



Office of the CDM&PHO cum District Mission Director
NHM Jagatsinghpur
Deptt. of Health & Family Welfare, Govt. of Odisha
DPMU, NHM, DHH, Jagatsinghpur-754103



TENDER CALL NOTICE FOR HIRING OF VEHICLES

Adv. No. 282

Date: 28/01/2026

Sealed tenders are invited from registered travel agencies/ Individual/ Tour operators for hiring of commercial light vehicles on Monthly and Daily basis. Details regarding eligibility criteria, terms & conditions and the formats for submission of tender (Technical & Price bid) are mentioned in the tender document which may be downloaded from the website : (<https://jagatsinghpur.odisha.gov.in/>) The tenders should reach the office of the undersigned by 24/02/2026 (till 04.00 PM). The Tenders will be opened at 11.00 AM on 25/02/2026. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

CDM&PHO Cum DMD Jagatsinghpur

Rlob
C D M & PHO-Cum-DMD
Jagatsinghpur

TENDER FOR HIRING OF VEHICLES INSTRUCTION TO TENDERERS

1. Sealed tenders are invited from Registered travel agencies/ Individual/ Tour operators for hiring of commercial light diesel vehicles for engagement by the CDM&PHO-Cum-DMD, NHM, Jagatsinghpur and DPMU, NHM on Monthly rental basis and also for rate contract for daily basis.
2. The interested bidder may download the tender document from the website : (<https://jagatsinghpur.odisha.gov.in/>)
3. 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 superscribed as "Tender for hiring of vehicles on rental basis (Monthly & Daily) & the advertisement reference no 282". 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, NHM
O/o CDM & PHO, Jagatsinghpur
DPMU, NHM, DHH, Jagatsinghpur-754103
4. The tender should reach the office of the CDM&PHO Cum DMD NHM, Jagatsinghpur by 24/02/2026 (04.00 P.M) through Speed post , Registered post and courier only
The tenders will be opened at 11.00 A.M on 25/02/2026.
5. The financial bids of those bidders shall be opened who qualify in the technical bid.

Eligibility Criteria

1. The tender must be accompanied by EMD of ₹.10,000/- in technical bid by way of demand draft, drawn on any Nationalized / Scheduled Bank in favour of, ZSS NON NRHM payable Jagatsinghpur. Tenders not accompanied by earnest money will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tenderer will be retained as performance security & will be refunded on successful completion of the job without interest after the terms of the agreement.
2. The firm should submit tender paper cost of Rs.1,000/- (One Thousand) Only – Non Refundable in shape of DD in favour of ZSS NON NRHM FUNDS A/c and payable at Jagasinghpur.

3. The agency should have a PAN.
4. The agency should have valid GST registration certificate and GST updated return copy of October-25 to December -25 (GSTR-3B & GSTR-1).
5. Agency should submit copy of organization/Individual Income Tax Acknowledgement Report (Assessment Year 2023-24, 2024-25, 2025-26).
6. The agency/Individual must submit the registration certificate, fitness, Insurance certificate Pollution Certificate of the vehicle to be engaged.
7. All the tender documents should sign by the bidders at the bottom of each page with his official seal duly affixed
8. Supplier, who have been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. organization, is not eligible to participate in the tender for that item during the period of blacklisting. They should submit a declaration about this by a Notary Public (Annexure – A).
9. The minimum mileage (KM per liter of diesel/petrol to be reimbursed) to be quoted should not be less than as detailed below (as per Finance Department Circular : 15836 dated 27.05.2025;

Sl. No	*Type of Vehicle (BS-IV/VI Compliant)	Minimum K.M. per one liter of fuel
1.	Dzire(AC)/Xcent(AC)/Aura(AC)/Zeta/Etios (Petrol)	17
2.	Tiago/Bolt/Celerio ets	17
3.	Scorpio/Creta/ Mahindra Marazzo etc	10
4.	Ciaz(AC)/ Honda City(AC)Petrol	12
5.	Innova Crysta-AC Petrol	9
6.	InnovaCrysta-AC Diesel	9
7.	Bolero(AC)/Tata Sumo Gold(AC)/Ertiga(AC)- Diesel	10
8.	TATA Ace and Equivalent(LGV)	16
9.	Mahindra & Mahindra Pickup Van/Bolero camper /TATA 407/Tata Yodha Pick up and Equivalent	6

*The vehicle to be provided shall not be older than three (3) years and must be BS-IV/VI compliant commercial vehicle. All category of vehicle to be provided must have power steering and rear AC vent provisions.

