



OFFICE OF THE MEDICAL OFFICER I/C, CHC SAINTALA
Block Programme Management Unit (BPMU), National Health Mission, Dist- Balangir
E- mail: nhmsaintala@gmail.com Phone : 06655-256202
Letter No. 809 /NHM Date 02/12/2024

To

**The District Information Officer
NIC, Balangir**

Sub:- Regarding publication of Advertisement content for Hiring of Vehicle for CHC Saintala

Sir/Madam,

With reference to the subject cited above ,Pls find the enclosed herewith the content for Hiring of Vehicle for CHC Saintala, to be published in the district web site portal in Balangir district.

	OFFICE OF THE MEDICAL OFFICER I/C, CHC SAINTALA Dist:- BALANGIR	
Advt. No. <u>811</u> /CHC Saintala		Date: <u>02.12.24</u>
<p>Sealed tenders in prescribed format are invited from the registered Travel Agencies/ Tour Operators/ Individuals/ Private Organizations for providing vehicles on monthly hiring basis for official use of Block Programme Management Unit, O/o the Medical Officer I/c CHC Saintala, Balangir. Sealed tender documents should reach to the undersigned on or before 23.12.24 till 12.00 PM by registered post/ speed post only. The tender documents received after the scheduled date & time and received without relevant documents will summarily be rejected. The details of tender documents are available in the office of the undersigned. The undersigned reserves the right to cancel any or all tender without assigning any reason thereof.</p>		
<p>Sd/- Medical Officer I/c, CHC Saintala, Balangir</p>		

This is favour of kind information and necessary action

Encl:-Soft copy of advertisement content through mail id.

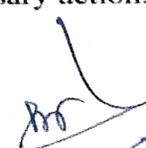
Yours faithfully,


**Medical Officer in Charge
CHC Saintala, Balangir**

Date- 02.12.24

Memo No- 810

1) Copy to the CDM&PHO, Balangir for favour of kind information and necessary action.


**Medical Officer in Charge
CHC Saintala, Balangir**

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

**BLOCK PROGRAMME MANAGEMENT UNIT (BPMU) VEHICLE
UNDER CHC SAINTALA, DIST- BALANGIR**

OFFICE OF THE MEDICAL OFFICER I/C, CHC SAINTALA, DIST-BALANGIR



NOTICE INVITING TENDER

Tender Reference No. _____ / CHC Saintala

Dated 02.12.24

Sealed tenders are invited from registered Travel Agencies/ Tour Operators/ Individuals/ NGOs/ Private Organization for providing of vehicles on monthly hiring basis for officials use of BPMU O/o the Medical Officer I/c CHC Saintala, Dist:- Balangir

1	Period of Availability of RFP Document	Will be available at-www.balngir.nic.in
2	Last date for submission of Tender & address	Date:- 23.12.2024 Time -12.00 Pm Address: O/o Medical Officer I/C , At-CHC Saintala, Po- Saintala , Block-saintala Dist: Balangir , PIN-767032
3	Modality of Submission	Through Speed post/Registered post only.
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Technical Bid (Cover A) & Financial Bid (Cover-B) Date: 23.12.2024 Time: 12.30 pm Place of Tender Opening: <u>CHC Saintala</u>



SECTION-II(BPMU Vehicle)
INSTRUCTIONS TO BIDDERS

1. Scope

Interested bidders fulfilling the eligibility criteria may submit their bid for BPMU Vehicle ,CHC Saintala

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) .
- Vehicles having commercial registration shall be accepted.

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) The sealed envelope containing the ANNEXURE-I,Self attested photocopy of the required document & ANNEXURE-II should clearly be super scribed with the following:

Tender for "Hiring of Vehicle on a monthly basis under BPMU O/o- Medical Officer In Charge,CHC Saintala.

