

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH  
OFFICER, SUNDARGARH

ଜିଲ୍ଲା ମୁଖ୍ୟ ଚିକିତ୍ସା ଓ ଜନସ୍ୱାସ୍ଥ୍ୟ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼

Advt No:- 3628 /NHM

Dated: 13 / 09 / 2024

To

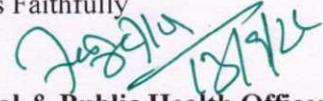
Dy. Director (Advertisement) - cum- Secretary to Govt.  
I & PR Dept., Odisha  
Bhubaneswar

Sub:- Advertisement of Tender call notice.

Sir,

Please publish the following advertisement using minimum space as per Govt. norms in one Odia & English newspaper locally (Sundargarh & Rourkela) circulated for one day Edition. The bill will be submitted to the Chief District Medical & Public Health Officer, Sundargarh for payment.

Yours Faithfully



Chief District Medical & Public Health Officer  
Sundargarh

RFP. No- CDM & PHO/SNG/2024-25/04

Date- 13-09-2024

**TENDER CALL NOTICE**

Sealed Tenders are invited from intending Individual/Travel Agency/Tour Operator/firms /Suppliers through Speed Post / Register Post / Courier for supply of Vehicles on Monthly Basis for **RBSK/MHU/BPMU/DPMU under NHM & DHH Sundargarh** for the year 2024-25

The willing Suppliers/Bidders are requested to submit sealed tenders as per the ToR on or before **03.10.2024** till **5.30 P.M.** Tender documents can be downloaded/ obtained from the district website **www.sundargarh.nic.in**. This office will not entertain any tender after the due date/time fixed for at any circumstances. The undersigned reserves the right to reject any or whole tender without assigning any reason thereof.

-Sd-

Chief District Medical & Public Health Officer, Sundargarh

Memo No- 3629

Date- 13/09/2024

Copy forwarded to the DeGM, Sundargarh for kind information and you are requested to upload the details information & publish the same in the district website.

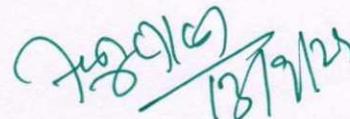


Chief District Medical & Public Health Officer  
Sundargarh

Memo No 3630

Date- 13/09/2024

Copy to the Notice Board, of the CDM & PHO/Director RGH/ DIPRO/Collectorate/Block CHCs, Sundargarh for information



Chief District Medical & Public Health Officer  
Sundargarh

ଜିଲ୍ଲା କାର୍ଯ୍ୟକ୍ରମ ପରିଚାଳନା ମୁନିଟ  
(ଜିଲ୍ଲା ସ୍ୱାସ୍ଥ୍ୟ ମିଶନ)

ଏବଂ

ଜିଲ୍ଲା ଖଣିଜ କ୍ଷୟ

(ଜିଲ୍ଲା ମୁଖ୍ୟ ଚିକିତ୍ସା ଏବଂ ଜନସ୍ୱାସ୍ଥ୍ୟ ଅଧିକାରୀ କ'ଣ ଅଟେ)  
ଅଧୀନରେ ମାସିକ ଭିତ୍ତିରେ ଯାନ ନିୟୁକ୍ତି ପାଇଁ

ଟେଣ୍ଡର ।

ଜିଲ୍ଲା ମୁଖ୍ୟ ଚିକିତ୍ସା ଏବଂ ଜନସ୍ୱାସ୍ଥ୍ୟ ଅଧିକାରୀ  
ସୁନ୍ଦରଗଡ଼

Institution/Block wise vehicle requirement through Tender Process for 2024-25 Sundargarh							
Sl. No.	Name of the CHC	Name of the Block	BPMU/ DPMU	MHU	RBSK I	RBSK II	Total Vehicle Required
1	Bargaon CHC	Bargaon			1		1
2	Birkeria CHC	Lathikata	1	1	1		3
3	Bisra CHC	Bisra			1		1
4	Hatibari CHC	Nuagaon	1				1
5	Hemgir CHC	Hemgir		1			1
6	Kinjirkela CHC	Balisankara	1	1	1	1	4
7	Koira CHC	Koira	1	1	1	1	4
8	Kutra CHC	Kutra	1	1	1	1	4
9	Laing CHC	Rajgangpur	1	1	1	1	4
10	Majhapara CHC	Sadar		1			1
11	Mangaspur CHC	Tangarpali	1				1
12	S. Bolang CHC	Bonei	1	1			2
13	Subdega CHC	Subdega	1	1	1	1	4
14	RGH, DHH	Rourkela			1		1
15	DPMU Sundargarh	DPMU NHM	3				3
16	DHH Sundargarh	DHH Sundargarh	2				2
Total Vehicle Requirement for tender			14	9	9	5	37

*SD Sundargarh*



*Jagan*

**TENDER DOCUMENT FOR**  
**RBSK(MHT), BPMU & MHU and DPMU**  
**SUNDARGARH DISTRICT**

**For RBSK (MHT) Vehicle :**

Applicable: Section II & III and Annexure I, II, A & B  
(Ref: page no 3 to 13)

**For BPMU & MHU Vehicle :**

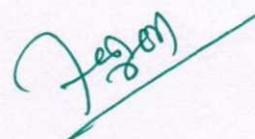
Applicable: Section IV & V and Annexure III, IV, A & B  
(Ref: page no 14 to 23)

**For DPMU Vehicle :**

Applicable: Section VI & VII and Annexure V, VI, A & B  
(Ref: page no 24 to 32)

**For DHH Sundargarh Vehicle :**

Applicable: Section VIII & IX and Annexure VII, A & B  
(Ref: page no 33 to 38)



**SECTION-I**  
**DATE & TIME OF TENDER SUBMISSION & FINALISATION**

RFP No. CDM & PHO/SNG/2024-25/04

Date: 13-09-2024

Detailed proposals are invited from eligible bidders for hiring of vehicles on monthly basis at level under Rashtriya Bal Swasthya Karyakram (RBSK)/ BPMU /MHU/DPMU under National Health Mission (NHM)

