



**TENDER FOR
HIRING OF VEHICLES
(DPMU NHM, JAJPUR)**



District Mission Directorate

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC
HEALTH OFFICER

DISTRICT PROGRAM MANAGEMENT UNIT
Department of Health & Family Welfare , Govt. of Odisha Jajpur

No: 530

Date: 26-09-25

TENDER CALL NOTICE

Sealed Tenders are invited from the Agencies/ Individuals for hiring of 3 Nos. of Multi utility Commercial light diesel/petrol A.C vehicles (SCORPIO/Innova-01 No, BOLERO-02, etc) to be engaged at DPMU, 0/0, The Chief District Medical & Public Health Officer -Cum- District Mission Director, (CDM&PHO-Cum- DMD), DHH Jajpur, Odisha, Pin-755001 on monthly hiring basis excluding fuel cost.

The tender papers along with terms and conditions are available below for needful which may be downloaded subsequently. The completely filled up documents must be submitted to 0/0, The Chief District Medical & Public Health Officer -Cum- District Mission Director, (CDM&PHO-Cum-DMD), DHH Jajpur, Odisha, Pin-755001 latest by 16-10-2025 up to 1.00 P.M. through Regd./Speed Post/Courier and the same shall be opened on 17.10.2025 at 11.00 A.M. The bidders must super scribe on the top left hand corner of the envelope mentioning "Tender for Hiring of Vehicle, DPMU, NHM Jajpur." The no. of vehicles to be engaged is subject to vary as per the budget provisioning. The vehicles to be engaged should not belong to any employee of NHM, CDM&PHO-Cum- District Mission Director Office, Jajpur, any health Department employee or the close relative of the employee of NHM.

The Chairman of the District purchase committee reserves right to accept or reject any or all the tender without assigning any reason thereof. For multiple purposes, the bidders have to submit multiple EMDs. The bidders or any of their authorized representatives must remain present with their ID proof (i.e. ADHAR card/PAN Card/Driving License / Voter ID) on the exact Date, Time & Venue during the opening of the tender. Tender received after due date shall not be considered.

Sd/ Dr Bijay Kumar Mishra

CDM & PHO -Cum- District Mission Director, Jajpur

Memo No 531 Date- 26-09-25

Copy to all important Notice board of office for information.

CDM & PHO -Cum- District Mission Director, Jajpur

Chief District Medical
& Public Health Officer,
Jajpur

Memo No 532 Date- 26-09-25

Copy forwarded to BPHOs of all CHC for information and necessary action. They are instructed to place this notice in the important notice boards of their respective blocks for wide publication.

CDM & PHO -Cum- District Mission Director, Jajpur

Chief District Medical
& Public Health Officer,
Jajpur

TENDER FOR HIRING OF VEHICLES DPMU, NHM, JAJPUR
INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from Registered Agencies or Individual for hiring of commercial light diesel/petrol vehicles (AC) to be engaged by Zilla SwasthyaSamiti, Jajpur on monthly hiring basis.
2. The interested bidders may download the tender document from the website www.jajpur.odisha.gov.in and submit the same to Chief District Medical & Public Health Officer Cum- District Mission Director, Jajpur.
3. The tender must be accompanied by EMD of Rs.10,000/- (Rupees Ten Thousand) only in technical bid by way of Demand Draft in favour of ZSS Non-NRHM payable at Jajpur from any nationalized bank. Tenders not accompanied by EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) shall be converted as performance security deposit of the vehicle.. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
4. The tender will have to be submitted in two parts i.e. Technical Bid (Cover-A) and Financial Bid (Cover-B). The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their technical and financial bid separately in two envelopes and these two envelopes should be put into another cover envelop super-scribed as "Tender for Hiring of Vehicles on monthly basis" in reference to Advertisement No. _____ dtd _____

The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The tenders (Cover & inner envelopes) should be addressed to :

The CDM & PHO-Cum- District Mission Director,
District Head Quarter Hospital Jajpur,
Odisha Pin- 755001.

5. The tender should reach the office of the Chief District Medical & Public Health Officer Cum- District Mission Director, DHH Jajpur by 16-10.2025 up to 1.00 PM. and the tenders will be opened on 17-10.2025 at 11.00 A.M.
6. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

CDM & PHO -Cum- District Mission Director, Jajpur
Chief District Medical & Public Health Officer,
Jajpur

Recd 25.9.25

Eligibility Criteria

1. Preferably the agency having experience in providing vehicles to Govt. / Semi-Govt. Organizations / PSUs etc. in the District and they have to submit the self attested copies of work orders received from the Govt. / Semi-Govt. Organizations / PSUs etc in the technical bid.
2. In case of agency/ Organization/ Firm/ Company, they have to submit their Annual Turnovers of last three financial years (Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. 2021-22, 2022-23 & 2023-24 are to be submitted. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.
3. The agency should have valid PAN & GSTIN (A self-Attested copy of PAN & GSTIN are to be submitted with the technical bid.

