



Government of West Bengal

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Memo No.CMOH/Tender/2301/1(19)

Dated. 09/07/2021

NOTICE INVITING TENDER FOR HIRING OF CAR

The Chief Medical Officer of Health & Secretary, DHFWS, Jalpaiguri invites bids through tenders in two bid systems (Technical and Financial Bid) from owners /Agencies of commercial vehicles for providing One Vehicle (A/C Motor Cab/Maxi Cab with Engine capacity more than 2000C.C.) on monthly hired basis for the period of one year from the date of signing the contract. The commercial bids of the technically successful bidders will be evaluated based on the criteria of offering the lowest rate for hiring charges.

Sl no.	Name of the work	Type of Work	Earnest money	Period of Contract
1	Engagement of 01(One) Staff-Car on monthly hired basis	A/C Motor Cab/Maxi Cab with Engine capacity more than 2000CC for DHFWS, Jalpaiguri	10,000/-	1(one) Year

Vehicle Specifications:-[Should be filled up by the bidder mandatorily]

Sl No	Description	Mandatory	Bidders' Note
1	Type of Vehicle	Commercial Car	
2	Proof of Ownership (Copy of Blue Book)		
4	Road Permit No. & Issued by:		
5	Make & Year	The vehicle should not be older than the year 2017	
6	Pollution Control Board	Updated	
7	Tax Clearance	Updated	

1) General Instructions :-

- Only Maxi cab/Motor Cab (Yellow Number Plate) must be engaged as defined under rule 2 of the MV Act, 1988.
- Only vehicles registered in state of West Bengal must be engaged.
- Vehicle should have certificate of Insurance under Rule 146 & 147 of M.V Act 1988.
- The Driver should hold an effective light Motor Vehicles (LMV)/HMV driving License under rule 3 of the MV Act, 1988.
- The Car must be in good and sound condition having Road Permit, Tax Clearance,PCB Certification and all other related documents required for plying in the roads.
- The Car must be maintained clean by the agency/owner regularly and properly.
- The owner will be liable to deploy the Car around the clock. Punctuality will have to be ensured.
- The driver of the Car should have a running mobile phone. The Drivers must observe all the etiquette and protocol while performing the duty.
- The engaged owner will ensure the submission of relevant documents signed by the head of the office of user end or his/ her authorized person authenticating movements of vehicle before payment of hiring charges.

- J) The Car to be garaged at institution or office for 24 hours, 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.
- K) In case of any temporary withholding of service of the vehicle for repair/ maintenance/ illness of driver etc by the vehicle owner, substitute vehicle of same quality and/or, alternate driver is to be provided for the period of withholding subject to prior intimation to authority concerned.
- L) The Car will be engaged on hired basis up to one year from date issue of work order.
- M) The agency has to submit an acceptance letter indicating type of Car and rates and all terms and condition levied therein. An amount of Rs. 15,000/- (Fifteen thousand) only to be deposited as Security Money on execution of agreement.
- N) In no case hiring charges will be more than the rate approved by the Government vide Notification No. 3564-WT/3M-81/98 dt. 24.11.2008 of Transport Deptt, Govt. of WB and the same order will be followed strictly in this regard.
- O) The owner of the engaged car will sign an undertaking in N.J. Stamp of Rs. 50/- with the user end.
- P) The contract of hiring can be terminated by the CMOH & Secretary, DHFWS, Jalpaiguri at any time without any prior notice and assigning any reason thereof.
- Q) In case of any dispute, decision of hiring the Car authority will decide the issue and the decision will be the final. The authority reserves the right to reject or cancel any tender at any time without assigning any reason thereof. During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable circumstances and no claim in this respect will be entertained.

2) **Eligibility for Quoting :-**

Any bonafide bidder having essential qualifications as mentioned in this tender document could bid for the tender. The price is to be quoted in Indian Rupees only including all charges. Any other law or act or rule as may be in force and made applicable to the workmen / supervisor / or other persons as may be deployed by the contractor for planning out the assign job involving use of skilled / semi-skilled / unskilled workers. Payment for the work will be made on availability of fund.

