



Govt. of West Bengal  
Dept. Of Health & Family Welfare  
**O/o the Superintendent**

Falakata Super Speciality Hospital  
P.O. + P.S. –Falakata , District- Alipurduar , PIN – 735211  
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Memo no. FKT/SSH/APD/313

Date- 29/04/25

**Notice Inviting Tender (2<sup>nd</sup> Call)**


The Superintendent, Falakata Super Speciality Hospital, Alipurduwar invites bids through tender in two bid systems (technical and Financial bid) from owners / agencies / bona-fide vendors of commercial vehicles for providing One Vehicles for the office purpose (non Air conditioned Motor Cab /Maxi Cab with Engine capacity equal to or more than 2000 c.c.) on daily hired basis, as per pre specified rate and clause mentioned in Government notification no. 3564-WT/3M-81/98 dt. 24/11/2008 of transport deptt. GoWB.

The commercial bids of the technically successful bidders will be evaluated based on criteria of offering the lowest rate for daily hiring charges for such vehicles. Lowest bidder will be selected for providing the service for a period of one year from the date of signing the contract.

- Nature of work details and time line for this tender process has been mentioned in Annexure. I.
- Details related to General Instructions, required Vehicle specifications, eligibility criteria, Earnest money details, withdrawal /cancelation criteria, penalty clauses, payment terms as well as other legal /statutory matters are mentioned in annexure. II. Based on this annexure selected vendor have to execute agreement in 100 (hundred rupees) stamp paper with the Superintendent of Falakata Super Speciality Hospital.
- Details related to submission of technical bid and financial bides and it's evaluation process mentioned in Annexure. III.
- Tender application format attached as annexure. IV

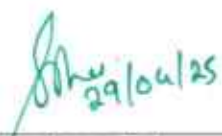
Tender offers, having superscription "TENDER FOR HIRING OFFICE CAR VIDE MEMO NO. FKT/SSH/APD..... Dated.....", are to be submitted at the office by post or by hand within a specified time as mentioned in annexure. I.

Superintendent, Falakata Super Speciality Hospital, Alipurduwar reserves the right to extend the period of submission of tender documents or any time line as specified in Annexure. I or cancel / modify this tender notice partially or in whole or reject / accept in whole or any or all the tenders without assigning any reasons thereof.

  
\_\_\_\_\_  
Superintendent  
Falakata Super Speciality Hospital  
Alipurduar

Copy forwarded for information and necessary action :-

1. The Director , Hospital Administration , Dept. of H & FW
2. The District Magistrate , Alipurduar
3. The Chief Medical Officer of Health , Alipurduar
4. The District Information officer , Alipurduar ; with a request for wide circulation of this tender
5. The Deputy CMOH-I , Alipurduar , with a request for publishing this memo in notice board
6. The Deputy CMOH-II / III / IV / DMCHO , Alipurduar
7. The Superintendent , Alipurduar DH / Birpara SGH ; with a request to publish this notice in respective office notice board
8. The Asst. CMOH , Alipurduar
9. The Treasury Officer , Alipurduar
10. The Accounts' Officer , O/o the CMOH , Alipurduar
11. The BDO , Falakata , with a request for publishing this memo in notice board
12. The Executive Officer , Falakata Municipality , with a request for publishing this memo in notice board
13. The BMOH , Falakata / Madarihat / Alipurduar-I / Alipurduar-II / Kumargram / Kalchini / Superintendent , Bhatibari RH ; with a request for publishing this memo in notice board
14. The Convenor , Tender Purchase committee
15. Dr./ Mr. / Mrs ..... , Member , Tender Purchase Committee
16. The Nursing Superintendent , Falakata SSH
17. The Asst. Superintendent (NM) , Falakata SSH
18. The SAE (Civil / Electrical) , WBMSCL Falakata SSH site
19. The Store in-charge , Falakata SSH
20. The H/C & Custodian of office logistics , Falakata SSH
21. The Accountant , RKS , Falakata SSH'
22. The Treasury Section , Falakata SSH
23. IT Cell of Dept. of Health & Family Welfare , with a request to publish this tender notice in departmental website having title of - "Tender Notice for hiring of the Office vehicle for the O/o the Superintendent , Falakata SSH , Alipurduar (2<sup>nd</sup> Call)"
24. Notice board of this office
25. Guard File

