



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL MALDA**  
**MEDICAL COLLEGE & HOSPITALBABURBAG,**  
PS-English Bazar,PO+Dist- Malda, Pin-732101  
Tele\_Fax-03512-252480 ❖ E\_mail-[msvpmlmch@gmail.com](mailto:msvpmlmch@gmail.com)

NIT NO-MSVP/e-NIT-11/MLDMCH-2023-24 ( 2<sup>nd</sup> Call )

Dated: Malda, the 01/03/2024

**NOTICE INVITING e-TENDER**

**Bid Documents Including Terms and Conditions  
of e-Tender**

**For Hiring of 01 Nos.  
Office Vehicles at the Office of the Medical  
Superintendent Cum Vice Principal, Malda  
Medical College & Hospital, Malda  
Department of Health and Family Welfare  
Government of West Bengal**

Website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in) ,  
[www.wbhealth.gov.in](http://www.wbhealth.gov.in) , or [www.malda.gov.in](http://www.malda.gov.in)

Bid documents including terms and conditions for Hiring of  
01 Nos. Office Vehicles at MMC&H, Malda.



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL**  
**MALDA MEDICAL COLLEGE & HOSPITALBABURBAG,**  
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NIT NO-MSVP/e-NIT-11/MLDMCH-2023-24 ( 2<sup>nd</sup> Call )      Dated: Malda, the 01/03/2024

**ELECTRONIC TENDER (e-Tender) NOTICE**

An online bids are invited from registered **professional vehicle hiring agencies**, for providing office vehicle hiring services in institutions run by State Government Departments, Public Sector Companies/ Undertakings Autonomous Bodies, for hiring **01 (One) number of offices vehicles to be deployed for MSVP,MMC&H,Malda**, O/o the MSVP, MMC&H,Malda is being invited by the MSVP,MMC&H,Malda,on behalf of Government of West Bengal, Health & Family welfare Department on rate contract basis for a period of **1 (One) year** initially and may be **extended for another 2 (Two) years** in total thereafter. The 1 (One) year contract period shall commence from the date of notification of award of contract to the selected bidder in this e-tender.

Intended bidders are requested to submit their bids through e-Tender Portal (<https://wbtenders.gov.in>) following the General information, terms & conditions of this NIT and as per the date & time schedule mentioned below: -

**SECTION I: NOTICE INVITING TENDER (NIT): -**

**1. General Information about the Tender: -**

- (a) Office of Issue : - Office of the MSVP,MMC&H,Malda.
- (b) Tender Inviting Authority: - MSVP,MMC&H,Malda
- (c) Address of Communication : - Malda Medical College & Hospital,Malda, PS-English Bazar,PO+Dist- Malda, Pin-732101.

## 2. Date & Time Schedule for e-Tender: -

SL	Particulars	Date	Time
1.	Date of uploading of N.I.T. Documents (online) from this end.	21.06.2024	10.00 A.M.
2.	Documents download/sell start date (online)	21.06.2024	11.00 A.M.
3.	Date of Hosting of Documents at departmental & others Website	21.06.2024	04.00 P.M.
4.	Date of Pre Bid Meeting with the intending bidders at the Conference Room of The Academy Building Of The Office Of The MSVP,MMC&H,Malda	27.06.2024	01.00 P.M.
6.	Bid Submission Starting (Online)	10.07.2024	10 AM
7.	Bid Submission Closing (Online)	16.07.2024	6 PM
9.	Bid Opening & Technical Evaluation	19.07.2024	10 AM
10.	Date of Demonstration of Instrument	To be notified Later	
11.	Date of uploading lists of Technically Qualified Bidder(s)	To be notified Later	
12.	Date & Place for opening Financial Bid <b>(ONLINE)</b>	To be notified Later	
13.	Date of uploading list of qualified bidders(s) along with approved rate.	To be notified Later	

In the event of any of the above-mentioned dates being declared as a holiday for the e-tender inviting authority, the bids shall be opened on the next working day at the scheduled time. The bid submitted should be addressed to the tender inviting authority, i.e. to the MSVP,MMC&H,Malda. The e-tender shall be evaluated under the two-bid system, i.e. through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of **www.wbtenders.gov.in**. Any subsequent notice regarding this tender shall be uploaded on **www.wbhealth.gov.in**, **www.wbtenders.gov.in** and others official websites.

**The Tender Committee has reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason therof.**

The MSVP,MMC&H,Malda, RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEST BENGAL HEALTH DEPARTMENT WEBSITE AND NOTICE BOARD OF THIS INSTITUTION.

