



**OFFICE OF THE SUPERINTENDENT,
SDH HINJILICUT(GANJAM)
DEPARTMENT OF HEALTH AND FAMILY WELFARE, Govt. of Odisha
ଉପଖଣ୍ଡ ଚିକିତ୍ସାଳୟ, ହିଞ୍ଜିଲି କାଟୁ, ଗଞ୍ଜାମ**



Notice No- 475/SDH/2026

Date- 21/05/2026

**QUOTATION /TENDER CALL NOTICE FOR HIRING OF VEHICLE FOR SUB DIVISIONAL HOSPITAL(SDH)
HINJILICUT,GANJAM**

Sealed tenders are invited from reputed (Private individuals/Tour operators/Travel Agency/Society/Firm) for hiring one Air Conditioned vehicle which shall confirm to the terms and conditions (Anexure1) for official use in the office of the Superintendent, SDH Hinjilicut,Ganjam on a monthly rent basis. The application form of quotation/tender containing general bid information and terms and conditions for hiring of vehicle will be available with District Portal <http://ganjam.odisha.gov.in>. The Quotation completed in all respect should reach the Superintendent,SDH Hinjilicut,Ganjam Health & F.W. Dept Odisha, Pin No- 761102 through speed post/Regd post only on or before 29.05.2026 by 5.00 PM. The tender will be opened on 30.05.2026 at 4.00 PM in the presence of the bidders/ authorized representatives at the office of undersigned.

The undersigned reserves the right to cancel/ reject any or all the tender without assigning any reason thereof.

Superintendent

SDH Hinjilicut (GM)

Copy to the: Memo no: 476/SDH/2026 dated 21/05/26.

1. Copy to CDM & PHO Ganjam for information and necessary Action.
2. Office Notice Board.

Superintendent

SDH Hinjilicut (GM)

**SDH HINJILICUT,At/Po-Hinjilicut,Ganjam(Odisha),Pin-761102
e-Mail Address-sdhhinjili2020@rediffmail.com / hinjilicutsdh@gmail.com**



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Annexure-1

Term & Condition Of For Hiring Of Vehicle For Sub-Divisional Hospital, Hinjilicut, Ganjam

Sealed quotations are invited from interested eligible bidders (Private individuals/Tour operators /Travel Agency/Society/Firm) for hiring one four wheeler air conditioned vehicle such as Bolero neo, Scorpio, Innova, Zyla, or equivalent vehicle for the Monitoring and Supervision of SDH Hinjilicut, Ganjam on a monthly hire basis.

The vehicle will be engaged on the following terms and conditions only:-

1. Essential Features of the Vehicle:

- The hired vehicle must possess all the pre-decided technical criteria (such as vehicles should not be of more than 3 (three) year old, must have all the relevant papers, and should have the coverage of comprehensive insurance) etc. New vehicle will be given first priority.(as per basis of Registration Date on RC Book)
- The Driver/s must have Mobile Phone. It shall be responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
- Maintenance of contractual vehicle is to be done regularly and in case of any accident, the vehicle should be repaired as soon as possible and the bidder have to provide one alternative in same term and condition till the vehicle is repaired.
- The vehicle must be available with SDH Hinjilicut campus on all working days & on holidays as desired by the authority for office purpose only. The hired vehicle can not be used by service provider for any private/ commercial purpose beyond office hours or during holidays
- The driver will report at office at 8.00 A.M in the morning and will be available till 8.00.P.M in the evening to drive the vehicle or as desire by authorities.
- All the facilities available in the vehicle shall be used by the officers.


2. Qualifying Criteria:

The Bidder should have a registered Tours and Travel agency / registered tour operator / individuals having sufficient numbers of latest models of vehicles for hiring with valid OGST registration.

3. Technical Specification/features:

Tenders will be invited from Tours and Travel agency / tour operator /Individuals indicating the technical features of the vehicle and financial offer in one envelop. RC, Insurance, Pollution control Certificate, PAN number is to be attached. The envelop will be opened in a fixed date to observe

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21-5-20
Superintendent
S.D.H. Hinjilicut (Gm.) P-2



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following conditions / specifications. All the features of the vehicle as per the make & Model must be fully functional for utility on hiring.

