# TB ALERT INDIA

## REQUEST FOR QUOTATION (RFQ)

### Hiring of Sedan and SUV Vehicles on an As-and-When-Required Basis

For vehicle/taxi/car services across seven districts of Telangana: Hyderabad, Rangareddy, Sangareddy, Mahabubnagar, Nizamabad, Khammam and Medchal, under the Global Fund-supported project "Integrated Paediatric TB and Technology-Enabled Active Case Finding (ACF)", implemented by SAATHII and TB Alert India.

**RFQ Issue Date: 25th November 2026 | Submission Deadline: 05 December 2026, 6:30 PM**

## 1. Introduction

The Integrated Paediatric TB and Technology-Enabled Active Case Finding (ACF) Project, funded by the Global Fund, is being implemented by SAATHII as the Principal Recipient (PR), under the guidance of the Central TB Division (CTD), in collaboration with Sub-Recipient (SR) partners and under the guidance of the respective State TB Offices. The project aims to provide technical assistance to the National TB Elimination Programme (NTEP) in seven states to improve access to and availability of paediatric TB services across all levels of the public and private health systems, and to identify new TB cases among vulnerable populations in selected districts using AI-enabled handheld X-ray devices.

TB Alert India (TBAI) works towards the vision of a "TB-Free India". It aims to prevent TB-related morbidity and mortality by providing holistic TB care, including addressing the psychosocial and economic barriers that affect access to TB testing and treatment.

To support the above-mentioned project, registered and eligible travel operators are invited to submit financial quotations for providing vehicle-hiring services across the following seven districts of Telangana: Hyderabad, Rangareddy, Sangareddy, Mahabubnagar, Nizamabad, Khammam and Medchal.

## 2. Objective of the RFQ

The objective of this RFQ is to invite quotations from eligible travel operators/agencies for providing vehicles on an as-and-when-required basis to support Active Case Finding (ACF) activities. The vehicles will be used to transport the X-ray machine, technicians and authorised project personnel from the designated storage location to community ACF camp sites within the respective district and back.

Bidders must submit separate financial quotations for Sedan and SUV vehicles using the formats provided in Annexure 1. This will enable TBAI to assess and compare the rates for each vehicle category.

## 3. Bidder's Eligibility Criteria

- The bidder must be a registered travel operator/agency or vehicle service provider and must submit valid business registration and other applicable statutory documents.
- Each vehicle offered must have valid registration documents (RC) authorising its use for commercial/hired services, along with valid insurance, Pollution Under Control (PUC) certificate and all other applicable permits/licences.
- Vehicles must be in excellent running condition, clean, properly maintained and not more than ten (10) years old as on the date of submission of the quotation.
- The bidder should preferably have a valid GST registration, wherever applicable, and must provide its PAN details.
- The bidder must provide professional and experienced drivers holding valid driving licences and all legally required authorisations.
- The bidder must be able to manage vehicle deployment, driver rotations and duty shifts to ensure uninterrupted services.
- Bidders may quote for Sedan, SUV or both categories. Separate rates and vehicle details must be provided for each category. The seating capacity of each offered vehicle must be clearly specified.
- Preference will be given to bidders having prior experience in providing vehicle services to Government departments, health programmes, NGOs or private organisations.
- The bidder should preferably be based in the respective district or have the capacity to provide reliable services locally.
- Drivers should be familiar with local routes at district and block levels and should be able to communicate in Telugu and either Hindi or English.

## 4. Scope of Hired Vehicle Services

The selected vehicle provider will support transportation requirements for community-based ACF activities and related project operations in the districts covered under this RFQ.

- The bidder should indicate the number of vehicles available for deployment in each category (Sedan and SUV). The bidder may indicate availability of up to three (3) vehicles for deployment, subject to the project's requirements. If more than one vehicle is required on a particular day, TBAI will normally provide at least 12 hours' prior intimation.

- Vehicles will transport the X-ray machine, technicians and authorised project personnel from the designated storage location to ACF camp sites within the district and return them to the designated storage location.
- The selected agency shall ensure that all deployed vehicles have valid RC, insurance, PUC, permits and other mandatory documents. Vehicle maintenance, servicing and interior/exterior cleanliness will be the responsibility of the agency.
- The agency shall provide a vehicle along with a driver. Drivers must hold valid driving licences, be familiar with district/block-level roads and follow instructions regarding reporting time and location.
- The agency shall verify the background and antecedents of all drivers deployed under the contract and ensure professional conduct and safe, courteous behaviour.
- Drivers must carry a working mobile phone and remain reachable throughout the duty period. Mobile phones should not be switched off while on duty, except in unavoidable circumstances.
- Vehicles may be required on Sundays, Government holidays and, occasionally, beyond normal working hours, depending on ACF activity schedules.
- A daily vehicle logbook must be maintained, recording the actual kilometres travelled, duty hours and trip details. The logbook must be signed by the driver and the authorised project official using the vehicle. The format is provided in Annexure 2.
- In the event of a vehicle breakdown or any other disruption, the agency must immediately arrange a suitable replacement vehicle at no additional cost to TBAI, to avoid interruption of project activities.
- Before signing the agreement/MoU, the selected bidder must submit the complete documents of all vehicles proposed for deployment, along with the relevant driver documents.

