



OFFICE OF THE SUPERINTENDENT, CHC R. UDAYAGIRI,  
Block Programme Management Unit  
Dist:-GAJAPATI, Phone No. 06815-286222 (O)  
E Mail – [bpmurudayagiri1@gmail.com](mailto:bpmurudayagiri1@gmail.com)



SECTION -I

Date & Time of Tender Submission and Finalization

RFP No. 264/BPMU/NHM

Dated: 01/10/2024

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES AT BLOCK CHC LEVEL UNDER SWASTHYA SANJOG, MOBILE HEALTH UNIT (MHU)

|   |   |  |
|---|---|--|
| 1 | Period of Availability of RFP Document at BPMU                        | From <b>01.10.2024</b> to <b>07.10.2024</b>  |
| 2 | Last date for submission of Tender & address                          | <b>Date: 07.10.2024, Time: 05.00PM</b><br><b>Address:</b> Medical Officer I/C<br>CHC R. Udayagiri<br>AT/PO- R. Udayagiri,<br>Dist- Gajapati  |
| 3 | Date, time and place of opening of Tender (Technical & Financial Bid) | <b>Date: 09.10.2024, Time: 11.00 AM</b><br><b>Address: Medical Officer I/C</b><br><b>CHC, R. Udayagiri</b><br><b>AT/PO- R. Udayagiri, Dist- Gajapati</b><br><i>(Bidders / authorized representative may remain present at the time of opening of Tender)</i> |
| 4 | Approval by Procurement Committee                                     | <b>Date: 09.10.2024</b>  |
| 5 | Issue of award of contract by the MO I/C                              | <b>Date: 14.10.2024</b>  |
| 6 | Signing of agreement by RKS   | <b>Date: 15.10.2024</b>  |

*NBanda*  
01/10/24  
Superintendent  
CHC. R.Udayagiri, Gajapati

## SECTION -II

### INSTRUCTIONS TO BIDDERS

#### 1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid for engagement of vehicle for MHU under Swasthya Sanjog at CHC R. udayagiri.

#### 2. Eligibility Criteria

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

**Note: Vehicles with only commercial registration shall be accepted.**

#### 3. Submission and Signing of Tender

Interested eligible bidders may submit their bid(s) for engagement of vehicle for MHU under Swasthya Sanjog at CHC R. udayagiri.

#### 4. Packing, Sealing and Marking of Bid

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 Swasthya Sanjog, Mobile Health Unit (MHU)" for CHC, R. Udayagiri.**

- 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 I/c, CHC R. Udayagiri.**

#### 5. Content of the Tender Submission

**The sealed envelope shall contain the following:**

1. **Annexure-I** duly filled in
2. Any other details, the bidder like to include in the proposal.
3. **Annexure-II (Financial Bid)** with proper signature and seal of the bidder.

*Alanda*  
*01/10/24*  
Superintendent  
CHC, R.Udayagiri, Gajapati

## SECTION -III

### TERMS OF REFERENCE

#### Hiring of Vehicles for Mobile Health Unit (MHU) Under Swathya Sanjog

##### 1. Location & Operational Area of MHU

- Each Mobile Health Unit (MHU) will be allotted 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 MO I/C.**
- **In case the Block CHC isn't located centrally**, then the MHU 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 MHU

- **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-CODMV- 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. | Mahindra Max/<br>Marshal/<br>Bolero/Tata Sumo/Victa | 10 Kmpl  | Rs. 18,000/-<br>(However, rate will be fixed <b>for all vehicles</b> as per L1 rate of the respective block) | <b>Service Tax would be reimbursed separately over &amp; above the hire charges.</b> |

- **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.

*Manda*  
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Superintendent  
CHC, R.Udayagiri, Gajapati

### 3. Major Features of Contract

- **Vehicle will be hired locally** on contractual basis. The contracts shall be initially for period of one year which may be extended up to 31st March 2025 subject to satisfactory performance assessed by appropriate authority (Mo I/C of block 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).
- **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 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 driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the Medical Officer of MHU and counter checked by the M.O I/C 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 he 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.
- 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.

### 4. Tender Procedure:

- **Sealed tenders** in the prescribed form duly super-scribed "Tender for Hiring of Vehicles for Mobile Health Unit (MHU)" addressed to the MO I/C CHC\_\_\_\_\_.
- **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 Tender/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 the RKS of CHC R.Udayagiri and the approved L1 bidder**.
- The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price.

*Nanda*  
11/09/24  
Superintendent  
CHC, R.Udayagiri, Gajapati

**ANNEXURE-I**  
**Technical Bid for Hiring of Vehicle under Swathya Sanjog, MHU**

**Name of the Block CHC applied for:**

|          |   |                |
|----------|---|----------------|
| <b>1</b> | Name of the Bidder  |                |
| <b>2</b> | Address & Telephone/Mobile No   |                |
| <b>3</b> | E-mail of the contract person, if any   |                |
| <b>4</b> | ID Proof of the Individual /Registration certificate of the Organization (Photocopy)  |                |
| <b>5</b> | <b>Details of Vehicle (s) enclosed (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. | <b>Vehicle</b> |
| <b>6</b> | Declaration - I/We are not blacklisted by any Central/State Government/ Public Sector Undertaking in India. (To be furnished in non judicial stamp paper of worth Rs.10/- duly certified by Notary)   |                |

Yours faithfully,

**(Signature of the Applicant)**

Name:

Designation:

Seal:

*Mhandla*  
*01/10/24*  
**Superintendent**  
CHC, R.Udayagiri, Gajapati

OFFICE OF THE SUPERINTENDENT, CHC. R. UDAYAGIRI,  
Block Panchayat, Gajapati District,  
Odisha

ANNEXURE-II

**Financial Bid**

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

Signature

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

Date:

Place:

Seal \_\_\_\_\_

*N Panda*  
*01/10/24*  
Superintendent  
CHC. R. Udayagiri, Gajapati

Memo No - 267/2024

Dated - 01/10/2024

copy to E-Governance, Manager, Gajapati.  
Requested to upload this vehicle tender document  
for wide publication

*N Panda*  
*01/10/24*  
Superintendent  
CHC. R. Udayagiri, Gajapati