  
\_\_\_\_\_  
Superintendent  
Falakata Super Speciality Hospital  
Alipurduar



Annexure - I**[A] Service details / Nature of Work**

Sl No.	Brief Description of the Service	Specification of the Service	Maximum ceiling of Rate	Period of Contract
1	Engagement of 01 (One) number of the Office car on Monthly hired basis for the O/o the Superintendent, Falakata SSH, Alipurduar	<b>Mandatory :-</b> Non-A/C commercial maxi cab with diesel engine, registered on or after 1 <sup>st</sup> April, 2022.  <b>Preferable :-</b> Vehicle having ground clearance more than 170 mm and engine capacity equal to or more than 2000 cc	Monthly hiring charge Rs. 490/- per day as specified in order memo no.3564-WT/3M-81/98 dated 24/11/2008.  Fuel allowed for monthly hiring is 1 liter for 10 km and mobil oil @ 5 liter per 2500 Km.	1 year from the date of signing the contract.

Amount of Earnest money to be submitted – Rs. 5000/- (Rupees Five thousands only)

( This has approval vide memo no. H/TDE/1014/HFW-46019(11)/21/2023-TRANS SEC-Dept. of H&FW dt.30.09.24)

**[B] Time line of Tender details :-**

Sl No	Important events / Particulars	Date and Time
1	Date of Publication of NIT Documents (Online/Offline)	29/04/2025
2	Pre bid meeting date	02/05/2025 at 11:30 AM
3	Bid Submission start date	02/05/2025 at 01:00 PM
4	Bid Submission Closing date	15/05/2025 at 12: 00 Noon
5	Date of opening technical bids	15/05/2025 at 01:00 PM
6	Date of publication of the list for technically qualified bidders	To be notified later
7	Date of Opening Financial bids of successful bidder	To be notified later

N.B. –

1. Superintendent of Falakata SSH reserves all right to change any part or whole of the timeline and work details mentioned above in point number [A] and [B]

2. In case of offline tender, all sealed tender documents must reached at the office of the Superintendent, Falakata SSH within the fixed timeline as mentioned in Point no. [B].5 (Except Sunday & Holidays). Office of the Superintendent, Falakata SSH will not be responsible for any postal delay, if any.

Annexed to Memo No. FKT/SSH/APD 313 Dated 29/04/25

**[A] General Instructions**

1. Only commercial maxi cab as defined in nature of work schedule under Annexure. I can be engaged as defined under rule no. 2 of the MV Act , 1988. Selected bidder will have to execute agreement in Stamp Rs.100/- at the Office of the Superintendent , Falakata SSH.
2. Vehicle must be registered in the state of West Bengal. Vehicle should have certificate of insurance under Rule. 146 & 147 of M.V. Act 1988.
3. In no case hiring charges will be more than the rate approved by the Government notification no. 3564-WT/3M-81/98 dated 24/11/2008. So rate to be quoted by the intended vendors must be inclusive of all incidental / accidental charges (including GST , if any).
4. The car must be in good and sound condition having Road permit , Tax Clearance ,PCB certification and all other relevant legal / technical documents required for playing in the road. If condition of the car found not good by SHTO or Superintendent or his / her authorized representative then right of participation in the tender process will be cancelled out rightly ,even if , the necessary legal papers technically accepted by the Tender Selection committee.
5. The owner will be liable to deploy the car round the clock. Punctuality will have to be ensured. In case of any temporary withholding of service of the vehicle for repair / maintenance/ illness or absence of driver etc. , substitute vehicle of same quality and / or alternative driver must be provided for the period of withholding subject to the prior intimation to the authority concerned.
6. The car must be kept clean and regular maintenance to be undertaken by the agency / owner under sole responsibility. No routine and / or accidental / incidental repair / maintenance charges can be claimed by the selected bidder at any point of time. Any fine / charges levied by any concern authority as per acts or rules in force related to transport department must be the sole responsibility of the owner of the vehicle.
7. The car must be garaged within 3 km from the duty station and no additional cost is payable for such garage as well as no additional fuel can be claimed for to and fro movement of vehicle between the garage and duty station.
8. Driver , deputed by agency / owner should hold an effective light motor vehicle (LMV)/HMTV driving license under rule 3 of MV Act 1988. The driver of the car must have a running mobile phone.

