

**Request for Proposal from Packers Movers
For Shifting of Medical Equipments, Instruments, Furnitures
and Office Accessories from Existing DHH, Bargrh to New
DHH at Tukurla, Bargarh.**

**Issued By: Chief District Medical and Public Health Officer cum District Mission
Director, Bargarh**



**DEPARTMENT OF HEALTH AND FAMILY
WELFARE
GOVERNMENT OF ODISHA**



RFP Reference No. ୦୮ / Dated: 25.10.2018

1. Objective of the Tender

- 1.1. To shift all items including high precision medical equipments from exiting DHH, Bargarh to the newly constructed DHH, Bargarh at Tukurla on Bhatli Road.
- 1.2. The items shall be properly packed in professional manner to avoid breakage/ damage/ pilferage etc.
- 1.3. The items will be unpacked in orderly manner in the new building on various floors as per direction of the authority.
- 1.4. Optimum space utilization of the transport vehicle must be ensured on each trip.
- 1.5. Packing materials/ Labour all other individual charges shall be borne by the agency.
- 1.6. The authority will decide the date & times of shifting/packing & unpacking.
- 1.7. Sufficient Labour shall be provided to avoid damage during loading/unloading & transportations.
- 1.8. No additional cost touring insurance of goods will be paid by the authority.

2. Notice Inviting Proposal

- 2.1 Proposals are invited by the Chief District Medical& Public Health Officer of District Headquarters Hospital, Bargarh from eligible Packers Movers interested to provide Vehicles and Manpower for shifting Medical equipments & office accessories of District Headquarters Hospital Bargarh on short term basis vide a service contract with specific terms and conditions. The contract shall be valid up to completion of shifting of DHH.
- 2.2 Interested Bidders can obtain the RFP document containing detailed terms and conditions, scope and eligibility criteria from the office of CDM & PHO, Bargarh or can download the same from the website www.bargarh.nic.in. The cost of the RFP document (Rs.2,000/- including Odisha GST& CGST) shall be submitted along with the proposal (technical) in the form of DD in favour of **ZSS Non-NRHM Funds, Bargarh**, payable at Bargarh. The technical proposal and financial proposal must be inserted in separate sealed envelopes and together they should be packed in an envelope super scribing "**RFP Proposal From Packers & Movers**" must reach to the Office of the under signed within due date and time (i.e. Dt.13/11/2018, by 04.00 PM) in the prescribed format and manner. Proposals received after due date and time shall be rejected. There is no system of receipt of proposal through drop box or by hand. Proposals shall be received only through registered post/ speed post or courier only.
- 2.3 Key Information:

S. No.	Particulars	Information
1	Start Date for sale or availability of RFP document in the official website	Dt.25/10/2018
2	Closing Date for sale or availability of RFP document in the official website	Dt.13.11.2018, 04.00 PM
3	Cost of RFP Document (including OVAT)	Rs. 2,000/-
4	Last date and time for receipt of proposal	Dt.13.11.2018, 04.00 PM
5	EMD in form of demand draft in favour of ZSS Non-NRHM Funds, Bargarh , payable at Bargarh	Rs. 10,000/-

6	Pre Bid Discussion	Dt.02.11.2018, 11.00 A.M.
7	Opening of Technical Bid	Dt.17.11.2018, 03.00 PM
8	Opening of Price bid of firms qualified in technical bid	Dt.17.11.2018, 04.00 PM
9	Venue	CDMO Conference Hall , Bargarh
10	Address for submission of RFP	Office of the CDM & PHO, District Head Quarter Hospital, Bargarh, Pin- 768028

Note: In case the closing date for sale of RFP document or/ last date for receipt of proposal happens to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place and as a consequence any changes/ in the dates of the subsequent activities will be informed through suitable media to all concerned.


**CDM & PHO cum DMD,
Bargarh**

2. Terms of Reference (TOR)

2.1 Eligibility Criteria

The interested Bidders shall have to comply with the following criteria to participate in the tendering process -

- a) Minimum three years of experience in similar activity (Providing the Transport service) as on the date of submission of the proposal. (Self-Attested copies of the Service Contract/ Work Order to this effect are to be enclosed as supporting evidences along with the technical proposal).
- b) Must have executed similar work for at least Rs.2,00,000/- during the last 3 Financial Years i.e. **2014-15, 2015-16 & 2016-17**. (Self-Attested copies of Completion/ Performance Certificates from the Employers as a proof of successful completion of the Contract are to be enclosed as supporting evidences)
- c) Valid registration under GST, Income Tax and all other applicable Act/ Rules.

2.2 Minimum Turnover

Minimum Annual Turnover of Rs.1,00,000/- during each of the last 3 Financial Years i.e. 2014-15, 2015-16 & 2016-17.

2.3 EMD and Performance Security

- a. The applicant shall submit along with the Technical Proposal, the cost of EMD for **Rs.10,000/- (Rupees ten thousand)** only in the form of Demand Draft in favour of **ZSS Non-NRHM Funds, Bargarh**, payable at Bargarh.
- b. The EMD of the unsuccessful bidders shall be returned within one month of the selection of the Agency.
- c. The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period or in case of successful bidder, if it does not execute the agreement.
- d. The successful bidder shall have to furnish a Performance Security Deposit at 10% of the quoted amount. Earnest money deposit can be adjusted into the security deposit. The performance security deposit is for due performance of the agreement.

