

**Govt. of West Bengal**  
**Office of the Superintendent, Vidyasagar S. G. Hospital**  
**Behala, Kolkata – 700034.**

Memo No. VHB/627

Dated : 18.04.22

**TENDER NOTICE**

In terms of G.O. No. HF/N/MS/248/W-134 /04 Dated 02.09.2004, of the Jt. Secretary, Deptt. Of Health & Family Welfare (MS Branch ) and Notification No. 3564-WT/3M-81/98 Dated 24.11.2008 of the Transport Deptt. , Govt. of West Bengal, **sealed tender** (in two bid method) are invited from the bonafide agencies/owners, for providing Staff Car on hourly/monthly hiring basis (with driver) and required as follows:-

**A. Govt. Officer**

**Specification of the vehicle**

**Motor Cab/Maxi CAB (Diesel Standard, Non A.C.)**  
**Ambassador/ Tata Sumo/ Swift Desire**

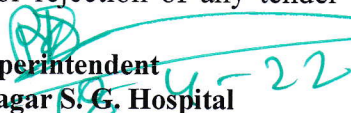
**1. Superintendent, Vidyasagar S.G. Hospital**

Forms along with terms and conditions and schedule documents will be available in the website [www.spghealth.gov.in](http://www.spghealth.gov.in) and <https://www.wbhealth.gov.in/vidyasagar/gh/> on and from 19.04.2022 to 28.04.2022 and the same (duly filled up) will be received either through speed post or in drop box within 28.04.2022 upto 12 noon and the technical bids of the same will be opened at 12:30 p.m. on the same day (28.04.2022) in the office chamber of the undersigned. The financial bid of the technically qualified bidder will be opened on 28.04.2022 at 1:30 p.m in the office chamber of the undersigned. Applications in due format will be received from bidders addressing the **“Superintendent, Vidyasagar S.G. Hospital, South 24 Parganas”**.

Tender forms (ANNEXURE-II & III), Application form (Annexure-IA) along with terms and conditions and specifications (Annexure-I) will be available in the website mentioned above and also from the office of the undersigned during the above mentioned period and time. Applications in due format will be received from bidders addressing the **“Superintendent, Vidyasagar S.G. Hospital, South 24 Parganas”** and **“Tender of Staff Car for the Superintendent , Vidyasagar S.G. Hospital”** is also to be superscribed above the envelope.

The amount of the earnest money is fixed for Rs. 3000/- (Rupees Three Thousand only) and the same is to be deposited through bank draft only in the name of **“Vidyasagar State General Hospital, Rogi Kalyan Samiti”**, which is refundable. The amount of security deposit of Rs. 10,000/- (Rupees Ten Thousand only) to be deposited by the successful bidder through demand draft in the name of **“Vidyasagar State General Hospital, Rogi Kalyan Samiti”** to the undersigned good office and will be kept with the office of the undersigned till the maturation of the next tender before execution of agreement. In this respect earnest money will be kept in the office of the undersigned of the successful tender's – or will refund earnest money after depositing the security deposit.

The decision of the tender selection committee is final for acceptance or rejection of any tender without assigning any reason.

  
**Superintendent**  
**Vidyasagar S. G. Hospital**  
**Behala, Kolkata – 34.**

**Memo No. VHB/**

**Date:**

Copy forwarded for information to:

1. The Director of Health Service, Dept. of H & F W
2. The District Magistrate, South 24 Parganas.
3. The Sabhadhipati, Zilla Parishad, South 24 Parganas
4. The C.M.O.H., South 24 Parganas
5. To the SDO , Alipore Sadar
6. The Chairman, Municipality, Borough XIV
7. Notice Board , Vidyasagar S.G. Hospital
8. Office Copy.

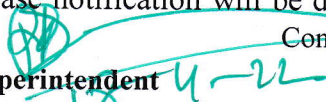
**Superintendent**  
**Vidyasagar S. G. Hospital**  
**Behala, Kolkata – 34.**

