

Form No: \_\_\_\_\_/



**Government of West Bengal  
Office of the Chief Medical Officer of Health &  
Secretary, DH & FW Samiti  
Jalpaiguri**

**TENDER FORM FOR HIRING  
OF STAFF CAR FOR DPMU,  
DH&FWS, Jalpaiguri**

Date of Issue:

Signature

**Government of West Bengal  
Office of the Chief Medical Officer of Health & Secy. DHFWS  
Jalpaiguri**

**Memo No. DHFWS/518/12**

**Dated 11/12/2012**

**TENDER NOTICE**

Sealed tenders are invited from the Bonafide contractor/organization by the undersigned for the following work .

**Hiring of Staff Car :**

1. Date of Dropping of tender form ( by regd. Post/Speed Post/Courier) : up to 21.12.2012 2:00 PM.
2. Date of opening of tender : 21.12.2012 at 3 PM.

**Hiring of Staff Car for DPMU**

: Preferences to be given to Diesel operated Max/Bollero/Tata Sumo purchased on or after 01-01-2007

1. Modification & withdrawal : No documents may be modified after submission. In case the bidder wishes to make any change or if the bidder wants to withdraw, this has to be done before opening of the bid. In case of any change, the bidder may write the correction and send the same. In case of withdrawal, the bidder will loss his earnest money. No changes shall be accepted once the bids are opened. Tender not accompanied by the bid security deposit are liable for rejection.
2. Forfeiture of Earnest Money Deposit : EMD of the unsuccessful bidder will be returned in Due course. EMD will be forfeited if the bidder withdraws his bid after opening of tender and in case of successful bidder, if the bidder fails to sign the agreement in time and furnish the deposit.
3. Credential Certificate : The bidders preferably have experience of having been Involved in same type of job

In case of submission of tenders, the tenders must pack both the Technical Bid and Commercial Bid Forms in 2 (two) separate envelopes and then both the envelopes must be sealed in 1(one) big envelop superb scribing the name of Hospital, Name of the work tender for, addressed to the Chief Medical Officer of Health, & Secy. DHFWS Jalpaiguri. The Earnest Money must have to be attached with the Technical Bid, not with the Commercial Bid. Tender will be opened on in presence of the participants who might be present. If the specified date is declared a holiday the quotation shall be received and opened upto the appointed time on the next working day.

Any tender received by the CMOH Jalpaiguri after the deadline for submission of tender, will be rejected and returned unopened to the participants. Postal delay will not be entertained. Only those car, having commercial license will be hired. And should not be more than 5 yrs old.

The successful bidder will have to execute an agreement in Non-Judicial Stamp paper and a security to the tune of RS. 5% of the estimated value of contract is to be deposited in OCR from any Nationalized Bank in favour of CMOH, Jalpaiguri. The undersigned reserves all the right to reject any or all tenders received without assigning any reason whatsoever.

*Sd/-*

(Dr. S.K Sarkar)

Chief Medical Officer of Health & Secretary  
Jalpaiguri

NIT No.

Dated Jalpaiguri the

**Copy forwarded for information and necessary action please:-**

1. The Sabhadhipati, Chairman DHFWS, Jalpaiguri Zilla Parishad
2. The District Magistrate, Executive Vice Chairman , Jalpaiguri
3. The Additional District Magistrate (Health), Jalpaiguri
4. The Accounts Officer, CMOH Office, Jalpaiguri.
5. District Statistical Manager, OH&FW Samity, Jalpaiguri. *With the direction to publish this notice at the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & [www.jalpaigurihealth.com](http://www.jalpaigurihealth.com)*
6. Notice Board, CMOH Office, Jalpaiguri

*Sd/-*

(Dr. S.K Sarkar)

Chief Medical Officer of Health  
Jalpaiguri

## **TENDER FORM FOR TECHNICAL BID**

**FOR NIT NO. ....DATED.....THE CHIEF MEDICAL OFFICER OF HEALTH JALPAIGURI**

**Form No:** \_\_\_\_\_/

1. Name & Address of the Firm/Individual:
  - a. Registered Office :
  - b. Credential Certificates if any :
  
2. Name/ Post of the Officer/ Address (Phone No.) who should be contracted by this office in case of any urgent problem(with Phone No., if any)
  
3. Whether selected as a supplier in any other office :
4. Please check and state whether you have submitted the following.
  - a) Forwarding Letter : YES/NO
  - b) Copy of Last Income Tax Return : YES/NO
  - c) Non-Conviction Certificate (Up to date) : YES/NO
  - d) Whether you were ever Black listed by any Public Institution : YES/NO  
( if yes, state in details)
  - e) Sales Tax Registration Certificate/Income Tax Professional Tax: YES/NO
  - f) Earnest Money of Rs.3000.00 deposited : YES/NO
  - [ Earnest Money will be converted to Security Deposit in case : YES/NO  
of selected bidder]
  - g) Are all the pages of tender documents serially numbered? : YES/NO

Full Signature of the Tenderer  
with Official Seal and Address.

## **TENDER FORM FOR FINANCIAL BID**

**FOR NIT NO.....DATED.....OF THE CHIEF MEDICAL OFFICER OF HEALTH. JALPAIGURI**

Form No: \_\_\_\_\_/

### **The Rate To Be Quoted In The Following Proforma**

<b>Particulars of the Vehicle</b>	<b>Mileage being offered per litre (in KMs)</b>	<b>Rate per day) (excluding fuel and lubricant)</b>	<b>Rate per month(excluding fuel and lubricant)</b>	<b>Remarks</b>
<b>Type of the Vehicle</b>				
<b>Make of the Vehicle</b>				
<b>Model of the vehicle</b>				
<b>Year of manufacture of the vehicle being offered</b>				

Full Signature of the Tenderer  
with Official Seal and Address

## **Terms and conditions for Hiring Staff Car (Enclosure of NIT)**

- 1) The bidder must have PAN, ST and Commercial Tax registration of current validity.
- 2) The vehicle quoted for must not be more than five years old. Supporting documents has to be submitted during tender.
- 3) The bidder must have experience of having been involved in same type of job in any Govt. /Private hospitals for at least 1year prior to tender.
- 4) The vehicle must be diesel operated.
- 5) In case of breakdown of the vehicle a replacement has to be provided by the agency.
- 6) The vehicle must be commercially registered.
- 7) All charges and fees for licenses, duties, taxes, levies have to be borne by the agency.
- 8) The driver must maintain log book with him, format of which will be provided by the DHFWS.
- 9) The driver must be authenticated license holder.
- 10) The minimum mileage to be offered per liter of diesel should be 10(Ten) KM.
- 11) The vehicle must report for duty during office hours.
- 12) No price preference will be given to any organization/ society.
- 13) The expected period of contract is one year from the issue of final acceptance letter (period may vary)
- 14) Type of Vehicle – Max/Bollero/Tata Sumo