



**OFFICE OF THE DEAN & PRINCIPAL, JAJATI KESHARI MEDICAL COLLEGE
& HOSPITAL, JAJPUR-755001**

At-Ankula , PO- Jajpur Town, Dist- Jajpur

E-Mail : deangmchjajpur@gmail.com / Contact No :

Order No. 2019 / Estt./JK.MCH, Jajpur Dated 03.07.2024

TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed tenders are invited from interested Service Providers/ Travel Agencies/ Tour Operators/ Individuals for providing Commercial Vehicle along with Driver for Official Use in the Jajati Keshari Medical College & Hospital, Jajpur and RHTC, Korei, Jajpur on monthly rental basis. The detailed quantity, specifications and terms & conditions are available in the website i.e. <https://jkmchjajpur.odisha.gov.in> ;<https://dmetodisha.gov.in/> & <https://jajpur.odisha.gov.in> which may be downloaded by the intending bidders. The bid must reach the Office the undersigned in sealed envelope through speed post/ registered post/ courier only superscribed as **"Tender for Providing 7-Seater Vehicle to JKMCH, Jajpur on monthly rental basis"**. Tender documents incomplete in any aspect are liable to be rejected. The undersigned reserves the right to cancel the Tender in full or in parts anytime without assigning any reason thereof.

Last Date of submission of tender : 24/07/2024, 4:00 PM

Opening of Tender Bid (Both Technical & Financial) : 25/07/2024 , 11:00 AM onwards

Postal Address: O/o Dean & Principal, Jajati Keshari Medical College & Hospital, At/PO: Ankula, Jajpur Town, Dist - Jajpur, Odisha – 755001.

- Sd/-

Dean & Principal

Jajati Keshari Medical College & Hospital, Jajpur



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E-Mail : deangmchjajpur@gmail.com / Contact No :

Letter No. 2021/ Estt./JK.MCH, Jajpur Dated the 03.07.2024

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals for providing(01) No. of 7-seater vehicle on monthly rental basis, for use at Jajati Keshari Medical College & Hospital, Jajpur

Sl. No.	Model/Type of Vehicle	No. Required	Place of Use
2	7 seater vehicle (TUV 300/ Bolero/Sumo Gold/Ertiga)	01	Jajati Keshari Medical College & Hospital, Jajpur

1. The vehicle must be in Road Worthy condition and shall not be more than **3 (Three) years** old from the date of initial registration and must have valid Registration certificate, Insurance certificate, Fitness certificate, valid contract carriage permit, Proof of up to date tax payment etc. Which are mandatory for plying of the vehicle.
2. The driver of the bus must possess a valid Driving License for light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The driver should be well behaved, gentle and obedient in nature.
4. The vehicle must achieve a fuel efficiency of 10 Kms per litre. Petrol vehicle shall be given preference [Order No. 30464 Dated 06/09/2019 of Finance Dept. Govt of Odisha].
5. The details of the make and year of manufacturer of the vehicle , registration no, mileage(kms/liter) and name of driver with DL No. And period of validity should be specifically provided in the general bid information to be furnished with the quotation (Technical Bid- Annexure-III).
6. A sum of **Rs.5000/- (Rupees Five Thousand)** only shall be deposited by the intending bidders in shape of Account payee Demand Draft drawn in favour of the Dean & Principal, Jajati Keshari Medical College & Hospital, Jajpur payable at IDBI Bank Ltd., Jajpur Town (Ac No. 1745104000051660, IFSC : IBKL0001745) and to be submitted along with the Tender as **EMD**. After completion of tender process, the amount will be refunded to unsuccessful bidders.


