

## SECTION – II

### INSTRUCTIONS TO BIDDERS

#### 1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid separately for one or more than one block of their interest.

#### • Eligibility Criteria

- Any private individuals/ Tour operators / Travel Agency / Society /Firm can participate in the tender process.
- Should submit the required Tender Paper Cost @ Rs.1, 000/- for each vehicle offered.
- Should submit the required EMD @ Rs.10, 000/- for each vehicle offered.

Note: Only the vehicles with commercial registration shall be accepted.

#### 3. Submission and Signing of Tender

Interested eligible bidders may submit their bid(s) *separately for any Block CHC of their interest.* The bidders interested to submit their bids for more than one block, can do so by submitting separate bids with Paper Cost, EMD & documents as set forth in this TENDER Document at respective Block CHC the details of which is mentioned in Section- IV: Schedule of Submission of Tender.

#### 4. 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 Rashtriya Bal Swasthya Karyakram (RBSK)"*

**OR**

*Tender for "Hiring of Vehicles under Additional Mobile Health Unit (Swasthya Sanjog)"*

- Block CHC Name (The bidder should clearly mention the Block CHC Name for which the proposal is submitted).
- The bidder's Name & Address shall be mentioned in the left hand corner of the envelope.
- Envelop should address to the Office of the Superintendent \_\_\_\_\_ CHC  
(Name of the CHC where to apply), Keonjhar

## 5. Content of the Tender Submission

Sealed envelope should content the followings

1. **Tender Paper Cost of Rs.1,000/- and EMD of Rs. 10,000/- in shape of Demand Draft (for each vehicle they want to offer) in favour of following CHCs which the bidder interested to apply:**

Sl. No.	Name of the CHC where to apply the bid	DD deposit Account Name (In favour of)
01	Basudevpur CHC	RCH-II A/C CHC Basudevpur
02	Jhumpura CHC	RCH-II CHC Jhumpura
03	Banspal CHC	RCH-II, CHC Banspal
04	Telkoi CHC	RCH CHC Telkoi
05	Udaypur CHC	RCH II Udaypur CHC
06	Harichandanpur CHC	RCH-II CHC Harichandanpur
07	Ghatgaon CHC	RCH CHC Ghatagaon
08	Patna CHC	RCH Patna CHC
09	Padmapur CHC	RCH-II Padmapur CHC

2. Annexure – I (Technical Bid) duly filled in with proper signature
3. Any others details, the bidder like to include in the proposal
4. Annexure – II (Financial Bid) with proper signature and seal of the bid

## 6. No. of Proposals

Interested bidders fulfilling the eligibility criteria may submit their proposals *separately for any Block CHC* of their choice.

The bidder has to submit their proposal(s) at the **Office of the Superintendent of concern Block CHC of Keonjhar district** for which they want to bid.

  
 Chief District Medical & Public Health Officer  
 Keonjhar

TERMS OF REFERENCE

**Hiring of Vehicles for Mobile Health Teams (MHT) Under RBSK and Additional Mobile Health Unit (Addl. MHU)/ Swasthya Sanjog**

**1. Mobile Health Teams (MHT) under RBSK**

Under RBSK, Mobile Health Team (MHT) will be formed for periodical child healthscreening at AWC, School and at +2 Junior colleges. The MHTs will cover at least once in a year to non-Residential Schools, bi-annually to Anganwadi centres and quarterly to Residential Schools.

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

**2. Additional Mobile Health Unit (Addl. MHU)/ Swasthya Sanjog**

**Additional Mobile Health Unit (Addl. MHU) / Swasthya Sanjog** will be formed for periodical health check up & treatment at village & School.

The Swasthya Sanjog will comprise of One AYUSH Doctor, one Pharmacist and one ANM.

**3. Location & Operational Area of MHTs**

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

**4. Location & Operational Area of Addl. MHU**

- Each Additional Mobile Health Unit (Addl. MHU)/ Swasthya Sanjog will be allotted to the entire Block area for visit of targeted villages & institutions.
- The vehicle will be attached to the Block CHC at the disposal of concern CHC Superintendent.
- In case the Block CHC isn't located centrally, then the Swasthya Sanjog would be positioned in such a way that it covers its targeted institutions with minimal distance coverage.
- The hired vehicle will be stationed at respective health institution as fixed by District/ CHC

- **Vehicle shall not be more than 5 years old** at the time of hiring / award of contract from the 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, proof of up to date Tax payment, up to date Pollution Certificate etc. and valid D.L. of the driver must available all the times.
- The vehicle should be compatible for installation of GPRS device like with digital speedometer and with central locking system.
- 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 of vehicle to be engaged under RBSK MHT**

Types of Vehicles Permissible to be Hired	Make & Model	Minimum Average Mileage/ Lit. for reimbursement purpose	Maximum Hiring Charges per month	Remarks
AC/ Non –AC Diesel driven Vehicle having sitting capacity not less than 6 persons including driver.	Mahindra/ Max/ Marshal/ Bolero/ Tata Sumo/ Victa	12 Kmpl	Rs. 18,000/- (However rate will be fixed as per L1 rate of the respective Block CHC)	Service Tax would be reimbursed separately over & above the hire charges.

(N.B.: The hiring rate may be negotiable as per bidding process)

**Specifications of vehicle to be engaged under Addl. MHU (Swasthya Sanjog)**

Types of Vehicles Permissible to be Hired	Make & Model	Minimum Average Mileage/ Lit. for reimbursement purpose	Maximum Hiring Charges per month	Remarks
AC/Non –AC Diesel driven Vehicle having sitting capacity not less than 6 persons Including driver.	Mahindra/ Max/ Marshal/ Bolero/ Tata Sumo/ Victa	12 Kmpl	Rs. 15,000/- (However rate will be fixed as per L1 rate of the respective Block CHC)	Service Tax would be reimbursed separately over & above the hire charges.

