



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



Tender for hiring of vehicle for DHH/SDH/ DPMU/ CPMU/BPMU

I. INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from Travel Agencies/Individuals for hiring of commercial light vehicles (Bolero /Car / Ertiga /Rumion etc Minimum Six seated) for BPMU/DPMU/CPMU and 4 seated for DHH/SDH, AC vehicles, (Details at Annexure-A) at District & Block level for a period of one year and may be renewed based on the condition of the vehicle and satisfactory performance.
2. The interested bidders may download the tender document from the website www.sambalpur.odisha.gov.in and submit the same to the CDM&PHO, Sambapur. The tender must be accompanied by tender document cost of Rs.500/- (Non refundable) and EMD of Rs.5000/- (Rupees Five thousand) only in technical bid by way of Demand Draft / Pay Order, drawn on any Nationalized / Scheduled Bank in favour of "ZSS, Miscellaneous Account, Sambalpur" payable at Sambalpur. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid
3. The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their **technical and financial bid separately in two envelops** and these two envelops should be put into **another cover envelop** super-scribed as "**Tender for Hiring of Vehicles of DPMU/BPMU/DHH/SDH on Monthly Basis in reference to Advertisement No.____dtd._____**". The Technical & Financial Bid envelops should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelops. The tenders (cover & inner envelops) should be addressed to :

The CDM&PHO, District Sambalpur ,Pin 768002

The tender should reach the office of the CDM&PHO, Sambalpur by 10.09.2025 at 5.00 P.M. and the tenders will be opened at 11.09.2025 at 11.00 AM at office chamber of CDM & PHO. In case this date happens to be a holiday for the District for any reason, the tender will be received and opened on the immediate next working day at the same designated time & place.

4. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

II. Eligibility Criteria

1. Any Travel Agency / Tour Operator / Society / Sole Proprietor can participate in the tender process.
2. Must have valid GST registration & PAN. (Self-Attested copies of GST Registration Certificate & PAN Card are to be submitted in the technical bid).

The bidders shall also furnish the following documents in support of their eligibility

- Self-attested copy of registration certificate of firm (except Sole Proprietor).
- Self-Attested copies of valid GST Registration Certificate & PAN Card are to be submitted in the technical bid.
- Undertaking that the firm /Sole Proprietor has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU.
- Undertaking that the vehicles to be provided will not belong to any **employee of NHM or his/her relative**.
- Rates must be quoted only as per format.

III. Types of vehicles to be hired:

Specifications: (as per Office Memorandum of Finance Deptt. No. 15836 /F-Fin-COD-MV- 0004-2018, dated 27.05.2025)

| Types of vehicles to be hired (BS-IV/VI Compliant) | Make & model | Minimum Average Mileage / Ltr. for reimbursement | Remarks |
|--|--|--|-----------------|
| AC Diesel / Petrol vehicle having sitting capacity not less than six persons including Driver | Bolero type /Ertiga Type/ Rumion Type (All are AC) | 10 KM /Per Liter Fuel | DPMU/BPM U/CPMU |
| AC Diesel / Petrol vehicle having sitting capacity not less than four persons including Driver | Car | 15 Km/Per Liter Fuel | DHH/SDH |

IV. Locations where the vehicles are to be engaged:

The vehicle/s is to be engaged in the following locations for the purpose of Health programme will visit to the villages as per the MHU Micro-plan for health camp. The list of CHC/SDH/DHH where the vehicle shall be engaged is at **Annexure-A**.

V. Evaluation Criteria

1. Evaluation and selection:

- a) The bids shall be evaluated in two stages i.e. technical bid evaluation and financial bid evaluation.
- b) The financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation.
- c) GST will not be taken into consideration for evaluation purpose.
- d) The comparative statement shall be prepared by taking Monthly Rent (including lubricant / engine oil cost).

2. The vehicle hired on a **monthly basis**, the monthly rate to be paid to the Agency/ Sole Proprietor for providing the vehicle inclusive of cost of Lubricants (Mobil), tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone (for incoming calls) and GPS device cost. However, the cost of fuel (Diesel/ Petrol), which is not included in the monthly rate, will be reimbursed as per actual at the rate of fuel consumption by vehicle used.
3. The vehicle to be provided shall not be **older than three (3) years** and must be compliant **commercial**. The above specified category of vehicle to be provided must have power steering and AC provisions.
4. Maximum hiring charges of Six seated vehicle per month per vehicle is fixed to Rs 37200/- including engine oil /Lubricants cost but excluding fuel (Diesel/Petrol and applicable taxes as per vide office memorandum No 15836/F dated 27.05.2025 of finance Dept. Odisha . however the monthly vehicle hiring charges shall be finalize on the basis of open bidding process following the OGFR and should not exceed maximum limit of Rs 37200/- per month per vehicle not be less than as detailed below:
5. Maximum hiring charges of Four seated vehicle per month per vehicle is fixed to Rs 24000/- including engine oil /Lubricants cost but excluding fuel (Diesel/Petrol and applicable taxes as per vide office memorandum No 15836/F dated 27.05.2025 of finance Dept. Odisha . however the monthly vehicle hiring charges shall be finalize on the basis of open bidding process following the OGFR and should not exceed maximum limit of Rs 24000/- per month per vehicle not be less than as detailed below:

| Type of Vehicle (BS- IV/VI Compliant) | Minimum K.M. per one liter of fuel |
|---|---------------------------------------|
| Mahindra Bolero / Mahindra Neo / Ertiga/Scorpio/Rumion etc(All are AC) Six seated | 10 KM |
| Car(4 Seated) preference will be given fuel type diesel. | 15 KM |



VI. Award of Contract:

- The lowest price bid among the bidders qualified for financial bid opening shall be declared as L1 bidder and eligible for getting award of contract.
- In case of L1 bidder fails to execute the order, the next bidder as L2 shall be negotiated for providing service on the quoted price of L1 bidder and based on the written consent of L2 bidder, the award of contract shall be issued to the L2 bidder.

VII. Terms and conditions for Hiring of Vehicle

1. The Agency's Obligations:

- a) The selected Agency / Sole Proprietor shall agree to the terms and conditions of the contract and shall ensure full compliance to them.
- b) Agency / Sole Proprietor agree to provide quality services as per Service Level Agreement mentioned in the contract.
- c) Agency / Sole Proprietor to ensure that vehicle deployed shall be stationed at the assigned location.
- d) Agency / Sole Proprietor to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
- e) In the event of break-down, the Agency / Sole Proprietor shall repair the assigned vehicle at its own cost and shall also make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
- f) The Agency / Sole Proprietor shall not be allowed to sub-let the contract.
- g) The Agency / Sole Proprietor shall only provide vehicles which have the comprehensive valid insurance coverage.
- h) Police verifications for deployed driver shall be ensured by the Agency / Sole Proprietor.
- i) Agency / Sole Proprietor shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the Agency / Sole Proprietor shall hand over the log book(s) to the contract signing authority.
- j) The toll gate charge, parking charge, if any during the official visit shall initially be borne by the Agency / Sole Proprietor and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with the monthly bill.
- k) The vehicle must be available at DHH/SDH/CHC hospital campus on all working days including off hours & on holidays as desired by PMU.
- l) 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 within the above mention days the EMD will be forfeited.
- m) 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.



- n) 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.
- o) No Personal use of the Vehicle by the vehicle owner/travelling agency is allowed without the prior permission of the authority.
- p) In case the driver is called in night or beyond stipulated hours as above, no extra charge will be paid.
- q) There will be no extra night halt charge for using the vehicle in the night.
- r) 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.
- s) Owner/travelling agency must make alternative arrangements, if regular driver is absent or the vehicle become off road.
- t) The vehicle cannot be put to any private/commercial use beyond duty hours or on holidays.
- u) The agency/owner shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
- v) 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

2. Driver to be engaged:

The Agency / Sole Proprietor shall be responsible for the acts and deeds of drivers of the vehicles that include the following:

- a) Drivers possessing a valid driving license shall be deployed by the service provider.
- b) Driver should be properly dressed in neat and clean attire.
- c) The driver of the vehicle deployed for user department duties must maintain polite & courteous behavior towards users as well as to other Block Health Officials/District Health Officials. Following may be construed as "Misbehavior" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services
 - i) Denial of duty during contract period, or during hours as noticed by user department;
 - ii) Use of abusive language;
- d) No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his fooding expenses, etc.
- e) Salary of the driver shall be borne by the Agency / Sole Proprietor. The agency shall ensure that the drivers engaged by them are paid their salary timely based on minimum wages act. The payment of the salary to the driver shall be made by the agency within 1st week of every month and should not be linked to the monthly payment to the agency by the Block/District.
- f) 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.
- g) Driver must be having a mobile phone and contact number be provided to the DHH/CHC. The agency shall bear any cost related to the mobile call charges by the drivers.



- h) In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the DHH/CHC of the above change.
- i) The driver shall be reachable at all times during duty hours.
- j) 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.

