

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

**O/O- The Medical Officer I/C, CHC Khajuriakata. Dhenkanal
At/- Khajuriakata, Po- Balimi, Dist- 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 Mobile Health Team (MHT)/BPMU of this CHC on a monthly basis for implementation of the BPMU activities.

1	Period of Availability of RFP Document	<u>From 07.08.2021 to 18.08.2021</u> Downloadable from website: www.dhenkanal.nic.in
2	Last date for submission of Tender	<u>Date: 18.08.2021, Time: 4 pm</u> The bidders have to submit their proposals with all required documents to the Block MO I/C. submission, Through Speed post / Registered post/Courier
3	Date, time and place of opening of Tender (Technical & Financial Bid)	<u>Date: 18.08.21</u> , <u>Time: 4.30 pm</u> Place of Tender Opening: Office chamber of the Block MO I/C , Khajuriakata, 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 for BPMU to Block CHC.

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 to block MO I/C.

4. **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 BPMU.

- 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 Khajuriakata, Po- Balimi, Dist- Dhenkanal, Pin- 759020.**

(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.

5. **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 in favour of the **Rogi Kalyan Samiti, CHC Khajuriakata.**
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.



SECTION - III
TERMS OF REFERENCE

1. Essential Features of Vehicles to be engaged for Block Programmagement unit(BPMU)

- The vehicle for BPMU shall not be more than 3 years old at the time of tender from the initial registration & having good running condition which will verified by committee before signing the contract agreement.
- 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 vehicle should be compatible for installation of GPRS device like with digital speedometer and with central locking system.
- **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	Remarks
Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Bolero 10 seated	10 Kmpl	

- **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.**

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- **The driver** should have a clean track record without any history of convection in the court of law.
- The vehicle will be branded as per prototype received from Mission Directorate, NHM, Odisha, the cost of which will be borne by this office.

5. Major Features of Contract

- **Vehicle will be hired locally** on contractual basis. The contract shall be initially for a period of **one year 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 vehicle shall report for duty **every day** in each month.
- **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 health services**.
- The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the Medical Officer of BPM and counter checked by the MO I/c of block CHC on regular basis.
- **NHM shall invest additional fund for branding & setting up of GPRS in these vehicles.**
- **The bidder who is not interested in branding of vehicles as per prototype given in section -V need not apply.**
- If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- 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 circum stances.
- 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
 - ✓ Any attempt to **tamper** the log book/GPRS device



- ✓ 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

6. EMD/Security Deposit

- **Bidder shall have to deposit EMD of Rs. 5,000/-** (Rupees Five Thousand only) per vehicle, offered in the form of crossed Demand Draft/pay order in favour of the **Rogi Kalyan Samiti, CHC Khajuriakata** 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:

- **Sealed tender** in the prescribed form duly super-scribed "Tender for hiring of vehicles for BPMU" addressed to the Block MO I/C, CHC Khajuriakata.
- **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.
- CHC 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.

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- Comparative statement duly signed by tender/ procurement committee will be approved.
- The agreement will be executed between the Medical Officer-in-Charge, CHC Khajuriakata and approved L1 bidder.

SECTION - IV

Vehicles required for MHT under BPMU of CHC Khajuriakata

Sl. No.	Name of the CHC	Total No. of Vehicle required under BPMU
1	Khajuriakata CHC	1(one) Nos
2	Khajuriakata CHC	1(one) Nos.

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ANNEXURE-I

Technical Bid for Hiring of Vehicle under BPMU

Name of the Wings(BPMU) for which applied for: BPMU

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)	

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Financial Bid For ANNEXURE-II
(BPMU)

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

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.

Signature with Seal

Name: (Firm/ Company/ Tour operator/ Individual) _____

Date:

Place:

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