

**Request for Proposal (RFP) document for Hiring of vehicles und
RashtriyaBalSwasthyaKaryakram (RBSK)**

Office of the Medical officer SLC, CHC Konda



INSTRUCTIONS TO BIDDERS

1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid .

Eligibility Criteria

- Any private individuals/Tour Operators/Travel Agency / Society / Firm can participate in tender Process.
- Should submit the required **EMD @ Rs. 10, 000/-** for each vehicle offered.

Note: Vehicles with only commercial registration shall be accepted.

2. Submission and signing of Tender

Interested eligible bidders may submit their bid (s) separately for any block of their interest. The bidder interested to submit their bids for **more than one block**, can do so by submitting **separate bids** with **EMD documents** as set forth in this RFP document at the office of _____ the details of which is mentioned in Section IV : Schedule of Tender submission.

3. Packing, sealing and Marking of Bid

- (a) The **sealed envelope** containing the Annexure- I, photocopy of the required documents Annexure – II should clearly be **super scribed** with the following:

Tender for "Hiring of vehicles under RashtriyaBalSwasthyaKaryakram (RBSK)".

- **Block Name** (The bidder should clearly mention the Block Name for which the proposal submitted).
- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be **addressed** to the _____ for which they want to bid mentioned at section – IV: Schedule of Tender Submission)

(b) If the envelope is not sealed and marked as mentioned above, then the _____ will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

4. Content of the Tender submission

The sealed envelope shall contain the following:

1. **EMD of Rs. 10,000/-** in the shape of a Demand Draft (for **each Vehicle** they want to offer) in favour of _____, payable at _____ (of Tender submission for which the bidder is interested to bid).
2. **Annexure-I** duly filled in
3. Any other details, the bidder like to include in the proposal.
4. **Annex-II (Financial Bid)** with proper signature and seal of the bidder.

5. Number of Proposals

Interested bidders fulfilling the eligibility criteria may submit their **proposal separately for any or more than one block of their choice**. However district can negotiate with the bidder for supply of vehicle the bidder for other Block if required.

The bidders have to submit their proposal (s) to the _____.

TERMS OF REFERENCE

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

1. What is RBSK

The National Health Mission has launched **Rashtriya Bal Swasthya Karyakram (RBSK)**, a Child Health Screening and Early Intervention Services programme to provide comprehensive care to all the children in community.

The objective of this initiative is to improve the overall quality of life of children (0 – 18 years) through early detection of birth Defects, Diseases, Deficiencies, Development Delays and Disability. The burden of these childhood ill health contributes significantly to child mortality, morbidity and out of pocket expenditure of the poor families. Child health screening and early intervention services envisage covering identified health conditions for early detection, free treatment and its management.

2. Mobile Health Team under RBSK

Under RBSK, Mobile Health Team (MHT) will be formed for periodical child health screening at AWC, School and at +2 Junior colleges. The MHTs will cover at least once in a year to non-Residential schools, bi-annual to Anganwadicentres and quarterly to Residential schools. Per day each MHT will screen average 90 children at AWCs or 150 schools / college students as per the prepared micro plan.

The MHT will comprise of two AYUSH Doctors (one male & one female), one pharmacist & one ANM.

Total of 20 teams will be formed across the district at the rate of **2 teams** per block shall be allotted. The Block CHC wise list of MHTs proposed to be engaged is at **section IV**.

3. Location & Operational Area of MHTs

- Each Mobile Health Teams (MHT) will be allotted with a specific operational area under the block for visit of targeted institutions.
- The vehicle will be attached to the Block CHC at the **disposal of MO I/c**.
- **In case the Block CHC isn't located centrally**, then the MHT would be positioned in such a way that covers its targeted institutions with minimal distance coverage.
- The hired vehicle will be stationed at respective health institution.

4. Essential Features of Vehicles to be engaged for MHT

- **The vehicle shall not be more than 5 years old at the time of hiring / award of contract** from initial registration.
- 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 and proof of up to date tax payment etc. And D.L of the driver available all the times.

- The vehicle should be compatible for installation of GPRS device like with digital speedometer with central locking system.
- **The Department/ office hiring the vehicle shall not be responsible for any damage/ Loss** caused by hired vehicles or loss of life/ injury made to any person or damages to any property on account of any manner whatsoever. The hirer shall be responsible for all such litigation.

