



OFFICE OF THE DEAN & PRINCIPAL
FAKIR MOHAN MEDICAL COLLEGE & HOSPITAL, BALASORE
(Formerly known as Government Medical College & Hospital, Balasore)
At/Po-Remuna, Dist.- Balasore, Pin- 756019 (Odisha)

No.- 5563 /D/FMMCHB

Dt. 20.09.2025

TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators /Individuals for providing 01(One) No. of AC petrol BS-VI emission compliant vehicle (Tiago/Bolt/Celerio/higher model same version within same range) having sitting capacity not more than 05(Five) including driver, which shall confirm to the Terms and Conditions (Annexure -I) for official use of the Dean & Principal, FMMCH, Balasore on monthly rent basis:

1. The service provider shall have a valid GST registration to participate in the tendering.
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 Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs.10,000/-(Rupees Ten thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "Dean & Principal FMMCH BLS MISC" and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST be quoted separately in the financial bid not more than Rs. 24,000/-(Rupees twenty four thousand only), excluding fuel as per letter No-15836 dt.27.05.2025 of Finance Dept., Govt. of Odisha.
7. The Vehicle must achieve a fuel efficiency of minimum 17 KM per liter.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per liter) 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 Tender (Annexure-II).

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9. The Tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "Technical Bid for Vehicle" and "Financial Bid for Vehicle ". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "Tender for Vehicle" on its top.
10. The Tender completed in all respect should reach the undersigned on or before 14.10.25 by 5 P.M. through Regd. Post/Speed post/Courier only to the office of the Dean & Principal, FMMCH, Balasore and shall be opened on the date 16.10.25 at 11AM in presence of the bidders or their authorized representatives. . In case of absence of any bidder, then also the bid documents will be opened by the committee members on the scheduled date & time
11. The application form of tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with district website (www.baleswar.odisha.gov.in) .



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Annexure-I

Terms & Conditions for Hiring of Vehicles (Eligibility Bid)

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

1. The hired vehicle, during period of contract, shall have necessary valid MV documents, which are mandatory such as :- valid Registration certificate, Insurance certificate, Fitness certificate, valid contract carriage permit, proof of up to date tax payment etc. The DL of the driver available all the times.
2. The office hiring 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 vehicles any manner whatsoever. The hirer shall not 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 as per existing govt. 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.
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. The driver should be well behaved, gentle and obedient in nature and should not have any criminal records.
5. In case of break down for reasons whatsoever the replacement of a 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 or night call, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within 15 days of the submission of bills by the service provider and no advance payments will be made.
10. The Bidder shall provide a log book to the driver and Log books shall be maintained as per the format at **Annexure-IV**. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified by the authorized officer before releasing payment.


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11. The vehicle shall not be more than 3 years old from the initial registration and must have BS-VI emission compliant and also in good running condition during the period of contract.
12. The period of contract shall be initially for a period of 3 years which can be extended subject to satisfactory performance.
13. The successful bidder shall be required to sign an agreement with the hirer as per the Annexure-II of letter No-15836 dt.27.05.2025 of Finance Dept., Govt. of Odisha.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. 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.
16. Self attested copy of GST Return for the last Quarter shall be submitted.
17. The supplier should not be blacklisted by any Govt. institution during the last 3 financial years. Affidavit in Non-Judicial Stamp Paper with appropriate value (Rs.20/-) duly certified by Notary shall be produced along with the bid document.
18. The competent authority reserves the right to accept or reject any bid in full or part without assigning any reason thereof.
19. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
20. Any dispute arising out of this contract will be subjected to Jurisdiction of the Courts in Balasore only.



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(To be submitted in Technical Bid)

(Self attested copies of required documents to be enclosed serially as per the order mentioned below)

1	Full Name of the Firm	
2	Firm's Address	
3	Mobile No.	
4	Email Id	
5	PAN	
6	GST No.	
7	Name & complete address of the Owner of Vehicle	
8	Name of the Make & Model of the vehicle	
9	Registration No. of vehicle	
10	Year of Manufacture	
11	Date of Registration	
12	Fitness certificate validity	
13	Pollution Certificate Validity	
14	Permit validity	
15	Insurance validity	
16	Rate of fuel consumption / Mileage per lit:	
17	Name/ address of the Driver	
18	DL No and validity of the DL Of the driver	
19	Contact number of the Driver	
20	EMD Amount: Rs...../-	DD No. Dated Bank Name & Branch
21	Photocopy of GST Return for the last Quarter ?	
22	Copy of original Tender Document duly signed by the Bidder ?	
23	Original copy of Affidavit of not being black listed by any Govt./ PSU Institution ?	

* Note: self certified copies of valid documents to be enclosed

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

Date-

Place-

(Full Signature of the Bidder with Official seal)


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(Letter Pad of Agency/ Bidder)

Annexure – III

FINANCIAL BID FOR HIRING OF VEHICLES

Sl. No.	Description	Price in Rs.
1	Hire charge of the Vehicle per Month excluding GST	
2	GST	
3	Total Amount with GST	

Date:

(Full Signature of the Bidder with Official seal)

Place:


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Log Book

Annexure – IV

Date	Place of departure and time	Place of arrival and time	Kilometre age/Hours done	Purpose of Journey	Name and Designation of officer using
1	2	3	4	5	6

Petrol					Signature of the driver	Signature of the Officer	Remarks
Petrol In tank	Petrol Supplied	Total	Petrol consumed	Balance in tank			
7	8	9	10	11	12	13	14

Date-

Place-

(Full Signature of the Bidder with Official seal)


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