as” Technical bid for hiring 7 seater Air Conditioned Vehicle”.

Supporting documents to be submitted along with Technical Bid

- (1) Copy of RC Book
- (2) Copy of Insurance
- (3) Copy of Road Tax
- (4) Copy of Taxi permit
- (5) Copy of Pollution Clearance Certificate.
- (6) Copy of firm registration details (for firms only)
- (7) Copy of PAN Card (Individuals/Firms)
- (8) Copy of Annual Turnover(3year) Statement (For Firms)
- (9) Lease Agreement

II Financial Bid

Please fill the annexure IV (financial bid) with monthly rate, Daily Rate, Additional Kilometer Rate including vehicle details. Put the filled/signed financial bid in a separate envelop and superscript in the cover as “financial bid for hiring 7-seater AC vehicle

All two sealed envelope (Technical and financial bid) may put into a big sealed cover and superscript in the cover as “Tender for 7-seater AC Vehicle for NHM, Thiruvananthapuram”

Annexure I
NATIONAL HEALTH MISSION (NHM), KERALA
QUOTATION FORM FOR AIR CONDITIONED DIESEL VEHICLES

Technical Bid

Sl. No.	Particulars	Remarks			
1	Name, Address, E-Mail ID & Contact No. of Bidder (Land No. & Mobile No.)				
2	Income Tax Permanent Account Number (PAN) (Attach Proof), and IT Returns of assessment years _____ and _____				
3	Service Tax Registration number, if any (attach Proof)				
4	Experience from the Govt. / PSU Companies / rental agencies / Pvt. Firms etc (Attach copy of the performance certificate), If any	----- years			
5	Total No. of taxis / Vehicles owned by the bidder (Copies of the RC Books and other details of the Vehicles should be attached)				
Details of Vehicle					
	Make	Seating Capacity	Model	Date of original registration & Odometer reading	Registration Number
1					

I hereby agree to provide the vehicles as per the terms & conditions mentioned in this tender by the NHM.

Place:
Date:

Signature
Name & Address of the Agency /
Contractor/vehicle owner

Annexure II

POWER OF ATTORNEY

(On a Stamp Paper of relevant value)

I/ We.....(name and address of the registered office) do hereby constitute, appoint and authorize Sri/Smt

.....(name and address) who is presently employed with us and holding the position of As our attorney, to act and sign on my/our behalf to participate in the tender no..... for

I/ We hereby also undertake that I/we will be responsible for all action of Sri/Smt..... undertaken by him/her during the tender process and thereafter on award of the contract. His / her signature is attested below

Dated this the ___ day of 202_

For_____

(Name, Designation and Address)

Accepted

_____(Signature) (Name, Title and Address of the Attorney) Date : _____

Annexure III

**FORMAT OF
TRIP SHEET**

	Trip sheet Sl. No.			Date			
1	Registration No. of Vehicle						
2	Name & Designation of the NHM Officer / Staff						
3	Purpose of Journey						
4	From			To			
	Place	Time	Starting KMR	Place	Time	Closing KMR	Total Kms Run
5	Number of Night Halts (For Outstation journey only)						
6	Driver's Name & Signature						
	Signature of User						

ANNUAL TURN OVER STATEMENT

I hereby certify that M/s----- (Name & address) -----
-----who is a prospective bidder for the Tender No. -----Dated
----- of District Programme Manager is having the following annualturn over and
the statement is true and correct.

Sl.no.	Year	Turn Over in Crores
1	2017-2018	
2	2019-2020	
3	2020-2021	

Average turnover per annum (Rs.)

Date

Signature of Auditor/ Chartered
Accountant (Name in Capital)

Name of Firm

Reg No.

Seal

OFFICE OF DISTRICT PROGRAMME MANAGER, NHM, TVM
GENERAL INFORMATION ABOUT THE TENDERER

1	Name of the Tenderer					
	Registered address of the firm					
	State		District			
	Telephone No.		Fax			
Email		Website				
Contact Person Details						
2	Name			Designation		
	Telephone No.			Mobile No.		
Communication Address						
3	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Type of the Firm (Please ✓ relevant box)						
4	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others, specify	
	Registration No. & Date of Registration.					
Nature of Business(Please ✓ relevant box)						

5	Original Equipment Manufacturer		Authorized Dealer /Representative	
	Direct Importer		Others, specify.	
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)				
6	in case of Directors, DIN Nos. are required			
	Name		Designation	
	Name		Designation	
Bank Details				
7	Bank Account No.		IFSC Code	
	Bank Name & Address		Branch Name	
	Tel No		Email ID	
8	<i>Whether any criminal case was registered against the company or any of its promoters in the past?</i>			Yes / No
9	<i>Other relevant Information provided *</i> <i>(here enclose the details such as presentation on the details of the tenderer in a CD preferably, please avoid submission of detailed leaflets/brochures etc, if possible.)</i>			
<i>Date:</i>		<i>Office Seal</i>		<i>Signature of the tenderer / Authorised signatory</i>