



**OFFICE OF THE DEAN AND PRINCIPAL  
SHRI JAGANNATH MEDICAL COLLEGE & HOSPITAL, PURI**

At/PO: Baliguali, Dist: Puri, Odisha, PIN- 752004.

Contact-7606868967 Email id: [sjmedicalcollege@gmail.com](mailto:sjmedicalcollege@gmail.com), Website: [sjmch.odisha.gov.in](http://sjmch.odisha.gov.in)



Tender Notice No. 1885 /Dean & Principal /SJMCH/2026 Date 21.05.2026

**OFFICE OF THE DEAN & PRICIPAL**

Sealed Tenders are invited from interested Travel Agencies / Tour Operators / private individuals for providing **One Tiago/Bolt/Celerio etc Petrol driven vehicle having seating capacity not more than 04 including driver** which shall conform to the Terms and conditions (Annexure-A) for official use in the office of **The Dean & Principal, Shri Jagannath Medical College & Hospital, Puri** on monthly Rent basis:

**Instruction to Bidder**

1. The service Provider shall have a valid GST registration to participate in the tender process.
2. 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, Pollution Certificate, Valid Contract Carriage Permit, Proof of up-to-date tax Payment etc. mandatory for plying of vehicle.
3. The driver of the vehicle must have a valid Commercial Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
4. The driver should be well behaved, gentle and obedient in nature.
5. The Tender Document must be accompanied by **EMD of Rs. 10000/- (Ten Thousand)** shall be deposited by the intending bidders in shape of Demand Draft drawn in favour of **“Tender Account, Dean & Principal, SJMCH, Puri, Payable at State Bank of India, Station Bazar Branch, Puri, IFSC Code-SBIN0007886”** and submitted along with the tender **Technical Bid**. Tender document without by EMD shall not be considered for participation in tendering process. After completion of tender process, the EMD amount will be refunded to unsuccessful bidders without interest and **EMD of successful bidder will be retained as Security Deposit which will be returned after satisfactory completion of Service.**
6. The monthly rate of hiring charge, excluding GST is to be quoted separately in the Price Bid information (excluding fuel) as per Annexure-C.
7. The Vehicle must achieve a fuel efficiency of 17 KM per liter.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (K.M 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. **(Appendix-B).**
9. The bid completed in all respect should reach the undersigned on or before Dt. 22.06.2026, Time:5.00 P.M in O/o-Dean & Principal, Shri Jagannth Medical College and Hospital, Baliguali, Puri, PIN-752002 through Courier or Post and bid shall be opened on Dt. 23.06.26 Time 12.30 Pm P.M in the presence of the bidders or their authorized representatives at College Concil Hall, SJMCH, Puri.
10. The application form of tender containing General Bid Information & Terms & Conditions for hiring of vehicles etc can be downloaded from the website <https://sjmch.odisha.gov.in> or <https://puri.odisha.gov.in>.
11. The tender will have to be submitted in two parts i.e. **Technical bid (Cover-A)** and **Price Bid (Cover-B)**. The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope superscripted as **“TENDER FOR HIRING OF VEHICLE FOR OFFICE OF THE DEAN & PRINCIPAL, SJMCH, PURI.**

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21.5.26



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**12. The minimum mileage and maximum Hiring Charges to be Quoted are given below:**

Sl.No	Type of Vehicle * (BS-VI Compliant)	Max.Hire Charge per Month(Rs)  ( Excluding GST and Fuel)	Minimum K.M.per One liter of Fuel
1.	<b>Tiago/Bolt/Celerio etc Diesel/Petrol</b>	Rs.24000/-	17

\* The Vehicle to be Provided shall not be **older than 3 Years from date of Intial Registration** and must be BS-VI Compliant **commercial vehicle**.

13. Vehicles of Similar model and segment having same mileage and hiring charges may be engaged.

14. The bidders should submit self attested copy of valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Valid Contract Carriage Permit, Proof of up-to-date tax Payment etc. which are mandatory for playing of vehicle in the technical bid in support of their eligibility.

