



GOVERNMENT OF WEST BENGAL

Office of the Principal

Jhargram Govt. Medical College & Hospital, Jhargram, Pin-721507



Web: www.jgmch.ac.in, email-principal.jhargramgmch@gmail.com, Tel: 03221-255145

Memo No:-JGMCH/2024/1550

Date:-13/12/2024

Notice Inviting Quotation

NIQ No-JGMCH/2024/78

Quotation are hereby invited from reputed, experienced and financially sound Registered Companies / Firms / Agencies/ Owners hired light commercial vehicle on monthly basis for full time use for the Accounts Officer (JGMC),Jhargram Government Medical College ,Jhargram on monthly rate contract basis and for a period of 6(six) months from the date of contract primarily and renewable for next two years on basis of satisfactory performances.

A) The details are as below:

Description of services	Specification of the Vehicles required	Quantity	Rate offered as per Notification no	Rate to be quoted by the Quotation
(i)	(ii)	(iii)	(iv)	(v)
Hired light Commercial vehicle on monthly basis	Non-AC Petrol/Diesel Vehicle Engine Displacement-Less than or Equal 2000c.c. Fuel Type- Petrol(Transport Department order no-4200-WT/TPT-18011/148/2023 Dated 19/09/2023), Bharat Stage-IV& above. Body Type-Saloon Seat Capacity-More than -04 seats	01	Ceiling rate per day Rs. 490/- (Four hundred and ninety Only) Monthly rate is for 10 hours a day and additional charge @Rs. 20.00 per hour beyond 10 hours. Fuel allowed 01 litre Petrol/Diesel for 12KM. Mobile oil @ 5 litre per 2500 K.M. run.(Transport Dept. order no-3564-WT/3M-81/98 Dated 24.11.2008)	Rate to be quoted as per prescribed format (Annexure-II)

B. Eligibility:

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

- The bidder should own or hold on lease minimum of 1 vehicle of model not older than 5(five) years vehicles registered as commercial vehicles in their names or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the qualifying bid documents.
- The bidder must have a valid Trade License.
- The bidder must have registration for Service Tax.

C. The schedule of Quotation is as follows:

S/N	Activity Description	Time Schedule
1.	Issue of Quotation Document	The Quotation document can be downloaded from the web site www.wbhealth.gov.in and www.jgmch.ac.in
2.	Last Date and Time of Submission of Complete Quotation	30.12.2024 within 5.00pm
3.	Date and Time of Opening of Bid	31.12.2024 at 12.00pm
4.	Validity of Quotation	90 days from the date of opening of Quotation
5.	Declaration of Final Result	Will be notified later

D. Submission of Quotation:

1. The Quotation must be submitted in two separate envelopes to be written as (A) “**Technical Bid**” and (B) “**Financial Bid**”. Both envelopes are to be inserted in a big envelope, and the subject must be “**Quotation for hiring of vehicle for Accounts Officer, Jhargram Government Medical College & Hospital(College Side), Jhargram, 721507.**”
2. **Technical Bid (as per prescribed Annexure-I)** consists of self attested photocopy of the valid (i) Certificate of Registration of the vehicle, (ii) Certificate of fitness, (iii) pollution certificate, (iv) Tax Token (v) Insurance Certificate (vi) PAN Card (vii) Income Tax Return for the last financial year (viii) P. Tax clearance certificate (ix) Trade Licence Certificate (x) Others.
3. **The technical proposal must not contain any pricing information.**
4. **Financial Bid** should be filled up, signed by competent authority and sealed (as per prescribed Annexure-II)
5. The Quotation documents are to be addressed to “**The Principal, Jhargram Government Medical College & Hospital, Vidyasagar Pally, Jhargram-721507**”.

E. Opening of Quotation:

1. Technical proposals will be opened by the Principal, Jhargram Government Medical College & Hospital or his authorised representative on the specified date and time.
2. The technically qualified bidders, i.e; the bidders who qualifying the assessment of the technical proposal shall be eligible for competing the Financial bid. Accordingly the Financial bids of only those bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

F. General Terms & Conditions:

1. Rate shall be inclusive of all i.e. insurance claim, tax levied on the vehicle, charges for pollution certificate, charges for rendering certificate of fitness etc.
2. Rate must be quoted in both words and figures. In case of discrepancy between figure and word amount, the word amount will be taken into consideration.
3. If the willing candidate intends to provide new vehicle if he is selected for the hiring, he shall submit an affidavit in Ten Rupees Non Judicial Stamp Paper along with Quotation paper to the effect that he shall provide the vehicle to the office along with the papers mentioned in SI.No. 4 above within 10 days of work cum supply order issued.
4. In case of Syndicate of transporters, the photocopy of valid Memorandum of Association shall be required to be submitted along with the Quotation paper.


