

No. 304 / Date. 07.04.2025

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies /Tour Operators/ Private Individuals for providing **2 (two) numbers of 15-SEATED AC BUSES** Petrol/Diesel driven preferably **BS-IV** emission compliant vehicles (**Winger/Force Traveller or any other similar model, type & segment of vehicle, having the same mileage and hiring charges**) can be engaged which shall confirm to the Terms and conditions as **enclosed** for the official use in the O/o the Dean & Principal, PMP Medical College, Talcher, Angul and O/o the Superintendent, PMP MCH, Talcher Angul **under the establishment of Pabitra Mohan Pradhan Medical College & Hospital, Talcher on daily rent basis:-**

1. The service provider shall have a valid OGST Registration to participate in the tendering.
2. The service provider, participating in the bidding process under the Jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum **of Rs.20,000/- (Rupees Twenty Thousand) only** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Pabitra Mohan Pradhan Medical College & Hospital, Talcher** payable at Angul is to be submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The **daily rate of hire charges and minimum average milage in Km/Per Ltr.** be quoted separately in the financial bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency as per Govt. guidelines vide **Commerce & Transport Department Gazette Notification no.2138 Dt.07 September 2023 & Finance Department OM No.22924/F.dtd.14.08.2023** must be fulfilled by the successful bidder for providing a vehicle on hire on daily rent basis.
9. The details of the make and year of manufacture of the vehicle, registration no. and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender.
10. The Quotation completed in all respect should reach the undersigned on or before **Dtd...28.04.2025 by 05:00 P.M. (either by hand or by registered post)** except Sundays & holidays and shall be opened **on 29-04-2025 at 11:00 P.M. at O/o the Dean & Principal, PMP MCH, Talcher, Angul** in presence of the bidders or their authorized representatives. The quotation received manually is required to be dropped in **the Box kept in the Office of the Dean & Principal, Pabitra Mohan Pradhan Medical College & Hospital, Talcher.** In the cover page of the sealed envelope containing quotation, it should be clearly mentioned that **"QUOTATION FOR HIRING OF VEHICLE (15 SEATED BUSES)"**. Each sealed envelope should contain only one quotation/application.
11. Tender paper completes in all respect **(Technical & Financial) in separate Cover** along with all required documents and both cover to be kept in a separate big cover **super scribed "for Hiring of Vehicle for Office of the Dean & Principal, PMP MCH, Talcher, Angul (15 Seated Buses)"** to be submitted to the Dean & Principal, PMP MCH, Talcher,

Angul by Registered / Speed Post only. The date of opening of the tender paper will be intimated subsequently to the bidders. Opening of tender papers will be done by the Dean & Principal, PMP MCH, Talcher in the presence of the members of the Tender Committee and tenderers or their authorized representatives. The tender received beyond the scheduled date and time shall not be taken into consideration.

12. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available in the website & can be downloaded from Odisha Government Website (<https://angul.odisha.gov.in>) from Dtd. 07.04.2025 to Dtd. 28.04.2025. In case, the application form is downloaded from Government website, the applicant shall furnish a Demand Draft in favour of the **Pabitra Mohan Pradhan Medical College & Hospital, Talcher payable at Angul** for an amount of **Rs.2000/- (Rupees two thousand)** only (**Non-Refundable**) towards the cost of application along with the application.
13. **Period of contract** shall be initially for a period of 1(one) year from the date of agreement which can be extended subject to satisfactory performance.
14. Apart from the normal working days, the vehicle can be used on Holidays / Sundays and even in odd hours in case of emergency situation. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
15. All types of repair / maintenance are to be done by the vehicle owner at his cost including payment of Tax etc. and payment of wages of the Driver.
16. Log Book & Stock / Issue Register of Fuel etc. are to be maintained according to Government procedure and signed by the Driver and the officer using the vehicle.
17. The concerned vehicle Owner should execute an agreement containing above Terms & Conditions in Non-Judicial stamped paper of **Rs. 100/- with the Dean & Principal, Pabitra Mohan Pradhan Medical College & Hospital, Talcher within 3 days** of receipt of engagement order.
18. The Authority reserves the right to cancel the contract of the vehicle at any time without prior Notice and showing any reasons thereof.
19. The Authority reserves the right to cancel the quotation or any part without any reason assigning thereof.

*K. M. S.*  
7.4.25  
**Dean & Principal**  
**PMP Medical College, Talcher**

Memo No. 305 /PMPMCH Dtd. 07.04.2025 //

*K. M. S.*  
7.4.25  
Dean & Principal  
PMP Medical College  
Talcher

Copy forwarded to the Commissioner –cum- Secretary to Govt., Health & Family Welfare Department, Odisha, Bhubaneswar/ DMET, Odisha, Bhubaneswar for favour of kind information and necessary action.

Copy forwarded to the CDM & PHO, Angul for kind information and necessary action.

Copy forwarded to the P.D. D.R.D.A. Angul for kind information and necessary action.

Copy forwarded to the R.T.O, Angul for kind information and wide publicity.

Copy forwarded to the all Sub-Collectors/ Tahasildars/ B.D.Os of this district for information and wide publicity.

Copy to the D.I.P.R.O, Angul for information and wide publicity.

Copy to the Notice Board of Collectorate, Angul / CDM&PHO, Angul for information of the general public.

Copy to DIO, NIC, Angul/ DeGM, OSWAN, Angul for information and with a request to publish the same in the district website.

