

OFFICE OF THE DEAN AND PRINCIPAL, SCB MEDICAL COLLEGE, CUTTACK

QUOTATION CALL NOTICE

No. 10424 /Date 19/8/2025

Sealed quotations are invited from the authorized registered Firm for **Petrol Vehicle** at the Dean & Principal, S.C.B. Medical College, Cuttack in the financial year 2025-26. The quotations issued on 20.08.2025 at 10.30. A.M. The quotation should reach this office by 5.00 P.M. on 26.08.2025 and will be opened on 30.08.2025 at 3.30 P.M. The quotationer/ Authorised Representatives are required to be present at the time of opening the quotations. No quotation will be received beyond scheduled date and time. The quotationer should furnish attested Photo copy of valid GST/PAN clearance certificate along with the quotation. The list of all documents enclosed duly signed by quotationer. If any information and documents furnished by the quotationer are found to be incorrect, misleading at any stage the quotation will be rejected. The authority reserves the right to cancel any items or quotation without assigning any reason thereof. The envelope should be subscribed for the quoted items.

<u>Sl.No</u>	<u>Name of Item</u>	<u>Specification with Terms & Conditions</u>
1	Hiring of Petrol Vehicle	List attached

19/8/25

Dean and Principal
S.C.B Medical College, Cuttack

Memo No. 10425 /Date. 19/8/2025

Copy forwarded to the Superintendent, S.C.B Medical College & Hospital, Cuttack/ Director, A.H.R.C.C, Cuttack for information with a request to paste the notice in their respective Notice Board for wide publication.

Copy to Sri. Atanu Kumar Baral, DEO of this medical college with a direction to upload the same in the official website i.e. <http://scbmch.in>.

Copy to all Notice Board.

19/8/25

Dean and Principal
S.C.B Medical College, Cuttack

**TERAMS & CONDITIONS FOR ENGAGEMENT OF HIRE VEHICLE IN SCB MEDICAL COLLEGE,
CUTTACK**

1. The sealed quotation should be super scribed as tender for hiring of Petrol Vehicle (Zest/Tigor/Swift Dzire/ Xcent/ Etios/Hyundai Aura) and addressed to the Dean and Principal, SCB Medical College, Cuttack.
2. Sealed quotations will be received on or before Dt. 26.08.2025 (5.00 P.M) by the office of the Dean and Principal, S.C.B. Medical College, Cuttack, Odisha through and speed post/Courier/Reg.Post only. Any quotation received after the due date & time will be rejected/returned unopened to the sender.
3. The Sealed quotations submitted by the bidders will be opened by the Dean and Principal, S.C.B. Medical College, Cuttack in his office on 30.08.2025 at 03.30 PM. The bidders or their duly authorized representatives are allowed to be present during the opening of the quotation if they so like. The authorized representative should produce an authorization letter from their respective bidders. There is no bar for opening the quotation by the competent authority even if the Bidder of their representatives is not present.
4. An index of vehicle is to be attached in the 1st page of the Technical Bid indicating the list of all documents enclosed dully signed by the bidders. The bidder should sign all the documents in each page.
5. The quotation should be in "Two BID Type". All documents should be closed in a separate envelope super scribed as "TECHNICAL BID" and individual "PRICE BID" of each item should be furnished in a closer cover separately super scribed with name of the item. The both envelops should be closed in another envelop, which will be super scribed of QUOTATION FOR HIRE VEHICLE, S.C.B. MEDICAL COLLEGE, CUTTACK.
6. The bidders should furnish all necessary documents such as Valid Registration certificate, Fitness certificate, Insurance certificate and up to date payment of road tax, Taxi permit & Pollution Certificate. Attested photograph of driver and DL. Xerox copy of Pan card & GST registration certificate duly self attested relating to his/her/their firms along with the tender.
7. The Department/Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigations.
8. The hire charges to be paid for monthly basis in final but does not include cost of 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 & different Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
9. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
10. In case of break down for reason whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.

11. In case of vehicle do not report regularly, the Hospital Authority will be at liberty to reject the agreement and may engage vehicle from other source.
12. The vehicle shall report for duty for minimum of 25 days in a month.
13. In case of emergency, the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
14. Monthly hire charges and reimbursement towards cost of Petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding months, as per as possible within 15 days of the submission of bills by the service provider and no advance payment will be made.
15. 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.
16. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
17. In case service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant 15 days notice before such withdrawal of service and termination of agreement.
18. If the bidder violates any of the terms of contract, Government shall be the College Authority will take legal action as deem proper.
19. The hire charges and consumption of the fuel will not be exceeded to Rs. 31,200 per month excluding tax and 17 kms. fuel per liter.
20. Resolution of disputes:-

In the event of any dispute or difference relating to the interpretation and/or application of the provision of this agreement, such dispute or difference shall be resolved through mutual consultation by the Secretary of the concerned Administrative department on behalf of Government of Odisha and the Authorized signatory of the Service providers.

21. The selected bidder will make an agreement with the College Authority on non-judicial stamp paper.

GENERAL INFORMATION FOR HIREING VEHICLES

1. Name of the Service Provider
2. Complete Address
3. GST Number
4. Gem Number
5. Bank Account No & IFSC Code
6. Registration No. of the Vehicle:-
7. Year of Manufacture:-
8. Make & Model:-
9. Date of registration:-
10. Name & complete address of the owner of vehicle:-
11. Fitness Certificate Validity
12. Pollution Certificate Validity
13. Permit Validity:-
14. Insurance validity:-
15. Name & Address of the Driver:-
16. D.L. No. & Validity of DL. of the Driver:-
17. Contact Number of the Service Provider
18. Contact Number of Driver
19. Proposed hire charge of the vehicle per month excluding fuel cost:-
20. Rate of fuel consumption/Millage per litre:-

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

Seal & Signature of the Service Provider