

REQUEST FOR PROPOSAL(RFP)DOCUMENT FOR
HIRING OF VEHICLE
UNDER
RASTRIYA SWASTYA KARYAKRAMA(MHT-I &MHT-II),
SWASTYA SANGOJ(MHU)
BLOCK PROGRAMME MANAGEMENT UNIT (BPMU)

CHC SAINTALA DIST- BALANGIR

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20/03/26

SECTION-I

Date & Time of Tender Submission and Finalization

RFPNo. _____

Date

Detail proposals are invited from eligible bidders for hiring of vehicles
RBSK(MHT I & II)/MHU /BPMU

1	Period of Availability of RFP Document	https://balangir.Odisha.gov.in
2	Last date for submission of Tender & address	Date: -06.04.2026 Time- within 12.00Pm Address: O/o Medical Officer I/C , At-CHC Saintala, Po- Saintala ,Block-saintala Dist: Balangir
3	Modality of Submission	Through Speed post/Registered post only.
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: 06.04.2026 Time:-12.30 pm Place of Tender Opening: <u>CHC Saintala</u> (Bidders/Authorized representative may remain present at the time of opening of Tender)
5	Finalization of Comparative Statement by Medical Officer I/C CHC Saintala	Date: 06.04.2026

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TERMS AND CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY BASIS

1. Sale of Tender paper/Biddocument:

The prospective bidders may download the complete sets of the tender documents directly from the website available at <https://balangir.Odisha.gov.in> and submit the same to Medical officer In charge, CHC-Saintala, Balangir. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the official website of Balangir district i.e. <https://balangir.Odisha.gov.in> or from the office of the Medical officer In charge, CHC-Saintala, Balangir before last date of submitting the tender document.

2. Terms&Conditions:

- a) The bidder shall have a valid GST registration to participate in the tender.
- b) The bidder shall quote for both/individual vehicle as mentioned in the format of quotation otherwise it will be rejected. The format of quotation specified in **Annexure-1** should be used.
- c) The tender shall be submitted in **two bid system** i.e. technical Bid (Cover-A)&Financial Bid (Cover-B). Financial Bid (Cover-B) contains only the price Bid as per **Annexure -I** and Technical Bid (Cover-A) contains all other documents as per the tender terms along with EMO & Tender paper cost except the quoted Price. The technical Bid (Cover-A) & Financial Bid (Cover-B) will be covered in two separate envelop clearly written on the top of the envelop as **Technical Bid&Financial Bid** respectively and those two bids will be covered in an Outer Envelope writing in the top that "Tender for hiring of vehicles on monthly basis for MHU, MHT-I&II(2 Nos) &BPMU of NHM, O/o-The Medical officer In charge, CHC-Saintala, Balangir" separately.
- d) The quoted rates shall be excluding fuel & lubricant charges and the rate should be valid for one year.
- e) GST and any other local taxes should be clearly mentioned separately.
- f) **The vehicle provided should not be more than 3 years from the date initial registration.**
- g) The agency will bear all the tolls & parking charges if any, in course of use of vehicle, which will be reimbursed after production of bills by the selected bidder along with the monthly Bill.
- h) **Medical officer In charge, CHC-Saintala, Balangir** will reimburse fuel & lubricant charges to the selected agency(s) after submission of bills at the end of the months as per actual including monthly hiring charges. Further the driver will maintain a logbook in the prescribed format on daily basis regarding movement of the vehicle which should be signed by the concerned official using the vehicle.

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- i) Payment towards hiring charges of the vehicle will be released directly to the agency through **IFMS** under **SNA SPRASH** after deducting statutory dues as applicable on production of Original GST Bills along with certified photocopy of log book and DOL/POL/Lubricant Bills.
- j) The Vehicle will be used in all working days and also on public holidays as desired by the authority. In case of break down, the bidder will provide alternative vehicle fulfilling all criteria of the order in place of the regular vehicle.
- k) The Driver driving the vehicle should have a valid driving license for driving light transport passenger vehicle. The conduct of Drivers if not acceptable by **Medical officer In charge,CHC-Saintala**, Balangir,and the contracted firm/private owners shall substitute him immediately.
- l) **Medical officer ncharge,CHC-Saintala**,Balangir will not be responsible for the vehicle in case of theft/ damage of the vehicles during the service period.All the vehicles to be supplied to **Medical officer In charge,CHC-Saintala**,Balangir should be duly insured. The agency should ensure the validity of insurance and all other relevant documents from time to time for early renewal.

J)The hire charges to be paid for monthly basis is final but does not include lubricants cost . All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres& Tubes,Battery etc. will be borne by the agency.

