



Advertisement No: MOI/C//RKS/CHCDERABISH/2019-20/01

**OFFICE OF THE MEDICAL OFFICER I/C, CHC -DERABISH, DIST.- KENDRAPARA  
BLOCK PROGRAMME MANAGEMENT UNIT.  
EXPRESSION OF INTEREST**

Sealed tenders are invited from the eligible Individual/registered firm/Organization/NGO to provide Vehicle annual contract basis in the Block Programme Management Unit, CHC Derabish . The details Terms & Condition , eligible criteria, Guidelines etc. including tender paper(Technical & Price bid) format which is available in the Office of the Medical Officer I/C , CHC Derabish , Kendrapara. Interested agencies may submit their tender in a sealed envelope with superscribing on the top of the sealed envelope as “ **Tender for supply of Vehicle for CHC Derabish 2019-20**”. Details Name, address, Mobile No. etc. should be mentioned over the envelop.

The tender should reach the office of the undersigned by 29.01.2020(till 03.00 PM). The tender will be opened at 03.30 PM on 29.01.2020. The tender received after the due date would not be accepted and liable for rejection. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

*Medical Officer I/c  
CHC Derabish , Kendrapara*

16.1.2020.  
Medical Officer, I/c.  
C.H.C. DERABISH  
Dist-Kendrapara

**OFFICE OF THE MEDICAL OFFICER I/C, CHC DERABISH  
BLOCK PROGRAMME MANAGEMENT UNIT, CHC DERABISH**

**EXPRESSION OF INTEREST**

CHC DERABISH functioning under Dept. of Health & Family Welfare, Govt. of Orissa, invites tender from the eligible /Individual/Travel Agency/registered firm/Organization/SHG/NGO to supply Vehicle to CHC DERABISH . The bid is asked as per the decision of Dept. of Health & Family Welfare for engage of Vehicle & its driver to BPMU on annual contract basis to the eligible firms.

**Introduction:**

1. This bid is open to Individual/Firm / Organisation/Travel Agency satisfying the criteria laid down in this bid document.
2. Rogi Kalyan Samiti, CHC DERABISH will select an agency, in accordance with the method of selection specified in this bid document
3. The vehicle details have been mentioned in this bid document for the reference of the bidder and preparing the bid document accordingly.
4. Interested Bidders are invited to submit a "Technical & Financial Bid" for providing Vehicle as per the standard norm and procedure of the Government of Orissa.
5. The hospital administration, CHC DERABISH is not bound to accept any bid/s, and reserves the right to terminate the selection process at any time prior to the award of the contract, without showing any reason thereby. Keeping the greater interest of in-door patients in mind, the contract of the selected / awarded agency may also be terminated by the hospital administration if prescribed quality standards are not adhered to. However, hospital administration is not bound to show any reason for cancellation of the bidding process or termination of contract.
6. The potential bidders can avail the tender / bid document from the office of the concerned health institution by paying Rs.500/- for the bid document and another Rs.500/- towards the processing fee of the bid. The amount paid towards the bid document and processing fee would be non-refundable. The cost of tender document and processing fee must be deposited along with the Bid documents by demand draft drawn in favour of "ROGI KALYAN SAMITI, CHC DERABISH " payable at State Bank of India, Golerhat Branch, Derabish . The Tender Document is not transferable to any other bidder.
7. The bidder is expected to examine all instructions, forms, terms, specifications, and other information in the bid / tender document. Failure to furnish all information required for bidding or to submit the bid may be consider for rejection.
8. The bidder would bear all costs in connection with the preparation of the bid and its submission. The hospital administration, CHC DERABISH would not bear any bid preparation cost and cost for submission of the bid.
9. In case of requirement, the hospital administration would provide required information, based on the request of the bidder, which is necessary for preparing the bid.

  
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10. This bid / tender does not commit to award the contract or to engage any agency through negotiations. Further, no reimbursable cost may be incurred in anticipation of award and in such cases; hospital administration would not be responsible to bear such costs incurred by the bidder.
11. All the dues related to vehicle like hire charges, DOL will be released as per availability of funds as monthly after verification of document.
12. The fuel cost will be reimbursed as per usage and as will be finalized in the tender.
13. The DOL will be issued after submission of log book for each time.
14. The driver will report at 8am in the morning and will be available till 8 pm in the evening.
15. The vehicle may be called in off days in case of emergency.
16. In case the vehicle is used at night, no extra charges will be paid.
17. The vehicle should be branded as per office norms.
18. The vehicle should not be more than 02 year old. If not available, then condition of the vehicle should be inspected.
19. The bidder has to bear the cost towards salary of driver, service, repair and maintenance of vehicle and other incidental expenses such as entry tax, tool charges, etc but excludes the cost of fuel and oil.