Sd/-

Medical Superintendent Cum Vice Principal  
Malda Medical College & Hospital, Malda

**NIT NO-MSVP/e-NIT-11/MLDMCH-2023-24 ( 2<sup>nd</sup> Call )      Dated: Malda, the 01/03/2024**

Copy forwarded for necessary information to the: -

1. Director of Medical Education & Ex-Officio Secretary, Govt. of West Bengal, Swasthya Bhawan, Salt Lake City, Kolkata-700091.
2. Director of Health Services & Ex-Officio Secretary, Govt. of West Bengal, Swasthya Bhawan, Salt Lake City, Kolkata-700091.
3. Additional Director of Health Services (AA&V), Swasthya Bhawan, Salt Lake City, Kolkata-700091.
4. Dy. Secretary, TDE, Swasthya Bhawan, Salt Lake City, Kolkata-700091.
5. Dy. Director of Health Services (E&S), Central Medical Store, 141, A.J.C Bose Road, Kolkata- 700014.
6. Assistant Director of Health Services (Accounts), Central Medical Store, 141, A.J.C Bose Road, Kolkata- 700014.

Medical Superintendent Cum Vice Principal  
Malda Medical College & Hospital, Malda

**NIT NO-MSVP/e-NIT-11/MLDMCH-2023-24( 2<sup>nd</sup> Call )      Dated: Malda, the 01/03/2024**

Copy forwarded for necessary information with a request to display the same to the official notice board: -

1. The Principal, Malda Medical College
2. District Magistrate & District Collector, Malda.
3. Additional District Magistrate (General), Malda.
4. Additional District Magistrate (Health), Malda.
5. Chief Medical Officer of Health, Malda.
6. A.C.M.O.H, Malda.
7. Executive Officer, English Bazar Municipality, Malda.
8. Postmaster, Malda Head Post Office, Malda.
9. Station Master, Malda Railway Station, Malda.

Medical Superintendent Cum Vice Principal  
Malda Medical College & Hospital, Malda

**NIT NO-MSVP/e-NIT-11/MLDMCH-2023-24( 2<sup>nd</sup> Call )      Dated: Malda, the 01/03/2024**

Copy forwarded for necessary information to the: -

1. Additional Medical Superintendent, MMC&H, Malda.
2. Treasury Officer, Malda Treasury-II, Malda.
3. Accounts Officer, MMC&H, Malda.
4. Dy. Superintendent, MMC&H, Malda.
5. All Assistant Superintendent (N/M), MMC&H, Malda.
6. Guard File.

Medical Superintendent Cum Vice Principal  
Malda Medical College & Hospital, Malda



**Government of West Bengal**  
**Office of the Medical Superintendent cum Vice Principal**  
**Malda Medical College & Hospital**  
PS-English Bazar, Dist- Malda, Pin-732101  
Tele\_Fax-03512-252480 ❖ E\_mail-[msvpmlmch@gmail.com](mailto:msvpmlmch@gmail.com)

Section I: Notice inviting Tender (e-NIT)

**NIT NO-MSVP/e-NIT-11/MLDMCH-2023-24( 2<sup>nd</sup> Call )      Dated: Malda, the 01/03/2024**

**E-TENDER DOCUMENT**

Sl. No.	Tender for	Tender Description	EMD Amount (Rs.)
1.	Hiring of commercial AC Vehicle for MSVP of MMC&H, Malda.	AC Diesel Vehicle Seating Capacity:- Minimum 05 seats, Engine Displacement – more than 1200 C.C. but less than 2000 C.C. Fuel Type – Diesel Bharat Stage-IV or above	Rs. 5,000/-

This e-tender is published on behalf of the MSVP, MMC&H, Malda Department of the Health & Family Welfare, Govt. of West Bengal to invite on-line bids for deployment of one diesel driven A/C car/vehicle (for MSVP) on rent on Rate Contract for official purpose on a regular basis in Malda District for a **period of 1 (one) year initially**.

The e-Tender document containing Terms and Conditions can be searched and downloaded free of cost from the websites <https://wbtenders.gov.in> and [www.wbhealth.gov.in](http://www.wbhealth.gov.in). Any subsequent notice regarding this e-tender shall be uploaded on these two websites only. Bidders are requested to check these two websites regularly for this purpose.

