

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

Mobile Vision Centre (MVC) Vehicle under SUNETRA (UEHP)

**OFFICE OF CHIEF DISTRICT MEDICAL AND PUBLIC HEALTH OFFICER
KHORDHA**

SECTION-I

Date & Time of Tender Submission and Finalization

RFP No.9676

Dated: 21.08.2019

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF MOBILE VISION CENTRE (MVC) VEHICLES AT OFFICE OF THE CDM & PHO, KHORDHA UNDER SUNETRA (UEHP).

1	Period of Availability of RFP Document	From 22.08.2019 to 28.08.2019 (Only Working days) (Downloadable from website: www.khordha.nic.in)
2	Last date for submission of Tender & address	Date: 28.08.2019 Time 01.00 PM Address: O/o. Chief District Medical & Public Health Officer, At/Po- Khordha Dist: Khordha Pin-752055
3	Modality of Submission	Through Speed post/Registered post/ Courier
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: 28.08.2019 . Time 03.00 PM Place of Tender Opening : <u>NHM CONFERENCE HALL,O/O- CDM& PHO, KHORDHA</u> (Bidders / authorized representative may remain present at the time of opening of Tender)

MOBILE VISION CENTRE (MVC)

To make available both preventive and curative eye care services to the people in hard to reach / outreach area and under privileged communities with limited access to Fixed Vision Centre (FVC)

It will render primary curative and preventive vision/ eye care to the community. MVC vehicle should move to all hard to reach/ outreach and under privileged communities area of the district (who have limited access to FVC) to render comprehensive eye care service to those population. In this regard a micro plan should be prepared to cover all identified area at least quarterly once with intimation to PMA. SUNETRA efforts to be given to render all FVC services through MVC to these identified population.

Goals of Mobile Vision Centre (MVC) :

1. To make service available to people who don't have access to the services of Fixed Vision Centre.
2. To provide up to date eye care services free of charge to the people of identified remote/ outreach/ hard to reach area.
3. To screen the population of the particular cluster for cataract and other eye diseases and create an avoidable blindness free zone.
4. To create awareness among people reading common eye problems and its preventive methods in the area along with safe eye care.

Activities :

1. One dedicated ophthalmic assistant should be endorsed to visit for screening the targeted populations for the causes of blindness such as refractive errors, cataract, retinal blindness, glaucoma and other eye problems. Cases which need further investigation or medical or operative treatment should be referred to higher centres/ hospitals.
2. Awareness on prevention of common eye problem and safe eye care should be created among the targeted population.
3. Surveillance as and when needed
4. Follow-up care.

All the MVC will be upgraded with equipments in phased manner with equipmentslik;

1. Digital LED Vision Chart
2. Streak Retinoscope
3. Direct Ophthalmoscope
4. Auto-refractometer
5. Applanation tonometer

6. Trial lens set with frame
7. Torch light (battery operated)

Record/register to be maintained at each FVC :

1. MVC OPD register to record the details of the patients examined at the MVC on every day.
2. Referral register to record about the patients referred from MVC on daily basis
3. Refraction/ spectacle order & distribution register to record about the refraction details of the patients (from examination to distribution of spectacles) at MVC
4. Cataract cases register to record about the patients identified as cataract at FVC
5. Blind register to record about the patients identified as Blind at MVC
6. Medicines and consumables stock register to record about the stock & expenditure of medicines & consumables at MVC
7. Spectacles prescription slips to record about the refraction details of the patients (to be handed over the patients for future use)
8. Health education material for counseling purpose
9. EMR and electronic data capturing with Tablet.

Personnel at a MVC : A Mobile Vision Centre should be managed by a dedicated ophthalmic assistant of the same institution or from another nearby institution (as decided by the district).

MOBILE VISION CENTRE

TERMS OF REFERENCE

Mobile Vision Centre (MVC) under SUNETRA (UEHP)

A. Location & Operational Area of MVC

1. The vehicle of the MVC will be located at the District headquarter at the disposal of CDM&PHO and DPM, NPCB&VI.
2. The area of operation is the concerned district. Each MVC on priority basis will be cover the Fixed Vision Centre (FVC) where ophthalmic assistants are not available. The necessary plan would be prepared by District.
3. As per the Micro Plan, the vehicle will be moved and make halt (if required) to the peripheral outreach institutions along with one ophthalmic assistant (who may be from District HQ or from other institution), effect to be taken to render Eye Care services at all FVCs at least two or three days in a week with the help of the available ophthalmic assistants in the district.

