

NOTICE INVITING TENDER


Tender Reference No 209/NHM/CHC/2026-27 Dated: 02/05/2026

Sealed tenders are invited from registered Travel Agencies/Tour Operators/ Individuals/NGOs/Private Organizations for providing of Vehicles on monthly Hiring basis for official use of BPMSU of NHM, O/o-The Superintendent, CHC-Khaprakhol, Balangir.

1	Period of Availability of Tender Papers	<u>From 05.5.2026 to 20.5.2026</u> (Downloadable from website: https://balangir.Odisha.gov.in) In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the above mentioned website before last date of submission of tender document and the tender inviting authority shall have no responsibility for any delay / omission on part of the bidder.
2	Last date & time for submission of Tender	Date: <u>20.05.2026 till Time 11.00 am</u> Address of Submission of Bid: The Superintendent, CHC-Khaprakhol, Block:- Khaprakhol, Dist-Balangir PIN-767028 (Through Speed post / Registered Post only)
3	Date, time and place of opening of Tender	Technical Bid (Cover A) opening: Dated <u>20.05.2026 till Time 11.00 am</u> Address mentioned above. Financial Bid (Cover B): (same day)

Types of vehicles to be hired:

Types of vehicles to be hired (BS- VI Compliant)	Make & model	Minimum Average Mileage / Ltr. for reimbursement
AC Diesel / Petrol Commercial vehicle having sitting capacity not less than seven persons including Driver.	Mahindra Bolero / Mahindra Neo / Tata Sumo / Tata Scorpio or equivalent types of vehicles (All are AC)	12 KM /Per Liter Fuel


Superintendent
CHC Khaprakhol, Balangir

TERMS AND CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY BASIS

1. Sale of Tender paper/Bid document:

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 Superintendent, CHC-Khaprakhol, Balangir along with the cost of the tender paper of Rs.500.00 (Rupees Five Hundred) only in shape of Demand Draft/Pay Order (Non refundable) drawn from any Nationalized Banks in favour of "CHC-Khaprakhol Miscellaneous Account" payable at Superintendent, CHC-Khaprakhol. The cost of the tender paper and EMD amount should be submitted separately in separate Demand Draft/Pay Order. 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 Superintendent, CHC-Khaprakhol, Balangir before last date of submitting the tender document.

2. Terms & Conditions:

- a) 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-I should be used.
- b) 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 EMD & 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 Envelop writing in the top that "Tender for hiring of vehicles on monthly basis for BPMSU, at O/o-The Superintendent, CHC-Khaprakhol, Balangir" separately.
- c) The quoted rates shall be excluding fuel and the rate should be valid for one year.
- d) **The vehicle provided should not be more than 3 years from the date initial registration.**
- e) 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.
- f) **Superintendent, CHC-Khaprakhol, Balangir** will reimburse fuel 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 log book in the prescribed format on daily basis regarding movement of the vehicle which should be signed by the concerned official using the vehicle.
- g) Payment towards hiring charges of the vehicle will be released directly to the agency through IFMS/PFMS after deducting statutory dues as applicable on production of Original GST Bills along with certified photocopy of log book and DOL & POL Bills.


Superintendent
CHC-Khaprakhol, Balangir

- h) 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.
- i) 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 **Superintendent, CHC-Khaprakhol**, Balangir, and the contracted firm/private owners shall substitute him immediately.
- j) **Superintendent, CHC-Khaprakhol**, 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 **Superintendent, CHC-Khaprakhol**, 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.
- k) The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption. 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.
- l) The Agency or party or Individual has to provide separate undertaking for **branding of the vehicle**. Without undertaking the bidding is declare cancel automatically as & when required.

3. Earnest Money Deposit (EMD):

The agency will furnish EMD of Rs. 10,000/- only in the shape of bank draft / Pay Order drawn from any Nationalized Bank in favour of "ROGI KALYAN SAMITI, CHC Khaprakhol" payable at **SBI, Main Branch, Patnagarh**. Any quotation without EMD will be rejected. The EMD of unsuccessful agency will be returned back without any interest after signing of MOU.

4. Performance Security:

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.

- 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.


Superintendent
CHC, Khaprakhol, Balangir

6. Selected firm/agency 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 **Superintendent, CHC-Khaprakhol, 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. The hired vehicles will be under the administrative control of The **Superintendent, CHC-Khaprakhol, 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 **Superintendent, CHC- Khaprakhol, 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 to the bidders.

