



## ZILLA SWASTHYA SAMITI, KENDRAPARA

Chief District Medical & Public Health Officer, Kendrapara

Advt. No - 4014

### Tender Notice for Hiring of Vehicle

Date: 26.08.25

Sealed tenders are invited from interested reputed agencies/Tour operators or private individuals for providing vehicle for office use under the administrative control of CDM & PHO, Kendrapara on monthly & daily hiring basis.

Sl. No.	Type of Vehicle	Mode of Hiring	Purpose	Nos. of Vehicle
1	Bolero, BoleroNEO, Scorpio, Ertiga	Monthly Hiring	Official (BPMU)	6
2	Bolero, BoleroNEO, Scorpio, Ertiga	Monthly Hiring	RBSK MHT	5
3	Bolero, BoleroNEO, Scorpio, Ertiga	Monthly Hiring	NPCB & VI MOU(DPMU)	1
4	Bolero, BoleroNEO, Scorpio, Ertiga, Desire	Daily Hiring Basis	Official(DPMU)	1 (As & when required)

Details regarding eligibility criteria, terms & conditions may be downloaded from the website <https://kendrapara.odisha.gov.in> from 26.08.2025 to 15.09.2025. Interested bidders fulfilling the eligibility criteria may submit their proposal with DD towards cost of tender paper, EMD & all requisite documents as per bid document. For **Sl. No. 1 & 2**, the sealed tender papers should reach to the concerned MO I/C & for **Sl. No. 3 & 4**, the sealed tender papers should reach to the office of the undersigned on or before **16.09.2025 (till 1.00 P.M.)** through speed post/Regd. Post/Courier service. Tender will be opened on the same day **16.09.25 at 3.00 P.M.** The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof.

Sd/-

Chief District Medical & PHO cum  
District Mission Director, Kendrapara

*[Handwritten Signature]*  
26.8.25

Chief District Medical &  
Public Health Officer  
Kendrapara

RFP NO - 01

dt - 26/08/25

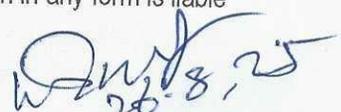
**Request for Proposal (RFP) document for Hiring of Vehicles at BPMU under NHM, Kendrapara**

- Sealed quotations are invited from Travel Agencies / Private Organizations / NGOs / Individuals for hiring of four wheeler vehicle on monthly basis ( MAHINDRA BOLERO, BPLERO NEO/ SCORPIO/ MARUTI ERTIGA etc. ) for Monitoring & Supervision under NHM (BPMU) at different CHCs of Kendrapara District on contract basis for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website <https://kendrapara.odisha.gov.in>
- The tender documents can be downloaded from the district website from 26/08/25 to 15/09/25 till 5.00 PM.
- The last date of submission of the bidder is 16/09/25 till 1.00 PM through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to M/O, I/C of concerned CHC as per Annexure - E.
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "TECHNICAL PROPOSAL FOR HIRING OF VEHICLE / FINANCIAL PROPOSAL FOR HIRING OF VEHICLE" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "PROPOSAL FOR HIRING OF VEHICLE".
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on 16/09/25 at 3.00 PM in the office chamber of M/O, I/C of concerned CHC. Bidder/ authorized representative may present during opening of bid documents if they wish.
- Any legal dispute arising out of this subject to jurisdiction of Kendrapara Only.
- The M/O, I/C reserves its right to accept or reject any or all quotations or any part thereof without any liability/ notice at its own discretion without assigning any reason thereof.



