

Tender for "Hiring of Vehicles on a monthly basis under DPMU, NHM & DMF Cell"

RFP No.CDM & PHO/SNG/2024-25/01

Date: 03-07-2024

**Tender for "Hiring of Vehicles on a monthly  
basis under DPMU, NHM & DMF Cell,**

Jagoh

Office of the CDM&PHO,  
Sundargarh-770001

**SECTION-I**

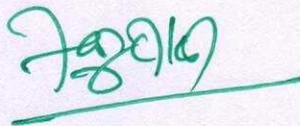
**DATE & TIME OF TENDER SUBMISSION & FINALISATION**

RFP No. CDM & PHO/SNG/2024-25/01

Date: 03-07-2024

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES ON MONTHLY BASIS AT DPMU, NHM & DMF CELL under CDM & PHO, Sundargarh.

1	Period Availability of RFP Document	From 03-07-2024 to 25-07-2024 (Downloadable from website: <a href="http://www.sundargarh.odisha.gov.in">www.sundargarh.odisha.gov.in</a> )
2	Pre-bid Conference (to resolve all the issues, clarification regarding the bid of interested bidder)	Date: -10-07-2024, Time: 12 Noon At Office Chamber of CDM & PHO, Sundargarh.
3	Last date for submission of Tender & address	Date: - 25-07-2024, Time: 5.00 P.M Address: CDM & PHO, At/ Po/ Dist.: - Sundargarh, Pin-770001 (Through Speed Post / Registered post / Courier only)
4	Date, time and place of opening of Tender ( Technical & Financial Bid)	26-07-2024, Time-11.30 A.M. Place of Tender Opening: O/O CDM &PHO, Sundargarh ( Bidders / authorised representative may remain present at the time of opening of tender)



**SECTION-I**  
**INSTRUCTIONS TO BIDDERS**

**1) Scope**

Interested bidders fulfilling the eligibility criteria may submit their bid.

**2) Eligibility Criteria**

- Any private individuals/ Tour operators / Travel Agency / Society / Firm can participant in the tender process
- Should submit the required EMD @ Rs. 10, 000 and tender paper cost@ Rs. 1500.

**Note: Vehicles with only Commercial registration shall be accepted.**

**3) Submission and Signing of Tender**

Interested eligible bidders may submit their bid (s). The bidders interested to submit their bids with Tender paper cost, EMD & documents as set forth in this RFP document at the office of the CDM & PHO, Sundargarh.

**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 on a monthly basis under DPMU, NHM & DMF Cell, O/o CDM & PHO, Sundargarh.**

- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
- (b) The envelope shall be **addressed to the O/O CDM & PHO, District Head Quarter Hospital, Sundargarh 770001.**
- (c) If the envelope is not sealed and marked as mentioned above, then the under signed will assume no responsibility for the tender's misplacement or premature opening. Telex, Cable or facsimile tenders will be rejected.

**5) Content of the Tender Submission**

**The sealed envelope shall contain the following:**

- a. Tender paper cost of Rs. 1500/- & EMD of Rs. 10,000/- in the shape of a Demand Draft in favour of the ZSS, Non-NRHM, Sundargarh payable at Sundargarh.
- b. **Annexure-I** duly filled in
- c. Any other details, the bidder like to include in the proposal in Annexure-I.
- d. **Annexure-II (Financial Bid)** with proper signature and seal of the bidder.

The bidders have to submit their proposals at **the O/O CDM & PHO, District Head Quarter Hospital, Sundargarh 770001** for each vehicle and the above Tender paper cost and EMD mentioned under Sl. No. 5(a) is for single vehicle applied.



**SECTION-II**  
**TERMS OF REFERENCE**

**Hiring of Vehicles for DPMU, NHM & DMF CELL on a monthly Hiring basis**

**1. Essential Features of Vehicles to be engaged for DPMU, NHM & DMF Cell at District Level.**

- The vehicle shall not be more than 3 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 etc. And D.L. of the driver available all the times.
- **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.

Type of vehicles permissible to be hired	Make & Model (Suggested)	Minimum Average Mileage/Lit. For reimburse ment purpose	Maximum hire charges per month	Remarks
Petrol/Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	<b>Mahindra -Bolero Neo/ Mahindra -TUV/ Maruti Suzuki- Ertiga/ Mahindra Scorpio.</b>	10 KM/per liter	As per office memorandum of Finance Deptt Govt. of Odisha No. <b>22924/F /Fin-COD MV-0004/2018</b> Dt. 14-08-2023	<b>GST would be reimbursed separately over &amp; above the hire charges.</b>

- **The Driver of the vehicle must have a valid Driving License** for driving light transport passenger vehicle and should have 3 years experience 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 and having minimum 7<sup>th</sup> standard educational qualification.

**2. 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 every year and fitness of vehicle.

*(Handwritten signature in green ink)*

**Tender for "Hiring of Vehicles on a monthly basis under DPMU, NHM & DMF Cell"**

- 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) for each vehicle applied.
- **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 DMF 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 within one month after due consent of the CDM&PHO.
- The vehicles shall report for duty for all the days.
- The vehicles shall be required generally for **12 hours in a day (8 AM to 8 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 in case of monthly hiring.
- The driver will maintain a log book regularly to track vehicle movement as per the format clearly indicating starting K.M. Ending K.M., Total K.M. covered, Place of visit, purpose of visit and signature of the visitor.
- 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 CDM& PHO 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 of following reasons;**
  - ✓ If the **behaviour of the Driver** is not proper;
  - ✓ Any attempt to **tamper** the log book/GPRS device (if any)
  - ✓ 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.

