



REQUEST FOR PROPOSAL

Hiring of Vehicle on Daily Basis for DPMU, NHM, Bargarh

RFP Reference No.: Vehicle /93/NHM Bargarh/2025-26, Date: 25/02/2026

**District Programme Management Unit (DPMU),
NHM, Bargarh**

SECTION-1:
NOTICE INVITING PROPOSAL

RFP No.: Vehicle/93/NHM Bargarh/2025-26

Dated: 25/02/2026

1	Period of Availability of RFP Document	<u>From Dt.26/02/2026 to 19/03/2026 , Time: 04.00.P.M.</u> Downloadable from website: https://bargarh.odisha.gov.in
2	Pre-bid conference	Date: 06/03/2026, Time: 11.00 AM Place of Pre-bid conference: Conference Hall of O/o CDM&PHO, Bargarh, Bargarh
3	Last date for submission of Tender & address	Date: <u>19/03/2026 , Time: 04.00.P.M</u> Address: Office of the Chief District Medical & Public Health Officer. At/Po- Bargarh Dist.: Bargarh (Through Speed post / Registered post / Courier only)
4	Date, time and place of opening of Tender (Technical & Financial Bid)	Date:<u>20/03/2026 , Time: 11.00.A.M</u> Place of Tender Opening: Conference Hall, O/o CDM&PHO, Bargarh (<i>Bidders / authorized representative may remain present at the time of opening of Tender</i>)

REQUEST FOR PROPOSAL FOR HIRING OF VEHICLES
INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from **Tour Operators/Travel Agency** for **hiring of vehicles on Daily basis** for engagement by the Chief District Medical & Public Health Officer, cum DMD, NHM, Bargarh -768028, Odisha as detailed below.
2. The interested bidders may download the tender document from the website <https://bargarh.odisha.gov.in> and submit the same to Chief District Medical & Public Health Officer, Bargarh.
3. The tender must be accompanied by **tender document cost of Rs.500/- (Rupees five hundred only)** (inclusive of GST) – Non-refundable and **EMD of Rs.5,000/- (Rupees five thousand only)** in **technical bid** by way of Demand Draft / Pay Order, drawn on any Nationalized / Scheduled Bank in favour of **ZSS, NON-NRHM FUNDS, Bargarh** payable at **Bargarh**. Tenders not accompanied by tender document cost & 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) will be returned after submission of **Performance Security**.
4. The successful bidders(s) shall have to submit a **performance security of Rs.5,000/- (Five Thousand)** only in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled Bank in favour of **ZSS, NON-NRHM FUNDS, Bargarh** payable at **Bargarh** at the time of signing of the contract. The EMD submitted in technical bid may be adjusted against the performance security. 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.
5. 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 Daily Basis for DPMU, NHM, Bargarh**. 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 Chief District Medical & Public Health Officer cum DMD, NHM,
Bargarh-768028, Odisha.**
6. The tender should reach the office of The Chief District Medical & Public Health Officer cum DMD, NHM, Bargarh by **Dt. 19/03/2026 at 04.00 PM** and the tenders will be opened on **Dt:20/03/2026 at 11.00 AM**. In case this date happens to be a holiday for Chief District Medical & Public Health Officer cum DMD, NHM, Bargarh for any reason, the tender will be received and opened on the immediate next working day at the same designated time & place.
7. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

Eligibility Criteria

1. The agency should have valid **GST registration & PAN**. (Self-Attested copies of GST Registration Certificate & PAN Card are to be submitted in the technical bid).

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

- Self-attested photo copy of PAN Card.
- Self-attested photo copy of GST registration certificate.
- Submission of EMD in form of Demand Draft/ Pay Order.
- Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU. **(To be furnished in non-judicial stamp paper of worth Rs.20/- duly certified by Notary)**
- Undertaking that the vehicles to be provided will not belong to any **employee of Chief District Medical & Public Health Officer, Bargarh or his/her relative**. **(To be furnished in non-judicial stamp paper of worth Rs.20/- duly certified by Notary)**
- Turnover of Rs.1,00,000/- per annum (Attach Bank Statement of last 1 year)
- Rates must be quoted only as per format.

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The vehicles will be used by **Chief District Medical & Public Health Officer cum DMD, NHM** and official of CDM & PHO, Bargarh **on daily basis** for its daily official work and carrying officials to Govt. Offices / Departments and other offices at different places across the state.
2. The period of contract shall initially be for a period of **one year** with effect from the date of signing of contract and will be renewed further for a period of one year provided satisfactory service rendered.

