



# E-TENDER DOCUMENT

FOR

## HIRING VEHICLE

(3<sup>rd</sup> Call)



Government of West Bengal

Department of Health & Family Welfare

OFFICE OF THE SUPERINTENDENT

M R Bangur Hospital & M R Bangur Super Speciality Hospital

241 & 247 Desh Pran Sasmal Road, Tollygunge, Kolkata - 700033

[www.mrbangurhospital.gov.org](http://www.mrbangurhospital.gov.org), Email: [supdt\\_mrbh@wbhealth.gov.in](mailto:supdt_mrbh@wbhealth.gov.in), [districthospitalspg@gmail.com](mailto:districthospitalspg@gmail.com)



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Department of Health & Family Welfare  
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www.mrbangurhospital.org, Email: supdt\_mrbh@wbhealth.gov.in, districthospitalspg@gmail.com

Memo No. : MRBH/2162

Date: 18/11/22

### **Notice Inviting E-tender**

The Superintendent of M.R. Bangur District Hospital, 241, DPS Road, Kolkata-33 invites e-Tender from the interested bonafide agency engaged in transport business for hiring of vehicles and to upload relevant documents in the form of .pdf files to <https://wbtenders.gov.in> within the specified time schedule mentioned hereunder for the following work. Queries in the matter, if any, may please be emailed to [districthospitalspg@gmail.com](mailto:districthospitalspg@gmail.com) after the publication of this notice.

The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (upto a maximum of two years) on review of performance, depending upon the requirements and administrative conveniences of the office.

The requirement of vehicles shall be as under:-

Sl. No.	Purpose	Vehicle Specifications	No. of Vehicle	Ceiling Amount as per Kolkata Gazette Notification No. 3564-WT/3M-81/98 dt 24.11.2008
01.	Office Car of Superintendent	Motor Cab & Maxi Cab with Engine Capacity Less than of Equal to 2000 C.C. with (Air-Conditioned)	01	Rs 525.00 Per day (10 hrs a day) Rs 20.00 per hr (beyond 10 hrs)
02.	Office Car of Staff	Motor Cab & Maxi Cab with Engine Capacity Less than of Equal to 2000 C.C. with (Air-Conditioned)	01	Rs. 525.00 Per day (10 hrs a day) Rs. 20.00 per hr (beyond 10 hrs)
03.	Ambulance	Maruti Omni Ambulance Airconditioned	01	Rs 590.00 Per day (10 hrs a day)* Rs. 20.00 per hr (beyond 10 hrs)* *(proposed ceiling)



- i. **The tender documents can be downloaded from the website of <https://wbtenders.gov.in> or [www.mrbangurhospital.org](http://www.mrbangurhospital.org)**
- ii. The intending and eligible bidders may submit the tenders online at <https://wbtenders.gov.in> in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. **Tenders are to be submitted online** only using the e-procurement portal <https://wbtenders.gov.in>
- iii. The Bidders who have not enrolled/registered in e-procurement portal should enroll/register before participating through the website <https://wbtenders.gov.in>. The portal enrolment is free of cost.
- iv. The applicant has to deposit Earnest Money (EMD) of Rs. **10000/- (Rupees Ten Thousand only/-) per vehicle through online**. As this e-tender is related with a work contract, **registered SSI units / MSME (having Udyog Aadhar) participating in Govt. Tenders, are not eligible for exemptions from payment of earnest money and security deposit (EM&SD)**.
- v. The Tender Inviting Authority (TIA) reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Superintendent, M R Bangur Hospital in this regard shall be final and binding on all.
- vi. The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

vii. **Tender Schedule :**

Date of uploading e-NIT	17.10.2022
Online documents download start date	18.11.2022, 09.00am
Online bid submission start date	19.11.2022, 10.30am
Online bid submission closing date and time	28.11.2022, 06.55pm
Online bid opening date for Technical Proposals	30.11.2022, 03.00pm
Date of online uploading list for Technically Qualified Bidders	Will be notified later
Date of Online opening of financial proposal	Will be notified later

## SECTION - II

### GENERAL TERMS AND CONDITIONS

#### 1. Cover - 1 Earnest Money Deposit (EMD):

- a) Earnest Money of **Rs. 10000/- (Rupees Ten Thousand only) per vehicle** shall be paid online. Earnest Money in any other form will not be accepted.
- b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited.
- c) The tenders without Earnest Money Deposit will be summarily rejected.
- d) No claim shall lie against the Government/ Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

2. **Period of validity of Bid:** Bid shall be valid for 90 days after the date of opening of bids.