## Annexure –I

### TERMS & CONDITIONS & ELIGIBILITY CRITERIA for **HIRING OF STAFF CAR** Vide NIT NO. VHB/ 627 DATED 18.04.2022 :

1. Single tender form will be valid for Single vehicle only.
2. Financial Bid of Technically Fit Bidder will be opened only.
3. The bid documents will be addressed to the “**The Superintendent, Vidyasagar S.G. Hospital.**” and to be submitted under sealed cover and super scribed on the envelope as “**Tender for Staff Car for the Superintendent, Vidyasagar S.G. Hospital.**” and the NIT No. VHB/627 Dated 18.04.2022 and each page to be signed by the bidder.
4. The vehicle must be diesel operated and commercially registered conforming Bharat Stage II/III (Latest Model), Non A.C. Type.
5. The vehicle to be supplied for hiring must be with driver.
6. The vehicle must be in good condition having Road Permit, Blue Book, Certificate of fitness(if applicable), Road Tax clearance, PCB Certification and Insurance of vehicle. The aforesaid documents(self attested) are to be submitted with technical bid documents.
7. No price preference should be given to any organisation /Society.
8. The vehicle must be maintained clean by the owner/agency regularly and properly.
9. The driver of the car must possess a valid driving license issued by the appropriate authority and should have a running mobile phone. The driver must be aware of and must maintain all the traffic rules and guidelines while driving the vehicle and also must maintain proper decorum in performing such duties. Any change of driver needs to be communicated to the authority in writing. In case of any absence /leave of the driver, a suitable replacement should be provided by the bidder with intimation in writing to the authority.
10. The Bidder must have to submit PAN, GST of current validity in technical bid.
11. The vehicle for which the rate quoted must not be more than six years old from the date of opening of the tender; maker of the vehicle to be specified. Supportive document has to be submitted.
12. In case of breakdown of the vehicle, replacement has to be provided by the bidder. This has to be submitted by the bidder to the undersigned in writing.
13. All the charges and fees for License, duties, taxes and levies and also cost of repair to be borne by the owner of the vehicle and to be maintained in updated status.
14. The remuneration of the driver of the vehicles or any other claim of the driver to be borne by the bidder. A log-book should be maintained by the driver, format of which will be provided by the office of the CMOH/ Superintendent.
15. The minimum mileage to be offered 12 k.m. / ltrs and mobil oil @ 5 ltr per 2500 km run. Daily rate will be for initial 10 hours. Additional charge per hour beyond initial 10 hours of engagement will be paid for extra hours of engagement beyond initial 10 hours as per the rate approved through the tender.
16. Fixation of Hire charges will be governed as per Gazette notification no. 3564-WT/3M-81/98, Dated 24.11.2008.
17. After receipt of the letter of acceptance following work order, the successful bidder should place the vehicle to authority latest within 7 (seven) days in case of old vehicle and within 1 (one) month in case of new vehicle but substitute vehicle to be provided within one week from the date of acceptance in case of new vehicle which must be replaced with the tendered vehicle (new) within one month otherwise work order to be treated as cancelled without any further correspondence.
18. Proforma agreement in N J stamp of Rs. 50/- to be signed with the successful bidder and the Govt. authority within 3 (three) days of the receipt of the work order and the cost of stamp paper to be borne by the bidder.
19. The owner will be liable to deploy car round the clock if felt necessary by the undersigned. In such case no additional payment outside accepted rate is payable for hiring of driver(s) and/or for boarding & lodging of driver(s)/or cost for repair etc. arising due to accident met by the vehicle, if any.
20. In case of necessity, the date of opening may be deferred, in that case notification will be displayed in the Office of the undersigned in due time.

Contd....2

  
Superintendent  
Vidyasagar S. G. Hospital  
Behala, Kolkata - 34

21. The staff car will be engaged on hired basis for 3(three) years, performance will be renewed at end of each completed year.
22. Bidder(s) has to submit the sealed tender form at their own cost to the office of the undersigned within stipulated time and will be opened by the purchase committee in presence of the bidder or his/her authorized representative.
23. All sheets should be numbered properly and number of sheets in each cover should be cited in covering tally.
24. Technical bid and financial bid should be submitted in two separate envelopes mentioning the respective bids on the sealed envelopes. Financial Bid of the technically fitted bidder will be opened only.
25. Please refer to website for further corrigendum (if any) during the period of processing.
26. Experience in any Govt. Hospital (s) or Private Hospital (s) is desirable. Experience Certificate(s) if any to be submitted.
27. In case of deviation from any of the above terms and conditions, contract will be liable to be terminated by the appropriate authority.
28. The selection Committee reserves the right to accept/ cancel any tender without assigning any reason thereof.

**(A) PROCESSING FEES & EARNEST MONEY**

- i) The tender application form is available in the website [www.spghealth.gov.in](http://www.spghealth.gov.in) and <https://www.wbhealth.gov.in/vidyasagarsh/>. The amount of the earnest money is fixed for Rs. 3000 (Rupees Three Thousand only) and the same is to be deposited only through bank draft in favour of “**Vidyasagar State General Hospital, Rogi Kalyan Samiti**”, which is refundable to the unsuccessful Bidder(s) after the completion of the tender process.
- ii) The Earnest Money will be kept in custody of the authority as a part of Security Deposit for the successful bidder(s).
- iii) The successful bidder(s) has to deposit Rs. 10,000 (Rupees Ten Thousand) including earnest money as security Deposit which will be refunded to the bidder only after successful completion of the agreement period /extension period/any other clause mentioned in the agreement applicable in this regard.

