OFFICE OF THE MEDICAL OFFICER INCHARGE, CHC CHANDABALI,
BHADRAK
BLOCK PROGRAMME MANAGEMENT UNIT
(Department of Health & FW, Govt. of Orissa)
E-mail ID:bpmucnb@gmail.com

Advt No: 74 Date: 09-04-18

REQUEST FOR PROPOSAL FOR HIRING OF VEHICLE FOR BPMU CHANDABALI

Sealed proposal as per the Precribed RFP document are invited from interested eligible bidders (Individuals /Tour operators/ Travel agencies/Firm) for Hiring of 1 No. of vehicle for Block Programme Management unit on a monthly basis for the year 2018-19. The eligibility criteria, terms of reference and the formats for submission of Bid are set forth in the RFP document which can be downloaded from the website www.bhadrak.nic.in. Interested bidders fullfilling the eligibility criteria may submit their proposal(s) (with EMD and documents as per RFP. The bidders have to submit their proposal(s) to the office of the Medical Officer Incharge,Chandabali for which they want to BID . The details of proposal(s) complete in all respect superscribing "**Tender for hiring of vehicles on rental basis (Monthly) for BPMU Chandabali & the advertisement reference No.**" on the envelope and should reach the office of the Medical officer Incharge, Chandabali **on or before 17-04-2018 (till 03.00PM) by Speed Post or Registered Post Only.** The technical and financial bids shall be opened at the office of the Medical Officer I/C, CHC Chandbali on **same date at 4.00 PM**. The authority reserves the right to reject any or all the proposals without assigning any reason thereof.

SD/- DR. A. K. KAR

Medical Officer I/C, CHC Chandabali, Bhadrak

SECTION –I

Date & Time of Tender Submission and Finalization

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES FOR BLOCK PROGRAMME MANAGEMENT UNIT (NHM) CHANDABALI, BHADRAK.

1	Period of Availability of RFP Document	From: 26-03-2018 to 17-04-2018 (Downloadable from website: www.bhadrak.nic.in)
2	Last date for submission of Tender	**Date: 17-04-2018 Time: 3.00 P.M.** **Address: Medical Officer Incharge, CHC Chandabali** **Dist. : Bhadrak** ***(Through Speed post or / and Registered post only)***
3	Date, time and place of opening of Tender (Technical & Financial Bid)	**Date: 17-04-2018 Time: 4.00 P.M.** **Place of Tender Opening: Meeting Hall, O/o Medical Officer I/C, CHC Chandabali** ***(Bidders / authorized representative may remain present at the time of opening of Tender)***
4	Finalization of Comparative Statement by MO I/C, CHC Chandabali	**17-04-2018**
5	Issue of award of contract by the MO I/C, CHC Chandabali	**18-04 -2018**
6	Signing of agreement with MO I/C, CHC Chandabali	**18-04-2018**

SECTION -II

INSTRUCTIONS TO BIDDERS

1. **Scope**

Interested bidders fulfilling the eligibility criteria may submit their bid.

2. ***Eligibility Criteria***

- Any private individuals/ Tour operators / Travel Agency / Society /Firm can participate in the tender process.
- The tender must be accompanied by **EMD of Rs.5,000/-(Rupees Five Thousand Only)** in **technical bid** by way of demand draft, drawn on any Nationalized / Scheduled Bank in favour of Member Secretary, Rogi Kalyan Samiti, CHC Chandabali, Bhadrak, payable at SBI, Chandabali. Tenders not accompanied by earnest money will not be considered. EMD of unsuccessful tenders will be returned without interest on finalization of bid. EMD of successful tender will be retained as performance security & will be refunded on successful completion of the job without interest after the terms of the agreement.

Note: Vehicles with only commercial registration shall be accepted.

3. **Submission and Signing of Tender**

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 envelopes** and these two envelops should be put into **another cover envelop** superscribed as **"Tender for hiring of vehicles on rental basis (Monthly) & the advertisement reference No"**. The Technical & Financial Bid envelopes should be clearly marked as **Technical Bid** & **Financial Bid** on the top of the relevant envelopes. The tenders (Cover & inner envelops) should be addressed to:

The Medical Officer Incharge,
CHC, Chandabali, Bhadrak,
PIN:756133, Odisha.

If the envelope is not sealed and not marked as mentioned above, then the O/o Medical Officer In charge, CHC Chandabali will assume no responsibility for the tender's misplacement or premature opening.

The details of proposal(s) complete in all respect should reach the office of the Medical Officer Incharge, CHC Chandabali on **or before -17-04-2018 (till 03.00PM) by Speed Post or Registered Post Only**. *Telex, cable or facsimile tenders will be rejected.*

4. All the tenders received within the due date & time will be opened at **4.00 P.M on 17-04-2018**. The financial bid of those tenders shall be opened whose technical bid are found to be qualified.

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 Medical Officer In charge, Chandabali, Bhadrak
2. **Annexure-I** duly filled in
3. Documentary evidence (Photocopy) for all above details to be attached.
4. Any other details, the bidder like to include in the proposal.
5. **Annexure–II (Financial Bid)** with proper signature and seal of the bidder.

