



OFFICE OF THE CDM & PHO & DISTRICT MISSION DIRECTOR, BHADRAK
DISTRICT HEALTH MISSION
(Department of Health & FW, Govt. of Orissa)



Advt no: 12/2020

Date: 15.10.2020

REQUEST FOR PROPOSAL (RFP) FOR HIRING OF VEHICLES FOR DMHP UNDER NHM

Sealed proposals as per the Prescribed RFP document are invited from interested eligible bidders (Individuals /Tour operators/ Travel agencies/ Firm) for Hiring of 1 no. of vehicle for **District Mental Health Programme (DMHP)** on **Monthly Basis** for the year 2020-21. 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 fulfilling 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 rental basis Monthly for DMHP & the advertisement reference no. _____**" on the envelope and should reach to the office of the CDM & PHO, Bhadrak **on or before 29.10.2020 (till 4 PM.) by Speed Post or Registered Posts Only**. The technical and financial bids shall be opened at the office of the CDM & PHO, Bhadrak on **03.11.2020 date at 12.00 Noon**. The authority reserves the right to reject any or all the proposals without assigning any reason thereof.

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CDM & PHO, 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 DISTRICT PROGRAMME MANAGEMENT UNIT (NHM) BHADRAK.**

1	Period of Availability of RFP Document	From 15.10.2020 to 29.10.2020 (Downloadable from website: www.bhadrak.nic.in)
2	Last date for submission of Tender	Date: 29.10.2020 Time: 4 PM. Address: Chief District Medical & Public Health Officer, District Headquarter Hospital, Nuabazar, Bhadrak Dist. : Bhadrak Pin – 756 100 <i>(Through Speed post or / and Registered post only)</i>
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Date: 03-11-2020 Time: 12.00 Noon Place of Tender Opening: <u>O/o - CDM & PHO, Bhadrak</u> <i>(Bidders / authorized representative may remain present at the time of opening of Tender)</i>

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SECTION -II
INSTRUCTIONS TO BIDDERS

1. Scope:

Interested bidders fulfilling the eligibility criteria may submit their bid.

2. Eligibility Criteria

- Any Individuals /Tour operators/ Travel agencies/ Firm can participate in the tender process.
- The tender must be accompanied by **EMD of Rs. 5, 000/- in the envelop of technical bid** by way of **Demand Draft (DD)**, drawn on any Nationalized / Scheduled Bank in favour of NMHP 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.

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The details of proposal(s) complete in all respect should reach to the office of the CDM & PHO, Bhadrak on or before **29.10.2020 (till 4.00 PM)** by **Speed Post or Registered Posts Only**. Telex, cable or facsimile tenders will be rejected.

4. All the tenders received within the due date & time will be opened at **12.00 Noon** on **3-11-2020**.

The financial bid of those tenderers shall be opened whose technical bid are found to be qualified.

6. Content of the Tender Submission

The sealed envelope shall contain the following:

1. EMD of **Rs.5,000/-** only in the shape of a Demand Draft **in the envelop of technical bid** in favour of the **NMHP**. 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 to be submitted with
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 DPMU, NHM, Bhadrak

Essential Features of Vehicles to be engaged

The commercial light diesel/petrol vehicles on monthly basis will be used by DMHP, NHM to be hired on monthly basis and to be branded as "Mobile Mental Health Van" which will move throughout the district as per route chart.

- The period of contract shall initially be for Six months with effect from the date of signing of contract.
- The monthly rate to be paid to the agency for providing the vehicle is inclusive of cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone (for incoming calls). However, the cost of fuel not included in the monthly rate, which will be reimbursed as per the actual at the rate of fuel consumption depending upon the type of vehicle used.
- GST should be clearly mentioned separately in terms of Percentage in the designated places in the Annexure - II. However, these are not to be taken into consideration for evaluation purpose.
- **The vehicle shall not be more than 2 years old** at the time of hiring / award of contract from the initial registration. In case of non availability the vehicle having more than 3 years will be considered.
- Any private Individuals /Tour operators/ Travel agencies/ 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 DPMU 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: Monthly Hiring**

