

SECTION-I
DATE & TIME OF TENDER SUBMISSION & FINALISATION

RFP No. DBCS/SNP/ 3006

Date: 05-09-2019

**DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF
VEHICLES ON MONTHLY BASIS AT DBCS UNDER SUNETRA PROGRAMME,
SUBARNAPUR**

1	Period Availability of RFP Document	From: <u>05.09.19 to 18.09.19</u> (Downloadable from website: www.subarnapur.nic.in)
2	Pre-bid Conference (to resolve all the issues, clarification regarding the bid of interested bidder)	Date:- 05.09.2019 At Office Chamber of CDM & PHO, Subarnapur, 767017.
3	Last date for submission of Tender & address	Date:- 18.09.2019 till 01.00 PM Address: CDM & PHO, At/ Po/ Dist.:- Subarnapur, 767017, (Through Speed Post / Registered post / Courier only)
4	Date, time and place of opening of Tender (Technical & Financial Bid)	Date: 18.09.2019 at 03.00 PM Place of Tender Opening : O/O CDM &PHO, Subarnapur, 767017 (Bidders / authorized representative may remain present at the time of opening of tender)

SECTION-II

INSTRUCTIONS TO BIDDERS

1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid.

2. Eligibility Criteria

- Any private individuals/ Tour operators / Travel Agency / Society / Firm may participate in the tender process.
- Should submit the required EMD @ Rs.10, 000/- (Refundable) and tender paper cost @ Rs. 500/- (Non-refundable) in shape of demand draft in drawn in favour of " SUNETRA, SUBARNAPUR Payable at "Subarnapur" Odisha .

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Note: Vehicles with Commercial registration only will be accepted.

3. Submission and Signing of Tender

Interested eligible bidders may submit their bid (s). The bidders interested to submit their bids with EMD, Tender paper cost & documents as set forth in this RFP document at the office of the CDM & PHO, Subarnapur the details of which is mentioned in section IV: Schedule of Tender submission.

4. Packing, sealing and Marking of Bid

- (a) 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 on a monthly basis under SUNETRA, O/o CDM & PHO, Subarnapur, 767017.

- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
 - The envelope shall be **addressed to the O/O CDM & PHO, At/Po/Dist: Subarnapur, 767017**, for which they want to bid as mentioned at section- IV: Schedule of tender Submission)
- (b) If the envelope is not sealed and marked as mentioned above, then the under signed will assume no responsibility for the tender's misplacement or premature opening. Telex, Cable or facsimile tenders will be rejected.

Content of the Tender Submission

The sealed envelope shall contain the following:

- a. Tender paper cost of **Rs. 500/-** & EMD of **Rs 10,000/-** in the shape of a Demand Draft in favour of the SUNETRA, Subarnapur payable at Subarnapur.
- b. **Annexure-I** duly filled in.
- c. Any other details, the bidder like to include in the proposal in Annexure-I.
- d. **Annexure-II (Financial Bid)** with proper signature and seal of the bidder.

The bidders have to submit their proposals at the **O/O CDM & PHO, District Head Quarter Hospital, Subarnapur 767017.**



SECTION-III
TERMS OF REFERENCE

Hiring of Vehicles for Mobile Vision Centre on a Monthly Hiring Charge under
SUNETRA

1. Essential Features of Vehicles to be engaged for SUNETRA

- 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 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.

Type of Vehicles permissible to be hired	Make & Model	Min mum 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/Marshall/Bolero Plus/Tata Sumo/Victa	10km/Ltr	Rs20,000/- per month excluding fuel & lubricant cost.



- **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.

2. Major Features of contract

- **Vehicle will be hired locally** at district level on contractual 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 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, GST, parking fee, toll tax etc for which State Government or O/o CDM & PHO and NPCB & VI, Subarnapur will not pay.
- **In case of breakdown** for reasons whatever, 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 on all day in a month except Govt. Holidays. If emergency arise the driver may be called to report in any holidays.
- The vehicles shall be required generally for **12 hours in a day (8 AM to 8 PM)**.
- **In case of emergency**, the driver will have to report for duty as per the requirement. 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 user (Ophthalmic Assistant) and counter checked by the DPM, DBCS/NPCB & VI of the District on regular basis.
- SUNETRA (UEHP) shall invest additional fund for branding and other minor fabrication (as required).



- If the bidder violates any of the terms of contract, District Authority/Government shall forfeit the entire amount of security deposit.
- The successful bidder shall execute an agreement with the CDM& PHO of the District for engagement of vehicle.
- 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;
 - ✓ 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 made mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

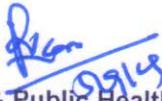
3. EMD/Security Deposit

- **Tenders shall have to deposit Tender paper cost of Rs. 500/- (Rupees five hundred only) (Non-refundable) and EMD of Rs. 10,000/- (Rupees Ten Thousand only) (Refundable) per vehicle offered in the form of crossed Demand Draft /Pay Order in favour of SUNETRA, Subarnapur, Payable at Subarnapur, 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 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.

Revised

4. Tender Procedure:

- Tender documents will be submitted at CDM & PHO, District Head Quarter Hospital, Subarnapur.
- Sealed tenders in the prescribed form duly super-scribed "Tender for Hiring of Vehicles for Mobile Vision Centre under SUNETRA, O/o, CDM & PHO, Subarnapur" addressed to the CDM & PHO, At/P.O/ Dist- Subarnapur, Pin- 767017.
- 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 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 whatever will not be accepted / considered at all under any Circumstances.
- Comparative statement duly signed by tender/procurement committee will be approved.
- A separate agreement will be executed between the CDM & PHO and the approved L1 bidder after finalisation of bid process. If the L1 bidder will not accept the award, to engage the vehicle then the L2 bidder will be taken into consideration.


Chief District Medical & Public Health Officer
Subarnapur.

Copy to notice board

Office to the CDM&PHO, Subarnapur, DM & Collector, Subarnapur, Office of the Sub-Collector, Subarnapur, Branch Manager, SBI, Office of the Tahasildar, Subarnapur, DIPRO, Office of the D.I.O.(NIC), Subarnapur.


Chief District Medical & Public Health Officer
Subarnapur.

Technical Bid for Hiring of vehicle under SUNETRA

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 Tender Cost enclosed (Tender paper cost @ Rs. 500/- per vehicle to be submitted.	
6	Details of EMD enclosed (EMD @Rs.10,000/- per vehicle to be submitted)	
7	Details of Vehicle (s) enclosed (Only vehicle with commercial registration shall be accepted) Date of Purchase- Make & Model- Registration No.- Insurance certificate Fitness Certificate, Up to date tax payment Documentary evidence (Photocopy) for all above details to be attached.	
8	Declaration – I/We are not black-listed by any central /State Government / Public Sector undertaking in India.(To be furnished in non judicial stamp paper of worth Rs.20/- duly certified by Notary)	

Yours faithfully,
(Signature of the Applicant)

Name:

Designation:

Seal:



Annexure-II
Financial Bid

Make & Model Vehicle	*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel Cost & GST)	Average Mileage in Kms Per Litre of Fuel

(*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: _____

