



**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER,  
JAGATSINGHPUR**

**Tel : 06724220064, Fax:06724221850**

**E-Mail : npcbjagatsinghpur@gmail.com**

**No. 709 Date: 31.07.2019**



**TENDER CALL NOTICE FOR HIRING OF VEHICLE**

Sealed Tenders are invited from interested eligible bidders (Any private individuals / Tour operators / Transport Agency / Society / Firm) for hiring of vehicle (Mahindra Max / Marshal / Bolero / Tata Sumo / Victa) for Mobile Vision Centre(MVC) under SUNETRA(UEHP), Jagatsinghpur on a monthly basis. The eligible criteria, the terms of reference and the formats for submission of bids are available in Jagatsinghpur district website, i.e [www.jagatsinghpur.nic.in](http://www.jagatsinghpur.nic.in). The bidders have to submit their proposal(s) to the office of the Chief District Medical & Public Health Officer, Jagatsinghpur. The details of proposal(s) complete in all respect superscripting "Tender for hiring of vehicles on rental (Monthly basis) for Mobile Vision Centre(MVC) under SUNETRA(UEHP), Jagatsinghpur" on the envelope should reach the office of the CDM&PHO, Jagatsinghpur on or before **17.08.2019 at 5PM** through Speed Post / Registered. Post / Courier only. The technical & financial bids shall be opened at the office of the CDM & PHO, Jagatsinghpur on **20.08.2019 at 11.00 AM**. The authority reserves the right to reject any proposal without assigning any reason thereof.

  
**Chief District Medical & Public Health Officer,  
Jagatsinghpur**

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**SECTION -I**

**Date & Time of Tender Submission and Finalization**

**DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR  
"HIRING OF VEHICLE FOR MOBILE VISION CENTRE (MVC) UNDER  
SUNETRA(UHP), JAGATSINGHPUR".**

1	Period of Availability of RFP Document	From: <b>01.08.2019 To 17.08.2019</b> (Downloadable from website: <a href="http://www.jagatsinghpur.nic.in">www.jagatsinghpur.nic.in</a> )
2	Last date for submission of Tender	<b>Date: 17.08.2019 Time: 5 P.M.</b> Address: Chief District Medical & Public Health Officer, District Headquarter Hospital Campus Dist. : Jagatsinghpur, PIN-754103 (Through Speed post / Registered post / Courier only)
3	Date, time and place of opening of Tender (Technical & Financial Bid)	<b>Date: 20.08.2019 Time: 11:00 A.M.</b> Place of opening of Tender: <u>Office Chamber of Chief</u> <u>District Medical &amp; Public Health Officer, Jagatsinghpur</u> (Bidders/authorized representative may remain present at the time of opening of Tender)

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## SECTION -II

### **INSTRUCTIONS TO BIDDERS**

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#### **1. Scope:**

Interested bidders fulfilling the eligibility criteria may submit their bid.

#### **2. Eligibility Criteria**

- Any private individuals / Tour operators / Transport Agency / Society / 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 **Chief District Medical & Public Health Officer, 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 basis) for SUNETRA(UJHP), Jagatsinghpur". 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 Mobile Vision Centre(MVC) under SUNETRA(UJHP), Jagatsinghpur. The tenders (Cover & inner envelopes) should be addressed to:

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

*Handwritten signature and date: 12/07/19*

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 17.08.2019 (till 5:00PM) 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 **on 20.08.2019 at 11:00 A.M.** 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 **the 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 (Technical Bid)** 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.

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**SECTION -III**  
**TERMS OF REFERENCE**

**Hiring of Vehicle under SUNETRA(UHP), Jagatsinghpur**

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**A. Location & Operational Area of MVC**

1. The vehicles of the Mobile Vision Centre (MVC) will be located at the District Headquarter at the disposal of CDM&PHO and DPM, NPCB&VI.
2. The area of operation is within the district as per the microplan.
3. As per the micro plan, the vehicle will be moved and make halt (if required) to the peripheral outreach institutions along with one ophthalmic assistant (who may be from District HQ or from other institutions).

**B. Essential Features of Vehicle to be engaged for MVC**

1. The vehicle shall not be more than 3 years old at the time of hiring / award of contract from the initial registration.
2. 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.
3. The Department / Office hiring the vehicles shall not be responsible for any damage / loss cause of 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.

**4. Specification :**

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage / Lit. for reimbursement purpose	Maximum Hire charges per month
AC/Non-AC Diesel driven vehicles having sitting capacity not less than 9 persons including driver.	Mahindra Max / Marshal / Bolero / Tata Sumo / Victa	10 km/ltr	Rs.20,000/- (Excluding GST)

5. 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.
6. For effective coordination the driver of the vehicle is to be provided with a mobile phone by the vehicle owner.
7. The driver should have a clean track record without any history of conviction in the court of law.

### C. Major Feature of Vehicle

1. 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 from SUNETRA(UEHP), Odisha subject to satisfactory performance assessed by appropriate authority (CDM&PHO and DPM, NPCB&VI) every year.
2. Any private individuals / Tour operators / Transport Agency / Society / Firm can participate in the tender process.
3. The monthly rate of hire charge shall be quoted separately in the price bid (excluding fuel).
4. 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 O/o CDM&PHO or NPCB&VI will not pay.
5. In case of break down for reason whatever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. 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.
7. The vehicles shall be required generally for 12 hours in a day (8AM to 8PM)
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the user (Ophthalmic Assistant) and counter checked by the DPM, DBCS /NPCB&VI of the District on regular basis.
10. SUNETRA (UEHP) shall invest additional fund for branding and other minor fabrication (if required). Minor fabrication of the vehicle (like removal of back sit) & branding may be needed for installation of some instrument in near future.
11. If the bidder violates any of the terms of contract, District Authority / Government shall forfeit the entire amount of security deposit.
12. The successful bidder shall execute an agreement with the CDM&PHO, Jagatsinghpur for engagement of vehicle.
13. 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.

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14. If the service 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:

- a) If the behavior of the Driver is not proper.
- b) Any attempt to tamper the log book.
- c) In case of the vehicle do not report regularly.
- d) In case the driver of the vehicle is found to be convicted.
- e) In case the service provider intends to withdraw the services of the 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.

**D. EMD/Security Deposit:** Tenderers shall have to deposit EMD of Rs.5,000/- (Rupees five Thousand only) for the 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.

#### **E. Tender Procedure**

- Evaluation shall be done for 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.

**ANNEXURE-I**

**Technical Bid**

**“Tender for hiring of vehicles on rental (Monthly basis) for  
Mobile Vision Centre (MVC) under SUNETRA(UEHP), 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:

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6.	<p><b>Details of Vehicle (s) enclosed (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>• Vehicle Registration No.-</li> <li>• GST Registration No.</li> <li>• Insurance certificate</li> <li>• Fitness Certificate,</li> <li>• Up to date tax payment</li> </ul> <p>Documentary evidence (<b>Self-attested photocopy</b>) 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 &amp; 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 <b>stamp paper of worth Rs.10/-</b> duly certified by Notary)</p>	<p>Attach the <b>undertaking</b> with signature &amp; 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 basis) for Mobile Vision Centre(MVC)  
under SUNETRA(UEHP), Jagatsinghpur”.**

**A. Monthly Basis:**

<b>Name, Make &amp; Model of Vehicle</b>	<b>Maximum Hiring charges per month (Rs.) (Excluding GST)</b>

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

Signature

Name \_\_\_\_\_  
(Any private individuals / Tour operators / Transport Agency / Society / Firm)

Date:

Place:

Seal \_\_\_\_\_

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