## 5. Documentation and Invoicing

- TBAI/project staff will share trip requirements with the selected agency, including the date, reporting time, pick-up location and destination, as applicable.
- The agency/driver must maintain the trip request/duty slip and vehicle logbook for every deployment. These records must be submitted along with the monthly invoice.
- At the end of each month, the agency must submit a vehicle-wise invoice, including applicable taxes, showing the number of duty days, trips undertaken and other approved charges.
- Invoices should be submitted to TB Alert India by the first week of the following month. Each invoice must be supported by the relevant trip request slips, vehicle logbook and duly signed duty slips.

## 6. Bid Submission Process

Interested bidders are requested to submit their quotations in accordance with the instructions below.

**A. Mandatory documents**

- Copy of business registration certificate and PAN; GST registration certificate, if applicable.
- For each vehicle offered: copy of RC, valid insurance, PUC certificate, applicable commercial permit/authorisation, vehicle make/model, year of manufacture and seating capacity.
- For each proposed driver: copy of valid driving licence and other applicable authorisations.
- Details of the district(s) and block(s) in which the bidder can provide services, and the number of Sedan and SUV vehicles available.

**B. Financial quotation**

Bidders must submit separate, duly completed and signed price quotation formats for Sedan and SUV vehicles, as provided in Annexure 1. Rates must be quoted separately for each vehicle category and should include:

- Daily package rate for up to 100 kilometres and 10 hours of duty, including driver charges and applicable taxes.
- Additional rate per kilometre beyond the 100-kilometre package limit.
- Additional rate per hour beyond the 10-hour package limit.
- Any other charges, such as tolls, parking or state/entry taxes, if applicable. Such charges must be clearly specified; no undisclosed charges will be payable.
- The bidder must clearly state whether the quoted rates are inclusive or exclusive of GST and provide the applicable GST rate, wherever relevant.

The bidder may quote for Sedan only, SUV only, or both. Separate Annexure 1 forms must be completed for each category quoted. If more than one model is offered within a category, the bidder should provide a separate price schedule for each model.

## 7. Duration of Contract

- The contract will be valid for six (6) months from the date of signing, or until the Client, in coordination with the Government, makes arrangements to provide community-level chest X-ray (CXR) services through portable X-ray devices, whichever is earlier.
- Any extension will depend on project requirements and the guidance/approval of the funder and the Government.

- Either party may terminate the agreement if the other party fails to perform its obligations and does not rectify the failure within seven (7) days of receiving written notice.
- Either party may terminate the agreement by mutual consent at any time, without assigning a reason, by providing fifteen (15) days' advance written notice.

## 8. Evaluation Criteria

Quotations will be evaluated separately for Sedan and SUV categories, based on the following criteria:

- Competitiveness of the daily package rate for 100 kilometres/10 hours, and the additional per-kilometre and per-hour rates.
- Past experience in providing similar vehicle-hiring services to Government departments, health programmes, NGOs or other organisations or any kind of business during the last three (3) years.
- Availability and condition of vehicles, local presence/service capacity, and ability to provide timely replacement vehicles when required.
- Completeness and validity of the mandatory documents submitted.

TBAI may select one or more service providers based on district-wise requirements and the overall assessment of technical eligibility, service capacity and financial quotations.

## 9. Terms and Conditions

- For procurement and deployment purposes, each block will be treated as a separate operational unit, as applicable to project requirements.
- Payments will be made as per the mutually agreed rate contract, against submission and verification of complete invoices and supporting documents.
- TBAI may take appropriate action, including termination of the agreement, in case of repeated delays, unsatisfactory service quality, non-compliance with vehicle registration/certification requirements or other material breaches of the agreed terms.
- TBAI reserves the right to seek clarifications, negotiate rates where appropriate, invite fresh bids with or without amendments, or cancel/terminate the bidding or selection process at any stage without assigning a reason and without incurring liability to any bidder.
- Bidders must disclose any actual or potential conflict of interest that may affect the bidding process. Any bidder found to have an undisclosed conflict of interest may be disqualified.
- All bidders must submit their quotations in accordance with the requirements and conditions specified in this RFQ.
- In case of any inconsistency between this RFQ and the final agreement/MoU, the terms of the signed agreement/MoU will prevail.
- Quotations received after the specified deadline may not be considered.

## 10. Deadline for Submission

The complete quotation, along with all mandatory documents, must be received no later than 05 December 2026 at 6:30 PM.

Quotations may be submitted through either of the following methods:

- Email: procurement@tbalertindia.org.in
- Sealed hard copy, addressed to TB Alert India, at the following office address: Flat No. 301, H. No. 10-2-191, Binjrajka Residency, West Marredpally, Secunderabad, Telangana – 500026, India. Phone: +91-40-27803499 | Email for general communication: info@tbalertindia.org

The envelope/email subject should clearly mention: "Quotation for Vehicle Hiring – [District Name] – [Sedan/SUV/Both]".