**Number of Bids:**

1. The bidder can apply **only one bid** in this tendering / bidding process.
2. In case if a single bidder submits multiple bids, either singly or in collaboration, all bids, except one that is most suitable as per the decision of the hospital administration would be liable for rejection.

**Bid Validity:**

The bid would remain valid for a period of 120 days from the date of submission.

**Tenure of Contract:**

The selected agency / bidder would be initially contracted for a period of one year from the date of award of the contract. Based on the performance and feedback from different stakeholders, the contract may be renewed for another one year.

**Payment Schedule:**

1. The agency would be paid once in a month based on presence of vehicle subject to the necessity of BPMU, CHC DERABISH.
2. Hereby, it is mandatory for the health institution to pay the dues to the agency within the first seven working days of each month, based on the submitted bills / vouchers & Certified Log Book in the prescribed format. The hospital administration would verify the bills, vouchers and other supporting and do the needful for payment of the dues within seven working days of submission of bills / vouchers / supporting documents as per availability of funds for the above purpose..

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**Tender Fee:**

All Bidders are required to pay Rs. 500/- (Rupees Five Hundred only) towards Tender Fees in the form of Demand Draft drawn in favour of the Rogi Kalyan Samiti, CHC DERABISH . The Tender Fee is Non-Refundable and cannot be claimed by the tendering agency.

**Tender Processing Fee:**

All Bidders are required to pay Rs. 500/- (Rupees Five Hundred only) towards Tender Processing Fees in the form of Demand Draft drawn in favour of the Rogi Kalyan Samiti, CHC DERABISH he Tender Processing Fee is Non-Refundable and cannot be claimed by the tendering agency.

**Performance Bank Guarantee:**

The agency, after selection, has to deposit "security money" in shape of Bank Guarantee amounting to Rs.5,000. ( Rupees Five thousand Only) within one week of signing the contract . The Bank Guarantee would remain valid initially till the end of the initial contract period and extendable if the contract gets extended.

**Last Date for Submission of Bid:**

The bid would be submitted in an appropriate form in a sealed envelope on or before 29.01.2020 by 03.00.p.m. through Regd. Post / Speed Post only duly super scribed at the top of Envelope

**Tender for supply of Vehicle for CHC Derabish 2019-20**". The bids received after the due date & time would not be accepted and liable for rejection.

**Bid Withdrawal:**

After the submission of the bid, if so wished by the bidder, s/he may withdraw the bid with a payment of non-refundable amount of Rs.500/- towards withdrawal processing fee.

**Right to Accept or Reject the Bid:**

BPMU, CHC DERABISH reserves the right to accept or reject any Bid and the bidding process and reject all such bids at any time prior to award of contract, without showing any reason there by.

**Opening of Bids:**

The bids would be opened on 29.01.2020 at 03.30 P.M. in the office chamber of Medical Officer I/C CHC DERABISH , Kendrapara , in the presence of the Purchase committee, CHC DERABISH Kendrapara and in presence of the bidders. The bidders would be requested to attend the bid opening and all present bidders shall put their signature on the bid as an evidencing of their attendance.

**Bid Evaluation Criteria:**

The bids would be evaluated on cost and quality basis i.e. the cost quoted by the bidder for each category of diet to be supplied to the patients in the hospital. The lowest quoted bidder adhering to the specified quality would be awarded the contract.

  
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**Disqualification:**

The administration of the hospital, seeking this bid, reserves under its sole discretion to disqualify any bid document if;

1. The bidder submit the bid after the last date of submission of bid;
2. The bid document does not have the proof of similar nature of work in public / private health institutions or any such establishments of Government or Private agency
3. No Registration certificate [photo copy] is attached to the bid document
4. The bidder is blacklisted by any Govt. agency [declaration in this regard is to be given by the bidder]
5. No attachment of bank draft towards processing fee of Rs.500/- and cost of the bid document amounting to Rs.500/-.

**Adequacy of Information:**

Once the bidder submits the bid document, it will be assumed that the bidder have carefully examined the bid document to his / her entire satisfaction. Once the agency is selected on the basis of its submitted bid, the agency would be responsible to fulfill his/her obligation as per the submitted bid.

