

**Request for Proposal (RFP) document for Hiring of
Vehicles under NHM Programmes**

**RASTRIYA BAL SWASTHYA KARYAKRAMA
(RBSK), SWASTHYA SANJOG (MHU)**

CHC DASMANTPUR, DIST- KORAPUT

**O/O- THE MEDICAL OFFICER IN-CHARGE CHC,
DASMANTPUR, KORAPUT**



SECTION-I

Date & Time of Tender Submission and Finalization

RFP No. _____/BPMU CHC Dasmantpur/2026

Dated: _____

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF
MHT & MHU VEHICLES UNDER NHM CHC, DASMANTPUR

1	Period of Availability of RFP Document	From 16.02.2026 to 25.02.2026 at BPMU CHC Dasmantpur during official hour
2	Last date for submission of Tender & address	Date: 25.02.2026, Time: 12.30 PM Address: OFFICE OF THE MEDICAL OFFICER INCHARGE ,CHC, DASMANTPUR AT/- CHC, DASMANTPUR, PO- DASMANTPUR DIST. : KORAPUT (Through Speed post / Registered post)
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Date: 25.02.2026, Time: 02.30 P.M. Place of Tender Opening: <u>O/o MO I/C Chamber, CHC, Dasmantpur</u> (Bidders / authorized representative may remain present at the time of opening of Tender)
4	Finalization of comparative Statement by MO I/C, CHC, Dasmantpur	Date : 25.02.2026
5	Approval by Block procurement committee & communication of approved list of successful bidders to MO I/C for engagement	Date : 25.02.2026
6	Issue of award of contract by the MO I/c	Date : 26.02.2026
7	Signing of agreement by Medical Officer I/C	Date : 28.02.2026

INSTRUCTIONS TO BIDDERS

1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid separately RBSK/MHU Vehicle, CHC Dasmantpur.

2. Eligibility Criteria

- Any Private individuals / Tour operators / Travel Agency / Society /Transporters/ Private Organization/ NGOs situated within Koraput District can participate in the tender Process.
- Should submit the required EMD @ Rs. 10, 000/- for each vehicle offered.

Note: Vehicles with only commercial registration shall be accepted.

3. Submission and signing of Tender

Interested eligible bidders may submit their bid (s) separately if applied for more than one vehicle. The bidders interested to submit their bids for more than one Vehicle, can do so by submitting **separate bids** with EMD & documents as set forth in this RFP document at the **Office of the Medical Officer I/C, CHC Dasmantpur, Koraput**, the details of which is mentioned in Section IV : Schedule of Tender submission.

4 -Packing, sealing and Marking of Bid

- (a) The **sealed envelope** containing the Annexure- I, photocopy of the required documents with self attested and Annexure - II should clearly be **super scribed** with the following:

Tender for "Hiring of MHT & MHU vehicle under Medical Officer I/C, CHC Dasmantpur".

- **RFP no. & 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 Medical Officer Incharge CHC, Dasmantpur, Koraput** for which they want to bid (as mentioned at section - IV: Schedule of Tender Submission)

- (b) If the envelope is not sealed and marked as mentioned above, then the O/o the Medical Officer Incharge CHC, Dasmantpur, Koraput 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 following:

1. **EMD of Rs. 10,000/-** in the shape of a Demand Draft (for each Vehicle they want to offer) **in favour of the Medical Officer I/C , CHC, Dasmantpur payable at Dasmantpur** (of Tender submission for which the bidder is interested to bid).
2. **Annexure-I** duly filled in
3. **Annex-II (Financial Bid)** with proper signature and seal of the bidder.
4. **Annexure-III (Declaration Form)**

Interested bidders fulfilling the eligibility criteria may submit their **proposal separately for any one / more than one Vehicle.**

The bidders have to submit their proposal (s) **to the Medical Officer I/C CHC Dasmantpur.**



SECTION - III
TERMS OF REFERENCE

Hiring of Vehicles for MHT & MHU under NHM, CHC, Dasmantpur

1. Location & Operational Area of MHT & MHU

- The vehicle will be attached to the Block CHC at the **disposal of MO I/c.**
- **In case the Block CHC isn't located centrally,** then the Vehicle would be positioned in such a way that it covers its targeted institutions with minimal distance coverage.
- The hired vehicle will be stationed at respective health institution.

