

SECTION -I

Date & Time of Tender Submission and Finalization

Tender Call Notice No. 3914

Dated: 04/09/2021

**DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES
AT DHH LEVEL UNDER Integrated Disease Surveillance Programme (IDSP),
DHH,Keonjhar and DPMU,NHM Keonjhar**

1	Period of availability of Tender Document	From: 06.09.2021 To : 27.09.2021 (Downloadable from website: www.kendujhar.nic.in)
2	Last date for submission of Tender & Address	Date: 27.09.2021, Time: 04.00 PM Address: O/o the Chief District Medical Officer, Keonjhar Dist. Head Quarter Hospital, Keonjhar Dist- Keonjhar Pin- 758001 (Through Speed post/ Regd. Post/ Courier only)
3	Date, Time and Place of opening of Tender (Technical & Financial Bid)	Date:- 27.09.2021 , Time- 04.30 PM Place of Tender Opening : Mini Conference Hall, NHM, Keonjhar (Bidders / authorized representative may remain present at the time of opening of Tender along with original vehicle documents)

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SECTION – II

INSTRUCTIONS TO BIDDERS

3. 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/- per vehicle offered.
- Should submit the required EMD @ Rs.10, 000/- per vehicle offered.

Note: Vehicles with only commercial registration shall be accepted.

4. Submission and Signing of Tender

Interested eligible bidders may submit their bid for

- A. **IDSP WING** with Paper Cost, EMD & other related documents as set forth in this TENDER Document(Annexure-I & II) at this office of the CDM&PHO, Keonjhar
OR
- B. **NHM WING** with Paper Cost, EMD & other related documents as set forth in this TENDER Document(Annexure-III & IV) at this office of the CDM&PHO, Keonjhar
OR
- C. Both as above

5. Packing, Sealing and Marking of Bid

- (a) The sealed envelope containing the Annexure- I, Photocopy of the required documents should clearly be **super scribed** with the following:
Tender for "Hiring of Vehicles under IDSP, KEONJHAR"
- The bidder's Name & Address shall be mentioned in the left hand corner of the envelope.
- Envelop should address to the Office of the Chief District Medical Officer, Keonjhar
- (c) If the envelope is not sealed and marked as mentioned above, then the Selection Committee will assume no responsibility for the tender's misplacement or premature opening. Telex, cable, e-mail or facsimile tenders will be rejected.

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04/09/2024

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6. Content of the Tender Submission

Sealed envelope should content the followings

4. Tender Paper Cost of Rs.1,000/- and EMD of Rs. 10,000/- in shape of Demand Draft in favour of ZSS (IDSP), Keonjhar **for the vehicle to be engaged under IDSP Wing.**
5. Tender Paper Cost of Rs.1,000/- and EMD of Rs. 10,000/- in shape of Demand Draft in favour of ZSS (RCH-II), Keonjhar **for the vehicle to be engaged under DPMU, NHM Wing.**
6. Annexure – I (Technical Bid) duly filled in for IDSP Wing
7. Annexure – II (Financial Bid) with proper signature and seal for IDSP Wing
8. Annexure – III (Technical Bid) duly filled in for DPMU, NHM Wing
9. Annexure – IV (Financial Bid) with proper signature and seal for DPMU, NHM Wing

SECTION –III

TERMS OF REFERENCE

Integrated Disease Survilance Programme

C. Allocation & Operational Area of IDSP

The vehicles of IDSP will be located at the District headquarter at the disposal of DPHO, Keonjhar.

D. Essential Features of Vehicles to be engaged for IDSP

01. The vehicle shall not be more than 1 year old at the time of hiring/ award of contract from the initial registration. The vehicle should be in excellent running condition.
02. The fuel cost will be reimbursed as per usage and as will be finalized in the Tender. The vehicle owner has to provide the vehicle with fuel.
03. 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 available all the times.
04. 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 be responsible for all such litigation.

 04/09/2021

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05. Specifications:

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage /Lit. for reimbursement purpose	Maximum Hire charges per month
AC Diesel/ Petrol driven vehicles having sitting capacity not less than 5 persons including driver.	Mahindra SCORPIO/ Mahindra BOLERO/ Mahindra TUV.	10 km/ltr	Rs. 31,000/-

06. 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
07. For effective coordination the driver of the vehicle is to be provided with a mobile phone by the vehicle owner.
08. The Driver should have a clean track record without any history of conviction in the court of law.
09. Vehicles will be hired locally at District level on contract basis. The contracts shall be initially for a period of one year which may be extended till funding subject to satisfactory performance assessed by appropriate authority (DPHO, Keonjhar) every year.
10. Any private individuals/Tour operators/ Transport Agency/ Society/ Firm can participate in the tender process.
11. The monthly rate of hire charge shall be quoted separately in the price bid (excluding fuel)
12. The agency interested will quote the financial bid keeping in account the road tax, insurance premium, parking fee, toll tax etc.
13. 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.
14. The vehicles shall report for duty on all day in a Month except Govt. holidays. If emergency arises the driver may be called to report in any holidays.
15. The vehicles shall be required generally for 12 hours in a day (8 AM to 8 PM).
16. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
17. 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,Keonjhar of the District on regular basis.
18. If the bidder violates any of the terms of contract, District authority/ Government shall forfeit the entire amount of security deposit.