12. Eligibility Criteria:

- I. Required EMD & Tender paper cost.
- II. Self attested copy of firm registration certificate if any.
- III. Self attested copy of GST Tax registration certificate if any
- 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 –II) 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.


Superintendent
CHC Khaprakhol, Balangir

- 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 **Superintendent, CHC- Khaprakhol**, 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. **Superintendent, CHC- Khaprakhol**, 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 **Superintendent, CHC- Khaprakhol**, Balangir for a period of 3 years and performance security of the firm shall be forfeited.
- e. 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 or through their representative(s) during the opening of Tenders/Quotations/Bids at **11.00AM** on the same day i.e. **20.05.2026 (Wednesday)**. Even if no bidder or their representative remains present, the bid will be opened & no complain / objection will be entertained.


Superintendent
CHC Khaprakhol, Balangir

ANNEXURE: I

Rate to be quoted for hiring of vehicles on monthly basis at _____, NHM, Balangir

1	2	3	4	5	6
Sl. No.	Type of Vehicles	Minimum Avg. Milage in KM/1 Ltr. fuel	Minimum K.M. per 1 Ltr. Lubricant	Monthly Hiring Charges of vehicle excluding GST	GST & other taxes if any

We agree to provide _____ Vehicle on hiring basis (within 3 years old) as per the terms and conditions of the tender, and rates mentioned in col. 5 of above format is valid for a period of one year from the date of signing of the MOU with **Superintendent, CHC- Khaprakhol, Balangir** and also agreed that the price will remain unchanged during that period.

Name of the bidder


With complete address

Place:

Date:

Enclosures:

1. EMD for Rs. 10,000.00 bearing DD No. _____ Dated _____ drawn on _____
2. Tender paper cost for Rs.500.00 bearing DD No. _____ dated _____ drawn on _____
3. All the documents as per the eligibility criteria at point 12 of the Tender terms & conditions.


Superintendent
Balangir

Annexure – II

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 submitted to Superintendent, CHC- Khaprakhol, Balangir is true to the best of my knowledge and belief."

Place:

Seal & Signature of the

Date:

Quotationer / Tenderer


Superintendent
CHC- Khaprakhol, Balangir

ANNEXURE – III.

(To be submitted in *Technical Bid*)

UNDERTAKING / DECLARATION FORM

I / Wehaving My / our
.....office at.....
..... do declare that I / We have carefully read all the terms & conditions of tender of
the CDM & PHO, Balangir for providing vehicles on monthly hiring basis (in good conditions within
three years old along with all necessary MV document) to **Superintendent, CHC- Khaprakhol,**
Balangir.

Further I / Wedeclared that for agree to Branding of
the Vehicle & if necessary installed GPRS.

The approved rate will remain valid for a period of one year from the date of signing of MOU. I
/ we will abide with **all the terms & conditions** set forth in the **Tender Reference no.**
_____ dated ____ / ____ / 2026.

I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. /
Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for providing vehicles on
hiring basis due to not providing of Standard Qualityservice / failure to provide service.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or
Performance Security Deposit and blacklist me/us for a period of 3 years if, any information furnished
by 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 Superintendent, CHC
Khaprakhol, Balangir as per the terms & conditions of the above referred tender.


Signature of the bidder

Name & Address of the Firm:

Seal

Date:

Affidavit before Notary Public in Non-Judicial Stamp paper costing Rs.20/-


Superintendent
CHC k.
Balangir

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 **Superintendent, CHC- Khaprakhol,** 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.

Full Name:

Seal with signature

Place:

Date:


Superintendent
Khaprakhol, Balangir

CHECK LIST

<u>Name of Document</u>	<u>Submitted (Yes / No)</u>	<u>Page No</u>
Required EMD of Rs. 10,000/-	:	
Required Tender paper cost of Rs. 500/-	:	
Copy of Firm registration Certificate if any	:	
Copy of GST Registration Certificate if any	:	
Copy of PAN Card	:	
Copy of GST Tax return for 4 th qtr. of 2025-26 if any	:	
General Information as per Annexure-II	:	
Declaration as per Annexure - IV	:	
Undertaking / Declaration as per Annexure – III	:	

Seal with Signature of the Bidder


Superintendent
CHC Khaprakhol, Balangir