



NATIONAL HEALTH MISSION
General Hospital
Junction, Thiruvananthapuram 695035
Tel fax: 91-471 2301181, 2302784
email: smdnrh@gmail.com
Website: www.arogyakeralam.gov.in

SHORT QUOTATION NOTICE

No. NHM/411/ADMIN2/2018/SPMSU

Dated: 10.07.2024

Short Quotation for providing Toyota Innova crysta Air Conditioned Car (Registered on or after 01-01-2021) for NHM SPMSU from competitive suppliers for the year 2024-2026

Sealed quotations are invited from competitive vehicle owners/contractors for providing the service of a Category 1 vehicle Toyota Innova Air Conditioned Car registered on or after 01-01-2021 for State Programme Monitoring and Support Unit, NHM, Thiruvananthapuram for official purpose. The last date of submission of sealed quotation with technical and financial bid is **20.07.2024, 11 AM** and opening of quotations accepted is **20.07.2024, 3 PM**

The terms and conditions for short quotation for supply of vehicles, Annexures on technical data and financial data are available in our website www.arogyakeralam.gov.in/downloads/tenders.

Jeevan Babu K. I.A.S
State Mission Director

The document is digitally approved. Hence signature is not needed.



NATIONAL HEALTH MISSION (AROGYAKERALAM)

Short Quotation - Terms and Conditions for Supply of Vehicle on Contract

1. Date of Registration of vehicle should be on or after 01-01-2021
2. The quotation shall be typewritten or written in indelible ink and shall be signed by the Bidder or person(s) duly authorized to bind the Bidder to the Contract with Quotation Inviting Authority. The letter of authorization, to the satisfaction of the Quotation Inviting Authority, shall be submitted as by written power-of-attorney accompanying the bid/resolution of the board of directors etc.
3. 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
4. The quotations should be prepared and submitted as per the quotation formats only prescribed in the quotation document (Annexures attached) and should be addressed to: **State Mission Director**, State Health & Family Welfare Society, National Health Mission (Arogyakeralam), General Hospital Jn., Thiruvananthapuram 695 035 Kerala, Phone Fax: 0471-2301181, email: arogyakeralam@gmail.com
5. 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
6. 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 24 X 7 basis, without charging any extra cost.
7. 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. If the vehicles are to be provided on Sundays, an amount of Rs.200/- can be charged per day as holiday allowances. No extra charges will be paid for all other holidays
8. Reporting and Parking Place for vehicles are at the NHM Office, General Hospital Jn., Trivandrum. However actual place of reporting and actual duty hours shall be specified by actual users of vehicles.
9. 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
10. Counting of Distance will be from the starting point and closing point of the user which is normally the NHM Head Quarters.

11. 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.
12. Attested copy of driving licenses of the drivers should be submitted to the Officer of SPMSU, NHM during the contractual period for verification.
13. Proper Identity Cards after verifying the antecedents of his drivers through Local Govt. offices.
14. 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.
15. Drivers should be allotted with mobile phones and the same should be available to contact on duty days / hours.
16. Drivers allotted should not be changed without valid reasons and the same should have prior approval from NHM.
17. The attested copies of R/C Book, Insurance policy and tax token of the vehicle/vehicles supplied under this contract should be submitted to the Officer of SPMSU, NHM and will be subject to scrutiny. Govt. Tax / Levy / Duty other than Service Tax for plying the vehicles will be borne by the bidder.
18. The registration numbers of the vehicles to be provided as part of the contract should be invariably be quoted in the bid.
19. Vehicles, mentioned in the Contract document, should not be changed without valid reasons and the same should have prior approval from NHM
20. Consumables like fuel, lubricants, tyres, battery and repairs, maintenance, taxes, insurance, etc. will be to the Service Provider's liability.
21. Log book in the prescribed format is to be maintained by the driver and after every duty, the log book is to be updated as per procedure. At the end of each month, a copy of the log book is to be submitted along with the monthly bill for release of payment.
22. The releasing time of the vehicle is the time specified in the trip sheet duly signed by the last user of the vehicle
23. 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 Officer of SPMSU, NHM with reference to good/properly maintained vehicle including cabin, upholstery, seats etc.
24. Name boards such as '**On Contract with National Health Mission, Government of Kerala**' to be displayed on front and rear (Black 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.

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 quotation.
- 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. Misbehavior of the driver to any designated officer of NHM during duty hours. Deputing drivers showing any misconduct, pilferage, misbehavior or having any criminal background etc will be viewed very seriously, even leading to the termination of the contract
- f. Usage of Alcohol/drugs/smoking etc during duty hours by the drivers, especially in the premises of NHM or during out station duty.