**Address for Submission of Bid:**

The bid should be address to the following; -

**Medical Officer I/C, C.H.C. DERABISH**  
**At/Po - CHATARACHOKADA, DERABISH, Pin-754289**  
**Dist. - Kendrapara.**

**Clarification on the Bid:**

In case the bidder seeks further clarification, s/he may contact the following designated person for correspondence and providing clarification on the bid.

Name: Dr Chitta Ranjan Behera  
Designation: Medical Officer I/C  
Telephone No.: 943996067

**General Information to Bidder:**

1. The successful bidder would operate from the campus of the concerned health institution and required basic infrastructure would be provided by the health institution to facilitate the smooth operation of the agency.
2. The agency would be abided by the cost and quality norms/standards as mentioned in the bid, and communicated to them from time to time by the concerned health institution.
3. The Bidder has to maintain the log book as daily basis.

*Chitta Ranjan Behera*  
16.1.2020  
Medical Officer, I/C,  
C.H.C. DERABISH  
Dist-Kendrapara

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4. The health institution would have the right to monitor the log book at any time.
  5. The bidder should provide experienced driver with vehicle if selected.
  6. In supervision of log book if any deviation found by the official, the amount will be deducted from the hire charges & penalty may be charged as per proposed .
  7. The agency would prepare and update the accounts details and maintain other related documents that are required for reimbursement of the expenses on monthly basis. In case of incomplete documents, the hospital administration would not reimburse the incurred cost. The documents to be prepared should be supplied by the health institution before hand and maintained by the agency on daily basis. The financial and non-financial documents would be subject to audit.
  8. The behaviour of the driver should be conducive and disciplinary action would be taken by the hospital administration, in consultation with the concerned agency, against the person/s violating the behavioural norm.
  9. The agency would be responsible to make alternative arrangements in cases of non availability of vehicle.
  10. The agency would be abided by different Government notification, circulars, written instructions etc. published from time to time with regard to the subject. In case of requirement, the hospital administration would provide required clarity to the agency on the related notification, circular etc.
  11. For any grievance, the agency would approach to the Medical Officer I/C, CHC DERABISH hand appraise them in written about the problem. It is the responsibility of the health institution to comply with the grievance and solve it within a maximum of one month time and decision should be communicated to the agency in the written form.
  12. The hospital administration reserves the right to cancel or renew the contract with prior notification of 7 days without assigning any reason thereof. The same condition is also applicable for the outsourced agency in case the agency wants to quit its service.
  13. The Vehicle should be stationed in this CHC premises or any order given by official.
  14. The vehicle should be registered as Taxi.
  15. The original Documents of the vehicle must be brought for verification at time of opening of tender.

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16.1.2020  
Medical Officer, I/C,  
C.H.C. DERABISH  
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**1. APPLICATION FORM FOR UNDERTAKING SUPPLY OF BPMU VEHICLE**

NAME OF THE INDIVIDUAL/FIRMS/NGO	
ADDRESS WITH PHONE NUMBER	
STATUS OF THE AGENCY ATTACHED SUPPORTING DOCUMENTS	
WORKING EXPERIENCE IN THE RELATED FIELD (IF ANY SPECIFY)	

Date-  
Place-

Authorized Signatory

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16.1.2020  
Medical Officer, I/s  
C.H.C. DERABISHI  
Dist-Kendrapada

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2. FORMAT FOR TECHNICAL BID FOR SUPPLY OF BPMU VEHICLE

NAME & ADDRESS OF THE ORGANISATION/AGENCY		
SL NO	CRITERIA	PARTICULARS
1	Type of vehicle (Bolero, TATA Sumo, Innova, Scorpio)	
2	Years of Registration if any	
3	Registration No	
4	Insurance Policy No	
5	PAN no	
6	Road Permit certificate	
7	Fitness Certificate	
7	Document in support of experience, If any	
10	Details of Bank Draft of Rs 1000/- in favour of Rogi Kalyan Samity, CHC DERABISH towards tender paper cost.	

All the supporting documents should be enclosed for above requirements.

Date  
Place

Authorized Signatory

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16-1-2020  
Medical Officer, I/c.  
C.H.C. DERABISH  
Dist-Ken Drapara

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### 3. FORMAT FOR FINANCIAL BID FOR SUPPLY OF BPMU VEHICLE

NAME & ADDRESS OF THE INDIVIDUAL/ORGANISATION/AGENCY :		
SL NO	PARTICULARS	RATE ( IN Rs)
1	Hire Charges per month	
2	Millage / Ltr ON AC	
	Millage / Ltr WITHOUT AC	
Total		

(In Words \_\_\_\_\_)

(Taxes Applicable as per Govt. Norms)

Date  
Place

Authorized Signatory

**NOTE:**

The administration also reserves the right to accept or reject summarily any or all the tenders without assigning any reason whatsoever.

