



**Zilla Swasthya Samiti, Balasore.**  
O/o. The CDM&PHO, Balasore, PIN: 756001.



Advt. No.

Date:

**TENDER CALL NOTICE FOR HIRING OF VEHICLES  
FOR MOBILE HEALTH UNIT (MHU)**

Sealed tenders are invited from registered travel agencies/sole proprietor for hiring of commercial light vehicles on monthly basis. Details regarding eligibility criteria, terms & conditions and the formats of submission of tender (Technical & Price bid) are mentioned in the tender document which may be downloaded from the website: [www.balasore.odisha.gov.in](http://www.balasore.odisha.gov.in) Interested agencies/sole proprietor may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelope as "Tender for Hiring of Vehicles on Monthly Basis for MHU in reference to Advertisement No. 12999 dtd. 14.08.25". A pre-bid meeting shall be held on 21.08.2025, at 11.30 am. Any amendments in the tender document due to decision in the pre-bid meeting shall only be notified in the website mentioned above.

The tenders should reach the office of the undersigned by 01.09.2025 (till 5.00 p.m). The tenders will be opened on 02.09.2025 at 11.30 a.m. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

**CDM&PHO-cum-DMD**  
**Dist: Balasore**

**Chief Dist. Medical & Public Health Officer**

Balasore

## TENDER FOR HIRING OF VEHICLES FOR MOBILE HEALTH UNIT (MHU)

### I. INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from **Registered Travel Agencies** for hiring of **commercial light vehicles** (AC vehicles) fitted with GPS (Global Positioning System) to be used for Mobile Health Unit (MHU) by Zilla Swasthya Samiti, Balasore on monthly rental basis.
2. The interested bidders may download the tender document from the website [www.balasore.odisha.gov.in](http://www.balasore.odisha.gov.in) and submit the same to the CDM&PHO, Balasore. The tender must be accompanied by **tender document cost of Rs.1,000/-** (Non refundable) and **EMD of Rs.22,320/- (Rupees Twenty two Thousand three Hundred Twenty )** only in **technical bid** by way of Demand Draft / Pay Order, drawn on any Nationalized / Scheduled Bank in favour of ZSS NON-NRHM A/C payable at Balasore. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) will be returned after submission of **Performance Security**.
3. The successful bidders(s) shall have to submit a **performance security of Rs.13,400/-** (Rupees Thirteen Thousand four Hundred) only in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled in favour of ZSS NON-NRHM A/C Payable at Balasore at the time of signing of the contract. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
4. The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their **technical and financial bid separately in two envelops** and these two envelops should be put into **another cover envelop** super-scribed as "**Tender for Hiring of Vehicles of MHU on Monthly Basis in reference to Advertisement No.12999 dtd. 14.08.25**". The Technical & Financial Bid envelops should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelops. The tenders (cover & inner envelops) should be addressed to :

The CDM&PHO  
District: Balasore  
Pin: 756001, Odisha.

5. The tender should reach the office of the **CDM&PHO, Balasore by 01.09.2025 at 5.00 P.M.** and the tenders will be opened on 02.09.2025 at 11.30 am. In case this date happens to be a holiday for the District for any reason, the tender will be received and

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opened on the immediate next working day respectively at the same designated time & place.

6. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

## II. Eligibility Criteria

1. Any Travel Agency / Tour Operator / Society / Sole Proprietor can participate in the tender process.
2. Must have valid GST registration & PAN. (Self-Attested copies of GST Registration Certificate & PAN Card are to be submitted in the technical bid).

The bidders shall also furnish the following documents in support of their eligibility

- Self-attested copy of registration certificate of firm (except Sole Proprietor).
- Self-Attested copies of valid GST Registration Certificate & PAN Card are to be submitted in the technical bid.
- Undertaking to provide vehicles in good running condition (not more than **3 years old BS-VI vehicle**) with GPS fitted during the period of contract.
- Undertaking that the firm /Sole Proprietor has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU.
- Undertaking that the vehicles to be provided will not belong to any **employee of NHM or his/her relative**.
- Rates must be quoted only as per format.

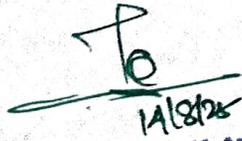
## III. Types of vehicles to be hired:

Types of vehicles to be hired (BS- IV/VI Compliant)	Make & model	Minimum Average Mileage / Ltr. for reimbursement
AC Diesel / Petrol vehicle having sitting capacity not less than six persons including Driver with GPS fitting.	Mahindra Bolero / Mahindra Neo / Tata Sumo / Tata VICTA / Mahindra Marshal or equivalent types of vehicles (All are AC)	10 KM /Per Liter Fuel

## IV. VTS/GPS Device Specification

- a) All MHU vehicles should have VLTD registered with AIS 140 Vahan Portal duly approved by the State Transport Authority.
- b) The VLTD fitted with the MHU vehicles should have been approved by the local RTO and must be activated in the Vahan Portal.