**This e-tender document comprises the following sections:**

- **Price Schedule/Bill of Quantity (Annexure –I)**
  - **TENDER APPLICATION FORM (Annexure –II)**
  - **CONTRACT FORM (Annexure –III)**
  - **Stamp Contract Form (Annexure –IV)**
  - **General Information about the Tendered (Annexure –V)**
  - **CHECKLIST FOR BIDDERS (Annexure –VI)**
- In the event of any of the above-mentioned dates being declared as a holiday for the e-tender inviting authority, the bids shall be opened on the next working day at the scheduled time.
- The e-tender shall be evaluated under the two-bid system, i.e. through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of <https://wbtenders.gov.in>.

Sd/-

Medical Superintendent Cum Vice Principal  
Malda Medical College & Hospital, Malda

## **TERMS AND CONDITIONS:**

1. Financial bid and technical bid (specification) should be submitted in separate sealed envelope.
2. Each bidder shall submit only one price quotation / tender.
3. Each page of bid document should be self-attested by the bidders.
4. The sealed envelope should clearly mention on the top — the memo no. and date of this notice in response to which quotation / tender is being submitted
5. Financial Bid should be Submitted as per enclosed format (Annexure-I).
- 6. PROCEDURE FOR DEPOSIT OF EMD/BID SECURITY RELATED TO e-PROCUREMENT OF THE STATE GOVERNMENT DEPARTMENTS (through NET BANKING/RTGS/NEFT): - Earnest money of Rs. 5,000.00 (Rupees Five thousand) only for Vehicle.**
- 7. Vehicle should not be more than 01 year old.**
- 8. Colour white maintenance should be good in condition**
- 9. After technical bid opening the vehicle should be brought to the hospital authority for physical verification for getting technically qualified**
- 10. Driver having experience of more than 10(ten) years.**
- 11. All bidders must upload all records, data and documents on which they wish to rely in support of their Technical Bid.**
- 12. All the required documents uploaded by the bidders should have an index page indicating the name of the documents enclosed with the page number. Bid submitted without such index page may be summarily rejected by the Tender Inviting Authority.**
- 13. Unless for reasons to the satisfaction of the Tender Inviting Authority, bidders will not be allowed to supplement data and documents submitted online, with additional data and documents, during tender evaluation.**

**The process may be followed as per memorandum of the Finance Department Audit Branch bearing Memo No-3975-F(Y) dated: 28<sup>th</sup>. July, 2016 (GRIPS)**

1. Login by bidder:-
  - a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/ Autonomous Body/Local Body/ PRLs, etc. shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
  - b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payment modes:
    - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
    - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.
2. Payment procedure:-
  - a) Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway
    - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank

through which he wants to do the transaction.

- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success / failure of the transaction.
- iv. If the transaction is successful, the account paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/P, R.Is, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT

- i) On selection of RTGS/NEFT as the payment mode, the e-Procurement Portal will show a pre- filled challan having details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account.
- iii) Once payment is made, the bidder will come back to the e- procurement portal after expiry of a reasonable time to enable the NEFT/ RTGS process to complete ,in order to verify the payment made and continue the bidding process.
- iv) If verification is successful, the fund will get credited to the respective Pooling Account of the State Government / PSU/Autonomous Body/Local Body/ PRIs etc. Maintained with the focal point branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD /Tender Fees.
- v) Hereafter, the bidder will go to e-Procurement Portal for submission of the bid.
- vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/ Settlement Process.

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e procurement portal through web services.
- ii) On receipt of the information from the e procurement portal, the bank will refund, through an automated process, the EMD of the bidders

disqualified at the technical evaluation to the respective bidders' bank account from which they made payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority.

iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority. However, L2 bidder should not be rejected till the LOI process is successful.

iv) If the L1 bidder accept the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on Award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal the tender inviting authority.

V) As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e- procurement portal –

a) EMD of the L1 Bidder of the tenders of the State Government Offices will automatically get transferred from the Pooling account to the State Government Deposit Head '8443-00-103-001-07' through GRIPS along with the bank particulars of the L1 bidder.

b) EMD of the L1 bidder for the tenders of the State, /PSU/ Autonomous Bodies/ Local Bodies/ PRIs etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such Transfer will take place within T+1 bank working days where T will mean the date on which the award of contract (AOC) is issued

vi) The bank will share the details of GRN No. generated on successful entry in GRIPS with the e- procurement portal for updating.

vii) Once the EMD of L bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred

electronically from the pooling account of the Government Revenue Receipt Head “0070-60-800-013-27” through GRIPS for Government Tenders and to the respective linked bank accounts for State/ PSU/Autonomous Body/Local Body/ PRIs etc.Tenders.

viii) All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated.