## 11. Preferred Criteria

Preference may be given to bidders who meet one or more of the following:

- Previous experience in providing vehicle-hiring services to NGOs, private companies, businesses or other organisations.
- Local presence in the relevant district/block of Telangana, or the capacity to provide services across Telangana, with the ability to respond promptly and fulfil vehicle requirements as and when needed.
- Drivers should be able to communicate effectively in Telugu or Hindi or English.

# ANNEXURE 1

## FINANCIAL QUOTATION FORMAT – VEHICLE HIRING

*Instructions: Complete a separate form for each vehicle category quoted. Bidders may submit a Sedan quotation, an SUV quotation, or both. If offering more than one model in a category, attach a separate rate sheet for each model. All fields must be completed; write "Not Applicable" where appropriate.*

| | |
|---|---|
| **Date of quotation** | |
| **Name of bidder/agency** | |
| **District for which quotation is submitted** | |
| **Block(s) / operational area covered** | |
| **Name of vehicle owner** | |
| **Vehicle registered in the name of** | |
| **Address and contact number of owner/agency** | |
| **Number of vehicles available for hire** | |
| **GSTIN (if applicable)** | |
| **PAN** | |
| **Advance notice required to arrange an additional vehicle** | |

### A. PRICE QUOTATION – SEDAN

Vehicle category: Sedan | Make/model: _____ | Year of manufacture: _____

| S. No. | Price component / vehicle details | Unit / information required | Bidder's quotation |
|---|---|---|---|
| 1 | Vehicle make and model | Specify | |
| 2 | Vehicle registration number(s) | Specify | |
| 3 | Seating capacity (excluding driver) | Number of passengers | |
| 4 | Vehicle age | Years | |
| 5 | Daily package rate | Up to 100 km and 10 hours; include driver charges | |
| 6 | Additional kilometre rate | Per km beyond 100 km | |
| 7 | Additional duty-hour rate | Per hour beyond 10 hours | |
| 8 | GST | Rate (%) and amount; state inclusive/exclusive | |
| 9 | Toll / parking / other charges | Specify each charge and whether included | |
| 10 | Any other charges | Specify; otherwise write Nil | |
| 11 | Total daily package amount | Including applicable taxes (if applicable) | |

### B. PRICE QUOTATION – SUV

Vehicle category: SUV | Make/model: _____ | Year of manufacture: _____

| S. No. | Price component / vehicle details | Unit / information required | Bidder's quotation |
|---|---|---|---|
| 1 | Vehicle make and model | Specify | |
| 2 | Vehicle registration number(s) | Specify | |
| 3 | Seating capacity (excluding driver) | Number of passengers | |
| 4 | Vehicle age | Years | |
| 5 | Daily package rate | Up to 100 km and 10 hours; include driver charges | |
| 6 | Additional kilometre rate | Per km beyond 100 km | |
| 7 | Additional duty-hour rate | Per hour beyond 10 hours | |
| 8 | GST | Rate (%) and amount; state inclusive/exclusive | |
| 9 | Toll / parking / other charges | Specify each charge and whether included | |
| 10 | Any other charges | Specify; otherwise write Nil | |
| 11 | Total daily package amount | Including applicable taxes (if applicable) | |

### C. VEHICLE DOCUMENT CHECKLIST

| S. No. | Document / information | Attached (Yes/No) |
|---|---|---|
| 1 | Business registration certificate / proof of business | |
| 2 | PAN card | |
| 3 | GST registration certificate, if applicable | |
| 4 | Vehicle RC and commercial | |

| | | |
|---|---|---|
| | permit/authorisation | |
| 5 | Valid vehicle insurance | |
| 6 | Valid PUC certificate | |
| 7 | Vehicle make/model, manufacturing year and seating capacity proof/details | |
| 8 | Driver's valid driving licence and applicable authorisation | |

**Bidder's declaration**

I/We certify that the information and rates provided above are true and correct. I/We confirm that the quoted rates will remain valid for the period specified by TBAI and that the vehicles and drivers offered will comply with the requirements of this RFQ. I/We have disclosed all applicable taxes and additional charges and will not claim any undisclosed charges.

Name of authorised signatory: _____

Designation: _____ Signature: _____

Agency/Company seal: _____ Date: _____

## ANNEXURE 2: VEHICLE LOGBOOK / DAILY DUTY SHEET

| | |
|---|---|
| **Vehicle category (Sedan/SUV)** | |
| **Vehicle registration number** | |
| **Name of driver** | |
| **District / block** | |
| **Month and year** | |

| Date | Start time | End time | Total duty hours | Starting km | Closing km | Total km | No. of to-and-fro trips | Beneficiaries/persons transported | User official signature |
|---|---|---|---|---|---|---|---|---|---|
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Driver's signature: _____ Authorised project official's name/signature: _____

Note: The driver and the authorised project official must verify and sign the logbook/duty sheet for each day of deployment. Attach additional sheets if required.