

**Request for Proposal (RFP) Document For  
Hiring of Vehicles Under  
Rashtriya Bal Swasthya Karyakram (RBSK)  
SAMBALPUR**

**Tender Reference No.** 1718 /DPMU/NHM **Dated:** 05-07-2023





Office of the CDM & PHO cum District Mission Director, Sambalpur  
Department of Health & Family Welfare  
Government of Odisha

SECTION -I

Date & Time of Tender Submission and Finalization

RFP No. /DPMU/NHM Dated:

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES  
AT BLOCK CHC LEVEL UNDER RASHTRIYA BAL SWASTHYA KARYAKRAM (RBSK)

|   |                                                                       |                                                                                                                                                                                                                |
|---|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Period of Availability of RFP Document in the district website        | From: 05.07.2023 to 20.07.2023                                                                                                                                                                                 |
| 2 | Last date for submission of Tender & address                          | Date: 20.07.2023 , Time : 2 P.M<br>Address: Chief District Medical & Public Health Officer, Sambalpur                                                                                                          |
| 3 | Date, time and place of opening of Tender (Technical & Financial Bid) | Date: 20.07.2023 Time: 3 P.M<br>Address: Office Chamber of Chief District Medical & Public Health Officer, Sambalpur (Bidders / authorized representative may remain present at the time of opening of Tender) |
| 4 | Approval by Procurement Committee                                     | Date: By 26.07.2023                                                                                                                                                                                            |
| 5 | Issue of award of contract by the CDM & PHO                           | Date: By 27.07.2023                                                                                                                                                                                            |
| 6 | Signing of agreement by Authority                                     | Date : 31.07.2023                                                                                                                                                                                              |

Sd/-

(Dr. Purna Ch Sahu)

CDM & PHO -cum- District Mission  
Director, Sambalpur

## SECTION -II

### INSTRUCTIONS TO BIDDERS

#### 1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid for engagement of vehicle for MHT under RBSK at CHC \_\_\_\_\_ of Sambalpur district and empanelment for other CHCs which will be engaged as per requirement of Sambalpur District.

#### 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.
- Vehicle requirement list given in Annexure A.

**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 MHT under RBSK at O/o of the Chief District Medical & Public Health Officer, Sambalpur.

#### 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 Rashtriya Bal Swasthya Karyakram (RBSK)" for CHC\_\_\_\_\_.**

- The bidder's Name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be **addressed** to the **Chief District Medical & Public Health Officer , Sambalpur.**

#### 5. Content of the Tender Submission

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

1. EMD of **Rs.5,000/-** in the shape of a Demand Draft in favour of **"ZSS,RCH-II, Sambalpur"** payable at State Bank of India, Sambalpur.
2. **Annexure-I** duly filled in
3. Any other details, the bidder like to include in the proposal.
4. **Annexure-II (Financial Bid)** with proper signature and seal of the bidder.

## SECTION -III

### TERMS OF REFERENCE

#### Hiring of Vehicles for Mobile Medical Teams (MMT) Under RBSK

##### 1. What is RBSK?

The National Rural Health Mission is operating new initiative of **Rashtriya Bal Swasthya Karyakram (RBSK)**, a Child Health Screening and Early Intervention Services 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 to child mortality, morbidity and out of pocket expenditure of the Poor families. Child Health Screening and Early Intervention Services envisage covering 30 Identified health conditions for early detection, free treatment and its management.

##### 2. Mobile Medical 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 MMTs 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 AWCs or 150 School /college students as per the prepared micro plan.

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

##### 3. Location & Operational Area of MMTs

- **Each Mobile Health Teams (MHT)** 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 MHT 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.

##### 4. Essential Features of Vehicles to be engaged for MMT

- **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 vehicle branding will be done by health department as per NHM guideline.
- **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.

