



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT
M.J.N. DISTRICT HOSPITAL, COOCH BEHAR

NIT No.: MJNH/CBR/482...

Date : 22-02-2016..

RE TENDER NOTICE FOR HIRING OF VEHICLES ON MONTHLY BASIS FOR
M.J.N. DISTRICT HOSPITAL, COOCH BEHAR

The undersigned invites Sealed Tender from Owner/Agency for providing Staff Car / Call Book (One no.) on monthly basis for the office of the Superintendent M.J.N. District Hospital, Cooch Behar, for a period one year w.e.f. **02.03.2016**. Selection of successful bidders will be evaluated based on the criteria set in bid document and offering the lowest rate for hiring charges.

Bid documents with detail information will be available from the office of the undersigned during working hours from **23.02.2016 to 01.03.2016 from 10.00 am to 3.00 pm (Expect Sunday & Holiday, Saturday up to 2 pm)** on production application in own letter head to the Superintendent M.J.N. District Hospital, Cooch Behar, along with the proof of the ownership of the vehicle (Registration Certificate) for old Vehicles / the documentary proof (Quotation) for purchase of a new vehicle.

Intending bidders will have to deposit Earnest Money amounting to **Rs. 10,000/-** (Rupees Ten Thousand) only through D.D / F.D. in favour of Superintendent M.J.N. District Hospital, Cooch Behar. Non submission of the Original F.D. Certificate will make rejection of the claim in the tender process. This will be refunded for all unsuccessful bidders only after completion of the process. In case of successful bidders this Earnest Money will be converted to Security Money.

Motor Cab (Diesel Standard, Non AC)
Specification of the Vehicle
MAHINDRA BOLLERO / AMBASADOR / JEEP / TATA SUMO / OTHERS

Sealed Tenders with the superscription "Tender for Staff / Call Book car against Tender Notice No....., Dt....." should DROPE in the TENDER BOX kept at the office of the undersigned during working days **up to 01.03.16 within 3.00 pm (Expect Sunday & Holiday, Saturday up 2 pm)**.

Tenders will be opened & selection will be made by the Tender Selection Committee in the Office Chamber of the Superintendent, M.J.N. District Hospital, Cooch Behar, on **01.03.2016 at 3.30 pm** in the presence of willing bidders/authorized representatives if present.

The Tender Selection Committee reserves the right of cancellation, adding, reducing of deferring the tender in total or in partial without assigning any reason thereof. No conditions stipulated by the intending tenderers will be accepted.



Superintendent
MJN Hospital, Cooch Behar

Memo No. : MJNH/CBR/482/1(9)...

Date: 22-02-2016..

Copy forwarded for information & necessary action with a request with display this NIT at office notice board:-

- 1) The Sabhadhipati, Cooch Behar Zilla Parishad.
- 2) The District Magistrate, Cooch Behar.
- 3) The Superintendent of Police, Cooch Behar.
- 4) The Chief Medical Officer of Health, Cooch Behar.
- 5) The Sub-Divisional Officer, Cooch Behar Sadar.
- 6) The Dy-CMOH-I, Cooch Behar
- 7) The District Informatic Officer, NIC, Cooch Behar, with request to publish in the district website.
- 8) The Manager, Creative Ads, Cooch Behar for single column publication in daily 'Uttarar Saradin' of above Notice on **23/02/2016** and the cost of advertisement will be made from this end.
- 9) Notice Board of this Office.
- 10) Office Copy.


Superintendent
MJN Hospital,
Cooch Behar

GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT
M.J.N. DISTRICT HOSPITAL, COOCH BEHAR

BID DOCUMENT FOR STAFF / CALL BOOK CAR HIRING ON MONTHLY BASIS FOR THE OFFICE OF THE
SUPERINTENDENT M.J.N. HOSPITAL, COOCH BEHAR

TENDER NOTICE NO.....

Date:

Bid documents available during working hours from **23.02.2016 to 01.03.2016 from 10.00 am to 3.00 pm (Expect Sunday & Holiday, Saturday up to 2 pm)** on production application in own letter head to the Superintendent M.J.N. District Hospital, Cooch Behar, along with the proof of the ownership of the vehicle (Registration Certificate) for old Vehicles / the documentary proof (Quotation) for purchase of a new vehicle.

Single Tender Form valid for a Single Vehicle only

Last date of submission of sealed Tender : up to 01.03.16 within 3.00 pm (Expect Sunday & Holiday, Saturday up to 2 pm).

(Sealed Tenders to be dropped in the TENDER BOX kept at the office of the undersigned during working days)

TYPE OF VEHICLE AND DATE & TIME OF OPENING OF BID

Mass Emission Standard	Category of Vehicle		No. of Vehicle required	Date & Time of opening
Bharat Stage –III/ IV purchased on or after 01-05-2008 with Diesel/LPG/CNG Engine	Commercial Motor Cab (Standard, Non AC)	Mahindra Bollero/ Tata Sumo/ Ambassador / Jeep, Others	01	01.03.2016 at 3.30 pm

TERMS AND CONDITION IN CONNECTION WITH HIRING OF STAFF / CALL BOOK CAR ON MONTHLY BASIS FOR THE OFFICE OF THE SUPERINTENDENT, M.J.N. DISTRICT HOSPITAL, COOCH BEHAR.