SECTION –III

TERMS OF REFERENCE

Hiring of Vehicles for BPMU,CHANDABALI

Essential Features of Vehicles to be engaged

- **The vehicle shall not be more than 2 years old on date of advertisement.**
- Any private individuals/ Tour operators / Transport Agency / Society /Firm can participate in the tender process.
- **The monthly rate of hire charge** shall be quoted separately in the price bid (excluding fuel).
- **The agency interested will quote the financial bid** keeping in account the road tax, insurance premium, VAT, parking fee, toll tax etc for which State Government or BPMU will not pay.
- The hired vehicles, during bidding process and 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.

Specifications:

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage / Lit. for reimbursement purpose	Maximum Hire charges per month	Remarks
AC Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Mahindra xylo/ Bolero/scorpio/safari/Travera	12 Km. P/L	Rs. 10,000/-	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 conviction in the court of law.

Major Features of Contract

Period of Contract & General Condition(s)

Vehicle will be hired locally on contractual basis. The contracts shall be initially for a period **of one year and it is the sole discretion of the authority to extend the period of the contract order beyond the agreement period subject to** satisfactory performance assessed by appropriate authority on completion of the contract period.

- **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.
- **In case of emergency**, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- Vehicle(s) will be used exclusively for Block Programme Management Unit, Chandabali.
- The Agency is liable to provide vehicles during office hours, beyond office hours on all working days.
- The agency shall also have to provide the vehicles on Sundays as well as other public holidays as and when required by the authority.
- Beyond office hour, the vehicle may remain either under the custody of the concerned officer of the authority or with the agency as per the decision of the authority using the vehicle.
- In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement.
- The driver will maintain a log book to track vehicle movement.
- The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival. For this purpose the following norms have to be followed.
    - The point of kilometer reading & time of arrival shall start from the office of Medical Officer I/C, CHC Chandabali and end with the office of Medical Officer

I/C, CHC Chandabali as a centre of destination. The log book will be verified and checked by the Nodal Officer on regular basis.

- The agency would ensure that the driver(s) employed possesses a valid driving license. The driver of the vehicle should well conversant with traffic rules and other regulations prescribed by the Govt. from time to time.
- The successful bidder shall execute an agreement with the Medical Officer I/C, CHC Chandabali for engagement of vehicle.

Termination of Contract:

It is the sole discretion of the authority to terminate the contract prematurely on the ground of unsatisfactory services, disobedience of orders, negligence in duty and unruly behavior of service provider if noticed. In such case the agency will immediately cease the provision of the Services and submit a bill for costs incurred to provide the contracted services to the date of termination.

If the bidder violates any of the terms of contract, the authority shall forfeit the entire amount of security deposit.

Payment:

- Payment shall be made on monthly basis after submission of bill in triplicate along with the daily logbook and duty slip signed by the designated authority / visiting officer.
- 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.
- 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 borne by the agency.
- The agency shall provide substitute well in advance. If for any reason the driver is unable to attend the office on any date / time, the payment in respect of the overlapping period of the substitute shall be borne by the agency. In case no substitute is provided in time the authority shall have the right to hire a vehicle from the market and any additional expenditure incurred by authority shall be borne by the agency.

Arbitration: Medical Officer I/C,CHC Chandabali 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.

EMD/Security Deposit:

- **Tenders 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 Member Secretary, Rogi Kalyan Samiti, CHC Chandabali 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.
- **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.

Tender Procedure:

- **Sealed tenders** in the prescribed form duly super-scribed "**Hiring of Vehicles for Block Programme Management Unit**" addressed to the Medical Officer I/C, CHC Chandabali.
- **The tender should be submitted** in the proforma given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory on each page.
- **The Block Tender/Procurement** Committee will open technical bids and only invite the qualified technical bidders for opening of financial bids.
- **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 Member Secretary, Rogi Kalyan Samiti, CHC Chandabali and the approved L1 bidder**.

ANNEXURE-I

Technical Bid for Hiring of BPMU Vehicle

1.	Name of the Bidder	
2.	Address & Telephone/Mobile No.	Tel.: Mob.:
3.	E-mail of the contract person, if any	E-mail ID:
4.	ID Proof of the Individual / Registration certificate of the Organization (Photocopy)	
5.	Details of EMD enclosed (EMD @Rs.5,000/- per vehicle to be submitted)	
6.	Details of Vehicle (s) enclosed **(Only vehicle with Commercial registration shall be accepted)** • Date of Purchase- • Make & Model- • Registration No.- • Insurance certificate • Fitness Certificate, • Up to date tax payment 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.10/- duly certified by Notary)	

N.B: EMD @Rs.5, 000/- per vehicle to be submitted

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

ANNEXURE-II

Financial Bid

Make & Model Vehicle	*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel Cost & Service Tax)

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

Signature

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

Date:

Place:

Seal _____