



O/O CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER  
DISTRICT PROGRAMME MANAGEMENT UNIT  
NATIONAL HEALTH MISSION NABARANGPUR  
e-mail- dhionab@gmail.com(06858-222057)



Tender No: 8145

Date: 13-08-2025

Sealed tenders are invited from registered, reputed and experienced Agencies /Firms/ Individuals for **engagement of Vehicle on Monthly hiring basis at O/o CDM & PHO Nabarangpur, 1 vehicle ( Mahindra Neo/Scorpio) for DPMU NHM wing** . Interested bidders may send their complete bid in double cover system (Technical & Financial) separate envelopes only. Combined bids will not be considered. Category of tender must be superscribed in the top of the Bid envelop and addressing clearly to the CDM&PHO, Nabarangpur. Tender documents is to be downloaded from the District website <https://nabarangpur.odisha.gov.in/>. **Last date for receipt of Tender documents is 03-09-25 by 5.00 PM only through Speed post/Regd Post/Courier only** and the bids, so received will be opened on 04.09.25 at 11:00 AM in the office chamber of the CDM&PHO, Nabarangpur. Incomplete and late receipt bids will be summarily rejected. The undersigned reserves the right to cancel all or any of the bids without assigning any reason thereof.

-Sd-

CDM & PHO cum District Mission Director  
NHM Nabarangpur

## TENDER FOR HIRING OF VEHICLES

### I. INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from **Registered Travel Agencies/Individuals** for hiring of **commercial light vehicles** (AC vehicles) for engagement by Chief District Medical and Public Health Officer, Nabarangpur on Monthly rental basis. The interested bidders may download the tender document from the website <https://nabarangpur.odisha.Nov.in> and submit the same to Chief District Medical and Public Health Officer, Nabarangpur.
2. The tender must be accompanied by **tender document cost of Rs.3,000/-** (Non refundable) and **EMD of Rs.10,000/- (Rupees ten Thousand )** only in technical bid by way of Demand Draft / Pay Order, drawn on any Nationalized / Scheduled Bank in favour of **Emergency DHS ,Nabarangpur,A/C No-41249282941** payable at Nabarangpur. 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. EMD of the successful bidder (s) will be returned after submission of **Performance Security**.
3. The successful bidders(s) shall have to submit a **performance security of Rs.10,000 (Rupees ten thousand)** only in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled in favour of Emergency DHS ,Nabarangpur,A/C No-41249282941 Payable at **Nabarangpur** at the time of signing of the contract. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
- 5 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 envelopes and these two envelopes should be put into another cover envelop super-scribed as **“Tender for Hiring of Vehicles on Monthly Basis in reference to Advertisement No.\_\_\_\_ dtd. \_\_\_\_\_”**. The Technical & Financial Bid envelopes should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelopes. The tenders (Cover & inner envelopes) should be addressed to :The Chief District Medical and Public Health Officer Nabarangpur.



6. The tender should reach the office of the Chief District Medical and Public Health Officer, Nabarangpur by **03.09.2025 at 5.0 PM**. and the tenders will be opened at 11 A.M. on 04.09.2025. In case this date happens to be a holiday for O/G CDM&PHO, Nabarangpur for any reason, the tender will be received and opened on the immediate next working day at the same designated time & place.
7. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

## **II. Eliaibility Criteria**

01. The agency should have valid GST registration & PAN. (Self-Attested copies of GST Registration Certificate to be submitted in the technical bid).
02. If any Individual participating by **quoting (NEW Vehicle with out RC), the GST registration certificate must be submitted within 15 days from day of award of contract.**
03. The agency should have valid PAN. (PAN Card are to be submitted in the technical bid)

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

Undertaking to provide vehicles in good running condition (not more than 3 years **old BS-IV/VI vehicle**) during the period of contract.

Undertaking that the firm 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 O/O CDM&I'HO / H&FW Deptt. or his/her relative.**

Rates must be quoted only as per format.

## **III. Evaluation Criteria**

### **1. A bidder can submit bid for (Monthly basis)**

### **2. 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 wi'l not be taken into consideration for evaluation purpose.

- D) In case of monthly vehicle, the comparative statement shall be prepared by taking Monthly Rent quoted only.
3. In case of vehicle on **a monthly basis**, the monthly rate to be paid to the agency for providing the vehicle inclusive of cost of 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) . However, the cost of fuel (Diesel / Petrol), Lubricants (Mobil) if any are not included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used.

