

**Request for Proposal (RFP) document for Hiring of
vehicles under Rashtriya Bal Swasthya Karyakram
(RBSK)**

O/O- THE CHIEF DISTRICT MEDICAL OFFICER, KENDRAPARA

At/-, Po/.....Dist-Kendrapara



SECTION-I

Date & Time of Tender Submission and Finalization

RFP No. RBSK/MHT/VEHICLES/

Dated: _____

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

1	Period of Availability of RFP Document	From..... to..... Downloadable from website: www.kendrapara.nic.in
2	Last date for submission of Tender & address	Date:, Time: Address: Office of the Medical Officer I/C, CHC..... At/-, Po/- Dist. : Kendrapara (Name of the Dist. Is mentioned at section IV : Schedule of submission) (Through Speed post / Registered post/Courier)
3	Date, time and place of opening of Tender (Technical & Financial Bid)	Date:, Time: Place of Tender Opening: Office of the Medical Officer I/C, CHC..... (Bidders / authorized representative may remain present at the time of opening of Tender)
4	Finalization of comparative Statement by Medical Officer I/C, Kendrapara	Date :.....
5	Approval by Rogi Kalyan Samiti & communication of approved list of successful bidders for engagement	Date :.....
6	Issue of award of contract by the MO I/c	Date :.....
7	Signing of agreement by RKS	Date :.....



SECTION - II

INSTRUCTIONS TO BIDDERS

1. **Scope**

Interested bidders fulfilling the eligibility criteria may submit their bid separately for one or more than block of their interest.

2. **Eligibility Criteria**

- Any private individuals/Tour Operators/Travel Agency / Society / Firm can participate in the tender Process.
- Should submit the required EMD @ Rs. 10, 000/- for each vehicle offered.

Note: Vehicles with only commercial registration shall be accepted.

3. **Submission and signing of Tender**

Interested eligible bidders may submit their bid (s) separately for any MHT of their interest. The bidders interested to submit their bids for more than one MHT, can do so by submitting separate bids with EMD & documents as set forth in this RFP document at the office of the Medical Officer I/C CHC....., Dist-Kendrapara, the details of which is mentioned in Section IV : Schedule of Tender submission. Block can negotiate with the bidders for supply of vehicle for other MHT where vehicle under RBSK is required.

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 under Rashtriya Bal Swasthya Karyakram (RBSK)".

- RFP no. & Block Name (The bidder should clearly mention the Block Name for which the proposal is submitted) in annexure-III attached. Prior to submission of Bid, bidder has to get detail of the block CHC.
- The bidder's name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be addressed to the Medical Officer I/C CHC....., Dist-Kendrapara 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 O/o the Medical Officer I/C CHC....., Dist-Kendrapara 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 following:

1. **EMD of Rs. 10,000/-** in the shape of a Demand Draft (for **each Vehicle** they want to offer) in favour of the **Rogi Kalyan Samiti, miscellaneous account CHC, Dist-Kendrapara** payable at..... (of Tender submission for *which the bidder is interested to bid*).
2. **Annexure-I** duly filled in
3. Any other details, the bidder like to include in the proposal.
4. **Annex-II (Financial Bid)** with proper signature and seal of the bidder.

6. **Number of Proposals**

Interested bidders fulfilling the eligibility criteria may submit their **proposal separately for any one / more than one MHT of their choice**. However Block can negotiate with the bidder for supply of vehicle by the bidder for other MHT if required.

The bidders have to submit their proposal (s) to the **Medical Officer I/C CHC....., Dist-Kendrapara**.

SECTION - III
TERMS OF REFERENCE

Hiring of Vehicles for Mobile Health Teams (MHT) Under RBSK

1. What is RBSK

The National Health Mission is launching a 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 Health Team 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 MHTs 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 schools / college students as per the prepared micro plan.

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

Total of 18 teams will be formed across the Kendrapara district at the rate of 2 teams per block shall be allotted. The Block CHC wise list of MHTs proposed to be engaged is at section IV.

3. Location & Operational Area of MHTs

- 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 MHT

- 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 GPS device like with digital speedometer and with central locking system.
- **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.**

Specifications: (as per office memorandum of Finance Deptt. No. 34085 / Fin-COD-MV-0007-2012, dated 29-09-2012)

Type of Vehicles Permissible to be hired	Make & Model	Minimum Average Mileage/ For reimbursement purpose Lit.	Maximum Hire Charges per month	Remarks
Non-AC Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Mahindra Bolero/ Bolero Neo/ Scorpio /Ertiga	10 Kmpl	Rs. 23000/- (However, rate will be fixed for all vehicles as per L1 rate of the respective block	

- **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 convection in the court of law.**
- **The vehicle will be connected with GPS by the Health Department. The GPS by the equipment would be installed in the vehicle by the Health Department.**

5. Major Features of Contract

- **Vehicle will be hired locally on contractual basis. The contract shall be initially for a period of one year which may be extended up to subject to satisfactory performance assessed by appropriate authority (MO I/c of respective 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 and lubricants).
- The agency interested will quote the financial bid keeping in account the road tax, insurance premium, VAT, 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 vehicle 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 vehicle will be used exclusively for RBSK related health services.
- 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 MO I/c of block CHC/PHC on regular basis.
- NHM shall invest additional fund for branding & setting up of GPS in these vehicles.
- If the bidder violates any of the terms of contract, Government shall forfeit the 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 with in 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/GPS device
 - ✓ 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 services and termination of agreement.

6. EMD/Security Deposit

- 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 order in favour of Rogi Kalyan Samiti, CHC....., Dist-Kendrapara, payable at 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 tender** in the prescribed form duly super-scribed "Tender for hiring of vehicles for Mobile Health Team under RBSK" addressed to the Medical Officer I/C CHC....., Dist-Kendrapara.
- **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 Rogi Kalyan Samiti** committee will open technical bids and only invite the qualified technical bidders for opening of financial bid.
- **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 RKS of respective Block CHC and approved L1 bidder.**
- **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.

Technical Bid for Hiring of Vehicle under RBSK

Name of the Block CHC applied for:

Name of the District:

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 EMD enclosed (EMD @ Rs.10,000/- per vehicle to be submitted)			
6.	Details of Vehicle (s) enclosed (Only vehicle with commercial registration shall be accepted) <ul style="list-style-type: none"> • 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.	vehicle -1	Vehicle-2	Vehicle-3
7.	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.10/- duly certified by Notary)			

N.B: EMD @ Rs. 10,000/- per vehicle to be submitted

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Financial Bid

Make & Model Vehicle	*Monthly Hiring Charges (Rs.) including all charges of the Driver (Exclusive of Fuel cost & service Tax)

(* 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 _____



Required Vehicles for MHT under RBSK Programme in CHC, Dist-Kendrapara

Annexure-III

Sl. No.	Name of the Block	Total No. of Vehicle required under	Contact Person of CHC
1	AUL	2	MO I/C /BPM of AUL CHC
2	PATTAMUNDAI	2	MO I/C /BPM of PATTAMUNDAI CHC
3	DERABISH	2	MO I/C /BPM of DERABISH CHC
4	RAJKANIKA	2	MO I/C /BPM of RAJKANIKA CHC
5	RAJNAGAR	2	MO I/C /BPM of RAJNAGAR CHC
6	MARSHAGHAI	2	MO I/C /BPM of MARSHAGHAI CHC
7	PATAKURA	2	MO I/C /BPM of PATKURA CHC
8	MAHAKALAPADA	2	MO I/C /BPM of MAHAKALAPADA CHC
9	INDUPUR	2	MO I/C /BPM of INDUPUR CHC