



OFFICE OF THE CDM & PUBLIC HEALTH OFFICER, BHADRAK
District Programme Management Unit, NHM
(Department of Health & FW, Govt. of Orissa)



Advt no: 9111

Date: 16/10/2019

REQUEST FOR PROPOSAL (RFP) FOR HIRING OF VEHICLE FOR M V C UNDER SUNETRA (UEHP)

Sealed proposals as per the Prescribed RFP document are invited from interested eligible bidders (Individuals /Tour operators/ Travel agencies/ Firm) for Hiring of 1 (one) vehicles for Mobile Vision Centre (MVC) on **Monthly Rental basis** for a period of One year . 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 CDM&PHO, Bhadrak. The details of proposal(s) complete in all respect superscribing "Tender for hiring of vehicles on **Monthly Rental basis** the advertisement reference no. _____" on the envelope and should reach to the office of the CDM&PHO Bhadrak on or before **28/10/2019 (till 12 noon) by Speed Post or Registered Posts Only**. The technical and financial bids shall be opened at the office of the CDM&PHO, Bhadrak on same date at 3.00 PM. The authority reserves the right to reject any or all the proposals without assigning any reason thereof.

[Signature]
16/10/19
CDM & Public Health Officer, Bhadrak .

SECTION -I

Date & Time of Tender Submission and Finalization

RFP No.

Dated:

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES FOR MOBILE
VISION CENTRE UNDER (SUNETRE) UEHP

1	Period of Availability of RFP Document	From: 16-10-2019 to 28-10-2019 (Downloadable from website: www.bhadrak.nic.in)
2	Last date for submission of Tender	Date: 28-10-2019 Time: 12 noon. Address: Chief District Medical & Public Health Officer, District Headquarter Hospital, Dist. : Bhadrak (Through Speed post or / and Registered post only)
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Date: 28-10-2019 Time: 3.00 P.M. Place of Tender Opening: Conference Hall, O/o C D M & PHO Bhadrak (Bidders / authorized representative may remain present at the time of opening of Tender)
4	Finalization of Comparative Statement by CDM&PHO	Date: 28-10-2019
5	Issue of award of contract by the CDM & PHO	Date: 28-10-2019
6	Signing of agreement with CDM&PHO, Bhadrak.	Date: 01-11-2019



SECTION -II
INSTRUCTIONS TO BIDDERS

1. Scope:

Interested bidders fulfilling the eligibility criteria may submit their bid.

2. *Eligibility Criteria*

- Any individual/ Tour operators / Travel Agency / Firm can participate in the tender process.
- The tender must be accompanied by EMD of Rs. 10, 000/- (Ten thousand) only in case bidders applying for engagement of vehicle on monthly hiring basis) in the envelop of technical bid by way of demand draft, drawn on any Nationalized / Scheduled Bank in favour of CDM & PHO, Bhadrak, payable at Bhadrak. Tenders not accompanied by earnest money will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tenderer 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 envelopes should be put into another cover envelop superscribed as "Tender for hiring of vehicles on rental (Monthly) basis 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 envelopes) should be addressed to:

The Chief District Medical & Public Health Officer,
District Headquarter Hospital, Bhadrak,



PIN: 756100, Odisha.

If the envelope is not sealed and not marked as mentioned above, then the O/o Chief District Medical & Public Health Officer Bhadrak 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 CDM&PHO Bhadrak on or before 28-10-2019 (till 12.00 noon) 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 3.00 P.M on 28-10-2019. The financial bid of those tenderers 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.10,000/- (Ten thousand) only (only in case bidders applying for engagement of vehicle on monthly hiring basis) in the shape of a Demand Draft in the envelop of technical bid in favour of the Chief District Medical & Public Health Officer Bhadrak. The tender not accompanied by the EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder(s) will be retained as performance security and will be refunded on successful completion of the job without interest after the terms of the agreement.
2. Annexure-I duly filled in
3. Documentary evidence (Self attested Photocopy) for all above details (as per Annexure - I) 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 MVC under SUNETRA, UEHP Bhadrak

