

**OFFICE OF THE SUPRINTENDENT-CUM-BPHO**  
**CHC JATNI, KHORDHA**

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

**UNDER RASTRIYA BAL SWASTHYA KARYAKRAM (RBSK)-MHT &**  
**BLOCK PROGRAMME MANAGEMENT UNIT (BPMU)**



Reference No.: 250

Date: 18.07.2025

**Address for communication with E-mail ID:**

O/O. Superintendent-cum-BPHO, CHC Jatni, At-Sandhapur Po:- jatni, Dist-Khordha, Pin-752050

Email Id:- chcjatni3@gmail.com

## **SECTION-I**

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

RFP No. - 250

Dated: 18.07.2025

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF  
VEHICLES AT BLOCK CHC LEVEL UNDER  
RASHTRIYA BAL SWASTHYA KARYAKRAM (RBSK) &  
BLOCK PROGRAMME MANAGEMENT UNIT (BPMU)

1	Period of Availability of RFP Document	From 18/07/2025 to 07/08/2025 (Only Working days) (Downloadable from website: www.khordha.nic.in)
2	Last date for submission of Tender & address	Date: 07/08/2025 Time 05.30 pm Address: O/o. Superintendent CHC Jatni, Khordha Dist: Khordha
3	Modality of Submission	Through Speed post/Registered post/ Courier
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: 11/08/2025 Time 01.00 pm Place of Tender Opening : <u>CONFERENCE HALL, CHC JATNI</u> (Bidders / authorized representative may remain present at the time of opening of Tender)

## **SECTION –II**

### **TERMS OF REFERENCE**

#### **Hiring of Vehicles for Mobile Health Teams (MHT) Under RBSK/ BPMU**

1. Location & Operational Area of MHT (RBSK) /Block Programme Management unit (BPMU)
  1. Each Mobile Health Team (MHT) will be allotted with a specific operational area under the Block CHC for visit of targeted institutions.
  2. The vehicles will be attached to the block CHC at the disposal of Superintendent.
  3. In case of the Block CHC isn't located centrally, and then the MHT would be positioned in such a way that it covers its targeted institutions with minimal distance coverage.
  4. The hired vehicle will be stationed at respective health Institution or suitable place as decided by the Superintendent.
  
2. Essential Features of Vehicles to be engaged for MHT
  1. The vehicle shall not be more than 3 years old for MHT (RBSK) at the time of hiring/ award of contract from the initial registration.
  2. The hired vehicles, during period of contract, shall have all necessarily valid MV documents such as:-Valid Registration Certificate, Insurance certificate, fitness Certificate, valid Contract Carriage Permit, Pollution Certificate, proof of up to date tax payment etc. and D.L. of the driver available all the times.
  3. The vehicle should be compatible for installation of GPRS device, perfectly with digital speedometer and with central locking system.
  4. The Department / Office hiring the vehicles 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 hired vehicles any manner whatsoever. The hirer shall be responsible for all such litigation.

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage /Lit. for reimbursement purpose	Remark
Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Mahindra Max/ Marshal/Bolero /Ertiga /Tata Sumo	10km/pl for Non-AC	Service Tax would be reimbursed separately over & above the hire charges.

1. **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.
2. For effective coordination the driver of the vehicle has provided with a **mobile phone by the vehicle owner.**
3. **The Driver** should have a clean track record without any history of conviction in the court of law.
4. The vehicle will be branded as per norms by this office.
5. The vehicle will be connected with **GPRS by the Health department (MHT Vehicles).** The GPRS equipment would be installed in the vehicle by the Health Department.

3. **Essential Features of Vehicles to be engaged for BPMU**

1. The vehicle shall not be more than 3 years old at the time of hiring/ award of contract from the initial registration.
2. 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 etc. and D.L. of the driver available all the times.
3. The Department / Office hiring the vehicles 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 hired vehicles any manner whatsoever. The hirer shall be responsible for all such litigation.

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3. **The Driver** should have a clean track record without any history of conviction in the court of law.

#### **Eligibility criteria of a Bidder**

The bidder may be a registered Transporters / Tours and Travel Agencies / NGOs/Individual owner of a vehicle/s having essential features as mentioned in point no. 3 of the ToR.

#### **Earnest Money Deposit (EMD):**

Tenders shall have to deposit EMD of **Rs. 5,000/-** (Rupees Five Thousand only) **per Block** in the form of crossed Demand Draft/Pay Order in favour of **"MISCELLANEOUS CHC JATNI"** payable at Jatni 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 directions of Implementing Agency 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 (ii) EMD of the successful bidder will be converted to performance security deposit.