The minimum mileage to be quoted should not be less than as detailed below (as per latest Finance Department Circular: 15836/F/ dated: 27.05.2025):

Sl. No.	Type of Vehicle	Minimum Average Mileage
1.	TUV 300/Bolero/ Sumo Gold/ Ertiga	10
2.	Tiago / Bolt / Celerio	17
3.	Scorpio/Creta/Mahindra Marazzo	10
4.	Zest / Tigor /Swift Dzire/ Xcent /Etios	17
5.	Ciaz / Honda City	12
6.	Innova / Hexa/ XUV 500	9
7.	Innova Crista	9
8.	Tata Ace & Equivalent (LGV)	16
9.	Mahindra & Mahindra Pick up Van/ Bolero Camper / Tata 407 /Tata Yodha Pick up and equivalent	6

(The hiring charges should not exceed the maximum limit as fixed by finance Deptt., Odisha)

3. The daily rate (Rate/Km) for providing the vehicle is inclusive of the cost of fuel, Lubricants (Mobil), cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone to the driver.
4. GST should be clearly mentioned separately in terms of Percentage in the designated places in the financial bid (Cover-B). However, these are not to be taken into consideration for evaluation purpose.
5. The agency will be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
6. The toll gate charge, parking charge, if any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with the

- monthly bill.
7. 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.**
 8. The driver should be well-dressed, disciplined, well behaved and non-alcoholic.
 9. The driver should have at least 3 years of driving experience in Bargarh and should be well versed with the roads of the city as well as roads within the state.
 10. **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.**
 11. Payment of Road Tax shall be borne by the agency.
 12. Salary of the driver shall be borne by the agency.
 13. The agency 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.
 14. 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 of the Drivers, etc. available all the times. Chief District Medical & Public Health Officer, Bargarh 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.
 15. The agency 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.
 16. If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.
 17. 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.
 18. Chief District Medical & Public Health Officer, Bargarh will not be responsible for any dispute except paying the hire charges.
 19. The driver has to be present in Head Quarter/Residence office along with vehicle for use by officer at any time even during holidays.

20. Rates to be finalized shall be fixed for a period of **one year** from the date of agreement.
21. The vehicles will be provided on regular basis and will not be replaced without prior permission.
22. The vehicles allotted for Chief District Medical & Public Health Officer, Bargarh shall be used exclusively for Chief District Medical & Public Health Officer, Bargarh.
23. The Agency 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 as and when required by the authority for the official work.
24. Beyond office hour, the safe keeping of the vehicles is the responsibility of the agency. In exigencies, the vehicles can be kept in the office premise of Chief District Medical & Public Health Officer, Bargarh.
25. 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 society will make the agency liable for **Blacklisting**.
26. In case the driver proceeds on leave, the agency shall obtain prior approval/ permission from Chief District Medical & Public Health Officer. Further, the agency shall provide a suitable substitute.
27. If for any reason the driver is unable to attend the office on any date/ time for which prior permission from Chief District Medical & Public Health Officer, Bargarh 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.
28. 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 of Chief District Medical & Public Health Officer then the kilometer reading & time shall start from the office campus of Chief District Medical & Public Health Officer, Bargarh and end at the same there also.
 - In case the vehicle is being kept under the custody of the travel agency, then the kilometer reading & time shall start from the residence of the officer concerned and end there also. The cost of kilometer from the O/o travel agency to the residence of officer concerned (to & fro) shall be borne by travel agency.
29. The agency would ensure that the driver (s) employed possesses a valid driving license. The driver of the vehicle should well conversant with traffic rules and other regulations prescribed by the Govt. from time to time.
30. It is the sole discretion of Chief District Medical & Public Health Officer 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.

31. In case of any emergency or when required, the service provider shall provide a vehicle on production of requisition duly signed by the competent authority.
32. The agency has to give an undertaking that the vehicle does not belong to the **employee of Chief District Medical & Public Health Officer or his/her relative**. At any point of time if the declaration given by the agency will be found to be incorrect, then **contract shall be cancelled & the Performance Security shall be forfeited**.
33. **Period of Service:** One year from the date of signing of contract.
34. **Termination:** Chief District Medical & Public Health Officer cum DMD, NHM, Bargarh 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.
35. **Payment:** Payment shall be made on monthly basis after submission of bill in triplicate along with the daily logbook and duty slip signed by the designated authority of Chief District Medical & Public Health Officer. In case of daily basis (Local & Long), **duplicate duty slips** have to be maintained and one slip has to be retained by the officers using the vehicle with noting of starting/ closing Kilometers and time and signature on the duty slip (both original & duplicate).
36. **Arbitration:** Chief District Medical & Public Health Officer and the selected agency 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 will be referred to Chief District Medical & Public Health Officer whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in Bargarh.
37. **Legal Jurisdiction**

All legal disputes are subject to the jurisdiction on Bargarh courts only.

