



TENDER DOCUMENT for SDH VEHICLE

Sealed quotations/tenders are invited in the prescribed format from interested reputed Travel Agencies / Tour operators or private Individuals for engagement/empanelment of vehicles with Commercial number (SCORPIO/ERTIGA/INNOVA/ BOLERO PLUS/ Any 7 seater vehicle) with A/C for engagement by the RBSK I & II, KHARIAR (Details at Annexure-I) at Block level for a period of one year and may be renewed based on the condition of the vehicle and satisfactory performance. The types of vehicles required are as detailed below:

Sl No.	Type of vehicle	Unit	No. of vehicles required	Maximum hire charges per month (excluding Fuel cost)	Minimum Average Milage in KMs per Litre
1	SCORPIO/ERTIGA/INNOVA/ BOLERO PLUS/ Any 7 seater vehicle	RBSK-I	01 (one)	Rs. 18,000/-	12 (Twelve)
2	SCORPIO/ERTIGA/INNOVA/ BOLERO PLUS/ Any 7 seater vehicle	RBSK- II	01 (one)	Rs. 18,000/-	12 (Twelve)

Terms & Conditions

1. 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 Certificates, Fitness Certificate, valid Contract carriage permit, proof of up to date tax payment etc mandatory for plying of vehicles.
2. All the major and minor repair for the vehicle shall be made by the vehicle owner/travelling agency himself.
3. The vehicle must be available with RBSK I & II, Khariar on all working days including off hours & on holidays as desired by Authority.
4. A log book has to be maintained on daily basis and be signed by the concerned member of RBSK I & II or whoever uses the vehicle on that particular day.
5. EMD of Rs.5,000/- Rupees (Five Thousand) only may be paid in shape of DD drawn in favor of (Details at Annexure-A) and must be attached with the tender. The EMD of unsuccessful bidders will be refunded without any interest within 30 days of tender opening.
6. The monthly rate of hire charge, excluding GST and fuel cost be quoted separately.
7. The Vehicle must achieve a fuel efficiency of 12 km per litre.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage(KM covered per litre) 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 of the bidder having vehicle will only be accepted.
10. 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.
11. 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. The driver will report at RBSK I



- & II at 08.00 AM in the morning and will be available till 08.00 PM in the evening or as desired by RBSK I & II to drive the vehicle beyond stipulated time.
12. The vehicle will be parked in the office campus of RBSK I & II, Khariar. The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be of the vehicle owner/travelling agency.
 13. No Personal use of the Vehicle by the vehicle owner/travelling agency is allowed without the prior permission of the authority.
 14. In case the driver is called in night or beyond stipulated house as above, no extra charge will be paid.
 15. There will be no extra night halt charge for using the vehicle in the night.
 16. The vehicle owner/travelling agency will provide service of vehicle in a neat & clean condition with clean towels on the seat twice a month and general servicing and pollution check-up will be carried out by the owner/travelling agency time to time as required.
 17. Owner/travelling agency must make alternative arrangements, if regular driver is absent or the vehicle become off road.
 18. If any bidder purchases new vehicle within the Tender period & He/She final as L1 bidder then he must submit his/her all document within 15 days, if he/ she not submit their document within time the second bidder is final for the same.

Remuneration & Payment

- The rate per month is to be quoted irrespective of distances/ mileage travelled in a month. The payment will be made within 7 days of submission of claim and updated logbook on a monthly basis.
- The quoted amount (rate per month) includes the cost towards salary of driver, repair & maintenance of the vehicle.
- The minimum limit of one litre for 12 K.Ms for A/C and non A/C will be paid as DOL charges.
- The travel agency / individual will maintain the record of vehicle use and log book.

Special Provisions

The approved bidders have to sign an agreement with the Superintendent, SDH Khariar for engagement at RBSK I & II. The bidders shall commence the services from the date of agreement and shall continue to provide the services for a period of 12 months or till closure of the project whichever is earlier.

If the contractor/ driver fails or neglects any of his obligations under the contract it shall be lawful for NHM to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

Submission of bid

The interested bidder has to collect the total document from district website www.nuapada.odisha.gov.in from 18-03-2026. S/He has to sign on every pages of the document and to send after duly filling the prescribed form along with all the documents of the vehicle.

The envelope containing the quotation should be superscribed as "QUOTATION FOR HIRING OF VEHICLE for RBSK I & II, KHARIAR.

The documents should be submitted to: (DETAILS AT ANNEXURE-A). The documents should reach within 28-03-2026 by 1 P.M through Speed Post/Regd. Post & drop box only. The sealed quotation will be opened on 30-03-2026 at 11 am at SDH, BPMU Office. (DETAILS AT ANNEXURE-A). The undersigned reserves the right to reject all or any offers without reason thereof.



**BLOCK PROGRAMME MANAGEMENT UNIT, NHM
SDH, KHARIAR, NUAPADA, ODISHA, 766107
E-mail: nhmkhariar@gmail.com**



Documents to be attached with the quotation (Copy to be enclosed)

1. Valid registration Certificate.
2. Driving license of the Driver.
3. Up to date road tax payment receipts
4. Copy of up to date vehicle insurance.
5. Vehicle fitness certificate.
6. Vehicle pollution Certificate.

(Bidder not submitted the above documents will be rejected)

N.B. If incase of new vehicle the undertaking will be acceptable for above document & all original document must be submitted within fifteen days after finalized tender.


Superintendent
SDH, Khariar
**Superintendent
SDH KHARIAR**





QUOTATION FOR HIRING OF VEHICLE UNDER RBSK I & II, Khariar

To
 The Superintendent, SDH Khariar

Sub: Submission of quotation for engagement of vehicle at RBSK I & II, Khariar

Ref: Your Quotation call Notice No. _____ dated _____.

Sir,

This is to inform you that after gone through the terms & conditions in the notice, I am quoting the rate as follows –

Vehicle Type –

Vehicle No:-

Purchase Date:-

Registration Date:-

To be engaged at (RBSK I & II) -

Vehicle Color:-

Name of the Driver with Driving licence No -

Fuel to be used (AC & NON AC Kms/ litre)

Lubricant – 1 litre/ _____ KM.

Rate per month – Rs. _____ / per month (irrespective of distances/ mileage travelled in a month –

Rate (in figure)

EMD Details – DD No _____ Date _____ Amount _____.

Name of Individual / Travel agency –

Address: –

Telephone No –

Signature with date



**BLOCK PROGRAMME MANAGEMENT UNIT, NHM
SDH, KHARIAR, NUAPADA, ODISHA, 766107
E-mail: nhmkhariat@gmail.com**



"ANNEXURE-I"

Sl.No	Vehicle To Be engaged at	EMD Amount (In Rs.)	EMD Should be in favour of	Documents to be submitted at	Place for Opening of Bid
1	RBSK I & II, Khariar	5,000.00 (Five thousand rupee only)	ROGI KALYAN SAMITI SDH KHARIAR	Office of THE Superintendent, SDH Khariar Dist-Nuapada, 766107	RBSK I & II OFFICE, SDH KHARIAR , on date: 30-3-2026



Annexure-A

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

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 D.L. of the driver available all the times.
2. 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & 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 service provider.
5. 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.
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 vehicle 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 made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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 client 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, Government shall forfeit the entire amount of security deposit.


Seal & Signature of

Quotation/Tender Calling Authority with Designation
Superintendent
SDH KHARIAR

Annexure-B

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name/Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/Mileage per litre	

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

Seal & Signature of Tenderer