(Contd. To next page)



9. Vehicle owner or the driver , as authorized by the owner , will be responsible for maintenance of daily movement log book issued by the office of the Superintendent. The engaged owner will ensure the submission of relevant documents signed by the head of the office of user or his / her authorized representative authenticating movement of the vehicle before payment of hiring charges.

10. The contract of hiring can be terminated by the Superintendent , Falakata SSH , Alipurduar at any point of time without assigning any reason thereof. Moreover in case of any dispute , decision of hiring authority will be final. During scrutiny at any point of time if it come to the notice to the tender selection committee that any credential or any documents submitted by the bidder found incorrect / fabricated / manufactured then such bid / agreement will be rejected out rightly without assigning any prejudice.

#### **[B] Earnest Money / Performance security deposits**

Selected bidder have to submit security deposit of Rs.5,000/- (Rupees Five thousands only) as earnest money in favor of The Falakata SSH Ragi Kalyan Samity by demand draft / Banker's cheque. Earnest money will be liable to be forfeited if the selected bidder fails to provide the service as per written agreement. On completion of the period of contract such earnest money will be released based on application of the bidder.

#### **[C] Payment term**


Payment will be made through e-payment system through ECS / RECS / RTGS / NEFT after execution of the work. Selected vendors will have to submit one bill in triplicate along with signed photocopy of the log-book containing details of the preceding month within 5<sup>th</sup> day of current month. Payment will be made at periodic interval subjected to availability / allotment of fund.

#### **[D] Appeal**

Appeal against the decision of the Superintendent , Falakata SSH , Alipurduar will lie with Tender-selection committee of the O/o the CMOH , Alipurduar.

#### **[E] Withdrawal / cancellation**

Tendering authority reserves the right to withdraw the tender at any point of time without assigning any particular cause. Work order to the selected vendor may be cancelled by the Tender selection committee with a notice of 7 days at any point of time.

  
\_\_\_\_\_  
Superintendent  
Falakata SSH , Alipurduar

Annexed to Memo No. FKT/SSH/APD 313 Dated 29/04/25

#### [A] Submission of Bid

1. The tender is to be submitted in a two bid system. Both technical Bid and Financial bid to be submitted concurrently in two separate envelop. Both the envelope should be duly signed by tenderer. Both the envelop should have specific superscription over it –

\* BID.A :- TECHNICAL BID , \_\_\_\_\_ (Details of bidder)

\* BID B :- FINANCIAL BID , \_\_\_\_\_ (Details of bidder)

2. Finally both the bid enveloped in sealed condition must be put inside of a larger sealed envelop having superscription :-

" TENDER FOR HIRING OFFICE CEHICHL E VIDE NIT No. \_\_\_\_\_ Dt \_\_\_\_\_ "

#### [B] Evaluation of Tenders :-

On the date of opening of bid ,tender documents will be opened in presence of at least two-third members of the tender selection committee. Vendor himself / herself or his / her authorized representative must be present at the time of opening of tender documents. Initially the "BID.A :- TECHNICAL BID" will be opened . Thereafter "BID B :- FINANCIAL BID" of only those bidders who will be qualified as per decision of tender-selection committee in technical bid evaluation , will be opened either on same day or any other day as deemed fit by the selection committee.

**[C] Technical Bid evaluation process :-** Bidder have to submit self-attested photocopy of following items along with checklist as mentioned in Table. A

Sl No.	Category	Description of Items
1	Certificates	PAN card of authorized signatory / TAN Card for company / firm
2		Professional tax certificate
3		GST registration certificate
4		Trade License (FY 23-24 and FY 24-25)
5	Company details	Registration with registrar of companies (wherever applicable)
6		Partnership deed in case of partnership firm (wherever applicable)
7		Power of attorney (Wherever applicable)
8	Vehicle specification	Registration of vehicle as commercial
9		Proof of ownership (copy of blue book)
10		Road permit details
11		Documents related to details of make and year
12		Updated pollution control certificate
13		Updated Tax clearance
14	Income tax details	IT return of last 3 Financial year

**[D] Financial Bid –** The folder as Financial bid shall contain base price in Indian rupee including all charges. Table. B to be filled up.



