

CHIEF DISTRICT MEDICAL & PUBLIC HEALTH
OFFICER SUNDARGARH DISTRICT, ODISHA

BID DOCUMENT

TENDER FOR SHORTLISTING OF AGENCY / SERVICE PROVIDER
FOR OPERATIONALIZATION AND MANAGEMENT OF BIKE
AMBULANCE SERVICE IN SUNDARGARH DISTRICT, ODISHA.

Tender Notice No. :4576.....

Dated ..22.10.2020

TENDER INVITING AUTHORITY

*Chief District Medical & Public Health Officer,
Sundargarh dist.*

ABSTRACT

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**Chief District Medical & Public Health
Officer, Sundargarh**

(Email: dpmsundargarh@yahoo.com)

SECTION - I: INVITATION FOR BIDS (IFB)

Tender Notice No. : 4576....., Date: 22/10/2020

NAME OF WORK: TENDER FOR SHORTLISTING OF AGENCY / SERVICE PROVIDER FOR OPERATIONALIZATION AND MANAGEMENT OF BIKE AMBULANCE SERVICE (END-TO- END) IN SUNDARGARH DISTRICT, ODISHA.

TENDER INVITING AUTHORITY: CDM & PHO, Sundargarh, Odisha

1. Bids are invited for "TENDER FOR SHORTLISTING OF AGENCY / SERVICE PROVIDER FOR OPERATIONALIZATION AND MANAGEMENT OF BIKE AMBULANCE SERVICE (END-TO- END) IN SUNDARGARH DISTRICT, ODISHA".
2. The details of Tender conditions and terms can be downloaded from i.e. website: sundargarh.nic.in
Organizations would be required to submit their bids in offline only.
3. Pre-bid discussion on date- 03/11/2020 at 11.00 A.M
4. Last Date and time for Receipt of tenders: 12/11/2020 up to 5.00P.M.
5. Time and date of opening of tenders:
 - (i) Technical Bid : 13/11/2020 @ 11.00 A.M.
 - (ii) Financial Bid : After completion of Technical Bid

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless otherwise extended by an official notification or happen to be Public Holidays.

6. Minimum eligibility criteria for evaluation of Technical bids.

- i. Required tender paper cost & EMD must be in favour of ZSS Non NRHM, Sundargarh
- ii. Photo Copy of GST Registration
- iii. Self-attested photo copy of PAN Card
- iv. Copy of last two years IT return.
- v. Should have submitted the Audited financial Statement of last two years.
- vi. The firm/ Agency must be register in MSME / Udyog aadhaar.



- vii. Minimum 02 years of experience in providing Transportation service at any Govt. organisation.
- viii. Under taking to be given in Affidavit that the firm have not blacklisted by any Govt. organisation institution.

7. Procedure for submission of Bids:

- a. Organization must visit the district website- sundergarh.nic.in for getting all related information.
- b. Submission of Documents is to be by Regd Post/Speed Post or Courier Only**
- c. While registering/submitting the proposal, organizations need to submit the self-attested photocopies of the required documents as per the Tender requirements onto their profile.
- d. The Organizations who are desirous of participating shall submit their Technical bids etc., in the Standard formats prescribed in the Tender documents, displayed at website. **The Organizations should enclose the self-attested scanned copies of documents in support of their Technical bids. The bidders shall sign on all the statements, documents, certificates and submit them, owning responsibility for their correctness / authenticity.**
- e. The CDM & PHO will not hold any risk and responsibility for the documents, be it the invisibility of the photocopy or/and any other problem(s) encountered by the Tenderers while submitting his bids.

8. Qualification requirements:

The tenderer shall furnish the following particulars in the formats enclosed, supported by documentary evidence as specified in the formats.

- a. Check Sheet to accompany the tender.
- b. Tender paper cost Rs. 1000/- (Non-Refundable) and EMD Rs. 20000/- (Refundable) in favour of ZSS Non NRHM Payable at Sundargarh must be submitted along with technical bid.
- b. Self-Attested copies of documents relating as per eligible criteria.
- c. List of projects for Central/State Government, Central/State P.S.U.s Central/State Local Bodies & autonomous bodies handled during the last three (3) years ending March 2020.
- d. The Organizations should furnish copy of permanent account number (PAN) and latest income tax returns submitted along with proof of receipt.
- e. The Organizations should submit the particulars in the format specified in the tender schedule along with necessary certificates.
- f. The bids received without supporting documents shall not be considered for evaluation and will be entitled for rejection.



