



ZILLA SWASTHYA SAMITI, Sambalpur
DISTRICT PROGRAMME MANAGEMENT UNIT, NHM
Sambalpur, ODISHA, 768002



TENDER DOCUMENT for DPMU/ CPMU/BPMU

Sealed quotations are invited in the prescribed format from Travel Agencies / Individuals for engagement/empanelment of vehicle (BOLORO/CAR/ERTIGA/Rumion etc – Minimum 6 seated vehicle for CHC & DPMU) with A/C and Non A/C for engagement by the DPMU, NHM, Sambalpur/CPMU, NUHM Sambalpur / BPMU (**Details at Annexure-A**) at Block level for a period of one year and may be renewed based on the condition of the vehicle and satisfactory performance. **Note: Vehicles with only commercial registration shall be accepted.**

Terms & Conditions for Monthly Hiring:

1. The vehicle must show a mileage of at least 12 km per liter. **The vehicle should be less than 2 years old** for new and If already engaged in NHM than less than 5 years will be eligible.
2. Interested Travel Agencies or Individuals have valid GST number and it will be submitted within the quotation.
3. All the major and minor repair for the vehicle shall be made by the vehicle owner/travelling agency himself. PMU will provide only DOL.
4. The vehicle must be available with PMU on all working days including off hours & on holidays as desired by PMU.
5. A log book has to be maintained on daily basis and be signed by the concerned member of PMU or whoever uses the vehicle on that particular day.
6. The tender must be accompanied by tender document cost of Rs.500/- (Non refundable) may be paid in shape of DD drawn in favor of (**Details at Annexure-A**)
7. EMD of Rs.5,000/-only may be paid in shape of DD drawn in favor of (**Details at Annexure-A**) and must be attached with the tender. The EMD of unsuccessful bidders will be refunded without any interest within 30 days of tender opening.
8. The quotation of the bidder having vehicle will only be accepted.
9. The quotation of the bidder having no vehicle will also be accepted on condition that the bidder have to deploy the brand new vehicle within 15 days if qualify to engage the vehicle. If the bidder does not supply the vehicle with in the above mention days the EMD will be forfeited.
10. If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
11. The driver will report at PMU at 08.00 AM in the morning and will be available till 08.00 PM in the evening or as desired by PMU to drive the vehicle beyond stipulated time.
12. The vehicle will be parked in the office campus of PMU. The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be of the vehicle owner/travelling agency.
13. No Personal use of the Vehicle by the vehicle owner/travelling agency is allowed without the prior permission of the authority.
14. In case the driver is called in night or beyond stipulated hours as above, no extra charge will be paid.

15. There will be no extra night halt charge for using the vehicle in the night.
16. The vehicle owner/travelling agency will provide service of vehicle in a neat & clean condition with clean towels on the seat twice a month and general servicing and pollution check-up will be carried out by the owner/travelling agency time to time as required.
17. Owner/travelling agency must make alternative arrangements, if regular driver is absent or the vehicle become off road.
18. The vehicle cannot be put to any private/commercial use beyond duty hours or on holidays.
19. The agency/owner shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
20. The agency /owner shall be responsible for the acts and deeds of driver of the vehicles that includes following:
 - Driver should possess a valid driving license.
 - Driver should be properly dressed in neat and clean attire.
 - The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty; in such an event user department shall have full rights to terminate the contract with immediate effect.
 - Agency/Owner must provide a working mobile phone to driver and contact number to be provided to user department. The mobile should be reachable at all times.
21. Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.
22. The agency/owner should comply to the statutory rules compliances and taxes of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable /responsible in any manner what so ever.
23. The agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise

Remuneration & Payment

- The rate per month is to be quoted irrespective of distances/ mileage travelled in a month. The payment will be made within 7 days of submission of claim and updated logbook on a monthly basis.
- The quoted amount (rate per month) includes the cost towards salary of driver, repair & maintenance of the vehicle.
- The minimum limit of one litre for 10 K.Ms for A/C and one litre for 12K.Ms for non A/C will be paid as DOL charges.
- The travel agency / individual will maintain the record of vehicle use and logbook.

Special Provisions

The approved bidders have to sign an agreement with the Chief District Medical & Public Health Officer cum District Mission Director, Sambalpur for engagement at DPMU and with Block Public Health Officer of concerned block for engagement at BPMU .The bidders shall



commence the services from the date of agreement and shall continue to provide the services for a period of 12 months or till closure of the project whichever is earlier.

