

**REQUEST FOR PROPOSAL (RFP) DOCUMENT  
FOR EMPANNELMENT OF VEHICLES**

**DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)**



**OFFICE OF CHIEF DISTRICT MEDICAL AND PUBLIC HEALTH OFFICER**  
**JAJPUR**

*Dr*  
*16/11/26*

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

## SECTION-I

### Date & Time of Tender Submission and Finalization

RFP No. 37

Dated: 16-01-2026

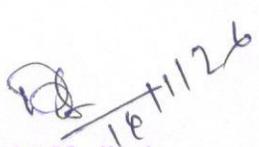
### DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR EMPANELMENT OF VEHICLES AT DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)/OFFICE OF CDM & PHO

1	Period of Availability of RFP Document	From 16-01-2026 TO 06-02-2026 (Downloadable from website: <a href="http://www.jajpur.odisha.gov.in">www.jajpur.odisha.gov.in</a> )
2	Last date for submission of Tender & address	Date: 06-02-2026, Time 5.00 PM Address: O/o The CDM & PHO cum DMD Jajpur, <b>Medical Square, DHH , Jajpur, 755001</b>
3	Modality of Submission	Through Speed post/Registered post/ Courier
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: 07-02-2026, 11.30 A.M <b>Place of Tender Opening: <u>Conference Hall, O/O- CDM &amp; PHO, JAJPUR</u></b> (Bidders / authorized representative may remain present at the time of opening of Tender)

## TENDER DOCUMENT

### EMPANELMENT FOR PROVIDING VEHICLES ON MONTHLY & DAILY BASIS FOR MONITORING AND SUPERVISION .

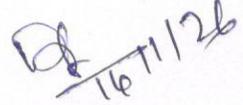
- Sealed documents are invited from registered Travel Agencies / Private Organizations / NGOs / Individuals for hiring of four wheeler vehicle on monthly basis & daily basis (as and when required) (MAHINDRA TUV, BOLERO, MARUTI ERTIGA & DZIRE etc) for Monitoring & Supervision under NHM on contract basis for a period of one year and will be renewed further on the basis of satisfactory performance and fitness of the Vehicle subject to budget provision on yearly basis..
- Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from district website [www.Jajpur.odisha.gov.in](http://www.Jajpur.odisha.gov.in) .
- The last date of submission of the bidder is mentioned in section-I of the Bid Document.
- Interested bidder may submit their bid to the address of O/o The CDM & PHO cum DMD Jajpur, **Medical Square, DHH, Jajpur, 755001**
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. "Cover-A" shall contain the Technical Proposal and "Cover-B" shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as "**TECHNICAL PROPOSAL FOR EMPANELMENT OF VEHICLE / FINANCIAL PROPOSAL FOR EMPANELMENT OF VEHICLE**" on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as "**PROPOSAL FOR VEHICLE EMPANELMENT**".
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on dated as mentioned in section-I of the Bid Document in the office chamber of the CDM & PHO. Bidder/ authorized representative may present during opening of bid documents if they wish.
- Any legal dispute arising out of this is subject to jurisdiction of Jajpur Only.
- The CDM & PHO, Jajpur reserves its right to accept or reject any or all quotations or any part thereof without any liability/ notice at its own discretion and without assigning any reason thereof.

  
Chief District Medical  
& Public Health Officer

## TERMS & CONDITIONS FOR EMPANNELMENT OF VEHICLE

1. The bidder should know that the vehicle to be selected for Monitoring & Supervision under **NHM** programme.
2. The bidder should submit paper cost of Rs 2,000/- only (Non Refundable) & EMD(Refundable) of Rs. 10,000/- only through DD of any nationalised bank in favour of **ZSS, NON NRHM Fund Account, Payable at Jajpur**. The EMD of unsuccessful bidder will be refunded without any interest within 30 days of finalisation of tender.
3. In case the bidder will have to provide new vehicles, He/She shall give the undertaking (to be furnished in non judicial stamp paper of worth Rs.20/- duly certified by Notary) to provide the vehicle within 15 days after getting the order.
4. All the vehicles must not be more than 3 years old as on the date of Tender Call Notice and have valid – Registration Certificate, Commercial permit, Insurance certificate, Fitness certificate and Road tax clearance, taxi number etc. These documents are meant for monthly hiring only.
5. The vehicle to be engaged should not belong to any employee of NHM and any employee of health department.
6. Maintenance and all the taxes of the vehicle will be borne by the owner (except toll tax, entry tax, parking e etc.) which will be reimbursed along with the monthly bill on production of Original bill duly certified by the Officer who has used the vehicle.
7. The vehicles of latest model like MAHINDRA TUV, BOLERO & MARUTI ERTIGA having (6+1D) sitting capacity.
8. Maruti DZIRE, Honda City & Indigo CS and of similar types having (4+1D) sedan type Vehicle will be hired on priority basis.
9. The preference will be given to local bidder or bidder having office in the concerned area.
10. The driver should be sound minded having valid DL & salary of the driver will be paid by the owner. The owner of the vehicle have to submit the NOC against the driver that he has no police case or any other legal issues in a non judicial stamp paper of Rs. 10/-.
11. The vehicle will remain with concerned office on all working days & on holidays for meeting any emergency. The working hour of the vehicle will be 8 A.M. to 8 P.M. or as necessary.
12. Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
13. The hiring charge should include the cost towards salary of driver, service, repair & maintenance of the vehicle but excludes the cost of fuel only which will be reimbursed by the office on monthly basis.
14. The vehicles hired shall be in good condition and shall not be older than 3 years. Vehicles older than Seven years or found to be unfit should be replaced by new vehicle by the service provider at same rent if service provider agrees.
15. No advance payment will be made by the authority to the party. The billing will be done on a monthly basis and it should be submitted by the party by the first week of the following month along with Bill and Log book duly filled up and signed. After submission of the bill, the account section will require 7 working days to process the bill through PFMS/IFMS. It will be the responsibility of the driver to get the log book signed for each occasion of journey from the touring Officer.
16. The vehicle will stay in the concerned office premises and will move only on instruction of appropriate authority.
17. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.

18. Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the service provider/vehicle owner & to be reimbursed on production of authentic vouchers.
19. The vehicles deputed should carry all relevant papers duly updated with the Vehicle.
20. All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.
21. The L1 firm must provide vehicle in the rate contract in case additional vehicles are required by the O/o the Undersigned, Failing which the Authority reserves the right to hire a vehicle in the same rate from empanel agency or individual as per suitability.
22. For daily basis hiring the Time limit per day will be 18 hours. The vehicle must have the requisite specification with a Driver having authentic D.L.
23. No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behaviour of driver/ owner of vehicle.
24. The vehicle should be well cleaned and the seats should be wrapped with towels.
25. If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
26. There will be an agreement between authority and party for availing the services either party can discontinue the service with 1 month prior intimation to other party.
27. In case of the service executed is not to the satisfaction then the authority shall issue show cause notice to the party to comply the conditions as mentioned in the agreement. In case of non-compliance, the authority may terminate the agreement and also can forfeit any amount due to party.
28. The authority will not hold responsible for any postal delay or missing. The incomplete application in any form is liable for rejection.
29. Different type of Vehicles meant for transport purpose will also be empanelled as per financial bid. Annexure-D .Vehicles may be starting from TATA ACE type, pick up, Mini Truck,207,407 etc.
30. All the Vehicles are for empanelment only.
31. The Tenderer does not guarantee engagement of any vehicle if not required.
32. The Vehicles will be engaged (if required keeping in view the budgetary provision given by the Govt or approved in NHM PIP or any other scheme.)
33. Selection will be in the following manner
  - a. Bidder fulfilling all criteria and already having the Vehicle will be given the priority
  - b. If point number (a) above is not available then only new vehicle will be allowed.
  - c. First the GST Holder will be empanelled
  - d. If no GST holders are found then non GST bidders may be taken into consideration.
34. Same Vehicle can apply for monthly hiring and daily hiring also.

  
16/11/26  
Chief District Medical  
& Public Health Officer  
CDM & PHO, JAIPUR  
Jaipur

**TECHNICAL BID FOR EMPANNELMENT OF VEHICLE**  
**(FIRM/AGENCY/INDIVIDUAL)**

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

Sl.No	Particulars	Documents
1.	Name of the bidder (Firm/Agency/Individual)	
2.	Address of the Registered Agency/ Individuals	
3.	Name of authorized signatory (in block letters)	
4.	ID proof of the Individual / Registration certificate of the Organization ( Photocopy)	
5.	Valid GST Registration Certificate & PAN Card	
6.	Mobile No & Email of the Contact person if any	
7.	Registration No. in case of (Travel Agent /Private Organisation/NGO) (Photo copy to be attached)	
8.	Name of the vehicle with make and model	
9.	Bearing vehicle No.	
10.	Bearing vehicle Chassis No.	
11.	<b>Date of purchasing the vehicle</b>	
12.	Pollution check-up certificate (copy to be attached)	
13.	Vehicle Insurance (copy to be attached)	
14.	Commercial License (copy to be attached)	
15.	Road permit certificate (copy to be attached)	
16.	Vehicle fitness certificate (copy to be attached)	
17.	RTO registration certificate (copy to be attached)	
18.	Driving License of the driver (copy to be attached)	
19.	EMD Rs. 10000/- in shape of Demand Draft in favour of <b>ZSS, NON NRHM Fund Account, Payable at Jajpur</b>	(Original D.D to be attached)
20.	Paper cost Rs. 2000/-(Non-refundable) in shape of Demand Draft in favour of <b>ZSS, NON NRHM Fund Account, Payble at Jajpur</b>	(Original D.D to be attached)
21.	In case the bidder will have to provide new vehicles, He/She shall give the undertaking (to be furnished in non judicial stamp paper of worth Rs.20/- duly certified by Notary) to provide the vehicle within 15 days after getting the order.	
22.	Whether all documents submitted signed by the authorized signatory of the firm ( Yes/ No)	