## TERMS & CONDITIONS FOR HIRING OF VEHICLE

1. The bidder should know that the vehicle to be selected for Monitoring & Supervision under **NHM (BPMU)**.
2. The bidder should submit paper cost of Rs.1500/- only through DD of any nationalised bank (Non refundable) in favour of ZSS (Miscellaneous), Kendrapara payable at SBI Main branch , Kendrapara & EMD of Rs. 3000/- only through DD of any nationalised bank in favour of **Rogi Kalyan Samiti, CHC**.....(name of particular CHC).....payable at SBI of concerned CHC. The EMD of unsuccessful bidder will be refunded without any interest within 30 days of finalisation of tender.
3. All the vehicles must not be more than 3 years old as on 26/08/25 and have valid – Registration Certificate, Commercial permit, Insurance certificate, Fitness certificate and Road tax clearance.
4. The vehicle must be a multi utility vehicle, showing a mileage of at least 10 km per litre in all term and condition for AC and 12 km per litre for non AC.
5. The person other than owner can apply with due power of attorney from the owner.
6. The vehicle to be engaged should not belong to any employee of NHM and any employee of health department.
7. Maintenance and all taxes of the vehicle including salary of the driver will be borne by the owner (Except toll tax, entry tax, parking charge etc.)
8. The vehicles of latest model (**MAHINDRA BOLERO, BPLERO NEO/ SCORPIO/ MARUTI ERTIGA** etc.) will be preferred.
9. Bidders must be present with their vehicle at the time of tender opening for verification.
10. The preference will be given to local bidder or bidder having office in the concerned area.
11. The driver should be sound minded having valid DL & salary of the driver will be paid by the owner. The owner of the vehicle have to submit the NOC against the driver that he has no police case or any other legal issues in a judicial stamp paper of Rs. 10/-.
12. The vehicle will remain with concerned office on all working days & on holidays for meeting any emergency. The working hour of the vehicle will be 8 A.M. to 8 P.M.
13. Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
14. The hiring charge should include the cost towards salary of driver, service, repair & maintenance of the vehicle but excludes the cost of fuel only which will borne by the office.
15. No advance payment will be made by the authority to the party. The billing will be done on a monthly basis and it should be submitted by the party by the first week of the following month along with Bill and Log book duly filled up and signed. After submission of the bill, the account section will require 7 working days to process in bill through IFMS. The payment will be made only to those who have log books and duty slips which have been duly signed by the authority or any authorized officer. It will be the responsibility of the driver to get approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day to day basis.
16. The vehicle will stay in the concerned office premises and will move only on instruction of appropriate authority.
17. No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behaviour of driver/ owner of vehicle.
18. The vehicle should be well cleaned and the seats should be wrapped with towels.
19. If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
20. There will be an agreement between authority and party for availing the services either party can discontinue the service with 1 month prior intimation to other party.
21. In case of the service executed is not to the satisfaction then the authority shall issue show cause notice to the party to comply the conditions as mentioned in the agreement. In case of non-compliance, the authority may terminate the agreement and also can forfeit any amount due to party.
22. The application in the prescribed format should reach the **"MO, I/C of concerned CHC"** through Speed post/Registered Post/ Courier only as per Annexure - E.
23. The authority will not hold responsible for any postal delay or missing. The incomplete application in any form is liable for rejection.

  
26-8-25  
**CDM & PHO, KENDRAPARA**

**TECHNICAL BID FOR PROVISION TO HIRING OF VEHICLE**

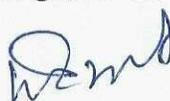
**(FIRM/AGENCY/INDIVIDUAL)**

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

Sl.No	Particulars	Documents
1.	Name of the bidder (Firm/Agency/Individual)	
2.	Address of the bidder firm	
3.	Telephone number of authorized signatory	1. 2.
4.	Name of authorized signatory (in block letters)	
5.	Bank Pass book A/C number (Photo copy to be attached)	
6.	PAN Card (Photo copy to be attached)	
7.	Registration no. in case of (Travel Agent /Private Organisation/NGO) (Photo copy to be attached)	
8.	Name of the vehicle with make and model	
9.	Bearing vehicle No.	
10.	Bearing vehicle Chassis No.	
11.	<b>Date of purchasing the vehicle</b>	
12.	Pollution check-up certificate (copy to be attached)	
13.	Vehicle Insurance (copy to be attached)	
14.	Commercial License (copy to be attached)	
15.	Road permit certificate (copy to be attached)	
16.	Vehicle fitness certificate (copy to be attached)	
17.	RTO registration certificate (copy to be attached)	
18.	Driving License of the driver (copy to be attached)	
19.	EMD Rs. 3000/- in shape of DD in favour of <b>Rogi Kalyan Samiti, CHC</b> ..... payable at SBI of concerned CHC.	(Original D.D attached)
20.	Paper cost of Rs.1500/- only through DD of any nationalised bank.(Non refundable) in favour of ZSS (Miscellaneous), Kendrapara payable at SBI Main branch , Kendrapara	(Original D.D attached)
21.	Whether all documents submitted signed by the authorized signatory of the firm ( Yes/ No)	

**DECLARATION**

I / we hereby certify that the terms and conditions given with the Expression of Interest (E.O.I) have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any false information /deviation in the above statement at any stage, my Firm/Agency/Individual will be blacklisted and will not have any dealing with the organization in future.



Signature of the Bidder

(Annexure-B)

**PRICE BID FOR PROVISION TO HIRING OF VEHICLE**  
**(FIRM/AGENCY/INDIVIDUAL)**  
**(FOR MONTHLY BASIS)**

Sl.No	Name of the Item	Price (Rs.) (Inclusive of all taxes & other charges)
1.	Name of the vehicle	
2.	Vehicle Make and model	
3.	Monthly Hiring charges (including Driver Incentive, all incidental charges & GST)	
4.	DOL consumption per liter in Km with A.C vehicle(minimum 10KM/Ltr.)	
5.	DOL consumption per liter in Km with non A.C vehicle(minimum 12KM/Ltr.)	

Signature of the Bidder



(Annexure- C)

DECLARATION

I Mr./Mrs. \_\_\_\_\_ on behalf of

\_\_\_\_\_  
(Firm/agency/individual Name) declared that I/we are not blacklisted by any central Govt./state Govt./Public sector undertaking in India. I have given consent that the supply of above vehicle will be done in the stipulated time as per given specification. I confirm that the information that I have provided above is true & correct.

