

SECTION -I

Date & Time of Tender Submission and Finalization

RFP No.

Dated:

**DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES FOR
DPMU UNDER NATIONAL HEALTH MISSION (NHM), JAGATSINGHPUR.**

1	Period of Availability of RFP Document	From: -09-2018 TO 11-09-2018 (Downloadable from website: www.jagatsinghpur.nic.in)
2	Last date for submission of Tender	Date: 11.09.2018 Time: 5 P.M. Address: Chief District Medical & Public Health Officer, District Headquarter Hospital, Dist. : Jagatsinghpur <i>(Through Speed post / Registered post / courier only)</i>
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Date: 12-09-2018 Time: 11.30 A.M. Place of Opening of Tender: <u>Eye ward meeting Hall, O/o CDM& PHO Jagatsinghpur</u> <i>(Bidders / authorized representative may remain present at the time of opening of Tender)</i>

SECTION -II

INSTRUCTIONS TO BIDDERS

1. Scope:

Interested bidders fulfilling the eligibility criteria may submit their bid.

2. Eligibility Criteria

- Any individual/ Tour operators / Travel Agency / Firm can participate in the tender process.
- The tender must be accompanied by **EMD of Rs. 5, 000/- (only in case bidders applying for engagement of vehicle on monthly hiring basis) in the envelop of technical bid** by way of demand draft, drawn on any Nationalized / Scheduled Bank in favour of **CDM & PHO, Jagatsinghpur, payable at Jagatsinghpur**. Tenders not accompanied by earnest money will not be considered. EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful bidders will be retained as performance security & will be refunded on successful completion of the job without interest after the terms of the agreement.

Note: Vehicles with only commercial registration shall be accepted.

3. Submission and Signing of Tender

The tender will have to be submitted in two parts i.e. Technical Bid (Cover-A) and Financial Bid (Cover-B). The formats & documents to be submitted in technical & financial bid as mentioned in the tender document. The bidders should submit their technical and financial bid separately in two envelopes and these two envelopes should be put into another cover envelop superscribed as “Tender for hiring of vehicles on rental (Monthly & Daily basis as applicable) for DPMU, NHM, Jagatsinghur”. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. It should be super scribed in the outer envelope tender for DPMU, Jagatsinghpur The tenders (Cover & inner envelops) should be addressed to:

The Chief District Medical & Public Health Officer,
District Headquarter Hospital, Jagatsinghpur,
PIN: 754103, Odisha.

If the envelope is not sealed and not marked as mentioned above, then the O/o Chief District Medical & Public Health Officer Jagatsinghpur will assume no responsibility for the tender's misplacement or premature opening.

The details of proposal(s) complete in all respect should reach the office of the CDM&PHO Jagatsinghpur **on or before 11.9.2018 (till 5PM) by Speed Post/ Registered Post/ courier only.** *Telex, cable or facsimile tenders will be rejected.*

4. All the tenders received within the due date & time will be opened at 11.30 A.M on **12.09.2018**. The financial bid of those bidders shall be opened whose technical bid are found to be qualified.

5. Content of the Tender Submission

The sealed envelope shall contain the following:

1. EMD of **Rs.5,000/-** only in the shape of a Demand Draft (for *each vehicle* they want to offer) **in the envelop of technical bid** in favour of the **Chief District Medical & Public Health Officer Jagatsinghpur**. The tender not accompanied with the EMD will not be considered.
2. **Annexure-I** duly filled in
3. Documentary evidence (Self attested Photocopy) for all above details (as per Annexure – I) to be attached.
4. Any other details, the bidder like to include in the proposal.
5. **Annexure–II (Financial Bid)** with proper signature and seal of the bidder.

SECTION –III

TERMS OF REFERENCE

Hiring of Vehicles DPMU under NHM, Jagatsinghpur

A. Essential Features of Vehicles to be engaged

- 1) The vehicle should be diesel driven having sitting capacity not less than 6 persons preferably – Mahindra Bolero/ Mahindra TUV/ Max/Marshal/ Tata Sumo/ Victa/ Mahindra Scorpio etc. on **monthly basis /daily basis** will be used by DPMU for its daily official work and carrying officials to Govt. Offices/ Departments, programme sites at different villages and other offices at different places across the State.