Quotation submission

- a. The quotation offers, duly filled, shall be submitted in a sealed cover and shall be superscribed as "Quotation No. NHM/411/Admin2/2018/SPMSU (here mention the quotation no. as specified in Quotation document) Quotation For Hiring A/C Vehicles for NHM"
- b. Quotation should be duly sealed and addressed to The State Mission Director, NHM sent by post or by hand so as to receive not later than 20.07.2024, 11 AM
- c. Quotation will be opened in the presence of Bidders present on the due date of opening i.e. at 20.07.2024, 3 PM All Columns should be furnished with relevant details and no column should be left blank
- d. Rates should be quoted as per the requirements and should be enclosed as Annexure II. The format for financial data should not be changed in any manner. Addition / deletion /alteration of the text will automatically render the quotation invalid and therefore, will be summarily rejected
- e. The supplier is requested to examine all instructions, forms, terms and specifications.
- f. The bidder shall bear all costs associated with the preparation and submission of the quotation. NHM in no case be responsible for these costs regardless of the conduct or outcome of the quotation process.

Short Quotation Evaluation

- a. Price 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. The quotation submitted shall be evaluated by comparing the rates quoted for each category of the vehicles separately. If the L1 quotation failed to submit the vehicle or disqualified due to any technical reasons, then subsequent quotation shall be considered for meeting the vehicle requirement

- c. If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, NHM will determine the substantial responsiveness of each quotation to the quotation document. The quotation submitted in other than the prescribed format (as per Annexure I) shall be rejected by NHM during evaluation.
- d. The procedure adopted for comparison of quotation shall be on the total cost of hire of the services for vehicles indicated in Clause 3, inclusive of all duties, levies and charges, excluding Service Tax.
- e. The additional kilometer charges (on half yearly basis) for all categories will be reimbursed to the contractors at the rates quoted in the Tender.

Award of Contract

NHM shall award the contract to those whose offers have been found technically, commercially and financially acceptable under each vehicle categories. The supplier, within 7 (Seven) days of issue of the award, shall execute an agreement in Rs.200 Kerala Stamp paper (Format shown in the Annexure IV) from the date of signing of Contract

Duration / Period of Contract

The contract will be awarded for **two** year. However, extension for the third year /part thereof, at the same rates, 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.

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 State Mission Director, 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.

Prices

- a. The rates should be based on the requirements given in Annexure II
- 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

Insurance

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 Owner/supplier 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

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.

Miscellaneous Conditions

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

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 on the same category 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 on the same category 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 or falls in different category; 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 01-01-2021 (Registration date/Month/Year of Vehicle). In case of providing alternate vehicle other than the vehicle quoted, such vehicles should also comply with the terms & conditions mentioned in this quotation.
- g. No payment will be made for vehicles supplied by the Service Provider without proper name boards or documents.

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 be 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.

Disputes/Appeal

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.

Jurisdiction of Courts

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

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 Quotation 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

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.

Annexure I

NATIONAL HEALTH MISISON (NHM) KERALA

SHORT QUOTATION FOR TOYOTA INNOVA CRYSTA (REGISTERED ON OR AFTER 01-01-2021)

TECHNICAL DATA (COVER A)

Sl.no	Particulars	
1.	Name	
	Address	
	Contact Number of Bidder (Land No & Mobile Number)	
2	PAN Number (Attach Proof)	
3	Bank Details	
	Name	
	Branch	
	Account Number	
	IFS Code	
4	Service Tax Registration Number if any (attach proof)	
5	Experience in Govt/PSU/Companies/Rental Agencies/Pvt Firms with number of years	
6	Total Number of vehicle owned (Copies of RC books and other details of vehicle to be attached)	
7	Name of Driver, License Number, Contact number and address proof	

Details of Vehicle

Category	Make	Seating Capacity	Model/Year	Date of Registration & Odometer Reading	Registration Number
	TOYOTA INNOVA CRYSTA				

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

Place:

Signature of the Contractor/Vehicle Owner

Date:

Annexure II

**NATIONAL HEALTH MISISON (NHM) KERALA
SHORT QUOTATION FOR TOYOTA INNOVA CRYSTA (REGISTERED ON OR AFTER 01-01-2021)**

FINANCIAL DATA (COVER B)

Sl.no	Particulars of vehicle	Monthly Charges for the vehicle including all expenses (as per quotation conditions stipulated for a monthly usage of 1500 Kms)		Rate for every additional Km
1.	TOYOTA INNOVA CRYSTA	In words		
		In figures		

Sl.no	Particulars of vehicle	Daily rental charges (for provision of an additional vehicle on daily basis)	
1.	TOYOTA INNOVA CRYSTA	In words	
		In figures	

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

Place:

Signature of the Contractor/Vehicle Owner

Date:

Annexure III

**NATIONAL HEALTH MISISON (NHM) KERALA
SHORT QUOTATION FOR TOYOTA INNOVA CRYSTA (REGISTERED ON OR AFTER 01-01-2021)**

FORMAT FOR TRIP SHEET

	Trip Sheet Serial No			Date:		
1.	Vehicle Registration No					
2.	Name and Designation of the NHM Officer/Staff used the vehicle					
3.	Purpose of Journey					
	Date of Journey					
	From			To		
	Place	Start Time	Starting Odometer Reading	Place	End Time	Ending Odometer Reading
4.	Number of Night Halts (For out station Journey)					
5.	Name of Driver			Name of Person used vehicle		

Annexure IV

**AGREEMENT FORMAT
(TO BE TAKEN IN Rs.200 KERALA STAMP PAPER ON AWARDING THE CONTRACT)**

Agreement Number:

This agreement executed on the day of..... monthyear between the State Mission Director (NHM) or his authorized representative on the one side, here in after as NHM and (name of the contractor/bidder) on the other side, here in after referred as contractor.

WHERE AS the contractor mentioned above is carrying out the services of providing..... No. (type of vehicle) on contract basis and State Mission Director (NHM) is desirous of utilizing the services, and where as the contractor has agreed to provide the services, subjected to the terms and conditions mentioned hereunder.

State Mission Director (NHM) will be provided with **Category I** vehicle Nos in excellent conditions on a full time basis. The vehicle will be kept at the disposal of NHM and the KM usage per month will be _____ km per vehicle at no extra cost of **Rs** **(Rupees Only) for Category I** vehicle.

Additional Km if any will be paid at the rate of Rs. /- (Rupees Only) for Category I vehicle and calculated on half yearly basis. Permanent drivers shall be allotted for driving the vehicle. The vehicle with driver should be provided on 24X7 basis (normally working hours of the driver will be 9.00 a.m. to 6.30 p.m. on working days and if necessary, at holidays also). The vehicle shall be made available on request at any time, without charging any extra cost.

The contractor should pay wages to the Driver for the day he attends duty. In the absence non availability of the vehicle on any day, the contractor is liable to compensate an amount equal to the expenditure met by NHM for the alternate arrangements made. This will also be applicable in case where vehicle with driver is not available at the required time. Insurance, taxes and other statutory requirements, fuels, lubricants, and maintenance of the vehicle in good condition shall be responsibility of the Contractor. In case of any accident, all repairs shall be done by the contractor without any liability to NHM or its employees, with no delay. In case the vehicle cannot be utilized due to maintenance/repairs or non availability of Driver, a suitable replacement vehicle of the same category with Driver shall be provided without any loss of time. Alternatively, in the non availability of the vehicle, the contractor is liable to compensate an amount equal to the expenditure incurred by NHM for alternate arrangement or transport. This deduction is also applicable in cases where vehicle with driver is not available at the required time. Trip sheets indicating the kilometer usage and driver hours for the vehicle shall be maintained with counter signature of a nominated officer of NHM. It is agreed that under no circumstances, the driver shall be treated, regarded or considered or deemed to be the

employees of the NHM and the contractor alone shall be responsible to their benefits and service conditions and shall indemnify and keep indemnified the employer against any claim that may have to meet towards the employees of the contractor. The Contractor has deposited with NHM an amount of Rs.5,000/- (Rupees Five Thousand only) as the security deposit as specified in the clause 38 of the tender for due and faith full performance of the provisions of this agreement. Such security deposit made by the contractor is liable to be forfeited by NHM in the event of the contractor failing duty and faithfully to perform any one or more or any part of any of the said provisions. The payment for the work made by the contractor will be paid to him only after he has remitted the required amount of Security Deposit.

All the other terms and conditions as contained in the quotation no. _____ issued to the agency will be valid for the services provided as mentioned above, NHM shall pay the contractor as per the rates given below:

- a. Monthly rental charges up to _____ km usage of Rs **(Rupees Only) for Category I** per vehicle. Additional km if any will be paid at the rate of Rs..... /- (RupeesOnly) for Category I per vehicle calculated on half yearly basis.
- b. Generally the vehicle will be used in Trivandrum district, but if required it shall be used for duty outside also.
- c. Daily rental charges shall be Rs. _____ /- (Rupees _____ Only) for Category I

The above arrangements shall be deemed to have come into force with effect from _____ and shall be operated for a period of _____ Months, which is renewable depending upon the satisfactory performance, at the same rate, for a further period or for period of 2 year with the same terms and conditions.

For contractor

This contract of agreement is terminable by the parties by giving one month's notice on either side.

For National Health Mission

For Contractor

Witness

Witness

1

1

2

2

Jeevan Babu IAS
State Mission Director (NHM)