3. The following details shall be provided by the Agency –

The distance from Present District Head Quarter Hospital (Govt.) to New District Head Quarter Hospital, Tukurla, Bhatli road	Approximately 10 KMs
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To be quoted by the Agency	
Particulars	Amount in figures and word (Rs.)
Total charges for shifting of items including all other associated costs as per discussions held in the pre-bid conference and physical verifications (Excluding Taxes, applicable if any)	
Total	

Note: Registration Certificate of each Vehicle proposed along with the following documents is to be submitted by the Agencies –

The scope of work is as follows –

- a) Packing, transporting, unloading and fitting of Equipment & Instrument from Present District Head Quarter Hospital (Govt.) to New District Head Quarter Hospital, Tukurla, Bhatli road as per instruction of CDMO & PHO, Bargarh.
- b) Safe transportation of all the accessories.

4. **Responsibilities of the Hospital Administration/ Authority:**

The responsibilities of the Hospital Administration/ Authority shall include:

- a) Provide support/Presence at the time of the transportation/shifting.
- b) Develop log-book for smooth transportation.

5. **Period of Engagement**

- a) The engagement shall be for a period up to completion of DHH Shifting.
 - b) The contract may be extended for a maximum of another twelve months in existing terms and conditions with mutual consent of both the parties.
 - c) The agency shall sign the contract (Format given in **Annexure 4**) and start providing services (actual engagement of personnel) within 7 days from the date of issue of Award of contract/ Intimation.
- a) For financial evaluation, Price including Tax shall be taken into consideration.
 - b) Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the address given below –
 - c) Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

5. Award of Contract

- a) Contract shall be awarded to the Firm/ Agency whose proposal will be determined to be substantially responsive and who has offered the lowest evaluated bid price.
- b) In case two or more technically qualified Firms quote the same lowest price, the Firm with the higher mark in the technical bid shall be awarded the contract.
- c) In case two or more technically qualified Firms having same technical scores quote the same lowest price, the Firm having the highest average turnover in last 3 Financial Years i.e. 2014-15, 2015-16 & 2016-17 among the lowest bidders shall be awarded the contract.
- d) Any effort by a Firm to influence the employer in its decision on bid evaluation or placement of Work Order may result in rejection of the Firm's offer.
- e) Any legal dispute arising out of this is subject to Bargarh jurisdiction only.

7. Penalty Clauses

1. In case the contractor fails to commence/execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, the Employer reserves the right to impose the penalty as detailed below:

- a. Penalty shall be 2% of total cost of work order if default continues for 2 weeks or less.
- b. If default continues for more than 2 weeks then the employer reserves the right to cancel/reject the contract and withhold the agreement. CDM & PHO, Bargarh also reserves the right to get the job done through other contractor(s) from open market at the competitive rates. The defaulting Agencies will be blacklisted for a period of 2 years and the difference amount, if any, will be recovered from the contractor.
- c. The security deposited by the contractor shall be forfeited.

2) For any breach of contract, CDM & PHO cum DMD, Bargarh or duly constituted committee by CDM & PHO shall be entitled to impose a penalty. On the first occasion, penalty shall be of Rs. 1,000/- if the agency breaches, violates, or contravenes any of the terms and conditions contained herein and brought to the notice of the Committee.

3) If the lapse is repeated again the extent of penalty will be doubled on each such occasion. The decision of the said officer/committee in this regard shall be final and binding upon the agency. Some of the instances in which penalty would be imposed are enumerated below. (But these are not exhaustive and penalty may be imposed on any violation/breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities).

4) In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the contract, agreement, or otherwise the matter shall be referred to the Collector & DM, Bargarh and his decision will be the final decision and both the party will be abide by it.

ANNEXURE 1: Profile of the Applicant

(To be furnished along with the Technical Proposal Cover "A")

Sl. No.	Particulars	Details
1.	Name and Address of the Bidder	
2.	Constitution and Date of Incorporation/ Registration (Certificate of Incorporation/ Registration to be enclosed)	Date..... Registration
3.	Name, designation, contact no. and address of the Contact Person/Local Representative	
4.	Number of field level staffs engaged at the client locations to render transporting service (Refer Eligibility Clause 2.1d)	1. Supervisory Staff (Field) 2. Service & Support Staff To be supported by latest EPF/ESI/TDS return filed with the respective Authorities as a proof for staffs engaged.
5.	Years of experience in similar line of activity along with the list of clients to whom similar service has been provided in last three financial years of Rs.1,00,000/- & above. <i>Separate list to be furnished for Govt. / Semi-Govt. /Public Sector and Private Sector Clients.</i>	1. Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contact Status (Completed/Ongoing)
5.	Minimum Annual Turnover for last three financial year of Rs.1,00,000 (2014-15, 2015-16 & 2016-17)	VAT & GST return should be submitted for the financial year 2014-15, 2015-16 & 2016-17.
6.	Registration/empanelment details with different authorities	(i) Authority (s): (ii) Date of Registration
7.	Plan for execution	(i) Manpower Planning (ii) Monitoring (iii) Quality Assurance
10	Any other details the applicant would like to furnish (Example: Awards & Accreditations)	

Note:

- (i) Information to be furnished in separate sheet wherever necessary.
- (ii) In case of documents, they shall be self attested photocopies.