**The monthly hire charges shall not exceed the maximum limit as fixed by Finance Department, Govt. of Odisha office memorandum no. 15836 dated 27.05.2025 and Clarification on Engine Oil / Lubricant vide letter no.35340 dated 19.12.2024 by Finance Department, Govt. of Odisha.

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The commercial light vehicle on monthly basis / daily basis will generally be required by the CDM&PHO-cum-DMD, National Health Mission Jagatsinghpur office for its daily official work and carrying officers / consultants to Govt. Offices / Departments and other offices.

2. In case of vehicle on a monthly basis, the monthly rate for providing the vehicle is inclusive of the cost of fuel (Diesel), Lubricants (Mobil), cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments to drivers salary, fooding (Lunch/Tiffin), overtime and mobile Phone (for incoming calls). The cost of fuel (Diesel), Lubricants (Mobil) shall be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used. In case of vehicle on a daily basis, the daily rate (rate/Km, rate/hour) for providing the vehicle is inclusive of the cost of fuel (Diesel), Lubricants (Mobil), cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments to drivers salary, fooding (Lunch/Tiffin), Overtime and mobile Phone (for incoming calls) all expenses will be borne by the bidder.
3. The vehicle should be in good condition and shall not be older than 3(three) years at the time of submission of bid.
4. The agency will be responsible for the maintenance of vehicle, insurance, Pollution Certificate payment of Road Tax and other liabilities in respect of the vehicle provided.
5. 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.
6. The agency is required to provide clean vehicle with good quality seat covers with towels and driver with Mobile Phone (for incoming calls) for which no extra payments shall be made.
7. No mileage will be allowed for lunch / tea of driver. No payment shall be made to the Driver for his Lunch/ Tiffin etc.
8. The service provider will ensure the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicle can't be used by the service provider for any private/commercial purpose beyond office hours or during holidays.
9. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the bidder without waiting for clearance of bill. Driver once engaged shall not be replaced without permission of the office. .
10. The agency will be responsible for proper maintenance, insurance and other liabilities in respect of the vehicle. The vehicles(s) should be covered under comprehensive insurance. In case the hired vehicle is involved in 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 and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law. The sole responsibility for any legal or financial implication would solely vest with the agency.

11. The Department/Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
12. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
13. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
14. The vehicles shall report for duty for all officials days in a month, as and when required.
15. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
16. Rates to be finalized shall be fixed for a period of one year from the date of agreement. However, the cost of fuel (Diesel & Mobil) shall be paid at the prevailing rate on the day of travel (In case of monthly basis). The agreement may be extended as per the satisfactory performance.
17. The vehicle will be provided on regular basis and will not be replaced without prior permission.
18. Beyond office hour, the vehicle shall remain in the office of the CDM&PHO or with the agency/service provider for security reason.
19. 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 borne by the agency.
20. The agency shall provide substitute well in advance. If for any reason the driver is unable to attend the office on any date / time, the payment in respect of the overlapping period of the substitute 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 authority shall be borne by the agency.
21. 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 :
 - I. In case the vehicle is being kept under the custody of the officer concerned, then the kilometer reading & time shall start from the residence of the said officer and end at the same there also.
 - II. In case the vehicle is being kept under the custody of travel agencies, 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 agencies.

- III. In case the vehicle is hired on monthly basis but not attached to any specific officer, i.e., the vehicle is in common pool, the point of kilometer reading & time of arrival shall start from the office of CDM&PHO Cum DMD NHM Jagatsinghpur and end with CDM&PHO Cum DMD Jagatsinghpur, office as a centre of destination. The cost of kilometer from the O/o travel agency to office of CDM&PHO Cum DMD NHM Jagatsinghpur office (to & fro) shall be borne by the travel agencies.
22. 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 and Govt. office protocols as well.
23. It is the sole discretion of CDM&PHO Cum DMD, NHM, to extend the period of the contract order 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.
24. 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.
25. Period of Service: One year from the date of signing of contract and may extend another 1 year as per the performance of the services.
26. Termination: If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. CDM&PHO-cum-DMD, NHM Jagatsinghpur shall have the discretion to terminate agreement /work order at any time where upon 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.
27. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
28. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
29. Payment: Payment shall be made on monthly basis after submission of bill along with the daily logbook and duty slip signed by the designated authority of the CDM&PHO Cum DMD Jagatsinghpur, NHM. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, of the submission of bills by the service provider and no advance payment will be made.
30. All vehicles to be provided should be commercial vehicle only.


