

OFFICE OF THE SUPERINTENDENT, CHC KUTRA, SUNDARGARH
At/Po: Kutra Dist: Sundargarh, Pin-770018 Odisha
E-mail-bpmukutra@yahoo.com



Letter No.: ...387

Date: 19-04-25

To,
The District e-Governance Manager (DeGM)
Sundargarh

Sub- Advertisement of Tender Call Notice in your official Website.

Sir,

Please publish the following Advertisement as per the Govt. Norm in your official Website.
Yours faithfully

Superintendent
Kutra CHC
Sundargarh

Advt No-1 (2025-26)

Date-19/04/2025

TENDER CALL NOTICE

(BPMU, RBSK & MHU ପାଇଁ ମାସିକ ଭାବେ ଉପରେ ଗାଡ଼ି ଲଢାଇବା ପାଇଁ ଚେଷ୍ଟର ବିଜ୍ଞାପନ)

Sealed Request for Proposal are invited from interested Travel Agencies / Tour Operators or Individuals for providing of diesel driven vehicles for hiring of vehicles for BPMU, RBSK & MHU on a monthly basis for implementation of the NHM Programme. Details regarding eligibility criteria, terms & conditions and the formats of submission of tender are mentioned in the tender document which may be found from the BPMU office Kutra CHC or district official website (sundargarh.odisha.gov.in). Interested Agencies / Tour Operators or Individuals may submit their tenders in a sealed envelope with super-scribing on the top of the sealed envelope as "Hiring of Vehicles under BPMU, RBSK & MHU (4 ନଂ)" in reference to Advertisement No- 1 dtd- 19/04/2025. The tenders should reach the office of the undersigned by registered / Speed post/ Courier on or before 29/04/2025 (till 05 P.M). The Tenders will be opened at 11.30 A.M on 02/12/2024. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

-sd-

Superintendent
Kutra CHC

Memo No-

Date-

Copy forwarded to the Notice Board, Superintendent Kutra CHC, Sundargarh for information.

Superintendent
Kutra CHC, Kutra
Dist-Sundargarh



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TENDER DOCUMENT FOR BPMU, RBSK & MHU VEHICLE

SECTION-I DATE & TIME OF TENDER SUBMISSION & FINALISATION

RFP No. 1

Date:-19/04/2025

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

1	Period Availability of RFP Document	From: -19.04.2025 to 29.04.2025
2	Pre-bid Conference (to resolve all the issues, clarification regarding the bid of interested bidder)	Date:-19.04.2025, Time: 12 Noon At Office Chamber of Superintendent, Kutra CHC.
3	Last date for submission of Tender & address	Date:-29.04.2025, Time: 5.00 P.M Address: O/O Superintendent Kutra CHC, At/ Po/ Dist.:- Kutra, Sundargarh, Pin- 770018 (Through Speed Post / Registered post / Courier only)
4	Date, time and place of opening of Tender (Technical & Financial Bid)	Date: 01.04.2025, Time-10.00 A.M. Place of Tender Opening : O/O Superintendent, Kutra CHC, Sundargarh (Bidders / authorized representative may remain present at the time of opening of tender)



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TENDER DOCUMENT FOR BPMU VEHICLE

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. 1000.

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 Kutra 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-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 BPMU CHC Kutra Sundargarh.

- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be addressed to the Superintendent CHC Kutra, Sundargarh 770018, for which they want to bid as mentioned at section- IV: Schedule of tender Submission)



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- (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:

- Tender paper cost of Rs. 1000/- & EMD of Rs. 10,000/- in the shape of a Demand Draft in favour of the RKS, CHC Kutra, Sundargarh payable at Kutra
- Annexure-I duly filled in
- Any other details, the bidder like to include in the proposal in Annexure-1.
- Annexure-II (Financial Bid) with proper signature and seal of the bidder.

The bidders have to submit their proposals at the O/O Superintendent CHC Kutra, Sundargarh 770018.

SECTION-II

TERMS OF REFERENCE

Hiring of Vehicles for BPMU on a monthly Hiring under NHM

1. Essential Features of Vehicles to be engaged for BPMU

- 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.

Specifications: (as per office memorandum of Finance Deptt. No. 30464

/Fin-COD-RULE-0001/2017 Dt. 06/09/2019



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Make & Model	Minimum Average Mileage/Lit. For reimbursement purpose	Maximum hire charges per month	Remarks
Bolero/ Mahindra Scorpio	10 KM/Liter	As per office memorandum of Finance Deptt. No. 30464 /Fin-COD-RULE-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.
- 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.(minimum 26 days in a month)



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- 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 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;
 - ✓ 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. 1000/- (Rupees five hundred and EMD of Rs. 10,000/- (Rupees Fifteen Thousand only) per vehicle offered in the form of crossed Demand Draft /Pay Order in favour of MISC Kutra, Payable at Kutra, 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.

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- 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 CHC Kutra, Sundargarh
 - Seal tenders in the prescribed form duly super-scribed "Tender for Hiring of Vehicles for BPMU, O/o, CHC Kutra, Sundargarh" addressed to the CHC Kutra, Sundargarh, Pin-770018.
 - 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 Block 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 O/o, CHC Kutra and the approved L1 bidder after finalisation of bid process.
5. 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 the contract shall be cancelled & the performance security shall be forfeited. As per Annexure VI).



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Date:

Technical Bid for Hiring of vehicle under NHM

Annexure-I

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	GST No (Photocopy to be attached only in case of Travel Agency/Tour Operation/Firm/Company)	
5	ID Proof of the individual / Registration certificate of the Organization (Photocopy)	
6	Details of Tender Cost enclosed (Tender paper cost @ Rs. 1000/- per vehicle to be submitted.	
7	Details of EMD enclosed (EMD @Rs.10,000/- per vehicle to be submitted)	
9	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.-• Insurance certificate• Fitness Certificate,• Up to date tax payment <p>Documentary evidence (Photocopy) for all above details to be attached.</p>	



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10	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)	
11	Self Declaration in Affidavit as per Annexure VI)	

Yours faithfully

Annexure-II

Financial Bid

Make & Model Vehicle	*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel Cost & GST)	Average Mileage in Kms Per Litre of Fuel

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



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Letter No:

Date:

Signature

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

Date:

Place:

Seal: _____

TENDER DOCUMENT
FOR
RBSK VEHICLE

SECTION-I
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.

2) Eligibility Criteria

- Any private individuals/ Tour operators / Travel Agency / Society / Firm can participant in the tender process



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- Should submit the required EMD @ Rs. 10, 000 & Tender paper cost Rs. 1000 for each vehicle offered.

Note: Vehicles with only Commercial registration shall be accepted.

3) Submission and Signing of Tender

Interested eligible bidders may submit their bid (s) separately for any block of their interest. The bidders interested to submit their bids for more than one block. can do so by submitting separate bids with EMD & documents as set forth in this RFP document at the officer of the Superintendent CHC Kutra, the details of which is mentioned in section IV: Schedule of Tender submission. District can negotiate with the bidders for supply of vehicle for other block where vehicle under is required.

4) Packing, sealing and Marking of Bid

- (c) 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)".

- RFP no. & Block Name (The bidder should clearly mention the Block Name for which the proposal is submitted). Prior to submission of Bid, bidder has to get detail of the block CHC for which vehicle is required from the office of Superintendent of concerned CHC and Submit bid accordingly.
- 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 Kutra Sundargarh 770018, for which they want to bid as mentioned at section- IV: Schedule of tender Submission)
- (d) 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:

- e. Tender paper cost of Rs.1000/- & EMD of Rs. 10,000/- in the shape of a Demand Draft (for each vehicle they want to offer) in favour of the Misc Kutra, CHC Kutra Sundargarh payable at Kutra.
- f. Annexure-I duly filled in
- g. Any other details, the bidder like to include in the proposal in Annexure-1.

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h. Annexure-II (Financial Bid) with proper signature and seal of the bidder.

6) Number of Proposals

Interested bidders fulfilling the eligibility criteria may submit their proposal *separately* for any one / more than one block of their choice. However district can negotiate with bidder for supply of vehicle by the bidder for other block CHC if required.

The bidders have to submit their proposals at the O/O Superintendent CHC Kutra, 770018

SECTION-II

TERMS OF REFERENCE

Hiring of Vehicles for Mobile Health Teams (MHT) under RBSK

7. What is RBSK:

The National Health Mission is launching a new initiative of Rashtriya **Bal** Swasthy Karyakram (RBSK), a Child Health Screening and Early Intervention service Programme to provide Comprehensive care to all the Children in the community.

The objective of this initiative is to improve the overall quality of life of children (0-18 years) through early detection of birth Defects, Diseases, Deficiencies, Development Delays and Disability. The high burden of these childhood ill health contributes significantly health screening and Early Intervention Services envisage covering 30 Identified health conditions for early detection, free treatment and its management.

8. Mobile health Teams under RBSK

Under RBSK, **Mobile Health Team (MHT)** will be formed for periodical child health screening 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. Per day each MMT will screen average 90 children at WCs or 150 school/ College student as per the prepared Micro plan.

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

The Block CHC wise list of MHT propped to be engaged is at Section IV.



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9. Location & Operational Area of MHT's

- Each Mobile Health Teams (MHT) will allot 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 Superintendent.
- In case the Block CHC is not located centrally, then the MMT 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.

10. Essential Features of Vehicles to be engaged for MHT

- The 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 etc. And D.L. of the driver 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: (as per office memorandum of Finance Deptt. No. 34085 /Fin-COD-MV-0007-2012, dated 29.09.2012)

Type of vehicles permissible to be hired	Make & Model	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.	Marindra Max/ Marshall/ Bolero/ Mahindra Scorpio	12 kmpl	Rs.18,000/- (However rate will be fixed for all vehicles as per LI rate of the respective block)	GST would be reimbursed separately over & above the hire charges.



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- 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.

II. 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 (Superintendent of Kutra 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 the financial bid keeping in account the road tax, insurance premium, VAT, parking fee, toll tax etc for which State Government or Rogi Kalyan Samiti (RKS) 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.
- 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 and counter checked by the Superintendent of 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.

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- 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.

12. EMD/Security Deposit

- Tenders shall have to deposit Tender paper cost of Rs. 1000/- and EMD of Rs. 10,000/- (Rupees Fifteen Thousand only) per vehicle offered in the form of crossed Demand Draft /Pay Order in favour of Misc Kutra, Payble at Kutra, 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.



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13. Tender Procedure:

- For timely Completion of the tender process, tender notice will be published centrally by the District office indicating block wise requirement of vehicles on hire basis. However, tender documents will be submitted at O/O the Superintendent CHC Kutra
- Seal tenders in the prescribed form duly super-scribed "Tender for Hiring of Vehicles for mobile Health Team under RBSK" addressed to the Superintendent CHC Kutra-Kutra, Pin- 770018.
- 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 Block 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.
- The agreement will be executed between the RKS of respective Block CHC and the approved L1 bidder.
- The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price of the respective block. If requisite number of vehicles is not provided by the L1 bidder L2, L3, L4 and so on bidders shall be selected provided they match to the L1 rate.
- In case no bid is received /finalized for any block, vehicle may be hired on daily basis as per prevailing market rate not more than Rs.1000/- per day excluding DOL, till finalisation of the tender.

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TENDER DOCUMENT
FOR
MHU

SECTION-II
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. 1000

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



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of the superintendent Kutra CHC, Sundargarh the details of which is mentioned in section IV: Schedule of Tender submission.

4) Packing, sealing and Marking of Bid

(e) 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 MHU", Kutra CHC , Sundargarh.

- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be addressed to the superintendent Kutra CHC, Sundargarh 770018, for which they want to bid as mentioned at section- IV: Schedule of tender Submission)

(f) 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:

- i. Tender paper cost of Rs. 1000/- & EMD of Rs. 10,000/- in the shape of a Demand Draft in favour of the RKS, Kutra CHC, payable at Kutra.
- j. Annexure-I duly filled in
- k. Any other details, the bidder like to include in the proposal in Annexure-1.
- l. Annexure-II (Financial Bid) with proper signature and seal of the bidder.

The bidders have to submit their proposals at the O/O superintendent Kutra CHC, Sundargarh 770018.

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Date:

SECTION-III

TERMS OF REFERENCE

Hiring of Vehicles for MHU vehicle on a monthly Hiring under NHM

6. Essential Features of Vehicles to be engaged

- 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.

Specifications: as per office memorandum of Finance Deptt. No. 30464 /
Fin-COD-MV-0001/2017 Dt.06/09/2019.

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Type of Vehicles permissible to be hired	Make & Model	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.	Mahindra Max/ Marshal/Bolero/ Mahindra Scorpio	10 KM/Liter	as per office memorandum of Finance Deptt. 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.

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 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 the financial bid keeping in account the road tax, insurance premium, GST, parking fee, toll tax etc for which State Government or HMM will not pay.



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- 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 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 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 Superintendent 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.

2. EMD/Security Deposit

- Tenders shall have to deposit Tender paper cost of Rs. 1000/- (Rupees 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 Misc,Kutra, Payable at Kutra, 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.

9. Tender Procedure:

- Tender documents will be submitted at Superintendent Kutra CHC
- Seal tenders in the prescribed form duly super-scribed "Tender for Hiring of Vehicles for MHU, addressed to the Superintendent Kutra CHC, Dist-Sundargarh" addressed to the Superintendent Kutra CHC, At/Po -Kutra Dist- Sundargarh, Pin- 770018.
- 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 Block 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 Superintendent and the approved L1 bidder after finalisation of bid process.

10. 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 the contract shall be cancelled & the performance security shall be forfeited. As per Annexure VI).

11. Details of Vehicles Requirement



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Sl No	Name of the Block	No of vehicle required	Remarks
1	Kutra CHC	1	I-MHU

Annexure-I

Technical Bid for Hiring of vehicle under MHU 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)	
5	GST No (Photocopy to be attached only in case of Travel Agency/ Tour Operator Firm/Company)	
6	ID Proof of the individual / Registration certificate of the Organization (Photocopy)	
7	Details of Tender Cost enclosed (Tender paper cost @ Rs. 1000/- per vehicle to be submitted.)	
8	Details of EMD enclosed (EMD @Rs.10,000/- per vehicle to be submitted)	

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Letter No: _____

Date: _____

9	<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>	
10	<p>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)</p>	
11	<p>Self Declaration in Affidavit as per Annexure VI)</p>	

N.B:-Tender Paper Cost @1000/- & EMD @ 10,000/- per vehicle to be submitted.

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Annexure-II
Financial Bid

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

11 Bidder will be selected as per the lowest cost in monthly hiring basis.



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Letter No:

Date:

Signature

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

Date:

Place:

Seal: _____

Annexure-A

Not Blacklisted
(On a Stamp paper of minimum Rs.20)

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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 GO 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, 2024

Signature

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

Date: _____

Place: _____

Seal: _____



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Letter No: _____

Date: _____

Annexure-B

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 NIMS, 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 and other action may be initiated.

Signature

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

Date: _____

Place: _____

Seal: _____