Annexed to Memo No. FKT/SSH/APD 313 Dated 29/4/25**Table. A (to be attached with technical bid)**

Sl No.	Description of Items	Applicable (Yes / NO)	Submitted (Yes / No)
1	PAN card of authorized signatory	Yes / No	Yes / No
2	TAN Card for company / firm	Yes / No	Yes / No
3	Professional tax certificate	Yes / No	Yes / No
4	GST registration certificate	Yes / No	Yes / No
5	Trade License (FY 23-24 and FY 24-25)	Yes / No	Yes / No
6	Registration with registrar of companies (wherever applicable)	Yes / No	Yes / No
7	Partnership deed in case of partnership firm (wherever applicable)	Yes / No	Yes / No
8	Power of attorney (Wherever applicable)	Yes / No	Yes / No
9	Registration of vehicle as commercial	Yes / No	Yes / No
10	Proof of ownership (copy of blue book)	Yes / No	Yes / No
11	Road permit details	Yes / No	Yes / No
12	Documents related to details of make and year	Yes / No	Yes / No
13	Updated pollution control certificate	Yes / No	Yes / No
14	Updated Tax clearance	Yes / No	Yes / No
15	IT return of last 3 Financial year	Yes / No	Yes / No

Vehicle details (Preferential criteria sl no. 19 &amp; 20)

16	Make, model and fuel type of the vehicle	
17	Chassis Number	
18	Vehicle Number	
19	Engine capacity	
20	Ground clearance	

Date :-

Contact Number –

Mail ID -

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 Full signature of the bidder / authorized  
representative

Annexed to Memo No. FKT/SSH/APD 313 Dated 29/04/25

Table .B (Rate quote format of Financial bid)

Sl No.	Brief Description of the Service	Maximum ceiling of Rate	Rate quoted
1	Engagement of 01 (One) number of the Office car on Monthly hired basis for the O/o the Superintendent , Falakata SSH , Alipurduar	<p>Monthly hiring charge Rs. 490/- per day as specified in order memo no.3564-WT/3M-81/98 dated 24/11/2008 .</p> <p>Fuel allowed for monthly hiring is 1 liter for 10 km and mobil oil @ 5 liter per 2500 Km.</p>	<p>Rs. _____/- per day for monthly hiring basis</p> <p>Rupees _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Only (In words)</p>

- I hereby declare that rate quoted above is inclusive of all charges and if selected as lowest bidder , such rate will not be changed at any point of time during contract period.
- I also hereby agreed to submit earnest money of Rs, 5000/- if selected as lowest bidder.

Date :-

Contact Number –

Mail ID -

\_\_\_\_\_  
Full signature of the bidder / authorized  
representative



**[ Tender Application Form]**

To,  
 The Superintendent  
 Falakata Super Specialty Hospital  
 Alipurduar  
 &  
 The Chairperson  
 Tender-Selection committee  
 Falakata SSH , Alipurduar

Subject – Quotation for Supply of \_\_\_\_\_

Ref :- Your office NIQ / NIT no. FKT/SSH/SPD \_\_\_\_\_ Dated \_\_\_\_\_

Sir / Madam ,

With reference to the above cited memo number from your office I am to submit technical bid and financial bid along with all relevant documents as mentioned from Annexure. I to Annexure.III . I am intended to participate in the selection process for the following nature of work –

(Mention type of work / brief description of service as mentioned in annexure. I)

I further affirm that I have read and fully understood the NIQ / NIT and agree to abide by all the terms and conditions laid therein. In case , I fail to abide by the terms and conditions or to carry on the contract satisfactorily , I will be liable to the termination of contract as mentioned in the terms and conditions.

Your faithfully,

Date :-  
 Contact Number –  
 Mail ID –

\_\_\_\_\_  
 Full signature of the bidder / authorized  
 representative with seal