Important Points:

1. For providing the vehicle on a **daily basis (long & local tour)**, the per/Km or per/hour rate should **include** the cost of Lubricants (Mobil), Tiers & Tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, Overtime and mobile Phone (for incoming calls).
2. A bidder can submit bid for Daily basis.

Evaluation and Selection:

- a) Evaluation shall be done separately for Daily Basis.
- b) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- c) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- d) Technical & Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the address given below:

**The Chief District Medical & Public Health Officer cum DMD, NHM,
Bargarh-768028, Odisha**

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.

- e) The comparative statement shall be prepared on the basis of Per Km. quoted along with Hiring charges. The lowest bidder (s) has to **agree** to the other charges like lowest halting charge, night halt, extra Km. Rate, etc. offered by other bidders in the tender.
- f) The proposal of the vehicle which was disengaged earlier due to unsatisfactory service will be rejected out rightly.

Any effort by a bidder to influence Chief District Medical & Public Health Officer, Bargarh in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.

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 Daily basis and the L1 bidder shall be decided accordingly. **All other bidders who have applied for engagement of vehicle in any other place other than the place of L1 bidder can engage their vehicle only in the L1 Price decided after evaluation for keeping uniformity. They have to submit their written consent before the committee for engagement of their vehicle in L1 Price decided after evaluation.**

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 L1 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 Chief District Medical & Public Health Officer, Bargarh.

COVER-A
Technical Bid

Name of the District : **Bargarh.**

1.	Name of the travel agency	
2.	Address & Telephone/Mobile No.	
3.	E-mail	
4.	Goods & Service Tax Registration (Proof to be attached)	
	PAN Detail (attach photocopy)	
	AADHAR No of the owner of the vehicle (<i>attach photocopy</i>)	
	Bank Account Details (<i>A/c No/ IFSC/name of the Bank and Branch</i>)	
	Tender paper cost of Rs.500/- (Rupees five hundred only) per vehicle in the form of crossed Demand Draft/pay order in favour of ZSS NON-NRHM BARGARH FUND, BARGARH, payable at Bargarh)	
	EMD of Rs.5,000/- (Rupees five thousand only) per vehicle in the form of crossed Demand Draft/pay order in favour of ZSS NON-NRHM BARGARH FUND, BARGARH, payable at Bargarh)	
6.	Declaration- I/we are not black listed by any central/ state Government/ Public sector Undertaking in India (To be furnished in non-judicial stamp paper of worth Rs.20/- duly certified by Notary)	
7.	Undertaking that the vehicles to be provided will not belong to any employee of Chief District Medical & Public Health Officer, Bargarh or his/her relative. (To be furnished in non-judicial stamp paper of worth Rs.20/- duly certified by Notary).	
8.	Turnover of Rs.1,00,000/- per annum (Attach Bank Statement of last 1 year)	

N.B: Tender Paper Cost @ Rs. 500/- and EMD @ Rs. 5,000/- per vehicle is to be submitted.

(Signature of the Owner of the Travel Agency)

Name:

Seal:

Cover B
Financial Bid

Name of the Travel Agency : _____

Address of the Travel agency : _____

A. Daily basis Rate (exclusive of GST)

Sl. No.	Type of Vehicle	Minimum Average Mileage	Hiring charges per day excluding GST (in Rs.)
1.	TUV 300/Bolero/ Sumo Gold/ Ertiga	10	
2.	Tiago / Bolt / Celerio	17	
3.	Scorpio/Creta/Mahindra Marazzo	10	
4.	Zest / Tigor /Swift Dzire/ Xcent /Etios	17	
5.	Ciaz / Honda City	12	
6.	Innova / Hexa/ XUV 500	9	
7.	Innova Crista	9	
8.	Tata Ace & Equivalent (LGV)	16	
9.	Mahindra & Mahindra Pick up Van/ Bolero Camper / Tata 407 /Tata Yodha Pick up and equivalent	6	

B. GST: Please mention the % of GST as applicable : _____

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

Place :

Date :

(Signature & Seal of the Authorized Signatory)