**Extension of Performance Security Deposit:** In case the contract signed with service provider (successful bidder) is extended beyond two years on mutual consent, then the validity of the performance security (Bank guarantee) shall have to be extended for the extended period.

**Refund of performance security deposit:** The performance security deposit will be refunded to the successful bidder after sixty days from the date of completion of the contract period and no interest would be paid thereon.

#### **4. Major Features of Vehicles to be engaged**

1. **Vehicles will be hired locally** on contact basis. The contracts shall be initially for a period of **one year which may be extended** till funding from Mission Directorate, NHM, Odisha subject to satisfactory performance assessed by appropriate authority (BPMU Staffs/ Superintendent) every year.
2. Any private individuals/Tour operators/ Transport Agency/ Society/ Firm 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 the road tax, insurance premium, parking fee, toll tax etc for which State Government or O/o CDMO (DPMU) or **Medical Superintendent** will not pay.
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 (8 AM to 8 PM) for BPMU Vehicle; for 8 hours in a day (8 AM to 6 PM) for RBSK MHT.
8. In case of emergency, the driver will have to report for duty as per the requirement of the hire. No extra payment shall be demanded.
9. The hiring charges should include the cost towards salary of driver, service, repair & maintenance of the vehicle but excludes the cost of fuel. Only fuel cost will be borne by the office.
10. 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 Superintendent of block CHC / PHC on regular basis. That of for BPMU Vehicles, it will be checked by the BAM concerned.
11. NHM shall invest additional fund for branding & setting up of GPRS in MHT vehicles.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. The successful bidder shall execute an agreement with the /Medical Superintendent, CHC Jatni for engagement of vehicle/s in case of MHT & BPMU vehicle.
14. 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.
15. 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;
  - 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, it shall be made mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

#### 5. EMD/ Security Deposit

1. **Tenders shall have to deposit EMD of Rs. 5,000/-**(Rupees Five Thousand only) per vehicle offered in the form of crossed Demand Draft/ Pay Ordered in favour of the "MISCELLANEOUS CHC JATNI" payable at Jatni 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 interested would paid on the EMD.
2. **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.
3. **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 and (ii) EMD of the successful tender will be converted into security deposit. No interest will be paid on the EMD/Security deposit.
4. **Extension of EMD:** In case the contract signed with service provider (successful bidders) is extended beyond on year, on mutual consent, the service providers will have to submit fresh EMD for the extended period.

5. **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.

6. **Tender Procedure:**

1. **Sealed tenders in the prescribed form duly super scribed with "Hiring of Vehicles under Rashtriya Bal Swasthya Karyakram (RBSK) / Block Programme Management Unit" to the Medical Superintendent, CHC Jatni, Khordha.**
2. **The tender should be submitted in the performance given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory on each page. Late /delayed tenders to any reason whatsoever will not be accepted/ considered at all under any circumstances.**
3. **The district tender/Procurement committee will open 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 agreement will be executed between the Medical Superintendent CHC Jatni and the approved L1 bidder for MHT & BPMU**
6. **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.**

Technical Bid

Applied for BPMU/ MHT (RBSK): \_\_\_\_\_

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. 5,000/-) per vehicle to be submitted)	
6.	Details of Vehicles enclosed ( Only vehicle with <b>commercial registration</b> shall be accepted) <ul style="list-style-type: none"><li>• Date of Purchases</li><li>• Make &amp; Model</li><li>• Registration No.</li><li>• <b>commercial</b> vehicle registration &amp; Comprehensive insurance for two years</li><li>• Insurance certificate</li><li>• Fitness certificate (at least for next 2 years).</li><li>• Up to date tax payment</li><li>• UP to date Valid road Permit paper</li><li>• Up to date pollution certificate</li></ul> Documentary evidence (Photocopy) for all above details to be attached <b><u>otherwise the bid will be rejected.</u></b>	
Declaration – I/We are not Block 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)		
<b><u>Undertaking:</u></b> That the vehicles to be provided will not belong to any <b>employee of Govt Staff of his/her family.</b>		

Yours faithfully

(Signature of the Applicant)

Name:

Designation:

Seal:

*Handwritten signature*  
**SUPERINTENDENT  
COMMUNITY HEALTH CENTER  
JATNI, DIST.-KHORDHA**

Financial Bid

Make & Model Vehicle	* Monthly Hiring Charges (Rs.) including all Charges of the Driver ( Exclusive of Fuel Cost )
	Monthly Hiring Charges-(For BPMU & MHT)-Rs _____

(\*Please refer to the type of vehicle & the Max. Monthly hire Charges requirement mentioned at Section -III of the Ref)

**Signature**

Name (Firm/Company/ Tour Operator/Individual)

\_\_\_\_\_

Date:

Place:

Seal \_\_\_\_\_