

DOCUMENT FOR EXPRESSION OF INTEREST
FOR

(1) HIRING OF CAR(S) FOR DAILY USE AS MOBILITY SUPPORT OF SUPERINTENDENT AND HOSPITAL STAFF

(2) HIRING OF HEARSE VAN FOR CARRYING DEAD BODIES





Government of West Bengal
Department of Health & Family Welfare
OFFICE OF THE SUPERINTENDENT
M R Bangur Hospital & M R Bangur Super Speciality Hospital
241 & 249 DeshPranSashmal Road, Tollygunge, Kolkata - 700033

www.mrbangurhospital.org Email: supdt_mrbh@wbhealth.gov.in Toll Free No. 18001205548

Memo No: MRBH/ 1524

Date: 15/07/26

Expression of Interest (EOI) for Empanelment of Contractor for Hiring of Vehicles

Expression of Interest is invited from individual(s)/firm(s)/company(ies) for the following work:

1. Name of Work: Hiring of Car(s) for daily use, on monthly basis, as and when required at short notice, for deployment in and around Kolkata within a radius of 100 km: and Hiring of Hearse Van for carrying dead bodies.
2. Period of Empanelment: The empanelment shall initially be valid for one (1) year from the date of empanelment, extendable by up to two (2) further years based on satisfactory performance, subject to a maximum aggregate period of three (3) years.
3. Pre-Bid Meeting: A pre-bid meeting for clarification of queries relating to this EOI shall be held on 20.07.2026 at 15.00 hrs at the Admin Office, 9th Floor, M. R. Bangur Super Speciality Hospital, 247, D.P.S. Road, Tollygunge, Kolkata - 700033. Prospective bidders may attend in person and/or submit written queries in advance to supdt_mrbh@wbhealth.gov.in. Clarifications arising from the meeting shall be issued as a corrigendum, hosted on the hospital website, and shall form an integral part of this EOI.
4. Last Date/Time for Submission of EOI: on 28.07.2026 up to 15:00 hrs.
5. Date/Time of Opening of EOI: on 29.07.2026 at 15:00 hrs.
6. The EOI consists of:
 - i) General Terms and Conditions - Annexure-I
 - ii) Details of Car(s)/Vehicle(s) in Possession - Annexure-II
 - iii) Application Form for Expression of Interest - Annexure-III
 - iv) Format for Affidavit - Annexure-IV

ABRIDGED EXPRESSION OF INTEREST (EOI)

Name of Work - Hiring of Car(s) for daily use, on monthly basis, for deployment in and around Kolkata within a radius of 100 km, and Hiring of Hearse Van for carrying dead bodies.

EOI Notice No. MRBH/ 1524 Date: 15/07/26

Pre-Bid Meeting: 20.07.2026 at 15.00 hrs, Admin Office, MRBH & SSH

Submission Date & Time: 28.07.2026 up to 15:00 hrs

Opening Date & Time: 29.07.2026 at 15:00 hrs

For further details, kindly visit our website - www.mrbangurhospital.org



Superintendent

M. R. Bangur Hospital, Kolkata

Annexure - I
General Terms and Conditions

1. Expression of Interest is invited from individual(s)/firm(s)/company(ies) for hiring of Car(s) and Hearse Van for use of Government officers and hospital staff, and for carrying dead bodies, respectively.
2. Types of Vehicle Required:

Vehicle Purpose	Vehicle Make & Model Option	Emission Standard	Rate (As per Transport Dept., GoWB, Notification No. 3564-WT/3M-81/98 Dt. 24.11.2008)
Car for Superintendent	Maruti Ertiga / Toyota Innova (Diesel), AC	BS-IV & above	Rs. 525.00 per day (for 10 hrs) Rs. 20.00 per hour for additional duty 1 litre diesel per 12 km 5 litre mobil oil per 2,500 km
Car for Other Officers and Staff	Maruti Dzire / Mahindra Bolero (Diesel), AC	BS-IV & above	Rs. 525.00 per day (for 10 hrs) Rs. 20.00 per hour for additional duty 1 litre diesel per 12 km 5 litre mobil oil per 2,500 km
Hearse Van (Ambulance)	Maruti Omni / Mahindra Supro (Diesel), Non-AC	BS-IV & above	Rs. 475.00 per day (for 10 hrs) Rs. 20.00 per hour for additional duty 1 litre diesel per 12 km 5 litre mobil oil per 2,500 km

Pre-Bid Meeting

A pre-bid meeting shall be held on the date, time and venue specified in the EOI notice, for the purpose of clarifying queries raised by prospective bidders regarding the scope of work, eligibility criteria, and terms and conditions of this EOI. Bidders intending to participate are advised to submit their queries in writing at least three (3) days prior to the scheduled date of the meeting, to the email address stated in the EOI notice, to enable meaningful discussion. Clarifications and any consequent amendments to this EOI arising from the pre-bid meeting shall be issued as a corrigendum and hosted on the hospital website, and shall be deemed to form an integral part of this EOI document. Attendance at the pre-bid meeting is not mandatory but is strongly recommended for a proper understanding of the requirement.