1	Period Availability of RFP Document	From 13-09-2024 to 03-10-2024 (Downloadable from website: <a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a> )
2	Pre-bid Conference (to resolve all the issues, clarification regarding the bid of interested bidder)	<b>Date:-19-09-2024, Time: 12 Noon</b> <b>At Office Chamber of the CDM &amp; PHO, Sundargarh, O/o The Superintendent of concerned CHC at block level and Office of the Director of RGH.</b>
3	Last date for submission of Tender	<b>Date:- 03-10-2024, Time: 5.00 P.M</b>
4	Date & time of opening of Tender (Technical Bid & Financial Bid)	<b>Date: 04-10-2024, Time-11.30 A.M.</b>
5	Address for submission of Tender & mode of Submission for District Level (Only for DPMU/DHH Vehicle)	<b>Address:</b> O/O The CDM & PHO, District Head quarter Hospital At/ Po/ Dist.:- Sundargarh, Pin- 770001 <b>Mode:</b> (Speed Post / Registered post / Courier only)
6	Address for submission of Tender & mode of Submission for District Level (Only for DHH Sundargarh Vehicle)	<b>Address:</b> O/O The CDM & PHO, District Head quarter Hospital At/ Po/ Dist.:- Sundargarh, Pin- 770001 <b>Mode:</b> (Speed Post / Registered post / Courier only)
7	Address for submission of Tender & mode of Submission for Block Level (for RBSK, BPMU & MHU Vehicle)	<b>Address: (Respective Head Quarter of Block CHC &amp; RGH)</b> As per <b>ToR 9 of Section III</b> of RFP in case of RBSK Vehicle & <b>ToR 6 of Section V</b> of RFP in case of BPMU/MHU Vehicle (Speed Post / Registered post / Courier only)



**TENDER DOCUMENT**  
**FOR**  
**RBSK (MHT) VEHICLE**

**SECTION-II (RBSK, MHT Vehicle)**  
**INSTRUCTIONS TO BIDDERS**

**1) Scope**

Interested bidders fulfilling the eligibility criteria may submit their bid **separately for one or more than one block of their own interest.**

**2) Eligibility Criteria**

- Any private individuals/ Tour operators / Travel Agency / Society / Firm in Sundargarh District only can participant in the tender process
- Should submit the required EMD @ Rs. 10,000/- & Tender paper cost Rs. 1,000/- for **each vehicle offered.**

**Note: Vehicles with only Commercial registration shall be accepted.**

**3) Submission and Signing of Tender**

Interested eligible bidders may submit their bid (s) separately for any block of their interest. The bidders interested to submit their bids for more than one block, can do so by submitting separate bids with EMD & documents as set forth in this RFP document at the officer of **The Superintendent of respective CHC/Director of RGH** as the case may be the details or which is mentioned in section I: Schedule of Tender submission.

**4) Packing, sealing and Marking of Bid**

- (a) The **sealed envelope** containing the Annexure-I, photocopy of the required documents & Annexure-II should clearly be **super scribed** with the following:

**Tender for "Hiring of Vehicles under Rashtriya Bal Swasthya Karyakram (RBSK)".**

- **RFP no. & Block Name** (The bidder should clearly mention the **Block Name for which the proposal is submitted**). Prior to submission of Bid, bidder has to get detail of the respective block CHC/RGH for where vehicle is required & from the office of The CDM & PHO and Submit bid accordingly.
  - The bidder's name & address shall be mentioned in the left hand corner of the envelope.
  - The envelope shall be **addressed as per ToR 9 of Section III** for which they want to bid as mentioned at section- IV: Schedule of tender Submission)
- (b) If the envelope is not sealed & marked as mentioned above, then the under signed will assume no responsibility for the tender's misplacement or premature opening. Telex, Cable or facsimile tenders will be rejected.

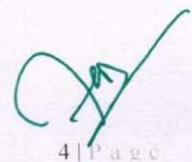
**5) Content of the Tender Submission**

**The sealed envelope shall contain the following:**

- a. Tender paper cost of **Rs. 1,000/-** & EMD of **Rs. 10,000/-** in the shape of a Demand Draft (for **each vehicle** they want to bid) in favour of the Non-NRHM, (Name of Respective CHC/RGH) & payable at Sundargarh.
- b. **Annexure-I** duly filled in
- c. Any other details, the bidder like to include in the proposal in Annexure-1.
- d. **Annexure-II (Financial Bid)** with proper signature and seal of the bidder.

**6) Number of Proposals:**

Interested bidders fulfilling the eligibility criteria may submit their proposal **separately for any one / more than one block of their choice.** Details of requirement of vehicles are mentioned as per **ToR 9 of Section III**



## SECTION-III (RBSK, MHT Vehicle)

### TERMS OF REFERENCE (ToR)

#### Hiring of Vehicles for Mobile Health Teams ( MHT) under RBSK

#### 1. What is RBSK:

The National Health Mission is launching a new initiative of **Rashtriya Bal Swasthy Karyakram (RBSK)**, a Child Health Screening and Early Intervention service Programme to provide Comprehensive care to all the Children in the community.

The objective of this initiative is to improve the overall quality of life of children (0-18 years) through early detection of birth Defects, Diseases, Deficiencies, Development Delays and Disability. The high burden of these childhood ill health contributes significantly health screening and Early Intervention Services envisage covering 30 Identified health conditions for early detection, free treatment and its management.

#### 2. Mobile health Teams under RBSK

**Under RBSK, Mobile Health Team (MHT)** will be formed for periodical child health screening at AWC, School and at +2 Junior colleges. The MHTs will cover at least once in a year to non- Residential schools, Bi- annually to Anganwadi Centres and quarterly to Residential Schools. Per day each MMT will screen average 90 children at WCs or 150 school/ College student as per the prepared Micro plan.

**The MHT will comprise** of two AYUSH Doctors (One Male & One Female), One Pharmacist and one ANM.

The Block CHC wise list of vehicle for **RBSK** proposed to be engaged are given in Page no 9 & 10.

#### 3. Location & Operational Area of MHTs

- **Each Mobile health Teams (MHT)** will be allotted with a specific operational area under the Block CHC for visit of targeted institutions.
- The vehicle will be attached to the Block CHC at the **disposal of CHC Superintendent & Director of RGH in Rourkela.**
- **In case the Block CHC is not located centrally**, then the MHT would be positioned in such a way that it covers its targeted institutions with minimal distance coverage.
- The hired vehicle will be stationed at respective health institution.

#### 4. Essential Features of Vehicles to be engaged for MHT

- The vehicle **shall not be more than 5 years old** at the time of hiring / award of contract **from the initial registration.**
- The hired vehicles, during period of contract, shall have all necessary **valid MV documents such as:-** Valid Registration Certificate, Insurance certificate, fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times.
- The vehicle should be compatible for installation of GPRS device like with digital speedometer and with central locking system.
- **The department/ office hiring the vehicle shall not be responsible for any damage/ loss** cause to hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.