- Vehicle is not old for more than three (3) years from the initial registration (from the date of advertisement) for monthly hiring. New vehicle will be given 1st priority.(as per basis of Registration Date on RC Book)
 - Vehicles of BS-VI emission compliant is preferred
- 4. Settlement Of Payments-**
- The billing will be done on a monthly basis and it should be submitted by the firm by 5th of the following month. The monthly rate of hire charge including GST with driver cost excluding fuel to be submitted and accordingly payment will be released.
 - The payment will be made only for those log books and duty slips which have been signed by the Officer or any authorized officer.
 - It will be the responsibility of the driver to get the log book entries indicating start kilometer, end kilometer, distance covered, Start & End time from Health Institutions, places/villages visited etc. for each occasion of journey signed by the Officer or staff and duty slips signed by the officer/staff on a day to day basis. The office shall be liable to pay the hiring charges and
DOL charges: Petrol/Diesel @10 Km /Liter .
- 5. Renewal Of Contract & Period Of Contract-**
- The contract is awarded for period of Twelve (12) months on monthly hiring basis, from the date of issue of contract award and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel/lubricants and other factors such as statutory payments, minimum wages etc., shall be entertained and it will be the responsibility of the owner to bear such additional expenses.
- The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period (s) as may be agreed upon, but not exceeding one year at a time subject to approval of Higher Authority. In case of service provider intends to to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawl of service and terminate of agreement. If the services are found to be unsatisfactory, the service provider shall be given one month notice and terminate the agreement
- 6. Dispute Resolutions-**
- The disputes, if any, arising out of this contract will be rejected subjected to the jurisdiction of the courts in the district only.
- 7. Other rules and condition**

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- **Accident Handling**-if during the course of engagement of the vehicle to the service of health institution, any accident etc. occurred SDH Hinjilicut will not be responsible and any liability arising out of such accident will be the responsibility of the firm/bidder/vehicle owners etc. only.
- The journey to the destination and back shall be under taken by the shortest route possible. In case of breakdown of vehicle during the official duty ,it shall be the responsibility of the vehicle provider to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm/agency/individual.
- Toll Taxes, entry tax, permit fee for crossing border if any, parking charges will be borne by the service provider/vehicle owner. This amount will be reimbursed at time of bill submission.
- The vehicle deputed should carry all relevant papers duly updated always.
- All incidental expenditure towards repair will be borne by the service provider/vehicle owner. The Firm should have the capacity of repair their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.
- No compromise will be made by the Health Institutions towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tender, at any point of time during official duty, fails to perform duties, as directed by the Officer of concerned health institutions the contract will be cancelled forthwith without any notice.
- The owner where by provide service of vehicle in a neat and clean condition with towels on the seat twice a month and general servicing and pollution check-up will be carried out by the owner/bidder/firm with prior permission from authorities.
- The L-1 firm must provide vehicle in the rate contract in case additional vehicles are required by the O/o the Undersigned, Failing which the Authority reserves the right to hire a vehicle in the same rate from any other agency or individual as per suitability.
- The driver will keep all legal papers like commercial registration, fitness certificate, Road permit payment paper, pollution certificate etc. in vehicle.
- The servicing and maintenance of vehicle from time to time is the responsibility of the agency/owner.
- **Driver:** The Agency would ensure that the drivers employed have valid commercial driving license and carry the necessary registration papers, security check verified and should be educated and properly behaved, properly uniformed and well conversant with the traffic rules/regulations and city roads/routes. It will be the responsibility of the driver to get the duty slips and log book entries indicating start kilometer, end kilometer, distance covered and time from Health Institutions to places visited etc. for each occasion of journey, counter signed by the authorized officer. The firm should

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have adequate number of telephones for contact round the clock. The firm will provide a mobile phone to driver exclusively for this purpose. In case the driver is called in night for emergency duty, no extra charge will be paid. There will be no extra night halt charge for using the vehicle in the night. The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be paid by the owner/bidder/agency. The driver shall be well behaved, gentle& obedient in nature. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty .in such an event this office shall have full rights to terminate the contract with immediate effect.