3. Statutory Rules Compliance & Taxes:

- a) The hiring charges **do not include** fuel cost (diesel / petrol) which is to be paid separately basing on actual consumption as per existing Government norms. However, all other expenditure of the vehicle towards repair, maintenance, replacement of spare parts, lubricating engine oil, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of BPMU/CPMU/DPMU/DHH/SDH vehicle will be borne by the Agency and to be included in the quoted monthly charge.
- b) The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and / or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
- c) 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.
- d) The user department will in no way be responsible for violation of traffic rules and / or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations 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. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.
- e) The Agency shall be responsible for ensuring compliance with the provision related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.
- f) The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
- g) During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the Agency's



risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

- h) The police/court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the agency.
 - i) District /Block Health Office will not be responsible for any dispute except for paying the hire charges.
 - j) The vehicles deployed for DPMU/CPMU/BPMU/DHH/SDH duty shall at no point of time carry any person other than personnel authorized by user department.
 - k) The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
 - l) In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles by the agency will make the agency liable for **Blacklisting**.
4. **The obligations of District / Block Health Office:**
- a) **Payment** shall be made on **monthly basis** after submission of bill along with the daily logbook to the respective District /Block.
 - b) Respective District/Block shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency through ECS/RTGS within 30 days from the date of receipt of bills complete in all respect. The District /Block shall pay the agency all amounts on an invoice that are not the subject of a bonafide dispute within 30 days of receipt of a valid invoice that complies in all material respects as per the tender terms & condition.
 - c) **Payment for monthly Fuel (Diesel / Petrol) Cost:** The District/Block shall accept the log book entries updated by Driver. The District/Block authority shall verify the log book entries. After verification, the monthly fuel (Diesel / Petrol) cost shall be made to the service provider based on the log book reading.
 - d) The payment shall be subject to any deductions such as penalties, statutory deduction etc.
 - e) The District/Block shall be responsible for costs relating to fuel, toll gate charges, parking charges and other statutory levies, if any paid during the field level health camp would be billed on actual and shall be paid by the respective District /Block.
 - f) All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.
 - g) Hiring rates to be finalized shall be fixed for a period of **one year** from the date of agreement. However, the cost of fuel (Diesel / Petrol) shall be paid at the prevailing rate on the day of fuel filling for field level health camp.
- 

5. Terminations:

- a) The tender inviting authority/contract signing authority shall have the right to terminate this Agreement, upon it giving 1 (one) month notice in writing.
- b) The Agency / Sole Proprietor shall have the option to terminate this Agreement upon giving 1 (one) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
- c) Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

6. Force majeure

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

7. Entire agreement

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

8. Waiver of remedies

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

9. Assignment & change in ownership/management:

- a) The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal.
- b) The Agency shall immediately notify District /Block of any change of ownership or management of the Agency's business.

10. Resolution of disputes:

District /Block Health Office and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to CDM&PHO whose decision will be final and binding on both the parties. The arbitration proceeding if any shall be held in ___(Respective District Headquarter)___.

11. Applicability of laws:

The Agreement shall be governed by the Indian Laws for the time being in force.

12. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of respective District Court / High Court of Odisha only.



13. **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,Non NRHM Account, Sambalpur" Payble at Sambalpur)
 9. EMD of Rs 500/-Non refundable (In favour of "ZSS,Non NRHM Account, Sambalpur" Payble at Sambalpur)
- (Bidder not submitted the above documents will be rejected)

Sd/-

(Dr. Pradip Kumar Hota)
CDM & PHO -cum- District Mission
Director, Sambalpur



TENDER FORM
Part-I Form T1
(Technical Bid)- Cover A

(The documents have to be arranged **serially** as per the order mentioned below)

| | | |
|----|---|--|
| 1 | Name of the Organization / Sole Proprietor | |
| 2 | Address of the organization with telephone no. & fax | |
| 3 | Email id of the Organization / Sole Proprietor | |
| 4 | Name of authorized signatory | |
| 5 | Specimen signature of the authorized signatory | |
| 6 | Telephone number of authorized signatory | |
| 7 | Date of the tender document cost of Rs. _____ /- (Non-Refundable) submitted by the organization | |
| 8 | Date of the EMD of Rs. _____ /- submitted by the organization | |
| 9 | Registration Certificate of the Organization (Not applicable for Sole Proprietor) | |
| 10 | GST Registration of Agency /Sole Proprietor | |
| 11 | PAN | |
| 12 | Undertaking to provide good conditioned vehicles (not more than 3 years old BS IV/VI compliance vehicle) along with GPS fitted device and all necessary documents required under traffic rule. | Attach the undertaking with signature & seal of the Agency /Sole Proprietor |
| 13 | Undertaking that the vehicle to be provided will not belong to any employee of NHM | Attach the undertaking with signature & seal of the Agency /Sole Proprietor |
| 14 | Undertaking that the Agency/Sole Proprietor has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs | Attach the undertaking on a non judicial stamp paper of Rs.20/- (Original Copy) with signature & seal of the Agency /Sole Proprietor |

DECLARATION:

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/Agency will be blacklisted /debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory



TENDER FORM
Part-I Form T2
(Financial Bid)- Cover B1
**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 calls 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/CPMU/SDH/DHH)-

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



TENDER FORM
Part-1 Form T3
(Financial Bid)– Cover B

ANNEXURE-2B

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

To
(CDM & PHO, Sambalpur (for applying DPMU/CPMU & 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.