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- c) The VLTD fitted with the MHU vehicle should be active for 24 hours, for which the vehicle owner as well as driver must have to submit a written undertaking.
- d) The MHU vehicle shall be allowed a maximum two days down time of the VLTD.
- e) The STA website is mentioned in this tender document where the vehicle owners can get STA approved VLTD manufacturers list:  
<http://vltd.odishatransport.gov.in/manufacturer>.

**V. Locations where the vehicles are to be engaged:**

The vehicle/s is to be engaged in the following locations for the purpose of Mobile Health Unit and will visit to the villages as per the MHU Micro-plan for health camp. The list of Blocks where the MHU vehicle shall be engaged is at **Annexure-A**.

**VI. Evaluation Criteria**

**1. Evaluation and selection:**

- a) The bids shall be evaluated in two stages i.e. technical bid evaluation and financial bid evaluation.
  - b) The financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation.
  - c) GST will not be taken into consideration for evaluation purpose.
  - d) The comparative statement shall be prepared by taking Monthly Rent (including lubricant / engine oil cost) and fuel (diesel / petrol) charge for **2,000 KM**.
2. The vehicle hired on a **monthly basis**, the monthly rate to be paid to the Agency/ Sole Proprietor for providing the vehicle inclusive of cost of Lubricants (Mobil), tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone (for incoming calls) and GPS device cost. However, the cost of fuel (Diesel/ Petrol), which is not included in the monthly rate, will be reimbursed as per actual at the rate of fuel consumption by vehicle used.
  3. The vehicle to be provided shall not be **older than three (3) years** and must be **BS-VI compliant commercial vehicle with GPS fitted**. The above specified category of vehicle to be provided must have power steering and AC provisions.
  4. The monthly hiring charges shall not exceed the maximum limit and minimum mileage (KM per liter of diesel and lubricant to be reimbursed) to be quoted should not be less than as detailed below:

Type of Vehicle (BS- VI Compliant)	Max. hire charges (Rs.) per Month including Engine Oil / Lubricant cost, but excluding fuel (Diesel Petrol) and taxes	Minimum K.M. per one liter of fuel
Mahindra Bolero / Mahindra Neo / Tata Sumo / Tata VICTA / Mahindra Marshal (All are AC)	Rs.37,200/-	10 km.

#### VII. Award of Contract:

- The lowest price bid among the bidders qualified for financial bid opening shall be declared as L1 bidder and eligible for getting award of contract.
- If the successful Bidder fails to execute the order, the Performance Security of the Bidder(s) will be forfeited.
- In case of L1 bidder fails to execute the order, the next bidder as L2 shall be negotiated for providing service on the quoted price of L1 bidder and based on the written consent of L2 bidder, the award of contract shall be issued to the L2 bidder.

#### VIII. Terms and conditions for Hiring of Vehicle

##### 1. The Agency's Obligations:

- a) The selected Agency / Sole Proprietor shall agree to the terms and conditions of the contract and shall ensure full compliance to them.
- b) Agency / Sole Proprietor agree to provide quality services as per Service Level Agreement mentioned in the contract.
- c) Agency / Sole Proprietor to ensure that vehicle deployed shall be stationed at the assigned location.
- d) Agency / Sole Proprietor to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
- e) In the event of break-down, the Agency / Sole Proprietor shall repair the assigned vehicle at its own cost and shall also make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
- f) Agency / Sole Proprietor to ensure installation of GPS device in the vehicle without any cost implication to Govt. and the device shall be remained under their safe custody.
- g) The Agency / Sole Proprietor shall not be allowed to sub-let the contract.
- h) The Agency / Sole Proprietor shall only provide vehicles which have the comprehensive valid insurance coverage.
- i) Police verifications for deployed driver shall be ensured by the Agency / Sole Proprietor.

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- j) Agency / Sole Proprietor shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the Agency / Sole Proprietor shall hand over the log book(s) to the contract signing authority.
- k) The toll gate charge, parking charge, if any during the official visit shall initially be borne by the Agency / Sole Proprietor and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with the monthly bill.
- l) Branding of the vehicle shall be done by the Agency / Sole Proprietor within 15 days of engagement as per the MHU branding prototype without any cost implication to Govt.

