



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



Advt no: 04/21

Date: 28/07/2021

**REQUEST FOR PROPOSAL(RFP) FOR HIRING OF VEHICLES FOR IDSP MOBILE UNIT**

Sealed proposals as per the Prescribed RFP document are invited from interested eligible bidders (Individuals /Tour operators/ Travel agencies/ Firms) for Hiring of 1(One) no. of vehicle for IDSP Mobile Unit on **Monthly Basis** for the year 2021-22. 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](http://www.bhadrak.nic.in). Interested bidders fulfilling the eligibility criteria may submit their proposal (with EMD and documents as per RFP. The bidders have to submit their proposal to the office of the CDM & PHO, BHADRAK. The details of proposal complete in all respect superscribing "**Tender for hiring of vehicle on Monthly rental Basis for IDSP Mobile Unit & the advertisement reference no. \_\_\_\_\_**" on the envelope and should reach to the office of the CDM & PHO, Bhadrak **on or before 11/08/2021 (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 **12/08/2021 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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28/07/21  
Chief District Medical  
& Public Health Officer  
Bhadrak

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**SECTION -I**

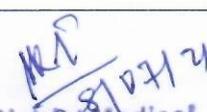
**Date & Time of Tender Submission and Finalization**

RFP No.

Dated:

**DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES  
FOR IDSP MOBILE UNIT BHADRAK.**

1	Period of Availability of RFP Document	From: <b>28-07-2021 to 11-08-2021</b>  (Downloadable from website: <a href="http://www.bhadrak.nic.in">www.bhadrak.nic.in</a> )
2	Last date for submission of Tender	<b>Date: 11-08-2021 Time: 4 PM.</b> <b>Address:</b> 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)	<b>Date: 12/08/2021 Time: 12.00 Noon</b> <b>Place of Tender Opening:</b> <u>O/o - CDM &amp; PHO, Bhadrak</u> <i>(Bidders / authorized representative may remain present at the time of opening of Tender)</i>
4	Finalization of Comparative Statement by CDM & PHO	<b>Date: 12/08/2021</b>
5	Issue of award of contract by the Chief District Medical & Public Health Officer, Bhadrak	<b>Date: 13/08/2021</b>
6	Signing of agreement with CDM & PHO, Bhadrak.	<b>Date: On or Before 16/08/2021</b>

  
**Chief District Medical  
& Public Health Officer  
Bhadrak**

**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.10, 000/-(Ten Thousand) only in the envelop of technical bid** by way of Demand Draft (DD), drawn on any Nationalized / Scheduled Bank in favour of **ZSS(IDSP)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 envelops) should be addressed to:

**The Chief District Medical & Public Health Officer,**  
**District Headquarter Hospital, Bhadrak,**  
**PIN: 756100, Odisha.**

*MLA*  
*28/07/21*  
**Chief District Medical  
& Public Health Officer  
Bhadrak**

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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 to the office of the CDM & PHO, Bhadrak on or before 11/08/2021 (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 **12/08/2021**.

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 in the shape of a Demand Draft **in the envelop of technical bid** in favour of **ZSS(IDSP)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 and 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.

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Chief District Medical  
& Public Health Officer  
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SECTION -III

TERMS OF REFERENCE

**Hiring of Vehicles for IDSP Mobile Unit Bhadrak**

**Standard Operative Procedure for IDSP Mobile Unit**

Integrated Disease Surveillance system in our state plays a crucial role in early detection of outbreak prone diseases of Public Health Importance. The IDSP unit working in district and block levels need to report accurate data in a timely manner to the next higher level to ensure timely and effective responses to contain communicable disease outbreaks. Monitoring and evaluation are keys for establishing and maintaining effective and efficient surveillance and response systems.

In order to strengthen the quality and core of disease surveillance, the supportive surveillance such as monitoring, supervision and communication must be boost at district and sub district level.

**IDSP MOBILE UNIT (IDSP MU):**

IDSP mobile unit shall monitors and supervise the IDSP programme (Disease surveillance, Laboratory surveillance. IHIP, NVHCP, NRCP. NPCCHH) and other activities under IDSP with timely investigation of outbreaks as when require. As COVID-19 is showing a resurgence, field monitoring and surveillance activities need to be strengthened at district and sub district level. Review of risk communication for quarantine. Social distancing, along with counselling the community on COVID appropriate behaviour to be emphasized etc.

» Every CHC must be visited twice in a month with four villages and 2 SCs enroute in that area. The districts outreach SCs, PHCs and CHCs to be covered on priority basis

During the visit. IDSP team must interact with the CHC. MO IC, PHEO, BPM, and Pharmacist of the CHC and sensitive them about IHIP, outbreak response and lab Surveillance.

The Micro plan and route chart to be prepared in consultation with the CHC, MO IC, PHEO. Pharmacist, BPM of the CHCs.

Prior intimation needs to be given to the MO I/C. BPM, BDM, PHEO, MPHS ANMs prior to teams visit to /PHC/CHC.