Proposed Estimated Budget for hiring of a "Mobile Mental Health Van"					
Type of Vehicles permissible to be hired	Make & Model	Monthly Hiring Charge	D.O.L Charge	Food Cost for Driver	Branding per District
AC Diesel/Petrol driven vehicles having sitting capacity not less than 6 persons including driver.	Bolero/ Scorpio/ Innova/ Tavera or similar type of vehicle	Rs 31,000/- (Hiring charges per month inclusive of GST)	Average Journey @ 150 km per visit for 20 days in a month 3000KM @12KM per liter=250 Ltr @Rs 80/-approx	Rs 3000/-Working Lunch @Rs 150/-per person 150x20=Rs.3000/-	Rs.5000/- Branding for "Mobile Mental Health Unit"

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- **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.
- The vehicle will carry one counsellor & one health worker or two counsellors to the field while attending counselling to inmate of CCC & CCHs.
- The vehicle with counsellors will stop at CCCs (Covid care centre), CCHs (Covid Care Home) for counselling of inmates as per route chart.
- **The Vehicle must contain one mike set to play the audio spot regarding COVID do's and don'ts & upscale awareness about good mental health.**
- Log books shall be maintained for the hired vehicles as in the case of government vehicles Kilometer reading POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
- **The vehicle must not be used for any other purpose other than mental health services.**
- **The prototype for branding of Mobile Mental Health Van is attached herewith for your kind information.**
- For effective coordination, the driver of the vehicle has to be provided with a **mobile phone by the Vehicle owner for which no extra payment shall be made.**
- **The Driver** should be well-behaved, disciplined, well dressed and should have a clean track record without any history of conviction in the court of law.
- The agency is required to provide clean vehicle with good quality clean seat covers.

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 **Six months 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, until fresh tender process for the succeeding year is finalized.

- **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 will be used exclusively for **District Mental Health Programme (DMHP)**, NHM, Bhadrak.
- The Agency is liable to provide vehicles during office hours, and 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.

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- 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 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.
- The agency would ensure that the driver(s) employed possesses a valid driving license. The driver of the vehicle should be 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 Chief District Medical & Public Health Officer, Bhadrak for engagement of vehicles.

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 log book 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: 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.

EMD/Security Deposit: Tenderers shall have to deposit **EMD of Rs.5,000/-** (Rupees Five Thousand only) per vehicle offered in the form of Demand Draft in favour of NMHP 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.

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- **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 Six months, 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.

Important Points:

- i. All vehicles to be provided should be diesel/petrol commercial vehicles only.
- ii. The vehicles to be provided should not be more than 2 years old. In case of non availability the vehicle having more than 3 years will be considered.
- iii. For providing the vehicle on a **monthly basis**, the monthly rate (excluding diesel/petrol cost) should include the cost of Tyres, 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 of vehicle and the L1 bidder shall be decided accordingly. 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 CDMO, Bhadrak.

Tender Procedure:

- **Sealed tenders** in the prescribed form duly super-scribed "**Hiring of Vehicles for District Mental Health Programme**" addressed to the Chief District Medical & Public Health Officer Bhadrak.
- 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.**



Technical Bid for Hiring of Vehicle under DPMU

Name of the District:

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.5,000/- per vehicle to be submitted)	
6.	Details of Vehicle (s) enclosed (Only vehicle with Commercial registration shall be accepted) <ul style="list-style-type: none">• Date of Purchase-• Make & Model-• Vehicle Registration No. -• GST No.• Insurance certificate• Fitness Certificate,• Up to date tax payment Documentary evidence (Self-attested photocopy) for all above details to be attached.	
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 @Rs.5, 000/- per 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 GST all other Expenses(Exclusive of Fuel Cost)
Bolero / Scorpio /Innova/ Tavera or similar type of vehicle	

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

Signature

Name (Individuals /Tour operators/ Travel agencies/ Firm) _____

Date:

Place:

Seal _____

