

**OFFICE THE DISTRICT MEDICAL OFFICER (MEDICAL SERVICES)-cum-
SUPERINTENDENT, DHH, BALANGIR , E-mail: admomedicalhospital@gmail.com**

Tender No 4132 /DHH./2025.

Balangir.

Dt. 4.11.2025

TENDER DOCUMENT FOR ENGAGEMENT OF OFFICE VEHICLE

1. Introduction

Sealed tenders are invited from registered vehicle owners/travel agencies for providing one (1) vehicle on monthly rental basis for official use by DMO (MS)-cum-Superintendent, DHH, Balangir for the financial year 2025-26.

2. Scope of Work

- Providing a vehicle not older than 3 years (preferably SUV or MUV) with driver.
- For daily official duties within and outside district.
- Maintenance, fuel, salary of driver and other operational expenses shall be borne by the service provider.

3. Eligibility Criteria

- Vehicle must be in the name of the bidder (or agreement with owner).
- Vehicle must have:
 - Valid Commercial Registration.
 - Insurance (comprehensive).
 - Fitness Certificate.
 - Valid Road Permit for Odisha.
 - PAN, GSTIN, Bank Details of owner.
 - Past experience in supplying vehicles to govt. preferred.

4. Documents to be Submitted

1. Covering letter.
2. Duly filled **Annexure-I** (Price Bid).
3. Copies of:
 - Vehicle RC Book.
 - PAN Card.
 - GST Registration Certificate.
 - Insurance & Pollution Clearance.
 - Valid Road Permit.
 - Past work experience (if any).
4. Undertaking to accept all terms and conditions.

5. Terms & Conditions

- The vehicle shall be available full time for 25–26 working days/month (or as per requirement).
- Vehicle must be in excellent working condition.
- Driver should be courteous, punctual, and maintain daily logbook.
- Payment will be made monthly based on logbook verification.
- In case of breakdown, an alternative vehicle must be provided immediately.
- Contract is for 1 year and may be extended based on performance.
- Authority reserves the right to terminate contract with 15 days' notice if services are unsatisfactory.
- Authority reserves the right to accept/reject any or all bids without assigning reasons.

6. Submission of Tender

- Sealed envelope marked **“Tender for Hiring of Vehicle – DMO (MS)-cum-Superintendent, DHH, Balangir”** must be submitted to the undersigned by **25.11.2025, 5:00 PM**.
- Tenders will be opened on **26.11.2025, 11:00 AM**.

Sd/-
**District Medical Officer (MS)-cum-
Superintendent
District Headquarters Hospital, Balangir**

4-11-25
District Medical Officer (Medical Services) Cum-
Superintendent, DHH, Balangir
District Headquarters Hospital (Odisha)

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ANNEXURE - I

PRICE BID FOR ENGAGEMENT OF VEHICLE

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address	
3	Mobile No. / Email	
4	Vehicle Make & Model	
5	Registration No.	
6	Year of Manufacture	
7	Fuel Type	Petrol / Diesel/ Hybrid
8	Mileage Offered (Kmpl)	
9	Monthly Hiring Charges (excluding GST)	₹ _____
10	GST Rate (%)	____ %
11	Monthly Hiring Charges (including GST)	₹ _____
12	Rate Per Extra Km (if applicable)	₹ _____
13	Rate Per Extra Hour (if applicable)	₹ _____
14	PAN No.	
15	GSTIN	
16	Bank Account Details	
17	Any Previous Govt Experience?	Yes / No (attach proof)

Declaration:

I hereby declare that all the information provided above is true and I agree to abide by all terms & conditions of the tender.

Date: _____
Signature of the Bidder: _____
Name: _____


District Medical Officer (Medical Services)-Cum-
Superintendent, D.H.H., Balangir
Health & FW Deptt. (Odisha)