

OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER CUM DISTRICT MISSION DIRECTOR

District Public Health Officer

Ph.No.06766-255426, E-Mail- [idspsukeonjhar@gmail.com](mailto:idspsukeonjhar@gmail.com)

Letter No. 2493

Date. 30/12/2025

To, 2018  
The Information and Public Relation Officer,  
Odisha, Bhubaneswar

**Sub: Publication of Tender call Notice for Hiring of Vehicle advertisement under IDSP.**

Sir,

With reference to above cited subject, you are requested to publish the Tender call notice for hiring of vehicle advertisement under IDSP-ZSS Keonjhar district in your esteemed Daily Odia News Paper in all odisha edition one time on dt. 31/12/2025 issue only with minimum space. The draft copy of the advertisement is given below.

<b>OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER : KEONJHAR</b> ( DISTRICT PUBLIC HEALTH UNIT)		
Advt. Lt. No. <u>2493</u>	<b>TENDER CALL NOTICE</b>	Date: <u>30/12/2025</u>
Sealed TENDERS are invited from the Travel Agencies/individuals for hiring of vehicles on monthly hire basis for IDSP,-DPHO O/o-CDMO,Keonjhar. The detail TENDER documents may be downloaded from district NIC website i.e <a href="http://www.kendujhar.nic.in">www.kendujhar.nic.in</a> . The TENDER document must be submitted to the O/O-CDMO,Keonjhar-758001 through Regd. post/Speed Post/ Courier only. The bidder should subscribe "TENDER for hiring of vehicle for IDSP-DPHO,keonjhar" on the top of the envelope.		
<b>Last date of submission of TENDER: <u>15/01/2026</u> till 03.00 pm.</b>		
<b>Date of opening of TENDER : <u>15/01/2026</u> at 04.00 pm.</b>		
The authority reserves the right to accept or reject any proposals without assigning any reasons there off.		
<b>Sd/-CDMO-cum-Dist. Mission Director Keonjhar</b>		

Therefore, you are requested to publish the advertisement by utilizing minimum space as per the approved I & PR Govt. of Odisha rate. The bill should be submitted to the office of the undersigned of publication of the Advertisement for payment.

Yours faithfully,

P. S. Mishra  
30-12-2025  
Chief District Medical & Public Health Officer

Keonjhar

Date 30/12/2025

Memo No. 2494

Copy forwarded to the District e-Governance Manager, Keonjhar for information & requested to upload the TENDER Documents for hiring of vehicle for IDSP-DPHO, Keonjhar on dt. in the District NIC website under the heading of "TENDER CALL NOTICE FOR HIRING OF VEHICLE FOR IDSP-DPHO KEONJHAR" for information of the bidders/public. The details of the TENDER documents advertisement are enclosed in PDF Format ( 7 pages).

P. S. Mishra  
30-12-2025  
Chief District Medical & Public Health Officer  
Keonjhar



**SECTION -I**

**Date & Time of Tender Submission and Finalization**

Tender Call Notice No. **2493**

Dated: **30/12/2025**

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES AT DHH LEVEL UNDER IDSP

1	Period of Availability of Tender Document	From <b>31/12/2025</b> to <b>15/01/2026</b>  (Downloadable from website: ( <a href="https://kendujhar.odisha.gov.in/">https://kendujhar.odisha.gov.in/</a> ))
2	Last date for submission of Tender & address	Date: <b>15/01/2026</b> , Time: <b>3.00 PM</b>  Address: <b>O/o CDM&amp;PHO, DHH,Keonjhar</b> Dist. Head Quarter Hospital, Keonjhar, Dist- Keonjhar,(IDSP), Pin- 758001  (Through Speed post / Registered post / Courier)
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Opening of Technical Bid :  Opening of Financial Bid :  Place of Tender Opening : <b><u>DTU Conference Hall, NHM, Keonjhar</u></b>  (Bidders / authorized representative may remain present at the time of opening of Tender)
4	Signing of agreement	Date : .....

*M. Chandra*  
23/12/25

*Pos Mishra*  
30.12.25

## SECTION -II

### INSTRUCTIONS TO BIDDERS

#### 1 Eligibility Criteria

- Any private individuals/ Tour operators / Travel Agency / Society /Firm can participate in the tender process.
- Should submit the required Tender Paper Cost @ **Rs.1, 000/-** for each vehicle offered.
- Should submit the required EMD @ **Rs.10, 000/-** for each vehicle offered.

**Note: Vehicles with only commercial registration shall be accepted.**

#### 2. Submission and Signing of Tender

Interested eligible bidders may submit their bid(s) with Paper Cost, EMD & documents as set forth in this TENDER Document at this office of the CDM&PHO, Keonjhar.

#### 3 Packing, Sealing and Marking of Bid

- a. The **sealed envelope** containing the Annexure- I, Photocopy of the required documents & Annexure –II should clearly be **super scribed** with the following:

**Tender for "Hiring of Vehicles under IDSP".**

- The bidder's Name & address shall be mentioned in the left hand corner of the envelope.
- Envelop should address to the Office of the Chief District Medical & Public Health Officer, Keonjhar

**(b) If the envelope is not sealed and marked as mentioned above, then the Selection Committee will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.**

#### 4 Content of the Tender Submission

Sealed envelope should content the followings

- 1 Tender Paper Cost of Rs.1,000/- and EMD of Rs. 10,000/- in shape of Demand Draft in favour of **ZSS ,IDSP, Keonjhar**
- 2 Annexure - I Duly filled in.
- 3 Annexure - II ( Financial Bid) with proper signature and seal of the bid)

*Mahanta*  
23/12/25

*Posmish*  
30.12.25

### SECTION -III

### TERMS OF REFERENCE

#### A. Location & Operational Area of IDSP Vehicle

- ❖ The vehicles of the IDSP will be located at the District headquarter at the disposal of CDM&PHO / DPHO.
- ❖ As per the tour plan, the vehicle will moved and make halt (if required) to the peripheral outreach institutions along with one IDSP team (who may be from District HQ or from other institutions).