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and Hospital, Jajpur

7. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants). **The monthly charges excluding taxes if any should not exceed Rs.31,000/- (Rupees Thirty one Thousand only).**
8. **The quotation completed in all, respect should reach to the undersigned on or before 24/07/2024 by 4.00 PM** through Regd. Post/Speed post/Courier only and shall be opened on the next working day at 11.00am in the office of Dean & Principal , GKMCH, Jajpur in presence of the bidders or their authorized representative. The envelope should be super scribed as **"Quotation for 7 Seated Vehicle "** . Absence of any or all bidders or their representatives will not countermand the opening of the technical bid.
9. The application form of quotation / Tender containing general bid information & Terms & conditions for hiring of Vehicles etc. can be downloaded from office website <https://jkmchjajpur.odisha.gov.in> ; <https://dmetodisha.gov.in/> & <https://jajpur.odisha.gov.in> from Dt 03/07/2024 to Dt. 24/07/2024. While submitting the bid, the applicant shall furnish a Demand Draft for an amount Rs. 1000 /- (Rupees One Thousand only) in favour of the **Dean & Principal**, Jajati Keshari Medical college & Hospital, Jajpur payable at IDBI Bank Ltd., Jajpur Town (Ac No. 1745104000051660, IFSC : IBKL0001745) towards the cost of application as Tender Fees which is non-refundable.
10. The authority reserves all the right to cancel the Tender process at any time or at any stage without assigning any reason thereof. Modifications, if any, will be uploaded in the official website and also displayed in the College Notice Board.
11. Any legal issue, if arises regarding the agreement or the execution thereof, shall be resolved in the Hon'ble Courts in Jajpur jurisdiction only.


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Annexure-I

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms & conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. **The successful bidder shall be required to sign an agreement with the hirer.**
2. 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, pollution certificate etc.** and **D.L.** of the driver available at all the times. The Office shall not be responsible for any damages / loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The Agency/Owner of the vehicle shall be responsible for all such Litigation.
3. The hire charges to be paid for monthly basis is final **but does not include cost of diesel/petrol , which is to be paid separately basing on actual consumption and lubricants as per existing Government norms.** All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating Oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder .
4. It shall be the responsibility of the agency to provide a good driver and the salary of the driver shall be borne by the owner.
5. The driver in no case shall report to duty in inebriated condition or consume alcohol or other similar substances while on duty. In such eventuality the user department shall have full rights to terminate the contract.
6. In case of the 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.
7. During the period of contract, if the vehicle is seized or detained or requisitioned by the Police/Administration/Motor Vehicle Authority for reasons whatsoever, it will be at the owner's risk. The agency shall be duty bound to provide alternate vehicle of similar or higher category without claiming extra charges.
8. Tenure of the Hire Agreement will be for **initially for one year and** subject to annual renewal based on satisfactory performance of the vehicle and good behavior of the driver.


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9. **The vehicles shall report for duty for minimum of 25 days in a month.** In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle form other source.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded in such cases.
11. Monthly hire charges of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
12. The vehicle shall **not be more than 3 years old** from the initial registration and also in good running condition during the period of contract.
13. The agency shall provide a log book to the driver and he will ensure that it is properly maintained by the driver and regularly countersigned by the user.
14. If the services are found to be unsatisfactory, the hirer shall give one month notice and terminate the agreement.
15. 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.
16. If the Vehicle provider violates any of the terms of contract, the entire amount of security deposit shall stand forfeited.
17. **The financial bid of only those bidders will be opened whose Technical bids found complete in all respect.**
18. The successful bidder (L1) has to provide the quoted vehicle within a period of 45 days from the date of receipt of purchase order. In case the bidder fails to abide by this time limit, the Dean & Principal, JKMCH, Jajpur shall be at the liberty to cancel the order and issue purchase order to the L2 bidder or any other who agrees to provide the service at the L1 price.
19. The competent authority reserves the right to accept or reject any bid in full or part without assigning any reason thereof. The decision of the competent authority in this regard shall be final and binding on the bidder.


