

Government of West Bengal
Department of Health & Family Welfare
OFFICE OF THE PRINCIPAL
COOCHBEHAR GOVERNMENT MEDICAL COLLEGE & HOSPITAL
SUNITY ROAD, POLICE STATION - KOTWALI
PO & DIST - COOCH BEHAR, PIN – 736101
Tel – 03582-222171, E-mail : princocochbehargmch@gmail.com

Memo No.: 89

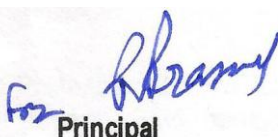
Date : 25/09/18

TENDER NOTICE

The Principal, Coochbehar Government Medical College & Hospital, Coochbehar under his administrative jurisdiction is inviting tender for hiring of **2 (two) vehicles** on monthly basis for the office of the Principal, Coochbehar Government Medical College & Hospital, Coochbehar regarding vehicle type mentioned below:

Mass Emission Standard	Category of Vehicles	Monthly hiring rate (per day)	Remarks
Bharat Stage –III (or higher), purchased on or after 01.04.2017 with Diesel Engine.	Motor Cab / Maxi Cab with engine capacity more than 2000 CC with Air Condition Facility.	Rs. 590.00 (Maximum)	For all rates /charges and other terms & conditions, Notification No. 3564-WT/3M-81/98 dated 24.11.2008 of the Transport Department, West Bengal will be followed.

The detailed tender documents will be available from o/o The Principal, Coochbehar Government Medical College & Hospital, Coochbehar and can also be downloaded from the website www.coochbehar.gov.in & www.wbhealth.gov.in. Start Date of obtaining/downloading documents and submission from 25.09.2018 at 04.00 P.M onwards. and last date of submission is on 01.10.2018 up to 12.00 noon at office section of this facility.


Principal
Coochbehar Government Medical College & Hospital
Coochbehar

Memo No. No: -

Dated: -

Copy forwarded for information & necessary action

1. The Director of Medical Education & Ex-Officio Secretary, Govt. of WB, Swasthya Bhawan
2. The Special Secretary, Govt. of W.B, TDE Branch, Swasthya Bhawan
3. The Special Secretary, Govt. of W.B, IT Branch, Swasthya Bhawan
4. MSVP, CGMC&H, Coochbehar.
5. AO, CGMC&H, Coochbehar.
6. RTO, Coochbehar.
7. The DIO, NIC, Cooch Behar.
8. The In-Charge/IT Cell of this Department-with request to upload the same in the department's website.
9. Office Notice Board. CGMC&H, Coochbehar.
10. Office Copy of CGMC&H, Coochbehar.

Principal
Coochbehar Government Medical College & Hospital
Coochbehar

TERMS AND CONDITIONS:

1. Financial bid and technical bid (specification) should be submitted in separate sealed envelope.
 2. Each bidder shall submit only one price quotation / tender.
 3. Each page of bid document should be self-attested by the bidders.
 4. The sealed envelope should clearly super scribed as “In response to NIT memo no. dated of the **Principal, Coochbehar Medical College & Hospital, Coochbehar**”
 5. Financial Bid should be submitted as per enclosed format Annexure-A.
 6. **EARNEST MONEY:** Earnest money (Rs.5000.00 five thousand) is to be deposited in the form of Demand Draft (DD) to be drawn in favour of **Principal, Coochbehar Medical College & Hospital, Coochbehar, payable at Coochbehar.** In case of S.S.I. firm certificate of the competent authority is to be submitted.
 7. **FORFEITURE OF EARNEST MONEY:** - The earnest money of the tenderer will liable to be forfeited if the tenderer withdrawn his tenders for whole or for any particular vehicles at any stage after opening or acceptance. The earnest money deposit will be refunded to the successful tenderer after furnishing the required amount of security deposit so fixed in the information of bidders and the unsuccessful tenderer will also get the same after final decision.
 8. **SECURITY DEPOSIT:** - The successful tenderer must furnish security deposit (Rs.5000.00 five thousand) in the form of Demand Draft (DD) to be drawn in favour of **Principal, Coochbehar Medical College & Hospital, Coochbehar, payable at Coochbehar.** In case of S.S.I. firm certificate of the competent authority is to be submitted.

