

**OFFICE OF THE SUPERINTENDENT  
CHC BELPARA, DIST.- BALANGIR**

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Notice No.: 193 /CHC Belpara

Date 14/07/2023

**TENDER CALL NOTICE FOR HIRING OF VEHICLE**

Sealed quotations are invited from the intending transporters/travel agencies/individuals for hiring of Multi Utility Vehicles for engagement at BPMU office of CHC Belpara on monthly basis. The details of vehicle requirement and other term & Conditions can be obtained from the website [www.balangir.nic.in](http://www.balangir.nic.in). Sealed quotation (Super scribing quotation for engagement of vehicle at BBMU office at CHC Belpara) should be submitted in the prescribed form in two envelopes for technical bid and for financial bid separately to the undersigned on or before **30.07.2023** up to **12:00 PM** through registered post/Speed post only. Undersigned will not be held responsible for any postal delay. No personal Correspondence / enquiry will be entertained in this matter. The tender will be opened on the same day by the tender committee by date 30.07.2023, 2 PM in presence of bidders or their representative. The authority reserves the right to cancel / reject any or all the tender without assigning any reason thereof.

*M. P. S. S. S.*  
Superintendent  
CHC, Belpara, Dist Bolangir  
**SUPERINTENDENT  
CHC BELPARA**

**REQUEST FOR PROPOSAL (RFP) DOCUMENT FOR  
HIRING OF VEHICLE  
FOR**

**BLOCK PROGRAMME MANAGEMENT UNIT (BPMU)**

**CHC BELPARA, DIST- BALANGIR**

**OFFICE OF THE SUPERINTENDENT, CHC BELPARA, DIST-BALANGIR**

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*14/11/2017*

**SECTION-I**

RFP No. \_\_\_\_\_ Date:- \_\_\_/\_\_\_/\_\_\_

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

Detail proposals are invited from eligible bidders for hiring of vehicles under Block Programme Management Unit (BPMU), CHC Belpara

1	Period of Availability of RFP Document	Will be available at:- <a href="http://www.balngir.nic.in">www.balngir.nic.in</a> 15.07.2023 to 29.07.2023
2	Last date for submission of Tender & address	Date:- 30/07/2023 Time -12.00 PM Address: O/o Superintendent , At-CHC Belpara, Po- Belpara , Block-Belpara Dist: Balangir , PIN-767025
3	Modality of Submission	Through Speed post/Registered post only.
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: 30.07.2023, 2 PM Place of Tender Opening: <u>CHC Belpara</u>
5	Finalization of Comparative Statement by Superintendent	Date:- 31.07.2023

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14.7.23

## SECTION-II

### INSTRUCTIONS TO BIDDERS

#### 1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid for for hiring of vehicle for Block Programme Management, CHC Belpara

#### 2. Eligibility Criteria

- Any private individual / Tour operator / Travel Agency can participate in the tender process.
- Should submit the required **EMD@ Rs.10,000/- (Rupees ten thousand only)** for vehicle applied.
- Vehicles having commercial registration will be accepted. Vehicle Having Personal Registration vehicle will be rejected.

#### 3. Submission and Signing of Tender

Interested eligible bidders may submit their bid within the stipulated time period.

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

- (a) **Envelop-1:-** The sealed envelope-1 should contain ANNEXURE-I(Technical Bid), Self attested photocopy of the all documents, demand draft EMD of 10000/-, declaration form
- Envelop-2:-** Envelop-2 should contain only ANNEXURE-II(Financial Bid)

- (i) **Both the envelop should be super scribing with "Quotation/Tender for Engagement of Vehicle at BPMU office, CHC Belpara, Technical Bid/Financial Bid"**
- (ii) RFP Number & Block Name (The bidder should clearly mention the Block Name for which the proposal is submitted).
- (iii) The bidder's Name & address shall be mentioned in the left hand corner of the envelope.
- (iv) The envelope shall be addressed to the **Superintendent, CHC Belpara. At/Po-CHC Belpara, Block-Belpara Dist: Balangir, PIN-767025**
- (v) If the envelope is not sealed and not marked as mentioned above, then the O/o the Superintendent, CHC Belpara will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

