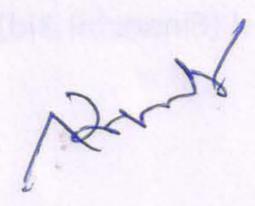


**Request for Proposal (RFP) document for Hiring of vehicles und  
RashtriyaBalSwasthyaKaryakram (RBSK)**

Office of the Medical officer ILC, CHC Konda



## TERMS & CONDITIONS FOR HIRING OF VEHICLE ON MONTHLY BASIS FOR BPMU.

- Any private individuals/ Tour operators / Travel Agency can participate in the tender process.
- The interested bidders may download the tender documents from the website [www.Jaipur.nic.in](http://www.Jaipur.nic.in).
- Interested bidders fulfilling the eligibility criteria may submit their bid separately for Korai CHC.
- Interested eligible bidders may submit their bid(s).
- The bidders interested to submit their bids for **Korai block**, can do so by submitting **bid with EMD& documents at the office of the**  
\_\_\_\_\_ as mentioned in section I:  
Schedule of Tender Submission.
- Prior to submission of Bid, bidder has to get details of the *Block in Section I*.
- The tenderers shall have to submit the bids in two parts i.e. Technical Bid (Annexure – 1) and Financial Bid (Annexure – II). The formats and documents to be submitted in technical & financial bid are mentioned in the tender documents. The bidder should submit their technical & financial bid separately in two envelopes and these two envelopes should be put into another cover envelop super scribed as "Tender for hiring of vehicles for BPMU/DPMU(Monthly). 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 *Medical Officer JIC*  
*CHC Korai*  
*Jaipur*
- The tender must be accompanied by EMD of 10,000/- in Technical bid by way of Demand Draft, drawn on any Nationalized / Scheduled Bank in favour of MISCELLANEOUS CHC Korai A/C payable at Jaipur. Tenders not accompanied by earnest money shall not be considered. EMD of unsuccessful tenderers shall be returned without interest on finalization of bid. EMD of successful tenderer will be retained & will be refunded on successful completion of the job without interest.
- The monthly rate of hire charge shall be quoted separately in the price bid including all charges of the Driver (Excluding Fuel Cost & Service Tax).
- The financial bid shall be opened whose technical bid are found to be qualified.
- The vehicle should have valid – Registration, Commercial permit (Contract Carriage Permit), Insurance coverage, Fitness certificate, Pollution clearance certificate and Road tax clearance.

*D. K. Sharma*

- The vehicle on monthly basis shall not be more than 2 years old from the initial registration as on the date of publication of advertisement and also in good running condition during the period of contract.
- The period of contract shall initially be for one year with effect from the date of signing of contract and further it can be extended for another 2 terms (years) subject to satisfactory performance.
- Maintenance and all the taxes of the vehicle will borne by the owner.
- The vehicle which shall be engaged should be free from any outstanding dues with the RTO/STA.
- Salary of the driver will paid by the owner. The fuel cost initially will be borne by the party and reimbursed from authority through bill.
- The Driver of the vehicle must have a valid Driving License and should be sufficiently experienced in driving transport passenger vehicle.
- In case of vehicle on a monthly basis ,the monthly rate for providing the vehicle is excluding of the cost of fuel (diesel),Lubricants (Mobil) but inclusive of cost of tyres& Tubes ,consumables ,all major maintenance work with spares and all payments to drivers salary fooding (Lunch/Tiffin),Overtime and mobile phone (for incoming calls. The cost of fuel (Diesel, Lubricants (Mobil) shall be reimbursed as per actual at the prevailing price of fuel at the rate of fuel consumption depending upon the type of vehicle used.
- The Driver should have a clean track record without any history of conviction in the court of law.
- In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
- 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.
- If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
- If the vehicle /driver does not report for duty on any day,twice of the proportionate cost will be deducted from the bill.
- No advance payment is payable by the authority to the party. The billing will be done on a monthly basis (Monthly hiring charge + Reimbursement of fuel cost + Lubricants) and it should be submitted by the party within first week of the following month. The payment will be made only those log books and duty slips which have been signed by the authority or any authorized officer. It will be responsibility of the driver to get

*Signature*

approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day to day basis.