2. Essential Features of Vehicles to be engaged for Mobile Health Team (MHT RBSK)

- Location & Operational Area of Mobile Health Team(RBSK) at CHC Podagod
 - The vehicle will be attached with Branding & GPS Based AVTMS (Automatic Vehicle Tracing and Management System) under RBSK.
 - Branding of vehicle will be done as per specification given by Govt. If the vehicle owner deny to Branding of Vehicle, then the vehicle will be remove/ disengaged immediately.
 - The vehicle shall not be more than 2 years old for MHT at the time of hiring/ award of contract from the initial registration.
 - The hired vehicles, during period of contract shall have all necessary valid MV documents such as: - **Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate update, proof of up to date tax payment etc.** And D.L. of the driver available all the times.
 - **The Department/ office hiring the vehicle shall not be responsible for any damage/ Loss** cause to hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
 - The new vehicle having in valid quotation will not be considered.
 - **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.
 - For effective coordination, the driver of the vehicle has to be provided with a **mobile phone by the vehicle owner.**
 - **The driver** should have a clean track record without any history of convection in the court of law.
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3. Essential Features of Vehicles to be engaged for Mobile Health Units Swasthya Sanjog (MHU)

- Location & Operational Area of Mobile Health Units SWASTHYA SANJOG (MHU) under CHC Dasmantpur.
- Each Mobile Health Unit (MHU) will be allotted with a specific Operational area under the Block CHC (CHC Dasmantpur) for visit of Villages as per Micro- Plan
- The hired vehicle will be stationed at CHC Dasmantpur or suitable places decided by the concerned Medical Officer I/C
- The vehicle will be attached with GPS based AVTMS (Automatic Vehicle Tracing and Management System)
- The Vehicle shall have been less than 2 years old for MHU at the time of hiring/ award of contract from the initial registration.
- The hired vehicles, during period of contract shall have all necessary valid MV documents such as: - **Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate update, proof of up to date tax payment etc.** And D.L. of the driver available all the times.
- The vehicle should be compatible for installation of GPRS device, preferably with digital speedometer and with central locking system.
- **The Department/ office hiring the vehicle shall not be responsible for any damage/ Loss** cause to hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
- The new vehicle having valid quotation shall be considered.
- **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.
- For effective coordination, the driver of the vehicle has to be provided with a **mobile phone by the vehicle owner.**
- **The driver** should have a clean track record without any history of convection in the court of law.
- Branding of Vehicle will be done as per Specification given by Govt. If the vehicle owner deny to branding the vehicle, the vehicle will be disengaged immediately.

- **Vehicle will be hired locally** on contractual basis. The contract shall be initially for a period of **one year which may be extended, till funding from Mission Directorate, NHM, Odisha subject to satisfactory performance assessed by appropriate authority (MO I/C CHC, Dasmantpur) every year.**
 - Any private individuals/Tour operators/ Transport Agency/ Society/ Firm can participate in the tender process.
 - **The monthly rate of hire charge** shall be quoted separately in the price bid (excluding fuel and lubricants).
 - **The agency interested will quote the financial bid** keeping in account the road tax, insurance premium, GST etc (Except parking fee, Entry tax, toll tax etc) for which state Government or MEDICAL OFFICER I/C will not pay
 - **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.
 - The vehicle 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.
 - The vehicles shall be required generally for **10 hours in a day** (8 AM to 6 PM)
 - **In case of emergency**, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
 - The vehicle will be used exclusively for **MHT & MHU, CHC Dasmantpur for Monitoring and Supervision NHM Programmes and strengthening health services in Dasmantpur Block.**
 - The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the Medical Officer of MHT and counter checked by the MO I/c CHC, Dasmantpur on regular basis.
 - NHM Shall invest additional fund for branding setting up of GPRS in MHT (RBSK) and SS (MHU Vehicles)
 - If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
 - The successful bidder shall execute an agreement with concern head of institution for engagement of vehicle.
 - All charges will be paid on monthly basis as per the terms of reference with in fifteen days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
 - In case of not availability of suitable vehicle, quotation also allow in exigency time.
 - 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,**
 - ✓ If the **behaviour of the driver** is not proper
 - ✓ Any attempt to **tamper** the log book/ GPRS device/ branding
 - ✓ In case of the vehicle do **not report regularly**
 - ✓ In case the driver of the vehicle is found to be convicted.
 - 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 services and termination of agreement.
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- If any communication received from higher authority regarding disengagement of vehicle at any moment. Then the vehicle may be disengaged accordingly.
- Medical Officer I/C also reserves the right to disengage any vehicle at any time if the vehicle service is not satisfactory.

6. EMD/Security Deposit

- **Tenders shall have to deposit EMD of Rs.10,000/-** (Rupees ten Thousand only) per vehicle offered in the form of crossed Demand Draft/pay order in favour of **Medical Officer I/C ,CHC, Dasmantpur, payable at Dasmantpur** along with their tenders. Tenders received without EMD will not be entertained / considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque/cash will not be accepted / considered and rejected. No interest would be paid on the EMD.
- **Forfeiture:** The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per ToR in any respect within the period of validity of tender.
- **Refund:** (i) EMD will be refunded to the unsuccessful tender within thirty days from the date of issue of work order to the successful tender and no interest would be paid thereon, and (ii) EMD of the successful tender will be converted into security deposit. No interest will be paid on the EMD/security deposit.
- **Extension of EMD:** in case the contract signed with service provider (successful bidder) is extended beyond one year, on mutual consent, the service provider will have to submit fresh EMD for the extended period.
- **Refund of security deposit:** Will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest would be paid thereon.