- g. The tenderer is subjected to be black listed, if he is found to have misled or furnished false information in the forms / statements / certificates submitted in proof of qualification requirements or record of performance.
- h. The acceptance of any or all tender(s) will rest with the corporation who does not bind itself to accept the tender and reserves to itself the right to reject any or all of the tenders received without assigning any reason thereof.
- j. Tenders shall be scrutinized in accordance with the conditions stipulated in the Tender document. In case of any ambiguity or dispute, the decision taken by the Tender Inviting Authority on tenders shall be final.
- k. The Tender Inviting Authority reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to the finalization of tender list, without there by incurring any liabilities to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Implementing authority's action.

9. General Terms & Conditions

Officer inviting bids: CDM & PHO, SUNDARGARH District.

- a. Bids are invited on the offline platform for selection of Service Providers for operationalization and management of Bike Ambulance initiative (providing End-to-End service) for CDM & PHO SUNDARGARH.
- b. **Tender Schedules:** tender schedules can be downloaded from the

web site: sundargarh.nic.in

Note: The dates stipulated above are extendable by an official notification by the department or happen to be Public Holidays.

- c. In order to obtain clarity of informations, it is desirable that a representative of their firm may visit the office of the CDM & PHO Sundargarh, on the aforesaid day before the proposal is submitted. Pre-bid discussion has been arranged in the office chamber of CDM & PHO on 03/11/2020 in presence of Committee members.
- d. The documents that are submitted in mentioned address within stipulated time will only be considered for **technical bid evaluation**.
- e. Performance guarantee will be Rs 01 lakhs /- and Security Deposit will be Rs. 50,000/-, which needs to be submitted in Demand Draft



/Banker's Cheque in favour of ZSS Non NRHM, Sundargarh.
(exemption of performance guarantee is the firms register under MSME.

- f. Any other condition regarding receipt of tenders in conventional method appearing in the tender documents may please be treated as not applicable.
- g. The bidder shall bear all costs associated with the preparation and submission of his bid and CDM & PHO Sundargarh shall, under no circumstances, be responsible for such costs, regardless of the outcome of the further proceedings to select successful bidder.
- h. The Organizations who are in litigation / dispute with the CDM & PHO office, sundargarh are liable for disqualification.
- i. The Bidder must ensure the Character of the Drivers selected for driving the Bike Ambulances as Very Good and Certify that the Driver do not take Alcohol or any other substance-which would in any case endanger the Carriage and PW/Patient.
- j. The Drivers must have valid 2 Wheeler and 3 Wheeler Driving License
- k. The Earnest Money Deposit shall stand forfeited if the bidder withdraws his bid during the period of bid validity or if any information or document furnished by the bidder turns out to be misleading or untrue in any material facts.
- l. The Agency should clearly understand that the decision of selection Committee formed by CDM & PHO, SUNDARGARH shall be final and binding.
- m. Any complaints received from community or local health authority, bills will be withheld till for payment receipt of satisfactory performance report. Further action will be taken on the basis of report.
- n. The committee reserves the right to reject the bids or to accept the bids without assigning any reason.
- o. The Organizations shall furnish the acceptance form immediately on receipt of LOA (Letter of Acceptance) within in seven days from the date of issue of LOA, Failing which the LOA is deemed to have been cancelled.
- p. If the successful Agency/Organization fails to execute the agreement and / or withdraws his bid after the intimation of the acceptance of his bid, his contract will be cancelled and he will also be liable for all damages sustained by CDM & PHO, SUNDARGARH or his representative.
- q. **Non performance of contract provisions after acceptance & agreement will disqualify a firm to participate in any called by CDM & PHO for next three years.**

- r. In the event of failure to adhere to the agreement conditions as per the standards prescribed, the firm may be black listed for three years. The Agency shall also be liable for action under criminal law.
- s. Once the Agency selected/shortlisted:
 - i. They have to start the operation within 30 days.
 - ii. The shortlisted Agency / Organization has to give written assurance to CDM & PHO prior to its working to maintain transparency in its work. Regular inspections will be carried out by the CDM & PHO Office or any member appointed by Health Dept. / District Social Welfare Officer at any moment / anywhere / in any condition and any number of times. Without interfering patients transportation.
 - iii. The organization has to provide a route map and Camp Plan, prior to the month start and submit an Action Taken Report at the end of each completed month, to the CDM & PHO office.
 - iv. The Organization has to work in 24 X7.
 - v. If the Agency/Organization wants to terminate its operation with the client before the stipulated time period, a three months prior notice is required in advance to the CDM & PHO Office Sundargarh.
- t. In all the above conditions the decision of selection committee shall be final and binding.
- w. The CDM & PHO, SUNDARGARH will not hold any risk an responsibility for any postal / courier delay encountered by the Tenderers while submitting his bids.
- 10. The remuneration, which the Organizations receive from the contract, will be subject to normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard if required.