#### **(b) Content of the Tender Submission**

**The sealed envelope-1 shall contain the followings:-**

1. EMD of RS. 10000/-in the shape of a Demand Draft (for vehicle they want to offer) in favor of the Miscellaneous A/c, CHC Belpara
2. Annexure-I (Technical bid to be duly filled in)
3. Self attested photo copy of Valid Registration Certificate, Insurance certificate, fitness Certificate, Contract Carriage Permit, Pollution Certificate, proof of up to date tax payment and D.L. of the driver.
4. Annexure -III (Declaration form)

**The sealed envelope-2 shall contain the followings:-**

1. Annexure-II (Financial Bid) with proper signature and seal of the bidder.

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## SECTION —III

### TERMS OF REFERENCE

#### Hiring of Vehicles for BLOCK PROGRAMME MANAGEMENT UNIT (BPMU)

Essential Features of Vehicles to be engaged for BPMU

1. The vehicle should have been less than 3 years old at the time of hiring/award of contract from the initial registration.
2. The vehicle for BPMU will be attached to the block CHC at the disposal of Superintendent for official touring purpose.
3. The hired vehicles, during period of contract, shall have all necessarily valid documents such as:-**Valid Registration Certificate, Insurance certificate, fitness Certificate, Contract Carriage Permit, Pollution Certificate, proof of up to date tax payment** and D.L. of the driver available all the times .
4. The Department / Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damages. The owner of vehicle shall be responsible for all such litigation.
5. The new vehicle having valid quotation shall not be considered.
6. 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
7. For effective coordination the driver of the vehicle has provided with a mobile phone by the vehicle owner.
8. The Driver should have a clean track record without any history of conviction in the court of law.

#### Maior Features of Vehicles to be engaged

1. Vehicles will be hired locally on contract basis. The contracts shall be initially for a period of one year which may be extended till funding from Mission Directorate, NHM, and Odisha subject to satisfactory performance assessed by appropriate authority (In case at CHC level Superintendent CHC) every year.
2. Any private individuals / Tour operators/ Transport Agency 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 of the including road tax, insurance premium.GST etc. (Except toll tax, entry tax. Parking charge etc.) Which will be reimbursed against submission of original vouchers?
5. 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.
6. The vehicles shall report for duty on all day in a Month. Sunday or on any holiday, if

emergency arises, the driver may be called to report.

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.
9. The driver will maintain a log book to track vehicle movement. The log book will be verified and checked by the Superintendent of block CHC on regular basis.
10. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
11. The successful bidder shall execute an agreement with concern head of institution for engagement of vehicles.
12. All charges will be paid on monthly basis after submission of bills by the service provider. No advance payment will be made in any circumstances.
13. The Vehicle should not be major modification as specification.
14. 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:
  - i. If the behavior of the Driver is not proper:
  - ii. Any attempt to tamper the log book / GPRS device /branding;
  - iii. In case of the vehicle do not report regularly
  - iv. In case the driver of the vehicle is found to be convicted.
  - v. In case the service provider intends to withdraw the Services of his vehicle and terminate the agreement, its shall be made mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement

**15. EMD/ Security Deposit**

- (i) Tenders shall have to deposit EMD of Rs.10,000/- (Rupees Ten Thousand only) per vehicle offered in the form of crossed Demand Draft/ Pay Ordered in favor of the Miscellaneous A/c, CHC BELPARA payable at Belpara 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 EMD.
- (ii) 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.
- (iii) 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 without any interest -
- (iv) EMD of the successful tender will be converted into security deposit. No interest will be paid on the EMD/Security deposit.
- (v) Refund of security deposit:- The 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.