Following terms and conditions are to be followed by the Owner / Agency:

1. The Car must be holding a valid Registration as Commercial Car conforming Bharat Stage- III/IV and Diesel driven, Non AC type in case of old car.
2. In case of old car, the Car must be in good and sound condition having Road Permit, Tax Clearance, PCB Certification and all other related documents required for playing in the roads. The Owner / Agency must have to arrange substitute vehicle in case any mechanical defect / breakdown making the vehicle under contract off road which is to be submitted in black & white to the authority. In case of new car the successful bidder will produced car with all papers within 15 days from acceptance of work order.
3. The Car must be maintained clean by the Owner / Agency regularly and properly.
4. The Owner/Agency will be liable to deploy Car as and when necessary. Punctuality will have to be ensured.
5. The Driver of the Car should posses the Commercial Driving License issued by the RTO or appropriate authority for the class of Car he is driving not less than 5 years and should have a running mobile phone. The Driver must observe all the etiquette and protocol while performing the duty. Any change of driver needs to be communicated to the authority in writing. Substitute Driver to be arranged by the Owner / Agency when the driver will be on leave / absent.
6. Salary of Driver, Regular Maintenance / Repair / Yearly Fitness / Insurance Payment / Toll Taxes to be borne by the Owner / Agency of the Vehicle & to be in updated status.
7. Daily Rate will be for initial 10 hrs. Additional charge per hour beyond initial 10 hrs of engagement as approved for the successful bidder, will be paid for extra hours of engagement beyond initial 10 hrs.
8. Fuel will be borne by the authority @ 12 Km per liter of Diesel (non negotiable) and Mobil oil @ 5 Liter per 2500 Km run.
9. Fixation of hiring charges will be governed as per the Gazette notification no. 3564-WT/3M-81/9/, Dt. 24.11.2008.
10. After receipt of the letter of acceptance following work order, the successful bidder should place the same Vehicle (for old vehicles) to the authority latest within 7 (Seven) days, otherwise work order to be treated as cancelled without any further correspondence. In case of new vehicles this period will be maximum for a period of 15 (Fifteen) days & the Owner / Agency has to place suitable substitute Vehicle within 7(Seven) days of issuance of the work order failing which the order to be treated as cancelled without any further correspondence.
11. The Owner/Agency has to submit an acceptance letter immediately after receipt of Work Order. He will also sign an undertaking in N J stamp of **Rs. 50/-** (proforma of undertaking available with this office) within 2 days of receipt of Work Order at his own cost.
12. In case of deviation from any of the above terms and conditions, the contract will be liable to be terminated by the undersigned. Otherwise the contract will be valid up to 1(One) year or any further instruction issued by the undersigned, whichever is earlier.
13. Earnest Money of the successful Bidder will be converted to Security Deposit, which will be released only after successful completion of contract.
14. The Tender Selection Committee reserves the right to accept any of the quoted rate(s) suitable for the user. Beside the Committee reserves the right to accept / cancel any / all quotation(s) without assigning any reason thereof.
15. In case of breakdown of car the bidders have provide alternative car during the period.
16. Bidders must maintain a LOG BOOK mentioning details of car running which duly certified by the Ward Master or competent authority.

DECLARATION

I / We do hereby declare that I / we will abide by the above terms & conditions accordingly.

Signature of the Owner / Agency

BID DOCUMENT

1. Name of the Work	Hiring of Staff / Call Book Car on monthly basis for office of the Superintendent, M.J.N. Hospital, Cooch Behar
2. Tender Notice No.	
3. D.D / F.D Certificate No. with date & drawn at, (As Earnest Money)	
4. Name of the Bidder	
5. Full Address	Address :
	Email ID:
	Telephone No.:
	Mobile No.:
	Fax
6. Local Address	
7. Legal entry of the bidder whether Firm/Society/Company/Other entry	
a) Registration No.	
b) Authority with whom Registered	
8. Name & address of the Bank holding Bank A/c of the Bidder (Enclose photocopy of Pass Book 1 st Page)	
9. PAN No. / TAN No. (Photocopy to be attached)	
10. Details of Vehicle proposed for Hiring (Photocopy of the relevant certificates should be attached)	
a) Type of Vehicle	
b) Make and Year of Manufacture	
c) Proof of Ownership (Registration Certificate).	
d) Bharat Stage- III/IV conformed / not	
e) Road Permit No. & name of Issuing Authority	
f) Tax Clearance Certificate	
g) Pollution Control Board Certificate	
h) Certificate of Insurance	

Certified that the above information is correct and true to the best of my knowledge and belief. In case of information found incorrect later on, I'll be responsible and be liable to be rejected forthwith.

Rate Quotation :-

Sl. No.	Description	Rate (Both in figure & word)
1.	Rate for monthly hiring of vehicle (per day basis and for initial 10hrs of a day)	
2.	Rate for additional charge for extra engagement beyond initial 10hrs of a day (rate per hour during extra engagement)	

Note : Rate should not exceed the maximum ceiling limit approved by the Govt. of West Bengal, vide gazette notification no. 3564-WT/3M-81/98, dt. 24.11.2008.

I / We agree to all the terms and conditions laid down by the Superintendent, M.J.N. District Hospital, Cooch Behar, in their notice for hiring of Office Vehicles, vide his office Tender Notice No., dated,.....

Date:

Full Signature of the Bidder