Date :

Signature :

Place :

Name :

Designation:

Address:



**BID DOCUMENT FOR HIRING OF VEHICLE AT BPMU, NHM, KENDRAPARA**

Sl. No.	Particulars		Descriptions	
1	Name of the Bidder			
2	Status of the Bidder (Travel Agent / Private Organisation/NGO/Individual)			
3	Detail Address with Phone no. of bidder			
4	Registration Certificate in case of (Travel Agent / Private Organisation/NGO) (Proof to be attached)			
5	Service Tax Registration (Proof to be attached)			
6	PAN Detail (Proof to be attached)			
7	No. of Vehicle available other than bid vehicle			
8	No. of drivers employed by the organisation. (Proof of Driving License to be attached)			
9	Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening)	Name of Owner		
		Year of Manufacturing		
		Registration No.		
		Commercial License		
		Fitness Certificate		
		Road tax Clearance up to		
		Validity of Insurance up to		
10	Submission of EMD Rs.3000/-	Bank Name, DD No. with Date		
11	Submission of paper cost Rs.1500/-	Bank Name, DD No. with Date		
12	Price Details	Monthly Hiring charges (Including Driver Incentive, all incidental charges & GST)		
		Minimum Average Mileage in KMs per litre (minimum 10 KMLtr.)	A.C	Non A.C

I/We hereby declare that above information given by me/us are true complete and correct to the best of my/our knowledge and belief. In the event of any information found false or incorrect before or after selection my candidature will be cancelled and appropriate action can be taken by the authority. I/We am/are also declare that, I/We am/are not involved in any major litigation that may have an impact affect or compromise the delivery of services as required under this tender and I/We are not black listed by any Central/State government/Public Sector Undertaking in India.



Signature of the Bidder

(Annexure- E)

**Required Vehicles for monthly hiring basis at BPMU under NHM in different CHCs of Kendrapara district.**

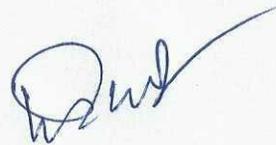
Sl. No.	Name of the Block	Total No. of Vehicle required at BPMU	Address of CHC to whom the proposal should be submit.
1	PATTAMUNDAI	1	Medical officer In charge CHC Pattamundai At/po - Pattamundai Dist - Kendrapara
2	RAJNAGAR	1	Medical officer In charge CHC Rajnagar At/po - Rajnagar Dist - Kendrapara
3	MARSAGHAI	1	Medical officer In charge CHC Marsaghai At/po - Marsaghai Dist - Kendrapara
4	DERABISH	1	Medical officer In charge CHC Derabish At/po - Derabish Dist - Kendrapara
5	MAHAKALPARA	1	Medical officer In charge CHC Mahakalpara At/po - Mahakalpara Dist - Kendrapara
6	PATAKURA	1	Medical officer In charge CHC Patakura At/po - Patakura Dist - Kendrapara

*[Handwritten signature]*

**Request for Proposal (RFP) document for Hiring of  
vehicles under Rashtriya Bal Swasthya Karyakram  
(RBSK)**

**O/O- The Medical Officer I/C, CHC.....**

**At/- ....., Po/.....Dist-Kendrapara**



**SECTION-I**

**Date & Time of Tender Submission and Finalization**

RFP No. **2** RBSK/MHT/VEHICLES/

Dated: **26/08/25**

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES AT CHC LEVEL UNDER RASHTRIYA BAL SWASTHYA KARYAKRAM (RBSK)

1	Period of Availability of RFP Document	From <b>26/08/25</b> to <b>15/09/25</b> Downloadable from website: <a href="https://kendrapara.odisha.gov.in">https://kendrapara.odisha.gov.in</a>
2	Last date for submission of Tender & address	Date: <b>16/09/25</b> , Time: <b>1 Pm.</b> Address: Office of the Medical Officer I/C, CHC..... At/- ....., Po/- ..... Dist. : Kendrapara (Name of the Dist. is mentioned at section IV : Schedule of submission) (Through Speed post / Registered post / Courier )
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Date: <b>16/09/25</b> , Time: <b>3 p.m.</b> Place of Tender Opening: Office of the Medical Officer I/C, CHC..... (Bidders / authorized representative may remain present at the time of opening of Tender)
4	Finalization of comparative Statement by Medical Officer I/C, Kendrapara	Date :.....
5	Approval by Rogi Kalyan Samiti & communication of approved list of successful bidders for engagement	Date :.....
6	Issue of award of contract by the MO I/c	Date :.....
7	Signing of agreement by RKS	Date :.....



## SECTION - II

### INSTRUCTIONS TO BIDDERS

1. Scope

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

2. *Eligibility Criteria*

- Any private individuals/Tour Operators/Travel Agency / Society / Firm can participate in the tender Process.
- Should submit the required EMD @ Rs. 10, 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 MHT of their interest. The bidders interested to submit their bids for **more than one MHT**, can do so by submitting **separate bids with EMD & documents** as set forth in this RFP document **at the office of the Medical Officer I/C CHC....., Dist-Kendrapara**, the details of which is mentioned in Section IV : Schedule of Tender submission. **Block can negotiate with the bidders for supply of vehicle for other MHT where vehicle under RBSK is required.**

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 block CHC.
- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be **addressed to the Medical Officer I/C CHC....., Dist-Kendrapara** for which they want to bid (as mentioned at section - IV: Schedule of Tender Submission)

- (b) If the envelope is not sealed and marked as mentioned above, then the O/o the Medical Officer I/C CHC....., Dist-Kendrapara 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:

1. EMD of Rs. 10,000/- in the shape of a Demand Draft (for **each Vehicle** they want to offer) in favour of the **Rogi Kalyan Samiti, CHC ....., Dist-Kendrapara** payable at..... (of Tender submission for *which the bidder is interested to bid*).
2. **Annexure-I** duly filled in
3. Any other details, the bidder like to include in the proposal.
4. **Annex-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 MHT of their choice**. However Block can negotiate with the bidder for supply of vehicle by the bidder for other MHT if required.