- 2) In case of vehicle on a **monthly basis**, the monthly rate to be paid to the individuals or agency for providing the vehicle is inclusive of cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone (for incoming calls). However, the cost of fuel (diesel) not included in the monthly rate, which will be reimbursed as per the actual at the rate of fuel consumption depending upon the type of vehicle used.
- 3) In case of vehicle on a **daily basis**, the daily rate (rate/Km, rate/hour) for providing the vehicle is inclusive of the cost of fuel (Diesel), Lubricants (Mobil), cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone to the driver.
- 4) GST should be clearly mentioned separately in terms of Percentage in the designated places in the Annexure - II. However, these are not to be taken into consideration for evaluation purpose.
- 5) The vehicle shall not be more than 3 years old at the time of hiring / award of contract from the initial registration will be taken into consideration.
- 6) The monthly rate of hire charge shall be quoted separately in the price bid (excluding fuel).
- 7) Maintenance and all the taxes of the vehicle will borne by the owner (Except toll tax, entry tax, Parking charge etc.
- 8) The hired vehicles, during bidding process and 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.
- 9) **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.
- 10) The monthly rate of hire charge be quoted separately in the price bid (excluding fuel) the maximum ceiling for monthly charges is Rs. 15000/- (fifteen thousand) for DPMU only.
- 11) The fuel consumption 12KM/Lit for Non AC 10KM/Lit – for AC for DPMU vehicle .

- 12) The vehicle must be available with DPMU office on all official working days & Holidays as and when required for Office purpose only. Beyond the duty hour it the sole responsibility of the owner of the vehicle for safe custody of the vehicle
- 13) **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.
- 14) For effective coordination, the driver of the vehicle has to be provided with a **mobile phone by the Vehicle owner for which no extra payment shall be made.**
- 15) **The Driver** should be well-behaved, disciplined, well dressed and should have a clean track record without any history of conviction in the court of law.
- 16) The individuals & agency is required to provide clean vehicle with good quality clean seat covers.

B. Major Features of Contract

A. Period of Contract & General Condition(s)

- a) **Vehicle will be hired locally** on contractual basis. The contracts shall be initially for a period **of one year and it is the sole discretion of the authority to extend the period of the contract order beyond the agreement period subject to** satisfactory performance assessed by appropriate authority on completion of the contract period.
- b) **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.
- c) **In case of emergency**, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- d) The Agency is liable to provide vehicles during office hours, beyond office hours on all working days.
- e) The agency shall also have to provide the vehicles on Sundays as well as other public holidays as and when required by the authority.
- f) In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement.
- g) The driver will maintain a log book to track vehicle movement.

- h) The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival.
- i) The agency would ensure that the driver(s) employed possesses a valid driving license. The driver of the vehicle should well conversant with traffic rules and other regulations prescribed by the Govt. from time to time.
- j) The successful bidder shall execute an agreement with the CDM & PHO, Jagatsinghpur for DPMU vehicle.

B. Termination of Contract:

It is the sole discretion of the authority to terminate the contract prematurely on the ground of unsatisfactory services, disobedience of orders, negligence in duty and unruly behaviour of service provider if noticed. In such case the agency will immediately cease the provision of the Services and submit a bill for costs incurred to provide the contracted services to the date of termination.

If the bidder violates any of the terms of contract, the authority shall forfeit the entire amount of security deposit.

C. Payment:

- Payment shall be made on **monthly basis** after submission of bill in triplicate along with the daily logbook and duty slip signed by the designated authority / visiting officer. In case of **daily basis** (Local & Long), duplicate duty slips have to be maintained and one slip has to be retained by the officers using the vehicle with noting of starting/ closing Kilometers and time and signature on the duty slip (both original & duplicate).
- 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.
- In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be borne by the agency.
- The agency shall provide substitute well in advance. If for any reason the driver is unable to attend the office on any date / time, the payment in respect of the overlapping period of the substitute shall be borne by the agency. In case no substitute is provided in time the authority shall have the

right to hire a vehicle from the market and any additional expenditure incurred by authority shall be borne by the agency.

D. Arbitration: Chief District Medical & Public Health Officer, Jagatsinghpur and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned.