11. *Force Majeure:*

- a) In case of any dispute between both the parties, Arbitration shall be appointed by the **Collector & District Magistrate, Sundargarh**, whose decision shall be final.
- b) All civil suits shall have jurisdiction in Sundargarh only.
- c) In case of any breach of agreement for non-satisfactorily performance, penalty shall be imposed as decided by the **Collector & District Magistrate, Sundargarh**.



SECTION –II

BID FORMATS

FORM F-1

From:

To:

Sir,

TENDER FOR SHORTLISTING OF AGENCY / SERVICE PROVIDER FOR OPERATIONALIZATION AND MANAGEMENT OF BIKE AMBULANCE SERVICE (END-TO-END) IN SUNDARGARH DISTRICT, ODISHA - **Reg.**

I/We, _____ Consultancy firm/organizations here with enclose technical proposal for selection of my/our firm for *Tender for shortlisting of agency / service provider for operationalization and management of bike ambulance service (end-to-end)* in SUNDARGARH, ODISHA STATE. With the CDM & PHO OFFICE, SUNDARGARH DISTRICT.

I/We understand that CDM & PHO, SUNDARGARH DISTRICT reserves the right to reject any proposal without assigning any reason. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of shortlisted Organizations.

Yours faithfully,

Signature

Full Name

Address

(Authorized representative)



FORM F-2

ASSIGNMENTS OF SIMILAR NATURE OF WORKS SUCCESSFULLY COMPLETED

1. Brief Description of the Firm/Organization

2. Outline of experiences on assignments of similar nature.

S. No.	Name of Assignment	Name of Project	Owner or Authority	Cost of Assignment	Date of commencement	Target date of completion	Actual date of completion	Was assignment satisfactory completed
1	2	3	4	5	6	7	8	9

Note : Please attach certificates from the employer by way of documentary proof.



FORM No. F-3

COMPOSITION OF THE TEAM PERSONNEL AND THE TASK, WHICH WOULD BE
ASSIGNED TO EACH TEAM MEMBER.

1. Technical/Managerial Staff

S. No.	Name	Position	Task Assignment

2. Supporting Staff

S. No	Name	Position	Task Assignment
1.			
2.			



FORM F-4

**SUGGESTED FORMAT OF CURRICULAM VITAE
FOR MEMBERS OF ORGANIZATIONS TEAM**

AS PER TECHNICAL BID

1. **Name:**
2. **Professional/Present Designation:**
3. **Years with Firm / Organization:** **Nationality:**
4. **Area of Specialization:**
5. **Proposed Position on Team:** Head of the team/Technical Managerial Staff/Supporting Staff
6. **Key qualifications:**

Education:

Experience:

Languages:

Signature of Staff Member

Date



FORM F-5

Format for Financial Bid

(For Shortlisted agency/organization in Technical Bid)

Name of Agency/Organization:

Location:

Operational Cost: The Operation of (BIKE AMBULANCES) will be @ 3 units per Cluster however the Quote must be for 1unit of Bike. Though, IEC & BCC activities may follow later in the project period, the bidders are instructed to Quote the recurring expenditure per Unit/Month- the driver will operate a PICCO Projector in hard to reach Hamlets/Halt Station of the Bike Ambulances- to aware the public in general about the Healthy Habits, NCD Preventive Care, Family Planning etc. These activities will be in free times-when the bike is stationary.(the Contents of the Video will be Provided by Health Dept. Sundargarh.

Particulars	INR/Month/BIKE	INR/Year/BIKE	Total Amount
Maintenance of Bikes@1unit/month			
Operational Cost/Service Charges @1 unit/month			
IEC& BCC Activities- through PICCO Projector in field(Optional)			
Total Operational Cost as Above Per Unit of Bike Ambulances.			

***The Fuel cost will depend on the market price and as per the actual running of the Bike Ambulance and as certified by MVI.*

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED AS PART OF THE BID AND NOTES
TO BIDDERS**

S. No.	Documents Description	Check (Yes or No)
1	Non – refundable Process Fee of Rs. 1000/- & EMD Rs. 20000/-	
2	Registration Certificate in MSME/ Udyog aadhar	
3	GSTCertificate	
4	PAN card	
5	Latest two Financial year IT returns submitted and proof of receipt	
6	Experience certificates in performing in the last two years (including current fiscal year).	
7	Supporting documents for minimum eligibility criteria and Technical evaluation at section I.	
8	Bid formats F-1 to F – 5	
9	Under taking to be given in Affidavit that the firm have not blacklisted by any Govt. organisation institution.	

**** For Bid formats, No documents other than the prescribed Bid formats from F 1 to F5 will be accepted.**

