



District Programme Manager (NRHM)
Dist.TB Center, Dist.Hospital,
Kottayam

SHORT QUOTATION NOTICE

No. DPMSU-KTYM/1730/MIS ASSISTANT/2024/DPMSU

Dated: 13.08.2024

E-Tender - Notice Inviting Tender
Hiring of air conditioned vehicles for NHM Kottayam

Etender ID : 2024_DHS_685347_1

The District Programme Manager, National Health Mission (Arogyakeralam), Kottayam, invites competitive e-tenders (electronic tenders) in electronic mode from vehicle owners who are registered contractors, vehicle owners, and registered and approved travel agencies for the supply of vehicles with drivers for hiring on a contract basis for 11 months.

Name of project	Hiring of air conditioned vehicles for NHM Kottayam
Name of Work	Hiring of air conditioned motor vehicles 4/5/6/7 seater (model not before 2020) on contract basis for 11 months for various programmes under NHM, Kottayam.
Tender document published in website	14/08/2024 03.00 pm
Availability of Bid forms	14/08/2024 03.00 pm
Starting date and time of online submission of bids	14/08/2024 03.00 pm
Last date and time of online submission of bids	04/09/2024 05.00 pm
Opening Date of Tender	05/09/2024 11.00 am
Availability of Bid forms	Can be downloaded from the website : www.etenders.kerala.gov.in
Cost of tender form + GST	Rs.1000/- online payment
Bid security(EMD)	Rs.5000/- online payment
Execution Period	11 month from date of agreement or till the next agreement time (may be extendable for another 1 year)

Interested bidders may obtain further information regarding the bidding document from the website www.etenders.kerala.gov.in or the office of the District Programme Manager, National Health Mission, Kottayam. Contact No: 0481-2304844.

The non-refundable bid submission fee of Rs. 1000/- and EMD of Rs. 5000/- shall be remitted online to the

account number given in the remittance form provided by the e-procurement system for this particular tender. The State Bank of India Multi-Option Payment System (SBI MOPS Gateway) alone is allowed as the mode of payment.

Bidders should ensure that the bid submission fees and EMD are remitted as a single transaction and not separately. Separate or split remittance for bid submission fee and EMD shall be treated as invalid transactions, and the system will automatically reject the tender.

All the bid documents are to be submitted online only and in the designated covers on the above-mentioned website. The technical bid and financial bid shall be submitted in their designated online covers. Bids shall be accepted through the online mode on the website, and no manual submissions are to be entertained. The scanned copy of documents as per Appendix – 1 General condition.

Bidders should have a valid Digital Signature Certificate (DSC) to be procured from any registration authorities (RA) under the certifying agency of India. Details of RA will be available on www.cca.gov.in. Once the DSC is obtained, bidders have to register on the www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact the e-procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or through email: helpetender@gmail.com for assistance in this regard.

Further details can be had from:

District Programme Manager

National Health Mission

District Hospital Compound

Near TB Centre

Kottayam, Kerala - 686001

Phone: 0481-2304844

Email: dpmktmnew@gmail.com

Dr. Vyas Sukumaran
District Program Manager

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

Annexure 1

General Terms and Conditions

1. The District Programme Manager, National Health Mission, Kottayam invites sealed tenders for hiring of air conditioned vehicles from prospective Service Providers/Individual owners having vehicles with original registration on or after 01.01.2020 for any of the categories/all the categories.

2. The bidder should own or have on lease, a fleet of minimum 1 vehicle 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 01.01.2020 shall be provided along with proof of RCs and Lease Deeds at the time of submission of bids.

3. Tenders are invited for the hiring of the following vehicles and their respective requirements are as follows:

Sl.No	Category	Vehicle Brands Preferred	KM/Month	No of vehicles required	Period of contract
1	Category II 5 seater	Air- conditioned vehicle 5 seater Honda City/Toyota yaris/ Hyundai Verna Equivalent (<i>Model January 2020 onwards</i>)	3000	1	11 month**
2	CategoryII 6/7 Seater	Air- conditioned vehicle 6/7 seater Mahindra Bolero/Maruti Suzuki Ertiga/XL6, Kia Carens/ Mahindra Scorpio/Xylo/Marazzo Equivalent (<i>Model January 2020 onwards</i>)	2000	4*	11 month**
3	Category III 5 Seater	Air- conditioned vehicle 5 seater Maruti Suzuki Swift Dezire/ Honda Amaze/Tata Tigor/Altroz, Baleno/Fronx or equivalent (<i>Model January 2020 onwards</i>)	2000	5*	11 month**

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

*** Which may be extendable to a further period.*

4. The bidder shall submit his/her quote for at least one category of vehicles mentioned above. The bidder shall quote the rate for providing a single vehicle in the category he/she is opting for. The bidders can quote for all three categories of vehicles and also for individual categories.