**DECLARATION**

I / we hereby certify that the terms and conditions given with the Expression of Interest (E.O.I) have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any false information /deviation in the above statement at any stage, my Firm/Agency/Individual will be blacklisted and will not have any dealing with the organization in future.

**Signature of the Bidder**

(Annexure-B)

**PRICE BID FOR EMPANNELMENT OF VEHICLES ON MONTHLY HIRING BASIS**

Sl.No.	Model and Name of the Vehicle (4+1) Seater and (6+1) Seater	Make/Company	DOL@ 10 K.M per Ltr	Price Per month to be quoted inclusive of GST or any other tax as applicable
1			-do-	
2			-do-	
3			-do-	
4			-do-	
5			-do-	

- Note : 1. The Bidders can add any number of rows for adding more Vehicles if required  
2. The vehicles must not be more than 3 years old as on the date of Tender Call Notice and have valid – Registration Certificate, Commercial permit, Insurance certificate, Fitness certificate and Road tax clearance, taxi number etc. It is required for monthly hiring only.

Signature

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:

Seal \_\_\_\_\_

*Dr* 16/11/26  
Chief District Medical  
& Public Health Officer,  
Jajpur

(Annexure-C)

**PRICE BID FOR EMPANNELMENT OF VEHICLES ON DAILY HIRING BASIS**

Sl.No.	Model and Name of the Vehicle (4+1) Seater and (6+1) Seater	Make/Company	DOL@ 10 K.M per Ltr	Price Per day to be quoted inclusive of GST or any other tax as applicable
1			-do-	
2			-do-	
3			-do-	
4			-do-	
5			-do-	

Note : 1.The Bidders can add any number of rows for adding more Vehicles if required  
2. If Commercial permit/ Taxi Number are not available, then Pvt. Vehicle will be considered for empanelment.

Signature

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:

Seal \_\_\_\_\_

  
16/11/26

Chief District Medical  
& Public Health Officer,  
Jaipur

(Annexure-D)

**PRICE BID FOR EMPANNELMENT OF VEHICLES ON DAILY HIRING BASIS FOR  
TRANSPORTATION OF GOODS & LOGISTICS**

Sl.No	Model and Name of the Vehicle	Make/Company	Please mention kilometres to be covered for <b>one litre of fuel.</b>	Price Per day to be quoted inclusive of GST or any other tax as applicable
1				
2				
3				
4				
5				

- Note : 1. The Bidders can add any number of rows for adding more Vehicles if required  
2. Point No.04 is not applicable for daily hiring.

Signature

Name (Firm/Company/Tour operator/Individual) \_\_\_\_\_

Date:

Place:

Seal \_\_\_\_\_

*DR*  
16/11/26  
Chief District Medical  
Public Health Officer

**DECLARATION**

I Mr./Mrs. \_\_\_\_\_ on behalf of

\_\_\_\_\_  
(Firm/agency/individual Name) declared that I/we are not blacklisted by any central Govt./state Govt./Public sector undertaking in India. I have given consent that the supply of above vehicle will be done in the stipulated time as per given specification. I confirm that the information that I have provided above is true & correct.

**Date :**

**Signature :**

**Place :**

**Name :**

**Designation:**

**Address:**

*16/11/26*

**Chief District Medical  
& Public Health Officer**

**UNDER TAKING FOR PROVINDING NEW VEHICLE**

I \_\_\_\_\_, aged about \_\_\_\_\_, S/o- \_\_\_\_\_ Proprietor of \_\_\_\_\_  
At \_\_\_\_\_ Po \_\_\_\_\_, Jajpur do here by solemnly affirm and state on undertaking as follows:-

1. That I am the deponent of this affidavit.
2. That I am the proprietor of \_\_\_\_\_ at \_\_\_\_\_, Po \_\_\_\_\_, Jajpur, Pin-.
3. As per advertisement No \_\_\_\_\_ date \_\_\_\_\_, I do here by undertake that, I will provide the new vehicle within 15 days after getting the engagement of order.
4. If I am unable to provide the new Vehicle in due time, my EMD will be debarred and to be declared black listed my firm hence forth.
5. I swear this affidavit to be filed before the CDM&PHO, Jajpur for necessary purpose.

Advocate

Deponent

  
16/11/26  
Chief District Medical  
& Public Health Officer  
Jajpur