

Office of the Chief District Medical & Public Health Officer; Jaipur
Request for Proposal (RFP) document for Hiring of Vehicle for Mobile
Vision Centre under UEHP-SSDDY
INSTRUCTIONS TO BIDDERS

Date of Tender call : Dt.13.11.2024
Last Date & Time of submission of Tender : Dt.25.11.2024 upto 12.00 P.M.
Date & Time of opening of Tender : Dt.25.11.2024 at 04.00 P.M.

1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid to engage the vehicle as Mobile Vision Centre.

2. Submission and signing of Tender

Interested eligible bidders may submit their bid with **EMD & documents** as set forth in this RFP document at the office of the **CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, Jaipur.**

- Should submit the required EMD @ Rs. 10, 000/-

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 for Mobile Vision Centre under UEHP-SSDDY, Dist-Jaipur”.

- The bidder’s name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be **addressed** to the **Chief District Medical and Public Health Officer, Jaipur.**

(b) If the envelope is not sealed and marked as mentioned above, then the O/o the CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, Jaipur 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 in favour of the SUNETRA JAIPUR, payable at Biraja Temple Branch, Jaipur.
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.



TERMS OF REFERENCE

Mobile Vision Centre (MVC) under UEHP-SSDDY

A. Location & Operational Area of MVC

1. The vehicles of the Mobile Vision Centre (MVC) will be located at the District headquarter at the disposal of CDM&PHO, Jajpur and DPM. NPCB&VI. The area of operation will be within the District.
2. The MVC vehicle will move along with one OA/OO (from HQ or any nearest peripheral institution) to FVCs (where Ophthalmic Assistant is not available), camps, outreach areas and make halt if required.
3. On priority basis, MVC vehicle will cover all the Fixed Vision Centres at CHC where Ophthalmic Assistants are not available. It will cover such FVCs at least two days (fixed days in a week during OPD hours).
4. As per the MVC micro plan to be prepared accordingly by DPM,NPCB&VI with available OA/OO in the district and communicated to UEHP-SSDDY on or before last day of previous month to upload the same in the website.

B. Essential Features of Vehicles to be engaged for MVC

1. The vehicle 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.
2. The hired vehicles, during period of contract, shall have all necessarily valid MV documents such as:-Valid Registration Certificate. Insurance certificate, fitness Certificate, value Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver which are to be available all the times.
3. The Department / Office hiring the vehicles 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 not be responsible for any such litigation.

4. Specifications:

Type of Vehicles Permissible to be hired	Make & Model	Minimum Average Mileage / Litre for reimbursement Purpose	Maximum Hire charges per month (excluding taxes)
AC/ Non-AC Diesel/Petrol driven vehicles having sitting capacity not less than 9 persons including driver.	TUV 300/ Bolero / Sumo Glod / Ertiga	10 km/ltr	Rs. 31,000/-

5. 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.



6. For effective coordination the driver of the vehicle is to be provided with a mobile phone by the vehicle owner. The mobile no. Must be shared with the concerned authorities and it should be kept open 24x7.
7. The Driver should have a clean track record without any history of conviction in the court of law.
8. The driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

C. Major Features of Vehicles to be engaged for MVC

1. Vehicle will be hired locally at District level on Contract basis. The contracts shall be initially for a period of one year. it may be extended for another one year subject to satisfactory performance.
2. Any individuals having PAN/ Registered Tour operators/ Registered Transport Agency/ Registered Society/ Registered Firm can participate in the tender process.
3. The Vehicle hiring charges do not include fuel cost (Petrol/Diesel) which is to be paid separately basing on actual consumption and lubricants as per tenders. The monthly rate of hire charge shall be quoted separately in the price bid (excluding fuel) as per the format below.

Type of Vehicles Permissible to be hired	Make & Model	Quote the Minimum Average Mileage in KMs per Litre (Minimum 10 KM/Ltr)	Quote the Lubricant in KMs per Litre (Minimum 1000KM/Ltr)	Quoted hire charges per month excluding GST (In Rs.)
AC/ Non-AC Diesel/Petrol driven vehicles having sitting capacity not less than 9 persons including driver.	TUV 300/ Bolero / Sumo Glod / Ertiga			

4. The agency shall bear all the expenditure of the vehicle towards road tax, comprehensive insurance cover with third party unlimited liability risk of the vehicle, repair, maintenance, replacement of spare parts, gear box and differential coolant , tyres & tubes, Battery etc and driver salary except parking and toll gate charges which are reimbursed on production of original receipt.
5. In case of breakdown for reasons whatever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. The vehicles shall report to DPM, NPCB&VI for duty on all days in a month except Govt. Holidays. If emergency arises the driver may be called to report in any holidays.
7. The vehicles shall be required generally for 12 hours in a day (8 AM to 8 PM). It will make halt if required.

8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. 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 DPM, DBCS/ NPCB&VI of the District on regular basis. The said log book of the vehicle will be surrendered after termination/completion of the term of agreement.
10. SUNETRA (UEHP) shall invest additional fund for branding and other minor fabrication (if required).
11. If the bidder violates any of the terms of contract, District authority shall forfeit the entire amount of security deposit.
12. The successful bidder shall execute an agreement with the respective CDM&PHO of the District for engagement of vehicle.
13. Payment of hiring charges and fuel cost will be paid 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.
14. 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 duty;
 - c) Any attempt to tamper the MVC vehicle log book;
 - d) In case of the vehicle does not report timely & regularly;
 - e) In case the driver of the vehicle is found to be involved in any criminal matter;
 - f) In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be made mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

6. EMD/Security Deposit

- **Tenders shall have to deposit EMD of Rs.10,000/-** (Rupees Ten Thousand only) offered in the form of crossed Demand Draft/pay order in favour of **SUNETRA JAJPUR, payable at Biraja Temple Branch, Jajpur** 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 tender within thirty days from the date of issue of work order to the successful tender and no interest would be paid thereon, and (ii) EMD of the 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 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.

7. Tender Procedure:

- **Sealed tender in the prescribed form** *duly super-scribed "Tender for hiring of vehicles for Mobile Vision Centre under SUNETRA" addressed to the CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, Jajpur.*
- **The tender should be submitted** in the Performa 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 any circumstances.
- Comparative statement duly signed by tender/ procurement committee will be **approved**.
- The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price.



Technical Bid for Hiring of Vehicle under UEHP-SSDDY

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.	<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- • Registration No.- • Insurance certificate- • Fitness certificate- • Up to date tax payment <p>Documentary evidence (photocopy) for all above details to be attached.</p>		
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



Financial Bid

Make & Model Vehicle	*Monthly Hiring Charges (Rs.) (Excluding Fuel cost & service Tax)

Signature

Name (Firm/ Company/ Tour operator/ Individual) _____

Date:

Place:

Seal _____