Type of vehicles permissible to be hired	Make & Model (Suggested)	Minimum Average Mileage/Lit. For reimbursement purpose	Maximum hire charges per month	Remarks
Non-AC Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Mahindra Max/ Marshal/ Bolero/ Mahindra Scorpio	10 KM/per liter	As per office memorandum of Finance Deptt 9Govt. of Odisha). No. 30464 /Fin-COD-MV-0001/2017 Dt. 06-09-2019	<b>GST would be reimbursed separately over &amp; above the hire charges.</b>

- **The Driver of the vehicle must have a valid Driving License** for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- For effective coordination, the driver of the vehicle has to be provided with a **mobile phone by the vehicle owner.**
- **The Driver** should have a clean track record without any history of conviction in the court of law.
- The vehicle will be connected with **GPRS by the health department.** The GPRS equipment would be installed in the vehicle by the health department.
- The vehicle will be **branded** as per the prototypes issued by **RBSK (MHT).**

#### 5. Major Features of contract

- **Vehicle will be hired locally** on contractual basis .The contracts shall be initially **for a period of one year which may be extended** subject to satisfactory performance assessed by appropriate authority (Superintendent of respective block CHC) every year.
- Any Private individuals /Tour operators/ Transport Agency /Society /Firm can participate in the tender process.
- In case of Tour operator/Transport agency etc, wants to engage all the vehicle/s for one or more Blocks, then the agency has to submit the list & type of vehicles to be engaged at different blocks along with all supporting documents & requirements as per the terms & conditions.
- **The monthly rate of hire charge** shall be quoted separately in the price bid (excluding fuel and lubricants).
- **The agency interested will quote the financial bid** keeping in account the road tax, insurance premium, VAT, parking fee, toll tax etc for which State Government or Rogi Kalyan Samiti (RKS) or Authority will not pay.
- **In case of breakdown** for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.
- The vehicles shall report for duty for **minimum of 26 days** in a month.
- The vehicles shall be required generally for **10 hours in a day (8 AM to 6 PM).**

- **In case of emergency**, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- The vehicle will be used exclusively **for RBSK related health services**.
- The driver will maintain a log book to track vehicle movement .The log book will be verified and checked by the Medical Officer of MHT and counter checked by the Superintendent of block CHC/PHC on regular basis.
- NHM shall invest additional fund for branding & setting up of GPRS in these vehicles.
- If the bidder violets any of the terms of contract, the authority shall forfeit the entire amount of security deposit.
- The successful bidder shall execute an agreement with the Member Secretary of respective Rogi Kalyan Samiti (RKS)/Director of RGH as the case may be for engagement of vehicle/s.
- All charges will be paid on monthly basis as per the terms of reference within fifteen days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
- If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. The contract will also be **terminated in case of following reasons**;
  - ✓ If the **behaviour of the Driver** is not proper;
  - ✓ Any attempt to **tamper** the log book/GPRS device;
  - ✓ In case of the vehicle do **not report regularly**;
  - ✓ In case the driver of the vehicle is found to be convicted.
- In case the service provider intends to **withdraw the services** of his vehicle and terminate the agreement, It shall be mandatory upon him to grant one month prior notice before such withdrawal of service and termination of agreement.

#### 6. EMD/Security Deposit

- **Tenders shall have to deposit Tender paper cost of Rs. 1,000/- and EMD of Rs. 10,000/-** (Rupees Ten Thousand only) per vehicle offered in the form of crossed Demand Draft /Pay Order only in favour of **Non-NRHM, (Name of respective Block CHC/ RGH)** Payble at Sundargarh, along with their tenders. Tenders received without EMD will not be entertained / considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque /cash will not be accepted /considered and rejected. No interest would be paid on the EMD.
- **Forfeiture:** The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per ToR in any respect within the period of validity of tender.
- **Refund:** (i) EMD will be refunded to the unsuccessful bidder within thirty days from the date of issue of work order to the successful tender and no interest would be paid thereon; and (ii) EMD of the successful tender will be converted into security deposit, no interest will be paid on the EMD/ Security deposit and will be refunded with in two month after completion of contract/agreement.
- **Extension of EMD:** in case the contract signed with service provider (successful bidder) is extended beyond one year on mutual consent, the service

provider will have to submit fresh EMD/adjusted with the existing EMD for the extended period.

- **Refund of security deposit;** will be refunded to the contractor within two month after completion of the contract/agreement period and no interest would be paid thereon.

7) **Tender Procedure:**

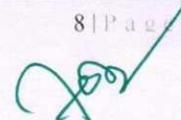
- For timely Completion of the tender process, tender notice will be published centrally by the District office indicating block wise requirement of vehicles on hire basis. However, tender documents will be submitted **at the address of respective block CHC**
- **Seal tenders** in the prescribed form duly super-scribed "**Tender for Hiring of Vehicles for Mobile Health Team under RBSK**" addressed to **as per ToR 9 of Section III**. The tender should be submitted in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorised signatory on each page
- **The Block procurement committee/Committee at Director of RGH** will open technical bids and only invite the qualified technical bidders for opening of financial bids.
- **Late/delayed tenders** to any reason whatever will not be accepted/considered at all under any Circumstances.
- Comparative statement of the technically qualified bidders will be made by tender/procurement committee at block/RGH level.
- The agreement will be **executed between the Superintendent/Member Secretary of respective block CHC/Director of RGH and the approved L1 bidder.**
- The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price of the respective block/Institute. If requisite number of vehicles are not provided by the L1 bidder, then L2, L3, L4 and so on bidders shall be selected provided they match to the L1 rate.

8) **Self Declaration ( In Affidavit):**

The individual /Tour Operator/ Travel Agency/firm have to give an undertaking (as per Annexure B) that the vehicle to be engaged should not belong to the employee of NHM, CDM & PHO office or any Health & Family Welfare Department or close relative of the employee of the above category. At any point of time if the declaration given by the firm / individual will be found to be incorrect, then contract shall be cancelled, the performance security shall be forfeited & other action may be taken.