- i) RFP no. & Block Name (The bidder should clearly mention the Block Name for which the proposal is submitted).
 - ii)The bidder's Name & address shall be mentioned in the left hand corner of the envelope.
 - iii)The envelope shall be addressed to the **Medical Officer I/C,CHC Saintala. At-CHC Saintala,Po- Saintala ,Block-saintala Dist: Balangir, PIN-767032**
- (b) If the envelope is not sealed and not marked as mentioned above, then the O/o the Medical Officer I/c ,CHC Saintala 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 followings:

1. EMD of RS. 10000/-in the shape of a Demand Draft (for each vehicle they want to offer) in favor of the Miscellaneous A/c,CHC Saintala
2. Annexure-I {Rate quoted format) duly filed in.
3. Annexure-II (technical /general information sheet) with proper signature and seal of the bidder.
4. Annexure -III (Declaration form)
5. Annexure-IV(Affidavit before Notary Public)
6. Annexure-V(Check list)

Interested bidders fulfilling the eligibility criteria may submit their proposal for BPMSU vehicle for O/o-Medical Officer I/c At-CHC Saintala,Po- Saintala ,Block-saintala Dist: Balangir, PIN-767032

TERMS AND CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY BASIS

1. Sale of Tender Paper/ Bid Document:

The prospective bidders may collect the complete sets of the tender documents directly from the O/o the Medical Officer I/c CHC Saintala, Dist:- Balangir. In case of any bid amendment and clarification, responsibility lies with the bidder to collect the same from office of the Medical Officer I/c CHC Saintala, Dist:- Balangir before last date of submitting the tender document.

2. Terms & Conditions:

- I. The bidder shall quote for both/ individual item as mentioned in the format of quotation otherwise it will be rejected. The format of quotation specified in Annexure-I should be used.
- II. Ten tender shall be submitted in two bid system i.e. Technical Bid (Cover-A) & Financial Bid (Cover-B). Financial Bid (Cover-B) contains only the price Bid as per Annexure-I and Technical Bid (Cover-A) contains all other documents as per the tender terms along with EMD. The Technical Bid (Cover-A) & Financial Bid (Cover-B) will be covered in two separate envelop clearly written on the top of the envelop as Technical Bid & Financial Bid respectively and those two bids will be covered in an Outer Envelop writing in the top that **"Tender for hiring of vehicles on monthly basis for Block Programme Management Unit, O/o the Medical Officer I/c, CHC Saintala, Balangir"**.
- III. The quoted rates shall be excluding fuel & lubricant charges and the rate should be valid for one year.
- IV. GST and any other local taxes should be clearly mentioned separately.
- V. The vehicle must be multi utility vehicle and should not be more than 2 years from the date initial registration.
- VI. The agency will bear all the tolls & parking charges if any.
- VII. Medical Officer I/c CHC Saintala will reimburse fuel charges to the selected agency(s)/vehicle owner after submission of bills at the end of the months as per actual including monthly hiring charges. Further the driver will maintain a log book in the prescribed format on daily basis regarding movement of the vehicle which should be signed by the concerned official using the vehicle. The logbook will be Checked and verified by MO i/c of the institution on regular basis.
- VIII. Payment towards hiring charges of the vehicle will be released directly to the agency/party/individual through PFMS after deducting statutory dues as applicable on production of Original GST Bills along with certified photocopy of log book and DOL/ POL..No advance payment will be made in any circumstances.
- IX. The Vehicle will be used in all working days and also on public holidays as desired by the authority. In case of break down, the bidder will provide alternative vehicle fulfilling all criteria of the order in place of the regular vehicle. The vehicle Shall be required generally for 10 hour (8 am to 6.00 pm) for BPMU Vehicle. in case emergency/ or as desire by the authority ,The driver will have ti report for duty .NO extra payment shall be demanded.
- X. The Driver driving the vehicle should have a valid driving license for driving light transport passenger vehicle. The conduct of Drivers if not acceptable by Medical Officer I/c CHC Saintala. The contracted firm/ private owners shall substitute him immediately.
- XI. Medical Officer I/c CHC Saintala, Dist:- Balangir will not be responsible for the vehicle in case of theft/ damage of the vehicles during the service period. All the vehicles to be supplied to Medical Officer I/c CHC Saintala, Balangir should be duly insured. The agency should ensure the validity of insurance and all other relevant documents from time to time for early renewal.
- XII. The hire charges to be paid for monthly basis in final but does not include cost of fuel, which is to be paid separately basing on actual consumption as per price format. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. will be borne by the agency/ party.
- XIII. The vehicle to be engaged should not belong to any employee of BPMU or any health department employee.
- XIV. 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:
 - a) If the behavior of the Driver is not proper:

- b) Any attempt to tamper the log book / GPRS device / branding;
- c) In case of the vehicle do not report regularly
- d) In case the driver of the vehicle is found to be convicted.
- e) 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
- f) The Authority has right to disengage the vehicle as desired by him/her at anytime without assigning any reason thereof.
- g) If the behavior of agency/vehicle owner /Party is not proper.