The bidders shall also furnish the following documents in support of their eligibility

- Self-attested copy of registration certificate in case of firm/ Agency/ Company.
- Undertaking to provide new good conditioned vehicles. However less than 03 years shall be considered.
- New vehicles may also be considered for technical evaluation and the successful Bidder should ensure to provide new vehicle within 1 month from selection, failing which the Performance Security of the Bidder will be forfeited.
- Submission of EMD in form of Demand Draft.
- Undertaking to be submitted in Non-judicial stamp paper of Rs 20/- that the vehicle to be provided does not belong to any employee of CDM & PHO —Cum-District Mission Director Office, Jajpur or any Health Department Employee or close relatives of employees of CDM & PHO —Cum —District Mission Director, Jajpur. Also the firm has not been debarred/ blacklisted by any Govt. Organization/ Semi-Govt. Organization / PSI-J.
- Rates must be quoted only as per format.


26/9/24
**Chief District Medical
& Public Health Officer.
Jajpur**

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TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The commercial light diesel/petrol vehicles(Bolero/ Scorpio/ Innova etc) on monthly basis will be used by DPMU, NHM, Jajpur for their daily official work and carrying officials to Govt. Offices / Departments and other offices at different places across the District/ State.
2. The period of contract shall initially be for one(1) year with effect from the date of signing of contract and may be extended further after satisfactory performance i.e. maximum up to 04 Years.
The cost of fuel (Diesel/Petrol), are not included in the monthly hiring charge, which will be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used and the cost of Driver to be borne by the bidder.
3. The vehicles to be provided should be new one or not be more than Three (3) years old, however preference shall be given to the bidder who will provide new vehicle.
4. The agency will be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
5. The toll gate charge, parking charge, if any during the travel shall be reimbursed on producing the original receipts along with the monthly bill.
6. The agency is required to provide clean vehicle with good quality clean seat covers and Mobile Phone (for incoming calls) for the driver for which no extra payment shall be made.
7. The drivers should be with proper dress code, disciplined, well behaved and non-alcoholic.
8. The driver should have driving experience and should be well versed with the roads of the District as well as roads within the state.
9. No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his food expenses, etc.
10. Payment of Road Tax shall be borne by the agency/ owner.
11. Salary of the driver shall be borne by the agency/ owner.
12. The agency/owner will be responsible for proper maintenance, insurance and other liabilities in respect of the vehicles. The vehicles should be covered under comprehensive insurance. In case the hired vehicle is met with an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of the Motor Vehicle Act, IPC and any other law in force, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the said Laws. The sole responsibility for any legal or financial implication would solely vest with the agency/owner.
13. The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, proofs of up to date tax payments, D.L.s

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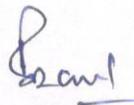
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26/9/25
Chief District Medical
& Public Health Officer,
Jajpur

- of the Drivers, etc. available all the times. CDM & PHO-Cum- District Mission Director, Jajpur shall not be responsible for any damage/loss caused to the hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.
14. The agency/ owner shall obtain vehicle fitness certificates from competent authority, vehicle registration, comprehensive insurance, payment of road tax, etc. The Drivers shall always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearances, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulations of applicable laws:
 15. If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.
 16. The police/ court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the travel agency/ Owner.
 17. CDM & PHO-Cum- District Mission Director, Jajpur will not be responsible for any dispute except paying the hire charges.
 18. The driver has to be stationed in the Head Quarter with vehicle for use by the officer at any time in 24X7 manners.
 19. Rates to be finalized shall be fixed for a period of one (1) year from the date of agreement. However, in case of vehicles hired on monthly basis, the cost of fuel (Diesel/Petrol) shall be paid at the prevailing rate on the day of travel.
 20. The vehicles will be provided on regular basis and will not be replaced without prior permission.
 21. The Agency/Owner is liable to provide vehicles during office hours and beyond office hours on all working days. The agency shall also have to provide the vehicles on Sundays as well as other public holidays, emergency and exigencies as and when required by the authority for the official work.
 22. The safe keeping of the vehicles is the responsibility of the agency.


