

REQUEST FOR PROPOSAL (RFP) DOCUMENT  
FOR HIRING OF VEHICLES  
UNDER  
RASTRIYA BAL SWASTHYA KARYAKRAM (RBSK)  
SWASTHYA SANGOJ (MHU)  
BLOCK PROGRAMME MANAGEMENT UNIT (BPMU)  
DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)



OFFICE OF CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER - CUM - DISTRICT  
MISSION DIRECTOR, NHM  
MAYURBHANJ

**SECTION-I**

Date & Time of Tender Submission and Finalization

RFP No. 9200

Dated: 25/8/21

Detail proposals are invited from eligible bidders for hiring of vehicles under Rastriya Bal Swasthya Karyakram (RBSK), Swasthya Sanjog, block programme management unit (BPMU) and District Programme Management Unit (DPMU)

1	Period of Availability of RFP Document	From 25.08.2021 to 18.09.2021 (Only Working days) (Downloadable from website: <a href="http://www.mayurbhanj.nic.in">www.mayurbhanj.nic.in</a> )
2	Last date for submission of Tender & address	Date: 18.09.2021 Time 05.00 pm Address: O/o Chief District Medical & Public Health Officer, Baripada Dist: Mayurbhanj (Name of the Block is mentioned at Section IVA / IVB / IVC Schedule of Submission)
3	Modality of Submission	Through Speed post/Registered post/ Courier only.
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: 20.09.2021 Time 12.30 PM. Place of Tender Opening : <u>NHM Conference Hall , O/o the CDM &amp; PHO, Mayurbhanj,</u> (Bidders / authorized representative may remain present at the time of opening of Tender)
5	Finalization of Comparative Statement by CDM & PHO, Mayurbhanj	Date: 20.09.2021

## SECTION-II

### INSTRUCTIONS TO BIDDERS

#### 1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid separately for one or more than one block of their interest.

#### 2. Eligibility Criteria

- Any private individual / Tour operator / Travel Agency / Society / Firm can participate in the tender process.
- Should submit the required EMD @ Rs.10,000/-for each vehicle applied.
- Vehicles having commercial registration will be accepted.
- New quotation vehicle documents will 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 more than one block can do so by submitting separate bids with separate EMD & DOCUMENTS AS SET FORTH in this RFP Document in the office of the CDM & PHO, Mayurbhanj.

#### 4. Packing, Sealing and Marking of Bid

- (a) The sealed envelope containing the ANNEXURE-I, Self attested photocopy of the required document & ANNEXURE-II should clearly be super scribed with the following:

Tender for "Hiring of Vehicles for ..... (Block Name).....under .....(Programme Name RBSK/SWASTHYA SANJOG/BPMU/DPMU)"

- RFP no. & Block Name (The bidder should clearly mention the Block Name for which the proposal is submitted).
  - The bidder's Name & address shall be mentioned in the left hand corner of the envelope.
  - The envelope shall be addressed to the CDM & PHO, Mayurbhanj with the Name for which they want to bid (as mentioned at Section-IV: Schedule of Tender Submission)
- (b) If the envelope is not sealed and not marked as mentioned above, then the O/o the CDM & PHO, Mayurbhanj 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 followings:

1. EMD of RS. 10,000/-in the shape of a Demand Draft (for each vehicle they want to offer) in favor of the **ZSS, NON NRHM FUNDS A/c, MAYURBHANJ payable at Baripada**
2. Annexure-I (Technical Bid) duly filed in.
3. Annexure-II (Financial Bid) with proper signature and seal of the bidder.

Interested bidders fulfilling the eligibility criteria may submit their proposal separately for any one / more than one block of their choice.



## SECTION –III

### TERMS OF REFERENCE

#### **Hiring of Vehicles for Mobile Health Teams (MHT) Under RBSK**

##### Location & Operational Area of Mobile Health Teams (MHT) Under RBSK

Each Mobile Health Team (MHT)/MHU will be allotted with a specific operational area under the Block CHC for visit of targeted institutions.

1. The vehicles will be attached to the block CHC at the disposal of MO I/C.
2. In case of the Block CHC isn't located centrally, and then the MHT/MHU would be positioned in such a way that it covers its targeted institutions with minimal distance coverage.
3. The hired vehicle will be stationed at respective health Institution or suitable place as decided by the concerned MO I/C.
4. The Vehicle will be attached with GPS based AVTMS (automatic Vehicle Tracking and Management System) under RBSK/MHU.
5. The vehicle for BPMU will be attached to the block CHC at the disposal of MO I/C for official touring purpose.
6. The vehicle for DPMU will be attached to the district head quarter at the disposal of district authority for official touring purpose.