The bidders have to submit their proposal (s) to the **Medical Officer I/C CHC....., Dist-Kendrapara**.



**SECTION - III**  
**TERMS OF REFERENCE**

**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 Swasthya Karyakram (RBSK)**, a Child Health Screening and Early Intervention Services 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 to child mortality, morbidity and out of pocket expenditure of the poor families. Child health screening and early intervention services envisage covering 30 identified health conditions for early detection, free treatment and its management.

**2. Mobile Health Team 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 AWCs or 150 schools / college students as per the prepared micro plan.

**The MHT will comprise** of two AYUSH Doctors (one male & one female), one pharmacist & one ANM.

**Total of 18 teams** will be formed across the Kendrapara district at the rate of **2 teams** per block shall be allotted. The Block CHC wise list of MHTs proposed to be engaged is at **section IV**.

**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 MO I/c**.
- **In case the Block CHC isn't 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 GPS 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.

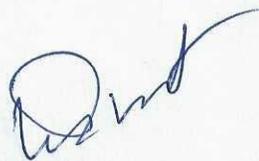
**Specifications:** (as per office memorandum of Finance Deptt. No. 34085 / Fin-COD-MV-0007-2012, dated 29-09-2012)

Type of Vehicles Permissible to be hired	Make & Model	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 Bolero/Bolero Neo/Scorpio/Maruti Ertiga etc.	10 Kmpl	Rs. 22000/- (However, rate will be fixed for all vehicles as per L1 rate of the respective block	

- **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 convection in the court of law.
- The vehicle will be connected with **GPS by the Health Department.** The GPS by the equipment would be installed in the vehicle by the Health Department.

## 5. Major Features of Contract

- **Vehicle will be hired locally** on contractual basis. The contract shall be initially for a period of **one year which may be extended up to next year**, subject to satisfactory performance assessed by appropriate authority (MO I/c of respective block CHC) every year.
- Any private individuals/Tour operators/ Transport Agency/ Society/ Firm can participate in the tender process.
- **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) 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 vehicle 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 MO I/c of block CHC/PHC on regular basis.
- NHM shall invest additional fund for branding & setting up of GPS in these vehicles.
- 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 member secretary of respective Rogi Kalyan Samiti (RKS) for engagement of vehicle/s.
- All charges will be paid on monthly basis as per the terms of reference with in 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/GPS 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 notice before such withdrawal of services and termination of agreement.



## 6. EMD/Security Deposit

- **Tenders shall have to deposit EMD of Rs.10,000/-** (Rupees ten Thousand only) per vehicle offered in the form of crossed Demand Draft/pay order in favour of **Rogi Kalyan Samiti, CHC....., Dist-Kendrapara, payable at .....** 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.
- **Extension of EMD:** in case the contract signed with service provider (successful bidder) is extended beyond on 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 after sixty days from the date of completion of the contract period and no interest would be paid thereon.

## 7. Tender Procedure:

- **Sealed tender** in the prescribed form duly super-scribed "Tender for hiring of vehicles for Mobile Health Team under RBSK" addressed to the Medical Officer I/C CHC....., Dist-Kendrapara.
- **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 Rogi Kalyan Samiti** committee will open technical bids and only invite the qualified technical bidders for opening of financial bid.
- **Late / delayed tenders** to any reason whatsoever will not be accepted/ considered at all under any circumstances.
- Comparative statement duly signed by tender/ procurement committee will be **approved.**
- The agreement will be **executed between the RKS of respective Block CHC and 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. If requisite number of vehicle is not provided by the L1 bidder, L2, L3, L4 and so on bidders shall be selected provided they match to the L1 rate.



Technical Bid for Hiring of Vehicle under RBSK

Name of the Block CHC applied for:

Name of the District:

1.	Name of the Bidder			
2.	Address & Telephone/Mobile No.			
3.	E-mail of the contract person, if any			
4.	ID proof of the individual / Registration certificate of the organization (Photocopy)			
5.	Details of EMD enclosed (EMD @ Rs.10,000/- per vehicle to be submitted)			
6.	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
7.	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)			

**N.B: EMD @ Rs. 10,000/- per vehicle to be submitted**

Yours faithfully,

**(Signature of the Applicant)**

Name:

Designation:

Seal:



ANNEXURE-II

Financial Bid

Make & Model Vehicle	*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel cost & service Tax)

(\* Pl. Refer to the type of vehicle & the Max. Monthly hire charges requirement mentioned at Section-III of the RFP)

Signature

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

Date:

Place:

Seal \_\_\_\_\_



Required Vehicles for MHT under RBSK Programme in different CHCs of  
Kendrapara district.