5. The bidder is required to provide commercial vehicles fully conforming to RTO/KMVD regulations along with fuel, drivers with proper uniforms, and carry out periodical maintenance. The work should be executed under their supervision.

6. There will not be any individual communication regarding general notices, amendments, etc. The prospective bidders are advised to check for updates on our website: www.arogyakeralam.gov.in daily. 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 daily until the tender is concluded.

7. 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.

8. The service to be provided is the supply on demand of vehicles with licensed drivers, registered as commercial vehicles (taxis) on a hiring basis for running within the jurisdiction of Kerala. The essence of the contract is to provide prompt, punctual, efficient, safe, courteous, and quality service.

9. Duty hours of vehicles are 24x7 (normally for nine hours thirty minutes (9 Hr 30 Min) per day, i.e., 8.30 am to 6.30 pm). However, the vehicle shall be made available on request at any time, without charging any extra cost.

10 The working days shall be six days a week from Monday to Saturday. However, based on the requirements, the bidder shall provide vehicle/vehicles on Sundays and holidays as well. If the vehicles are to be provided on Sundays or other holidays, no extra charges will be paid.

11. Service Provider should comply with the following:

a) It is desirable to have registration with Service Tax, PAN, etc. However, if the Service Provider does not possess any or all of the above, they should obtain the same, if required by law to execute this service, within one month of commencement of the 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 DPMSU, Kottayam from any claims arising thereof.

The drivers so engaged shall under no circumstances be treated as employees of the DPMSU, Kottayam.

c) Contact details along with landline and mobile numbers are to be provided where requisition of vehicles can be conveyed 24 hours a day.

d) Assign driving only to qualified, experienced, licensed, and well-disciplined drivers with a taxi badge and assume full responsibility for the safety and security of the officers/officials and store items during the vehicle usage.

e) Attested copies of driving licenses of the drivers should be submitted to the Officer of DPMSU, Kottayam during the contractual period for verification.

f) Proper identity cards should be provided after verifying the antecedents of the drivers through local government offices.

g) Drivers should be provided with uniforms as required under the Kerala Motor Vehicles/RTO rules, which shall be worn by them at all times while on duty.

h) Drivers should be allotted mobile phones and 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 the DPMSU Office, Kottayam.

j) The attested copies of the R/C Book, insurance policy, and tax token of the vehicle/vehicles supplied under this contract should be submitted to the Officer of DPMSU, Kottayam and will be subject to scrutiny. Government 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 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 the DPMSU Office, Kottayam.

m) Consumables like fuel, lubricants, tyres, battery, and repairs, maintenance, taxes, insurance, etc., will be the Service Provider's liability.

n) A trip sheet in duplicate copy to be printed and serially numbered by the bidder as per the prescribed format of DPMSU, NHM and should be handed over to the Office of DPMSU, NHM at the end of duty every month. The trip sheets should be completed and signed by the authorized users from DPMSU, NHM Kottayam. Trip sheets without proper signatures 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 should be kept in good condition along with good and clean seat covers & curtains. Vehicles so hired may be inspected by a designated officer from the Office of DPMSU, Kottayam with reference to a good/properly maintained vehicle, including the cabin, upholstery, seats, etc.

q) Name boards such as 'On Contract with National Health Mission, Government of Kerala' should be displayed on the front and rear (white letters on a 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 be permitted for duty under any circumstances.

r) The vehicle so hired should bear the branding of the respective health programme.

12. Debarring Conditions:

a. No vehicle should be supplied having registration in the name of an employee of NHM, Kottayam or their close relative, and a certificate to this effect should be given on the body of the bill while submitting the claim.

b. No sub-contracting of the service allotted is permissible by NHM, Kottayam. The near relatives of all NHM, Kottayam employees, either directly recruited or on deputation, are prohibited from participating in this tender.

c. The tampering of meter readings, vehicle usage timings, overwriting of summary/log sheets, mismatch in total km run for trip/trips with actual distance, and misbehavior of the driver, including absence of proper uniform, consumption of liquor, etc., while on duty shall be viewed very seriously, leading to even cancellation of the contract.

d. The service provider shall not engage any person below 18 years of age.

e. The 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 a 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, or 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.

g. Usage of alcohol/drugs/smoking, etc., during duty hours by the drivers, especially on the premises of DPMSU or during outstation duty.