- **The vehicle will be empanelled by the concerned CHC and offer will be given as and when required within one year of finalisation of the tender.**

**Specifications:** (as per Office Memorandum of Finance Deptt. No. 30464 /F-Fin-COD-MV- 0001-2017, dated 06.09.2019)

| Type of Vehicles permissible to be hired                                                        | Make & Model                                       | Minimum Average Mileage / Lit. for reimbursement purpose | Maximum Hire charges per month (including GST)                                                          | Remarks                                    |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Non-AC Diesel driven vehicles having sitting capacity not less than 6 persons including driver. | Mahindra Max/ Marshal/ Bolero/Tata Sumo/Victa etc. | 10 Kmpl                                                  | As per Govt. norm (However, rate will be fixed for all vehicles as per L1 rate of the respective block) | <b>Hire charges Including Service Tax.</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.
- As per NHM guideline Branding of the vehicle must, and it will be done by Health department.

#### 6. Major Features of Contract

- **Vehicle will be hired locally** on contractual basis. The contracts shall be initially for period of **one year renewed further yearly basis subject to** satisfactory performance assessed by appropriate authority (BPHO 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 MHT 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/ branding materials;
  - ⚡ 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.

#### 6 EMD/Security Deposit

- **Tenderers shall have to deposit EMD of Rs. 5,000/-** (Rupees Five Thousand only) per vehicle offered in the form of crossed Demand Draft/Pay Order in favour of **"ZSS RCH-II, Sambalpur"** 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:

- **Sealed tenders** in the prescribed form duly super-scribed "Tender for Hiring of Vehicles for Mobile Medical Team under RBSK" addressed to CDM & PHO cum DMD,Sambalpur.
- **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 Block Public Health Officer of CHC-concerned and the approved L1 bidder.**
- The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price.
- In case, no bid is received, vehicle may be hired on **daily basis as per prevailing market rate not more than Rs. 800/- per day excluding DOL, till finalisation of the tender.**

Sd/-

(Dr. Purna Ch Sahu)

CDM & PHO -cum- District Mission  
Director, Sambalpur

### Technical Bid for Hiring of Vehicle under RBSK

**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> | Details of EMD enclosed (EMD @Rs.5,000/- per vehicle to be submitted)                                                                                                                                                                                                                                                                                                                                                 |                  |                  |                  |
| <b>6</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> <p>Documentary evidence (Photocopy) for all above details to be attached.</p> | <b>Vehicle 1</b> | <b>Vehicle 2</b> | <b>Vehicle 3</b> |
| <b>7</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)                                                                                                                                                                                                                   |                  |                  |                  |

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

Yours faithfully,

**(Signature of the Applicant)**

Name:  
Designation:  
Seal:



**Financial Bid**

|                                                                                                                         | <b>Make &amp; Model<br/>Vehicle</b> | <b>Amount in Rs.</b> |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------|
| <b>*Monthly Hiring Charges (Rs.)<br/>including all<br/>charges of the Driver<br/>(Exclusive of Fuel Cost &amp; GST)</b> |                                     |                      |
| <b>Fuel cost:<br/>Mileage Diesel/Petrol:<br/>Lubricant oil:</b>                                                         |                                     |                      |

(\*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 \_\_\_\_\_



**“ANNEXURE-A”**

| Si.No | Vehicle To Be engaged at | Number of Vehicle To Be engaged | EMD Amount (In Rs.) | EMD Should be in favour of | Documents to be submitted at                                                         | Place for Opening of Bid               |
|-------|--------------------------|---------------------------------|---------------------|----------------------------|--------------------------------------------------------------------------------------|----------------------------------------|
| 1     | CHC Fashimal             | 01                              | 5,000.00            | ZSS,RCH-II,Sambalpur       | O/O Chief District Medical & Public Health Officer, Sambalpur Dist-Sambalpur, 768002 | Office Chamber of CDM & PHO, Sambalpur |
| 2     | CHC Debeipali            | 02                              |                     |                            |                                                                                      |                                        |
| 3     | CHC Garposh              | 01                              |                     |                            |                                                                                      |                                        |

**N.B:-** The number of vehicle requirement may be varies as per the need.