3) **Earnest Money :-**

- A) The amount of Earnest money is Rs.10,000/- (Ten thousand). The earnest money should be deposited by Demand Draft/Bankers Cheque in favor of The Chief Medical Officer of Health & Secertary, DHFWS, Jalpaiguri & payable at Jalpaiguri. Earnest Money to be deposited along with the Technical bid document at the time of submission of tender form.

B) **Refund of Earnest Money :-**

The Earnest money will be released to the successful and unsuccessful Tenderers on application for the same to the CMOH & Secretary, DHFWS, Jalpaiguri after selection of L1 bidder & finalization of the tender.

C) **Forfeiture of Earnest Money :-**

The earnest money of the Tenderer will liable to be forfeited if the Tenderer withdraws his tender as a whole or for any particular item or items at any stage after the opening of the tender, or fails / refuses to enter into written agreement for any of all of the items of his accepted tender within the time specified when requested to do so/fails to furnish Security Deposit within the stipulated time.

4) Submission of bids :-

The tender is to be submitted in a two Bid System. Both Technical Bid, Financial Bid are to be submitted concurrently & duly signed by the tenderers. All papers must be submitted in English language.

A) Technical Bid (Statutory Cover Containing the following documents) :-

Sl No	Category	Sub Category	Sub Category Description	
A	Certificates	A1 Certificates	PAN card of the authorized signatory	
			GST Registration Certificate	
			Trade License (F.Y. 2021-2022)	
B	Company Details	B1 Company Details	Registration with Registrar of Companies (if applicable)	
			Partnership Deed in case of Partnership Firm (if applicable)	
			Power of Attorney (if applicable)	
C	Financial Information	Income Tax Return & Audited Balance sheet	Income tax Return to be submitted for the Assessment year 2020-2021	
D	Vehicle Specification	Description	Mandatory	Bidders' Note
		Type of vehicle	Commercial car	
		Proof of ownership(copy of Blue book)		
		Road Permit no & Issued by		
		Make & Year	The vehicle should not be the older then the year 2017	
		Pollution Control board	Updated	
		Tax clearance	Updated	
E	Earnest Money	Demand Draft/Bankers Cheque	Rs. 10,000/-	

B) Financial BID :-

The folder as "Financial Bid" shall contain base price in Indian Rupee including all charges.

5) Evaluation of the tenders :-

A) During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer who have qualified the essential & other requirements will be identified and only their "Bid B" i.e. Financial bid will be opened. The "Bid B" of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected. The Tenderer who have been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items.

B) The "Bid B" (Financial Bids) of only these tenderers passing the essential and other requirement test will be opened. If found suitable in the context of above prequalification etc., the Tenderer quoting the lowest rate will be considered as successful.

C) Work Orders for the said works will be placed to the successful tenderers after the execution of the agreements. The successful tenderer will have to complete the work within the specified time schedule that had been assured at the time of selection as successful bidder.

6) Withdrawal /Cancellation & Purchase Policy of Tendering Authority :-

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part or in full thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.

7) Penalty Clauses(Penalty for formation of cartel or furnishing of fraudulent / misleading documents) :-

If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or bidders to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/ misleading/ fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Security Deposit if enlisted as a successful bidder.

8) Appeal :-

Appeal against the decision of the CMOH & Secretary, DHFWS,, Jalpaiguri and to impose such a penalty will lie with Tender Selection Committee. Review against the decision of the tender selection committee will lie with Health & FW Deptt., Govt. of West Bengal.

9) Agreement :-

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by CMOH & Secretary, DHFWS, Jalpaiguri. After communication of the same, the Tenderer will have to execute agreement in the prescribed form with the Chief Medical Officer of Health, Jalpaiguri.

10) Payments Terms :-

Payment will be made through e payment system through ECS/RECS/RTGS after execution of the work subject to on being selected, the successful vendors will have to submit one application to the Chief Medical Officer of Health, Jalpaiguri, stating name of the payee/ recipient, Bank account no with MICR code, IFSC of the payee/ recipient for making e payment. No manual payment is allowed to be made as far as practicable.