Sl. No.	Name of the Block	Total No. of Vehicle required under RBSK	Address of CHC to whom the proposal should be submit.
1	PATTAMUNDAI	1	Medical officer In charge CHC Pattamundai At/po - Pattamundai Dist - Kendrapara
2	RAJNAGAR	2	Medical officer In charge CHC Rajnagar At/po - Rajnagar Dist - Kendrapara
3	INDUPUR	2	Medical officer In charge CHC Indupur At/po - Indupur Dist - Kendrapara



RFP NO - 03

dt - 26/08/25

**Request for Proposal (RFP) document for Hiring of Vehicles under National Programme for Control of Blindness & Visual Impairment ( NPCB & VI )**

- Sealed quotations are invited from Travel Agencies / Private Organizations / NGOs / Individuals for hiring of four wheeler vehicle on monthly basis (MAHINDRA BOLERO / BOLERO NEO / SCORPIO / MARUTI ERTIGA etc) for **Mobile Ophthalmic Unit** under **NPCB & VI** programme at DHH, Kendrapara on contract basis for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website <https://kendrapara.odisha.gov.in>
- The tender documents can be downloaded from the district website from 26/08/25 to 15/09/25 till 5.00PM.
- The last date of submission of the bidder is 16/09/25 till 1.00PM through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to CDM & PHO cum DMD Kendrapara, AT/PO/Dist-Kendrapara.
- The Proposal shall be in two parts i.e. **Cover-A** and **Cover-B**. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "**TECHNICAL PROPOSAL FOR HIRING OF VEHICLE UNDER NPCB & VI Program / FINANCIAL PROPOSAL FOR HIRING OF VEHICLE UNDER NPCB & VI Program**" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "**PROPOSAL FOR HIRING OF VEHICLE UNDER NPCB & VI Program**".
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on 16/09/25 at 3.00PM in the office chamber of the CDM & PHO. Bidder/ authorized representative may present during opening of bid documents if they wish.
- Any legal dispute arising out of this subject to jurisdiction of Kendrapara Only.
- The CDM & PHO, Kendrapara reserves its right to accept or reject any or all quotations or any part thereof without any liability/ notice at its own discretion without assigning any reason thereof.

*[Handwritten Signature]*  
26-8-25

## TERMS & CONDITIONS FOR HIRING OF VEHICLE

1. Priority will be given to the vehicle which should not be more than 03 years of old as on ...<sup>26/08/25</sup>, but the vehicle should allowed to verify which is maximum up to 05 years of old as on ...<sup>26/08/25</sup>...
2. The bidder should know that vehicle to be selected for **Mobile Ophthalmic Unit** under **NPCB & VI** will require to be branding after selection and cost for branding will be borne by office.
3. The bidder should submit paper cost of Rs 1500/- only (Non Refundable) & EMD of Rs. 3000/- only through DD of any nationalised bank in favour of ZSS (Miscellaneous) , Kendrapara.
4. The vehicle should have valid – Registration Certificate, Commercial permit, Insurance certificate, Fitness certificate and Road tax clearance.
5. The vehicle must be a multi utility vehicle, showing a mileage of at least 10 km per litre in all term and condition.
6. The person other than owner can apply with due power of attorney from the owner.
7. The vehicle to be engaged should not belong to any employee of NHM, any health department employee.
8. Maintenance and all taxes of the vehicle including salary of the driver will be borne by the owner (Except toll tax, entry tax, parking charge etc.)
9. The vehicles of latest model (MAHINDRA BOLERO / BOLERO NEO / SCORPIO / MARUTI ERTIGA etc.) will be preferred.
10. Bidders must be present with their vehicle at the time of tender opening for verification.
11. The preference will be given to local bidder or bidder having office in the concerned area.
12. Maximum hire charges per month is Rs. 25000/- (However rate will be fixed as per L1 rate).
13. The vehicle will remain with concerned office on all working days & on holidays for meeting any emergency. The working hour of the vehicle will be 8 A.M. to 8 P.M.
14. Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
15. The hiring charge should include the cost towards salary of driver, service, repair & maintenance of the vehicle but excludes the cost of fuel only which will borne by the office. In case of hiring on daily basis the hire charge should include the cost of fuel.
16. No advance payment will be made by the authority to the party. The billing will be done on a monthly basis and it should be submitted by the party by the first week of the following month along with Bill and Log book duly filled up and signed. After submission of the bill, the Account section will require 7 working days to process the bill through IFMS. The payment will be made only to those who have log books and duty slips which have been duly signed by the authority or any authorized officer. It will be the responsibility of the driver to get approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day to day basis.
17. The vehicle will stay in the concerned office premises and will move only on instruction of appropriate authority.
18. No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behaviour etc.
19. The vehicle should be well cleaned and the seats should be wrapped with towels.
20. If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
21. There will be an agreement between authority and party for availing the services either party can discontinue the service with 1 month prior intimation to other party.
22. In case of the service executed is not to the satisfaction then the authority shall issue show cause notice to the party to comply the conditions as mentioned in the agreement. In case of non-compliance, the authority may terminate the agreement and also can forfeit any amount due to party.
23. The application in the prescribed format should reach the "Chief District Medical & Public Health Officer, Kendrapara, At/Po./Dist- Kendrapara" through Speed post/Registered Post/ Courier only.
24. The authority will not hold responsible for any postal delay or missing. The incomplete application in any form is liable for rejection.

  
26-8-25

**CDM & PHO, KENDRAPARA**

**TECHNICAL BID FOR PROVISION TO HIRING OF VEHICLE**

**(FIRM/AGENCY/INDIVIDUAL)**

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

Sl.No	Particulars	Documents
1.	Name of the bidder (Firm/Agency/Individual)	
2.	Address of the bidder firm	
3.	Telephone number of authorized signatory	1. 2.
4.	Name of authorized signatory (in block letters)	
5.	Bank Pass book A/C number	(Photo copy to be attached)
6.	PAN Card	(Photo copy to be attached)
7.	Registration certificate in case of (Travel Agent /Private Organisation/NGO)	(Photo copy to be attached)
8.	Name of the vehicle with make and model	
9.	Bearing vehicle No.	
10.	Bearing vehicle Chassis No.	
11.	<b>Date of purchasing the vehicle</b>	
12.	Pollution check-up certificate	(Photo copy to be attached)
13.	Vehicle Insurance	(Photo copy to be attached)
14.	Commercial License	(Photo copy to be attached)
15.	Road permit certificate	(Photo copy to be attached)
16.	Vehicle fitness certificate	(Photo copy to be attached)
17.	RTO registration certificate	(Photo copy to be attached)
18.	Driving License of the driver	(Photo copy to be attached)
19.	Sale of EMD Rs. 3000/- in shape of Demand Draft in favour of ZSS (Non NRHM), Kendrapara.	(Original D.D attached)
20.	Sale of Paper cost Rs. 1500/- (Non-refundable) in shape of Demand Draft in favour of ZSS (Non NRHM), Kendrapara.	(Original D.D attached)
21.	Whether all documents submitted signed by the authorized signatory of the firm ( Yes/ No)	

**DECLARATION**

I / we hereby certify that the terms and conditions given with the Expression of Interest (E.O.I) have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any false information /deviation in the above statement at any stage, my Firm/Agency/Individual will be blacklisted and will not have any dealing with the organization in future.

**Signature of the Bidder**

(Annexure-B)

**PRICE BID FOR PROVISION TO HIRING OF VEHICLE**  
**(FIRM/AGENCY/INDIVIDUAL)**  
**(FOR MONTHLY BASIS)**

Sl.No	Name of the Item	Price (Rs.) (Inclusive of all taxes & other charges)
1.	Name of the vehicle	
2.	Vehicle Make and model	
3.	Monthly Hiring charges (including Driver Incentive, all incidental charges & GST)	
4.	DOL consumption per liter in Km with A.C vehicle(minimum 10KM/Ltr.)	
5.	DOL consumption per liter in Km with non A.C vehicle(minimum 12KM/Ltr .)	

Signature of the Bidder



(Annexure- C)

DECLARATION

I Mr./Mrs. \_\_\_\_\_ on behalf of

\_\_\_\_\_  
(Firm/agency/individual Name) declared that I/we are not blacklisted by any central Govt./state Govt./Public sector undertaking in India. I have given consent that the supply of above vehicle will be done in the stipulated time as per given specification. I confirm that the information that I have provided above is true & correct.

Date :

Signature :

Place :

Name :

Designation:

Address:

A handwritten signature in blue ink, consisting of a stylized 'W' followed by a long horizontal stroke that curves upwards at the end.

**BID DOCUMENT FOR HIRING OF VEHICLE AT DPMU, NHM, O/o: CDM& PHO, KENDRAPARA**

Sl. No.	Particulars		Descriptions	
1	Name of the Bidder			
2	Status of the Bidder (Travel Agent / Private Organisation/NGO/Individual)			
3	Detail Address with Phone no. of bidder			
4	Registration Certificate in case of (Travel Agent / Private Organisation/NGO) (Proof to be attached)			
5	Service Tax Registration (Proof to be attached)			
6	PAN Detail (Proof to be attached)			
7	No. of Vehicle available other than bid vehicle			
8	No. of drivers employed by the organisation. (Proof of Driving License to be attached)			
09	Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening)	Name of Owner		
		Year of Manufacturing		
		Registration No.		
		Commercial License		
		Fitness Certificate		
		Road tax Clearance up to		
	Validity of Insurance up to			
10	Submission of EMD Rs.3000/-	Bank Name, DD No. with Date		
11	Submission of Paper Cost Rs.1500/-	Bank Name, DD No. with Date		
12	Price Details	Monthly Hiring charges (Including Driver Incentive, all incidental charges & GST)		
		Minimum Average Mileage in KMs per litre (minimum 10 KM/Ltr.)	A.C	Non A.C

I/We hereby declare that above information given by me/us are true complete and correct to the best of my/our knowledge and belief. In the event of any information found false or incorrect before or after selection my candidature will be cancelled and appropriate action can be taken by the authority. I/We am/are also declare that, I/We am/are not involved in any major litigation that may have an impact affect or compromise the delivery of services as required under this tender and I/We are not black listed by any Central/State government/Public Sector Undertaking in India.

