



ZILLA SWASTHYA SAMITI, RAYAGADA



Advt. No : 8788 **TENDER FOR HIRING OF VEHICLES FOR DPMU, NHM, RAYAGADA** Date: 19 // 09 // 2025

Sealed tenders are invited from reputed (Private individuals/Tour operators/Travel Agency/Society/Firm) for hiring of vehicles which to be engaged in DPMU, NHM Rayagada & O/o the CDM&PHO, Rayagada on a monthly/daily basis. Interested parties / individual can log on to district web site <https://Rayagada.odisha.gov.in> for details of term & condition and to sent their tender proposal to the CDM & PHO, Rayagada, Barijholra Dist:- Rayagada, Pin No- 765002 through speed post/Regd post only on or before **13.10.2025 by 5.00 PM** which will be opened on **14.10.2025 at 11.00 AM** in the presence of the bidders / authorized representatives at the office of Undersigned.

The undersigned reserves the right to cancel / reject any or all the tender without assigning any reason thereof.

Sd/-
CDM & PHO, Rayagada

M. C. 25

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

Adv No. 8788/2025

dated 19/09/2025

TERM & CONDITION OF FOR HIRING OF VEHICLE FOR DPMSU, NHM, RAYAGADA

Sealed quotations are invited from interested eligible bidders (Private individuals/Tour operators /Travel Agency/Society/Firm) for hiring of four wheeler passenger vehicle such as Bolero New Model N8 for Monitoring and Supervision of different programme of DPMU (NHM) under CDM&PHO Office, Rayagada on monthly hire basis (according to Office memorandum no 15836/F. Dated 27.05.2025 of Govt. of Odisha). And also passenger vehicle such as Indica/Indigo/Dezire/Bolero/Tavera/Scorpio/Chevrilet/Toyata/Innova/Safari/Sumo/if any band four wheeler vehicle etc to be engaged for Monitoring and Supervision of different programme of DPMU (NHM) under CDM&PHO Office, Rayagada on daily hire basis (according to The odisha Gazette notification no 2138 dated 07.09.2023 for commerce & transport Dept.). The vehicle will be engaged on the following terms and conditions only:-

1. ESSENTIAL FEATURES OF VEHICLE:

- The hired vehicle must possess all the pre-decided technical criteria (such as vehicles should not be of more than 3 (three) year old, must have all the relevant papers, and should have the coverage of comprehensive insurance) etc.
- The Driver/s must have Mobile Phone.
- Maintenance of contractual vehicle is done regularly and in case of any accident, the vehicle should be repaired within 48 hours and the bidder have provided to any alternative in same term and condition till vehicle is repaired.
- The vehicle must be available with DPMU office on all working days & on holidays as desire by authority for office purpose only. The vehicle cannot be used by the 2nd party by any purpose.
- The driver will report at office at 8.00 A.M in the morning and will be available till 8.00 P.M in the evening to drive the vehicle or as desire by authorities.
- The all facilities available in the vehicle shall be used by the officers.

2. QUALIFYING CRITERIAS:

- The Bidder should have a registered Tours and Travel agency / registered tour operator / individuals having sufficient numbers of latest models of vehicles for hiring with valid GST registration.

3. TECHNICAL SPECIFICATION/FEATURES:

Tenders will be invited from Tours and Travel agency / tour operator /Individuals indicating the technical features of the vehicle in one envelop and financial offer in second envelop. For Monthly Basis the RC, Insurance, Pollution control Certificate is to be attached. The technical offer envelop will be opened in a fixed date to observe following conditions / specifications. All the features of the vehicle as per the make & Model must be fully functional for utility on hiring.

- Vehicle is not old for more than three (3) years from the initial registration (from the date of advertisement) for monthly hiring.
- Petrol Vehicles of BS-VI and above are preferred than Diesel vehicles in view of pollution control.

4. PERIOD OF CONTRACT:

- The contract is awarded for period of twelve (12) months on monthly hiring basis, from the date of issue of contract award and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel / lubricants and other factors such as statutory payments, minimum wages etc., shall be entertained and it will be the responsibility of the owner to bear such additional expenses.

5. LOCATION/Requirement OF THE VEHICLE

It will be located at O/o- CDM & PHO, Rayagada.

6. Requirement of Vehicle:

A	One Vehicle on monthly basis	Mobile Ophthalmic Unit, Rayagada
B	One Vehicle on monthly basis	NCD & IDSQ DPHO unit Rayagada

- ❖ The luggage carrier Vehicle is requiring as per necessity of the O/o- CDM&PHO, Rayagada.
- ❖ The passenger hiring vehicle on daily basis also require as per necessity of the O/o- CDM&PHO, Rayagada

7. SETTLEMENT OF PAYMENTS-

The billing will be done on a monthly basis and it should be submitted by the firm by 5th of the following month. The payment will be made only for those log books and duty slips which have been signed by the Officer or any authorized officer. It will be the responsibility of the driver to get the log book entries indicating start kilometre, end kilometre, distance covered, Start & End time from Health Institutions, places/villages visited etc. for each occasion of journey signed by the Officer or staff and duty slips signed by the officer/staff on a day to day basis. The office shall be liable to pay the hiring charges and

DOL charges: Petrol/Diesel @10 Km or above as per finalized tender/Litre. In case of luggage carrier vehicle, the bill will be paid after submission of valid bill with due signature of officer. All other liability being the owner of the vehicle shall be borne by the contractor.