#### **Essential Features of Vehicles to be engaged for Mobile Health Teams (MHT) Under RBSK**

1. The vehicle shall not be more than 5 years old for MHT at the time of hiring / award of contract from the initial registration.
2. 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.**
3. The vehicle should be compatible for installation of GPRS device, preferably with digital speedometer and with central locking system
4. The Department / Office hiring the vehicles shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damages to any property on account of use hired vehicles in any manner whatsoever. The owner of vehicle shall be responsible for all such litigation.
5. The new vehicle having valid quotation shall be considered

Specifications: (as per the Memorandum of Finance Dept. No.30464/ FIN-COD-MV-0001-2017 dated 06.09.2019)

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage /Lit. for reimbursement purpose
Non-AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Mahindra Max/ Marshal/Bolero /Tata Sumo Gold/Frtiga.	10 km / Litre

6. 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
7. For effective coordination the driver of the vehicle has provided with a mobile phone by the vehicle owner.
8. The Driver should have a clean track record without any history of conviction in the court of law.
9. The vehicle will be connected with GPRS by the Health department (MHT Vehicles). The GPRS equipment would be installed in the vehicle by the Health Department.
10. Branding of vehicle will be done as per specification given by govt.

### Hiring of Vehicles for Mobile Health Units SWASTHYA SANJOG (MHU)

1. Location & Operational Area of Mobile Health Units SWASTHYA SANJOG (MHU)
2. Each Mobile Health Team MHU will be allotted with a specific operational area under the Block CHC for visit of targeted institutions.
3. The vehicles will be attached to the block CHC at the disposal of MO I/C.
4. In case of the Block CHC isn't located centrally, and then the MHU would be positioned in such a way that it covers its targeted institutions with minimal distance coverage.
5. The hired vehicle will be stationed at respective health Institution or suitable place as decided by the concerned MO I/C.
6. The Vehicle will be attached with GPS based AVTMS (automatic Vehicle Tracking and Management System) under MHU.

### Essential Features of Vehicles to be engaged for Mobile Health UNITS (MHU) under NHM

1. The vehicle shall have been less than 2 years old for MHU (SS) at the time of hiring / award of contract from the initial registration.
2. 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.
3. The vehicle should be compatible for installation of GPRS device, preferably with digital speedometer and with central locking system
4. The Department / Office hiring the vehicles shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damages to any property on account of use hired vehicles in any manner whatsoever. The owner of vehicle shall be responsible for all such litigation.
5. The new vehicle having valid quotation shall be considered.

**Specifications:** (as per the Memorandum of Finance Dept. No.30464/ FIN-COD-MV-0001-2017 dated 06.09.2019)

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage /Lit. for reimbursement purpose
Non-AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Mahindra Max/ Marshall/Bolero /Tata Sumo Gold/Frtiga.	10 km / Litre

6. 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
7. For effective coordination the driver of the vehicle has provided with a mobile phone by the vehicle owner.
8. The Driver should have a clean track record without any history of conviction in the court of law.
9. The vehicle will be connected with GPRS by the Health department (MHU Vehicles). The GPRS equipment would be installed in the vehicle by the Health Department.
10. Branding of vehicle will be done as per specification given by govt.

*Handwritten signature*



## Hiring of Vehicles for DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)

### Essential Features of Vehicles to be engaged for DPMU

1. The vehicle should have been less than 2 years old at the time of hiring / award of contract from the initial registration.
2. The hired vehicles, during period of contract, shall have all necessarily valid documents such as:-Valid Registration Certificate, Insurance certificate, fitness Certificate, Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times .
3. The Department / Office hiring the vehicles shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damages. The owner of vehicle shall be responsible for all such litigation.
4. The new vehicle having valid quotation shall be considered.

Specifications: (as per the Memorandum of Finance Dept. No.30464/ FIN-COD-MV-0001-2017 dated 06.09.2019)

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage / Lit. for reimbursement purpose
AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Mahindra Max/ Marshal/Bolero /Scorprio/Tata Sumo.	10 km / Litre

5. 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
6. For effective coordination the driver of the vehicle has provided with a mobile phone by the vehicle owner.
7. The Driver should have a clean track record without any history of conviction in the court of law.

## Hiring of Vehicles for BLOCK PROGRAMME MANAGEMENT UNIT (BPMU)

### Essential Features of Vehicles to be engaged for BPMU

1. The vehicle shall not be more than 2 years old at the time of hiring / award of contract from the initial registration.
2. The hired vehicles, during period of contract, shall have all necessarily valid documents such as:-Valid Registration Certificate, Insurance certificate, fitness Certificate, Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times .
3. The Department / Office hiring the vehicles shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damages. The owner of vehicle shall be responsible for all such litigation.
4. The new vehicle having valid quotation shall be considered.