E. EMD/Security Deposit: Tenderers shall have to deposit EMD of Rs.5,000/- (Rupees five Thousand only) per vehicle offered in the form of Demand Draft in favour of Chief District Medical & Public Health Officer Jagatsinghpur. 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 tenderer within thirty days from the date of issue of work order to the successful tenderer and no interest would be paid thereon; and (ii) EMD of the successful tenderer 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.

C. Important Points

- i. All vehicles to be provided should be diesel commercial vehicles only.
- ii. For providing the vehicle on a monthly basis, the monthly rate (excluding diesel cost) should include the cost of Tyres, Tubes, battery & consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone.

- iii. For providing the vehicle on a daily basis (long & local tour), the rate per/Km should include the cost fuel (Diesel), Lubricants (Mobil), Tyres & Tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, Overtime and mobile Phone (for incoming calls).
- iv. A bidder can submit bid separately for both types of services (Daily / Monthly basis).
- v. The lowest evaluated bid shall be decided based on the lowest evaluated price bid for each type of vehicle in both the category (Daily & Monthly basis) and the L1 bidder shall be decided accordingly.
- vi. There may be empanelment of two or three agencies for the vehicle on daily basis for each type of vehicle (to be decided by the tender inviting authority based on requirement of the type of vehicle), if after price negotiation, the L2/L3 agencies agree to the L1 price. If the successful Bidder fails to execute the order, the Performance Security of the Bidder will be forfeited and the Bidder will be debarred for 3 three years for participating any bidding procedure under CDM&PHO, Jagatsinghpur.

D. Tender Procedure

- Evaluation shall be done **separately** for **Daily Basis** and **Monthly Basis**.
- 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 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 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 Chief District Medical & Public Health Officer Jagatsinghpur and the approved L1 bidder.
- In case of daily basis, the comparative statement shall be prepared on the basis of per k.m. quoted. The lowest bidder (s) has to agree to the other charges like lowest halting charge, night halt, extra Km. Rate, etc. offered by other bidders in the tender.

Technical Bid

“Tender for hiring of vehicles on rental (Monthly & Daily basis as applicable) for DPMU, NHM, Jagatsinghpur”.

Name of the District: Jagatsinghpur

1.	Name of the Bidder	
2.	Address & Telephone/Mobile No.	Address: Mob.:
3.	E-mail of the contract person, if any	E-mail ID:
4.	ID Proof of the Individual / Registration certificate of the Organization (Photocopy)	
5.	Details of EMD enclosed (EMD @Rs.5,000/- per vehicle to be submitted)	Name of Bank: DD No. Date of Issue:

6.	<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- • Vehicle Registration No.- • GST Registration No. • Insurance certificate • Fitness Certificate, • Up to date tax payment <p>Documentary evidence (Self-attested photocopy) for all above details to be attached.</p>	<p>DoP: _____</p> <p>Make: _____ Model: _____</p> <p>Vehicle regd. No.: _____</p> <p>GST Regd. No.: _____</p> <p>Insurance Certificate Valid upto _____</p> <p>Fitness Certificate Valid Upto.: _____</p> <p>Tax Paid & Valid Upto _____</p>
7.	<p>Undertaking that the firm has not been debarred / blacklisted by any Govt. Organization / Semi Government Organization / PSUs (To be furnished in non judicial stamp paper of worth Rs.10/- duly certified by Notary)</p>	<p>Attach the undertaking with signature & seal of the organization</p>

N.B: EMD @Rs.5,000/- per vehicle to be submitted

DECLARATION:

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Date: (Signature & Seal of the Authorized Signatory)

Name:

Designation & Seal:

ANNEXURE-II

Financial Bid

"Tender for hiring of vehicles on rental (Monthly & Daily basis as applicable)
for DPMU, NHM, Jagatsinghpur".

A. Monthly Basis:

Name, Make & Model of Vehicle	*Monthly Hiring Charges (Rs.) including all (Exclusive of Fuel Cost & Service Tax)

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

B. Daily Basis

Sl. No.	Name, Make & Model of Vehicle	Vehicle hire charges per day basis 8 hrs for local journey	Detention Charges beyond 8 hrs .
1			
2			
3			
4			

(Rates are inclusive of all Taxes)

Signature

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

Date:

Place:

Seal _____