

**Request for Proposal (RFP) document for Hiring of  
vehicles under Block programme Management Unit  
(BPMU)**

**O/O- The MEDICAL OFFICER I/C , CHC ODAPADA**

**AT- ODAPADA, Dhenkanal**

## SECTION-I

### Date & Time of Tender Submission and Finalization

Sealed proposals as per the prescribed RFP document are invited from interested eligible bidders (Private individuals / Tour operators / Travel Agency ) for hiring & empanelment of vehicles for Block Programme Management Unit.

1	Period of Availability of RFP Document	<b>From 26.10.2018 to 3.11.2018</b> Downloadable from website: <a href="http://www.dhenkanal.nic.in">www.dhenkanal.nic.in</a>
2	Last date for submission of Tender	<b>Date: 5.11.2018, Time: 1 pm</b> The bidders have to submit their proposals with all required documents to the MO I/C CHC Odapada.
3	Date, time and place of opening of Tender (Technical & Financial Bid)	<b>Date: 6.11.18 , Time: 12.30 PM</b> Place of Tender Opening: Office chamber of MO I/C CHC Odapada , Dhenkanal (Bidders / authorized representative may remain present at the time of opening of Tender)

## SECTION - II

### INSTRUCTIONS TO BIDDERS

1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid Block CHC of their interest.

2. *Eligibility Criteria*

- Any private individuals/Tour Operators/Travel Agency can participate in the tender Process.
- Should submit the required EMD @ Rs.5, 000/- for each vehicle offered.

Note: Vehicles with only commercial registration shall be accepted.

3. Submission and signing of Tender

Interested eligible bidders may submit their bid (s) separately for any block of their interest. The bidders interested to submit their bids for Block CHC, can do so by submitting EMD & documents as set forth in this RFP document at the office of the Medical Officer-in-charge, CHC ODAPADA, Dhenkanal the details of which is mentioned in Section IV: Schedule of Tender submission. CHC odapada 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 BLOCK POGRAMME  
MANAGEMENT UNIT

- The bidder's name, address & E-mail ID shall be mentioned in the left hand corner of the envelope.
- The envelope shall be addressed to the Medical Officer-in-charge, CHC ODAPADA, Dhenkanal for which they want to bid (as mentioned at section - IV: Schedule of Tender Submission)

(b) If the envelope is not sealed and marked as mentioned above, then the MO I/Cs 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

The sealed envelope shall contain the following:

1. EMD of Rs. 5,000/- in the shape of a Demand Draft (for each Vehicle they want to offer) in favour of the Medical Officer-in-Charge, CHC ODAPADA (of Tender submission for which the bidder is interested to bid).
2. Annexure-I duly filled in
3. Any other details, the bidder like to include in the proposal.
4. Annex-II (Financial Bid) with proper signature and seal of the bidder.

5. Number of Proposals

Interested bidders fulfilling the eligibility criteria may submit their proposal .

**SECTION - III**  
**TERMS OF REFERENCE**

**Hiring of Vehicles for Block Programme Management Unit (BPMU) Under NHM**

**1. What is BPMU**

BPMU: Block Programme Management Unit The objective of this initiative is to improve the overall Supervision of Health Activity & Officially work management.

**2. Location & Operational Area**

- The vehicle will be attached to the Block CHC at the disposal of MO I/c.

**3. Essential Features of Vehicles to be engaged at BPMU**

- The vehicle shall not be more than 3 years old at the time of tender from the initial registration.
- The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :- valid Registration 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/ office hiring the vehicle 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 of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.

Type of Vehicles Permissible to be hired	Make & Model	Minimum Average Mileage/ Lit. For reimbursement purpose	Maximum Hire Charges per month	Remarks
Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Bolero 10 seated	10 Kmpl	Rs. 10,000/- (However, rate will be fixed for all vehicles as per L1 rate of the respective block	Service Tax would be reimbursed separately over & above the hire charges.

- **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.
- For effective coordination, the driver of the vehicle has to be provided with a **mobile phone by the vehicle owner.**
- **The driver should have a clean track record** without any history of convection in the court of law.