13. Guidelines for Preparation of Tender:

- a. The bidder shall bear all costs associated with the preparation and submission of its bid, and the National Health Mission, Kottayam, 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 the 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 documents submitted along with the tender shall be produced duly attested by the bidder on every page and serially numbered. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person(s) signing the offer.
- d. In the event of documentary proof as required not being enclosed, the tender shall be liable to be rejected.
- 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 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, 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 at least five days prior to the deadline for submission of bids.
- h. Clarifications to specific requests shall be responded to through email, and general clarifications affecting all the bidders shall be published on the official website of the Tender Inviting Authority. However, it shall be the duty of the prospective bidder to ensure that the clarifications sought have been properly received in time by the Tender Inviting Authority.

14. Bid Forms:

- a. The bidder is requested to examine all instructions, forms, terms, and specifications 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.

b. The bidder shall bear all costs associated with the preparation and submission of the bid. NHM will in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

15. 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 as but not later than 30 days after the 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 facts or submits false/fake documents during the tender process. ii. Willfully violates any terms and conditions of the tender documents. iii. Withdraws its bid after the opening of the bid. iv. A successful bidder fails to sign the contract.

16. 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 vehicles separately. If the L1 bidder fails to submit the vehicle or is disqualified due to any technical reasons, then subsequent bidders shall be considered for meeting the vehicle requirement.

d. Vehicles should be January 2020 make or a higher model. The vehicles should be in good running conditions, hygienically maintained with good and decent upholstery. Vehicles should be maintained in good condition throughout the contract period.

e. The odometer reading at the time of reporting for duty/release from duty will only be reckoned for the calculation of Kms run.

17. Right to Accept or Reject: a. NHM shall not be bound to accept the lowest or any tender and reserves the right to accept or reject any bid or to accept the whole or a portion of a tender,

as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for NHM's action.

18. Award of Contract: a. NHM shall award the contract to those bidders whose offers have been found technically, commercially, and financially acceptable under each vehicle. The bidder shall, within 3 (Three) days of the issuance of the award, execute an agreement on Rs. 200 Kerala Stamp paper to be prepared for commencing the service from the date of signing the contract.

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

20. Signing of Contract: a. signing of the Agreement shall constitute the award of the hiring contract on the bidder.

21. 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. Notices, 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 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.

22. 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.

23. 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.

24. Bid Price:

- a. The supplier shall quote the price per month as per the schedule given in the type of Vehicles mentioned in the schedule of requirements. The composite prices should include all types 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.

25. Duration / Period of Contract: a. The contract will be awarded for 11 months. However, an extension for the next year/part thereof will be considered keeping in view various factors, such as prevailing market prices, satisfactory performance of the contractor, including the class of services offered, etc.

26. Terms of Payment:

- a. The payment shall be made within 30 working days from the date of receipt of the bill in the office of The DPMSU, NHM Kottayam. Monthly bills for vehicles shall be submitted in triplicate to the authority specified in the 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 the 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 will Trip sheets without signatures be accepted for payment, and if it is found so, the amount will be disallowed. Also, trip sheets found with corrections without the signature of the concerned officer of NHM, tampering, and irregularities with the registers kept by the NHM, including the vehicle in and out register, and drivers duty register, etc., will also not be considered for payment.

27. Prices:

- a. The rates should be based on the requirements given in Clause 3. 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.
- b. 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.

28. 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 a short duration. NHM shall not entertain any claim arising out of a 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.

29. 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 Government 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 a breach of this contract.

b. No direct or indirect liability arising out of such negligent, rash, and impetuous driving, which is an offense under section 29 of IPC, and any loss caused to NHM has to be suitably compensated by the Service Provider.

c. NHM shall not be responsible for theft, burglary, fire, or any mischievous deeds by his staff.

d. NHM shall not be responsible for any penalization finalized by MVD/RTO authorities due to the absence of any statutory requirements such as the absence of a uniform for the driver, absence of copies of vehicle documents, rash driving of the vehicle, etc.

e. The 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.

30. Miscellaneous Conditions:

a. The technically qualified bidder with the lowest evaluated price for the vehicles mentioned in the bid will be considered.

b. In case the date fixed for the opening of bids is subsequently declared as a holiday, the revised schedule will be notified. However, in the absence of such notification, the bids will be opened on the next working day, with the 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 contracts entered into with NHM and blacklist such bidders for a suitable period if they fail to honor their bid without sufficient ground.

31. 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's bill. If the driver reports for duty without proper uniforms for more than four days in a month, measures will be taken to terminate the contract with the concerned contractor after issuing a notice seeking an explanation.
- b. In case of non-availability of vehicles on any particular day, a penalty of Rs. 500/- per day shall be imposed in addition to the deduction of hire charges for another equivalent vehicle on a pro-rata basis for the period. If the number of instances of vehicle unavailability exceeds three times in a month without providing any alternative measures, the contract shall be terminated without any notice, and NHM will consider the next eligible bidder to fulfill the requirement.
- c. In case of a breakdown after reporting for duty, the vehicle must be replaced with the same type immediately or within one hour. In case of non-availability of a suitable vehicle, the hire charges incurred for an alternative vehicle used until the replacement is deducted from the monthly bill of the bidder. If the number of breakdowns exceeds three times in a month, a penalty of Rs. 300/- per breakdown shall be imposed in addition to the hire charges of the additional vehicle. Measures will also be taken to terminate the contract with 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 until the replacement is provided. If the number of hours of unauthorized absence exceeds 24 hours in a month, measures will be taken to terminate the contract with the concerned bidder. NHM will also consider the next eligible bidder to execute 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 documentation, the vehicle may be rejected and sent back. No payment shall be made for such rejected vehicles.
- f. No payment will be made for vehicles supplied by the service provider that were originally registered with the RTO before January 2020. If an alternate vehicle is provided, it must also comply with the terms and 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 11.q. This clause also applies to any alternate vehicles provided.

32. Force Majeure:

- a. If at 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 any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God (hereinafter referred to as events), provided notice of the 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 non-performance or delay in performance under the contract. The performance under the contract shall be resumed as soon as practicable after such an event has ended or ceased to exist, and the decision of NHM as to whether the contract has 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 any such event for a period exceeding 60 days, either party may, at their option, terminate the contract.

33. Disputes/Appeals:

a. In the event of any question, dispute, or difference arising under the agreement or in connection therewith (except as to the matters for which the decision 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 them. The decision will be final and binding on both parties.

34. Jurisdiction of Courts:

a. The District Court of Kottayam, Kerala, has exclusive jurisdiction to determine any proceedings in relation to this contract.

35. 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 and conditions (as given in the Tender Document), NHM may, without prejudice to any other right/remedy which has 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 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 when, 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 the contract by giving two days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the service provider.

36. Termination for Insolvency:

a. NHM may, 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.

37. Set Off (Recovery of Sum Due):

- a. Any sum of money due and payable to the contractor (including the security deposit refundable to them) under this contract may be appropriated by NHM and set off against any claim of NHM for payment of a sum of money arising out of this contract or under any other contract made by the service provider with NHM.
- b. In the event of the said security deposit being insufficient, the balance of the 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 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 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, but no later than 10 days.

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 (3 years) Statement (For Firms)
9. Lease Agreement
10. Annexures from II to V

Annexure II**NATIONAL HEALTH MISSION (NHM), KOTTAYAM
TENDER FORM FOR AIR CONDITIONED 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					
2					
3					
4					
5					

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 III

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 ofAs 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 IV**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 annual turn
 over and the statement is true and correct.

Sl.no.	Year	Turn Over in Lakhs
1	2019-2020	
2	2020-2021	
3	2021-2022	
4	2022-2023	

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, Kottayam
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	Whether any criminal case was registered against the company or any of its promoters in the past?					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>					
Date:		Office Seal		Signature of the tenderer / Authorised signatory		

Annexure VI**NATIONAL HEALTH MISISON (NHM) KOTTAYAM****QUOTATION FOR VEHICLES (REGISTERED ON OR AFTER JANUARY 2020) TECHNICAL DATA**

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

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

Place:
Date

Signature of the Contractor/Vehicle Owner

Annexure VII

DECLARATION

I hereby declare that I have read and understood the general terms and conditions provided by the National Health Mission (NHM) in Annexure 1 and am ready to accept all the terms and conditions specified.

I understand that the vehicle will be parked in the NHM office premises after duty hours. I also acknowledge that the utilization of the vehicle for any other purpose or personal use is strictly prohibited. I am aware that any unauthorized use of the vehicle for personal purposes will result in the immediate termination of the contract.

Name:

Address:

Vehicle Reg. No:

Place:

Date:

NATIONAL HEALTH MISISON (NHM) KERALA

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		

Important Dates	
Tender document published in website	14/08/2024 03.00 pm
Availability of Bid forms	14/08/2024 03.00 pm
Starting date and time of online submission of bids	14/08/2024 03.00 pm
Last date and time of online submission of bids	04/09/2024 05.00 pm
Date and time of bids opening	05/09/2024 11.00 pm

Copy to:

SMD, NHM Kerala
Arogyakeralam website
Information & Public relation Dept, Kottayam
District Panchayath, Kottayam
Collectorate, Kottayam
DMO(H), Kottayam
Municipality, Kottayam
General Hospital Kottayam
StockFile