



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

TENDER CALL NOTICE

No.HFW-OE-EST3V-0005-2019/ 16770 H.,

Dated: 06.06.2025

Sealed Tenders are invited from registered Travel Agencies/ Private Tour Operators having valid GST registration, Income Tax Clearance Certificate, PAN card, Fastrack Banking Facility etc. for providing **16 (sixteen) nos.** of **AC Petrol** driven (i) Zest/Tigor/Swift Dzire/ Xcent/ Etios or higher model and (ii) Tiago/Bolt/ Celerios ets or higher model **BS-VI emission compliant vehicles** having seating capacity not more than 5(five) including Driver which shall confirm to the following Terms & conditions **(Annexure-I)** for official use in Health & F.W. Department **on monthly rent basis**. The hiring of vehicles and agreement there on will be governed by Finance Department O.M. No.15836/F dated.27.05.2025.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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 Under Control Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc., which are mandatory for plying of the vehicle.
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 light transport passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of **Rs.10,000/- (Rupees Ten Thousand) Only** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "D.D.O.-cum-Deputy Secretary, Health & Family Welfare Department, Bhubaneswar" and the draft should be submitted along with the Tender papers as EMD. After completion of tender process, the EMD shall be refunded to unsuccessful bidders.

7. The monthly rate of hire charge must be quoted separately in the general bid information (excluding fuel cost & GST).
8. The vehicle must achieve a fuel efficiency of **17 (Seventeen) Kms per liter** for **Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petro) ets / Tiago/Bolt/ Celerios ets.**
9. The details of the make and year of manufacture of the vehicle, Registration No., Mileage (K.Ms. covered per liter) and name of the driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Tender **(Annexure - II).**
10. The Tender completed in all respect should reach the undersigned on or before **20.06.2025 by 5.00 P.M.** through Speed Post/ Registered Post only to **Additional Secretary (I/c of Office Establishment), Health & F.W. Department** and shall be opened on **21.06.2025 at 4.00 P.M.** in presence of the bidders or their authorized representatives.
11. The application form of tender containing General Bid Information & Terms and conditions for hiring of Vehicles etc. will be available with **Office Establishment Section of Health & Family Welfare Department on all working days on payment of Rs.100/- from 11.00 A.M.to 5.00 P.M.** or can be downloaded from Health & Family Welfare Department Website <https://health.odisha.gov.in/> or <https://odisha.gov.in/> up to Date **20.06.2025.** In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees one hundred) only towards cost of application along with the application in favour of the "D.D.O.-cum-Deputy Secretary, Health & Family Welfare Department, Bhubaneswar".

The authority reserves the right to cancel any or all of the tenders without assigning any reason thereof.


Additional Secretary to Government

Memo No. 16771 /H,

Dated: 06.06.2025

Copy forwarded to Information and Public Relation Department, Govt. of Odisha with a request to take necessary steps for publication of the "Tender Call Notice" at least one widely circulated Odia Daily for one day **before 10.06.2025.**

A copy of the publication may please be sent to this Department for further necessary action.


Additional Secretary to Government

Memo No. 16772 /H,

Dated: 06.06.2025

Copy along with "Annexure-I & II" forwarded to all Departments with a request to display the notice in their Notice Board for wide publicity.

06.6.25

Additional Secretary to Government

Memo No. 16773 /H,

Dated: 06.06.2025

Copy forwarded to the Head of Odisha State Portal Group, I.T. Center, Odisha Secretariat with a request to display the notice in Government Website (<https://health.odisha.gov.in/> and <https://odisha.gov.in/>)

06.6.25

Additional Secretary to Government

Memo No. 16774 /H,

Dated: 06.06.2025

Copy forwarded to Chief Receptionist, Secretariat / ACP, Secretariat Security with a request to allow the intending Tenderers to enter into Lok Seva Bhawan premises for said purpose on production of valid Documents.