Earnest Money Deposit. :	Rs.5, 000/- (Five Thousand) only
Security Deposit :	Rs.5, 000/- (Five Thousand) only
 9. **FORFEITURE OF SECURITY DEPOSIT:**-The security deposit will be forfeited without prejudice to any action in the event of failure/refusal to supply the vehicles at contract/approved rates and or within the period stated in supply order as per accepted/approved specification.
- 10. ELIGIBILITY CRITERIA:**
- a. Self-attested Xerox copies of valid Trade License, Current Professional Tax Clearance Certificate, PAN Card, GSTIN copy and Copy of latest I.T. return & car papers (Blue book, Vehicle Tax paper , Insurance Paper, certificate of fitness from RTO) of the vehicles, should he submitted along with the quotation. Original certificate may have to be produced at the time of the opening of the quotations / tender. The vehicle must have commercial registration of current validity.
 - b. Only those firms / owners who have experience at least for 2 years of providing car service in institutions / Govt. Organizations will be allowed to participate in the above mentioned job/tender.
 - c. Credentials should be submitted along with the quotation / tender.
- 11. BID PRICE**
- a. The prices shall be quoted in Indian Rupees only.
 - b. The rates quoted by the bidder shall be valid for two years only from the date of contract and cannot be altered under any circumstances.
 - c. The price should clearly state the rate inclusive all taxes and other charges.
 - d. Only transport vehicle having a valid All Bengal contract carriage permit may be placed on hire.
 - e. The reporting place of all the vehicles would be office complex of **Principal, Coochbehar Medical College & Hospital, Coochbehar**
 - f. Please go through the “**Maximum Ceiling of rate**” as stated in **Annexure -A**
- 12. VALIDITY OF TENDER:** Tender shall remain valid for a period of **TWO YEARS** from the date specified for submission.

13. No advance payment will be made to the selected tenderer. . Payment shall be made by the **Principal, Coochbehar Medical College & Hospital, Coochbehar** at the end of every month on the presentation of all bills in triplicate along with log book properly signed by appropriate authority within a reasonable time. However, no interest is payable on delayed payment.
14. (A) Cost of road tax, insurance, and wages of driver and other incidental expenses in running and maintenance of car are to be borne by the vendor himself.
14. (B) If the vehicle is out of order, the vendors shall provide substitute vehicle immediately. In case, the vehicle does not report at all, the **Principal, Coochbehar Medical College & Hospital, Coochbehar** will have a right to terminate the contract at once without assigning any reason.
14. (C) All the vehicles are hired to get their services for 24 hrs (24 x 7 days) basis and as when necessary.
15. The driver running the car should have valid driving license and having experience more than 5 yrs and the vehicle should be registered under the Transport Deptt. of the State Govt .with commercial nature of registration. A certificate to this effect should be provided. The driver of the vehicle must follow traffic rules and regulations prescribed by the Government from time to time.
16. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the **Principal, Coochbehar Medical College & Hospital, Coochbehar**.In case if the driver is found to be in drunken state while on duty, the contract is liable to be terminated without assigning any further reason.
17. Maintenance, repair, spare parts etc and any other expenses i.r.o. the vehicle including remuneration of driver will be borne by owner of the vehicle/ agency / firm concern .
18. The contract between the **Principal, Coochbehar Medical College & Hospital, Coochbehar** and vendor may be cancelled with a notice period of one month from either side.
19. A daily record for time and mileage for the vehicle shall be maintained separately in a log book and to be duly signed by competent authority.
20. After placement of order, the **Principal, Coochbehar Medical College & Hospital, Coochbehar** reserves the right to cancel/add/modify the whole order and/or any part thereof at any point of time.

21. EVALUATION OF QUOTATION/TENDER:

The **Principal, Coochbehar Medical College & Hospital, Coochbehar** shall evaluate and compare the quotations / tenders determined to be substantially responsive i.e. which

- a. are properly signed; and
- b. Conform to the terms and conditions and specifications.

All the quotations / tenders would be evaluated separately.

22. AWARD OF CONTRACT:

- a. The **Principal, Coochbehar Medical College & Hospital, Coochbehar** will award the contract to the bidder whose tender has been determined to be **substantially technically responsive and who has offered the lowest evaluated quotation price.**
- b. The **Principal, Coochbehar Medical College & Hospital, Coochbehar** reserves the right of acceptance or rejection of any tender and to cancel the bidding process at any time prior to the award of contract without assigning any reason whatsoever.


23. **No ambiguity in the documents will be entertained.**

24. In case the bid opening date is subsequently declared as a holiday, the bid will be opened at the same time on next working day and the bid will also be accepted on the same day.

25. Important Information.

1.	Bid submission start date	25.09.2018, 4:00 pm
2.	Bid submission closing date	01.10.2018, 12:00 noon
3.	Technical Bid opening	03.10.2018, 1.00 pm
4.	Date for opening of financial bid	03.10.2018 on completion of scrutiny of Technical Bids

Enclosure: Annexure –A


Principal
Coochbehar Government Medical College & Hospital
Coochbehar

Annexure -A

(In response to NIT memo no. dated of the Principal, Coochbehar Medical College & Hospital, Coochbehar)

SL.NO	Mass Emission Standard	Category of Vehicles	Basis Rate	Maximum Rate Per Vehicles per day (In Rupees)	Bid price per vehicles per day(In Rupees) {For bidders only}
1.	Bharat Stage –III (or higher), purchased on or after 01.03.2017 with Diesel Engine.	Motor Cab / Maxi Cab with engine capacity more than 2000 CC with Air Condition Facility.	Monthly hiring	590.00	