9) **Details of Vehicles Requirement**

Sl No	Name of the CHC (Block)	Type & (No of vehicle required)	Postal Address for submitting Tender
1	Bargaon CHC, Bargaon	RBSK I- (1)	The Superintendent CHC Bargaon At/Po:- Bargaon Dist:- Sundargarh Pin :-770016
2	Birkera CHC, Lathikata	RBSK I- (1)	O/o The Superintendent CHC Birkera, Post- Ranto, Birkera, Dist-Sundargarh, PIN-770037
3	Bisra CHC, Bisra	RBSK I- (1)	Superintendent CHC Bisra AT-CHC Bisra, PO-Bisra, DIST-Sundargarh, PIN-770036
4	Kinjirkela CHC, Balishankara	RBSK I & RBSK II- (2)	The Superintendent CHC Kinjirkela, At-Kinjirkela, PO-Balisankara Pin-770015,
5	Koira CHC, Koira	RBSK I & RBSK II- (2)	The Superintendent, CHC Koira, AT/PO-Koira, DIST- Sundargarh, PIN-770048



6	Kutra CHC, Kutra	RBSK I & RBSK II- (2)	O/o-The Superintendent CHC Kutra, AT/Po- Kutra CHC (Govt. Hospital) Dist- Sundargarh PIN- 770018
7	Laing CHC, Rajgangpur	RBSK I & RBSK II- (2)	O/o-The Superintendent CHC Laing, At/Po-CHC Laing, Dist- Sundargarh, Odisha, PIN-77034
8	Subdega CHC, Subdega	RBSK I & RBSK II- (2)	O/o the Superintendent Subdega CHC At/Po- Subdega Block-Subdega Dist- Sundargarh, PIN-770014
9	RGH, Rourkela	RBSK I- (1)	O/o The Director RGH, AT/PO Rourkela Govt. Hospital, Near STI Chowk, Rourkela, PIN 769004
	<b>Total</b>	<b>14</b>	

*Jes*

**Annexure-I**

**Technical Bid for Hiring of vehicle under RBSK(MHT)**

Name of the Health Institution applied for: \_\_\_\_\_

Name of the District: Sundargarh

1	Name of the Bidder			
2	Address & telephone/mobile No.			
3	E-mail of the contract person, if any			
4	PAN Number (Photo Copy to be attached)			
	GST No (Photocopy to be attached only in case of Travel Agency/ Tour operator/Firm/Company)			
5	ID Proof of the individual / Registration certificate of the Organization (Photocopy)			
6	Details of Tender paper cost enclosed (@ Rs. 1,000/- per vehicle to be submitted)			
7	Details of EMD enclosed (EMD @Rs.10,000/- per vehicle to be submitted)			
8	Details of Vehicle (s) enclosed ( <b>Only vehicle with commercial registration shall be accepted</b> )  <ul style="list-style-type: none"><li>• Date of Purchase-</li><li>• Make &amp; Model-</li><li>• Registration No.-</li><li>• Insurance certificate</li><li>• Fitness Certificate,</li><li>• Up to date tax payment</li></ul> Documentary evidence (Photocopy) for all above details to be attached.	Vehicle 1	Vehicle 2	Vehicle 3
9	Declaration – I/We are not black-listed by any central /State Government/Public sector undertaking in India.(To be furnished in non judicial stamp paper of worth Rs.20/- duly certified by Notary)	As per Annexure A		
10	Self Declaration in Affidavid as per ToR SI No 8 (as per Annexure III)	As per Annexure B		

(Signature of the Applicant)

Name:

Designation:

Seal:

**Annexure-II**

**Financial Bid for RBSK(MHT)**

Make & Model Vehicle with Registration Number	*Monthly Hiring Charges (Rs.) including all charges of the Driver, maintenance etc (Exclusive of Fuel Cost & GST)	Average Mileage in Kms Per Litre of Fuel
		10KM Per litre of consumption of Fuel

L1 bidder will be selected as per the lower cost in monthly hiring charges

Signature

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:

Seal: \_\_\_\_\_



**Annexure A**

**Not blacklisted  
(On a Stamp Paper of minimum Rs.20/-)**

**Affidavit**

I/We. .... (the name of the Individual/Tour Operator/Travel Agency with address of the registered office) hereby certify and confirm that I or our agency is not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this .....Day of ....., 2024

**Signature**

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:

Seal: \_\_\_\_\_



**Self Declaration**  
Affidavit

I/We \_\_\_\_\_ (Name), S/O, D/O  
\_\_\_\_\_ Address \_\_\_\_\_ is hereby declare,  
that the intended vehicle to engaged is /are not belongs to the employee of NHM, CDM &  
PHO office or any Health & Family Welfare Department or close relative of the employee of the  
above category.

If the above declaration given will be found to be incorrect, then the contract shall be  
cancelled & the performance security shall be forfeited and other action may be initiated.

**Signature**

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:



Seal: \_\_\_\_\_

**TENDER DOCUMENT**  
**FOR**  
**BPMU & MHU VEHICLE**

**SECTION-IV (BPMU/MHU Vehicle)**  
**INSTRUCTIONS TO BIDDERS**

**1) Scope**

Interested bidders fulfilling the eligibility criteria may submit their bid.

**2) Eligibility Criteria**

- Any private individuals/ Tour operators / Travel Agency / Society / Firm can participant in the tender process
- Should submit the required EMD @ Rs.10, 000 and tender paper cost@ Rs.1000.

**Note: Vehicles with only Commercial registration shall be accepted.**

**3) Submission and Signing of Tender**

Interested eligible bidders may submit their bid (s). The bidders interested to submit their bids with Tender paper cost, EMD & documents as set forth in this RFP document at the office of the CDM & PHO, Sundargarh the details or which is mentioned in section I: Schedule of Tender submission.

**4) Packing, sealing and Marking of Bid**

- (c) The **sealed envelope** containing the Annexure-III, photocopy of the required documents & Annexure-IV should clearly be **super scribed** with the following:

**Tender for "Hiring of Vehicles on a monthly basis under BPMU/MHU,  
O/o The Superintendent of Concerned CHC, Sundargarh**

- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be **addressed to as per TOR 6 Section V below**, for which they want to bid as mentioned at Section- I: Schedule of tender Submission)
- (d) If the envelope is not sealed and marked as mentioned above, then the under signed will assume no responsibility for the tender's misplacement or premature opening. Telex, Cable or facsimile tenders will be rejected.

**5) Content of the Tender Submission**

**The sealed envelope shall contain the following:**

- e. Tender paper cost of Rs. 1,000/- & EMD of **Rs. 10,000/-** in the shape of a Demand Draft in favour of the, Non-NRHM, (respective CHC) payable at Sundargarh.
- f. **Annexure-III** duly filled in
- g. Any other details, the bidder like to include in the proposal in Annexure-III.
- h. **Annexure-IV (Financial Bid)** with proper signature and seal of the bidder.

The bidders have to submit their proposals at **the Address given as per ToR 6 Section V**



**SECTION-V (BPMU/MHU Vehicle)**

**TERMS OF REFERENCE (ToR)**

**Hiring of Vehicles for BPMU / MHU on a monthly Hiring basis under NHM**

**1. Essential Features of Vehicles to be engaged for BPMU / MHU at Block Level**

- The vehicle **shall not be more than 3 years old** at the time of hiring / award of contract **from the initial registration.**
- The hired vehicles, during period of contract, shall have all necessary **valid MV documents such as:-** Valid Registration Certificate, Insurance certificate, fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. And D.L. of the driver available all the times.
- **The department/ office hiring the vehicle shall not be responsible for any damage/ loss** cause to hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.