26/9/17
**Chief District Medical
& Public Health Officer,
Jajpur**

25.09.25



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23. In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles as and when required by the DPMU will make the agency/owner liable for Blacklisting.
24. In case the driver proceeds on leave, the agency shall obtain prior approval/ permission from DPMU, NHM, Jajpur. Further, the agency/owner shall provide a suitable substitute.
25. If for any reason the driver is unable to attend the office on any date/ time for which prior permission from DPMU, NHM, Jajpur has not been obtained, it is the responsibility of the agency to provide a suitable substitute immediately. The payment in respect of the overlapping period of the substitute, if any, shall be borne by the agency. In case no substitute is provided in time, the authority shall have the right to hire a vehicle from the market and any additional expenditure incurred by the authority shall be borne by the agency.
26. The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival. For this purpose, the following norms have to be followed •
- In case the vehicle is being kept in the office campus, then the kilometer reading & time shall start from the office campus and end at the same there also.
 - The point of kilometer reading & time of arrival shall start from the DPMU-Jajpur and end with the DPMU-Jajpur as a centre of destination. The cost of kilometer from the 0/0 travel agency/owner to DPMU-J (to & from) shall be borne by the travel agency/owner.
27. The agency must ensure that the driver (s) employed possesses a valid driving license. The driver of the vehicle should be well conversant with traffic rules and other regulations prescribed by the Govt. from time to time.
28. It is the sole discretion of CDM & PHO-Cum- District Mission Director, Jajpur to extend the period of the contract beyond the agreement period or terminate the contract prematurely on the ground of unsatisfactory services, disobedience of orders, negligence in duty and unruly behavior of drivers if noticed in duty.
29. Period of Service: One (1) Year from the date of signing of contract and may be renewed further on the basis of satisfactory performance & provision of fund.
30. Termination: CDM & PHO-Cum- District Mission Director, Jajpur shall have the discretion to terminate agreement/ work order at any time whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
31. Payment: Payment shall be made on monthly basis after submission of bill in triplicate along with the daily logbook.
32. Arbitration: CDM & PHO-Cum- District Mission Director, Jajpur and the selected agency/owner will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter shall be referred to Chairperson ZSS- Executive committee, whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in Jajpur.
33. Legal Jurisdiction
All legal disputes are subject to the Jajpur jurisdiction only.

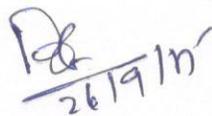
Important Points:

1. All vehicles to be provided should be diesel/ petrol commercial vehicles only.
2. The vehicles to be provided should not be more than Three (3) years old.
3. For providing the vehicle on a monthly basis, the monthly rate (excluding diesel/petrol cost) should include the cost of Tyres, Tubes, battery & consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his food cost, overtime and mobile Phone.
4. The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
 - a) The Financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation.
 - b) Technical & Financial Bids shall be opened in the presence of the technically qualified bidders or any of their authorised representatives, who choose to attend in person at the address given below :
The CDM& PHO-Cum- District Mission Director, District
Head Quarter Hospital, Jajpur Odisha, Pin- 755001.

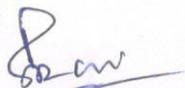
Date of opening of Financial Bids shall be communicated to the technically qualified bidders, if the technical bid evaluation can't be completed on the date of tender opening.
 - c) GST will not be taken into consideration for evaluation purpose.
 - d) In case of monthly vehicle, the comparative statement shall be prepared by taking Monthly Rent.

Award of Contract:

- The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle in both the category (Monthly basis) and the LI bidder shall be decided accordingly.
- There may be empanelment of two or three agencies for each type of vehicle (to be decided by the tender inviting authority based on requirement of the type of vehicle), if after price negotiation, the L2/L3 agencies agree to the LI price.
- If the successful Bidder fails to execute the order, the Performance Security of the Bidder will be forfeited and the Bidder will be debarred for 3 three years from Zilla Swasthya Samiti, Jajpur.


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**Chief District Medical
& Public Health Officer,
Jainpur**

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TENDER FORM

Part I - Technical Bid — Cover A

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

1	Name of the Organization/Agency/ Individual	
2	Address of the organization/ Agency/ Individual with telephone no. & fax	
3	e-mail id of the Organization/Agency/ Individual	
4	Name of the authorized signatory	
5	Specimen signature of the authorized signatory	
6	Telephone number of authorized signatory	
7	Instrument No. and date of the EMD of Rs.10,000/- submitted by the organization(In shape of Demand Draft)	
8	Registration Certificate of the Firm (Partnership Agency/ Organization/ Firm / Company)	
9	PAN (Attach self-attested copy)	
10	GSTIN(Attach self-attested copy)	
11	Turnover for last 3 Financial Years. (Attach self-attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial ears i.e. 2021-22 , 2022-23 & 2023-24	
12	Undertaking to provide new vehicle in Non-judicial stamp paper of Rs 20/- that vehicle will be provided within 1 month of selection.	
13	Undertaking in Non-judicial stamp paper of Rs 20/- that the vehicle to be provided does not belong to any employee of CDM & PHO —Cum- District Mission Director Office, Jajpur or any Health Department Employee or close relatives of employees of CDM & PHO —Cum —District Mission Director, Jajpur. Also the firm has not been debarred/ blacklisted by any Govt. Organization/Semi-Govt. Organization/ PSU.	

DECLARATION:

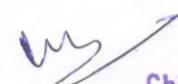
I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory)


26/9/17
Chief District Medical





TENDER FORM

Part II - Financial Bid - Cover B

A. Monthly Hire Basis

No.	Type of Vehicle	**K.M. per one Liter of diesel/ Petrol	Monthly Hiring Charges Excluding GST	GST	Total Monthly Charges including GST
1	2	3			
1	Bolero (AC)				
2	Scorpio (AC)				
3	Innova (AC)				

Place:

Date:

(Signature & Seal of the Authorized Signatory)

25/09/25

[Signature]

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26/9/25