IDSP unit of the District to facilitate the communication from district to CHC and the SCs by email/ phone SMS .

The visit to the health facilities and village may be made accordingly as per need basis or if any emergency condition arises out of any eventuality or outbreak situation.

Cluster approach to be adopted to save time and distance.

Minimum tour to be undertaken by the RRT Mobile team will be 15 days per month, at least 2 CHC and 4 villages per trip/day.

Separate days & timing to be fixed for separate CHCs on the same day of visit of the RRT Mobile Unit. Four persons including the driver can travel in one four-wheeler hired vehicle (IDSP) following the COVID protocols and guidelines.

MO. BPM. PHEO, MPHS. LT, MPHWM must also be involved for IDSP activities at field level.

The vehicle should not be used for any other purpose other than IDSP related programme activities.

The documentations including photograph should be maintained on the activities performed on the day of visit.

Visit report must be submitted to State Surveillance Unit after duly signed by DPHO

The flexi banner must be displayed on the IDSP Mobile Unit.

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Bhadrak

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## ACTIVITY AT PHC/CHC LEVEL

The MO I/C must be sensitised about IHIP and other IDSP related programme.

VHND days /immunisation days may be utilised for counselling of ANM & lactating mother & screen them for Hepatitis B & Hepatitis C.

Registers to be maintained date wise by the visiting RRT Mobile Team of their visit to CHCs/PHCs/HWCs and Villages. Subsequently the detail report to be submitted by on weekly basis to the Nodal Officer.

Route chart & microplan of IDSP MHU to be made available to CHC MO I/C & IDSP unit.

The Staff must plan ASHA sensitization in the sector level as per COVID Guidelines while on Tour in Coordination with the District ASHA Co-ordinator.

The Days/Dates of visit should be fixed & should be conducted even in Govt Holidays for the ease of public. However. Staffs may be allowed a leave on a working day in lieu of their rendered work on Govt Holidays.

Sensitization cum Training of LTs. MPHS, ANMs, PHEOs, Pharamacist to be done on regular basis on surveillance, IHIP, Lab sample collection.

### At Sub Centers level

The ARM registers must be validated, sensitised and give hand holding support about IHIP and other IDSP related programme.

The team to hold focus group discussion among the villagers, CBOs, SHGs in the village to upscale for public awareness on safe drinking water, personal hygiene and sanitation and COVID appropriate behaviour.

Maintain register on the number of IPC /Focus group interacted with documentation of the findings.

In the village, the IDSP team must be parked in the centre of village so that the villagers have easy access and the team can interact with ASHAs, ANM, PRI members and the villagers.

ANMS, AWWs, ASHAs, CBOs. SHG to be shared with the contact number of IDSP Mobile Unit so that they can contact in case any unusual health events and emergency.

### Regarding Hired Vehicles

The Hired Vehicle suitably for outreach community activities through an open tender as per H&FW society norms.

The contract should be for one year. May be renewed on annual basis subject to further financial approval.

### Financial Implication

**The funds have been sanctioned out of PHRF funds (State Budget) vide Govt. Letter No 8940 dated 18.03.21. All the district to submit the SOE and UC to be submitted to in OGEFR-7 format for onward transmission to Govt**

  
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**Essential Features of Vehicles to be engaged**

- The vehicle hired shall not be more than 3 years old at the time of hiring / award of contract from the initial registration and shall be in good condition.
- 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**

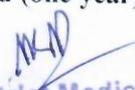
Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage in Kms per Litter	Maximum Hiring charges per month excluding taxes
AC / Non-AC Diesel/Petrol driven vehicles having sitting capacity not less than 6 persons including driver.	TUV300/Bolero/Sumo Gold/Ertiga	10 Km/pl	Rs. 31,000/-

- 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 for which no extra payment shall be made. The mobile no must be shared with the concerned authorities and it should be kept open 24x7.**
- **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 driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.
- 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 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 **IDSP Mobile Unit ,Bhadrak** will not pay.
- 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 contract 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 (one year) of the contract

  
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 Bhadrak

**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.

- Any Individuals having PAN /Registered Tour operators/ Regd. Transport agencies/Regd. Society/Regd. Firm can participate in the tender process.
- In case of vehicle on a **monthly basis**, the monthly rate to be paid to the agency for providing the vehicle is inclusive of cost of tyres & tubes, road tax, comprehensive insurance cover with third party unlimited liability risk of the vehicle, Gear box and differential coolant, 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 (petrol/Diesel) 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 on production of original receipt.
- 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 vehicles shall report to DPHO, Bhadrak for duty on all days in a month except Govt. holidays .If emergency arises the driver may be called to report in any holidays.
- The Vehicle shall be required generally for 12hours in a day (8AM to 8PM).It will make halt if required.
- 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 driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the user and counter checked by the DPHO of the district on regular basis. The said log book of the vehicle will be surrendered after termination /completion of the term of agreement.
- **IDSP Mobile Unit** shall invest additional fund for branding and other minor fabrication(if required)
- If the Bidder violets any of the terms of contract, District authority shall forfeit the entire amount of security deposit.
- 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 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 kilometre 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 agency would ensure that the driver 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.