Date:

Place:

Authorized Signatory

ANNEXURE 2: Technical Proposal (Cover-A)

Sl. No.	Particulars	Details
1.	Name and Address of the Bidder	
2	GST Registration No. with photocopy of Certificate in it's support	
3	PAN No	Photo copy
4	Financial position and operational results for last three financial years (2014-15, 2015-16 & 2016-17)	Statements of Accounts to be attached (Self attested photo copies)
5	Annual Turnover (Minimum Rs.1,00,000/- per year for last three financial years i.e. 2014-15, 2015-16 & 2016-17)	
6	ITR statement for last three financial years (2014-15, 2015-16 & 2016-17)	
7	Cost of Tender Paper of Rs.2,000/- in form of Demand Draft in favour of ZSS Non-NRHM Funds, Bargarh	
8	EMD of Rs.10,000/- in form of Demand Draft in favour of ZSS Non-NRHM Funds, Bargarh	
9	Affidavit certifying that the Entity is not blacklisted (On a Stamp Paper of relevant value)	
10	The RFP document should be signed by the authorized signatory in all pages	

Date:

Place:

Authorized Signatory

ANNEXURE 3: FINANCIAL PROPOSAL

Name and Address of the Bidder:

Price Details:

Sl. No.	Particulars	Details to be filled by Bidder (Rs.)
1	Amount to be charged (Rs.) (For shifting of all the Equipments, Instruments, Furniture & Fixtures)	
2	GST (Rate : _____%)	
3	Other Taxes, if any (Pl. Specify)	
Price Inclusive of all taxes (Rs.)		

Total Price inclusive of all taxes: Rs. _____/- (in words

_____)

Note:

1. Pl. mention the % of GST if applicable and on which charges, it is applicable. Also, the details of Other Taxes, if any, are to be mentioned.
2. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected.
3. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
4. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case, the amount in figures shall prevail subject to (2) and (3) above.
5. If the Firm that submitted the lowest evaluated Proposal does not accept the correction of errors, its Proposal shall be rejected.

Date:

Place:

Authorized Signatory

ANNEXURE 4: FORMAT FOR AGREEMENT

AGREEMENT

1. An agreement made on this.....day of 2018 BETWEEN _____(Member Secretary, RKS District Headquarters Hospital, Bargarh), (hereinafter called "1st Party") of the one part AND _____(hereinafter called "2nd Party", which expression shall, where the context so admits, be deemed to include his heirs/ successors/ executors/ administrators) of the other part.

1. Whereas the 2nd Party has been selected by RKS, District Headquarters Hospital, Bargarh through an open tender issued vide Reference No.....dated, and accordingly the letter of award was issued vide No.....dated..... inviting to execute the contract.
2. And whereas the 2nd Party agreed to provide packing & moving services in the registered office premises of District Headquarters Hospital, Bargarh as per the provisions in the RFP document.
3. And whereas the 2nd Party has deposited the performance security of Rs.....after adjusting the EMD amount submitted earlier along with the technical proposal vide.....

NOW THESE PRESENT WITNESSES AS FOLLOWS:

4. The following documents shall be deemed to form and be read and constructed as integral part of this Agreement, viz.:
 - a) RFP Terms of Reference;
 - b) Submissions and Declaration as part of the Proposal submitted;
 - c) Notification of Award issued by the Authority.
 - d) Special Conditions of Contract
5. In consideration of the payments of Rs.....(in words.....) to be made by the 1st Party to the 2nd Party, the 2nd Party hereby covenants with the 1st Party (RKS, District Headquarters Hospital, Bargarh) to provide the agreed Services in all respects as per the provisions of this Contract.

6. The 1st Party hereby covenants to pay the 2nd Party in consideration of the provision of the agreed packing & moving services, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed in the contract.
7. The description of the services to be rendered by the 2nd Party under this contract and their prices as offered by the 2nd Party and accepted by the 1st Party are as under:

PRICE

9.1 The price shall be **firm and fixed**. Tax shall be paid on charges at the rate as applicable.

10. PAYMENT

- 10.1 The payment shall be made to the 2nd Party on safe shifting of the goods and duly certified by DMO (MS) cum Superintendant DHH Bargarh.
- 10.2 In case of any deficiency, carelessness and mishandling observed in executing the work by the 2nd Party, necessary penalty shall be imposed as defined by the 1st Party.
- 10.3 The 2nd Party shall submit the bill within 1st week of the execution of the contract upon which the payment will be made.

For and on behalf of the Agency

**For and on behalf of RKS, District
Headquarter Hospital**

Authorized Signatory

Authorized Signatory

Date:

Date:

1.Witness

1. Witness

2.Witness

2. Witness