SI No	Type of Vehicle (BS-IV/VI Compliant)	Max. Hiring Charges (Rs) per Month (Excluding taxes and Fuel Cost)	Minimum K.M per One Litter of Fuel
01	Mahindra Bolero Neo/ <b>Mahindra Scorpio</b>	Rs 30,000/-	10 KM with AC / 12KM NON AC

**The minimum mileage (KM per litter of diesel and lubricant to be reimbursed) to be quoted should not be less than as detailed below (as per latest Finance Department Circular: 22924 dated 14.8.2023):**

\*The vehicle to be provided shall not be older than three (3) Years and must be BS-IV/VI compliant **commercial vehicle**. All category of vehicle to be provided must have power steering and rear AC vent provisions.

\*\*The monthly hire charges shall not exceed the maximum limit as fixed by Finance Department, Govt. of Odisha office memorandum no.22924 dated 14.08.2023.

4. In case of vehicle on a daily basis, the daily rate (rate/Km, rate/hour) for providing the vehicle is **inclusive** of the cost of fuel (Diesel), Lubricants (Mobil), cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments to wards driver's salary, his fooding cost, overtime and mobile phone to the driver.

IV. Award of Contract:

The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle in Monthly basis and the L1 bidder shall be decided accordingly.

There may be empanelment of two or three agencies for each type of vehicle (to be decided by the tender inviting authority based on requirement of the type of vehicle), if after price negotiation, the L2/L3 agencies agree to the L1 price of the concerned category of vehicle.

If the successful Bidder fails to execute the order, the EMD /Performance Security of the Bidder(s) will be forfeited and the Bidder will be debarred for 3 three years from CDM&PHO,Nabarangpur.

## **V. Terms and conditions for Hiring of Vehicle**

### **1. The Agency's Obligations:**

- a) The selected agency shall agree to terms and conditions of the contract and shall ensure full compliance to them.
- b) Agency agrees to provide quality services as per SLAs mentioned in the contract.
- c) Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to agency.
- d) Agency 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 service provider 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 shall not be allowed to sub-let the contract.
- g) The Agency shall only provide vehicles which have the comprehensive insurance coverage.
- h) Police verifications for deployed driver shall be ensured by the Agency.
- i) Agency 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 service provider shall hand over the log book(s) to the Mission Directorate.



- j) The toll gate charge, parking charge, if any during the travel shall initially be borne by the agency 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.

## **2. Vehicles to be deployed:**

- a) The vehicle should have commercial license. The vehicle to be provided should not be more than three years old from the date of the Service request. During replacement of the vehicle or driver, as the case may be, the pass/id card issued if any, shall be surrendered.
- c) The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener. The agency is required to provide the vehicle with good quality clean seat covers and Turkish towel.
- d) The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by the agency to avoid any inconvenience to user department.
- e) The Agency shall ensure that the vehicle must be parked in the office premises and must be available, when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the CDM&PHO. Moving away without the knowledge of the Controlling Officer of the CDM&PHO will be considered as non-available and will be liable for penalty.
- f) In case of vehicle engaged in monthly basis, the driver of the vehicle shall maintain the daily logbook regarding the mileage and time from the point of departure to arrival. For this purpose, the following norms have to be followed
- 1) The kilometer reading & time shall start from the office campus of DHH Nabarangpur and vice versa.
- g) The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, proofs of up to date tax payments, D.L. of the Drivers, etc. available all the times. Office of CDM&PHO, Nabarangpur, shall not be responsible for any damage/loss caused to the hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.



h) The agency shall obtain vehicle fitness certificates from competent authority, vehicle registration, comprehensive insurance, payment of road tax etc. The Drivers shall always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearances, RTG tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulations of applicable laws.

### 3. Driver to be engaged:

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

- a) Drivers possessing a valid commercial driving license shall be deployed by the agency.
- b) Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the CDM&PHO Nabrangpur . The Agency shall provide at his own cost, proper uniform and badges as per STATE MOTOR VEHICLE RULES (amended up to date) and photo identity cards to the drivers.
- c) The driver of the vehicle deployed for user department duties must maintain polite & courteous behaviour towards users as well as to other staffs of the CDM&PHO. Following may be construed as “Misbehaviour” 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. 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 1<sup>st</sup> week of every month and should not be linked to the monthly payment to the agency by CDM&PHO Nabarangpur .
- f) The driver in no case shall report to duty in an inebriated state or consume **alcohol and tobacco** 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 Mission Directorate. 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 Mission Directorate of the above change.
- i) **The driver shall be reachable at all times and when required.**
- j) Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- k) As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls/SMSs will be on agency's account.
- l) 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.