**3. EMD/Security Deposit**

- **Tenders shall have to deposit Tender paper cost of Rs. 1500/- (Rupees One Thousand Five hundred only) and EMD of Rs. 10,000/- (Rupees Ten Thousand only)** per vehicle offered in the form of crossed Demand Draft /Pay Order in favour of **ZSS Non-NRHM, Sundargarh**, Payable at Sundargarh, along with their tenders for each vehicle. 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.



**Tender for "Hiring of Vehicles on a monthly basis under DPMU, NHM & DMF Cell"**

- **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.

**4. Tender Procedure:**

- Tender documents will be submitted at **CDM & PHO, District Head Quarter Hospital, Sundargarh.**
- **Seal tenders** in the prescribed form duly super-scribed "**Tender for Hiring of Vehicles for DPMU, NHM & DMF CELL**" to submit at **O/o, CDM & PHO, Sundargarh**" addressed to the CDM & PHO, At/P. O/ Dist- Sundargarh, Pin-770001.
- **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 for each vehicle applied.
- **The district procurement committee** will open technical bids and only invite the qualified technical bidders for opening of financial bids.
- **Late/delayed tenders** to any reason whatever will not be accepted/considered at all under any Circumstances.
- Comparative statement duly signed by tender/procurement committee will be approved.
- A separate agreement will be **executed between the CDM & PHO, Sundargarh and the approved L1 bidder after finalisation of bid process.**

**5. Self-Declaration(Affidavit):**

- The firm/ individual have to give an undertaking that the vehicle to be engaged should not belong to the employee of NHM, CDM & PHO office or any Health Department or close relative of the employee of the above category. At any point of time if the declaration given by the firm / individual will be found to be incorrect, then contract shall be cancelled & the performance security shall be forfeited. (As per annexure-VI)

**6. Details of Vehicles Requirement**

Sl. No	Name of the Department	No of vehicle required	Remarks
1.	DPMU,NHM	2	
2.	DMF CELL	1	

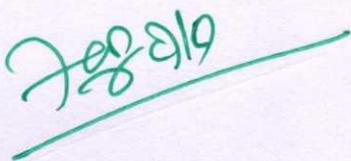
*7/2/19*

**Annexure-I**

**Technical Bid for Hiring of vehicle DPMU, NHM & DMF Cell**

Applied for (Name of the Place/Department): \_\_\_\_\_

1	Name of the Bidder	
2	Address & telephone/mobile No.	
3	E-mail of the contract person, if any	
4	PAN Number (Photo Copy to be attached)	
	GST No (Photocopy to be attached only in case of Travel Agency/ Tour operator/Firm/Company)	
5	ID Proof of the individual / Registration certificate of the Organization (Photocopy)	
6	Details of Tender Cost enclosed (Tender paper cost @ Rs. 1500/- per vehicle to be submitted.	
7	Details of EMD enclosed (EMD @Rs.10,000/- per vehicle to be submitted)	
8	<p>Details of Vehicle (s) enclosed (<b>Only vehicle with commercial registration shall be accepted</b>)</p> <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> <li>• Driving Licence of the Driver</li> </ul> <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.20/- duly certified by Notary)	As per Annexure-III
10	Self-Declaration in Affidavit as per ToR Sl. No 5 (as per Annexure IV)	



(Signature of the Applicant)  
Name:  
Designation:  
Seal:

Annexure-II

Financial Bid

Make & Model Vehicle With Registration Number	*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel Cost & GST)	Average Mileage in Kms Per Litre of Fuel consumption
		10 KM per litre of fuel consumption

L1 bidder will be selected as per the lower cost in monthly hiring charges

(\*PI. Refer to the type of vehicle & the Max. Monthly hire charges requirement mentioned as per the notification no. **22924/F dated 14-08-2023** of Finance Department, Govt. of Odisha).

Signature

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

Date:

Place:

Seal: \_\_\_\_\_



**Annexure-III**

**Not blacklisted  
(On a Stamp Paper of minimum Rs.20/-)**

**Affidavit**

I/We. .... (the name of the Individual/Tour Operator/Travel Agency with address of the registered office) hereby certify and confirm that I or our agency is not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this .....Day of ....., 2024

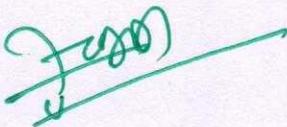
**Signature**

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

Date:

Place:

Seal: \_\_\_\_\_



**Annexure-IV**

**Self Declaration**

I/We \_\_\_\_\_ (Name), S/O, D/O  
\_\_\_\_\_ Address \_\_\_\_\_ is  
hereby declare, that the intended vehicle to engaged is /are not belongs to the employee of  
NHM, CDM & PHO office or any Health & Family Welfare Department or close relative of the  
employee of the above category.

If the above declaration given will be found to be incorrect, then the contract shall be  
cancelled & the performance security shall be forfeited.

**Signature**

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

Date:

Place:

Seal: \_\_\_\_\_