11) All sealed tenders along with necessary documents and enclosures are to be dropped in the designated box by 2:00 pm on 20/07/2021. The received Tenders will be opened on 20/07/2021 at 4:00 pm in the chamber of undersigned. The Chief Medical Officer of Health, Jalpaiguri reserves the right to extend the period of submission of tender documents, the date of opening of the tender, cancel or modify this tender notice partly or in whole accept or reject in whole of any or all the tenders without assigning any reasons thereof.

12) The tender offers are to be sent in a sealed cover with superscription:-

"TENDER FOR HIRING STAFF CAR" VIDE MEMO NO. 2301 DATED. 09/07/2021

[Signature]
CMOH & Secretary 09/07/2021
DH & FW Samiti, Jalpaiguri



[Stamp]
09/07/2021

Memo No.CMOH/Tender/2301/1(19)

Dated. 09/07/2021

Copy forwarded for information and wide circulation to:-

1. The OSD, Public Health, North Bengal
2. The District Magistrate, Jalpaiguri
3. The Dy. Chief Medical Officer Of Health-I, Jalpaiguri
4. The Dy. Chief Medical Officer Of Health-II, Jalpaiguri
5. The Dy. Chief Medical Officer Of Health-III, Jalpaiguri
6. The Superintendent, District Hospital, Jalpaiguri
7. The Superintendent Mal SD Hospital, Jalpaiguri
- 8-14. All B.M.O.H, Jalpaiguri District.
15. The Accounts Officer & Treasurer, DH & FWS, Jalpaiguri
16. The District Accounts Manager, DPMU, Jalpaiguri
17. The DSM NHM with a request to publish the matter to www.jalpaigurihealth.gov.in
18. The DPM, NHM with THE direction for wide publicity of this notice.
19. Notice Board of the undersigned office.


09/07/2021
CMOH & Secretary
DH & FW Samiti, Jalpaiguri


CHECK LIST FOR THE BIDDERS (To be submitted with Technical Bid) :-

Sl No	Items	Please put Tick Mark	
1	Tender Application	Yes	No
2	PAN Card of the authorized signatory	Yes	No
3	GST Registration Certificate	Yes	No
4	Registration with Registrar of Companies (if applicable)	Yes	No
5	Partnership Deed in case of Partnership Firm (if applicable)	Yes	No
6	Power of Attorney (if applicable)	Yes	No
7	Income tax Return to be submitted for the Assessment year 2020-2021	Yes	No
8	Earnest Money of Rs. 10,000/-	Yes	No
9	Vehicle Specification	Yes	No

Signature of the Bidder/Authorized
Representative with Seal, Date &
Contact number



ANNEXURE- I
APPLICATION FORMAT

(To be furnished by bidders with Company's full address and contact no etc)

To
The Chief Medical Officer Of Health
Jalpaiguri

Sub: Submission of Tender for Hire Charges of Staff Car
Vide Tender No. CMOH/Tender/2301 dated.09/07/2021

Sir,

We have thoroughly read all the terms and conditions of this tender guideline and are ready to execute the said work/works in accordance with that.

We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

We also understand that the tender selection committee reserves right to accept or reject any bid without assigning any reason thereof.

We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/Organization/Institution etc.

Brief of court/legal pending, if any, are following:

We would authorize and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and/ or as requested by you to verify this statement.

Annexure A- Rate quote format

Sl No	Particulars	Specification	Quoted Mileage per litter (Not less than 10 km per 01 litter)	Quoted Price per day(Maximam price not more than Rs. 590/- per day) excluding fuel.
1	Engagement of 1(One) Staff Car on monthly hired basis for DHFWS, Jalpaiguri	A/C Motor Cab /Maxi Cab with Engine Capacity More than 2000 C.C.		

Signature of the Bidder/Authorized
Representative with Seal, Date &
Contact number