Specifications: (as per the Memorandum of Finance Dept. No.30464/ FIN-COD-MV-0001-2017 dated 06.09.2019)

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage / Lit. for reimbursement purpose
AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver.	Mahindra Max/ Marshal/Bolero /Tata Sumo.	10 km / Litre

5. 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
6. For effective coordination the driver of the vehicle has provided with a mobile phone by the vehicle owner.
7. The Driver should have a clean track record without any history of conviction in the court of law.

## Major Features of Vehicles to be engaged

1. **Vehicles will be hired locally** on contract basis. The contracts shall be initially for a period of one year which may be extended till funding from Mission Directorate, NHM, and Odisha subject to satisfactory performance assessed by appropriate authority (DPMU Staffs/ CDM& PHO/ In case at CHC level Superintendent CHC) every year.
2. Any private individuals/Tour operators/ Transport Agency/ Society/ Firm can participate in the tender process.
3. **The monthly rate of hire charge** shall be quoted separately in the price bid (excluding fuel)
4. **The agency interested will quote the financial bid** keeping in account of the road tax, insurance premium, GST etc. (Except toll tax, entry tax, Parking charge etc.) which will be reimbursed against submission of original vouchers.
5. **In case of breakdown** for reasons whatever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. The vehicles shall report for duty on all day in a Month. Sunday or on any holiday if emergency arises the driver may be called to report.
7. The vehicles shall be required generally **for 12 hours in a day (8 AM to 8 PM)** for BPMU/DPMU Vehicle & for 8 hours in a day (8 AM to 6 PM) for MHT & SS.
8. In case of emergency, the driver will have to report for duty as per the requirement of the hire. No extra payment shall be demanded.
9. The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the Medical Officer of MHT and counter checked by the MO I/C of block CHC / PHC on regular basis. That of for BPMU/DPMU Vehicles, it will be by the BAM/Accountant concerned.
10. NHM shall invest additional fund for branding & setting up of GPRS in MHT & SS vehicles.
11. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
12. The successful bidder shall execute an agreement with concern head of institution for engagement of vehicle/s.
13. All charges will be paid on monthly basis as per the terms of reference within fifteen days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
14. 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:
  - i. If the behavior of the Driver is not proper;

- ii. Any attempt to tamper the log book / GPRS device / branding;
- iii. In case of the vehicle do not report regularly;
- iv. In case the driver of the vehicle is found to be convicted.
- v. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be made mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

#### 11 EMD/ Security Deposit

1. Tenders shall have to deposit EMD of Rs.10,000/- (Rupees Ten Thousand only) per vehicle offered in the form of crossed Demand Draft/ Pay Ordered in favor of the ZSS, NON NRHM, MAYURBHANJ payable at Baripada along with their tenders. Tenders received without EMD will not be entertained / considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque/ cash will not be accepted/ considered and rejected. No interest would be paid on the EMD.
2. **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.
3. **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 without any interest. (ii) EMD of the successful tender will be converted into security deposit. No interest will be paid on the EMD/Security deposit.
4. **Refund of security deposit:** The 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.

#### Tender Procedure:

1. Sealed tenders in the prescribed form duly super scribed with "Hiring of Vehicles for ..... (Block Name).....under ..... (Programme Name RBSK/SWASTHYA SANJOG/BPMU/DPMU/D)" to the CDM & PHO, Mayurbhanj.
2. The tender should be submitted in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory on each page. Late / delayed tenders to any reason whatsoever will not be accepted/ considered at all under any circumstances.
3. The district tender/Procurement committee will open technical bids and only invite the qualified technical bidders for opening of financials bids.
4. Comparative statements duly signed by Tender/Procurement committee will be approved.

5. **The selection will be made** through cost effective analysis basing on monthly hiring charges and DOL consumption for 5000 kms. The hiring charge per month should be within the maximum limit and mileage should be within minimum limit as prescribed above. The authority reserves the right to negotiate with the bidders if lowest one is above the prescribed limit/budgetary provision. The lowest quoted bidder will be selected and the negotiation can also be made with other eligible vehicles to match with lowest one.
6. **The agreement will be** executed between the ADPHO(FW) of the approved L1 bidder for DPMU vehicle
7. **The agreement will be** executed between the superintendent of the respective Block CHC and the approved L1 bidder for MHT/SS & BPMU
8. 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. And others are kept in panel for filling up future vacancy.