A. Essential Features of Vehicles to be engaged

- 1) The Vehicle shall not be more than 3 years old at the time of hiring award of contract from the initial registration.
- 2) The hired vehicle during the period of contract shall have all necessarily valid MV documents such as valid Registration Certificate, Insurance certificate, fitness certificate, value contract carriage permit, proof up to date tax payment etc and DL of the driver available all the times.
- 3) 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 hired vehicles any manner whatsoever. The hirer shall be responsible for all such litigations.
- 4) Specification
 - A. Type of vehicle permissible to be hired- AC/non-AC diesel Driven vehicle having sitting capacity not less than 9 persons including driver.
 - B. Make & Model- Mahindra max/ Marshal/Bolero/ Tatasumo/ Victa
 - C. Minimum average miles /litre for reimbursement purpose /10 km/1lt
 - D. Maximum hire charges per month- 20 thousand excluding GST.
- 5) The driver of the vehicle must has 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 is to be provided with a mobile phone by the vehicle owner.
- 7) The driver should have a clear track record without any history of conviction in the court of law
- 8) Major feature of vehicle
 1. Vehicle will be hired locally at District level on the contract basis. The contract shall be initially for a period of one year which may be extended till funding from SUNETRA (UEHP) Odisha subject to satisfactory performance assessed by authority (CDM&PHO and DPM, NPCB & every Year
- 9) Any private individual /Tour operator transport agency/society/firm can participate in tender process.
- 10) The monthly rate of hired charge shall be quoted separately in the price bid (excluding fuel)

- 11) The agency interested will be quoted the financial bid keeping an account the road tax. Insurance premium vat parking fee, toll tax etc. for which state government or O/O CDM &PHO NPCB VI will not pay.
- 12) In case breakdown for reason whether, the replacement of a vehicle of the same or better mode shall be provided by the owner of the vehicle bidder.
- 13) The vehicle shall report for duty on all Day in month except govt. holidays. If emergency aris the driver may be called to report in any holidays.
- 14) The Vehicles shall be required generally for 12 Hours in a day (8 AM to 8 PM) .
- 15) In case of emergency, The Driver will have to report for duty as per requirement no extra payment shall be demanded.
- 16) The Driver will maintain a log Book to track vehicle movement. The Log Book will be verified and checked by the user (Ophthalmic assistant and counter checked by the DPM DBCS/NVBDCP & VI of the District on regular basis.
- 17) SUNETRA (UEHP) shall invest additional fund for branding and other minor fabrication (required).
- 18) If the bidder violates any of the terms and contracts, District authority/ Government shall forfeit the entire amount of security deposit.
- 19) The successful bidder shall execute an agreement with the respective CDM&PHO of the District to engagement of vehicle.
- 20) All charges will be paid on monthly basis as per term of reference within fifteen days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
- 21) If the services are found to be unsatisfactory, the client shall give one month notice and terminates the agreement. The contract will also be terminated in case of following reasons.
 - a) If the behaviour of the Driver is not proper.
 - b) Any attempt to temper the Log Book.
 - c) In case of the vehicle do not report regularly.
 - d) In case the Driver of the vehicle is found to be convicted.
 - e) In case the service provider intends to withdrawal the services of this vehicle and terminates the agreement. It shall be made mandatory upon him to grant one month notice before such withdrawal of services and termination of agreement.



B. Major Features of Contract

A. Period of Contract & General Condition(s)

- a) 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.
- b) 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.
- c) In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- d) Vehicle(s) will be used exclusively for District Programme Management Unit, NHM, Bhadrak.
- e) The Agency is liable to provide vehicles during office hours, beyond office hours on all working days.
- f) The agency shall also have to provide the vehicles on Sundays as well as other public holidays as and when required by the authority.
- g) 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.
- h) In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement.
- i) The driver will maintain a log book to track vehicle movement.
- j) 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.
 - a. The point of kilometer reading & time of arrival shall start from the office of CDM&PHO, Bhadrak and end with the office of CDM&PHO, Bhadrak as a centre of destination. The log book will be verified and checked by the Nodal Officer on regular basis.
- k) 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.
- l) The successful bidder shall execute an agreement with the Chief District Medical & Public Health Officer, Bhadrak for engagement of vehicle.

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B. 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.

C. 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. In case of **daily basis** (Local & Long), duplicate duty slips have to be maintained and one slip has to be retained by the officers using the vehicle with noting of starting/ closing Kilometres and time and signature on the duty slip (both original & duplicate).
- 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.

D. Arbitration: Chief District Medical & Public Health Officer, Bhadrak 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.

E. EMD/Security Deposit: Tenderers shall have to deposit EMD of -Rs10,000/- (Rupees tenThousand only) per vehicle offered in the form of Demand Draft in favour of Chief District Medical & Public Health Officer Bhadrak. Along with their tenders. Tenders received without EMD will not be entertained / considered at all and will be rejected summarily.