K)The MHU Vehicle Must be attached with GPS based AVTMS (automatic Vehicle Tracking and Management System/VLTD vehicle tracking Device) .

- m) The VLTD fitted with the MHU vehicle should be active for 24 hr ,for which the vehicle owner as well as driver must have to submit the written undertaking.
- n) The Agency or party or Individual has to provide separate undertaking for branding **Of the vehicle**.Without undertaking the bidding is declare cancel automatically.

3. Earnest MoneyDeposit(EMD):

The agency will furnish EMO of Rs.10,000/- only in the shape of bank draft/Pay Order drawn from any Nationalized Bank in favour of "**Miscellaneous CHC Saintala**" account payable at **SBI, Saintala** Any quotation without EMD will be rejected. The EMD of successful agency will be returned back without any interest after signing of MOU.

4. PerformanceSecurity:

The successful agency will submit performance security amounting to Rs.10,000/- per vehicle at the time of signing of MOU.The performance security will be forfeited if the agency(i)withdraws its obligation during the period of contract or(ii) fails to perform the contractual obligations as per the contract. The performance security of the successful bidder will be returned without any interest after satisfactory completion of the contract period.



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5. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date Road tax payment, pollution certificate etc. which are mandatory for hiring of vehicle.
6. Selected firm/agency/Individual shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited to the **Medical officer In charge, CHC-Saintala, Balangir.**
7. The details of the make and year of manufacture of the vehicle, registration no. and name of the Driver with Driving License No and period of validity should be specifically provided in the general bid information to be furnished per each vehicle with the Quotation/Tender as per **Annexure -III.**
8. The Vehicle must be cleaned both externally and internally regularly with adequate supply clean Turkish towel & perfume.
9. The tender documents should be serially numbered and arranged as per the checklist specified at **Annexure-IV.**
10. All hired vehicles will be under the administrative control of The **Medical officer In charge, CHC-Saintala, Dist-Balangir** during the contract period.

11. Validity of Tender/Quotation/Bid:

Quotation shall remain valid for a period of 1 year from date of agreement. If performance of the agency is not satisfactory during the contract period, the bid inviting authority reserves the right to terminate the contract at any point of time and the performance security of the agency will be forfeited.

Notwithstanding anything contained as above **Medical officer In charge, CHC-Saintala, Balangir** reserves the right to accept or reject any or all quotations and cancel the bidding process at *any* time without assigning any reason for such act of bidder.

12. Eligibility Criteria:

- I. Required EMD cost
- II. Self attested copy of firm registration certificate.
- III. Self attested copy of GST Tax registration certificate
- IV. Self attested copy of up to date GST Tax return for last quarter if any.
- V. Self attested copy of PAN Card.
- VI. Declaration as per **Annexure-IV.**

- VII. Undertaking /Declaration as per **Annexure -III**, affidavit before Notary Public.
- VIII. General Information for Hiring of Vehicle as per format (**Annexure-1**) for each vehicle.
- IX. Rate should be quoted as per format otherwise it will be rejected.

13. Issue of Order:

- a. The order will be placed to the L1 bidder to supply the selected vehicles on hiring basis for a period of one year which may be extended further on satisfactory performance of the agency and condition of the vehicle if authority desires.
- b. The hired vehicles, during period of contract, shall have all necessary valid Motor Vehicle documents such as : - Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date Road tax payment etc. and Driving License. of the driver available all the times. The **Medical officer In charge, CHC- Saintala**, Balangir hiring the vehicle shall not be responsible for any damage/loss caused 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 agency will be responsible for all such litigation.
- c. **Medical officer In charge, CHC- Saintala**, Balangir reserves the right to increase/ decrease the number of vehicles as per requirement during the contract period.
- d. In case of failure to execute the order, the agency will be debarred by the **Medical officer In charge, CHC- Saintala**, Balangir for a period of 3 years and performance security of the firm /individual shall be forfeited.
- e. Mou /agreement to be done after selected the vender for hiring of the vehicle. The details agreement term and conditions will be available at CHC Saintala .
- f. Any legal dispute arising out of this contract is limited to the jurisdiction of the district Court Balangir only.

14. Bidders may be present in person representative(s) during the opening of Tenders/Quotations/Bids at 12.30 pm on date 06.04.2026. Even if no bidder or their representative remains present, the bid will be opened & no complain/objection

Will be entertained.