15. Bidders furnish the undertaking (on a non judicial stamp paper of Rs.20/) that the firm has **not been debarred/blacklisted by Govt.Organistion/Semi-Govt.Organistion/PSU**, Our organization does not have any legal suit / criminal case pending against it for violation of GST or any other law and Our organization agrees to abide by all terms & conditions of tender.

16. Rates must be quoted as per format. (Annexure-C)

17. Multiple bidder should not Quote for same vehicle. The actual Owner of Vheicle should bid against the vehicle.

18. The bids shall be evaluated in two stages i.e. technical bid and financial bid. The financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation.GST will not be taken into consideration for evaluation purpose.

19. The successful bid shall be decided on the basis of monthly hiring charges quoated by bidder.

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for  
Dean & Principal

Sri Jagannath Medical College & Hospital, Puri

**DEAN & PRINCIPAL**  
**Shri Jagannath Medical College**  
**& Hospital, Puri**



**Annexure-A**

**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, Pollution Certificate, fitness Certificate, valid Contract Carriage permit, Proof of up to date tax payment etc. and Commercial **D.L.** of the driver available all the times.
2. The Office hiring the vehicle shall not be responsible for any damage / loss caused to hire 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 such litigations.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and 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 bidder to provide a good driver and shall have commercial DL and remuneration of the driver shall be borne by the owner.
5. 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.
6. The vehicle shall report for duty minimum 25 days in a month.
7. In case of the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norml) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. 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.
11. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of terms of contract, Government shall forfeit the entire amount of security deposit.
14. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

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Dean & Principal  
Sri Jagannath Medical College & Hospital, Puri  
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**Annexure-B**

**TENDER FORM**

**Part-I: (Technical Bid) – CoverA: General Information**

(The documents have to be arranged **serially** as per the order mentioned below)

1	Name of the service Provider	
2	Complete Address	
3	Name of authorized signatory	
4	Specimen signature of the authorized signatory	
5	Contact number of authorized signatory	
6	GeM Registration If any	
7	<b>Instrument No. and date of the EMD of Rs.10,000/-submitted by the organization</b>	
8	<b>GST Registration No.</b>	
9	<b>PAN</b>	
10	<b>Undertaking that the bidder has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs</b>	Attach the undertaking on a non judicial stamp paper of Rs.20/- (Original Copy) with signature & seal of the organization
11	Registration No. of Vehicle	
12	Year of Manufacture	
13	Make & Model	
14	Date of Registration	

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15	Name & Complete address of the owner of vehicle	
16	Fitness Certificate Validity	
17	Pollution Certificate Validity	
18	Permit Validity	
19	Insurance Validity	
20	Name / Address of the Driver	
21	D.L. No. & Validity of the D.L of the Driver	
22	Rate of fuel consumption / Mileage per litre	
23	Contact Number of the Service Provider (Tender / Quotation)	
24	Contact number of Driver	

**DECLARATION:**

I/ we hereby certify that the terms and conditions given in the tender notice have been read carefully and acceptable to me and the information furnished above are full and correct to the best of my knowledge.

Place:

Date

(Signature & **Seal** of the Authorized Signatory)

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21.5.22

**DEAN & PRINCIPAL**  
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**Annexure-C**

**Part II - Financial Bid - Cover B**

**A. Monthly Basis Rate (exclusive of GST)**

Sl. No.	Type of Vehicle (BS /VI)	Monthly Rent per vehicle (Rs.) excluding fuel & GST
a	b	c
1		

\*\* Pl. refer to (Clause no.12) of instruction to Bidder mentioned in tender document]

**B. GST:** Please mention the % of GST as applicable:\_\_\_\_\_.

**Note:** GST will be paid extra as applicable and will not be taken into account for evaluation.

Place:

Date:

(Signature & **Seal** of the Authorized Signatory)

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21.5.26

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