#### **4. Statutory Rules Compliance & Taxes:**

- a) The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of vehicle in the state will be borne by the Agency.
- 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 personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
- f) 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.
- g) 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.
- h) CDM&PHO, Nabarangpur shall not be responsible for any dispute except for paying the hire charges.
- i) The vehicles deployed for duty shall at no point of time carry any person other than personnel authorized by user department.
- j) 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.
- k) 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 as and when required by the society will make the agency liable for **Blacklisting**.

#### 5. The obligations of CDM&PHO,Nabarangpur:

- a) Payment shall be made on monthly basis after submission of bill along with the daily logbook and duty slip signed by the designated authority of CDM&PHO. In case of daily basis (Local & Long), **duplicate duty slips** have to be maintained and one slip has to be retained by the officers using the vehicle with noting of starting / closing Kilometers and time & signature on the duty slip (both original & duplicate).
- b) CDM&PHO,Nabarangpur 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 CDM&PHO,Nabarangpur 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 in terms of this Agreement.

- c) The payment shall be subject to any deductions such as penalties, statutory deduction etc.
- d) The CDM&PHO shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.
- e) The CDM&PHO shall be responsible for costs relating to fuel, toll gate charges, parking charges and other statutory levies, if any paid during the journey would be billed on actual and shall be paid by CDM&PHO.
- f) All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.
- g) Rates to be finalized shall be fixed for a period of one year from the date of agreement. However, in case of vehicles hired on monthly basis, the cost of fuel (Diesel / Petrol & Mobil) shall be paid at the prevailing rate on the day of travel.

#### **6. Terminations:**

- a) The CDM&PHO shall have the right to terminate this Agreement, upon it giving 1 (one) month notice in writing.
- b) The Agency 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.



## **10. 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 CDM&PHO of any change of ownership or management of the Agency's business.

## **11. Resolution of disputes:**

CDM&PHO 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 Nabarangpur.

## **12. Applicability of laws:**

The Agreement shall be govern=d by the Indian Laws for the time being in force.

## **13. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction on Nabarangpur courts / High Court of Odisha only.



**TENDER FORM**

**Part- I**

**Form T1**

**(Technical Bid) - Cover A**

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

**TECHNICAL BID FORMAT FOR HIRING ON MONTHLY BASIS**

1. Name of the Travel Agency/Firm/Individual:-
2. Address & Contact Number:-
3. Write the name and place of the unit for which applied:-
4. Copy of Vehicle Registration Certificate(Taxi Registration Only):-
5. Model/Year of manufacture:-
6. Date of Purchase of the Vehicle:-
7. Driving licence of the driver and name of the driver:-
8. Copy of up to date Road Tax Payment Receipt:-
9. Copy of Up to date Vehicle Insurance Certificate:-
10. Copy of PAN Card:-
11. Copy of Registration certificate in case of travel agency:-
12. Copy of Vehicle Fitness Certificate:-
13. Copy of Pollution Certificate:-
14. E!UD cost of Rs 10,000/-:
15. Demand Draft of Rs.3000/- ( Three Thousand) only towards tender paper cost which is not refundable and deposited into the account as Mentioned below

Name of the Bank:- \_\_\_\_\_ DD Number \_\_\_\_\_  
Date \_\_\_\_\_

NB:- Certified that I/We were not blacklisted by any of the government Organisation and Facts Submitted by me are true to the best of my knowledge and belief.

I /we certify that the terms and conditions, Specification etc. Given with the tender notice have been read carefully and acceptable to me /us and that the information furnished above is full and correct to the best of my /our knowledge. I/we understand that in case of the deviation in the above statement at any state the firm/Agency will be blacklisted will not have any dealing with the future.

Signature of the Bidder



TENDER FORM

Part II - Financial Bid - Cover B

A. Monthly Basis Rate (exclusive of GST)

Sl. No.	Type of Vehicle (BS IV NI)	**K.M. per one Litre of diesel/petrol	**K.M. per one Litre of lubricant	Monthly Rent excluding fuel & lubricant per vehicle (Rs.) Excluding GST
a	b	c	d	e
1	Mahindra Bolero Neo/ Mahindra Scorpio			

\*\* Pl. refer to the criteria of Min. KM per one litre of petrol / diesel & KM per one litre of lubricant mentioned in the Evaluation procedure (Clause 3) mentioned in tender document]

C. GST: Please mention the % of GST as applicable:

\_\_\_\_\_

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

Place:

Date:  
Signatory)

(Signature & Seal of the Authorized