**4. FORFEITURE OF EARNEST MONEY:** - The earnest money of the tenderer will liable to be forfeited if the tenderer withdrawn his tenderers whole or for any particular vehicles at any steps after opening or acceptance. The earnest money deposit will be refunded to the successful tenderer after furnishing the required amount of security deposit so fixed in the information of bidders and the unsuccessful tenderer will also get the same after final decision.

**5. SECURITY DEPOSIT:** - The successful tenderer must furnish security deposit in the form of Demand Draft (DD) to be drawn in favour of **MSVP,MMC&H,Malda payable at Malda**. In case of S.S.I. firm certificate of the competent authority is to be submitted.

<b>Earnest Money Deposit :</b>	<b>Rs. 5,000/- (Five Thousand) only for each car</b>
<b>Security Deposit :</b>	<b>Rs. 6,000/- (Six Thousand) only for each car</b>

**6. FORFEITURE OF SECURITY DEPOSIT:**-The security deposit will be forfeited without prejudice to any action in the event of failure/refusal to supply the vehicles at contract/approved rates and or within the period stated in supply order as per accepted/approved specification.

**7. ELIGIBILITY CRITERIA:**

- Self-attested Xerox copies of valid Trade License, , PAN Card, and Copy of latest I.T. return, GST registration certificate & car papers ( Blue book, Vehicle Tax paper , Insurance Paper, certificate of fitness from RTO ) of the vehicles, should he submitted along with the quotation. Original certificate may have to be produced at the time of the opening of the quotations / tender.
- Only those firms who have experience at least for 2 years of providing car service in institutions/Govt. Organizations will be allowed to participate in the above mentioned job/tender.
- Credentials should be submitted along with the quotation / tender.

**8. BID PRICE**

- The prices shall be quoted in Indian Rupees only.
- The rates quoted by the bidder shall be valid for one year only from the date of contract and cannot be altered under any circumstances.
- The price should clearly state the rate inclusive all taxes and other charges.
- Only transport vehicle having a valid All Bengal contract carriage permit may be placed on hire.
- The reporting place of all the vehicles would be office complex of **MSVP,MMC&H,Malda**.

Please go through the “**Maximum Ceiling of rate**” as stated in the last Column of the table of the **Annexure -I**

7. **VALIDITY OF TENDER:** Tender shall remain valid for a period of **ONE YEARS** from the date specified for submission.

10. No advance payment will be made to the selected tenderer. Payment will be made by this office in monthly basis within 15 (Fifteen) working days, in receipt of bill along with log book properly signed by the **Competent Authority.**

11. (A). Cost of road tax, insurance, and wages of driver and other incidental expenses in running and maintenance of car are to be borne by the vendor himself.

11. (B) If the vehicle is out of order, the vendors shall provide substitute vehicle immediately. In case, the vehicle does not report at all, the **MSVP,MMC&H,Malda** will have a right to terminate the contract at once without assigning any reason.

11. (C) All the vehicles are hired to get their services for 24 hrs (24 x 7 days) basis and as when necessary.

12. Payment shall be made by the **MSVP,MMC&H,Malda** at the end of every month on the presentation of all bills in triplicate within a reasonable time. However, no interest is payable on delayed payment.

13. The driver running the car should have valid driving license and having experience more than 5 yrs and the vehicle should be registered under the Transport Deptt. of the State Govt. A certificate to this effect should be provided. The driver of the vehicle must follow traffic rules and regulations prescribed by the Government from time to time.

14. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the **MSVP,MMC&H,Malda** .In case if the driver is found to be in drunken state while on duty, the contract is liable to be terminated without assigning any further reason.

15. The contract between the **MSVP,MMC&H,Malda** and vendor may be cancelled with a notice period of one month from either side.

16. A daily record for time and mileage for each vehicle shall be maintained separately in a log book and to be duly signed by competent authority.

17. After placement of order, the **MSVP,MMC&H,Malda** reserves the right to cancel/add/modify the whole order and/or any part thereof at any point of time.

**18. EVALUATION OF QUOTATION/TENDER:**

The **MSVP,MMC&H,Malda** shall evaluate and compare the quotation/tender determined to be substantially responsive i.e. which are properly signed; and

a. Conform to the terms and conditions and specifications. The quotations would be evaluated separately.