➤ **Insurance Papers:** It will be the responsibility of the transporter to carry the proper valid insurance at all times in respect of the vehicle and also providing insurance cover to passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. He shall agree to indemnify the losses and claims arising out of any negligence of misconduct on the part of the operator or agent. Necessary proof to this effect should be enclosed along with the tender. All tenders without such documents will be rejected.

➤ **Bid Document Cost :**The bidders shall have to furnish a bid document cost of Rs.500/- (non-refundable) in the shape of a Banker's cheques / Demand Draft) from any Nationalized / Schedule Bank in favour Rogi Kalyan Samiti,SDH Hinjilicut Ganjam payable at SBI Hinjilicut and In the absence of the bid document cost, the technical proposal of the bidder shall be rejected.

➤ **EMD:** A sum of Rs. 10, 000/- shall be deposited by the intending bidders in shape of account payee bank draft done in favour of Rogi Kalyan Samiti,SDH Hinjilicut Ganjam payable at SBI Hinjilicut Ganjam the and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.

➤ **Security Deposit:** EMD will be taken as security deposit of successful bidders. In case the contract signed with service provider (successful bidder) is extended beyond one year on mutual consent, the security deposit shall be retained for the extended period.

➤ **Refund of security deposit:** The security deposit will be refunded to the contractor/Agency after thirty days from the date of completion of the contract period and no interest would be paid thereon.

➤ **If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.**

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- If the bidder violates any of the terms of contract Superintendents SDH Hinjilicut shall forfeit the entire amount of security deposit.

8. BID DOCUMENTS:

- *Sealed tenders in the prescribed form for technical bid and finance bid in one envelop duly superscribing "Tender for Hiring of Vehicles for SDH Hinjilicut" addressed to the Superintendent, SDH Hinjilicut, Ganjam pin-761102 through speed post or register post only with given format with duly signed and stamped by the agency on each page of the format.*
- *Late/delayed received tender copy will not accepted/considered under any circumstances.*

Once the bid is placed, the bidder can't reduce or withdraw the bid for whatever reason, Office of The Superintendent will be at liberty to amend/modify/Delete any of the conditions and may be deemed necessary in the light of facts and circumstance and reserves the right to accept or reject all bid procedure without assigning any reason and to postpone or cancel the Tender/Quotation Call Notice.

[Handwritten Signature]
21-5-26

Superintendent

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Annexture-2

Technical Bid Information

Sl No	Particulars	As per Bidders Information	Remarks
1	Name and Cell No of the Service Provider		
2	Complete Address		
3	GST Number		
4	Bank A/c No. and IFSC Code		
5	Registration No. of Vehicle		
6	Year of Manufacture		
7	Make & Model		
8	Date of Registration		
9	Name & Complete address of owner vehicle		
10	Fitness Certificate validity		
11	Pollution Certificate Validity		
12	Permit validity		
13	Insurance validity		
14	Driver Name and Address with Cell no		
15	DL & Validity of the DL of Driver		
16	Tender Cost EMD		
17	Security Money EMD		

The bidder must submit Xerox copy of above

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Annexure-3

Price Bid for Hiring Vehicle

Sl No	Type of Vehicle	Fuel(Petrol/Disel)	Monthly Charges to be Quoted by the agency/Individual (Hiring charges of the passenger vehicle (without fuel - POL/DOL) with Driver and inclusive of all taxes/charges
1			
2			
3			
4			
5			

DOL/POL Expenses

DOL or POL (Diesel/Petrol) shall be reimbursed @10 Km. /Lit. basis,

DECLARATION

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

We are not black-listed by any Central/State Government/Public Sector Undertaking in India

Yours faithfully,

(Signature,)

Name :

Designation :

Company Name With seal:

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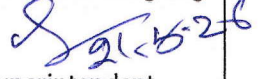
Notice No-

Date-

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