

**OFFICE OF THE DIRECTOR**  
**ROURKELA GOVT. HOSPITAL**

**TENDER/QUOTATION PAPER FOR**  
**HIRING OF VEHICLE FOR OFFICIAL USE**

**Date of Publication : 19/10/2023 on District Website.**

**Date of Last submission: 6/11/2023 up to 5 PM**

**Date of opening: 7/11/2023 at 12.30 PM**

**For any clarification: [directorrghrourkela@gmail.com](mailto:directorrghrourkela@gmail.com)  
may be communicated.**

**OFFICE ADDRESS**

**OFFICE OF THE DIRECTOR**

**ROURKELA GOVT. HOSPITAL**

**RAGHUNATHPALLI, STI CHOWK**

**ROURKELA – 769004, SUNDARGARH**

**ODISHA**

  
Director  
Rourkela Govt. Hospital  
Govt. of Odisha

## **Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Private Individuals for providing **02** nos. of AC Petrol/Diesel driven vehicle having sitting capacity not more than **7** including driver, which shall conform to the Terms and conditions for official use in Rourkela Govt. Hospital on monthly rent basis:

1. The service provider shall have a valid OGST registration certificate to participate in tender.
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 certificate, and proof of up to date tax payment etc. mandatory for plying of vehicle.
3. The driver of the vehicle must have valid driving license for driving light transport passenger vehicle and should be sufficiently experienced tax payment/ passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of **Rs. 30,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of Director, Rourkela Govt. Hospital and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. The bidder have to submit a demand draft of **Rs. 1000/-** in favour of Director, Rourkela Govt. Hospital towards tender fee.
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
7. The Vehicle must achieve a fuel efficiency of km per litre. (As per the ,,,)
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (km covered per litre) 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.
9. The Quotation completed in all respect should reach the undersigned on or before **6 Nov 2023 by 5 P.M.** and shall be opened on **7<sup>th</sup> Nov 2023 at 12.30 P .M** in presence of the bidders or their authorized representatives.
10. The application form of quotation /tender containing general bid information & terms and conditions for hiring of vehicle etc. will be available on [www.sundergarh.nic.in](http://www.sundergarh.nic.in).

  
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### **Terms & Conditions**

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

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as valid registration, insurance certificate, Pollution Certificate, Fitness, Valid contract carriage permit, proof of up to date tax payment etc. and DL of the driver available all the times.
2. 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 hirer 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 fuel, which is to be paid separately basis on actual consumption and as per existing government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of the engine, gear box and 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 the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly 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 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.

  
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- 13.If the bidder violets any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- 14.The tender paper must be submitted in two covers, COVER A will contain all documens and COVER B will only cover financial bid. Both the cover must be submitted in a new COVER C duly superscripted as "TENDER PAPER FOR HIRING OF VEHICLE". All the pages must be signed by the bidder.

  
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Govt. of Odisha

### General Information

<b>Sl no.</b>	<b>Particulars</b>	<b>Page No.</b>
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Bank Account no & IFSC	
5	Registration of the Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Name & complete address of the owner of the vehicle	
10	Fitness Certificate Validity	
11	Pollution Certificate Validity	
12	Permit Validity	
13	Insurance Validity	
14	Name/Address of the Driver	
15	DL No & Validity of the DL of the Driver	
16	Contact Number of service provider	
17	Contact number of Drivers	

Certified that the information submitted above is true to the best of my knowledge and belief.

Seal & Signature of the Bidder

  
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## COVER – B

### Financial Bid

SI no	Category of Offices	Vehicle	Maximum Hire Charges excluding taxes	Minimum Average Mileage (KM/Lit)	Price Quoted (excluding GST )
1	Director (Own Use) (Additional Secretary)	Zest/Tigor /Dzire/Xcent etc	26000/- PM	17	
2	Office of the Director (Field Office)	TUV 300/Bolero/Ertiga/ Scorpio etc	31000/- PM	10	

**Seal & Signature of the Bidder**

  
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