3. **Period of Contract/Duration:** The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (upto a maximum of two years) on review of performance, depending upon the requirements and administrative conveniences of the office.

#### 4. Preparation and Submission of Tender:

The tenders have been invited under **two bid systems i.e. Technical Bid and Financial Bid.**

The necessary documents should be uploaded in the [wbtenders.gov.in](http://wbtenders.gov.in) portal as per the guidelines mentioned in the portal.

**Below are the documents to be up loaded by bidder at the time of submitting bid online.**



**Cover-2: Technical bid (The list of the documents to be uploaded)**

- i. Bid Form/Tender form and Declarations/Letters (Annexure - I)
- ii. Registration of firm/company.
- iii. Credential certificate issued by Central/State Government/Public Sector companies for one year or more during the last five years for similar works.
- iv. PAN card of firm/company/individual.
- v. IT return filed for the last 3 financial years.
- vi. Goods Service Tax (GST) registration certificate.
- vii. Document showing current insurance of the vehicle
- viii. Registration Certificate of vehicle (Commercial).
- ix. Fitness Certificate of vehicle.
- x. Proof of ownership for own vehicle/power of attorney or affidavit for leased hold Vehicle.

**All the documents mentioned above are for establishing the eligibility and non-submission of these documents will result in rejection of the tender. Original of all such documents shall be liable to be produced for verification, failing which such documents shall be rejected.**

### **Cover-3 : Financial bid**

The quotation should be filled in the financial bid document downloaded from portal (BOQ.xls sheet) and the same should be uploaded.

#### **5. Technical/Qualifying Bid:**

- a) The Technical bid should be submitted online in cover-2 mentioned above.
- b) All documents asked must be uploaded as part of Technical/Qualifying bid.

#### **6. Financial Bid :**

- a) The Financial Bid should be submitted online in cover-3 mentioned above. The Financial Bids of those bidders who are found qualified, will be opened on a specified date and time.
- b) The rates quoted shall be firm and final for the entire period of contract.
- c) Terms of payment as stated in the Tender Document shall be final.
- d) At the time of payment of bills, the income tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

#### **7. Penalties:**

- a) Vehicles should be made available on any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs.1000/- will be imposed on each occasion and NO payment will be paid for the trip, in addition to the pro-rata deduction of rental in the monthly bill.
- b) The vehicle should report at the specified reporting time. In case of delay in reporting, acceptance of the vehicle will be at the discretion of the controlling officer subject to following conditions :
  - i If vehicle is accepted after delayed reporting, a penalty of Rs.300/-will be imposed for that day.
  - ii If the vehicle is not accepted, a penalty as per clause (a) above will be imposed.
  - iii In case of breakdown, if the vehicle is not replaced within one & half hour, penalty of Rs.2000/- per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.



- iv. Hospital authority reserves the right to call the vehicles before stipulated dutyhour and beyond duty hour. Vehicles should be made also available on-call basis beyond the office hours in the week days as well as holidays, failing which the penalty as per clause (a) above will be imposed on each occasion.
- v. In case the driver is found to be under the influence of liquor or any other intoxication including drugs, penalty of Rs. 1000/- shall be deducted by the authority from the bill of the bidder, which will be in addition to other penal action , if any.

#### **8. Subletting of Work:**

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing from the competent authority, which the authority will be at liberty to refuse if he thinks fit.