**19. AWARD OF CONTRACT:**

- a. The **MSVP,MMC&H,Malda** will award the contract to the bidder whose tender has been determined to be **substantially technically responsive and who has offered the lowest evaluated quotation price.**
- b. The **MSVP,MMC&H,Malda** reserves the right of acceptance or rejection of any tender and to cancel the bidding process at any time prior to the award of contract without assigning any reason whatsoever.

**20. No ambiguity in the documents will be entertained.**

21. In case the bid opening date is subsequently declared as a holiday, the bid will be opened at the same time on next working day and the bid will also be accepted on the same day.

**22. Fuel for running each vehicle has to be provided by the Vendor himself** and payment for fuel shall be made by the **MSVP,MMC&H,Malda** on the presentation of all bills along with vouchers within a reasonable time. However, no interest is payable on delayed payment.

**23. Technical Bid:**

Sl. No .	Category	Sub Category (Folder )	Sub Category Description
1	CERTIFICATES	CERTIFICATES	Latest Trade License, PAN, 2 Years IT Including 2023-24 IT ACKNOWLEDGEMENT, P.TAX, VALID & UP TO DATE IT AND PROFESSIONAL TAX CLEARANCE MUST BE Uploaded.
2	CERTIFICATES	PAN CARD	PAN CARD
3	CREDENTIAL	CREDENTIAL 1	RESOURCEFUL, BONAFIDE & EXPERIENCED CONTRACTORS HAVING AT LEAST 40 % (Forty PERCENT) CREDENTIAL CERTIFICATE IN A SINGLE WORK ORDER OF SINGLE WORK OF SIMILAR NATURE DURING ANY ONE FINANCIAL YEAR FROM 2018-19 TO TILL DATE (Relevant Credential Certificate should be uploaded)
4	DECLARATION	DECLARATION FILE 1	Application, EMD Payment Challan, AFFIDAVIT (MENTIONING Tender reference No. )
5	DECLARATION	DECLARATION FILE 2	Car Details (Owner Proof)

ALL THE CERTIFICATES SHOULD BE IN PROPER FOLDER AND SCANNED IN PROPER VISIBLE STATUS AS MENTIONED, e-Tender Notice Cannot be change Or Edited in any manner, It should be downloaded and uploaded without any change with digitally Signed, Change in any manner into the e-Tender Notice File May Cancel The Bid . The Tender Evaluation Committee Of **MMC&H,Malda** MAY CANCEL THE BID IN ANY STAGE OF THE BIDDING PROCESS. The Tender Evaluation Committees Decision Is Final.

Sd/-

## Specification

Description of services	Specification of the Vehicles required	Quantity	Ceiling Rate as per Notification No 3564-WT/3M-81/98 dtd-24.11.2008 of the Transport Dept GoWB
(i)	(ii)	(iii)	(iv)
Hired light commercial vehicle on monthly basis	AC Diesel Vehicle Seating Capacity:- Minimum 05 seats, Engine Displacement – more than 1200 C.C. but less than 2000 C.C. Fuel Type – Diesel Bharat Stage-IV or above	01	*Ceiling rate per day Rs. 525/- (Rupees Five Hundred and Twenty-Five Only). *Monthly rate is for 10 hours a day and additional charge @ Rs.20.00 per hour beyond 10 hours. *Fuel allowed 01 litre Diesel for 10 KM. Mobil oil @5 litre per 2500 KM run.

## Price Schedule/Bill of Quantity (Annexure-I)

(Print copy of BOQ)

<b>SL.NO</b>	<b>Mass Emission Standard</b>	<b>Category of Vehicles</b>	<b>Basis Rate</b>	<b>Maximum Rate Per Vehicles per day (In Rupees )</b>	<b>Bid price per vehicles per day( In Rupees ) {For bidders only}</b>
1.	Purchased on or after 01.03.2022 with Diesel Engine.	Hiring of commercial AC Vehicle for MSVP,MMC&H,Malda	Monthly hiring	525	

**TENDER APPLICATION FORM (Annexure –II)**

To,  
**The Tender Inviting Authority (MSVP,MMC&H,Malda).....**  
.....  
.....

Ref: Your e-tender document No. \_\_\_\_\_ Dated \_\_\_\_\_

We, the undersigned have examined the above e-tender document, including amendment/corrigendum number \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to render services in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

We hereby declare that all data and documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and belief.

If our bid is accepted, we undertake to render the services as mentioned above, in accordance with the schedule and terms and conditions as specified in the e-tender document, including amendment/ corrigendum if any.

We further confirm that, if our bid is accepted, we shall provide you with a performance security of required amount in terms of Section III, for due performance of the contract.