Type of vehicles permissible to be hired	Make & Model (Suggested)	Minimum Average Mileage/Lit. For reimbursement purpose	Maximum hire charges per month	Remarks
Non-AC Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Mahindra Max/ Marshal/ Bolero/ Mahindra Scorpio	10 KM/per liter	As per office memorandum of Finance Deptt of Govt. of Odisha). No. 30464 /Fin-COD-MV-0001/2017 Dt. 06-09-2019	<b>GST would be reimbursed separately over &amp; above the hire charges.</b>

- **The Driver of the vehicle must have a valid Driving License** for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- For effective coordination, the driver of the vehicle has to be provided with a **mobile phone by the vehicle owner.**
- **The Driver** should have a clean track record without any history of conviction in the court of law.

**2. Major Features of contract**

- **Vehicle will be hired locally** on contractual basis .The contracts shall be initially **for a period of one year which may be extended** subject to satisfactory performance assessed by appropriate authority every year.
- Any Private individuals /Tour operators/ Transport Agency /Society /Firm can participate in the tender process.
- In case of Tour operator/Transport agency etc, wants to engage all the vehicle/s for one or more Blocks, then the agency has to submit the list & type of vehicles

to be engaged at different blocks along with all supporting documents & requirements as per the terms & conditions.

- **The monthly rate of hire charge** shall be quoted separately in the price bid (excluding fuel and lubricants).
- **The agency interested will quote the financial bid** keeping in account the road tax, insurance premium, GST, parking fee, toll tax, remuneration of Driver, etc for which State Government or NHM will not pay.
- **In case of breakdown** for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.
- The vehicles shall report for duty for all the days.
- The vehicles shall be required generally for **12 hours in a day (8 AM to 8 PM)**.
- **In case of emergency**, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- The driver will maintain a log book to track vehicle movement.
- If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- The successful bidder shall execute an agreement with the Superintendent of concerned CHC for engagement of vehicle/s.
- All charges will be paid on monthly basis as per the terms of reference within fifteen days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
- If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. The contract will also be **terminated in case of following reasons;**

- ✓ If the **behaviour of the Driver** is not proper;
- ✓ Any attempt to **tamper** the log book/GPRS device;
- ✓ In case of the vehicle do **not report regularly;**
- ✓ In case the driver of the vehicle is found to be convicted.

- In case the service provider intends to **withdraw the services** of his vehicle and terminate the agreement, It shall be mandatory upon him to grant minimum one month notice before such withdrawal of service and termination of agreement.

### 3. EMD/Security Deposit

- Tenders shall have to deposit Tender paper cost of **Rs. 1,000/-** (Rupees one thousand) **and** EMD of **Rs. 10,000/-** (Rupees Ten Thousand only) per vehicle offered in the form of crossed Demand Draft /Pay Order in favour of **Non-NRHM of the Concerned CHC**, Payable at Sundargarh, along with their tenders. Tenders received without EMD will not be entertained / considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque /cash will not be accepted /considered and rejected. No interest would be paid on the EMD.
- **Forfeiture:** The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per ToR in any respect within the period of validity of tender.
- **Refund:** (i) EMD will be refunded to the unsuccessful tender within thirty days from the date of issue of work order to the successful tender and no interest

would be paid thereon; and (ii) EMD of the successful tender will be converted into security deposit, no interest will be paid on the EMD/ Security deposit will be refundable within two month after completion of contract/agreement..

- **Extension of EMD:** in case the contract signed with service provider (successful bidder) is extended beyond one year on mutual consent, the service provider will have to submit fresh EMD/adjusted in the existing security deposit for the extended period.
- **Refund of security deposit;** will be refunded within two month after completion of the contract/agreement period and no interest would be paid thereon.

**4. Tender Procedure:**

- Tender documents will be submitted at as per address given point **no 6 of ToR section V**
- **Seal tenders** in the prescribed form duly super-scribed "**Tender for Hiring of Vehicles for BPMU/ MHU**" to submit at **address given as per point no 6 of ToR Section V**. The tender should be submitted in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorised signatory on each page.
- **The respective Block procurement committee** will open technical bids and only invite the qualified technical bidders for opening of financial bids.
- **Late/delayed tenders** to any reason whatever will not be accepted/considered at all under any Circumstances.
- Comparative statement duly signed by tender/procurement committee will be **approved.**
- A separate agreement will be **executed between the Superintendent/Member Secretary of concerned Block CHC and the approved L1 bidder after finalisation of bid process.**

**5. Self Declaration( Affidavit):**

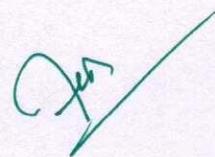
- The firm/ individual have to give an undertaking that the vehicle to be engaged should not belong to the employee of NHM, CDM & PHO office or any Health Department or close relative of the employee of the above category. At any point of time if the declaration given by the firm / individual will be found to be incorrect, then contract shall be cancelled & the performance security shall be forfeited. (As per Annexure-B)

**6. Details of Vehicles Requirement**

SI No	Name of the CHC (Block)	Type & (No of vehicle required)	Postal Address of CHC
1	Birkera CHC, (Lathikata)	BPMU 1 & MHU 1 (2)	O/o The Superintendent CHC Birkera, Post- Ranto, Birkera, Dist-Sundargarh, PIN-770037
2	Hatibari CHC, (Nuagaon)	BPMU 1 (1)	O/o The Superintendent CHC Hatibari. At/Po- CHC Hatibari, Dist.Sundargarh,Pin.770046
3	Hemgir CHC, (Hemgir)	MHU 1 (1)	O/o-The Superintendent CHC Hemgir, AT/PO- Hemgir, Dist- Sundargarh PIN- 770013
4	Kinjirkela CHC, (Balishankara)	BPMU 1 & MHU 1 (2)	The Superintendent CHC Kinjirikela, At-Kinjirkela, PO-Balisankara Pin-770015,
5	Koira CHC, (Koira)	BPMU 1 & MHU 1 (2)	The Superintendent, CHC Koira, AT/PO-Koira, DIST- Sundargarh,