## 5. Major Features of Contract

- **Vehicle will be hired locally on contractual basis.** The contract shall be initially for a period of **Eleven months** subject to satisfactory performance assessed by appropriate authority (MO I/c of respective block CHC) every year.
- Any private individuals/Tour operators/ Transport Agency can participate in the tender process.
- **The monthly rate of hire charge** shall be quoted separately in the price bid (excluding fuel and lubricants).
- **The agency interested will quote the financial bid** keeping in account the road tax, insurance premium, GST, parking fee, toll tax etc for which state Government or Rogi Kalyan Samiti (RKS) will not pay anything extra.
- **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.
- The vehicles shall be required generally for **10 hours in a day (8 AM to 6 PM)**
- **In case of emergency**, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- The vehicle will be used exclusively for **BPMU related services.**
- The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the Block Programme Manager and counter checked by the MO I/c of block CHC on regular basis.
- If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- **The successful bidder shall execute an agreement with the MO I/C..**
- All charges will be paid on monthly basis as per the terms of reference with in fifteen days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
- 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,**
  - ✓ If the **behaviour of the driver** is not proper
  - ✓ In case of the vehicle do **not report regularly**
  - ✓ In case the driver of the vehicle is found to be convicted.
  - ✓ If the owner of the vehicle violets any of the terms of contract and not interested for branding of vehicle.
- 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 services and termination of agreement.

## 6. EMD/Security Deposit

- Bidder shall have to deposit EMD of Rs. 5,000/- (Rupees ten Thousand only) per vehicle, offered in the form of crossed Demand Draft/pay order in favour of the Medical Officer-in-Charge, CHC Odapada\_ along with their bids. Bid received without EMD will not be entertained / considered at all and will be rejected summarily. Bids received along with EMD in the form of cheque/cash will not be accepted / considered and liable for rejection. No interest would be paid on EMD.
- **Forfeiture:** The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per ToR in any respect within the period of validity of tender.
- **Refund:** (i) EMD will be refunded to the unsuccessful tender within thirty days from the date of issue of work order to the successful tender and no interest would be paid thereon, and (ii) EMD of the successful tender will be converted into security deposit. No interest will be paid on the EMD/security deposit.
- **Extension of EMD:** in case the contract signed with service provider (successful bidder) is extended beyond on year, on mutual consent, the service provider will have to submit fresh EMD for the extended period.
- **Refund of security deposit:** Will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest would be paid thereon.

## 7. Tender Procedure:

- For timely completion of the tender process, Tender notice will be published centrally by the district office indicating block wise requirement of vehicles on hire basis.
- Sealed tender in the prescribed form duly super-scribed "Tender for hiring of vehicles for Block Programme Management Unit" addressed to the Concerned Block MO I/C.
- The tender should be submitted in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorised signatory on each page.
- District purchase committee will open technical bids and only invite the qualified technical bidders for opening of financial bid.
- Late / delayed tenders to any reason whatsoever will not be accepted/ considered at all under any circumstances.
- Comparative statement duly signed by tender/ procurement committee will be approved.
- The agreement will be executed between the Medical Officer-in -Charge, CHC Odapada and approved L1 bidder.
- The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price of the respective block. If requisite number of vehicle is not provided by the L1 bidder, L2, L3, L4 and so on bidders shall be selected provided they match to the L1 rate.

**Technical Bid for Hiring of Vehicle under BPMU**Name of the Block CHC applied for:

, Name of the District:Dhenkanal

1.	Name of the Bidder			
2.	Address & Telephone/Mobile No.			
3.	E-mail of the contract person, if any			
4.	ID proof of the individual / Registration certificate of the organization (attach photocopy)			
	PAN No. (attach photocopy)			
	Bank Account Details (A/c No/ IFSC code /name of the Bank and Branch)			
	AADHAR No of the owner of the vehicle(attach photocopy)			
	Name of driver employed (Proof of Driving License to be attached)			
5.	Details of EMD enclosed (EMD @ Rs.5000/- per vehicle to be submitted)			
6.	Details of Vehicle (s) enclosed <b>(Only vehicle with commercial registration shall be accepted)</b> <ul style="list-style-type: none"> <li>• Date of purchase-</li> <li>• Make &amp; Model-</li> <li>• Registration No.-</li> <li>• Insurance certificate-</li> <li>• Fitness certificate-</li> <li>• Up to date tax payment</li> </ul>	vehicle -1	Vehicle-2	Vehicle-3

	Documentary evidence (photocopy) for all above details to be attached.			
7.	Declaration- i/ we are not black listed by any central/ state Government/ Public sector Undertaking in India (To be furnished in non judicial stamp paper of worth Rs.20/- duly certified by Notary)			

N.B: EMD @ Rs. 5000/- per vehicle is to be submitted.

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

**Financial Bid**

<b>Type of Vehicle, Make &amp; Model Vehicle</b>	
<b>Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel cost &amp; service Tax)</b>	

**N.B:-DOL is One litre per Ten Kms.**

(\* Pl. Refer to the type of vehicle & the Max. Monthly hire charges requirement mentioned at Section-III of the RFP)

**DECLARATION**

1. We are not involvement in any major litigation that may have an impact of affecting or comprising the delivery of services as required under this tender.
2. We are not black listed by any Central / State Government /Public sector undertaking in India.

**Signaturewith Seal**

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

Date:

Place: