

**OFFICE OF THE MEDICAL OFFICER I/C,CHC, LAXMIPUR,  
KORAPUT**



**BLOCK PROGRAMME MANAGEMENT UNIT  
NATIONAL HEALTH MISSION**



E-mail : [nhm.laxmipur2020@gmail.com](mailto:nhm.laxmipur2020@gmail.com)

Notice No: 849 /BPMU/NHM/2022 Date: 01/11/2022

**NOTICE FOR HIRING TENDER OF VEHICLE FOR BPMU,CHC, LAXMIPUR**

Sealed proposals as per the prescribed RFP document are invited from interested eligible bidders (Private individuals / Tour operators / Travel Agency / Society / Firm) for hiring of vehicles (2nos for MHT) for BPMU at CHC, Laxmipur on a monthly basis for implementation of the National Health Mission Programmes, under CHC,Laxmipur. The eligibility criteria, the terms of reference and the formats for submission of bid are set forth in the RFP document, which can be available in BPMU CHC, Laxmipur during the office hour as well as the same can be downloaded from district website([www.koraput.nic.in](http://www.koraput.nic.in)). Interested bidders fulfilling the eligibility criteria may submit their proposals with EMD & documents as per RFP. The bidders have to submit their proposals with all required documents should reach O/O – Medical Officer, Incharge CHC, Laxmipur At/- Laxmipur Po-Laxmipur, Dist- Koraput on or before 30-11-2022 by Registered Post or Speed Post or Courier. The technical & financial bid shall be opened in presence of the bidders on 01-12-2022 at 11 am at the Office Chamber, Medical Officer I/C, CHC Laxmipur, Koraput. The undersigned reserves the right to reject any or all the proposals without assigning any reason thereof.

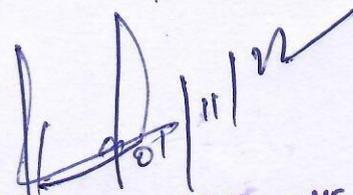
*[Handwritten Signature]*  
Medical Officer Incharge CHC, Laxmipur  
Medical Officer I/C  
CHC Laxmipur  
Koraput

Memo No 800

Date: 01/11/2022

**Request for Proposal (RFP) document for Hiring of  
MHT Vehicles under NHM Programmes**

**O/O- The Medical Officer Incharge CHC, Laxmipur, Koraput**

  
**Medical Officer IC  
CHC Laxmipur  
Koraput**

**SECTION-I**

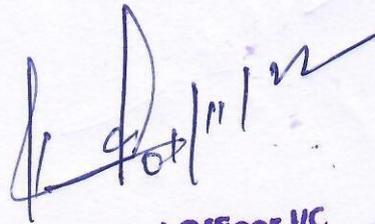
**Date & Time of Tender Submission and Finalization**

RFP No. **852**

Dated: **01/11/2022**

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF  
MHTVEHICLES UNDER NHM CHC, LAXMIPUR

1	Period of Availability of RFP Document	From 01-11-2022 to 30-11-2022 at BPMU CHC Laxmipur during official hour
2	Last date for submission of Tender & address	Date: 30-11-2022, Time: 05.00 PM Address: Office of the Medical Officer Incharge, CHC, Laxmipur, At/- CHC, Laxmipur, Po- Laxmipur Dist. : Koraput (Through Speed post / Registered post / Courier)
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Date: 01-12-2022, Time: 11.00 AM Place of Tender Opening: <u>O/o MO I/C Chamber, CHC, Laxmipur</u> (Bidders / authorized representative may remain present at the time of opening of Tender)
4	Finalization of comparative Statement by MO I/C, CHC, Laxmipur	Date : 01-12-2022
5	Approval by Block procurement committee & communication of approved list of successful bidders by MO I/C for engagement	Date : 02-12-2022
6	Issue of award of contract by the MO I/C	Date : 02-12-2022
7	Signing of agreement by MOI/C	Date : 10-12-2022



**Medical Officer I/C  
CHC Laxmipur  
Koraput**

SECTION - II

**INSTRUCTIONS TO BIDDERS**

1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid separately for one or more.

2. **Eligibility Criteria**

- Any private individuals/Tour Operators/Travel Agency / Society / Firm can participate in the tender Process.
- Should submit the required EMD @ Rs. 5,000 /- 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 if applied for more than one vehicle. The bidders interested to submit their bids for **more than one Vehicle**, can do so by submitting **separate bids with EMD & documents** as set forth in this RFP document **at the office of the Medical Officer I/C, CHC Laxmipur, Koraput**, the details of which is mentioned in Section I : Schedule of Tender submission.

**4-Packing, sealing and Marking of Bid**

(a) The **sealed envelope** containing the Annexure- I, photocopy with self attested of the required documents (Superscribed as technical bid on envelope)& Annexure - II (Superscribed as financial bid on envelope). Should clearly be superscribed with the following:

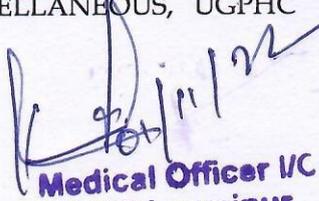
- **Tender for "Hiring of vehicle for MHT under Medical Officer I/C CHC, Laxmipur" as case may be.**
- **RFP no. & Block Name (The bidder should clearly mention the Block Name for which the proposal is submitted).**
- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be **addressed to the Medical Officer Incharge CHC, Laxmipur, Koraput** for which they want to bid (as mentioned at section - I: Schedule of Tender Submission)

(b) If the envelope is not sealed and marked as mentioned above, then the O/o the Medical Officer Incharge CHC, Laxmipur, Koraput 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:**

1. **EMD of Rs. 5,000/- (Refundable)** in the shape of a Demand Draft (for **each Vehicle** they want to offer) in favour of the **MISCELLANEOUS, UGPHC**

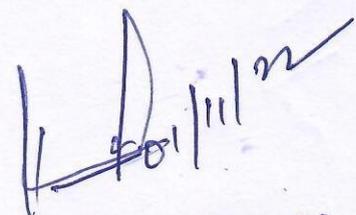
  
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LAXMIPUR, payable at Laxmipur (of Tender submission for which the bidder is interested to bid).

2. **Annexure-I** duly filled in
3. Any other details, the bidder like to include in the proposal.
4. **Annex-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 Vehicle.**

The bidders have to submit their proposal (s)to the **Medical Officer I/c, Laxmipur.**



**Medical Officer I/C  
CHC Laxmipur  
Koraput**

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

**Hiring of Vehicles for MHT under NHM, CHC, LAXMIPUR**

**1. Location & Operational Area of BPMU**

- The vehicle will be attached to the Block CHC at the disposal of MO I/C.
- In case the Block CHC isn't 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.

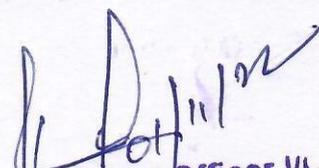
**2. Essential Features of Vehicles to be engaged for BPMU**

- 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 vehicle should be compatible 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. 30464-FIN-COD-MV-0001-2017, dated 06/09/2019 & Letter No. 4397/DPMU/NHM/KPT Dated 21-08-2021 of CDM & PHO, Koraput)

Type of Vehicles Permissible to be hired	Make & Model	Minimum Average Mileage/ Lit. For reimbursement purpose		Maximum Hire Charges per month	Remarks
AC, Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	TUV300/Bolero /Sumo Gold/Ertiga	12Kmpl	MHT	Rs.22,000/-	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.

  
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**CHC Laxmipur**  
**Koraput**

- 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 convection in the court of law.

#### 5. Major Features of Contract

- **Vehicle will be hired locally** on contractual basis. The contract shall be initially for a period of **one year which may be extended**, subject to satisfactory performance assessed by appropriate authority (MO I/C CHC, Laxmipur) 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 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 vehicle 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 **MHT,CHC Laxmipur for School and AWC Visit , Supervision of Programmes and strengthening health services in Laxmipur Block.**
- The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by MOI/CCHC, Laxmipur on regular basis.
- 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 MOI/C CHC, Laxmipur for engagement of vehicle/s.
- All charges will be paid on monthly basis as per the terms of reference with in fifteen days of the submission of bills by the service provider. No advance payment will be made in any circum stances.
- 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
  - ✓ 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 services and termination of agreement.

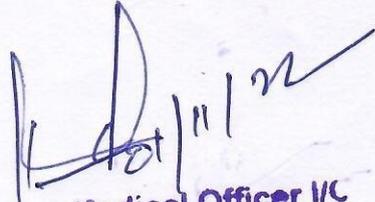
#### 6. EMD/Security Deposit

  
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- **Tenders shall have to deposit EMD of Rs. 5,000/-** (Rupees FiveThousand only) per vehicle offered in the form of crossed Demand Draft/pay order in favour of MISCELLANEOUS, UGPHC LAXMIPUR, payable at Laxmipur 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 on 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.

#### 7. Tender Procedure:

- For timely completion of the tender process, **Tender notice will be published** by the MO I/CCHC, Laxmipur also **tender documents to be submitted to MO I/C CHC, Laxmipur.**
- **Sealed tender** in the prescribed form duly super-scribed "Tender for hiring of vehicles for MHT under CHC, Laxmipur" addressed to the MO I/C, CHC, Laxmipur.
- **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 financial bid on the scheduled date. The bidders may present on the Scheduled date.
- **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 the MOI/C CHC, Laxmipur and approved L1 bidder.**
- The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price. If requisite number of vehicle is not provided by the L1 bidder, L2, L3, L4 and so on bidders shall be selected provided they match to the L1 rate.

  
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 CHC Laxmipur  
 Koraput

ANNEXURE-I

**Technical Bid for Hiring of Vehicle for MHT**

Name of the Block CHC applied for:

Name of the District:

1.	Name of the Bidder	
2.	Address & Telephone/Mobile No.	
3.	E-mail of the contract person, if any	
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)	
6.	Details of Vehicle (s) enclosed <b>(Only vehicle with commercial registration shall be accepted)</b> <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></ul> Documentary evidence (photocopy) for all above details to be attached.	

I/We hereby declare that above information given by me/us are true complete and correct to the best of my/our knowledge and belief. In the event of any information found false or incorrect before or after selection my candidature will be cancelled and appropriate action can be taken by the authority. I/We am/are also declare that, I/We am/are not involved in any major litigation that may have an impact affect or compromise the delivery of services as required under this tender and I/We are not black listed by any Central/State government/Public Sector Undertaking in India.

Signature of the bidder

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

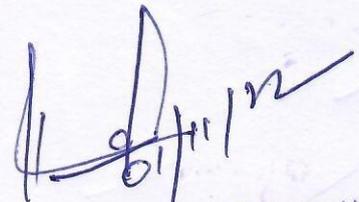
Yours' faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:



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ANNEXURE-II

Financial Bid

Make & Model Vehicle	*Monthly Hiring Charges (Rs.) including all charges of the Driver (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)

I/We hereby declare that above information given by me/us are true complete and correct to the best of my/our knowledge and belief. In the event of any information found false or incorrect before or after selection my candidature will be cancelled and appropriate action can be taken by the authority. I/We am/are also declare that, I/We am/are not involved in any major litigation that may have an impact affect or compromise the delivery of services as required under this tender and I/We are not black listed by any Central/State government/Public Sector Undertaking in India.

Signature

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

Date:

Place:

Seal \_\_\_\_\_



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CHC Laxmipur  
Koraput