Signature of the Bidder

RFP No- 04

dt. 26/08/25

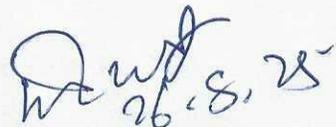
**Request for Proposal (RFP) document for Hiring of Vehicles on daily basis(As and when required)  
at DPMU under NHM, Kendrapara**

- Sealed quotations are invited from Travel Agencies / Private Organizations / NGOs / Individuals for hiring of four wheeler vehicle on daily basis (As and when required) (MAHINDRA BOLERO, BPLERO NEO/ SCORPIO/ MARUTI ERTIGA / DESIRE etc.) for Monitoring & Supervision of DPMU under NHM, Kendrapara on contract basis for a period of one year.
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website <https://kendrapara.odisha.gov.in>
- The tender documents can be downloaded from the district website from 26/08/25 to 15/09/25 till 5.00 PM.
- The last date of submission of the bidder is 16/09/25 till 1.00 PM through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to CDM & PHO cum DMD Kendrapara, AT/PO/Dist-Kendrapara.
- The Proposal shall be in two parts i.e. **Cover-A** and **Cover-B**. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "**TECHNICAL PROPOSAL FOR HIRING OF VEHICLE ON DAILY BASIS / FINANCIAL PROPOSAL FOR HIRING OF VEHICLE ON DAILY BASIS**" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "**PROPOSAL FOR HIRING OF VEHICLE ON DAILY BASIS**".
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on 16/09/25 at 3.00 PM in the office chamber of the CDM & PHO. Bidder/ authorized representative may present during opening of bid documents if they wish.
- Any legal dispute arising out of this subject to jurisdiction of Kendrapara Only.
- The CDM & PHO, Kendrapara reserves its right to accept or reject any or all quotations or any part thereof without any liability/ notice at its own discretion without assigning any reason thereof.



## TERMS & CONDITIONS FOR HIRING OF VEHICLE

1. The bidder should know that the vehicle to be selected for Monitoring & Supervision under **NHM (DPMU)** programme.
2. The bidder should submit paper cost of Rs 1500/- only (Non Refundable) & EMD of Rs. 3000/- only through DD of any nationalised bank in favour of ZSS (Miscellaneous), Kendrapara. The EMD of unsuccessful bidder will be refunded without any interest within 30 days of finalisation of tender.
3. All the vehicles must not be more than 5 years old as on 26/08/25 and have valid – Registration Certificate, Commercial permit, Insurance certificate, Fitness certificate and Road tax clearance.
4. The vehicle must be a multi utility vehicle, showing a mileage of at least 10 km per litre in all term and condition for AC and 12 km per litre for non AC (for Maruti Desire at least 17 km per litre for AC and non AC) .
5. The person other than owner can apply with due power of attorney from the owner.
6. The vehicle to be engaged should not belong to any employee of NHM and any employee of health department.
7. Maintenance and all the taxes of the vehicle will be borne by the owner (except toll tax, entry tax, parking e etc.)
8. The vehicles of latest model (**MAHINDRA BOLERO, BPLERO NEO/ SCORPIO/ MARUTI ERTIGA, DESIRE**) will be preferred.
9. Bidders must be present with their vehicle at the time of tender opening for verification.
10. The preference will be given to local bidder or bidder having office in the concerned area.
11. The driver should be sound minded having valid DL & salary of the driver will be paid by the owner. The owner of the vehicle have to submit the NOC against the driver that he has no police case or any other legal issues in a judicial stamp paper of Rs. 10/-.
12. The vehicle will remain with concerned office on all working days & on holidays for meeting any emergency. The working hour of the vehicle will be 8 A.M. to 8 P.M.
13. Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
14. The hiring charge should include the cost towards salary of driver, service, repair & maintenance of the vehicle but excluding the cost of fuel.
15. No advance payment will be made by the authority to the party. The billing will be done on a monthly basis and it should be submitted by the party by the first week of the following month along with Bill and Log book duly filled up and signed. After submission of the bill, the account section will require 7 working days to process in bill through PFMS. The payment will be made only to those who have log books and duty slips which have been duly signed by the authority or any authorized officer. It will be the responsibility of the driver to get approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day to day basis.
16. No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behaviour of driver/ owner of vehicle.
17. The vehicle should be well cleaned and the seats should be wrapped with towels.
18. If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
19. There will be an agreement between authority and party for availing the services either party can discontinue the service with 1 month prior intimation to other party.
20. In case of the service executed is not to the satisfaction then the authority shall issue show cause notice to the party to comply the conditions as mentioned in the agreement. In case of non-compliance, the authority may terminate the agreement and also can forfeit any amount due to party.
21. The authority will not hold responsible for any postal delay or missing. The incomplete application in any form is liable for rejection.
22. The application in the prescribed format should reach the "Chief District Medical & Public Health Officer, Kendrapara, At/Po./Dist- Kendrapara" through Speed post/Registered Post/ Courier only.