*Am*

			PIN-770048
6	Kutra CHC, (Kutra)	BPMU 1 & MHU 1 (2)	O/o-The Superintendent CHC Kutra , AT/PO- Kutra, Dist- Sundargarh PIN- 770018
7	Laing CHC, (Rajgangpur)	BPMU 1 & MHU 1 (2)	O/o-The Superintendent CHC Laing At/Po-CHC Laing, Dist- Sundargarh, Odisha, PIN-77034
8	Majhapara CHC, (Sadar)	MHU 1 (1)	O/o the Superintendent, CHC Majhapara. At/Po-Majhapara Govt.Medical. Via- Dhuruadihi Dist-Sundargarh, Pin-770022,
9	Mangaspur CHC, (Tangarpali)	BPMU 1 (1)	O/o-The Superintendent CHC Mangaspur AT/PO- Mangaspur Via- Kundukela , Dist- Sundargarh PIN- 770019
10	S. Bolang CHC, (Bonei)	BPMU 1 & MHU 1 (2)	O/o the Superintendent, CHC S.Bolang, At/Po- S Bolang, Block-Bonai, Dist- Sundargarh, PIN-770051
11	Subdega CHC, (Subdega)	BPMU 1 & MHU 1 (2)	O/o the Superintendent, CHC S.Bolang, At/Po- S Bolang, Block-Bonai, Dist- Sundargarh, PIN-770051
	<b>Total</b>	<b>18</b>	



### Annexure-III

#### Technical Bid for Hiring of vehicle BPMU / MHU under NHM

Applied for (Name of the Block/Place): \_\_\_\_\_

1	Name of the Bidder	
2	Address & telephone/mobile No.	
3	E-mail of the contract person, if any	
4	PAN Number (Photo Copy to be attached)	
	GST No (Photocopy to be attached only in case of Travel Agency/ Tour operator/Firm/Company)	
5	ID Proof of the individual / Registration certificate of the Organization (Photocopy)	
6	Details of Tender Cost enclosed ( Tender paper cost @ Rs. 1,000/- per vehicle to be submitted.	
7	Details of EMD enclosed (EMD @Rs.10,000/- per vehicle to be submitted)	
8	Details of Vehicle (s) enclosed ( <b>Only vehicle with commercial registration shall be accepted</b> ) <ul style="list-style-type: none"><li>• Date of Purchase-</li><li>• Make &amp; Model-</li><li>• Registration No.-</li><li>• Insurance certificate</li><li>• Fitness Certificate,</li><li>• Up to date tax payment</li></ul> Documentary evidence (Photocopy) for all above details to be attached.	
9	Declaration – I/We are not black-listed by any central /State Government/Public sector undertaking in India.(To be furnished in non judicial stamp paper of worth Rs.20/- duly certified by Notary)	As per Annexure A
10	Self Declaration in Affidavit as per ToR SI No 8 (as per Annexure B)	As per Annexure B



(Signature of the Applicant)  
Name:  
Designation:  
Seal:

**Annexure-IV**

**Financial Bid for BPMU/MHU**

Make & Model Vehicle With Registration Number	*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel Cost & GST)	Average Mileage in Kms Per Litre of Fuel consumption
		10 KM per litre of fuel consumption

L1 bidder will be selected as per the lower cost in monthly hiring charges

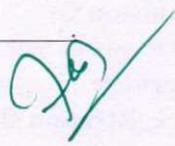
Signature

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:

Seal: \_\_\_\_\_



**Annexure A**

**Not blacklisted  
(On a Stamp Paper of minimum Rs.20/-)**

**Affidavit**

I/We. .... (the name of the Individual/Tour Operator/Travel Agency with address of the registered office) hereby certify and confirm that I or our agency is not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this .....Day of ....., 2024

**Signature**

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:



Seal: \_\_\_\_\_

**Self Declaration**  
**Affidavit**

I/We \_\_\_\_\_ (Name), S/O, D/O  
\_\_\_\_\_ Address \_\_\_\_\_ is hereby declare,  
that the intended vehicle to engaged is /are not belongs to the employee of NHM, office of  
the Superintendent of CHC, the CDM & PHO office or any Health & Family Welfare Department  
or close relative of the employee of the above category.

If the above declaration given will be found to be incorrect, then the contract shall be  
cancelled & the performance security shall be forfeited and other action may be initiated.

**Signature**

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_



Date:

Place:

Seal: \_\_\_\_\_



**TENDER DOCUMENT**  
**FOR**  
**DPMU VEHICLE**

**SECTION-VI (DPMU Vehicle)**  
**INSTRUCTIONS TO BIDDERS**

**1) Scope**

Interested bidders fulfilling the eligibility criteria may submit their bid.

**2) Eligibility Criteria**

- Any private individuals/ Tour operators / Travel Agency / Society / Firm can participant in the tender process
- Should submit the required EMD @ Rs. 10, 000 and tender paper cost@ Rs. 500.

**Note: Vehicles with only Commercial registration shall be accepted.**

**3) Submission and Signing of Tender**

Interested eligible bidders may submit their bid (s). The bidders interested to submit their bids with Tender paper cost, EMD & documents as set forth in this RFP document at the office of the CDM & PHO, Sundargarh the details or which is mentioned in section I: Schedule of Tender submission.

**4) Packing, sealing and Marking of Bid**

- (e) The **sealed envelope** containing the Annexure-III, photocopy of the required documents & Annexure-IV should clearly be **super scribed** with the following:

**Tender for "Hiring of Vehicles on a monthly basis under BPMU/MHU,  
O/o The Superintendent of Concerned CHC, Sundargarh**

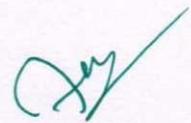
- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be **addressed to Office of the CDM & PHO, District Head Quarter Hospital, Sundargarh PIN 770001** for which they want to bid as mentioned at section- I: Schedule of tender Submission)
- (f) If the envelope is not sealed and marked as mentioned above, then the under signed will assume no responsibility for the tender's misplacement or premature opening. Telex, Cable or facsimile tenders will be rejected.

**5) Content of the Tender Submission**

**The sealed envelope shall contain the following:**

- i. Tender paper cost of Rs. 1,000/- & EMD of **Rs. 10,000/-** in the shape of a Demand Draft in favour of the, ZSS Non-NRHM, Sundargarh payable at Sundargarh.
- j. **Annexure-V** duly filled in
- k. Any other details, the bidder like to include in the proposal in Annexure-V.
- l. **Annexure-VI (Financial Bid)** with proper signature and seal of the bidder.

The bidders have to submit their proposals at the Address: **O/o The CDM & PHO, District Head Quarter Hospital, Sundargarh PIN- 770001**



**SECTION-VII (BPMU/MHU Vehicle)**  
**TERMS OF REFERENCE (ToR)**

**Hiring of Vehicles for DPMU on a monthly Hiring basis under NHM**

**7. Essential Features of Vehicles to be engaged for DPMU at District Level**

- The vehicle **shall not be more than 3 years old** at the time of hiring / award of contract **from the initial registration.**
- The hired vehicles, during period of contract, shall have all necessary **valid MV documents such as:-** Valid Registration Certificate, Insurance certificate, fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. And D.L. of the driver available all the times.
- **The department/ office hiring the vehicle shall not be responsible for any damage/ loss** cause to hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.

