

REQUEST FOR PROPOSAL (RFP) DOCUMENT
FOR HIRING OF FOUR NO'S OF VEHICLES
UNDER
DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)
NATIONAL HEALTH MISSION, MAYURBHANJ



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER - CUM -
DISTRICT MISSION DIRECTOR, NHM
MAYURBHANJ

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SECTION-I

Date & Time of Tender Submission and Finalization

RFP No. 2450

Dated: 07/05/2026

Detail proposals are invited from eligible bidders for hiring of vehicles under District Programme Management Unit (DPMU), National Health Mission, Mayurbhanj

1	Period of Availability of RFP Document	From dt:07.05.2026 to dt:29.05.2026 (Only Working days) (Downloadable from website: https://mayurbhanj.odisha.gov.in/)
2	Last date for submission of Tender & address	Date: 29.05.2026 Time 11.00 AM Address: O/o the Chief District Medical & Public Health Officer, Baripada Dist: Mayurbhanj PIN-757001
3	Modality of Submission	Through Speed post/ Registered post/ Courier only.
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: 29.05.2026 Time 11.30 AM. Place of Tender Opening: <u>NHM Conference Hall, O/o the CDM & PHO, Mayurbhanj.</u> (Bidders / authorized representative may remain present at the time of opening of Tender)

(M)

SECTION-II

INSTRUCTIONS TO BIDDERS

1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid separately for one or more than one vehicle of their interest.

2. Eligibility Criteria

- Any private individual / Tour operator / Travel Agency / Society / Firm can participate in the tender process.
- EMD amounting to Rs.10,000/- for each vehicle in shape of Demand Draft favoring ZSS NoN NRHM Funds Mayurbhanj, Payable at Baripada.
- Tender Paper Cost amounting to Rs.500/- in shape of Demand Draft favoring ZSS NoN NRHM Funds Mayurbhanj, Payable at Baripada.
- Vehicles having commercial registration will be accepted.

3. Submission and Signing of Tender

Bidders can apply for one or multiple vehicles, depending on their interest.

If a bidder wants to bid for more than one vehicle, they must:

- Submit separate EMDs (Earnest Money Deposits) for each vehicle.
- Provide the required documents for each vehicle as specified in the RFP.
- All submissions must be made at the office of the CDM & PHO, Mayurbhanj.

4. Packing, Sealing and Marking of Bid

(a) The sealed envelope containing the ANNEXURE-I, Self attested photocopy of the required document & ANNEXURE-II should clearly be super scribed with the following:

Tender for "Hiring of Vehicles for District Programme Management Unit (DPMU), National Health Mission, Mayurbhanj"

- RFP no. & District/Block Name (The bidder should clearly mention the Block Name for which the proposal is submitted).
- The bidder's Name & address shall be mentioned in the left-hand corner of the envelope.
- The envelope shall be addressed to the CDM & PHO, Mayurbhanj with the Name for which they want to bid (as mentioned at Section-IV: Schedule of Tender Submission)

(b) If the envelope is not sealed and not marked as mentioned above, then the O/o the CDM & PHO, Mayurbhanj will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

5. Content of the Tender Submission

The sealed envelope shall contain the followings:

1. EMD amounting to Rs.10,000/- in shape of Demand Draft favoring ZSS NoN NRHM Funds A/c Mayurbhanj Payable at Baripada.
2. Annexure-I (Technical Bid) duly filed in.
3. Annexure-II (Financial Bid) with proper signature and seal of the bidder.

Interested bidders fulfilling the eligibility criteria may submit their proposal separately for any one / more than one block of their choice.



SECTION -III

TERMS OF REFERENCE

Monthly Hiring of Vehicles for DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)

Essential Features of Vehicles to be engaged for DPMU.

1. The vehicle shall not be more than 1 years old at the time of hiring / award of contract from the initial registration.
2. The hired vehicles, during period of contract, shall have all necessarily valid documents such as:- Valid Registration Certificate, Insurance certificate, fitness Certificate, PUC certificate, Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
3. The Department / Office hiring the vehicles shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damages. The owner of vehicle shall be responsible for all such litigation.

Specifications: (as per the Memorandum of Finance Dept. No.22924/ FIN-COD-MV-0004-2018 dated 14.08.2023)

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage /Lit. for reimbursement purpose	Nos of Vehicle Required
AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Mahindra Scorpio	10 km / Litre	01
AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Mahindra Bolero	10 km / Litre	02
AC Diesel driven vehicles having sitting capacity not less than 9 persons including driver.	Mahindra Bolero	10 km / Litre	01

4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle
5. For effective coordination the driver of the vehicle has provided with a mobile phone by the vehicle owner.
6. The Driver should have a clean track record without any history of conviction in the court of law.

