

Letter No: ...322.../BPMU-GND/2025

Date: -...22-04-2025

To
The District e-Governance Manager (DeGM)
Sundargarh

Sub: Host of Tender call notice in district website
Sir,

Please host the following tender call notice for MHU (SS) under Gurundaia CHC in the Sundargarh.odisha.gov.in.

Yours faithfully

Dulajam Rout
Superintendent
CHC Gurundia

RFP No. Superintendent/GND/2025-26/02

Date: 22-04-2025

TENDER CALL NOTICE

Sealed Tenders are invited from intending individual/Travel Agency/Tour Operator/Firm/Suppliers Through Speed Post/Register Post/Courier for supply of Vehicle on Monthly Basis Under NHM (ମାସିକ ଭିଡିରେ ଯାନ ଯୋଗାଣ ପାଇଁ ବିଜ୍ଞାପନ) for the year 2025-26.

The willing reputed agency /Firms/Suppliers are requested to submit sealed tenders to the Office of the undersigned on or before dt.20.05.2025 till 5.00 P.M. Tender documents can be download/obtained from the district website www.sundargarh.odisha.gov.in. This office willnot entertain any tender after the due date/time fixed for at any circumstances. The undersigned reserve the right to reject any or whole tender without assigning any reason thereof.

-Sd-

Superintendent, CHC Gurundia (ଅଧୀକ୍ଷକ ଗୋଷ୍ଠୀ ସ୍ୱାସ୍ଥ୍ୟ କେନ୍ଦ୍ର, ଗୁରୁଣ୍ଡିଆ)

Memo No 323 /BPMU/2025

Date: 22-04-2025

Copy forwarded to the Chief District Medical Officer, Sundargarh for information & necessary action.

Dulajam Rout
Superintendent
CHC Gurundia

Memo No 324 /BPMU/2025

Date: 22-04-2025

Copy forwarded to the Notice board Superintendent/CDPO/BDO Office Gurundia, Sundargarh for information.

Dulajam Rout
Superintendent
CHC Gurundia

TENDER DOCUMENT
FOR
MHU (SS) at CHC GURUNDIA,
SUNDARGARH DISTRICT

For MHU (SS) Vehicle :

Applicable: Section I, II & III
Annexure IV, V, VI & VII

D. Rajan

SECTION-I
DATE & TIME OF TENDER SUBMISSION & FINALISATION

RFP No. **Superintendent/GND/2025-26/02**

Date: 22-04-2025

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES ON MONTHLY BASIS AT LEVEL UNDER MHU (SS) UNDER NATIONAL HEALTH MISSION (NHM)

1	Period Availability of RFP Document	From 22-04-2025 to 20-05-2025 (Downloadable from website: www.sundargarh.odisha.gov.in)
2	Pre-bid Conference (to resolve all the issues, clarification regarding the bid of interested bidder)	Date:-29-04-2025, Time: 11.30 AM At Office Chamber of Superintendent CHC Gurundia.
3	Last date for submission of Tender & address	Date:- 20-05-2025, Time: 5.00 P.M Address: Superintendent CHC Gurundia Dist:Sundargarh PIN -770043 (Through Speed Post / Registered post / Courier only)
4	Date, time and place of opening of Tender (Technical & Financial Bid)	Date 21-05-2025, Time-11.30 A.M. Place of Tender Opening : O/O Superintendent CHC Gurundia Dist:Sundargarh (Bidders / authorised representative may remain present at the time of opening of tender)

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TENDER DOCUMENT
FOR
MHU (SS) VEHICLE

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SECTION-II (MHU (SS)Vehicle)
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 Superintendent, CHC Gurundia Dist:Sundargarh the details or which is mentioned in section IV: Schedule of Tender submission.

4) Packing, sealing and Marking of Bid

- (a) The **sealed envelope** containing the Annexure-III, photocopy of the required documents & Annexure-IV should clearly be **super scribed** with the following:

**Tender for “Hiring of Vehicles on a monthly basis under MHU (SS),
O/o Superintendent CHC Gurundia, Sundargarh.**

- The bidder’s name & address shall be mentioned in the left-hand corner of the envelope.
 - The envelope shall be **addressed to the O/o Superintendent CHC Gurundia, Sundargarh PIN-770043**, for which they want to bid as mentioned at section- IV: Schedule of tender Submission)
- (b) 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 RKS, CHC Gurundia, Sundargarh payable at Sundargarh.
- b. **Annexure-III** duly filled in
- c. Any other details, the bidder like to include in the proposal in Annexure-III.
- d. **Annexure-IV (Financial Bid)** with proper signature and seal of the bidder.

The bidders have to submit their proposals at **the O/o Superintendent CHC Gurundia, Sundargarh PIN-770043.**



SECTION-III (MHU (SS)Vehicle)

TERMS OF REFERENCE

Hiring of Vehicles for MHU(SS) on a monthly Hiring basis under NHM

1. Essential Features of Vehicles to be engaged for MHU (SS) at Block Level

- The vehicle **shall not be more than 2 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 reimbursement purpose	Maximum hire charges per month	Remarks
Non-AC Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	TUV/ Bolero/ Bolero Neo	10 KM/per liter	As per office memorandum of Finance Deptt (Govt. of Odisha). No. 30464 /Fin-COD-MV-0001/2017 Dt. 06-09-2019	GST 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 the vehicle owner.**
- **The Driver** should have a clean track record without any history of conviction in the court of law.

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.
- Any Private individuals /Tour operators/ Transport Agency /Society /Firm can participate in the tender process.

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- In case of Tour operator/Transport agency etc, wants to engage all the vehicle/s for one or more Blocks, then the agency has to submit the list & type of vehicles to be engaged at different blocks along with all supporting documents & requirements as per the terms & conditions.
- **The monthly rate of hire charge** shall be quoted separately in the price bid (excluding fuel and 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 NHM 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 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.
- The driver will maintain a log book to track vehicle movement.
- If the bidder violets 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;
- ✓ 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 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 **RKS, CHC Gurundia** Payble at Gurundia, Sundargarh, 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.

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- **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 Superintendent, CHC Gurundia, Dist:Sundargarh.**
- **Seal tenders** in the prescribed form duly super-scribed “**Tender for Hiring of Vehicles for MHU (SS)**” to submit at **O/o, Superintendent, CHC Gurundia, Dist:Sundargarh**” addressed to the **Superintendent, CHC Gurundia, Dist:Sundargarh, Pin- 770043.**
- **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 CHC 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 Member Secretary of RKS Block CHC 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, **Superintendent, CHC Gurundia, Dist:Sundargarh** 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)

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Annexure-IV

Technical Bid for Hiring of vehicle MHU (SS) under NHM

Applied for (Name of the Block/Place): _____

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. 500/- 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 (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>	
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 V
10	Self Declaration in Affidavid as per ToR SI No 8 (as per Annexure VI)	



(Signature of the Applicant)

Name:

Designation:

Seal:

Annexure-V

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

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 at Section –III of the RFP)

Signature

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

Date:

Place:

Seal:_____

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Annexure VI

**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 thisDay of, 2023

Signature

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

Date:

Place:

Seal: _____



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,
Superintendent, CHC Gurundia, Dist:Sundargarh 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: _____

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