Submission / Opening of EOI

The Expression of Interest is to be submitted in the prescribed Application Form (Annexure-III), together with the following enclosures:

- i) Copy of the partnership deed (in case of a partnership organisation) / Memorandum of Association / Certificate of Incorporation / Power of Attorney / copy of the agreement with other owner(s) of the vehicle, mentioning the vehicle registration number(s) (if the vehicle is to be operated by a person other than the owner).
- ii) List of vehicles owned by the individual/firm/company, and vehicles in possession/under control (supported by agreement on non-judicial stamp paper), as the case may be, with details such as type of vehicle, make, model, year of manufacture, registration number and date of registration, mentioning the Mass Emission Standard, as per Annexure-II.

- iii) Self-attested photocopies of the Registration Certificate, valid Road Tax Certificate and Pollution Certificate for individual vehicles.
- iv) Self-certified copy of PAN.
- v) Self-certified copy of GST Registration Certificate.
- vi) Complete set of this document, along with the Application Form for Expression of Interest, duly signed with seal.
- vii) Self-certified Trade License

The bidder shall sign each page of this document and the Application Form as an acceptance of the terms and conditions of the contract, and submit the same along with the requisite credentials under seal. Tenders shall be received in sealed covers up to 15:00 hrs on 28.07.2026 at the Admin Office, 9th Floor, M. R. Bangur Super Speciality Hospital, 247, D.P.S. Road, Tollygunge, Kolkata - 700033.

- a) A maximum distance of 10 km between the garage of the vehicle and the place of reporting of the vehicle may be allowed.
2. No escalation in the above rate is payable on any account. However, the rate of hiring of different categories of vehicles, published from time to time - either upward or downward - in the pattern notified in the Kolkata Gazette, Government of West Bengal, Transport Department, shall be applicable to and paid under this contract.
 3. Transport vehicles having a valid Contract Carriage Permit only will be considered for empanelment.
 4. Neither the vehicle nor its driver shall be changed frequently so as to cause inconvenience to the office.
 - a) Drivers with adequate experience and a valid licence only shall be engaged by the contractor.
 - b) Drivers shall be well conversant with the traffic rules and roads of Kolkata.
 - c) Drivers shall be provided with a cell phone by the contractor. The expenditure towards the cell phone bill shall be borne by the contractor.
 - d) The pay and allowances of the driver shall be borne by the contractor.
 - e) Drivers deputed shall be well-mannered and shall wear white uniform and black shoes.
 6. The vehicle shall report with a sufficient quantity of fuel at the time and place requisitioned by the user.
 7. No other charges towards maintenance of the car, garage, or major/minor repairing/servicing charges shall be borne by the hospital authority.
 8. Parking fees, if any, shall be paid by the contractor and shall be reimbursed by the hospital along with payment of the bill, subject to production of documentary evidence and countersignature by the controlling officer.
 9. The vehicle shall be well maintained and kept roadworthy in all seasons, and the owner shall arrange for at least one servicing per month.
 10. Since this is a hospital service, the vehicles may be required to remain on duty every day.
 11. In case of breakdown of the hired vehicle, a suitable substitute vehicle must be provided immediately by the contractor.
 12. The hospital shall not have any liability arising out of any accident involving the car, whether or not the same was caused due to negligence of the driver.
 13. A day-to-day logbook shall be maintained and signed by the driver and the officer using the car. The logbook shall show details of time of arrival and departure, kilometres run and places and purpose of visit. The driver

shall keep the logbook in personal custody during duty hours and produce the same to the authority as and when called for. No payment shall be made without verification of the logbook.

14. Payment:

- a) Monthly bills are to be prepared and submitted for hiring of cars and hearse van on a monthly basis supported with copies of logbook.
- b) Payment will be made through NEFT/RTGS into the contractor's account only.

15. Contract Period: The empanelment/contract period shall be as specified in Clause 2 of the EOI notice, namely one (1) year from the date of empanelment, extendable up to a maximum aggregate period of three (3) years, subject to satisfactory performance.

16. In case of unsatisfactory performance or breach of the terms and conditions, the empanelment/hiring contract may be terminated by MRBH with fifteen (15) days' written notice.

17. The contractor is required to submit photocopies of the following documents at the time of first engagement of the car, for verification by the controlling officer:

- a) Registration Certificate (Blue Book)
- b) Driving License Number
- c) Tax Token
- d) Insurance
- e) Pollution Certificate
- f) Contract Carriage Permit

18. Superintendent will engage diesel vehicles only; however, in exceptional circumstances, petrol cars/vehicles may also be requisitioned with the approval of the competent authority.

19. Superintendent reserves the right to empanel contractors at its discretion and to restrict the number of contractors.

20. Superintendent reserves the right to award the contract having regard to the demographic location of the garage, condition of the vehicle, etc.

21. If a sufficient number of applications is received against this EOI, Superintendent reserves the right to empanel only those contractors having vehicles conforming to Bharat Stage-IV emission standard or above, in order of the date/year of manufacture.

22. Contractors shall, to the extent possible, employ only local driver and pay wages not less than the minimum wages fixed by Labour Dept. GoWB.

23. Any bid received by the Employer after the deadline prescribed in the EOI, for any reason whatsoever, will not be accepted.

24. A bidder may withdraw its bid by giving notice in writing before the deadline prescribed for opening of the tender in the EOI, provided the bid was submitted well before the deadline. The withdrawal notice shall be prepared, sealed, marked and delivered, and additionally marked "WITHDRAWAL".

25. Any dispute or difference arising out of this tender and any subsequent contract awarded on the basis of the bid shall be subject to the exclusive jurisdiction of the courts at Kolkata.

Annexure - II

Details of Cars/Vehicles in Possession

(To be enclosed along with the Application Form)

A. Details of cars/vehicles owned and offered for hiring:

Sl. No.	Car/Vehicle Model & Make	Year of Manufacture	Registration Number	Mass Emission Standard	AC / Non-AC	Colour
1						
2						
3						
4						
5						
6						

B. Details of cars/vehicles under lease/hire agreement with other owners (agreement on non-judicial stamp paper to be submitted), offered for hiring:

Sl. No.	Car/Vehicle Model & Make	Year of Manufacture	Registration Number	Mass Emission Standard	AC / Non-AC	Colour
1						
2						
3						
4						
5						
6						

Signature of the Applicant

Seal & Date

Annexure - III

Application Form for Expression of Interest for Hiring of Vehicle

To,
The Superintendent
M. R. Bangur Hospital
Kolkata - 700033

Sir,

I/We express interest to engage my/our car(s)/vehicle(s) on hire with M. R. Bangur Hospital. I/We agree to abide by all the terms and conditions laid down in the General Terms and Conditions (Annexure-I) of EOI No. _____.

The details of the offered vehicle(s) are furnished below (to be filled in by the applicant; enclose documents where required):

1	Name of the individual/Partnership Firm/Company:	
2	Full postal address, Phone No., Fax No.:	
3	Copy of registered partnership deed / Power of Attorney / Certificate of Incorporation / Memorandum of Association:	
4	Copy of agreement on non-judicial stamp paper from the owner(s) of the vehicle(s) (if the vehicle is to be operated by the applicant other than the owner):	
5	Copy of Registration of vehicle(s) in the name of the individual/partnership firm/company, and also in possession from other owners by hire/lease (as per format at Annexure-II):	
6	PAN (enclose self-certified copy):	
7	Trade License	
8	Copy of self-certified GST Registration, if applicable:	
9	Category and number of vehicle(s) offered for empanelment, and corresponding Bharat Stage-IV or above emission standard (reference Clause 2 and Clause 21 of Annexure-I):	
10	Whether the Pre-Bid Meeting was attended (Yes/No):	

Signature of the Applicant

Seal & Date

Declaration

I/We certify that all the information furnished is true, and I/We confirm that in case any of this information is found to be false or incorrect, the application/work order (if awarded) shall be liable for rejection at any stage/time without any reference to me/us, and MRBH may take such punitive action as deemed fit.

Encl: List of documents

Signature of the Applicant

Seal & Date

Annexure - IV

Format for Affidavit

(On Non-Judicial Stamp Paper)

AFFIDAVIT

I, _____, Proprietor/Partner/Legal Attorney/Accredited Representative of M/s. _____, do hereby solemnly declare that:

1. We are submitting an application for Expression of Interest (EOI) for Empanelment for Hiring of Vehicle(s), invited vide EOI No. _____ dated _____, for the engagement of vehicle(s) for deployment in and around Kolkata.
2. None of the partners of our firm is a relative of any employee of M. R. Bangur Hospital.
3. All information furnished by us in respect of fulfilment of the eligibility criteria and qualification for this application is complete, correct and true.
4. All documents/credentials submitted along with this application are genuine, authentic, true and valid.
5. If any information or document submitted is found to be false or incorrect at any time, the Department may cancel our application/tender, and such action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including security money, and banning/delisting of our firm and all partners of the firm.

Date: _____

Signature of the Applicant

Seal & Date

Seal of Notary