

OFFICE OF THE SUPERINTENDENT, CHC AGALPUR, DIST:-BALANGIR

E- mail: nhmagalpur@gmail.com

Phone : 06653-278014

No : 267 /CHC Agalpur/ Balangir

Date: 20/05/2026

Notice

Seal tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Individuals having valid GST number for providing vehicles on monthly hiring basis for official use of Block Programme Management Unit, O/o the Superintendent CHC Agalpur, Dist:- Balangir.

Sealed tender documents should reach to the undersigned on or before Dt.29.05.2026 till 1 PM by registered post/ speed post/ courier only. The tender documents received after the scheduled date & time and received without relevant documents will summarily be rejected. The details of tender documents, term & condition log on to www.balangir.odisha.gov.in. The undersigned reserved the right to accept or reject all or any of the tenders without assigning any reason thereof.

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**Superintendent
CHC Agalpur, Balangir**

NOTICE INVITING TENDER

Reference No 267 / CHC Agalpur

Dated 20/05/2026

Sealed tenders are invited from registered Travel Agencies/ Tour Operators/ Individuals having valid GST number for providing of vehicles on monthly hiring basis for officials use of Block Programme Management Unit, O/o the Superintendent CHC Agalpur, Dist:- Balangir.

1	Periods of Availability of Tender Paper	From 20.05.2026 to 29.05.2026 In case of any bid amendment and clarification, responsibility lies with the bidders to download the same from www.balangir.odisha.gov.in before last date of submission to document and the tender inviting authority shall have no responsibility for any delay/ omission on part of the bidder.
2	Late date & time for submission of Tender	Date 29.05.2026, Time 1.00 PM Address of Submission of Bid: The Superintendent, At:- CHC Agalpur, Post:- Agalpur Dist:- Balangir PIN- 767022 (Through Speed Post/ Registered Post/Courier Only)
3	Date, Time and place of opening of Tender	Technical Bid (Cover A) & Financial Bid (Cover-B) Opening 01.06.2026 at 11.00 AM Address mentioned above.

20/05/26

TERMS AND CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY BASIS

1. Sale of Tender Paper/ Bid Document:

The bidders have to download the tender documents directly from the website available at www.balangir.odisha.gov.in.

2. Terms & Conditions:

- I. The bidder shall quote for individual item as mentioned in the format of quotation otherwise it will be rejected. The format of quotation specified in Annexure-I should be used.
- II. Ten 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. 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 Block Programme Management Unit, O/o the Superintendent CHC Agalpur, Balangir**".
- III. The quoted rates shall be excluding fuel & lubricant charges and the rate should be valid for one year.
- IV. GST and any other local taxes should be clearly mentioned separately.
- V. The vehicle provided should not be more than 2 years from the date initial registration.
- VI. 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 monthly bill.
- VII. Superintendent CHC Agalpur 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 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.
- VIII. Payment towards hiring charges of the vehicle will be released directly to the agency/party/individual through Bank account transfer after deducting statutory dues as applicable on production of Original GST Bills along with certified photocopy of log book and DOL/ POL/ Lubricant Bills.
- IX. 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.
- X. 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 Agalpur, the contracted firm/ private owners shall substitute him immediately.
- XI. Superintendent CHC Agalpur, Dist:- 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 Agalpur, 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.
- XII. The hire charges to be paid for monthly basis in final but does not include cost of fuel, which is to be paid separately basing on actual consumption and lubricants one liter for 1000 K.M. as per price format. 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/ party.



3. Earnest Money Deposit (EMD):

The bidder will furnish EMD of Rs. 10,000/- (Rupees Ten thousand) only in the shape of bank draft/ Pay Order drawn from any Nationalized Bank in favour of "Superintendent CHC Agalpur" payable at Agalpur. Any quotation without EMD will be rejected.

The EMD will be forfeited if the bidder withdraws its vehicle during the period of contract. The EMD of the successful bidder will be returned after satisfactory completion of the contract period. Those bidder who will not selected their EMD will be refunded on the next day of bidding through Bank draft/ A/c payee Cheque.

4. The vehicle must be in Road Worthy condition, shall not be more that 2 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.
5. Selected bidder 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 Agalpur.
6. 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-II.
7. The vehicle must be cleaned both externally and internally regularly with adequate supply Turkish towel & perfume.
8. The tender documents should be serially numbered and arranged as per the checklist specified at Annexure-IV.
9. All hired vehicles will be under administrative control of Superintendent CHC Agalpur during the contract period.