3. Earnest Money Deposit (EMD):

The bidder will furnish EMD of Rs. 10,000/- (Rupees Ten thousand) only in the shape of bank draft/ Pay Order drawn from any Nationalized Bank in favour of "Miscellaneous CHC Saintala" payable at Saintala. Any quotation without EMD will be rejected. The EMD will be forfeited if the bidder withdraws its vehicle during the period of contract. The EMD of the successful bidder will be returned after satisfactory completion of the contract period. Those bidder who will not be selected their EMD will be refunded on the next day of bidding through Bank draft/ A/c payee Cheque.

- 4. The vehicle must be in Road Worthy condition, shall not be more than 2 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid contract carriage permit, Proof of up to date Road tax payment, Pollution Certificate, etc. which are mandatory for hiring of vehicle.
- 5. Selected bidder shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited to the Medical Officer I/c CHC Saintala.
- 6. The details of the make and year of manufacture of the vehicle, registration no. and name of the Driver with Driving License No and period of validity should be specifically provided in the general bid information to be furnished per each vehicle with the quotation/ tender as per Annexure provided.
- 7. The vehicle must be cleaned both externally and internally regularly with adequate supply Turkish towel & perfume.
- 8. The tender documents should be serially numbered and arranged as per the checklist specified
- 9. All hired vehicles will be under administrative control of Medical Officer I/c CHC Saintala during the contract period.

10. Validity of Tender/ Quotation/ Bid:

Quotation shall remain valid for a period of 1 year from date of agreement. If performance of the agency/party is not satisfactory during the contract period, the bid inviting authority reserves the right to terminate the contract at any point of time and the EMD of the agency/party will be forfeited.

Notwithstanding anything contained as above Medical Officer I/c CHC Saintala reserves the right to accept or reject any or all quotations and cancel the bidding process at any time without assigning any reason for such act to the bidders.

11. Eligibility Criteria:

- I. Required EMD.
- II. Self attested copy of firm registration certificate if any.
- III. Self attested copy of GST Tax registration certificate if any:
- IV. Self attested copy up to date GST Tax return of last quarter if any:
- V. Self attested copy of PAN CARD
- VI. Declaration as per Annexure-IV.
- VII. Undertaking/ Declaration as per Annexure-III, affidavit before Notary Public
- VIII. (Annexure-II) for each vehicle.
- IX. Rate should be quoted as per format (Annexure-I) otherwise it will be rejected.

12. Issue of Order

- I. The order will be placed to the L1 bidder to supply the selected vehicles on hiring basis for a period of one year which may be extended further on satisfactory performance of the agency and condition of the vehicle if authority desires.
 - II. The hired vehicle, during period of contract, shall have all necessary valid motor vehicle documents such as :- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, proof of up to date Road Tax payment etc. and Driving License of the driver available all the times. The Medical Officer I/c CHC Saintala hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injury made to any person or damages to any property on account use of hired vehicles any manner whatsoever. The agency/Individual will be responsible for all such litigation.
 - III. Medical Officer I/c CHC Saintala reserves the right to increase/ decrease the number of vehicles as per requirement during the contract period.
 - IV. In case of failure to execute the order, the agency will be debarred by the Medical Officer I/c CHC Saintala for a period of 3 years and EMD of the firm shall be forfeited.
 - V. Any leagal dispute arising out of this contract is limited to the jurisdiction of the district court Balangir only.
13. Bidders may be present in person or through their representative(s) during the opening of Tenders/ Quotations/ Bids on 23.12.24 at 12.30 PM at Office of the undersigned. Even if no bidder or their representative remains present, the bid will be opened & no complain/ objection will be entertained.