06.6.25

Additional Secretary to Government

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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, Pollution Under Control Certificate, Insurance 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. The Department 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.
2. The hire charges to be paid on monthly basis is final but does not include cost of fuel & lubricants, which is to be paid separately basing on actual consumption of fuel and lubricants 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.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. 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 so that service provision shall not be interrupted.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have a report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Log book shall be maintained for the hired vehicle as in the case of Government vehicles and the same will be handed over to the Department at the time of dis-engagement of the vehicle or completion of contract period.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual consumption) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the Service Provider and no advance payment will be made.
10. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
11. 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. Vehicles older than five years shall be replaced by new vehicle by the service provider.

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12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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.
14. 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.
15. The details of the make and year of manufacture of the vehicle, registration no., mileage (km covered per liter) and name of the driver with driving license no. and period of validity should be specifically provided in the General Bid information to be furnished with the tender **(Annexure-II)**.
16. *The vehicle must achieve fuel efficiency of **17 (Seventeen) Kms per liter** for **Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol) ets / Tiago/Bolt/ Celerios or higher model.***
17. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
18. The hiring of vehicles and terms and conditions of agreement there on will be governed by Finance Department No.15836/F dated.27.05.2025.
19. The details mentioned in the **General Bid Information (Annexure-II) shall be furnished completely with supporting documents** failing which Tender will be rejected without assigning any reason.
20. All the pages in the bid documents should be legible, filled in clearly and signed by the authorized person/representatives.
21. **The vendor should have valid PAN No., GST registration & GeM registration and photocopies of which are to be submitted for proof.**
22. All disputes shall be under jurisdiction of the court at Bhubaneswar only.

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Additional Secretary to Government

GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. of Vehicle :
- 2) Type of Vehicle (AC/ Non AC) :
- 3) Year of Manufacture :
- 4) Make & Model :
- 5) Date of Registration :
- 6) Name & complete address of
the owner of vehicle :
- 7) Fitness Certificate validity :
- 8) Permit validity :
- 9) Insurance validity :
- 10) Name/Address of the Driver :
- 11) D.L. No. & Validity of the DL of the Driver :
- 12) Proposed Hire Charge of the vehicle per month excluding fuel cost:

Monthly Basis Rate (excluding of GST)

Sl. No.	Type of Vehicle	K.M. per one Liter of Petrol	Monthly Rent excluding fuel per vehicle (Rs.)
a	b	c	d
1	Zest/Tigor/Swift Dzire/ Xcent/ Etios ets or higher model AC Petrol		
2	Tiago/Bolt/ Celerios ets or higher model AC Petrol		

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

- 13) Rate of fuel consumption/Mileage per liter :
- 14) Contact Number of the Service Provider :
(Tenderer) Mobile No., Email-ID
- 15) Name & Address of the Service Provider :



- 16) Has the service provider provided vehicles to any :
Govt. Deptt./Office (Yes/No)
- 17) If, yes, please mention the name of Deptt., Office :
and no. of vehicles provided
- 18) Whether the service provider blacklisted by any :
Govt. Deptt./Office/ Organisation (Yes/No)
- (19) GST Number :
- (20) GeM Registration No. :
- (21) Bank A/c No. & IFSC code :
- (22) Pollution Certificate Validity
- (23) Contact No of Driver :

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

Seal & Signature of the Tenderer

Handwritten signature

DECLARATION

1. I,
Son / Daughter / Wife of Shri
..... Proprietor /
Director/ authorized signatory of the Service Provider, mentioned above,
am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /we, am / are well aware of the fact that furnishing any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: _____ **Signature of authorized person**

Place: _____ **Full Name:**

Seal:

UNDERTAKING

[On the Stamp Paper of Rs. 10.00 in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature

[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

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BID EVALUATION

Evaluation of the bid will be done to determine whether the bid complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. The bid shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the ***lowest and competitive evaluated bid price*** subject to fulfillment of the terms and conditions of the tender. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price and so on. *However, the decision of the authority shall be final during the overall selection process.* **In case of tie of the proposed Hire Charge of the vehicle per month excluding fuel cost among the multiple qualified bidders, finalization of the tender will be made through a transparent lottery system to be carried out in presence of valid tenderers.**

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