(N.B.: The hiring rate may be negotiable as per bidding process)

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## 6. Essential Features of Vehicles to be engaged for MHT/ Addl. MHU

- **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.**
- **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 equipment would be installed in the vehicle by the Health Department.
- The vehicle will be branded as per RBSK/ Addl. MHU prototype. The branding of vehicle will be done by the Health Department.

## 7. Major Features of Contract

- **Vehicle will be hired locally on contractual basis.** The contracts shall be initially for a period of one year which may be extended subject to satisfactory performance assessed by appropriate authority (CHC Superintendent 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 and lubricants).
- **The agency interested will quote financial bid** keeping in account the road tax, insurance premium, GST, parking fee, toll tax etc for which Government/ Rogi Kalyan Samiti will not 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 Vehicles 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 which is engaged under RBSK & for Addl. MHU related health services which is engaged under Addl. MHU.**
- The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the Medical Officer of MHT/ Addl. MHU and counter checked by the Superintendent of concern Block CHC/ PHC on 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 of security deposit.
- The successful bidder shall execute an agreement with the Member Secretary of respective Rogi Kalyan Samiti (RKS) for engagement of vehicle/s.
- 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.

- 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 **offollowing 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 the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

**8. EMD / Security Deposit**

- **Tenders shall have to deposit EMD of Rs. 10,000/- (Rupees Ten Thousand only)** per vehicle offered in the form of crossed Demand Draft/ Pay Order in favour of as mentioned above (in point no. 5). **Tenders received without EMD and tender paper cost 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 andderogates 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.
- **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.

**9. Tender Procedure**

- **Sealed tenders** in the prescribed form duly super-scribed "Tender for Hiring of Vehicles for Mobile Health Team under RBSK" or "Tender for Hiring of Vehicles for Additional Mobile Health Unit (Swasthya Sanjog)" and addressed to the Office of the Superintendent of \_\_\_\_\_ CHC (name of the CHC where vehicle will be engaged), Dist- Keonjhar.
- **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 Block Tender/ 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 the Rogi Kalyan Samiti (RKS) of respective Block CHC and the approved L1 bidder.

  
 Chief District Medical & Public Health Officer  
 Keonjhar

**SECTION -IV****Schedule of Submission of Tender****A. Block CHC wise requirement of vehicles for Mobile Health Teams under RBSK**

Sl. No.	Name of Block CHC under which RBSK MHT vehicle to be engaged on monthly basis	Total nos. of vehicles to be engaged	Vehicle location point	Remarks
01	Basudevpur CHC	01	Basudevpur CHC	
02	Banspal CHC	01	Banspal CHC	
03	Telkoi CHC	02	1. Telkoi CHC & 2. Sirigida PHC	
04	Udaypur CHC	02	1. Udaypur CHC & 2. Saharpada PHC	
05	Ghatgaon CHC	01	Denkikote PHC	
05	Padmapur CHC	01	UPHC, Keonjhargarh	

**B. Block CHC wise requirement of vehicles for Additional Mobile Health Units (Swasthya Sanjog)**

Sl. No.	Name of Block CHC under which Addl. MHU vehicle to be engaged	Total nos. of vehicles to be engaged	Vehicle location point	Remarks
01	Basudevpur CHC	01	Basudevpur CHC	
02	Jhumpura CHC	01	Jhumpura CHC	
03	Telkoi CHC	01	Telkoi CHC	
04	Udaypur CHC	01	Udaypur CHC	
05	Harichandanpur CHC	01	Harichandanpur CHC	
06	Patna CHC	01	Patna CHC	
07	Padmapur CHC	01	Padmapur CHC	

Name of the Block CHC applied for :

Name of the scheme for which vehicle to be engaged (RBSK/ Additional MHU):

Name of the District:

1.	Name of the Bidder			
2.	Address & Mobile No. of Bidder			
3.	E-mail of the contract person, if any			
4.	ID Proof of the Individual/ Registration certificate of the Organization (Photocopy)			
5.	Details of Tender Paper cost enclosed @ Rs. 1,000/- per vehicle to be submitted)			
6.	Details of EMD enclosed (EMD Rs. 10,000/- per vehicle to be submitted)			
7.	Details of Vehicle(s) enclosed (Only vehicle with Commercial registration shall be accepted)  • Date of Purchase:- • Make & Model:- • Registration No.:- • Insurance Certificate:- • Fitness Certificate:- • Up to date tax payment:- • Permit:- • Pollution:-  Documentary evidence (Photocopy) for all above details to be attached	Vehicle – 1	Vehicle – 2	Vehicle – 3
8.	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 :- Tender Paper cost @ Rs. 1,000/- & EMD @Rs. 10,000/- per vehicle to be submitted

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

  
Chief District Medical & Public Health Officer  
Keonjhar

**Financial Bid**

Make & Model of Vehicle	* Monthly Hiring Charges (in Rs.) including all charges of the Driver (Excluding of Fuel cost & Service Tax)

(\* Please refer to the type of vehicle & the maximum monthly hiring charges requirement mentioned at Section -III of the RFP)

**Signature**

**Name (Firm/ Company/ Tour operator/ Individual)** \_\_\_\_\_

**Date:**

**Place:**

**Seal** \_\_\_\_\_

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