Type of vehicles permissible to be hired	Make & Model (Suggested)	Minimum Average Mileage/Lit. For reimbursement purpose	Maximum hire charges per month	Remarks
Non-AC Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Mahindra Max/ Marshal/ Bolero/ Mahindra Scorpio	10 KM/per liter	As per office memorandum of Finance Deptt of Govt. of Odisha). No. 30464 /Fin-COD-MV-0001/2017 Dt. 06-09-2019	<b>GST would be reimbursed separately over &amp; above the hire charges.</b>

- **The Driver of the vehicle must have a valid Driving License** for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- For effective coordination, the driver of the vehicle has to be provided with a **mobile phone by the vehicle owner.**
- **The Driver** should have a clean track record without any history of conviction in the court of law.

**8. Major Features of contract**

- **Vehicle will be hired locally** on contractual basis .The contracts shall be initially **for a period of one year which may be extended** subject to satisfactory performance assessed by appropriate authority every year.
- Any Private individuals /Tour operators/ Transport Agency /Society /Firm can participate in the tender process.
- In case of Tour operator/Transport agency etc, wants to engage all the vehicle/s for one or more Blocks, then the agency has to submit the list & type of vehicles

to be engaged at different blocks along with all supporting documents & requirements as per the terms & conditions.

- **The monthly rate of hire charge** shall be quoted separately in the price bid as per annexure VI (excluding fuel and lubricants).
- **The agency interested will quote the financial bid** keeping in account the road tax, insurance premium, GST, parking fee, toll tax etc for which State Government or NHM will not pay.
- **In case of breakdown** for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.
- The vehicles shall report for duty for all the days.
- The vehicles shall be required generally for **12 hours in a day (8 AM to 8 PM)**.
- **In case of emergency**, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- The driver will maintain a log book to track vehicle movement.
- If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- The successful bidder shall execute an agreement with the CDM & PHO, Sundargarh for engagement of vehicle/s.
- All charges will be paid on monthly basis as per the terms of reference within fifteen days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
- If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. The contract will also be **terminated in case of following reasons**:

- ✓ If the **behaviour of the Driver** is not proper;
- ✓ Any attempt to **tamper** the log book/GPRS device;
- ✓ In case of the vehicle do **not report regularly**;
- ✓ In case the driver of the vehicle is found to be convicted.

- In case the service provider intends to **withdraw the services** of his vehicle and terminate the agreement, It shall be mandatory upon him to grant minimum one month notice before such withdrawal of service and termination of agreement.

#### 9. EMD/Security Deposit

- Tenders shall have to deposit Tender paper cost of **Rs. 1,000/-** (Rupees One thousand only) **and EMD of Rs. 10,000/-** (Rupees Ten Thousand only) per vehicle offered in the form of crossed Demand Draft /Pay Order in favour of **ZSS Non-NRHM Sundargarh**, Payable at Sundargarh, along with their tenders. Tenders received without EMD will not be entertained / considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque /cash will not be accepted /considered and rejected. No interest would be paid on the EMD.
- **Forfeiture:** The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per ToR in any respect within the period of validity of tender.
- **Refund:** (I) EMD will be refunded to the unsuccessful tender within thirty days from the date of issue of work order to the successful tender and no interest

would be paid thereon; and (ii) EMD of the successful tender will be converted into security deposit, no interest will be paid on the EMD/ Security deposit & will be refunded within two month after completion of the contract/agreement..

- **Extension of EMD:** in case the contract signed with service provider (successful bidder) is extended beyond one year on mutual consent, the service provider will have to submit fresh EMD for the extended period.
- **Refund of security deposit;** will be refunded to the contractor within two month after completion of the contract/agreement and no interest would be paid thereon.

**10. Tender Procedure:**

- Tender documents will be submitted **at as per address O/o The CDM & PHO, District Head Quarter Hospital, Sundargarh PIN- 770001**
- Seal tenders in the prescribed form duly super-scribed "**Tender for Hiring of Vehicles for DPMU**" to submit at **Address O/o The CDM & PHO, District Head Quarter Hospital, Sundargarh PIN- 770001**
- The tender should be submitted in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorised signatory on each page.
- **The District procurement committee** will open technical bids and only the technically qualified bidders will eligible for opening of financial bids.
- **Late/delayed tenders** to any reason whatever will not be accepted/considered at all under any Circumstances.
- Comparative statement duly signed by tender/procurement committee will be approved.
- A separate agreement will be executed between **the CDM & PHO, Sundargarh and the approved L1 bidder** after finalisation of bid process.

**11. Self Declaration( Affidavit):**

- The firm/ individual have to give an undertaking that the vehicle to be engaged should not belong to the employee of NHM, CDM & PHO office or any Health Department or close relative of the employee of the above category. At any point of time if the declaration given by the firm / individual will be found to be incorrect, then contract shall be cancelled & the performance security shall be forfeited. (As per Annexure-B)

**12. Details of Vehicles Requirement**

Sl No	Name of the Unit	Nos of Vehicle Required
1	DPMU Level (DMF)	1
2	DPMU	2
	<b>Total</b>	<b>3</b>



**Technical Bid for Hiring of vehicle DPMU under NHM**

Applied for : \_\_\_\_\_

1	Name of the Bidder	
2	Address & telephone/mobile No.	
3	E-mail of the contract person, if any	
4	PAN Number (Photo Copy to be attached)	
	GST No (Photocopy to be attached only in case of Travel Agency/ Tour operator/Firm/Company)	
5	ID Proof of the individual / Registration certificate of the Organization (Photocopy)	
6	Details of Tender Cost enclosed ( Tender paper cost @ Rs. 1,000/- per vehicle to be submitted.	
7	Details of EMD enclosed (EMD @Rs.10,000/- per vehicle to be submitted)	
8	Details of Vehicle (s) enclosed ( <b>Only vehicle with commercial registration shall be accepted</b> )  <ul style="list-style-type: none"><li>• Date of Purchase-</li><li>• Make &amp; Model-</li><li>• Registration No.-</li><li>• Insurance certificate</li><li>• Fitness Certificate,</li><li>• Up to date tax payment</li></ul> Documentary evidence (Photocopy) for all above details to be attached.	
9	Declaration – I/We are not black-listed by any central /State Government/Public sector undertaking in India.(To be furnished in non judicial stamp paper of worth Rs.20/- duly certified by Notary)	As per Annexure A
10	Self Declaration in Affidavid as per ToR SI No 11 (as per Annexure B)	As per Annexure B

(Signature of the Applicant)

Name:

Designation:

Seal:



Annexure-VI

Financial Bid for DPMU Vehicle

Make & Model Vehicle With Registration Number	*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel Cost & GST)	Average Mileage in Kms Per Litre of Fuel consumption
		10 KM per litre of fuel consumption

L1 bidder will be selected as per the lower cost in monthly hiring charges

Signature

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:

Seal: \_\_\_\_\_



**Annexure A**

**Not blacklisted  
(On a Stamp Paper of minimum Rs.20/-)**

**Affidavit**

I/We. .... (the name of the Individual/Tour Operator/Travel Agency with address of the registered office) hereby certify and confirm that I or our agency is not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this .....Day of ....., 2024

**Signature**

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:

Seal: \_\_\_\_\_



**Annexure-B**

**Self Declaration**

I/We \_\_\_\_\_ (Name), S/O, D/O  
\_\_\_\_\_ Address \_\_\_\_\_ is hereby declare,  
that the intended vehicle to engaged is /are not belongs to the employee of NHM, CDM &  
PHO office or any Health & Family Welfare Department or close relative of the employee of the  
above category.

