

OFFICE OF THE DIRECTOR
ACHARYA HARIHAR POST GRADUATE INSTITUTE OF CANCER, CUTTACK

QUOTATION NOTICE NO. 3907 /dt. 10.9.2025
S-20/2023-24-25

Sealed quotation are invited from the reputed Travel Agencies / Tour Operators / Private individuals for providing 01 no. of AC petrol car (Pool Vehicle) having sitting capacity not more than 04 including driver on outsourcing basis for a period of one year. The last date of **submission of quotation is fixed on 24.09.2025 by 5:00 PM.** . The quotations must be submitted **by speed post/registered post** only. The prices quoted shall be valid for one year. The undersigned reserves the right to cancel any or all bids without assigning any reason thereof.

SL. NO.	CATEGORY OF VEHICLE	MAXIMUM HIRE CHARGES PER MONTH (EXCL. TAXES)	MILEGE (KM / LITER)	NO. OF VEHICLE REQUIRED
01	Tiago /Bolt/ Celerio ...etc (PETROL)	Rs.24,000.00	17 kms.	01 no.

TERMS AND CONDITIONS:

The sealed quotation should be super scribed as quotation for hiring of Petrol Vehicles (**Tiago /Bolt/ Celerio...etc**)- 01 no. addressed to the Director, AHPGIC, Cuttack.

1. The service provider shall submit valid GST registration certificate to participate in quotation.
2. The quotationer should have his own vehicle / travel agency under the jurisdiction of Municipality Corporation (twin city- Cuttack / Bhubaneswar).
3. An index of documents is to be attached on the 1st page of the Technical Bid indicating the list of all documents enclosed along with page nos. dully signed by the quotationer. The quotationer should sign all the documents in each page.
4. In "**Technical Bid**" the quotationer should furnish all necessary documents such as General information (**Annexure – A**) Valid Registration certificates, Proof of insurance certificates, fitness certificates, valid contract carriage permits , experience certificates/performance reports from any government organizations etc., attested photograph of driver and DL, Xerox copy of Pan Card and GST registration certificate duly self-attested relating to his/her/their firm along with the quotation.
5. In "**Price Bid**" the quotationer should furnish the document with Vehicle Name , per month charges & K.M. per Ltr.
6. This Institute 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 in any manner whatsoever. The hirer shall be responsible for all such litigations.
7. The hire charges are to be paid on monthly basis but do not include cost of petrol, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All expenditure of the vehicles towards repair/replacement of spare parts, lubricating oil of Engine, Gear Box & different Coolant, tyres & tubes, battery, etc., will be borne by the bidder.
8. It shall be the responsibility of the quotationer to provide drivers who are well behaved, gentle and obedient in nature and the salaries of the drivers shall be borne by the owner.
9. In case of breakdown for reasons whatsoever, the replacement of the vehicle of the same or better model shall be provided by the successful bidder.
10. In case vehicles do not report regularly, the Hospital Authority will be at liberty to reject the agreement and may engage vehicles from other source.
11. The vehicles shall report for duty for minimum of 25 days in a month.
12. In case of emergency, the drivers will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
13. Monthly hire charges and reimbursement towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding months after submission of bills by the service

provider and no advance payment will be made.

14. The vehicles shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract; however first preference shall be given to brand new vehicles.
15. If the services are found to be unsatisfactory, the Hospital Authority shall give one month's notice and terminate the agreement.
16. In case service provider intends to withdraw the services of his vehicles and terminate the agreement, it shall be mandatory upon him to grant 30 days' notice before such withdrawal of service and termination of agreement.
17. If the quotationer violates any of the terms of contract, the Hospital Authority will take legal action as deemed proper.
18. The hire charges should not exceed Rs.24,000/- per month respectively and consumption fuel should not be less than 17 kms. fuel per liter.
19. The quotationer must submit experience certificates/performance reports from any government organizations towards engagement of vehicles.
20. The quotationer shall submit Rs.5, 000.00 as EMD for the vehicle (refundable after expiry of contract period) by way of **DD in favour of the Director, Acharya Harihar Regional Cancer Centre, Cuttack** along with quotation documents failing which the bid shall be rejected. The EMD of the unsuccessful bidder shall be returned immediately after the quotation process is over .
21. The selected quotationer will make an agreement with the Hospital Authority on non-judicial stamp paper as per terms and conditions decided by the Hospital Authority.
22. If the quotationer violates any of the terms of contracts / services of the Agency / service provider is not satisfactory , AHPGIC, Cuttack shall be forced to forfeit the entire amount without any notice thereof.


Director
AHPGIC, Cuttack



TECHNICAL BID

Sl.no	Particulars	
01	Name of the Service Provider	
02	Complete Address	
03	OGST Number	
04	Bank Account Number & IFSC Code	
05	Registration Number. Of vehicle	
06	Year of Manufacture	
07	Make & Model	
08	Date of Registration	
09	Name & complete address of the vehicle	
10	Fitness certificate validity	
11	Pollution Control Certificate Validity	
12	Permit Validity	
13	Insurance Validity	
14	Name / Address of the Driver	
15	D.L No & validity of the DL Of the Driver	
16	Contact number of the Service Provider	
17	Contact number of the Driver	

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

Seal & Signature of Quotationer

Annexure – B

PRICE BID

Sl. no	Vehicle Name	Quoted hire charges of the vehicle per month excluding fuel cost & GST	Rate of fuel Consumption / Mileage per liter

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

Seal & Signature of Quotationer