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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 tenderer within thirty days from the date of issue of work order to the successful tenderer and no interest would be paid thereon; and (ii) EMD of the successful tenderer 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 one 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.

C. Important Points

- i. All vehicles to be provided should be diesel commercial vehicles only.
- ii. The vehicles preferably not be more than 3 years old,..
- iii. For providing the vehicle on a **monthly basis**, the monthly rate (excluding diesel cost) should include the cost of Tyre, Tubes, battery & consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone.
- iv. The lowest evaluated bid shall be decided based on the lowest evaluated price bid and the L1 bidder shall be decided accordingly.
- v. There may be empanelment of two or three agencies for the vehicle (to be decided by the tender inviting authority based on requirement of the type of vehicle), if after price negotiation, the L2/L3 agencies agree to the L1 price. If the successful Bidder fails to execute the order, the Performance Security of the Bidder will be forfeited and the Bidder will be debarred for 3 three years for participating any bidding procedure under CDM&PHO, Bhadrak.



E. Tender Procedure

- Sealed tenders in the prescribed form duly super-scribed "Hiring of Vehicles for MVC under SUNERA UEHP" addressed to the Chief District Medical & Public Health Officer Bhadrak.
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- 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 District 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 Chief District Medical & Public Health Officer Bhadrak and the approved L1 bidder.

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Technical Bid for Hiring of Vehicle on Monthly rental / ~~Daily basis~~
with reference to the advertisement no. _____

Name of the District: Bhadrak

1.	Name of the Bidder	
2.	Address & Telephone/Mobile No.	Address: 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.10,000/- per vehicle to be submitted)	Name of Bank: DD No. Date of Issue:
6.	<p>Details of Vehicle (s) enclosed (Only vehicle with Commercial registration shall be accepted)</p> <ul style="list-style-type: none"> • Date of Purchase- • Make & Model- • Vehicle Registration No. - • GST Registration No. • Insurance certificate • Fitness Certificate, • Up to date tax payment <p>Documentary evidence (Self-attested photocopy) for all above details to be attached.</p>	DoP: _____ Make: _____ Model: _____ Vehicle regd. No. : _____ GST Regd. No. : _____ Insurance Certificate Valid upto _____ Fitness Certificate Valid Upto. : _____ Tax Paid & Valid Upto _____
7.	Undertaking that the firm has not been debarred / blacklisted by any Govt. Organization / Semi Government Organization / PSUs (To be furnished in non judicial stamp paper of worth Rs.10/- duly certified by Notary)	Attach the undertaking with signature & seal of the organization

N.B: EMD @Rs10, 000/- per (only in case bidders applying for engagement of vehicle on monthly hiring basis) vehicle to be submitted

DECLARATION:

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

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Technical Bid for Hiring of Vehicle on Monthly rental
with reference to the advertisement no.

Name of the District: Bhadrak

1.	Name of the Bidder	
2.	Address & Telephone/Mobile No.	Address: 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.10,000/- per vehicle to be submitted)	Name of Bank: DD No. Date of Issue:
6.	<p>Details of Vehicle (s) enclosed (Only vehicle with Commercial registration shall be accepted)</p> <ul style="list-style-type: none"> • Date of Purchase- • Make & Model- • Vehicle Registration No. - • GST Registration No. • Insurance certificate • Fitness Certificate, • Up to date tax payment <p>Documentary evidence (Self-attested photocopy) for all above details to be attached.</p>	<p>DoP: _____</p> <p>Make: _____ Model: _____</p> <p>Vehicle regd. No.: _____</p> <p>GST Regd. No.: _____</p> <p>Insurance Certificate Valid upto _____</p> <p>Fitness Certificate Valid Upto.: _____</p> <p>Tax Paid & Valid Upto _____</p>
7.	Undertaking that the firm has not been debarred / blacklisted by any Govt. Organization / Semi Government Organization / PSUs (To be furnished in non judicial stamp paper of worth Rs.10/- duly certified by Notary)	Attach the undertaking with signature & seal of the organization

N.B: EMD @Rs10, 000/- per (only in case bidders applying for engagement of vehicle on monthly hiring basis)vehicle to be submitted

DECLARATION:

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Date: (Signature & Seal of the Authorized Signatory)

Name:

Designation & Seal:



Financial BidA. Monthly Basis:

Make & Model of Vehicle	*Monthly Hiring Charges (Rs.) including all (Exclusive of Fuel Cost & Service Tax)
Bolero / Scorpio / Tavera	

(*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 _____