B. Essential features of Vehicles to be engaged for MVC

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 hiring vehicle during the contract, shall have all necessarily valid MV documents such as - valid registration certificate, insurance certificate, fitness certificate, value contract caring permit, proof of up to date tax payments etc. and DL of the driver available all the times.
3. The Department/ Office hiring the vehicles shall not be responsible for any damage/ loss cause the 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 hire shall be responsible for all such litigation.
4. Specification:

Type of vehicles permissible to be hired	Make & model	Minimum average mileage/Lit. for reimbursement purpose	Maximum hire charges per month (Rs.)
AC/ Non-AC diesel driven vehicles having sitting capacity not less than 9 persons including driver	Mahindra max/ Mashal/ Bolero/ Tata sumo/ Victa	10 km/ltr	Rs. 20,000/- (Excluding GST)

5. The driver of the vehicle must have valid driving license for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle
6. For effective coordination the driver of the vehicle is to be provided with a mobile phone by the vehicle owner.
7. The driver should have a clean track record without any history of conviction in the court of law.

C. Major features of Vehicles:

1. The vehicle will be hired locally at district level on contract basis. The contract shall be initially for the period of one year which may be extended till funding from SUNETRA (UEHP), Odisha subject to satisfactory performance assessed by appropriate authority (CDM&PHO and DPM, NPCB&VI) every year.
2. Any private individual / tour operator agency/ society / firm can be participate in the tender process
3. The monthly rate of hired 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, vat, parking fee, toll tax, etc for which state govt. or O/o CDM&PHO or DPM, NPCB&VI will not pay.
5. In case of breakdown for reason whatever, the replacement of vehicle for the same or better model shall be provided by the owner of the Vehicle/Bidder.
6. The vehicle for report for duty on all day in a month except Govt. holidays. If emergency arises the driver may be called to report in any holidays.
7. The vehicle shall be required generally for 12 hours in a day (8 AM to 8 PM)
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. The driver will maintain the logbook to track a vehicle movement. The logbook will be verified and checked by the user (Ophthalmic assistant) and the counter checked by the DPM, NPCB&VI/DBCS of the district on regular basis.
10. SUNETRA (UEHP) shall be invest additional fund for branding and other minor fabrication (if required).
11. If the bidder violets any of the terms of contract, District authority/ Government shall forfeit the entire amount of security deposit).
12. The successful bidder shall execute an arrangement with the respective CDM&PHO of the district for engagement of vehicle.
13. All charges will be paid on monthly basis as per the term of reference within 15 (fifteen) days of the submission of bills by the service provider. No advance payment will be made in any circumstances.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. The contract will be terminated in case of following reasons;
 - a. If the behavior of the driver is not proper;
 - b. Any attempt to tamper the log book;
 - c. In case of the vehicle do not report regularly;
 - d. In case the driver of the vehicle is found to be convicted;
 - e. In case the service provider intends to withdraw the service 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.

D.Content of the Tender Submission

The sealed envelope shall contain the followings:

1. EMD of RS. 10,000/-in the shape of a Demand Draft (for each vehicle they want to offer) in favor of the **ZSS,NON NRHM,KHORDHA** (*schedule of Tender Submission for which the bidder is interested to bid*)
2. Annexure-I (Technical Bid) duly filed in.
3. Any other details, the bidder like to include in the proposal.
4. Annexure-II (Financial Bid) with proper signature and seal of the bidder.

Interested bidders fulfilling the eligibility criteria may submit their proposal separately for any one/ more than one block of their choice.

EMD/ Security Deposit

1. **Tenders shall have to deposit EMD of Rs.10,000/-**(Rupees Five Thousand only) per vehicle offered in the form of crossed Demand Draft/ Pay Ordered in favour of the **ZSS NON NRHM, KHORDHA payable at Khordha** 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.

Technical Bid

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. 10,000/-) per vehicle to be submitted)			
6.	Details of Vehicles enclosed (Only vehicle with commercial registration shall be accepted) <ul style="list-style-type: none">• Date of Purchases• Make & Model• Registration No.• commercial vehicle registration & Comprehensive insurance for two years• Insurance certificate• Fitness certificate (at least for next 2 years).• Up to date tax payment• UP to date Valid road Permit paper Documentary evidence (Photocopy) for all above details to be attached <u>otherwise the bid will be rejected.</u>	Vehicle -1	Vehicle -2	Vehicle -3
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)				
<u>Undertaking:</u> That the vehicles to be provided will not belong to any employee of Govt Staff & Mission Directorate or his/her relative.				

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)
	Monthly Hiring Charges--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 _____

Prototype of Branding of Mobile Vision centre Vehicles for the FY 2019-20



Size_80x80_cm