7. Tender Procedure:

- For timely completion of the tender process, **tender notice will be published** by the MO I/C CHC, Dasmantpur also tender **documents to be submitted to MO I/C CHC, Dasmantpur.**
- **Sealed tender** in the prescribed form duly super-scribed with 'Hiring of vehicle for _____ (Block Name) _____ under _____ (Program name- "MHT (RBSK-II)/ Swasthya Sanjog (MHU)" to addressed to the MO I/C, CHC, Dasmantpur.
- The tender should be submitted in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorised signatory on each page.
- The **Block tender/ procurement** committee will open technical bids and only invite the qualified technical bidders for opening of financial bid.
- **Late / delayed tenders** to any reason whatsoever will not be accepted/ considered at all under any circumstances.
- Comparative statement duly signed by tender/ procurement committee will be **approved.**
- The selection will be made through cost effective analysis basing on Monthly hiring charges and DOL consumption. The hiring charge per Month should be within the Maximum limit and mileage should be within minimum limit as prescribed below. 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.

- The agreement will be **executed between the Medical Officer I/C of CHC, Dasmantpur and approved L1 bidder for MHT (RBSK)/ SS (MHU).**
- The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price. If requisite number of vehicle is not provided by the L1 bidder, L2, L3, L4 and so on bidders shall be selected provided they match to the L1 rate.
- In case, no bid is received/ finalized, vehicle may be hired on **daily basis as per prevailing market rate not more than Rs.500/- per day excluding DOL, till finalisation of the tender.**

SECTION-IV (A)
SCHEDULE OF SUBMISSION OF TENDER
FOR CHC DASMANTPUR & Nos. Of Vehicle

Sl. No.	Name of the Block CHC	Vehicle Required for	
1	CHC Dasmantpur	MHT (RBSK)	01 No.
2		MHU (SS)	01 No.
Total Number of Vehicle			02 Nos.

EMD @Rs.10,000/- per vehicle should be submitted in Favor of Medical Officer I/C
 CHC Dasmantpur A/c, Payable at Dasmantpur

- **Specifications:** (as per PIP 2025-26 of NHM, Health & Family Welfare Dept.)

Type of Vehicles Permissible to be hired	Make & Model	Minimum Average Mileage/Lit. For reimbursement purpose	Maximum Hire Charges per month	RemaMEDICAL OFFICER I/C
AC, Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Bolero/ Scorpio/ Mahindra Max/ Tata Sumo (White/ Silver colour preferable)	12 Km/ Litre	Maximum Bidding Limit (As per PIP 2025-26) NHM Guideline	For MHT (RBSK) & MHU Vehicle



Technical Bid for Hiring of Vehicle for MHT & MHU

Name of the Block CHC applied for:

Name of the District:

1.	Name of the Bidder	
2.	Address & Telephone/Mobile No.	
3.	E-mail of the contract person, if any	
4.	ID proof of the individual / Registration certificate of the organization (Photocopy)	
5.	Details of EMD enclosed (EMD @ Rs.10,000/- per vehicle to be submitted)	
6.	<p>Details of Vehicle (s) enclosed (Only vehicle with commercial registration shall be accepted)</p> <ul style="list-style-type: none"> • Date of purchase- • Make & Model- • Commercial vehicle Registration No.- • Insurance certificate- • Fitness certificate- • Up to date tax payment <p>Documentary evidence (photocopy) with self attested copy for all above details to be attached otherwise the bid will be rejected.</p>	
7.	<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. All document to be self attested.</p>	

N.B: EMD @ Rs. 10,000/- per vehicle to be submitted

Yours faithfully,



(Signature of the Applicant)

Name:

Designation:

Seal:

Financial Bid

Make & Model Vehicle	*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel cost & GST)
	Monthly Hiring Charges- (For MHU (SS)/ MHT (RBSK) Rs. _____/-

(*Pl. Refer to the type of vehicle & the Max. Monthly hire charges requirement mentioned at Section-IV (A) of the RFP)

I/ We hereby declare that above information given by me/ us are true complete" and correct to the best of my 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 the tender and I/ We are nor 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-recognised/ 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 deposited and blacklist me/ us for a period of 3 years. If any information furnished by me/ us proved to be false at the time inspection/ verification and not complying with the Tender Terms & Conditions.

(Signature of the Applicant)

Seal & Signature of the Notary.