The Bidders may found the Tender Documents directly from the Office of the Office of the Medical Officer I/C ,CHC Derabish , Kendrapara. The Tender cost fee of Rs.1,000/-(Non-refundable) by way of separate Demand Draft drawn in favour Rogi Kalyan Samity,CHC DERABISH should be enclosed along –with the Technical Bid.

*[Handwritten Signature]*  
Medical Officer  
C.H.C. DERABISH  
Dist. Kendrapara

1. APPLICATION FORM FOR UNDERTAKING SUPPLY OF RBSK VEHICLE

NAME OF THE INDIVIDUAL/FIRMS/NGO	
ADDRESS WITH PHONE NUMBER	
STATUS OF THE AGENCY ATTACHED SUPPORTING DOCUMENTS	
WORKING EXPERIENCE IN THE RELATED FIELD (IF ANY SPECIFY)	

Date-  
Place-

Authorized Signatory

  
16-1-2020.  
Medical Officer, I/A  
C.H.C. DERABISH  
Dist-Kendrapara

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2. FORMAT FOR TECHNICAL BID FOR SUPPLY OF RBSK VEHICLE

NAME & ADDRESS OF THE ORGANISATION/AGENCY		
SL NO	CRITERIA	PARTICULARS
1	Type of vehicle (Bolero, TATA Sumo, Innova, Scorpio)	
2	Years of Registration if any	
3	Registration No	
4	Insurance Policy No	
5	PAN no	
6	Road Permit certificate	
7	Fitness Certificate	
7	Document in support of experience, If any	
10	Details of Bank Draft of Rs 1000/- in favour of Rogi Kalyan Samity, CHC DERABISH towards tender paper cost.	

All the supporting documents should be enclosed for above requirements.

Date  
Place

Authorized Signatory

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16.1.2020  
Medical Officer, I/c  
C.H.C. DERABISH  
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3. FORMAT FOR FINANCIAL BID FOR SUPPLY OF RBSK VEHICLE

NAME & ADDRESS OF THE INDIVIDUAL/ORGANISATION/AGENCY :		
SL NO	PARTICULARS	RATE ( IN Rs)
1	Hire Charges per month	
2	Millage / Ltr with AC	
	Millage / Ltr without AC	
Total		

(In Words \_\_\_\_\_)

(Taxes Applicable as per Govt. Norms)

Date  
Place

Authorized Signatory

**NOTE:**

The administration also reserves the right to accept or reject summarily any or all the tenders without assigning any reason whatsoever.

The Bidders may found the Tender Documents directly from the Office of the Office of the Medical Officer I/C ,CHC Derabish , Kendrapara. The Tender cost fee of Rs.1,000/- (Non-refundable) by way of separate Demand Draft drawn in favour Rogi Kalyan Samity,CHC DERABISH should be enclosed along –with the Technical Bid.

*[Handwritten Signature]*  
Medical Officer I/C,  
CHC DERABISH  
Dist-Kendrapara

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**FOLLOWING DOCUMENTS MUST BE REQUIRED:**

Sl No	Information with Documents
1	Tender paper fees of Rs.500/- & Processing Fee of Rs 500/- must be submitted by means of Demand Draft favoring (Rogi Kalyan Samity,CHC DERABISH )
2	The photocopy of RC book
3	The Photocopy Valid Insurance
4	The Photocopy of Road Permit
5	The Photocopy of Fitness
6	The Photocopy of Pollution certificate.
7	Valid driving License of the driver with mobile number
8	The Photocopy of PAN
9	Experience Certificate If Any
10	Supporting documents with regards to Status of Agency
11	Tender Cost (Non-Refundable) Rs.1,000/- (including GST 5%) shall be enclosed with the tender paper in shape of Demand Draft in favour of Rogi Kalyan Samiti, CHC DERABISH from any Nationalized / Scheduled Bank payable at Derabish along with Technical Bid.
12	Court Affidavit with regard to self declaration (i.e. the agency has not been de-recognized / black listed by any State Govt. / Union Territory / Govt. of India / Govt. organization / Govt. Health Institutions for outsourcing of cleanness services and no criminal proceeding is pending against them.)
13	Signed & Sealed Tender Paper

*[Handwritten Signature]*  
16.1.2020  
Medical Officer, I/s.  
C.H.C. DERABISH  
Dist-Kendrapara