If the above declaration given will be found to be incorrect, then the contract shall be  
cancelled & the performance security shall be forfeited and other action may be initiated.

**Signature**

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_.

Date:

Place:

Seal: \_\_\_\_\_



**TENDER DOCUMENT**  
**FOR**  
**DHH, Sundargarh VEHICLE**

**SECTION VIII (DHH SUNDARGARH VEHICLE)**  
**INSTRUCTIONS TO BIDDERS**

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing **02 (Two)** nos.(V1 & V2) of AC Petrol /Diesel driven vehicles models like **Tiago/ Bolt/ Celerio/ any LMV (Follows the Para No.5,6 & 7 mentioned below)** having sitting capacity not more than **five** including driver which shall conform to the Terms and Conditions (**Section IX**) for official use in **Office of the Chief District Medical & Public Health Officer, Sundargarh** on monthly rent basis.

1. The application form of quotation containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. can be downloaded from **Sundargarh District Website [sundargarh.nic.in](http://sundargarh.nic.in)**. The applicant shall furnish a Demand Draft for an amount of **₹ 1000/-** (Rupees One Thousand only) in favour of **CDM & PHO, Sundargarh payable at Sundargarh**, towards the quotation paper cost of each vehicle's (mandatory to all type of bidder/ quotationer) along with the application which is nonrefundable.
2. The service provider shall have a valid & active **GST registration (Mandatory)** to participate in the quotation.
3. The detail of the make and year of manufacture of the vehicle Registration No., mileage (KM covered per liter) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (**Annexure-VII**).
4. Individual application (**Annexure-VII**) to be submitted for each vehicle along with all fees and documents.
5. The monthly rate of hire charge be quoted in the general bid information (excluding fuel). The maximum hire charges of the each vehicle per month excluding fuel and taxes will not exceed **₹ 20,000/-**.
6. The Vehicle must achieve a fuel efficiency of minimum **17 KM** per liter.
7. The model of vehicle mentioned above is only indicative. Vehicles of similar model and segment, having the same mileage and hiring charges, can be engaged.
8. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Comprehensive Insurance Certificate, Fitness Certificate, Pollution under control Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
9. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
10. The Driver should be well behaved, gentle and obedient in nature.
11. A sum of **₹ 10,000/-** (Ten Thousand) only per each vehicle towards **Security Deposit** shall be deposited by the successful bidder in shape of Demand Draft drawn in favour of **CDM & PHO, Sundargarh payable at Sundargarh** and submitted at the time of execution of Agreement which will be refundable after the period of agreement/Contract completed of the successful bidder without charging any interest.
12. The Quotation completed in all respect should be submitted in the address of **the Chief District Medical & Public Health Officer, Sundargarh** in a sealed envelope superscribing "**Quotation for hiring of Vehicle**". The Quotation should reach the undersigned within time frame as per Section 1(Schedule of Tender submission) of RFP.



## SECTION IX (DHH SUNDARGARH VEHICLE)

### Terms & Conditions

The following terms and conditions must be fulfilled by the bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
2. The Department / Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The owner shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of fuel (as per actual) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more **than 3 years old** from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant **one month notice before such withdrawal** of service and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. The initial period of contract will be **for a period of one year from the date of signing of agreement** and if the service provided by the agency is satisfactory then the contract may be extended for another 2 times with existing terms & conditions.
14. The undersigned reserves the right to cancel/reject the Quotation in full or part at any time without assigning any reason thereof.

**Annexure-VII**  
**General Bid Information DHH Sundargarh Vehicle**

Sl. No.	Particulars	Details	Page No. of Documents
1	Name of the Service Provider (Bidder)		
2	Complete Address:		
3	Contact Number of the Service Provider (Bidder)		
4	DD No. & Date of Quotation Papers Cost(Mandatory)		
5	GST Number (Mandatory)		
6	Bank Account Name & No. with IFSC Code of Bidder		Photo copy enclosed
7	Registration No. of Vehicle		
8	Year of Manufacture		
9	Make & Model		
10	Date of registration		
11	Fitness Certificate validity		
12	Pollution Under control Certificate validity		
13	Permit validity		
14	Comprehensive Insurance validity		
15	Name / Address of the Driver with Mobile Number		
16	D.L. No. & Validity of the D.L. of the Driver		Photo copy enclosed
17	Proposed hire charge of the vehicle per month excluding fuel cost		Up to Two Decimal
18	Rate of fuel consumption / Mileage per liter (Minimum 17 KM)		
19	Declaration – not black-listed as per the format given (Annexure A)	As per Annexure A	
20	Self Declaration in Affidavit: As per the format given (Annexure B)	As per Annexure B	

- **All documents submitted by the bidder must be duly signed.**

“Certified that the information & documents submitted above is true to the best of my knowledge and belief.”

Seal & Signature of  
Quotationer

**Annexure A**

**Not blacklisted  
(On a Stamp Paper of minimum Rs.20/-)**

**Affidavit**

I/We. .... (the name of the Individual/Tour Operator/Travel Agency with address of the registered office) hereby certify and confirm that I or our agency is not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this .....Day of ....., 2024

**Signature**

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_.

Date:

Place:

Seal: \_\_\_\_\_



**Annexure-B**

**Self Declaration**

I/We \_\_\_\_\_ (Name), S/O, D/O  
\_\_\_\_\_ Address \_\_\_\_\_ is hereby declare,  
that the intended vehicle to engaged is /are not belongs to the employee of NHM, CDM &  
PHO office or any Health & Family Welfare Department or close relative of the employee of the  
above category.

If the above declaration given will be found to be incorrect, then the contract shall be  
cancelled & the performance security shall be forfeited and other action may be initiated.

**Signature**

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:

Seal: \_\_\_\_\_