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Annexure-II

GENERAL INFORMATION FOR HIRING VEHICLES

- i. Registration No. Vehicle :-
- ii. Date of Registration :-
- iii. Type of Vehicle (Model & AC / Non- AC) :-
- iv. Diesel / Petrol :- Mileage :-
- v. Year of Manufacture :-
- vi. Fitness Certificate validity :-
- vii. Permit validity :-
- viii. Insurance validity :-
- ix. Name & complete address of the owner of vehicle :-

- x. GSTIN of the bidder agency :-
- xi. Pollution Validity :-
- xii. Name / Address of the Driver :-

- xiii. D.L. No. & Validity of the Driver :-
- xiv. PAN/Aadhar No. of Driver :-
- xv. Rate of fuel consumption / Mileage per litre :-
- xvi. Contact Number of the service provider (Tender / Quotationer) Mobile
.....
- xvii. Contact Number of Driver :-

“Certificate that information submitted above is true to the best of my knowledge and belief”.

**Seal & Signature
(Quotationer / Tenderer)**

Annexure – III

**FORM – A : Technical/General Bid
Application for Providing Commercial Vehicle including Driver**

Sl No.	Particulars	Yes / No	Page No.
1	Submission of Tender as per Two Bid System		
2	Original Tender Call Document with all schedules duly signed, sealed with date submitted in Technical Bid		
3	Tender Cost Fee of Rs 1000 /- in form of DD in Technical Bid		
4	EMD of Rs 5000 /- in form of DD in the Technical Bid		
5	Photocopy of Certificate assigning GST duly attested		
6	Photocopy of PAN of Owner/Bidder duly attested		
7	Self attested copy of filed GST Return up to date		
8	Copy of last 2 years' IT Returns AY 2022-23 & 2023-24		
9	Undertaking/ Declaration as per Annexure - V		
10	Bid Security declaration certificate as per Annexure - VI		

ANNEXURE-IV

(to be submitted in separate sealed envelope along with other document)

FINANCIAL BID FORMAT		
FOR HIRING OF 7 SEATER VEHICLE		
SL No.	Particulars	Amount(Rs.)
1	HIRING CHARGES PER MONTH excluding GST	

**Seal & Signature
(Quotationer /
Tenderer)**

ANNEXURE – V

(To be submitted in Technical Bid)

UNDERTAKING / DECLARATION FORM

I / We
having my / ouroffice at
..... do declare that I/We have carefully read all the
terms & conditions of the tender of the Dean & Principal, Jajati Keshari Medical
College & Hospital, Jajpur for **Providing of Commercial Vehicle ()**
including Driver. The approved rate will remain valid for a period of One year
from the date of approval. I will abide with the terms & conditions set forth in
the Tender reference No. _____ date
_____/_____/2024.

**I do hereby declare I/We have not been de-recognized / black listed by
any state Govt. / Union Territory / Govt. of India/ Govt. organization / Govt.
Health Institutions for Providing Commercial Vehicles including Driver.**

I/We agree that the Tender Inviting Authority can forfeit the Earnest
Money Deposit and or performance security Deposit and blacklist me / us for a
period of 3 years, if any information furnished by us is proved to be false at the
time of inspection / verification and not complying with the tender terms &
conditions.

I/ We
do hereby declare that I/ we will be **Providing of Commercial Vehicle ()**
including Driver to Dean & Principal, Jajati Keshari Medical College & Hospital,
Jajpur as per the specifications as well as Terms & conditions of the above
Tender document.

Date:
the bidder

Seal with signature of

Place

ANNEXURE – VI

Bid Security Declaration Format

(On Letter Head of the Bidder)

This is to inform you that M/S. _____ { Agency name} shall not withdraw or modify its bid till the validity period of 90 days as mentioned in tender notice advertisement No. _____ dated _____. We may be debarred from being considered / to participate in future for a period of 3 years at "O/o Dean & Principal Jajati Keshari Medical College & Hospital , Jajpur" from the date of debarment notice in the following circumstances: (a) If withdraw the bid during the bid validity period of 90 days.(b). If do not respond to request for clarification of the bid submitted by us. (c) if fail to co-operate in bid evaluation process and in case being successful bidder, if fails to sign the agreement in time to furnish performance security / guarantee.

Name of the Authorised signatory:-

Designation :- _____

Office Seal :- _____

Bidder

Seal & signature of the