#### B. Essential Features of Vehicles to be engaged for IDSP

1. The vehicle shall not be more than **1 years old** at the time of hiring/ award of contract from the initial registration.
2. The hired vehicles, during period of contract, shall have all necessarily valid MV documents such as:-Valid Registration Certificate, Insurance certificate, fitness Certificate, value Contract Carriage Permit, proof of up-to-date tax payment, valid Pollution Certificate etc. and D.L. of the driver available all the times.
3. The Department / Office hiring the vehicles 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 hired vehicles any manner whatsoever. The hirer shall be responsible for all such litigation.
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 transport passenger vehicle
5. For effective coordination the driver of the vehicle is to be provided with a mobile phone by the vehicle owner.
6. The Driver should have a clean track record without any history of conviction in the court of law. The driver must not be a drinks person and he must be a well-behaved person.

#### SPECIFICATION

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage /Lit. for reimbursement purpose	Maximum Hire charges per month
AC/ non-AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Mahindra Max/ Bolero /Tata Sumo./ Ertiga/ Scorpio	10 km/ltr.	Rs. 31,000/- (Including GST)

*Mahanta*

*Posmishra*  
30.12.25

### **C. Major Features of Vehicles**

1. Vehicles will be hired locally at District level on contract basis. The contracts shall be initially for a period of one year which may be extended till funding from IDSP, Odisha subject to satisfactory performance assessed by appropriate authority CDM&PHO or DPHO every year.
2. Any private individuals/Tour operators/ Transport Agency/ Society/ Firm can participate in the tender process.
3. The monthly rate of hire charge shall be quoted separately in the price bid (excluding fuel)
4. The agency interested will quote the financial bid keeping in account that the road tax, insurance premium, VAT, parking fee, toll tax etc for will be borne by the agency itself.
5. In case of breakdown for reasons whatever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder within 24 hours.
6. The vehicles shall report for duty on all day in a Month. If emergency arises the driver may be called to report in any holidays.
7. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
8. The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the user and counter checked by the DPHO of the District on regular basis.
9. IDSP shall invest additional fund for branding and other minor fabrication (if required).
10. If the bidder violates any of the terms of contract, District authority/ Government shall forfeit the entire amount of security deposit.
11. The successful bidder shall execute an agreement with the respective CDM&PHO of the District for engagement of vehicle.
12. All charges will be paid on monthly basis as per the terms of reference within 30 days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
13. 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:
  - a) If the behavior of the Driver is not proper;
  - b) Any attempt to tamper the log book;
  - c) In case of the vehicle do not report regularly;
  - d) In case the driver of the vehicle is found to be convicted.
  - e) In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be made mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
14. The committee reserves the right to accept or reject any tender without assigning any reasons there off.

Mishra

Poshina

**Technical Bid for Hiring of Vehicle under IDSP**

Name of the scheme for which the vehicle is applied for :

Name of the District:

1.	Name of the Bidder	
2.	Address & Mobile No. of Bidder	
3.	E-mail of the contract person, if any	
4	ID Proof of the Individual/ Registration certificate of the Organization (Photocopy)	
5	Details of Tender Paper cost enclosed @ Rs. 1,000/- per vehicle to be submitted)	
6	Details of EMD enclosed (EMD Rs. 10,000/- per vehicle to be submitted)	
7	Details of Vehicle (s) enclosed (Only vehicle with Commercial registration shall be accepted)  <ul style="list-style-type: none"> <li>• Date of Purchase:-</li> <li>• Make &amp; Model:-</li> <li>• Registration No.:-</li> <li>• Valid Insurance Certificate:-</li> <li>• Valid Fitness Certificate:-</li> <li>• Up to date tax payment:-</li> <li>• Permit:-</li> <li>• Pollution:-</li> </ul> <b>Documentary evidence (Photocopy) for all above details to be attached</b>	
8	Declaration:- I/We are not black listed by any Central / State Government / Public sector Undertaking in India <b>(To be furnished in non Judicial stamp paper of worth Rs. 10/- duly certified by Notary)</b>	

**N.B :- Tender Paper cost @ Rs. 1000/- & EMD @Rs. 10,000/- per vehicle to be submitted****N.B :- Original documents must be brought as per sl. No. -7 above ( Annexure-I) for verification at the time of opening of tender. This is a mandatory requirement.**

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

**Financial Bid**

<b>Make &amp; Model Vehicle</b>	<b>*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel Cost &amp; Service Tax)</b>

(\*Pl. refer to the type of vehicle & the Max. Monthly hire charges requirement mentioned at Section –III of the TENDER)

**Signature**

**Name (Firm/Company/Tour operator/Individual)** \_\_\_\_\_

**Date:**

**Place:**

**Seal** \_\_\_\_\_