- No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behaviour etc. of the driver.
- There will be an agreement between authority and party for availing the services either party can discontinue the service with 1 month prior intimation to other party.
- If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. The Contract will also be terminated in case of following reasons;
  - If the behavior of the Driver is not proper;
  - Any attempt to tamper the log book.
  - In case of the vehicle do not report regularly;
  - In case the driver of the vehicle is found to be convicted.
- In case of the service executed is not to the satisfaction then the authority shall issue show cause notice to the party to comply the conditions as mentioned in the agreement. In case of non-compliance authority may terminate the agreement and also can forfeit any amount due to party.
- The Agency /Individual / is liable to provide vehicle during office hours, beyond office hours on all working days .The agency shall also have to provide the vehicles in Sundays as well as other public holidays as and when required by the authority to meet the emergency/Exigency.
- In case the vehicle is being kept under the custody of travel agencies /Individual/ then the kilometre reading & time shall start from the concerned Office and end there also. The cost of kilometer from the O/o travel agency to the concerned office (to & fro) shall be borne by travel agencies.
- It is the sole discretion of MOI/C , Korai to extend the period of the contract order beyond the agreement period or terminate the contract prematurely on the ground of unsatisfactory services, disobedience of orders ,negligence in duty and unruly behavior of drivers if noticed in duty.
- Arbitration: Medical Officer I/C ,CHC Korai and the selected agency /Individual will make every effort to resolve amicably by direct negotiation, any disagreement of dispute arising between them under or in connection with the work assigned, In case of their failure to resolve, the matter will be referred to District Mission Directorate ,NHM whose decision will be final and binding on both parties .The arbitration proceeding if any shall be held in Korai.
- 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.
- Contract period may be extended for another one (1) year after completion of 1<sup>st</sup> contract of (12 months) if the performance of the service provider is satisfactory.
- The income tax as applicable will be charged on prevailing rate.
- All legal disputes are subject to the Jurisdiction on Jajpur courts only.

*Durham*

- The Tender form must be signed by the vehicle owner/Service provider/Bidder and properly sealed and also attached with all relevant documents including draft as per the terms and conditions.

**Documents to be submitted with the tender:**

1. Copy of registration for the vehicle.
2. Copy of driver's driving license.
3. Copy of up to date road tax payment receipts.
4. Copy of vehicle insurance.
5. Copy of PAN card.
6. Affidavit for deployment of vehicle within 15 days (in case of new vehicle)
7. Affidavit for declaration of not blacklisted by any Organization.
8. EMD of 10,000/- in Technical bid by way of Demand Draft.
9. Undertaking that the vehicles to be provided will not belong to any employee of ZSSJajpur or his/her relative.

*Signature*

## 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 bidders 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 bidder 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, SC and at +2 Junior colleges. The MHTs will cover at least once in a year to non-Residential schools, bi-annual Anganwadicentres and quarterly to Residential schools. Per day each MMT will screen average 90 children 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-0007-20 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.**

Annexure-I  
**"HIRING OF VEHICLE ON MONTHLY BASIS FOR BPMU/DPMU"**  
**TECHNICAL BID**

(Mark ✓ where provide)

The details in respect of the Agency / Individual are as given below:

1	Name of the Bidder	
2	Status of the Bidder (TravelAgent / Private Organisation/Individual)	
3	Name of the Block(CHC)/DPMU Applied for	
4	Detail Address with Phone no. of bidder	
5	Registration Certificate in case of (Travel Agent / Private Organisation/NGO) (Proof to be attached)	
6	Service Tax Registration (Proof to be attached)	
7	PAN Detail (Proof to be attached)	
8	Detail of E.M.Dof Rs.10, 000/-in favour of "MISCELLANEOUS KORAI A/C payable at Jajpur Road.	
9	No. of Vehicle available other than bid vehicle	
10	No. of drivers employed by the organisation. (Proof of Driving License to be attached)	
12	Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening)	Name of Owner
		Model of the vehicle
		Year of Manufacturing
		Registration No.
		Commercial License
		Fitness Certificate
		Road tax Clearance up to
Validity of Insurance up to		
13	Declaration - I/We are not blacklisted by any Central/StateGovernment/Public Sector Undertaking in India. (To be furnished in non judicial stamp paper of worth Rs.10/- duly certified by Notary)	

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 organisation in future.

Date:  
Place:

(Signature of the Authorized Signatory)  
 Name:  
 Designation:  
 Seal:

- 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.

Annexure-II  
FINANCIAL BID

Rates quoted for hiring of Vehicle (4 wheeler Passenger Vehicle) on a monthly basis for BPMU

Particulars	Monthly Hiring charges in Rs. including all charges of the Driver (Excluding of Fuel Cost & Service Tax)
Type of Vehicle	
Monthly hiring charges of the Passenger Vehicle(without fuel) with Driver	

- Fuel (Diesel) shall be reimbursed @ 10Km / Liter basis (Non AC: forBPMU)

**DECLARATION**

1. We are not involvement in any major litigation that may have an impact of affecting or comprising the delivery of services as required under this tender.
2. We are not black listed by any Central / State Government /Public sector undertaking in India.

Yours faithfully,

(Signature)

Date:  
Place:

Name:  
Designation:  
Seal:

- **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 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 ( <b>Only vehicle with commercial registration shall be accepted</b> ) <ul style="list-style-type: none"> <li>• Date of purchase-</li> <li>• Make &amp; Model-</li> <li>• Registration No.-</li> <li>• Insurance certificate-</li> <li>• Fitness certificate-</li> <li>• Up to date tax payment</li> </ul> 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