ANNEXURE-I

Rate to be quoted for hiring of vehicle on month basis at BPMU, O/o the Medical Officer I/c
CHC Saintala, Dist:- Balangir

Sl.No.	Type of vehicles	Minimum Avg. milage in KM/ 1 Ltr. Fuel(12KM/1tr)	Monthly Hiring Charges of vehicle including GST(Maximum 20000/-)	GST & other taxes if any
1	2	3	5	6
1	Bolero any Model/Bolero (SLX/ZLZ/Neo N4)			
2	Scorpio (Hybrid)			
3	TUV(300)			

We agree to provide Bolero (SLZ/ZLX/Neo N4) / Scorpio (Hybrid)/ TUV (300) on hiring basis (within 2 years old) as per the terms and conditions of the tender, the rate mentioned in col.5 of above format is valid for a period of one year from the date of signing of the MOU with Medical Officer I/c CHC Saintala and also agreed that the price will remain unchanged during that period.

**Name of the bidder
With complete address**

**Place:
Date:**

Enclosures:

1. EMD for Rs. 10,000.00 bearing DD No. _____ Dated _____ drawn on _____.
2. All the documents as per the eligibility criteria at Point 11 of the Tender terms & conditions.

Technical Bid

Name of the Block CHC applied for:.....for Vehicle BPMU under NHM

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"> • Date of Purchases: • Type of vehicle: • Make & Model: • Commercial vehicle registration No: • Date of Registration: • Insurance certificate: • Fitness certificate: • Up to Road tax payment:- • Pollution Certificate: • Payment of GST if any: Documentary evidence (Photocopy) with self attested copy for all above details to be attached <u>otherwise the bid will be rejected.</u>	

Declaration—

Certified that the above information submitted to Medical Officer I/c CHC Saintala is true to the best of my knowledge and belief.
All document to be self attested.

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

(Signature of the Applicant)

Name:

Designation:

Seal:



(To be submitted in **Technical Bid**)

ANNEXURE-III

UNDERTAKING/ DECLARATION FORM

I / We..... Having My / our.....
..... Address..... do declare that I / We have carefully read all the term & conditions of tender of the Medical Officer I/ c, CHC Saintala, Balangir for providing vehicle on monthly hiring basis (in good conditions with in two years old along with all necessary MV document) to Medical Officer I/c CHC Saintala, Balangir. The approved rate will remain valid for a period of one year from the date of signing of MOU. I / We will abide with all the terms & conditions set forth in the Tender Reference No. _____ dated _____.

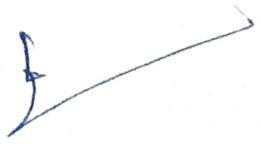
I/We agree that the Tender inviting authority can forfeit the Earnest Money Deposit and or performance security deposit and blacklist me/us for a period of 3 years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the tender terms & conditions.

I / We..... do hereby declare that I / we will carry out the order for providing monthly vehicles on hiring basis to Medical Officer I/c, CHC Saintala, Balangir as per the terms & conditions of the above referred tender.

Seal
Date

Signature of the bidder

Name & Address of the Bidder



Affidavit before Notary Public

DECLARATION

1. I, _____ Son/ Daughter/ Wife of Sri _____ proprietor/
Director/ authorized signatory of the firm/ agency _____ am competent to sign this
declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them,
3. The information / documents furnished along with the above application are true and authentic to the best of my
knowledge and belief. I/ We, am/ are well aware of the fact that furnishing of any false information / fabricated
document would lead to rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.
4. I am agree to provide the monthly hiring vehicles to Block Programme Management Unit, O/o the Medical Officer
I/c CHC Saintala for one year with the quoted rate with effect from the date of signing of MoU and also agreed that
the quoted price will remain unchanged during that period.

Place:

Full Name:

Date:

Seal with signature



CHECK LIST

Name of the Document	Submitted (Yes/ No)	Remarks
EMD (Rs. 10,000/-)		
Copy of Firm registration certificate if any		
Copy of GST Registration Certificate,if any		
Copy of PAN Card		
Copy of up to date GST Tax return		
Price sheet as per price format		
General Information as per Annexure-II		
Declaration as per Annexure-IV		
Undertaking/ Declaration as per Annexure-III		

Seal with Signature of the Bidder