We agree to keep our bid valid for acceptance or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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 confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution/ local bodies etc in last two years.

Brief of court/legal cases 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.

**(Signature with date)**

**(Name, designation, seal of authorized person to sign bid for and on behalf of Bidder)**

### **CONTRACT FORM (Annexure –III)**

[To be signed on a stamp paper of denomination of Rs.50/-(ten only) or above]

Name and address of the health facility issuing the contract.....  
.....  
.....

Contract No \_\_\_\_\_ dated \_\_\_\_\_

1. This is in continuation to Notification of Award of Contract No \_\_\_\_\_ dated \_\_\_\_\_ against e-tender no. \_\_\_\_\_ dated \_\_\_\_\_ and \_\_\_\_\_ subsequent amendment No \_\_\_\_\_, dated \_\_\_\_\_ (if any), issued by the purchaser.

2. Name and address of the contractor/agency: .....  
.....  
.....

3. Contractor/agency's Bid No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No \_\_\_\_\_ dated \_\_\_\_\_ (if any), exchanged between the contractor/agency and the purchaser in connection with this e-tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned above, shall also be deemed to form and be read and construed as integral part of this contract:

- i. The e-tender document no..... dt.....
- ii. Tender Application Form furnished by the contractor/agency
- iii. Technical and Financial Bid submitted by the contractor/agency
- iv. Purchaser's Notification of Award of Contract

The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section II: PREAMBLE of the e-tender document shall also apply to this contract.

5. The brief particulars of the services which shall be supplied/ provided by the contractor/agency are as under:

Schedule No.	Brief description of services	Contract price

5.2 Financial limit to this contract is Rs.....(contract price)

5.3 Annexure: Documents listed in Clauses 4(i) to 4(iv) above.

**Signature, seal, name and address of the purchaser's/ consignee's authorized official)**

Received and accepted this contract

(Signature, seal, name and address of the contractor/agency's executive duly authorized to sign on behalf of the contractor/agency)

**Stamp Contract Form (Annexure -IV)**

(Affidavit on Non-Judicial Paper worth Rs 50.00 for Non-Conviction& Non-debarment/non blacklisting sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the e-Tender Notice)

I..... the proprietor/ promoter/ director  
.....(of the firm), its employee, partner or representative are not convicted  
by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been de-barred, blacklisted by any government ministry/Medical College/ local government/ PSU/ Pvt. Institution etc. in the last two years from scheduled date of opening of this e-tender.

**General Information about the Tendered (Annexure -V)**

<b>SL</b>	<b>Particulars</b>	<b>Details to be furnished</b>	
<b>Details of the Tenderer (Organization)</b>			
1.	Name of the Firm / Organization		
2.	Name of the Owner / Proprietor		
3.	Address		
4.	Mobile No.	Email Id	
<b>Details of Authorized person (if any)</b>			
5.	Name		
6.	Address		
7.	Mobile no.	Email Id	
<b>Information about the Organization</b>			
8.	Valid Trade License No.		

9.	PAN No. of Firm / Organization or Owner / Proprietor	
10.	GST No.	
11.	Bank Account Number	
12.	Type of Account	Savings / Current / CC
13.	Bank Branch Name and Address	
14.	Bank IFSC Code	

Date:-

**Signature & Seal of the Tenderer**

#### **CHECKLIST FOR BIDDERS (Annexure –VI)**

Sl no	Checklist
1	EMD or documents in support of EMD exemption
2	Tender Application Form as per <b>(Annexure-II)</b>
3	Notice Inviting Tender
4	Income Tax PAN
6	GST Registration along with copy of last return filed
7	Car papers ( Blue book, Vehicle Tax paper , Insurance Paper, certificate of fitness from RTO )
8	Certificate of Incorporation/ Partnership Deed (if applicable)
9	Updated Trade License
10	Power of Attorney in favour of signatory of bid (if applicable)
11	Name, address of banker, account number
12	Bank Solvency Certificate from a schedule Bank amounting to Rs.2.00 Lakhs (Rupees. Two Lakhs) only for <b>each Car.</b> (For Current Financial Year)
13	Address proof for registered and/or branch office of bidder, preferably in district of health facility
14	Affidavit on Non-Judicial Paper worth Rs 50.00 for Non-Conviction& Non-debarment/non-blacklisting sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice in <b>(Annexure IV)</b>
15	Particulars of the Bidders in the prescribed format given in <b>(Annexure V).</b>

N.B. It is the responsibility of bidder to go through the e-tender document to ensure furnishing of all required documents in addition to above, if any.