



OFFICE OF THE SUPERINTENDENT, CHC MUNICIPALTHO, GANJAM  
DEPARTMENT OF HEALTH & FAMILY WELFARE, GOVT. OF ODISHA.



Letter No. 862

Date: 01 // 11 // 2025

To,

The District Informatics Officer (DIO)  
NIC, Ganjam, Chatrapur

Sub: Request to Web hosting the Request for Proposal (RFP) for hiring of Vehicles for MHT team under RBSK programme of CHC Municipenthos of Ganjam district.

Sir,

With the subject cited above, I am requesting you to upload the Request for Proposal (RFP) for hiring of Vehicles for MHT team under RBSK programme of Ganjam district with an annexed document in the district web site <https://ganjam.nic.in> for information of the bidders.

The soft copies are attached herewith for your kind perusal and necessary action.

Enclose: As above

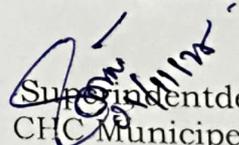
Yours faithfully

  
Superintendent,  
CHC Municipenthos

Memo No. 863

Date: 01 // 11 // 2025

Copy submitted to the CDM&PHO, Ganjam for favour of kind information.

  
Superintendent,  
CHC Municipenthos



# Request for Proposal (RFP) Document for Hiring of Vehicles under Rashtriya Bal Swathya Karyakram (RBSK)

Tender Reference no. RBSK/MHT/VEHICLES/\_\_\_\_\_



ROGI KALYAN SAMITI, CHC Municpentho Ganjam.



## SECTION -II

### INSTRUCTIONS TO BIDDERS

#### 1. Scope

Interested bidders/agencies/individual fulfilling the eligibility criteria may submit their bid to **Superintendent-Cum-Member Secretary , RKS, CHC Municpentho**

#### 2. Eligibility Criteria

- Any private individuals/ Tour operators / Travel Agency / Society /Firm can participate in the tender process.
- Should submit the paper cost Rs 1000/- for each vehicle.
- Should submit the required EMD @ **Rs.10, 000/-** for each vehicle offered.
- The vehicle shall not be more than 5 year old at the time of hiring/award of contract from the initial registration and have commercial registration.
- **Vehicles with only commercial registration shall be accepted.**

#### 3. Submission and Signing of Tender

Interested eligible bidders may submit their bid(s) *of their interest*.

#### 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)".**

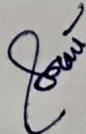
- **RFP no. & Block Name** (The bidder should clearly mention the **Block Name** for which the proposal is submitted).
- The bidder's Name & address shall be mentioned in the left hand corner of the envelope.
- The envelope shall be **addressed** to the Superintendent-Cum-Member Secretary RKS, CHC Municpentho Block Chatrapur with District Ganujam 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 Superintendent 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. The paper cost Rs **1000/-** (non refundable) in the shape of a Demand Draft (for **each vehicle** they want to offer) in favor of RKS, CHC Municpentho as mentioned at section IV: which schedule of tender submission for which the bidder is interested to bid.



2. EMD of **Rs.10, 000/-** in the shape of a Demand Draft (for **each vehicle** they want to offer) in favor of RKS, CHC Municipentho as mentioned at section IV: which schedule of tender submission for which the bidder is interested to bid.

3. **Annexure-I** duly filled in

4. Any other details, the bidder like to include in the proposal.

5. **Annexure-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 **Superintendent –Cum-Member Secretary ,RKS CHC Municipentho.**

*The bidders have to submit their proposal(s) at the Office of the concerned CHC's Superintendent as mentioned section IV for which they want to bid.*



## 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 Teams 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 MHT will screen average 90 children at AWCs or 150 School /college students as per the prepared micro plan.

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

**Total of 02 teams** will be formed for CHC Municipentho at the rate **2 teams** per each block. **The Block CHC wise list** of MHTs proposed to be engaged is at Section IV. In view of GPS fitting, all existing bidders all have to apply afresh for continuation under this scheme.

##### **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 Superintendent.**
- **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.