Major Features of Vehicles to be engaged

1. Vehicles will be hired locally on contract basis. The contracts shall be initially for a period of one year which may be extended till funding from Mission Directorate, NHM, and Odisha subject to satisfactory performance assessed by appropriate authority (CDM & PHO, Mayurbhanj) every year.
2. Any private individuals/ Tour operators/ Transport Agency/ Society/ Firm can participate in the tender process.
3. The monthly rate of hire charge shall be quoted separately in the price bid (excluding fuel)
4. The agency interested will quote the financial bid keeping in account of the road tax, insurance premium, GST etc. (Except toll tax, entry tax, parking charge etc.) which will be reimbursed against submission of original vouchers.
5. In case of breakdown for reasons whatever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. The vehicles shall report for duty on all day in a Month. Sunday or on any holiday if emergency arises the driver may be called to report.
7. The vehicles shall be required generally for 12 hours in a day (8 AM to 8 PM).
8. In case of emergency, the driver will have to report for duty as per the requirement of the hire. No extra payment shall be demanded.
9. The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the concerned authority on regular basis.
10. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit, if any.
11. The successful bidder shall execute an agreement with concern head of institution for engagement of vehicle/s.
12. All charges will be paid on monthly basis as per the terms of reference within fifteen days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. The contract will also be terminated in case of following reasons:
 - i. If the behavior of the Driver is not proper;
 - ii. Any attempt to tamper the log book / GPRS device / branding;
 - iii. In case of the vehicle do not report regularly;
 - iv. In case the driver of the vehicle is found to be convicted.
 - v. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be made mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

EMD/ Security Deposit

EMD amounting to Rs.10,000/- for each vehicle in shape of Demand Draft favoring ZSS NoN NRHM Funds A/c Mayurbhanj Payable at Baripada.

Tender Procedure:

1. Sealed tenders in the prescribed form duly super scribed with "Hiring of Vehicles for DPMU NHM Mayurbhanj" to the CDM & PHO, Mayurbhanj.
2. The tender should be submitted in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory on each page. Late / delayed tenders to any reason whatsoever will not be accepted/ considered at all under any circumstances.
3. The district tender/Procurement committee will open technical bids and only invite the qualified technical bidders for opening of financials bids.
4. Comparative statements duly signed by Tender/Procurement committee will be approved.
5. The selection will be made through cost effective analysis basing on monthly hiring within the maximum limit and mileage should be within minimum limit as prescribed above. The authority reserves the right to negotiate with the bidders if lowest one is above the prescribed limit/budgetary provision. The lowest quoted bidder will be selected and the negotiation can also be made with other eligible vehicles to match with lowest one.
6. The agreement will be executed between the CDM & PHO, Mayurbhanj and the approved L1 bidder.
7. The monthly hiring charges of all vehicles required will be fixed as per the L1 price of the respective vehicle. If requisite number of vehicles is not provided by the L1 bidder, L2, L3, L4 and so on bidders shall be selected provided they match to the L1 rate. And others are kept in panel for filling up future vacancy.



SECTION- IV

Schedule of submission of Tender, under DPMU, NHM.

SI No	Name of the unit	Requirement of Vehicle
01	DPMU	4

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Technical Bid

Applied for DPMU VEHICLE - _____

1.	Name of the Bidder				
2.	Address & Telephone/Mobile No				
3.	E-Mail of the contact Person, If any				
4.	ID proof of the Individual / Registration certificate of the Organization (Photocopy)				
5.	EMD in shape of Demand Draft amounting Rs.10,000/- favoring ZSS NoN NRHM Funds A/c Mayurbhanj Payable at Baripada.				
6.	Tender Paper Cost in shape of Demand Draft amounting Rs.500/- favoring ZSS NoN NRHM Funds A/c Mayurbhanj Payable at Baripada.				
7.	<p>Details of Vehicles enclosed (Only vehicle with commercial registration shall be accepted)</p> <ul style="list-style-type: none"> • Date of Purchases • Make & Model • Registration No. • Commercial vehicle registration No • Insurance certificate • Fitness certificate • Up to date tax payment • UP to date Valid Road Permit paper • Valid PUC Certificate <p>Documentary evidence (Photocopy) for all above details to be attached <u>otherwise the bid will be rejected.</u></p>	Vehicle - 1	Vehicle - 2	Vehicle - 3	Vehicle - 4
<p>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.10/- duly certified by Notary as per format provided in annexure-III) otherwise the bid will be rejected.</p>					

(Signature of the Applicant)

Name:

Designation:

Seal:



Annexure-II

Financial Bid

Sl no	Type of Vehicle	Make, Model & DOL Consumption	* Monthly Hiring Charges (Rs.) including all Charges of the Driver (Exclusive of Fuel Cost & G.S.T)
Type-01	AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Mahindra Scorpio 10 km / Litre	Monthly Hiring Charges - Rs. _____
Type-02	AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Mahindra Bolero 10 km / Litre	Monthly Hiring Charges - Rs. _____
Type-03	AC Diesel driven vehicles having sitting capacity not less than 9 persons including driver.	Mahindra Bolero 10 km / Litre	Monthly Hiring Charges - Rs. _____
Type-04	AC Diesel driven vehicles having sitting capacity not less than 9 persons including driver.	Mahindra Bolero 10 km / Litre	Monthly Hiring Charges - Rs. _____

I/We hereby declare that above information given by me/us are true complete and correct to the best of my/our knowledge and belief. In the event of any information found false or incorrect before or after selection my candidature will be cancelled and appropriate action can be taken by the authority. I/We am/are also declare that, I/We am/are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender and I/We are not black listed by any Central/State government/Public Sector Undertaking in India.

Signature

Name (Firm/Company/ Tour Operator/Individual)

Date:

Place:

Seal _____



DECLARATION

(Filled by the Notary)

I / We _____ do hereby declare that I / We have not been de-recognized / black listed by the Tender inviting authority or by any state Govt. or Central Govt. organization.

I / We agreed that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me / us for a period of 3 years if, any information furnished by me / us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Seal & Signature of the Notary