14.7.2019

### Tender Procedure:

1. Sealed tenders in the prescribed form duly super scribed with "Hiring of Vehicles for Block Programme Management Unit under CHC Belpara".
2. The tender should be submitted in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory one page each. Late/ delayed tenders to any reason whatsoever will not be accepted/ considered at all under any circumstances.
3. The Block tender/Procurement committee will open the technical bids and only Invite the qualified technical bidders for opening of financials bids.
4. Comparative statements duly signed by Tender/Procurement committee will be approved.
5. The selection will be made through cost effective analysis basing on monthly hiring charges and DOL consumption. The hiring charge per month should be within the maximum limit and mileage should be within minimum limit as prescribed below. The authority reserves the right to negotiate with the bidders if lowest one is above the prescribed limit/budgetary provision. The lowest quoted bidder will be selected and the negotiation can also be made with other eligible vehicles to match with lowest one.
6. The agreement will be executed between the Superintendent and the approved L1 bidder for Hiring of vehicle
7. The agreement will be executed between the superintendent of the Block CHC and the approved L1 bidder.
8. The monthly hiring charges of all vehicles required for the block will be fixed as per the L1 price of the respective block. 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. And others are kept in panel for filling up future vacancy for 1 year. If more than one bidder Provide same price in L1 rate then newer registration vehicle to beselected.

*Dr. T. G. J. J.*

**SECTION- IV-A**

**Schedule of submission of Tender**

For CHC Belpara BLOCK & Nos of Vehicle

SI No	Name of the Block CHCs	Vehicle Required for	Number of vehicle required
1	CHC Belpara	Block Programme Managmrnt Unit	01 number
Total Number of Vehicle			01 number

EMD @ Rs. 10,000/- per vehicle should be submitted in Favor of Miscellaneous A/c, CHC Belpara payable at Belpara,

**Specifications:-**

Type of Vehicles Permissible to be hired	Make & Model	Minimum Average Mileage / Lit. for reimbursement purpose	Remaks	Maximum Bidding Limit (As per PIP 2023-24)
AC Diesel driven vehicles having sitting capacity not less than 7 persons including driver	/ Bolero / Scorpio /Mahindra max(white/silver colour preferable)	10km/Litre	For BPMU vehicle	Rs 18000/-

*14.7.23*

**Annexure-I**

**Technical Bid**

Name of the Block CHC :- CHC Belpara

Applied for:- Block Programme Management Unit

1.	Name of the Bidder	
2.	Address & Telephone/Mobile No	
3.	E-Mail of the contact Person, If any	
4.	ID proof of the Individual /Registration certificate of the Organization (Photocopy)	
5.	Details of EMD enclosed ( EMD @ Rs. 10,000/-) per vehicle to be submitted)	
6.	Details of Vehicles enclosed ( Only vehicle with commercial registration shall be accepted) <ul style="list-style-type: none"><li>• Date of Purchases</li><li>• Make &amp; Model</li><li>• Commercial vehicle registration No</li><li>• Insurance certificate</li><li>• Fitness certificate</li><li>• Up to date tax payment</li><li>• Pollution Certificate</li></ul> <p><i>(Documentary evidence (Photocopy) with self attested copy for all above details to be attached otherwise the bid will be rejected.)</i></p>	
Declaration—/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 as per format provided in annexure-III) otherwise the bid will be rejected. All document to be self attested.		

N.B: EMD @ Rs.10000-/(Ten Thousand) per vehicle to be submitted.

 14.7.23

(Signature of the Applicant)

Name:

Designation:

Seal:

**Annexure-II**  
**Financial Bid**

Make & Model of Vehicle	*Monthly Hiring Charges(Rs.) including all Charges of Driver (Exclusive of fuel cost & GST)
	Monthly Hiring Charges – (For BPMU/MHU(SS) / MHT(RBSK-I) / MHT(RBSK-II)  Rs..... (Rupees.....)

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 declaring that. I/we am/are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender and I/We are not blacklisted by any Central/State government/Public Sector Undertaking in India.

Signature

Name (Firm/Company/ Tour Operator/Individual)

Date:

Seal \_\_\_\_\_

*Handwritten signature and date: 14.7.23*

**ANNEXURE-III**

**DECLARATION**

(Filled by the Notary)

I/We \_\_\_\_\_ do here by declare that  
I/ We have not been De-recognized/black listed by the Tender inviting authority or by  
any state Govt. or Central Govt.Organisation.

I / We agreed that the Tender Inviting Authority can forfeit the Earnest  
Money Deposit and blacklist me / us for a period of 3 years if, any information  
furnished by me / us proved to be false at the time of inspection / verification and not  
complying with the Tender terms &conditions.

(Signature of the Applicant)

*M* 14.7.23

Seal &Signature of the Notary