**2. Vehicles to be deployed:**

- a) The vehicle should have commercial license. The vehicle to be provided should not be more than three years old from the date of the tender. During replacement of the vehicle or driver, as the case may be, the pass/id card issued if any, shall be surrendered.
- b) The Agency / Sole Proprietor will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally.
- c) The Agency / Sole Proprietor is required to provide the vehicle with good quality clean seat covers.
- d) The Agency / Sole Proprietor shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by the Agency / Sole Proprietor to avoid any inconvenience to user department.
- e) The Agency / Sole Proprietor shall ensure that the vehicle should be parked at the place as advised by the concerned Block Medical Officer I/C and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the Block Medical Officer I/C. Moving away without the knowledge of the Block Medical Officer will be considered as non-available and will be liable for penalty.
- f) The driver of the vehicle shall maintain the daily logbook regarding the mileage and time from the point of departure to arrival. For this purpose, the following norms have to be followed :
  - 1) In case the vehicle is being kept in the CHC campus, then the kilometre reading & time shall start from the CHC campus and end at the same there also.
  - 2) In case the vehicle is being kept under the custody of the Agency / Sole Proprietor, then the kilometer reading & time shall start from the concerned CHC and end there also. The cost of kilometer from the Agency / Sole Proprietor concerned (to & fro) to the concerned CHC shall be borne by Agency / Sole Proprietor.

- g) The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, proofs of up to date tax payments, D.L. of the Drivers, etc. available all the times. The contract signing authority shall not be responsible for any damage/loss caused to the hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.
- h) The Agency / Sole Proprietor shall obtain vehicle fitness certificates from competent authority, vehicle registration, comprehensive insurance, payment of road tax etc. The Drivers shall always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearances, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulations of applicable laws.

**3. Scope of work of MHU vehicle:**

- a) The MHU vehicle will visit minimum 22-25 days in a month to the field areas as per the micro-plan and health camps will be organized at least two sessions in a day i.e morning and afternoon session in the fixed day and fixed site as identified and declared as treatment points of MHU.
- b) If required, the MHU vehicle will be engaged during any epidemic situation /disaster management /natural calamity by the District/Block Administration.

**4. Driver to be engaged:**

The Agency / Sole Proprietor shall be responsible for the acts and deeds of drivers of the vehicles that include the following:

- a) Drivers possessing a valid commercial driving license shall be deployed by the service provider.
- b) Driver should be properly dressed in neat and clean attire.
- c) The driver of the vehicle deployed for user department duties must maintain polite & courteous behaviour towards users as well as to other Block Health Officials/District Health Officials. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services
- i) Denial of duty during contract period, or during hours as noticed by user department;
- ii) Use of abusive language;

- d) No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his fooding expenses, etc.
- e) Salary of the driver shall be borne by the Agency / Sole Proprietor. The agency shall ensure that the drivers engaged by them are paid their salary timely based on minimum wages act. The payment of the salary to the driver shall be made by the agency within 1<sup>st</sup> week of every month and should not be linked to the monthly payment to the agency by the Block/District.
- f) The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, user department shall have full rights to terminate the contract with immediate effect.
- g) Driver must be having a mobile phone and contact number be provided to the CHC. The agency shall bear any cost related to the mobile call charges by the drivers.
- h) In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the CHC of the above change.
- i) The driver shall be reachable at all times during duty hours.
- j) Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

**5. Statutory Rules Compliance & Taxes:**

- a) The hiring charges **do not include** fuel cost (diesel / petrol) which is to be paid separately basing on actual consumption as per existing Government norms. However, all other expenditure of the vehicle towards repair, maintenance, replacement of spare parts, lubricating engine oil, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax and GPS device, SIM/data cost etc. required for operation of MHU vehicle will be borne by the Agency and not to be included in the quoted monthly charge.
- b) The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and / or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
- c) The Agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.

- d) The user department will in no way be responsible for violation of traffic rules and / or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.
- e) The Agency shall be responsible for ensuring compliance with the provision related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.
- f) The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
- g) During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the Agency's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.
- h) The police/court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the agency.
- i) District /Block Health Office will not be responsible for any dispute except for paying the hire charges.
- j) The vehicles deployed for MHU duty shall at no point of time carry any person other than personnel authorized by user department.
- k) The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
- l) In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the

authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles by the agency will make the agency liable for **Blacklisting**.

