

**TENDER-A**  
**TENDER DOCUMENT**  
**EMPANELMENT OF VEHICLES**  
**ON MONTHLY HIRING BASIS**

**Tender Ref.No: 2362/DPMU/NHM/2025**

**Date:22.08.2025**



**ZILLASWASTHYASAMITI, NUAPADA**  
**DISTRICT PROGRAM MANAGEMENT UNIT, NHM NUAPADA,**  
**ODISHA, 766105**



**TENDER DOCUMENT FOR DPMU**

Sealed quotations /tenders are invited from interested reputed travel agencies/tour operators/private individuals for providing one nos. of AC Petrol/Diesel driven vehicles having sitting capacity not more than seven including driver, which shall confirm to the terms and conditions(Appendix-A)for official use in the O/o CDM&PHO, Nuapada on monthly rent basis:

1. The service provider shall have a valid GST registration to participate in the tender. In case of non availability of GST service provider, the bid of non GST service provider will also taken into consideration.
2. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness certificate, Pollution Certificate, Valid contract carriage permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
3. The driver of the vehicle must have valid driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport / passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 5000/- (Five Thousand Only) shall be deposited by the intending bidders in shape of Demand draft in favour of ZSS, Non-NHM, Nuapada payable at Nuapada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and GST).
7. The vehicle must achieve a fuel efficiency of per liter as per office memorandum No:- 15836, Dt:- 27.05.2025.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per liter) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix-B)
9. The Quotation completed in all respect should reach the undersigned (**O/o of the CDM&PHO, Nuapada, DHH, Nuapada, Dist.-Nuapada, Pin-766105**) on or before 06.09.2025 by **02.00 P.M by speed post/Regd. Post/Reputed courier** and shall be opened on the **Dt.06.09.2025 at 04.00 P.M.** in presence of the bidders or their authorized representatives.
- 10. The envelope containing the quotation should be super scribed as "QUOTATION FOR HIRING OF VEHICLE for DPMU.**
11. The application form of quotation/tender containing General Bid Information & terms and condition for hiring of vehicles etc. can be downloaded from website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in) from Dt. 22.08.2025 to Dt.06.09.2025.

**Chief District Medical & Public Health Officer**  
**cum District Mission Director, Nuapada**

**Terms&Conditions**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment etc. and DL of the driver available all the times.
2. The office hiring the vehicle will 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 office shall not be responsible for all such litigation.
3. The hiring charges to be paid on monthly basis final but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, gear Box and differential Coolant, Tyers and Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the clients shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, the entire amount of security deposit will be forfeited and agreement will be terminated.
14. A bidder having no vehicle & want to provide a brand new vehicle, after getting award letter, then the bidder will be also eligible to apply the bid by giving undertaking in Twenty Rupees Non-Judicial Stamp Paper signed before notary "that He/She/firm will provide the new vehicle within 15 days of getting award letter and in case of non-supply of the vehicle during the period then the Security Money will be forfeited".

**Chief District Medical & Public Health Officer  
cum District Mission Director, Nuapada**

**General Information**

<b>Si.No</b>	<b>Particulars</b>	
<b>1</b>	<b>Name of the Service Provider</b>	
<b>2</b>	<b>Complete Address</b>	
<b>3</b>	<b>GST Registration Number</b>	
<b>4</b>	<b>Bank Account Number and IFSC Code</b>	
<b>5</b>	<b>Registration Number of Vehicle</b>	
<b>6</b>	<b>Year of Manufacture</b>	
<b>7</b>	<b>Make and Model</b>	
<b>8</b>	<b>Date Of Registration</b>	
<b>9</b>	<b>Name &amp; Complete address of the Owner of vehicle</b>	
<b>10</b>	<b>Fitness Certificate Validity</b>	
<b>11</b>	<b>Pollution Certificate Validity</b>	
<b>12</b>	<b>Permit Validity</b>	
<b>13</b>	<b>Insurance Validity</b>	
<b>14</b>	<b>Name and Detailed Address of the Driver</b>	
<b>15</b>	<b>D.L. No and validity of the DL of the driver</b>	
<b>16</b>	<b>Proposed hire charge of the vehicle Per month excluding fuel cost</b>	

<b>17</b>	<b>Rate of fuel consumption/Mileage Per ltr.</b>	
<b>18</b>	<b>Contact number of the service provider(Tender/Quotation)</b>	
<b>19</b>	<b>Contact number of driver</b>	

“Certified that the information submitted above is true to the best of my knowledge and belief.”

**Seal and signature of Tenderer**