*J. J. J.*

- The vehicle should be compatible for installation of GPRS device like with digital speedometer and with central locking system and Branding of RBSK Logo.
- 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. 30464 /Fin-COD-MV-0001-2017 dated 06.09.2019)

Type of Vehicles permissible to be hired	Make & Model	Minimum Average Mileage / Lit. for reimbursement purpose	Maximum Hire charges per month	Remarks
Non-AC Diesel driven vehicles having sitting capacity not less than 6 persons including driver.	Mahindra Max/Marshall/Bolero/Bolero, Neo/ Tata Sumo /Victa/TUV 300/Ertiga.	12 Km per Liter	Maximum Rs 22,000/- (However, rate will be fixed for all vehicles as per L1 rate of the respective block)	Service Tax would be reimbursed separately over & above the hire charges.

- 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 conviction in the court of law.
- The vehicle will be connected with GPRS by the Health department. The GPRS equipment would be installed in the vehicle by the Health Department & also Branding.

#### 5. Major Features of Contract

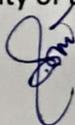
- Vehicle will be hired locally on contractual basis. The contracts shall be initially for a period of one year which may be extended subject to satisfactory performance assessed by appropriate authority (Superintendent of respective block CHC) every year.
- Any private individuals/ Tour operators / 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).

*[Handwritten signature]*

- **The agency interested will quote the financial bid** keeping in account the road tax, insurance premium, GST, parking fee, toll tax etc for which State Government and 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 Vehicles shall report for duty for **minimum of 26 days** in a month.
- The vehicles shall be required generally for **12 hours in a day** (6 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 Superintendent of block CHC/MO I/c PHC on regular basis.
- NHM shall invest additional fund for branding & setting up of GPRS 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 within 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/GPRS 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 service and termination of agreement.

#### 6 EMD/Security Deposit

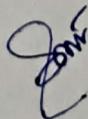
- **Tenders shall have to deposit EMD of Rs. 10,000/-** (Rupees Ten Thousand only) per vehicle offered in the form of crossed Demand Draft/Pay Order in favour of the Rogi Kalyan Samiti, CHC Municipentho along with their tenders. Tenders received without EMD will not be entertained / considered at all 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 one 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:

- For timely completion of the tender process, tender notice will be published centrally by the District level with CHCs wise requirement of vehicles on hire basis. However, **tender documents will be submitted at O/o the Superintendent of CHC Municipentho.**
- The, **tender documents will be submitted at O/o the Superintendent of CHC Municipentho with Paper Cost- 1000/- non refundable in shape of DD in favour of concerned RKS & EMD Rs 10,000/-**
- **Sealed tenders** in the prescribed form duly super-scribed “**Tender for Hiring of Vehicles for Mobile Health Team under RBSK**” addressed to the Superintendent of Concerned CHCs of Ganjam. (**Section IV**)
- **The tender should be submitted** in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory on each page.
- **The Block Tender/Procurement** Committee will open technical bids and only invite the qualified technical bidders for opening of financial bids.
- **Late/delayed tenders** to any reason whatsoever will not be accepted/considered at all under any circumstances.
- The agreement will be **executed between the RKS of respective Block CHCs and the 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.
- In case, no bid is received / finalised for any block, vehicle may be hired on daily basis as per prevailing market rate not more than Rs 500/- per day excluding DOL, till finalisation of the tender.



**TECHNICAL BID FOR HIRING OF VEHICLE UNDER RBSK**

Name of the Block CHC applied for:

Name of the District:

1	Name of the Bidders/Agencies/Individual			
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	Detail of paper cost Rs 1000/- in shape of DD per vehicle to be submitted) in favour of Rogi Kalyan Samiti_____ (CHC Name)			
6	Details of EMD enclosed (EMD @Rs.10,000/- in shape of DD per vehicle to be submitted) in favour of Rogi Kalyan Samiti_____ (CHC Name)			
7	Details of Vehicle (s) enclosed ( <b>Only vehicle with Commercial registration shall be accepted</b> )	Vehicle-1	Vehicle-2	Vehicle-3
	• 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.			
8	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/- & Paper Cost Rs 1000/- per vehicle to be submitted**

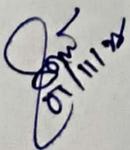
Yours faithfully,

**(Signature of the Applicant)**

Name:

Designation:

Seal:



**Financial Bid**

<b>Make &amp; Model Vehicle</b>	<b>*Monthly Hiring Charges (Rs.) including all charges &amp; the Driver cost. (Exclusive of Fuel Cost &amp; Service Tax)</b>	<b>Mentioned DOL per Kilometre</b>
<b>Total</b>		

(\*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** \_\_\_\_\_

*Handwritten signature and date: 01/11/22*