#### 6. The obligations of District / Block Health Office:

- a) **Payment** shall be made on **monthly basis** after submission of bill along with the daily logbook to the respective Block.
- b) Respective Block shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency through ECS/RTGS within 30 days from the date of receipt of bills complete in all respect. The Block shall pay the agency all amounts on an invoice that are not the subject of a bonafide dispute within 30 days of receipt of a valid invoice that complies in all material respects as per the tender terms & condition.
- c) **Payment for monthly Fuel (Diesel / Petrol) Cost:** The Block shall accept the log book entries updated by Driver. The Block authority shall verify the log book entries with the GPRS kilometre reading. After verification, the monthly fuel (Diesel / Petrol) cost shall be made to the service provider based on the log book reading or the GPRS kilometer reading, whichever is less.
- d) The payment shall be subject to any deductions such as penalties, statutory deduction etc.
- e) The Block shall be responsible for costs relating to fuel, toll gate charges, parking charges and other statutory levies, if any paid during the field level health camp would be billed on actual and shall be paid by the respective Block.
- f) All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.
- g) Hiring rates to be finalized shall be fixed for a period of **one year** from the date of agreement. However, the cost of fuel (Diesel / Petrol) shall be paid at the prevailing rate on the day of fuel filling for field level health camp.

#### 7. Terminations:

- a) The tender inviting authority/contract signing authority shall have the right to terminate this Agreement, upon it giving 1 (one) month notice in writing.
- b) The Agency / Sole Proprietor shall have the option to terminate this Agreement upon giving 1 (one) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
- c) Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

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#### **8. Force majeure**

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

#### **9. Entire agreement**

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

#### **10. Waiver of remedies**

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

#### **11. Assignment & change in ownership/management:**

- a) The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal.
- b) The Agency shall immediately notify District /Block of any change of ownership or management of the Agency's business.

#### **12. Resolution of disputes:**

District /Block Health Office and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to CDM&PHO whose decision will be final and binding on both the parties. The arbitration proceeding if any shall be held in Balasore.

#### **13. Applicability of laws:**

The Agreement shall be governed by the Indian Laws for the time being in force.

#### **14. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of respective District Court / High Court of Odisha only.

  
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**TENDER FORM**  
**Part-I**  
**(Technical Bid)– Cover A**

(The documents have to be arranged **serially** as per the order mentioned below)

1	Name of the Organization / Sole Proprietor	
2	Address of the organization with telephone no. & Fax	
3	Email id of the Organization / Sole Proprietor	
4	Name of authorized signatory	
5	Specimen signature of the authorized signatory	
6	Telephone number of authorized signatory	
7	Instrument No. and date of the tender document cost of Rs.1,000/- (Non-Refundable) submitted by the organization	(In shape of Demand Draft)
8	Instrument No. and date of the EMD of Rs.22,320/- submitted by the organization	(In shape of Demand Draft)
9	Registration Certificate of the Organization (Not applicable for Sole Proprietor)	(Attach self-attested copy of the Registration Certificate of the firm)
10	GST Registration of Agency /Sole Proprietor	(Attach self-attested copy of GST Registration Certificate)
11	PAN	(Attach self-attested copy of PAN Card)
12	Undertaking to provide good conditioned vehicles ( <b>not more than 3 years old BS-VI compliance vehicle</b> ) along with <b>GPS fitted device</b> and all necessary documents required under traffic rule.	Attach the <b>undertaking</b> with signature & seal of the Agency /Sole Proprietor
13	<b>Undertaking</b> that the <b>vehicle to be provided</b> will not belong to any <b>employee of NHM</b>	Attach the <b>undertaking</b> with signature & seal of the Agency /Sole Proprietor
14	<b>Undertaking</b> that the Agency/Sole Proprietor <b>has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs</b>	Attach the <b>undertaking</b> on a <b>non judicial stamp paper of Rs.20/-</b> (Original Copy) with signature & seal of the Agency /So'e Proprietor

**DECLARATION:**

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/Agency will be blacklisted /debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

**TENDER FORM**

**Part II**

**Financial Bid-Cover B**

**A. Monthly Rent (exclusive of GST)**

Sl. No.	Type of Vehicle (BS-VI) with GPS Device fitted	**K.M. per one Litre of diesel / petrol	Monthly Rent per vehicle (Rs.) including Lubricant / Engine Oil cost but excluding fuel (Petrol / Diesel cost & GST
A	B	C	d
1			

**\*\* Pl. refer to the criteria of Min. KM per one litre of diesel / petrol mentioned in the Evaluation criteria (Clause-VI) mentioned in tender document]**

**B. GST: Please mention the % of GST as applicable: \_\_\_\_\_.**

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

Place:

Date:

(Signature & Seal of the Authorized Signatory)

  
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**Annexure-A**  
**Block wise MHU location**

SL.No.	District	Block	MHU to be located
1	BALASORE	Nilagiri Block	Berhampur CHC

*To*  
*1/1/2012*