



**OFFICE OF THE DEAN & PRINCIPAL**  
**DHARANIDHAR MEDICAL COLLEGE & HOSPITAL, KEONJHAR**

(Previously Government Medical College, Keonjhar)

At- Kabitra Village, Near DD College, Pin-758001, Email-keonjharmc@gmail.com

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No 2927 /DDMCH, Keonjhar,

Date 03/09/2025

**QUOTATION / TENDER CALL NOTICE**

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / individuals for **1 (One)** number of vehicle (**car**) having sitting capacity not more than 5 (Five) including driver, which shall confirm to the Terms and condition for official use in Office of Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar, PIN – 758001, Odisha (Health & Family Welfare Department of Government of Odisha) on monthly rent basis. Ref: Government of Odisha Finance Department No. 15836/F (FIN-COD-MV-0004-2018) Date 27.05.2025.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporation, 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 taxpayment etc. mandatory for plying the 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. 5,000/- (Rupees Five Thousand)** only shall be deposited by intending bidder in shape of Account Payee Bank Draft drawn in favor of "Dean and Principal, Dharanidhar Medical College & hospital, Keonjhar", payable at "Keonjhar" and submit along with the tender as EMD. After completion of the tender process, EMD shall be refunded to unsuccessful bidders.
7. EMD deposited by successful / empaneled bidder will be treated as **Security Deposit (non-interest bearing)**, which will be refunded after expiry / cancellation of the terms of the bidder. He has also the option to submit Bank Guarantee of Rs. 5,000/- (Rupees Five Thousand) only in favor of "Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar" payable at "Keonjhar" and refund back the EMD within 7 days of completion of the bidding process.
8. The monthly rate of hire charges, excluding GST, be quoted separately, excluding fuel.
9. The Vehicle must achieve a fuel efficiency of 17 Km per liter.

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10. The details of the make and year of manufacture of the vehicle, registration number, milage (Km/Lit) and the name of the Driver, Driving License Number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender.
11. The quotation complete in all respect should reach the undersigned on or before **03.10.2025 by 4.00 PM** and shall be opened on the same day at 4.30.PM in presence of the bidder or their authorized representative.
12. The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicle etc. can be downloaded from [www.gmckeonjhar.odisha.gov.in](http://www.gmckeonjhar.odisha.gov.in) or [www.keonjhar.odisha.gov.in](http://www.keonjhar.odisha.gov.in) from 04.09.2025.

*60h*  
*03.9.25*  
Dean & Principal  
DDMCH, Keonjhar

**Terms and Conditions:**

The following terms and conditions must be fulfilled by the bidder:

1. The hired vehicle, 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 taxpayment etc. and DL of the driver available all the times.
2. The Department / Office hiring the vehicle will not be responsible for any damage / loss caused to hired vehicle or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner, what-so-ever.
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 as per existing Government norms. All expenditures of the vehicle towards repair and replacement of spare parts, Lubricating oil of Engine, Gear box & different 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 service provider.
5. In case of breakdown for reasons whatso-ever, the replacement of the vehicle of the same or better model shall be provided by the service provider.
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 vehicle 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 requirement. No extra payment shall be made.



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9. Monthly hire charges and reimbursement towards the cost of fuel (as per norm) will be paid in every succeeding month, within 15 days of 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 the agreement.
13. If the bidder violates any of the of the terms of contract, Authority shall forfeit the entire amount of security deposit.
14. All legal disputes, if any, are subject to jurisdiction of Keonjhar head quarter only.
15. Acceptance of bid will be validated by a duly executed legal agreement between owner of the vehicle and the undersigned (on official designation).
16. The Bidder must **not be blacklisted** by any Government / semi-government / any other organization, what-so-ever. If found later on, action, deemed proper, including penal action, shall be initiated as per the law.
17. All the documents submitted in this regard must be typewritten / computerized and distinctive, with duly endorsed by the bidder with mercantile seal in all pages.
18. Previous performance statements, if any, and any other relevant documents, can also be submitted by the bidder, duly authenticated.



*[Handwritten Signature]*  
3.9.25

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**GENERAL INFORMATION**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No. & IFSC Code	
6	Registration Number of Vehicle	
7	Year of Manufacture	
8	Make & model	
9	Date of Registration	
10	Name & complete address of the owner of the vehicle	



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11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of Driver	
16	D.L. No. & Validity of D.L. of Driver	
17	Contact number (WhatsApp) / e-mail of Service Provider	
18	Contact number of Driver	
19	Proposed hire charge of vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Milage per liter	

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

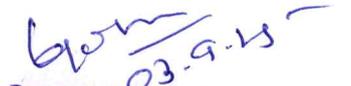
Seal & Signature of the Tenderer

  
Dean & Principal  
Dharanidhar Medical College & Hospital  
DDMCH, Keonjhar

Memo No. 2928 /DDMCH, Keonjhar,

Dated: 03/09/25

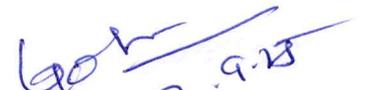
Copy forwarded to Notice Board, Office of the Dean & Principal, Dharanidhar Medical College & Hospital, Keonjhar for information and necessary action.

  
Dean & Principal  
Dharanidhar Medical College & Hospital  
DDMCH, Keonjhar

Memo No. 2929 /DDMCH, Keonjhar,

Dated: 03/09/25

Copy forwarded to Nodal Officer of College Website, DDMCH, Keonjhar for kind information and take necessary action accordingly for due display in websites.

  
Dean & Principal  
Dharanidhar Medical College & Hospital  
DDMCH, Keonjhar



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Memo No. 2930 /DDMCH, Keonjhar,

Dated: 03/09/25

Copy forwarded to e-Governance Manager, District Website, Keonjhar, Keonjhar for kind information and take necessary action accordingly for due display in websites.

*bow*  
*3.9.25*  
Dean & Principal  
Dharanidhar Medical College & Hospital  
DDMCH, Keonjhar  
Keonjhar

Memo No. 2931 /DDMCH, Keonjhar,

Dated: 03/09/25

Copy forwarded to the Director of Medical Education & Training, Odisha, Bhubaneswar for kind information and needful.

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*3.9.25*  
Dean & Principal  
Dharanidhar Medical College & Hospital  
DDMCH, Keonjhar  
Keonjhar

Memo No. 2932 /DDMCH, Keonjhar,

Dated: 03/09/25

Copy forwarded to the Additional Secretary, Health & Family Welfare Department, Govt. of Odisha, Bhubaneswar for kind information and needful.

*bow*  
*3.9.25*  
Dean & Principal  
Dharanidhar Medical College & Hospital  
DDMCH, Keonjhar  
Keonjhar