*K. M. S.*  
7.4.25  
**Dean & Principal**  
**PMP Medical College, Talcher**

Dean & Principal  
PMP Medical College  
Talcher

## TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions as stipulated by the Government vide Finance Department OM No.22924/F.dtd.14.08.2023 must be fulfilled by the successful bidder for providing a vehicle on hire.

1. The hired vehicles, during period of contract, shall have all necessary valid M.V. 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 D.L. of the driver available all the times which are mandatory for plying of vehicle. Preference will be given to new/latest with BS-VI emission compliant vehicle.
2. The Firms/ Individuals whose services were previously found un-satisfactory, need not apply. The same will not be considered.
3. The Department/Office hiring the vehicle shall not be responsible for any damage/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 service provider shall be responsible for all such litigation.
4. The hire charges to be paid for daily basis is final but does not include cost of fuel, 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 and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
5. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
6. The driver should be well behaved, gentle and obedient in nature. He should be neatly dressed and should maintain all protocol while in duty. He should have specific Mobile Number to attend the calls round the clock. No separate payment shall be made for the same.
7. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
8. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
9. The vehicle 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. No extra payment shall be demanded.
11. Daily hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) 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 duly certified by the Officer concerned and no advance payment will be made.
12. The vehicle shall not be more than 3 (three) 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.

  
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15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
16. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
17. The hiring may be discontinued immediately, when the vehicle is no longer required for office.
18. The selected/successful bidder will have to execute an Agreement with the Authority as per Government in Finance Department OM No.22924/F.dtd.14.08.2023.
19. The period of contract shall be initially for a period of 2(two) years, which can be extended subject to satisfactory performance.
20. Clear and legible copies of all documents should be attached and be self-attested.

*Done*  
*7.4.25*  
Dean & Principal, PMPMCH,  
Talcher

**N.B-The Security Deposit of Rs.20,000/- and cost of application of Rs.2000/- is mandatory for all category of applicant.**

Dean & Principal  
PMP Medical College  
Talcher

**TENDER FORM FOR HIRING OF VEHICLE ON DAILY RENT BASIS FOR OFFICE OF THE  
DEAN & PRINCIPAL, PABITRA MOHAN PRADHAN MEDICAL COLLEGE & HOSPITAL,  
TALCHER, ANGUL**

**Technical Bid**

1	Name of the owner of the vehicle.	
2	Address & contact number of the owner of the vehicle.	
3	Model /Year of Manufacture.	
4	Registration No. (Copy of registration certificate to be enclosed)	
5	Valid Insurance Certificate. (Copy of certificate to be enclosed)	
6	Proof of up-to-date Tax payment. (Copy to be enclosed)	
7	Fitness Certificate of the vehicle. (Copy of certificate to be enclosed)	
8	Valid Contract Carriage Permit. (Copy to be enclosed)	
9	Details of amount towards paper cost.	Rs. 2000/- D.D. / B.C. No ..... Date: ..... Drawn on Bank.....
10	Details of amount of Earnest Money Deposit	Rs. 20,000/- D.D. / B.C. No ..... Date: ..... Drawn on Bank.....
11	Copy of valid Driving License of the driver. (Copy to be submitted)	
12	Whether all documents submitted are signed by the authorized signatory of the organization (Yes / No)	
13	Whether Term and Conditions submitted signed by the bidders agreed to abide by all terms and conditions of the tender (Yes/No)	

**DECLARATION**

I/We hereby certify that the terms and conditions etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is complete and correct to the best of my / our knowledge. I /we understand that in case of any deviation in the above statement at any state, the Tenderer shall be blacklisted and will not have any dealing with in future.

(Signature and seal of the authorized signatory)

Place  
Date

*Handwritten signature*  
4-25

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Medical College

**FINANCIAL BID-1****PROVIDING OF DIFFERENT VEHICLES ON DAILY RENT BASIS**

Description (Petrol driven vehicle)	Approved rate & Kms. as per Odisha Gazette No.2138; Dt. 07.09.2023		Amount of Daily Charges (Excluding cost of fuel)	Minimum average mileage in Km / Per Ltr.
	Hire Charges (per day)	Minimum average mileage in Km / Per Ltr.		
Winger/Force Traveller etc.	Rs. 2200/-	07 Kms.		
Vehicle (BS –VI compliant) Registration No if any with Make/Purchase Date along with Driver name/Address and contact no may be provided.				

1. The vehicle should not be more than three years old from the initial registration however preference will be given to the new vehicle.
2. Minimum mileage would be followed according to the guideline of Government.
3. Any type of repair & servicing will be borne by the agency as & when required during the period of hiring.
4. The vehicle must have valid documents as such as RC Book, all odisha permit, up-to-date Road tax, permit & fitness certificate, insurance certificate and such other documents required for hiring the vehicle.
5. The vehicle should be at disposal of undersigned both in working and holidays for performing duties. The hired vehicle cannot be used for any private / commercial purpose beyond office hour or during holidays.
6. The driver of the vehicle should have valid driving license.
7. The wages and fooding etc. of the driver will be borne by the agency.
8. The daily charges should be quoted separately for each type of vehicle & the mileage per litre of the vehicle will be mentioned in the tender.
9. Only taxi permitted vehicle will be provided by the agency.
10. GST would be reimbursed over & above the hire charges.
11. The agency should be registered under appropriate laws / acts of Government for providing vehicles on daily rent basis.
12. The agency is to ensure reporting and exit time of vehicle and recording of full signature of traveler along with designation in the duty slip of the hired vehicle.
13. The agency is also to record time of entry and exit along with the Km. reading in the duty slip at the gate point of the establishment where the vehicles will be utilized by the security guard on duty.

*Signature of the bidder with office seal*