



**OFFICE OF THE DEAN & PRINCIPAL**  
**SHRI JAGANNATH MEDICAL COLLEGE & HOSPITAL, PURI**  
Contact No.- 06752-296626, e-mail id: sjmedicalcollege@gmail.com



Letter No. 1269 / SJMCH,

DT: 05/04/2023

**Sealed Quotations/ Tenders are invited from interested reputed Agencies / Tour Operators or private individuals for providing One no of 32 seater (Mini Bus) which shall confirm to the following Terms & Conditions (Annexure- I) for use in the office of the Dean & Principal Shri Jagannath Medical College & Hospital, Puri on monthly Rent basis:**

- 01 The vehicle must be in Road worthy condition, shall not be more than 3 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 vehicle.
- 02 The driver of the vehicle must have a valid driving license for driving heavy transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- 03 The driver should be well behaved, gently and obedient in nature.
- 04 A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the Dean & Principal Shri Jagannath Medical College & Hospital, Puri and submitted along with the Tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 05 The monthly rate of hire charges shall be quoted separately in the **prescribed format (Annexure-III)** as financial bid information (excluding fuel and lubricants) the maximum hire charges must not exceed Rs. 85000.00 excluding taxes. The bidder should write General Bid and Financial Bid on the top of the sealed envelope separately (one for general and one for financial bid).The two envelopes should be put into another large single envelope which should be sealed tightly and be superscripted on the top as **BID FOR HIRING OF 32 SEATER MINI BUS**.
- 06 The vehicle must achieve a fuel efficiency of 06 Kms per litre.
- 07 The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) and name of the driver with driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender.(Annexure-II). The proposed hire charge is to be provided in a separate sealed envelope as financial bid which should be put separately in large envelope.
- 08 The quotations completed in all respect should reach the undersigned on or before 25.04.2023 by 5 pm through registered post/speed post. The bids shall be opened on **26.04.2023** at 4 pm in presence of the bidders or their authorized representatives.
- 09 The application form of quotation / Tender containing general bid information & Terms & conditions for hiring of Vehicles etc. will be available in the Central Office of the **Dean & Principal** Shri Jagannath Medical College & Hospital on payment of Rs. 500 /- from Dt. **05.04.2023 to 25.04.2023** or can be downloaded from office website [www.sjmch.odisha.gov.in](http://www.sjmch.odisha.gov.in) & [www.puri.nic.in](http://www.puri.nic.in) from **Dt.05.04.2023 to Dt. 25.04.2023**. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 500 /- (Rupees Five Hundred) in favour of **Dean & Principal**, Shri Jagannath Medical college & Hospital, only towards the cost of application form along with the application.
- 10 The authority reserves all the right to cancel the Tender process at any time or at any stage without assigning any reason thereof.
- 11 The Quoted monthly hire charges must be Excluding GST Rate.

*M Padhi*  
*5/4/23*

Seal & Signature of  
Dean & Principal, SJMCH, Puri

**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 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 etc. and **D.L.** of the driver available 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 hirer shall be responsible for all litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel, 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.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of **25** days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. 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.
9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the Vehicle provider violates any of the terms of contract, the authority shall forfeit the entire amount of security deposit.

**Signature of  
Quotation/Tender Calling Authority**

*M. P. Adhi*  
*5/4/23*

**GENERAL INFORMATION FOR HIRING VEHICLES**

- i. Registration No. Vehicle :-
- ii. Type of Vehicle ( AC / Non-AC) :-
- iii. Year of Manufacture :-
- iv. Model :-
- v. Date of Registration :-
- vi. Name & complete address of the owner of vehicle
- vii. Fitness Certificate validity :-
- viii. Permit validity :-
- ix. Insurance validity :-
- x. Pollution Validity:
- xi. Name / Address of the Driver :-
- xii. D.L. No. & Validity of the Driver :-
- xiii. Rate of fuel consumption / Mileage per litre :-
- xiv. Contact Number of the service provider (Tenderer / Quotationer) Mobile .....
- xv. ....Telephone.....

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

**Seal & Signature of  
The Quotationer / Tenderer**

*M Padhi*  
*5/4/23.*

OFFICE OF THE DEAN AND PRINCIPAL, SJMCH, PURI		
FINANCIAL BID FORMAT (ANNEXURE-II) FOR HIRING OF 32 SEATED BUS		
Sl No.	Particulars	Amount (Rs.)
1	HIRING CHARGES PER MONTH (Rs.)excluding GST	

N  
Seal & Signature of  
The Quotationer / Tenderer

MPadhi  
5/4/23