#### **9. Terms of payment:**

- a) No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
- b) The contractor shall submit the monthly bill in the first week of following month in respect of previous month (in case of monthly payments) along with copy log book duly signed by appropriate authority for sanction of the amount of bill and passing the bill for payment.
- c) All payments shall be made by RTGS/NEFT using IFMS.
- d) The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in this tender.
- e) The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

#### **10. Termination of Contract;**

**Termination for defaults:** The TIA, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Agency, Moreover, the contract may be terminated on mutual consent by giving one- month notice in advance, terminate the contract in whole or in part:

- a) If the Agency fails to deliver any work within the time periods specified in

- the contract, or any extension thereof granted by the authority;
- b) If the Agency becomes bankrupt or otherwise insolvent.
  - c) If the Agency, found in fraudulent practices against the hospital.
  - d) And any of its acts spoil to the integrity of the hospital, by any means.

**11. Agreement:**

The successful bidder will have to enter an agreement on non-judicial stamp paper of Rs.50/- initially for a period of one year, further extendable subject to clause 3. Cost of execution of agreement shall be borne by the contractor. Final work order shall be issued only after execution of the agreement by the successful contractor. Apart from other things, all clauses of this tender document shall form the integral part of the agreement.

**SECTION - III**

**(TENDER SPECIFIC TERMS & CONDITIONS)**

**1 Eligibility:**

Documentary evidence for the under mentioned items should be submitted along with the bid:

- i The bidder should own or have on lease sufficient number of vehicles of model **not older than 2017** registered as Taxi vehicles in their names or firms name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the qualifying bid documents.
- ii The vehicle should be registered as a commercial vehicle and the model **not older than 2017**. The lowest bidder shall make available the vehicle at the place, to be decided by hospital authority, for inspection. If hospital authority is satisfied with the condition of the vehicles, only then, work order shall be awarded to the lowest bidder. If the lowest bidder is not able to provide vehicle(s) in good condition resulting in non issue of work order, the earnest money of such bidder shall be forfeited.
- iii Bid participation for all vehicles is not compulsory. Bidder can quote for one or more than one vehicle as per their choice. But bidders quoting in all vehicles will be given preference in evaluation stage.



- iv. The bidder shall submit the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a power of attorney/affidavit, authorizing the bidder to use the vehicle for hiring, on stamp paper from Notary.
- v. The bidder shall have experience of supplying vehicles to Central/State Govt. organization/PSU for minimum one year.
- vi. The bidder must submit certificate of Registration of Commercial Vehicles.
- vii. The bidders have registration for Goods Service Tax (GST).
- viii. Drivers should have valid driving license, the Contractor shall provide proof of the same.
- ix. Contractor shall deploy commercial vehicle running on Diesel only.
- x. Bidders shall obtain and submit valid vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
- xi. Bidders shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date.
- xii. Vehicle have comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
- xiii. Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
- xiv. In case of any accident to the vehicle, it will be the responsibility of the bidders or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to the account of contractor.
- xv. The contract is valid for providing services of vehicle hired and at no point of time any or all of the Staff of service provider/ bidders shall raise a claim for employment in M R Bangur Hospital or any state or central government organization based on this engagement.
- xvi. Driver should carry sufficient cash for discharging obligations on account of parking charges, toll taxes, etc. Such expenditure can be claimed as reimbursement by the contractor. Proper supporting documents would have to be submitted along with such claims.
- xvii. Lodging, boarding, transportation of driver shall be the contractor's



responsibility.

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Vehicle should carry functioning portable fire extinguisher.

## 2 Special conditions of contracts:

- a) The engagement and employment of drivers and payment of wages to them as per existing provision of various labour laws and regulations is the sole responsibility of the Contractor and shall indemnify the purchaser. Any breach of such Laws on regulation shall be deemed to be breach of this contract.
- b) The contractor shall supply the vehicles properly cleaned from outside and **properly cleaned & totally dust free** inside. **Seats of the vehicle should have cover of white towels and towels should be washed weekly.** Also, driver should be properly dressed & **well behaved**. Vehicles to be provided by the Contractor should be in perfectly sound working condition and suitable for use by senior officers of the dept. Engine of the supplied vehicle should be noise-free. Hearse Van inside and outside cleaning is compulsory on daily basis.
- c) **Driver and vehicle should not be changed frequently especially in case of vehicle on monthly basis. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned.**
- d) The contractor should send the vehicle for periodical servicing at the cost of the contractor. Hospital authority will not pay any mileage run for such servicing. The cost of repairs, maintenance, Taxes, Insurance etc will be the contractor liability.
- e) In case of change of vehicle by the contractor during the period of the contract, the proof of ownership in case of own vehicle or in case of leased/hold vehicles a copy of power of attorney/affidavit should be submitted within 7 (seven) days of such change for such changed vehicles.
- f) In Case the hospital authority is not satisfied with the quality/condition of the vehicle the contractor shall change the vehicle/make necessary repairs to the satisfaction of the hospital authority.