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19. Necessary signage will be made in the vehicle as per guideline.
20. The vehicle to be utilized exclusively for public health response, RRT moment, Epidemic Purpose and for monitoring and evaluation of IDSP activities in the district.
21. The successful bidder shall execute an agreement with the respective CDM&PHO, Keonjhar of the District for engagement of vehicle.
22. 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.
23. 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:
 - i. If the behavior of the Driver is not proper;
 - ii. Any attempt to tamper the log book;
 - iii. In case of the vehicle do not report regularly;
 - iv. In case the driver of the vehicle is found to be convicted.
 - v. 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.
24. Only one vehicle is to be engaged under IDSP Wing.
25. The committee reserves the right to accept or reject any tender without assigning any reasons there off.

04/09/2024

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SECTION -IV
TERMS OF REFERENCE
District Programme Management Unit
Under NHM

E. Allocation & Operational Area of DPMU

The vehicles of DPMU will be located at the District headquarter at the disposal of CDM&PHO and DPM, NHM.

F. Essential Features of Vehicles to be engaged for DPMU

01. The vehicle shall not be more than 3 years old at the time of hiring/ award of contract from the initial registration. The vehicle should be in excellent running condition.
02. The fuel cost will be reimbursed as per usage and as will be finalized in the Tender and engine oil will be reimbursed @ 1 ltr. for 750k.m run. The vehicle owner has to provide the vehicle with fuel.
03. 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 available all the times.
04. 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 be responsible for all such litigation.

05. Specifications:

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage /Lit. for reimbursement purpose	Maximum Hire charges per month
AC Diesel/ Petrol driven vehicles having sitting capacity not less than 5 persons including driver.	Mahindra BOLERO/ Mahindra TUV.	10 km/ltr	Rs. 20,000/-

06. 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

10
04/09/2021

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07. For effective coordination the driver of the vehicle is to be provided with a mobile phone by the vehicle owner.
08. The Driver should have a clean track record without any history of conviction in the court of law.
09. Vehicles will be hired locally at District level on contract basis. The contracts shall be initially for a period of one year which may be extended till funding subject to satisfactory performance assessed by appropriate authority (CDM&PHO and DPM,NHM) every year.
10. Any private individuals/Tour operators/ Transport Agency/ Society/ Firm can participate in the tender process.
11. The monthly rate of hire charge shall be quoted separately in the price bid (excluding fuel)
12. The agency interested will quote the financial bid keeping in account the road tax, insurance premium, parking fee, toll tax etc.
13. 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.
14. The vehicles shall report for duty on all day in a Month except Govt. holidays. If emergency arises the driver may be called to report in any holidays.
15. The vehicles shall be required generally for 12 hours in a day (8 AM to 8 PM).
16. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
17. 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, NHM of the District on regular basis.
18. If the bidder violates any of the terms of contract, District authority/ Government shall forfeit the entire amount of security deposit.
19. The successful bidder shall execute an agreement with the respective CDM&PHO of the District for engagement of vehicle.
20. 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.
21. 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:
 - i. If the behavior of the Driver is not proper;
 - ii. Any attempt to tamper the log book;
 - iii. In case of the vehicle do not report regularly;
 - iv. In case the driver of the vehicle is found to be convicted.

45
04/09/2021

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- v. 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.

22. The vehicle to be engaged is to be branded as per guideline.

23. Only one vehicle is to be engaged under DPMU, NHM Wing.

24. The committee reserves the right to accept or reject any tender without assigning any reasons there off.

ANNEXURE - I

Technical Bid for Hiring of Vehicle under IDSP

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	GST Regd. Certificate	
6	Details of Tender Paper cost enclosed @ Rs. 1,000/- per vehicle to be * submitted)	
7	Details of EMD enclosed (EMD Rs. 10,000/- per vehicle to be submitted)	
8	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.:- • Valid Insurance Certificate:- • Valid Fitness Certificate:- • Up to date tax payment:- • Permit:- • Pollution:- <p>Documentary evidence (Photocopy) for all above details to be attached</p>	
9	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/-	

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	duly certified by Notary)	
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Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

ANNEXURE - II

Financial Bid(IDSP)

Make & Model Vehicle	* Monthly Hiring Charges (Rs.) inclusive of GST and including all charges of the Driver (Excluding of Fuel cost)

(*Pl.refer to the type of vehicle & the Monthly hire charges requirement mentioned at Section – III of the RFP)

Signature

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

Date:

Place:

Seal _____


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ANNEXURE - III

Technical Bid for Hiring of Vehicle under DPMU

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.	GST Regd. Certificate	
6.	Details of Tender Paper cost enclosed @ Rs. 1,000/- per vehicle to be submitted)	
7.	Details of EMD enclosed (EMD Rs. 10,000/- per vehicle to be submitted)	
8.	Details of Vehicle (s) enclosed (Only vehicle with Commercial registration shall be accepted) • Date of Purchase:- • Make & Model:- • Registration No.:- • Valid Insurance Certificate:- • Valid Fitness Certificate:- • Up to date tax payment:- • Permit:- • Pollution:- Documentary evidence (Photocopy) for all above details to be attached	
9.	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)	

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

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ANNEXURE - IV

Financial Bid(DPMU)

Make & Model Vehicle	* Monthly Hiring Charges (Rs.) inclusive of GST and including all charges of the Driver (Excluding of Fuel cost)

(*Pl.refer to the type of vehicle & the Monthly hire charges requirement mentioned at Section – III of the RFP)

Signature

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

Date:

Place:

Seal _____

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