If the contractor/ driver 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 furnished by the bidder as compensation for any loss resulting from such failure.

Submission of bid

The interested bidder has to collect the total document from district website www.sambalpur.odisha.gov.in from 06.05.2025 to 28.05.2025. He has to sign on every pages of the document and to send after duly filling the prescribed form along with all the documents of the vehicle.

The envelope containing the quotation should be superscribed as "QUOTATION FOR HIRING OF VEHICLE for DPMU/BPMU

The documents should be submitted to: (DETAILS AT ANNEXURE-A). The documents should reach within 29.05.2025 by 1.00 P.M through Speed Post/Regd.Post/ Courier only. The sealed quotation will be opened on 30.05.2025 at 11.00A.M (DETAILS AT ANNEXURE-A). The undersigned reserves the right to reject all or any offers without reason thereof.

Documents to be attached with the quotation (Copy to be enclosed)

1. Valid registration Certificate.
 2. Driving license of the Driver.
 3. Up to date road tax payment receipts
 4. Copy of valid vehicle insurance.
 5. Vehicle fitness certificate.
 6. PUC certificate.
 7. GST Certificate of Individuals or Travel Agency
 8. EMD of Rs.5,000/- (In favour of "ZSS (Misc) Account, Sambalpur" Payble at Sambalpur)
- (Bidder not submitted the above documents will be rejected)**

Sd/-

(Dr. Sujata Rani Mishra)
CDM & PHO -cum- District Mission
Director, Sambalpur



Quotation for hiring of vehicle on Monthly basis under NHM, Sambalpur

To
The CDM & PHO, Sambalpur (for applying DPMU & BPMU.)

Sub: Submission of quotation for engagement of vehicle at DPMU/BPMU, NHM.

Ref: Your Quotation call Notice No. _____ dated _____.

Sir,

This is to inform you that after gone through the terms & conditions in the notice, I am quoting the rate as follows -

Vehicle Type -

Vehicle No:-

Purchase Date:-

Registration Date:-

To be engaged at (DPMU/BPMU)-

Vehicle Color:-

Name of the Driver with Driving license No -

Fuel to be used (A/c Kms/ litre) (Non A/c - Kms/ litre)
(No lubricant will be provided)

Rate per month - Rs. _____ / per month (irrespective of distances/ mileage travelled
in a month -.

Rate (in figure)

EMD Details - DD No _____ Date _____ Amount _____.

Name of Individual / Travel agency -

Address: -

Telephone No -

Signature with date



Quotation for hiring of vehicle from Travel Agency on call basis under NHM, Sambalpur

To
(CDM & PHO ,Sambalpur (for applying DPMU & BPMU .)

Sub: Submission of quotation for hiring of vehicle at DPMU/BPMU, NHM. On call basis.

Ref: Your Quotation call Notice No. _____ dated _____.

Sir,

This is to inform you that after gone through the terms & conditions in the notice, I am quoting the rate as follows -

Sl No	Vehicle Type	Hiring charges Full day (Excluding DOL)	Hiring charges for less than 6 hours local duty Excluding(DOL)	Fuel cost: KM per Liter
1	Car Swift desire type			
2	Bolero/Ertiga/Travera			
3	Innova(Premium)			
4	Pick up van			
5	Light truck 709			
6	Tata ACE type			

To be engaged at (DPMU/BPMU)-

Any Other Charges pls. specify.

EMD Details - DD No _____ Date _____ Amount _____.

Name of Travel agency -

Address: -

Telephone No -

Signature with date



"ANNEXURE-A"

Sl. No	Vehicle To Be engaged at	No of Vehicle	Vehicle Type	EMD Amount (In Rs.)	EMD Should be in favour of	Documents to be submitted at	Place for Opening of Bid
1	DPMU,NHM Sambalpur	03	Balero/Ertiga/Rumion(Toyota)	5,000.00	"ZSS, Miscellaneous Account, Sambalpur" Payable at Sambalpur	O/O Chief District Medical & Public Health Officer, Sambalpur Dist-Sambalpur, 768002	Office Chamber of CDM & PHO,Sambalpur
2	CPMU,NUHM,Sambalpur	01	Balero Neo				
3	BPMU Laida	01	Balero Neo				
3	Office of CDM & PHO, Sambalpur	02	Car				
4	Office of SDH Kuchinda & Rairakhol	02	Car				

- The number of vehicle will be increase or decrease as per requirement.