**SECTION- IV-A**

Schedule of submission of Tender

**BLOCK / CHC WISE REQUIREMENTS OF VEHICLE FOR MEDICAL HEALTH TEAM  
(MHT) UNDER RBSK**

SI No	Name of the Block CHCs	Block wise total Requirement of Vehicle under RBSK
01	Bangriposi	1
02	Thakurmunda	1
03	Kisantandi	1
04	S C PUR	1
05	Betnati	1
06	Badasahi	1
07	Mananda	1
08	Jamda	1
09	Raruan	2
10	Tato	1
11	Bangriposi	1
12	Sukruli	2
13	Thakurmunda	1
14	Bijatola	2

\* EMD @ Rs. 10,000/- per vehicle should be submitted in Favor of ZSS, NON NRHM, MAYURBHANJ payable at Baripada.

**SECTION- IV-B**

Schedule of submission of Tender

**BLOCK / CHC WISE REQUIREMENTS OF VEHICLE FOR MOBILE HEALTH UNIT  
UNDER SWASTHYA SANJOG**

SI No	Name of the Block CHCs	Block wise total Requirement of Vehicle under Swasthya Sanjog
01	Badasahi	1
02	K C Pur	1
03	Mananda	1
04	Bangriposi	1
05	Jamda	1
06	Bijatola	1
07	Sukruli	1

\* EMD @ Rs. 10,000/- per vehicle should be submitted in Favor of ZSS, NON NRHM, MAYURBHANJ payable at Baripada.

**SECTION- IV-C**

Schedule of submission of Tender, BLOCK PROGRAMME MANAGEMENT UNIT

SI No	Name of the unit	Requirement of Vehicle
01	Betnati	1
02	Kostha	1
03	Badasahi	1
04	Manada	1
05	Tato	1
06	Sukruli	1
07	Bijatola	1

EMD @ Rs. 10,000/- per vehicle should be submitted in Favor of ZSS, NON NRHM FUNDS A/c, MAYURBHANJ payable at Baripada.

**SECTION- IV-D**

Schedule of submission of Tender, DISTRICT PROGRAMME MANAGEMENT UNIT

SI No	Name of the unit	Requirement of Vehicle
01	DPMU Mayurbhanj 1 for Civil section at Rairangpur 1 for Mobile Ophthalmic Unit	2

EMD @ Rs. 10,000/- per vehicle should be submitted in Favor of ZSS, NON NRHM FUNDS A/c, MAYURBHANJ payable at Baripada.

Annexure-I

Technical Bid

Name of the Block CHC applied for: \_\_\_\_\_ for MHT / SS

Or

Applied for BPMU/DPMU - \_\_\_\_\_

1.	Name of the Bidder			
2.	Address & Telephone/Mobile No			
3.	E-Mail of the contact Person, If any			
4.	ID proof of the Individual / Registration certificate of the Organization ( Photocopy)			
5.	Details of EMD enclosed ( EMD @ Rs. 10,000/-) per vehicle to be submitted)			
6.	Details of Vehicles enclosed ( Only vehicle with commercial registration shall be accepted) <ul style="list-style-type: none"><li>• Date of Purchases</li><li>• Make &amp; Model</li><li>• Registration No.</li><li>• <b>commercial</b> vehicle registration No</li><li>• Insurance certificate</li><li>• Fitness certificate</li><li>• Up to date tax payment</li><li>• UP to date Valid road Permit paper</li></ul> Documentary evidence (Photocopy) for all above details to be attached <b><u>otherwise the bid will be rejected.</u></b>	Vehicle -1	Vehicle -2	Vehicle -3
<b>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.10/- duly certified by Notary as per format provided in annexure-III) otherwise the bid will be rejected.</b>				

N.B: EMD @ Rs.10,000/- per vehicle to be submitted.

(Signature of the Applicant)

Name:

Designation:

Seal:



Financial Bid

Make & Model Vehicle	* Monthly Hiring Charges (Rs.) including all Charges of the Driver ( Exclusive of Fuel Cost & G.S.T)
	Monthly Hiring Charges-(For BPMU,DPMU, MHU & MHT) -Rs. _____

(\*Please refer to the type of vehicle & the Max. Monthly hire Charges requirement mentioned at Section –III of the Ref)

I/We hereby declare that above information given by me/us are true complete and correct to the best of my/our knowledge and belief. In the event of any information found false or incorrect before or after selection my candidature will be cancelled and appropriate action can be taken by the authority. I/We am/are also declare that, I/We am/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 and I/We are not black listed by any Central/State government/Public Sector Undertaking in India.

Signature

Name (Firm/Company/ Tour Operator/Individual)

\_\_\_\_\_

Date:

Place:

Seal \_\_\_\_\_



DECLARATION

(Filled by the Notary)

I / We \_\_\_\_\_ do hereby declare that I / We have not been de-recognized / black listed by the Tender inviting authority or by any state Govt. or Central Govt. organization.

I / We agreed that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me / us for a period of 3 years if, any information furnished by me / us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Seal & Signature of the Notary

*Handwritten signature*