8. RENEWAL OF CONTRACT –

The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period (s) as may be agreed upon, but not exceeding one year at a time subject to approval of NHM PIP.

9. DISPUTE RESOLUTIONS-

The disputes, if any, arising out of this contract will be rejected subjected to the jurisdiction of the courts in the district only.

10. BID DOCUMENTS:

Sealed tenders in the prescribed form in two envelopes – one for technical bid and second for finance bid in a one envelop duly super scribing “Tender for Hiring of Vehicles O/o The CDM & PHO, Rayagada” addressed to the CDM & PHO, Rayagada, Barijholra Dist: Rayagada, Pin-765002 through Speed post/ register post only . The tender should be submitted in the format given below. It should be duly signed by authorized signatory and should bear the stamp of the firm/company/ and signature

of individual on each page. Late/delayed received tenders to any reason whatsoever will not be accepted /considered under any circumstances.

Accident Handling: If during the course of engagement of the vehicles to the services of the Health Institutions, any accidents etc, occurred the third party/ ZSS, Rayagada will not be responsible and any liability arising out of such accident will be the responsibility of the firm/bidder/ vehicle owner only.

- The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
- Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the service provider/vehicle owner & to be reimbursed on production of authentic vouchers.
- The vehicles deputed should carry all relevant papers duly updated always.
- All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.
- No compromise will be made by the Health Institutions towards punctuality, cleanliness, obedience, promptness, behaviour etc. If the tender, at any point of time during official duty, fails to perform duties, as directed by the Officer of concerned health institutions the contract will be cancelled forthwith without any notice.
- The owner where by provide service of vehicle in a neat and clean condition with towels on the seat twice a month and general servicing and pollution check-up will be carried out by the owner/bidder/firm with prior permission from authorities.
- The L1 firm must provide vehicle in the rate contract in case additional vehicles are required by the O/o the Undersigned, Failing which the Authority reserves the right to hire a vehicle in the same rate from any other agency or individual as per suitability.
- For daily basis hiring the Time limit per day will be 18 hours. The vehicle must have the requisite specification with a Driver having authentic D.L.

Condition on Engagement for Monthly Basis:

- The vehicle has all legal papers like commercial registration, fitness certificate, Road permit payment paper, pollution certificate etc.
- The agency interested to establish partnership under the programme will quote the financial offer keeping in account the road tax, insurance premium etc. for which State Government will not pay.
- The servicing and maintenance of vehicle from time to time is the responsibility of the private agency/owner.
- In case, the vehicle has to be sent for repair etc, the agency has to arrange an alternative vehicle for the period. In case of accident, the vehicle should be repaired within 48 hours.
- **Driver:** The Agency would ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be educated and properly



behaved, properly uniformed and well conversant with the traffic rules/regulations and city roads/routes. It will be the responsibility of the driver to get the duty slips and log book entries indicating start kilometre, end kilometre, distance covered and time from Health Institutions to places visited etc. for each occasion of journey, counter signed by the authorized officer. The firm should have adequate number of telephones for contact round the clock. The firm will provide a mobile phone to driver exclusively for the purpose. In case the driver is called in night, no extra charge will be paid. There will be no extra night halt charge for using the vehicle in the night. The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be paid by the owner/bidder/agency.

- **Insurance Papers:** It will be the responsibility of the transporter to carry the proper valid insurance at all times in respect of the vehicle and also providing insurance cover to passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. He shall agree to indemnify the losses and claims arising out of any negligence or misconduct on the part of the operator or agent. Necessary proof to this effect should be enclosed along with the tender. All tenders without such documents will be rejected.

- **Bid Document Cost**

The bidders shall have to furnish a bid document cost of **Rs.1, 000/-** (non-refundable) in the shape of a **Banker's cheques / Demand Draft** from any Nationalized / Schedule Bank in favour of ZSS, Miscellaneous Rayagada payable at SBI Rayagada and In the absence of the bid document cost, the technical proposal of the bidder shall be rejected.

- **EMD:** The bid document must be accompanied with EMD of **Rs.10, 000/-** in the form of DD in Favour of ZSS Miscellaneous Rayagada payable at SBI Rayagada.

Security Deposit: EMD will be taken as security deposit of successful bidders. In case the contract signed with service provider (successful bidder) is extended beyond one year on mutual consent, the security deposit shall be retained for the extended period. The EMD shall be returned to unsuccessful bidders within a period of 8 weeks from the date of announcement of the successful bidder.