### 3 Payment terms:

Payment will be made by way of RTGS/NEFT/IMPS using PFMS against the submission of monthly bills (in triplicate) with Log Book duly signed by the designated user(s). The monthly bill shall be paid only after tax deduction at source (TDS) as applicable from time to time.

### 4 Rate of hire charges:

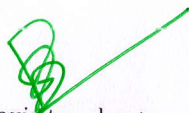
- a) Rates quoted should be inclusive all taxes **except** Goods & Service Tax (GST). **Goods Service Tax (GST) will be paid extra as per Govt. rates applicable from time to time. In any case rate should not exceed ceiling fixed by the TIA.**
- b) **Fuel** here Diesel shall be supplied by the hospital authority by issuing of fuel slip time to time as per requirement from govt. specified fuel station. 01 ltr Diesel for every 10kms and 01 ltr lubricant for every 500kms run shall be issued for each vehicle. Driver will maintain a log book duly signed by the vehicle user or competent authority which will indicate the fuel consumption clearly.

  
Superintendent  
M R Bangur Hospital, Kolkata

Memo No. MRBH/.....2162/1CA)  
Copy forwarded for information to:

Date: 18/11/22

1. The Director of Health Services, Govt. of West Bengal, Swasthya Bhawan, Kolkata - 91
2. The Mission Director, NHM, Govt. of West Bengal, Swasthya Bhawan, Kolkata - 91
3. The District Magistrate, South 24 Parganas.
4. The CMOH, South 24 Parganas.
5. All Members of Tender Selection Committee, MRBH.
6. The IT Cell, Swasthya Bhawan, Kolkata - 700091 with the request to publish the NIT in departmental website.
7. The DEO, MRBH is directed to publish the NIT in the hospital website.
8. Office Notice Board, MRBH,
9. Office copy

  
Superintendent  
M R Bangur Hospital, Kolkata

## Annexure-I

### Proforma for TECHNICAL BID

#### GENERAL

- I. Name of Tendering Company/ Firm / Agency/Individual : \_\_\_\_\_
- II. Nature of the concern : \_\_\_\_\_ (i.e. Sole proprietor or partnership firm or a company under Company Act 1956)
- III. Full Address of Office of the Company/ Firm / Agency/Individual:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- a. Telephone/Mobile No:  
b. E-Mail Address :
- IV. PAN / GIR No. of the Company/ Firm / Agency/Individual : \_\_\_\_\_ (Attach attested copy)
- V. Photocopy of income tax returns for latest year: \_\_\_\_\_ (Attach attested copy)
- VI. Goods Service Tax (GST) Registration No. : \_\_\_\_\_ (Attach attested copy).
- VII. The Company / Firm / Agency should have at least one year of experience in providing services of supplying vehicles to Central/State Govt. organization / PSUs etc. (Attach the attested or original copies of relevant experience documents)
- VIII. Whether each page of tender and its annexure have been signed and stamped: \_\_\_\_\_.(Yes/No)

**I/We hereby declare that the information furnished above is true and correct.**

Place :

Signature of Bidder/Authorized Signatory  
with seal of the firm

Date :

Name of the Bidder \_\_\_\_\_



## Annexure-II

### FINANCIAL BID

- i The Tenderer shall be required to download BOQ sheet from cover-2 of this tender from government tender portal and quote only service charges in figures which are highlighted in light blue color and the same is to be uploaded.
- ii **Conditional bid shall not be considered and will be rejected outright.**

I/We have read and understood the tender for supply of registered commercial vehicles on hire basis vide No. .... and other documents issued by you, we hereby quote the rates (inclusive of all taxes & duties **except Goods Service Tax (GST)** as under for supply of registered commercial vehicles on hire basis as detailed below:

Signature of Bidder with  
seals