Specifications: (as per office memorandum of Finance Deptt. No. 34085 / Fin-COD-MV-0007-2012 dated 29-09-2012)

Type of Vehicles Permissible to be hired	Make & Model	Minimum Average Mileage/ Lit. For reimbursement purpose	Maximum Charges per month	Hire per	Remarks
Non-AC Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Mahindra Max/ Marshal/ Bolero/ Tata Sumo/ Victa	12 Kmpl	Rs. 15000/- maximum (However, rate will be fixed for all vehicles as per L1 rate of the respective block		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 vehicle owner.**
- **The driver** should have a clean track record without any history of conviction in the court of law.
- The vehicle will be connected with **GPRS by the Health Department.** The GPRS by the equipment would be installed in the vehicle by the Health Department.

5. Major Features of Contract

- **Vehicle will be hired locally** on contractual basis. The contract shall be initially for a period of **one year** which may be extended further for a period of **2 years** subject to satisfactory performance assessed by appropriate authority (MO I/c of respective block CHC) every year.
- 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 & lubricants).
- **The agency interested will quote the financial bid** keeping in account the road tax, insurance premium, GST, parking fee, toll tax etc for which state Government or RogiKalyanSamiti (RKS) will pay.
- **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 vehicle shall report for duty **for minimum of 26 days** in a month.
- The vehicles shall be required generally for **10 hours in a day** (8 AM to 6 PM).
- **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 vehicle will be used exclusively for **RBSK related health services.**

- The driver will maintain a log book to track vehicle movement. The log book will be verified checked by the Medical Officer of MHT and counter checked by the MO I/c of block CHC/PHC regular basis.
- NHM shall invest additional fund for **branding & setting up of GPRS** in these vehicles.
- If the bidder violates any of the terms of contract, Government shall forfeit the entire amount security deposit.
- The successful bidder shall execute an agreement with the member secretary of respective RogiKalyanSamiti (RKS) for engagement of vehicle/s.
- All charges will be paid on monthly basis as per the terms of reference with in fifteen days of submission of bills by the service provider. No advance payment will be made in any circumstance.
- If the services are found to be unsatisfactory, the client shall give one month notice and terminate agreement. The contract will also be **terminated in case of following reasons**,
 - ✓ If the **behaviour of the driver** is not proper
 - ✓ Any attempt to **tamper** the log book/GPRS device
 - ✓ In case of the vehicle do **not report regularly**
 - ✓ In case the driver of the vehicle is found to be convicted.
- In case the service provider intends to **withdraw the services** of his vehicle and terminate agreement, it shall be mandatory upon him to grant one month notice before such withdrawal services and termination of agreement.

6. EMD/Security Deposit

- **Tenders shall have to deposit EMD of Rs.10,000/-** (Rupees Fifteen Thousand only) per vehicle offered in the form of crossed Demand Draft/pay order in favour of _____ 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 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 issuance of work order to the successful tender and no interest would be paid thereon, and (ii) EMD of 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 one year, on mutual consent, the service provider will have to submit fresh EMD for 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.

7. Tender Procedure:

- **Sealed tender in the prescribed form** duly super-scribed "Tender for hiring of vehicles for Mobile Health Team under RBSK" addressed to the _____.
- **The tender should be submitted** in the Proforma given in Annexure-I and Annexure-II. It should be duly signed by authorised signatory on each page.

- **The District procurement** committee will open technical bids and only invite the qualified technical bidders for opening of financial bid.
- **Late / delayed tenders** to any reason whatsoever will not be accepted/ considered at all under circumstances.
- Comparative statement duly signed by tender/ procurement committee will be **approved**.
- The agreement will be **executed between the RKS of respective Block CHC and approved L1 bidder**
- The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price of 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.

Technical Bid for Hiring of Vehicle under RBSKName of the Block CHC applied for:

Name of the District:Jajpur

1.	Name of the Bidder			
2.	Address & Telephone/Mobile No.			
3.	E-mail of the contract 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 Vehicle (s) enclosed (Only vehicle with commercial registration shall be accepted) <ul style="list-style-type: none"> • 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. 10,000/- per vehicle to be submitted

Yours faithfully,

(Signature of the Applicant)

Name:
Designation:
Seal