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J a g a t s i n g h p u r

TENDER FORM
Part -1
(Technical Bid) – Cover A

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

1	Name of the Organization	
2	Address of the organization with telephone No	
3	Email Id	
4	Name of authorized signatory (in capital letters)	
5	Specimen signature of the authorized Signatory	
6	Telephone number of authorized signatory / Organization	
7	Photocopy GST registration certificate and GST updated return copy of October-25 to December -25 (GSTR-3B & GSTR-1).	(Attach photocopy of Goods & Service tax registration certificate issued)
8	Draft number and date of the EMD of ₹.10,000/- submitted by the organization	
9	PAN (Attach Photocopy of PAN)	
10	Photocopy of Registration certificate, fitness, Insurance certificate of the vehicle to be engaged.	
11	Copy of organization/Individual Income Tax Acknowledgement Report (Assessment Year 2023-24, 2024-25, 2025-26.	
12	Bank Account No and IFSC Code	

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 is full and correct to the best of by /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 and seal of the authorized signatory)
(Seal)

Richy

C D M & PHG-Cum-DMD
Jagatsinghpur

DECLARATION

(To be submitted on Bidder's in (₹.20) non-judicial paper)
[To be submitted in Technical Bid]
(Filled by the Notary)

To
CHIEF DISTRICT MEDICAL AND PUBLIC HEALTH OFFICER
Jagatsinghpur
At/Po- Jagatsinghpur-754103
Dist- Jagatsinghpur

Dear Madam/Sir,

Sub: Your Tender Ref. No. _____, Dated _____.

I / We hereby declare that our organization is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSU in the country of India.

That the organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.

That the organization have not been de-recognized / black listed by the Tender inviting authority or by any state Govt. or Central Govt. organization for supply of Not of Standard Quality Services / non-supply.

That the tendering authority will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place at DHH/CHCs in good condition. The defective or damaged printed material if any will be replaced by the Organization.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document.

We have also noted that CDM&PHO Jagatsinghpur reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Seal & Signature of the Notary



**C D M & PHO-Cum-DMD
Jagatsinghpur**

TENDERFORM

Part II- Financial Bid-Cover-B

A. Daily basis Rate (exclusive of GST)

Sl. No.	Type of Vehicle (BS IV/VI)	*Local Tour(Within 200 KM per day)		Long Tour(Above 200KM per day)
		Rate(Rs.) per day	Mileage per 1 ltr Fuel	Rate (Rs.) per KM of running
a	b	c	d	e
1	Dzire (AC)/ Xcent(AC)			
2	Innova (Crysta) AC Petrol			
3	Innova(Crysta) (AC)Diesel			
4	Bolero(AC)/Tata sumo Gold(AC)/ Ertiga(AC) Diesel			
5	Tiago/Bolt/Celerio etc			
6	Scorpio/Creta/ Mahindra Marazzo etc			
7	Ciaz(AC)/ Honda City(AC)Petrol			
8	Bolero(AC)/Tata Sumo Gold(AC)/Ertiga(AC)- Diesel			
9	TATA Ace and Equivalent(LGV)			
10	Mahindra & Mahindra Pickup Van/Bolero camper /TATA 407/Tata Yodha Pick up and Equivalent			

*Minimum booking hour for local tour will be 8hours for all category of vehicles.

** Halting charges in case of Long tour are not allowed from 12 PM to 6 AM if the vehicle halted for night.


C D M & PHO-Cum-DMD
Jagatsinghpur

B. Monthly Basis Rate (exclusive of GST)

Sl. No.	Type of Vehicle (BS IV /VI)	**K.M. per one Liter of diesel/petrol	Monthly Rent per vehicle (Rs.) including Lubricant / Engine Oil cost but excluding fuel(Petrol /Diesel cost & GST
a	b	c	d
1	Dzire(AC)/Xcent(AC)/Aura(AC)Petrol		
2	Ciaz (AC)/Honda City(AC)Petrol		
3	Innova Crysta –ACPetrol		
4	Innova Crysta–AC Diesel		
5	Bolero(AC)/Tata SumoGold(AC)/Ertiga (AC)-Diesel		
6	Tiago/Bolt/Celerio etc		
7	Scorpio/Creta/ Mahindra Marazzo etc		

**Pl. refer to the criteria of Min. KM per one liter of petrol/diesel mentioned in the Evaluation procedure (Clause 8) mentioned in tender document]

C. 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.

(Signature of the authorized signatory)


C D M & P/O-Cum-DMD
Jagatsinghpur