10. Validity of Tender/ Quotation/ Bid:

Quotation shall remain valid for a period of 1 year from date of agreement. If performance of the agency/party 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 EMD of the agency/party will be forfeited.

Notwithstanding anything contained as above Superintendent CHC Agalpur reserves the right to accept or reject any or all tenders and cancel the bidding process at any time without assigning any reason for such act to the bidders.

11. Eligibility Criteria:

- I. Required EMD.
- II. Self attested copy of firm registration certificate if any.
- III. Self attested copy of GST Tax registration certificate.
- IV. Self attested copy up to date GST Tax return of last quarter.
- 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 Vehicles as per format (Annexure-II) for each vehicle.
- IX. Rate should be quoted as per format otherwise it will be rejected.



12. Issue of Order

- I. 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.
 - II. The hired vehicle, 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 Agalpur 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 use of hired vehicles any manner whatsoever. The agency will be responsible for all such litigation.
 - III. Superintendent CHC Agalpur reserves the right to increase/ decrease the number of vehicles as per requirement during the contract period.
 - IV. In case of failure to execute the order, the agency will be debarred by the Superintendent CHC Agalpur for a period of 3 years and EMD of the firm shall be forfeited.
 - V. Any leagal dispute arising out of this contract is limited to the jurisdiction of the district court Balangir only.
13. Bidders may be present in person or through their representative(s) during the opening of Tenders/ Quotations/ Bids on 01.06.2026 at 11 AM at Office of the undersigned. Even if no bidder or their representative remains present, the bid will be opened & no complain/ objection will be entertained.



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ANNEXURE-I

**Rate to be quoted for hiring of vehicles on month basis at Block Programme Management Unit,
O/o the Superintendent CHC Agalpur, Dist:- Balangir**

Sl.No.	Type of vehicles	Minimun Avg. milage in KM/ 1 Ltr. Fuel	Minimun K.M. per 1 Ltr Lubricant	Rate Quated (Monthly Hiring Charges of vehicle including GST)
1	2	3	4	5
1	Ertiga	10	1000	

We agree to provide Ertiga on hiring basis (within 2 years old) as per the terms and conditions of the tender, the rate 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 Agalpur 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. All the documents as per the eligibility criteria at Point 11 of the Tender terms & conditions.



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Annexure-II

General Information for Hiring of vehicles

1	Registration No. of Vehicle	
2	Type of vehicles	
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	GST Number	
13	Payment of GST up to the Month of	
14	Contact Number of Agency/ Individual	

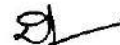
Certified that the above information submitted to Superintendent CHC Agalpur is true to the best of my knowledge and belief.

Place:

Seal & Signature of the

Date:

Quotationer/ Tenderer



ANNEXURE-III

(To be submitted in Technical Bid)

UNDERTAKING/ DECLARATION FORM

I / We..... Having My / our.....
.....Address..... do declare that I / We have carefully read all the
term & conditions of tender of the Superintendent, CHC Agalpur, Balangir for providing vehicle on monthly
hiring basis (in good conditions with in two years old along with all necessary MV document) to
Superintendent CHC Agalpur, Balangir. 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_____.

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 / We..... do hereby declare that I / we will carry
out the order for providing monthly vehicles on hiring basis to Superintendent, CHC Agalpur, Balangir as per
the terms & conditions of the above referred tender.

Seal
Date

Signature of the bidder

Name & Address of the Bidder



Annexure-IV

Affidavit before Notary Public

DECLARATION

1. I, _____ Son/ Daughter/ Wife of Sri _____ proprietor/ Director/ authorized signatory of the firm/ agency _____ am competent to sign this declaration and execute this tender documents.
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 Block Programme Management Unit, O/o the Superintendent CHC Agalpur 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

The declaration should be in the letter pad of the Bidder



CHECK LIST

Name of the Document	Submitted (Yes/ No)	Page No.
EMD (Rs. 10,000/-)		
Copy of Firm registration certificate if any		
Copy of GST Registration Certificate		
Copy of PAN Card		
Copy of up to date GST Tax return		
Price sheet as per price format		
General Information as per Annexure-II		
Declaration as per Annexure-IV		
Undertaking/ Declaration as per Annexure-III		

Seal with Signature of the Bidder