15. Packing, Sealing and Marking of Bid

- (a) The sealed envelope containing the Self attested photocopy of the required document & enveloped should clearly be superscribed with the following:

Tender for "Hiring of Vehicles for..... (Block Name).....under(Programme Name BPMU)"

a) RFP no. & Block Name (The bidder should clearly mention the Block Name for which the proposal is submitted).

b) The bidder's Name & address shall be mentioned in the left hand corner of the envelope.

c) The envelope shall be addressed to the Medical Officer I/C, CHC Saintala. At-CHC Saintala, Po- Saintala, Block-saintala Dist: Balangir)

- (b) If the envelope is not sealed and not marked as mentioned above, then the O/o the Medical Officer I/c ,CHC Saintala will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

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SECTION- A

Schedule of submission of Tender
For CHC Saintala BLOCK & Nos of Vehicle

Sl No	Name of the Block CHCs	VEHICLE REQUIRED FOR	
1	CHC Saintala	MHU	01 NOS
			01 NOS
		MHT-I(RBSK)	01 NOS
		MHT-II(RBSK)	01 NOS
		BPMU	04 nos
	Total Number of Vehicle		

MD @ Rs. 10,000/- per vehicle should be submitted in Favor of Miscellaneous, CHC saintala payable at Saintala,

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General Information for Hiring of Vehicle.

1. Registration No.of Vehicle:-
2. Type of Vehicle:-
3. Year of Manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & complete Address
of the owner of vehicle:-
7. Fitness Certificate validity:
8. Valid Contract Carriage Permit;
9. Road tax Clearance:-
10. Insurance validity:-
11. Pollution Certificate:
12. Payment of GST up to the month of _____
13. Contact Number of Agency _____

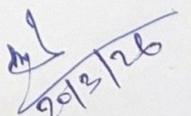
"Certified that the above information submitting to the Medical Officer I/c. CHC-Saintala,
Balangir is true to the best of my knowledge and belief."

Place:

Date:

Seal & Signature of the

Quotationer/Tenderer


20/2/26

Rate to be quoted for hiring of vehicles on monthly basis at BPMU, CHC Sainatala

1	2	3	4	5	6
Sl No	Type of Vehicles	Minimum Avg./ Milagein KM/1Ltr. fuel	Monthly Hiring Charges of vehicle including GST (Rs)	GST&other taxes If any	Remarks
	(Mahindra Bolero/ Mahindra Max/tata Sumo/Victa) AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver	12km/1 ltr			

We agree to provide Mahindra Bolero Vehicle on hiring basis (within 3 year sold) as per the terms and conditions of the tender, and rates mentioned in col.4 of above format is valid for a period of one year from the date of signing of the MOU with **Medical officer In charge, CHC-Saintala, Balangir** and also agreed that the price will remain unchanged during that period.

Name of the bidder

With complete address

Place:

Date:

Enclosures:

1. EMO for Rs. 10,000.00 bearing DD No. _____ Dated _____ drawn on

2. All the documents as per the eligibility criteria at point 12 of the Tender terms & conditions.

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DECLARATION

(Filled by the Notary)

I/We _____ do here by declare that
I/ We have not been De-recognized/black listed by the Tender inviting authority or by
any state Govt. or Central Govt.Organisation.

I / We agreed that the Tender Inviting Authority can forfeit the Earnest
Money Deposit and blacklist me / us for a period of 3 years if, any information furnished
by me / us proved to be false at the time of inspection / verification and not complying with
the Tender terms &conditions.

I /wedo hereby declare that i/we will carry
out the order for providing monthly vehicles on hiring basis to the Medical officer i/c,Chc
Saintala as per the term & conditions of the above referred tender.

Seal &Signature of the Notary

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20/3/26

DECLARATION

1. I, _____ .Son/Daughter/Wife of Shri
_____Proprietor/Director/authorized signatory
Of the firm/agency, _____, am
Competent to sign this declaration and execute this tender document-.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief .I/we,am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I am agree to provide the monthly Hiring vehicles to **Medical officer In charge, CHC-Saintala**, Balangir for one year with the quoted rate with effect from the date of signing of MOU and also agreed that the quoted price will remain unchanged during that period.

FullName:

Seal with signature

Place

Date:

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CHECKLIST

<u>Name of Document</u>	<u>Submitted(Yes/No)</u>	<u>Page No</u>
Required EMD ofRs. 10,000/-		
CopyofFirmregistrationCertificate		
CopyofGSTRegistrationCertificate		
Copy of PANCard		
Copy of GST Tax returnfor1 st qtr.of2025-26 ifany:		
General Information as per Annexure-I		
Annexure –ii(financial bid)		
Declaration as per Annexure - IV		
Undertaking/DeclarationasperAnnexure	III	

Seal with Signature of the Bidder

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2025/26