  
CDM & PHO, KENDRAPARA

(Annexure-A)

**TECHNICAL BID FOR PROVISION TO HIRING OF VEHICLE**  
**(FIRM/AGENCY/INDIVIDUAL)**

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

Sl.No	Particulars	Documents
1.	Name of the bidder (Firm/Agency/Individual)	
2.	Address of the bidder firm	
3.	Telephone number of authorized signatory	1. 2.
4.	Name of authorized signatory (in block letters)	
5.	Bank Pass book A/C number (Copy to be attach)	
6.	PAN Card (Copy to be attach)	
7.	Registration certificate in case of (Travel Agent /Private Organisation/NGO) (Copy to be attach)	
8.	Name of the vehicle with make and model	
9.	Bearing vehicle No.	
10.	Bearing vehicle Chassis No.	
11.	<b>Date of purchasing the vehicle</b>	
12.	Pollution check-up certificate (Copy to be attach)	
13.	Vehicle Insurance (Copy to be attach)	
14.	Commercial License (Copy to be attach)	
15.	Road permit certificate (Copy to be attach)	
16.	Vehicle fitness certificate (Copy to be attach)	
17.	RTO registration certificate (Copy to be attach)	
18.	Driving License of the driver (Copy to be attach)	
19.	EMD Rs. 3000/- in shape of Demand Draft in favour of ZSS (Miscellaneous) , Kendrapara.	(Original D.D to be attach)
20.	Paper cost Rs. 1500/-(Non-refundable) in shape of Demand Draft in favour of ZSS (Miscellaneous), Kendrapara.	(Original D.D to be attach)
21.	Whether all documents submitted signed by the authorized signatory of the firm ( Yes/ No)	

**DECLARATION**

I / we hereby certify that the terms and conditions given with the Expression of Interest (E.O.I) have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any false information /deviation in the above statement at any stage, my Firm/Agency/Individual will be blacklisted and will not have any dealing with the organization in future.

Signature of the Bidder



(Annexure-B)

**PRICE BID FOR PROVISION TO HIRING OF VEHICLE**  
**(FIRM/AGENCY/INDIVIDUAL)**

Sl.No	Name of the Item	Price (Rs.) (Inclusive of all taxes & Other charges)
1.	Name of the vehicle	
2.	Vehicle Make and model	
3.	Full Day Hiring Charge in Rs.	
4.	Half Day Hiring Charge in Rs.	
5.	DOL consumption per liter in Km with A.C vehicle (Minimum 10KM /Ltr. & for Desire 17KM /Ltr.)	
6.	DOL consumption per liter in Km with non A.C vehicle (Minimum 12KM /Ltr. & for Desire 17KM /Ltr.)	

Signature of the Bidder



(Annexure- C)

DECLARATION

I Mr./Mrs. \_\_\_\_\_ on behalf of

\_\_\_\_\_  
(Firm/agency/individual Name) declared that I/we are not blacklisted by any central Govt./state Govt./Public sector undertaking in India. I have given consent that the supply of above vehicle will be done in the stipulated time as per given specification. I confirm that the information that I have provided above is true & correct.

Date :

Signature :

Place :

Name :

Designation:

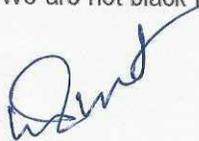
Address:



**BID DOCUMENT FOR HIRING OF VEHICLE AT DPMU ON DAILY BASIS UNDER NHM,  
KENDRAPARA**

Sl. No.	Particulars		Descriptions	
1	Name of the Bidder			
2	Status of the Bidder (Travel Agent / Private Organisation/NGO/Individual)			
3	Detail Address with Phone no. of bidder			
4	Registration Certificate in case of (Travel Agent / Private Organisation/NGO) (Proof to be attached)			
5	Service Tax Registration (Proof to be attached)			
6	PAN Detail (Proof to be attached)			
7	No. of Vehicle available other than bid vehicle			
8	No. of drivers employed by the organisation. (Proof of Driving License to be attached)			
09	Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening)	Name of Owner		
		Year of Manufacturing		
		Registration No.		
		Commercial License		
		Fitness Certificate		
		Road tax Clearance up to		
		Validity of Insurance up to		
10	Submission of EMD Rs.3000/-	Bank Name, DD No. with Date		
11	Submission of Paper Cost Rs.1500/-	Bank Name, DD No. with Date		
12	Price Details	Daily Hiring charges (Including Driver Incentive, all incidental charges & GST)		
		Minimum Average Mileage in KMs per litre (minimum 10 KM/Ltr. & for Desire 17KM/Ltr.)	A.C	Non A.C

I/We hereby declare that above information given by me/us are true complete and correct to the best of my/our knowledge and belief. In the event of any information found false or incorrect before or after selection my candidature will be cancelled and appropriate action can be taken by the authority. I/We am/are also declare that, I/We am/are not involved in any major litigation that may have an impact affect or compromise the delivery of services as required under this tender and I/We are not black listed by any Central/State government/Public Sector Undertaking in India.



Signature of the Bidder