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Chief District Medical  
& Public Health Officer  
Bhadrak

- The successful bidder shall execute an agreement with the Chief District Medical & Public Health Officer, Bhadrak for engagement of vehicles.
- If the services are found to be unsatisfactory, the authority shall give one month notice and terminate the agreement .The contract will also be terminated in case of following reasons.
  - a. If the behaviour of the driver is not proper.
  - b. If the driver reports in an inebriated state or consume alcohol while on duty.
  - c. Any attempt tampers the **IDSP Mobile Unit** vehicle log book.
  - d. In case of the vehicle does not report timely and regularly.
  - e. In case of the driver of the vehicle is found to be involved in any criminal matter.
  - f. In case of the service provider intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of services and termination of agreement.

The finance department Govt. of Odisha vide OM No.30464/F.Dt.06.09.2019 may be referred.

**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:** 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.

  
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Bhadrak

**EMD/Security Deposit:** Tenderers shall have to deposit EMD of Rs.10,000/- (Rupees Ten Thousand only) per vehicle offered in the form of Demand Draft in favour of **ZSS(IDSP)BHADRAK** 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.

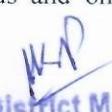
- **Forfeiture:** The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per ToR in any respect within the period of validity of tender.
- **Refund:** (i) EMD will be refunded to the unsuccessful tenderer within thirty days 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.

**Important Points:**

- i. The vehicle to be provided should be diesel/petrol commercial vehicles only.
- ii. The vehicles to be provided should not be more than 3 years old.
- 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. A bidder can submit bid for one type of services (Monthly basis).
- v. The lowest evaluated bid shall be decided based on the lowest evaluated price bid for one type of vehicle in the category (Monthly basis) and the L1 bidder shall be decided accordingly.
- vi. 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 CDMO, Bhadrak.

**Tender Procedure:**

- **Sealed tenders** in the prescribed form duly super-scribed "**Hiring of Vehicles for ZSS(IDSP)BHADRAK**" 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.

  
**Chief District Medical  
& Public Health Officer  
Bhadrak**

- 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.**

  
**Chief District Medical  
& Public Health Officer  
Bhadrak**

**Technical Bid for Hiring of Vehicle under IDSP Mobile Unit**

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.10,000/- per vehicle to be submitted)	
6.	<p>Details of Vehicle (s) enclosed (<b>Only vehicle with Commercial registration shall be accepted</b>)</p> <ul style="list-style-type: none"> <li>• Date of Purchase-</li> <li>• Make &amp; Model-</li> <li>• Vehicle Registration No.-</li> <li>• GST No.</li> <li>• Insurance certificate</li> <li>• Fitness Certificate,</li> <li>• Up to date tax payment</li> </ul> <p>Documentary evidence (<b>Self-attested photocopy</b>) for all above details to be attached.</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 <b>stamp paper of worth Rs.10/-</b> duly certified by Notary)	Attach the <b>undertaking</b> with signature & seal of the organization

**N.B: EMD @Rs.10, 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.

  
**Chief District Medical  
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 Bhadrak**

Date: (Signature &amp; Seal of the Authorized Signatory)

Name:

Designation:

Seal:

Financial Bid

A. Monthly Basis:

Sl No	Type of Vehicles permissible to be hired	Quote the minimum average mileage in KMs per Litter (Minimum 10 KM/Ltr)	Quote the Lubricant in KMs per Litter (Minimum 1000Km/Ltr)	* Quoted hire charges per month Excluding GST ( in Rs.)
1	2	3	4	5
01	TUV300/Bolero/Sumo Gold/Ertiga			

(\*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 \_\_\_\_\_

*M.D*  
 Chief District Medical  
 & Public Health Officer  
 Bhadrak



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, BHADRAK  
DISTRICT PROGRAMME MANAGEMENT UNIT  
(Department of Health & FW, Govt. of Orissa)

Letter No: 8050

Date: 28/07/21

From

CDM&PHO-Cum- District Mission Director,  
Bhadrak.

To

The DIO, NIC  
Bhadrak

**Sub: Publication of Tender for hiring of vehicle on monthly rental basis for IDSP  
MOBILE UNIT Bhadrak in district website.**

Sir,

With reference to the subject cited above, you are requested to upload the **document of tender for hiring of vehicle on monthly rental basis for IDSP MOBILE UNIT Bhadrak** (as enclosed both soft & hard copy). The opening & closing date of the notification would be 28/07/2021 and 11/08/2021 respectively.

This is for favour of information and necessary action.

Yours' faithfully,

Encl: As mentioned above

*[Handwritten signature]*  
28/07/21

CDM&PHO-Cum- District Mission  
Director, Bhadrak.