

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

**UNDER DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)**



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

## SECTION-I

Date & Time of Tender Submission and Finalization

RFP No. 7771

Dated: 29.12.2025

### DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES AT DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)

1	Period of Availability of RFP Document	From <u>29.12.25</u> TO <u>20.01.2026</u> (Downloadable from website: <a href="https://puri.odisha.gov.in">https://puri.odisha.gov.in</a> )
2	Last date for submission of Tender & address	Date: <u>29.01.26</u> Time 5.00 PM Address: O/o The CDM & PHO cum DMD Puri, <b>Medical Square, DHH , Puri, 752001</b>
3	Modality of Submission	Through Speed post/Registered post/ Courier
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: <u>21.01.2026 at 11.30AM</u> <b>Place of Tender Opening: Mini conference Hall, O/O- CDM &amp; PHO, PURI</b> (Bidders / authorized representative may remain present at the time of opening of Tender)

*jsntepa*

## TENDER DOCUMENT

### EMPANELMENT FOR PROVIDING VEHICLES ON MONTHLY BASIS FOR MONITORING AND SUPERVISION UNDER NHM

- Sealed quotations 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 & DESIRE) for Monitoring & Supervision under NHM at DHH, Puri on contract basis for a period of one year and will be renewed for another two years on the basis of satisfactory performance subject budget provision.
- 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 <https://puri.odisha.gov.in>
- The tender documents can be downloaded from the district website from 29.12.2025 to 20.01.2026 till 5.30 PM.
- The last date of submission of the bidder is 20.01.26 till 5 PM through Speed Post/ Registered Post or courier only.
- Interested bidder may submit their bid to the address of O/o The CDM & PHO cum DMD Puri, **Medical Square, DHH, Puri, 752001**
- 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 HIRING OF VEHICLE / FINANCIAL PROPOSAL FOR HIRING 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 HIRING OF VEHICLE**".
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on 21.01.26 at 11:30 AM 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 subject to jurisdiction of Puri Only.
- The CDM & PHO, Puri reserves its right to accept or reject any or all quotations or any part thereof without any liability/ notice at its own discretion without assigning any reason thereof.

*ASAPM*

## TERMS & CONDITIONS FOR HIRING 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 2000/- only (Non Refundable) & EMD of Rs. 10,000/- only through DD of any nationalised bank in favour of **ZSS, NON NRHM Fund Account, Payable at Puri**. 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 01.12.2025 and have valid – Registration Certificate, Commercial permit, Insurance certificate, Fitness certificate and Road tax clearance.
5. Petrol Vehicles of BS-VI and above are preferred than Diesel vehicles in view of pollution control.
6. The vehicle to be engaged should not belong to any employee of NHM and any employee of health department.
7. Maintenance and all the taxes of the vehicle will be borne by the owner (except toll tax, entry tax, parking e etc.)
8. The vehicles of latest model (MAHINDRA TUV, BOLERO & MARUTI ERTIGA, DESIRE) will be preferred.
9. Bidders must be present with their vehicle at the time of tender opening for verification.
10. The preference will be given to local bidder or bidder having office in the concerned area.
11. 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 judicial stamp paper of Rs. 10/-.
12. 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.
13. Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
14. 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 borne by the office.
15. The vehicles hired shall be in good condition and shall not be older than 3 years. Vehicles older than Seven years should be replaced by new vehicle by the service provider.
16. 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 in bill through PFMS/IFMS. The payment will be made only to those who have log books and duty slips which have been duly signed by the authority or any authorized officer. It will be the responsibility of the driver to get approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day to day basis.
17. The vehicle will stay in the concerned office premises and will move only on instruction of appropriate authority.
18. 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.

*Aswapa*

19. 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.
20. The vehicles deputed should carry all relevant papers duly updated always.
21. 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.
22. 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.
23. 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.
24. No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behaviour of driver/ owner of vehicle.
25. The vehicle should be well cleaned and the seats should be wrapped with towels.
26. The body of the selected Vehicle must be branding with IEC activities of concerned programme & shall invest additional fund for branding and other minor fabrication of required from the District Fund.
27. 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.
28. 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.
29. 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.
30. The authority will not hold responsible for any postal delay or missing. The incomplete application in any form is liable for rejection.

*Handwritten signature*  
CDM & PHO, PURI

**TECHNICAL BID FOR PROVISION TO HIRING 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, Payble at Puri</b>	(Original D.D attached)
20.	Paper cost Rs. 2000/-(Non-refundable) in shape of Demand Draft in favour of <b>ZSS, NON NRHM Fund Account, Payble at Puri</b>	(Original D.D 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 my /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

*Subrata*

(Annexure-B)

**PRICE BID FOR PROVISION TO HIRING OF VEHICLE OF (MAHINDRA TUV, BOLERO,  
MARUTI ERTIGA)**  
**(FIRM/AGENCY/INDIVIDUAL)**

Sl.No	Name of the Item	Price (₹.) (Inclusive of all taxes & other charges) (Monthly Basis)
1.	Name of the vehicle	
2.	Vehicle Make and model	
3.	Monthly Hiring charges (including Driver Incentive, all incidental charges & GST)	
4.	DOL consumption per liter in Km with A.C vehicle (minimum 10KM/Ltr.)	

Signature of the Bidder

*Antipal*

**PRICE BID FOR PROVISION TO HIRING OF VEHICLE FOR SWIFT DESIRE**  
**(FIRM/AGENCY/INDIVIDUAL)**

Sl.No	Name of the Item	Price (₹.) (Inclusive of all taxes & other charges) (Monthly Basis)
1.	Name of the vehicle	
2.	Vehicle Make and model	
3.	Monthly Hiring charges (including Driver Incentive, all incidental charges & GST)	
4.	DOL/POL consumption per liter in Km with A.C vehicle (minimum 17KM/Ltr.)	

Signature of the Bidder

*Asutpa*

(Annexure-D)

**Price Bid Rates quoted for Hiring Vehicles for O/o the CDM & PHO, Puri on  
Daily basis.**

Sl No	Make & Model Vehicle	*Daily Hiring Charges (Rs.) including all charges of the Driver and taxes (excluding GST).		
		Daily Hire charges (Excluding (Dol/POL)	Kilometre per litre (fuel)	
			In case Diesel	In case Petrol
1	2	3	4	
1	Innova/ Innova Crystal or equivalent AC.			
2	MAHINDRA TUV, BOLERO, MARUTI ERTIGA)			
3	Swift Dezire			

Signature

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

Date:

Place:

Seal \_\_\_\_\_

*Asst. Secy*

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:

*Asantepu*

(Annexure- F)

UNDER TAKING FOR PROVIDING NEW VEHICLE

I \_\_\_\_\_, aged about \_\_\_\_\_, S/o- \_\_\_\_\_ Proprietor of \_\_\_\_\_  
At \_\_\_\_\_ Po \_\_\_\_\_, Puri 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 \_\_\_\_\_, Puri, 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, Puri for necessary purpose.

Advocate

Deponent

*Asutopar*