- **Refund of security deposit:** The security deposit will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest would be paid thereon.

CDM & PHO, Rayagada.

19-9-25

Technical Bid - Annex-A(I)

Hiring of passenger Vehicles on monthly basis.

For Hiring of Vehicle for O/O CDM & PHO, Rayagada on Monthly basis. The details in respect of the company/ Individual are as given under:

1	Name of the Registered Agency/Individual	
2	Address of the Registered Agency/Individual	
3	In case of Agency :Year of Registration/Incorporation (Proof to be attended)	
4	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
5	PAN, GST and ADHAR card	
6	Mobile Telephone Numbers of owner, if any	
7	E-mail of the contract person, if any	
8	Tender paper coast: The bid document must be accompanied Rs 1000/- (non refundable) in the form of DD in Favour of Favour of NHM (Misc.) payable at Rayagada.	
9	EMD: The bid document must be accompanied with EMD of Rs.10,000/- in the form of DD in Favour of NHM (Misc.) A/c payable at Rayagada.	
10	Documentary evidence (Photocopy) for all above details to be attached (vehicles more than 3 years old will not be accepted) <ul style="list-style-type: none">• Date of Purchase-• Make & Model-• Registration No.-• Insurance certificate• Fitness Certificate,• Up to date tax payment	
11	In case the bidder provided new vehicles, He/She shall give the undertaking (to be furnished in non judicial stamp paper of worth Rs.10/- duly certified by Notary) to provide the vehicle within 15 days after getting the order.	
12	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.10/- duly certified by Notary	

(Signature of the Authorized Signatory)

Date:

Place:

Name:

Designation:

Seal:



Technical Bid Annex-A (II)

For Hiring of Vehicle for O/o the CDM & PHO, Rayagada on Daily hire basis The details in respect of the company/ Individual are as given under:

1	Name of the Registered Agency/Individual	
2	Address of the Registered Agency/Individual	
3	In case of Agency :Year of Registration/Incorporation (Proof to be attended)	
4	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
5	PAN , GST and ADHAR	
6	Mobile Telephone Numbers of owner, if any	
7	E-mail of the contract person, if any	
8	Tender paper coast: The bid document must be accompanied Rs 1000/- (non refundable) in the form of DD in Favour of Favour of NHM (Misc.) A/c payable at Rayagada.	
9	EMD: The bid document must be accompanied with EMD of Rs.10, 000/- in the form of DD in Favour of NHM (Misc.) A/c- payable at Rayagada.	
10	Detail of Vehicles for Daily basis hiring to be provided (vehicles more than 3 years old will not be accepted) Type of vehicle & year of manufacturing	
11	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.10/- duly certified by Notary	

❖ The agency that is applying Monthly Hiring and interested to applying on daily basis, the EMD @10,000/- is not needed for above purpose.

(Signature of the Authorized Signatory)

Name:

Designation:

Seal:

Date:

Place:



Price Bid (Annex-B (I))

Rates quoted for Hiring passenger Vehicle for O/o CDM & PHO, Rayagada on monthly basis.

(According to Office memorandum no 15836/F. Dated 27.05.2025 of Govt. of Odisha).

SL No	Type of Vehicle	Fuel(Petrol/Diesel)	Monthly Charges to be Quoted by the agency/Individual (Hiring charges of the passenger vehicle (-without fuel (POL/DOL) with Driver and inclusive of all taxes/charges (Tool gate & Other charges) excluding GST.
1			
2			
3			
4			
5			
6			
7			

DOL/POL Expenses

- DOL or POL (Diesel/Petrol) shall be reimbursed @10 Km. /Lit. basis

DECLARATION

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not black-listed by any Central/State Government/Public Sector Undertaking in India

Yours faithfully,

Signature,

Name _____

Designation _____

Company Name _____

Company Seal _____

Date:

Place



Price Bid (Annex-B (II))

Rates quoted for Hiring passenger Vehicle for O/o CDM & PHO, Rayagada on daily basis.

(According to The odisha Gazette notification no 2138 dated 07.09.2023 for commerce & transport Dept.)

SL No	Type of Vehicle	Fuel(Petrol/Diesel)	Daily Charges to be Quoted by the agency/Individual (Hiring charges of the passenger vehicle (without fuel (POL/DOL) with Driver and inclusive of all taxes/charges (Tool gate & Other charges) excluding GST.
1			
2			
3			
4			
5			
6			
7			

DOL/POL Expenses

- DOL or POL (Diesel/Petrol) shall be reimbursed @10 Km. /Lit. basis

DECLARATION

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not black-listed by any Central/State Government/Public Sector Undertaking in India

Yours faithfully,

Signature,

Name _____

Designation _____

Company Name _____

Company Seal _____

Date:

Place