**(B) Details of Tender Schedule:-**

No. Of vehicle required to be hired	Govt. Officers	Specification	Date of Submission of Tender Documents	Opening of bids
ONE	<i>Superintendent, Vidyasagar S.G. Hospital</i>	<i>Non A.C. Diesel Standard and conforming Bharat Stage II/III (Latest Model)</i> <i>Ambassador/ Tata Sumo/ Swift Desire etc.</i>	19.04.2022 to 28.04.2022 upto 12 noon	Technical Bid: 28.04.2022 at 12:30 p.m.  Financial bid :28.04.2022 at 1:30 p.m.

  
 Superintendent  
 Vidyasagar S. G. Hospital  
 Behala, Kolkata – 34

Annexure –IA

  
Superintendent  
Vidyasagar S.G. Hospital  
Behala, Kolkata - 34

Signature of Issuing Authority with stamp

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Application Form and technical documents (to be submitted with the technical bids)

**Application Form :**

**Application form for bidders for participating in the Tender of Hiring of Staff Car for Superintendent, Vidysagar S.G. Hospital VIDE NIT NO. VHB/627 Dated . 18.04.2022**

To  
The Superintendent  
Vidyasagar S.G. Hospital  
Behala, Kolkata-700034.


Sir,  
**Reference: Your advertisement no \_\_\_\_\_ dated \_\_\_\_\_ in the \_\_\_\_\_ inviting tenders for Vidyasagar S.G.Hospitals.**

With reference to the above, I/We wish to offer our tender for **providing staff car on hiring basis for Vidyasagar S.G. Hospital.** I/We have read all bid documents carefully and hereby declares that I/ we have the due expertise and financial capability to successfully undertake the contract if awarded. The bids are made in two parts- Technical and Financial and are separately enclosed in sealed envelopes. I/We agree to all the terms and conditions of the tender. I am also aware that if I indulge in any unfair practice or submit any fraudulent documents, my present bid will be cancelled and I will be debarred from participation in any future tenders for five years. Thanking you.

Yours sincerely,

## Annexure –II

**A. TECHNICAL BID:-** (to be submitted in technical bid within sealed envelope)  
(Application for Tender for hiring Staff Car (with driver) for the .....

  
 Superintendent  
 Vidysagar S.G. Hospital  
 Beliata, Kolkata - 34

1. Name of the work ( <i>tick for whom the bid has been submitted</i> )	<b>Hiring of Staff Car</b> for Superintendent, Vidysagar S.G. Hospital
2. Tender Notice No.	
3. Demand Draft No. with date & drawn at, (As Earnest Money)	
4. Name of the Bidder	
5. Full Address	Address:
	e-mail id.
	Telephone No.
	Mobile No.
6. Local Address	Fax
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 <sup>st</sup> page)	
9. PAN No. / TAN No. (Photocopy to be attached)	
10. GST Registration Certificate	
11. Details of past experience providing vehicle on hiring to Govt/PSU/reputed Pvt. Organization, if any (Attach credentials)	
12. Details of Vehicle proposed for Hiring (Photocopy or the relevant certificates should be attached)	
a) Type of Vehicle	
b) Make (Brand, Model) and Year of Manufacture	
c) Engine No.	
d) Chassis No.	
e) Proof of Ownership (Registration Certificate)	
f) Bharat Stage II/III conformed/not	
g) Road Permit No. & name of Issuing Authority	
h) Blue Book/C.F.	
i) Road Tax Clearance Certificate	
j) Pollution Control Board Certificate	
k) 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.

Date and Place:

Full Signature of the Bidder with seal

Annexure –III

Superintendent  
Vidyasagar S.G. Hospital  
Behala, Kolkata - 34

**B. FINANCIAL BID ( to be submitted in sealed envelop in letterhead in financial bid)**

**Please Note: If the bidder willfully, erroneously or through oversight neglects to include the claims for his statutory payments for reimbursement from the Government while making the financial bids, the statutory payments will be made by the contractor from his own resources and the same will not be reimbursed by the Government. Hence all bidders are advised to be extremely careful in calculating their bid amounts).**

(Application for Tender for hiring Staff Car for Vidyasagar S.G. Hospital vide NIT No. VHB/627 Dated 18.04.2022)

Make (Brand, Model ) and Year of Manufacture:

Engine No.:

Chassis No.:

**N.B. : 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.**

**Rate Quotation**

1. Rate for hiring charges tendered (for Staff Car)

a. For Initial 10 hours, per day Rs.....(in figure)

(in words Rupees.....)

b. For additional charge for extra engagement beyond initial 10 hours of a day (rate per hour during extra engagement )

Rs..... (in figure)

(In word Rupees.....)

c. TOTAL per day (1a + 1b) = Rs..... (in figure)

(In word Rupees.....)

d. Lump sum charges for the full month (24 hrs per day) = Rs..... (in figure)

(In word Rupees.....)

**No additional charges excluding POL consumed will be claimed in any form.**

Signature of the Bidder with seal.....

Name of the owner (s) /agency .....

Address of the Owner (s)/ agency .....

Full Signature of the Bidder with seal