



**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 :**

Letter No. 1703 / Estt./JK.MCH, Jajpur Dated the 07.06.2024

Sealed Tenders are invited from reputed Agencies/ Tour Operators or private individuals interested for providing one (01) No. Of 32-seater (Mini Bus) and one (01) No. of 7-seater vehicle on monthly rental basis, for use at Jajati Keshari Medical College & Hospital, Jajpur and Rural Health Training Centre, Korei, Jajpur and which shall confirm to the Terms & Conditions (as laid down in Annexure-I).

01 The vehicle ought to be in Road Worthy condition and shall not be more than 2 years old from the date of initial registration. The vehicle must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, proof of up-to-date tax payments which are mandatory for plying the vehicle.

Sl. No.	Model/Type of Vehicle	No. Required	Place of Use
1	Mini Bus (32 seating capacity)	01	JKMCH, Jajpur and RHTC, Korei
2	7 seater vehicle (TUV 300/ Bolero/Sumo Gold/Ertiga)	01	

02 Bidders have to submit their bids separately for both or either of the vehicles in separate sealed envelopes superscribed as **“Tender for Providing Mini-Bus to JKMCH, Jajpur on monthly rental basis”** or **“Tender for Providing 7-Seater Vehicle to JKMCH, Jajpur on monthly rental basis”** as the case may be. The Tender includes **services of a Driver and a Helper in case of the Mini-Bus**, whereas for the **7-Seater vehicle it includes the services of a Driver only**.

03 The driver of the bus must possess a valid Driving License for heavy transport passenger vehicle and should have sufficient experience in driving heavy passenger vehicle. The driver of the 7-seater vehicle must possess a valid Driving License for driving light transport passenger vehicle.

04 The driver in either case, should be gentle, well mannered and obedient in nature.

05 A sum of Rs.5000/- shall be deposited by the intending bidders of **each of the vehicles** 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.

06 The monthly rate of hire charges for the bus be quoted separately in the **Prescribed format (Annexure-III)** as financial bid information (excluding fuel and lubricants). The maximum hire charges per month 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 and be superscribed on the top as **"Tender for Providing Mini-Bus to JKMCH, Jajpur on monthly rental basis"**. The tender cost and the EMD shall be in the General Bid envelope.

07 The Bus must achieve a fuel efficiency of 06 Kms per litre.

08 The monthly rate of hire charges for the 7-seater vehicle be quoted separately in the Prescribed format (Annexure-III) as financial bid information (excluding fuel and lubricants). The maximum hire charges per month must not exceed Rs 31000.00 excluding taxes. The bidder shall submit separate sealed envelopes superscribed General Bid and Financial Bid and both contained in another envelope superscribed as **"Tender for Providing 7-Seater Vehicle to JKMCH, Jajpur on monthly rental basis"**. The tender cost and the EMD shall be in the General Bid envelope.

09 The 7-seater vehicle must achieve a fuel efficiency of 10 Kms per litre. Petrol vehicle shall be given preference [No. 30464 Dated 06/09/2019 of Finance Dept. Govt of Odisha].

10 The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the driver with driving License No and period of the validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender (Annexure –II).


11 The quotations completed in all aspect should reach the undersigned on or before Dt. 27/06/2024 by 5:00 PM through registered post/speed post/courier. The bids shall be opened on Dt. 01/07/2024 at 11:00 AM in presence of the bidders or their authorized representatives [letter of authorisation from bidder is required].

12 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 07/06/2024 to 27/06/2024 . 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.

13 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.

14 The quoted monthly hire charges must be Excluding GST Rate.

15 Any legal issue, if arises regarding the agreement or the execution thereof, shall be resolved in the Hon'ble Courts in Jajpur jurisdiction only.


  
Dean & Principal  
Jajati Keshari Medical College & Hospital, Jajpur  
Dean & Principal  
Jajati Keshari Medical College  
and Hospital, Jajpur

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 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 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.
2. 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 .
3. 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. In case of the 32 seater bus, the agency also has to provide the services of a helper/cleaner when required.
4. a) The agency shall engage a driver who possesses a valid commercial driving license.  
b) 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.
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. 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 service provider's risk. The agency shall be duty bound to provide alternate vehicle of similar or higher category without claiming extra charges.
7. Tenure of the Hire Agreement will be for **Two Years** or as decided by this office subject to annual renewal based on satisfactory performance and good behavior of the driver.
8. 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.

9. The vehicles shall report for duty for minimum of **25 days** in a month.
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.
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. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. 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.
15. If the Vehicle provider violates any of the terms of contract, the entire amount of security deposit shall stand forfeited.
16. 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.

  
Dean & Principal  
Jajati Keshari Medical College & Hospital, Jajpur  
4/6/24  
Dean & Principal  
Jajati Keshari Medical College  
and Hospital, Jajpur

**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**

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

<b>FINANCIAL BID FORMAT (ANNEXURE-IV)</b>		
<b>FOR HIRING OF 32 SEATED BUS/ 7 SEATER VEHICLE</b>		
<b>SL No.</b>	<b>Particulars</b>	<b>Amount(Rs.)</b>
<b>1</b>	<b>HIRING CHARGES PER MONTH excluding GST</b>	

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

**ANNEXURE – V**

(To be submitted in Technical Bid)

**UNDERTAKING / DECLARATION FORM**

I / We ..... having my / our .....office 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 two years 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:

Seal with signature of the bidder

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 :- \_\_\_\_\_

Seal & signature of the Bidder