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5. In case of co-operative of transporters, the photocopy of valid (i) Memorandum of Association, (ii) Society Registration Certificate, (iii) Latest Audit Report conducted by the Statutory Authority shall be required to be submitted along with the Quotation paper.
6. The vehicle shall be registered in any district of West Bengal. The offer in respect of the vehicle registered outside this Stat shall summarily be rejected.
7. Income Tax and other incidental charges shall be levied from the bill as per I.T. Act, 1961 and relevant Acts & Rules. The rates and procedures shall be revised as the parent Acts, Rules, Orders will be revised time to time.
8. In case of lessee of a vehicle, the photocopy of valid proper deed with the owner of the vehicle shall be required to be submitted along with the Quotation paper.
9. No repair charge either in patty or heavy nature, no charges due to the breakage of vehicle during (i) accident, (ii) normal circumstances and (iii) "Bandh" or "Hartal" shall be given.
10. No demurrage charge/repair charge shall be given to the contractor due to the damage inflicted to the vehicle due to explosion/fire/natural calamities.
11. No washing charge of vehicle, no charges for removal of dent shall be paid to the contractor.
12. During any accident any compensation to the public in the shape of causing injury to (i) any public (ii) any cattle (iii) any permanent/ temporary structure shall be borne by the contractor himself.
13. The driver shall be provided by the contractor with the following items:
 - (i) Valid Driving License (preferably commercial) issued by the RTO to drive that particular vehicle type.
 - ii) Proper Identity card issued by the contractor.
 - iii) No Objection Certificate to drive the vehicle.
 - iv) Proper Dress.
 - v) Running Mobile Number for which the cost shall be borne by the contractor.
14. No remuneration and food shall be provided to the driver by the office. No food and excess payment shall be made available to the driver by the office in case of night halt except in certain cases of Election work and Relief operation.
15. The contractor shall provide seat cover, towel and car freshener along with the vehicle.
16. The driver so appointed by the contractor should not possess any criminal record.
17. The contractor shall change the driver within three days after the complain from the undersigned in respect of (i) Misbehaviour, (ii) theft of article/money, (iii) intoxication during discharge of duty.
18. Change of driver or vehicle of similar nature shall be intimated to the office at least two days before.
19. The driver shall maintain a Log Book provided by the contractor and duly authenticated by the office.
20. Before opening of new Log Book, the old one shall be deposited to the new one shall be authenticated by the office.
21. The contractor shall submit the monthly bill in along with the Log Book to the office by 10th day of next month.
22. The driver should maintain the Log Book and shall place it before the officer concerned after the completion of journey mentioning brief history of the office concerned.
23. The excess/ less consumption of fuel shall be translated into monetary terms and shall be added/ subtracted from final monthly bill as the case may be and no tax shall be levied upon this.
24. Vehicle to be placed for 24 hours a day. Accordingly driver to be engaged for 24 hours a day.
25. The contract shall valid till the rate & conditions are revised by the Govt. of West Bengal by Notification/ some explicit order. But the contractor may quit from the obligations of contract after the elapse of one year from the date of agreement after giving one month's notice showing proper reason and the office may accept it if the reasons appears to be valid in nature. The office may terminate the contract at any point of time after three month from the date of agreement without assigning any reason thereof.

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26. The fuel shall be issued to the vehicle by the authority on day to day basis. The consumption of fuel shall be in accordance with the Govt. orders in this respect. Any excess consumption shall be ordinarily be borne by the contractor and shall added to the monthly bill.
 27. During the contract period if the vehicle is not fit for use, the contractor is liable to replace and provide a vehicle with driver of similar nature to the office immediately with intimation to the office.
 28. No escalation of rate shall be provided within the contract period.
 29. Maximum 10 km between the garage of the vehicle and the place of reporting will be allowed.
 30. The death of the contractor /mental retarded condition / insolvency of the contractor / dissolution of the office or any unnatural circumstances that binds termination of contract shall cause termination of contract from any or both ends automatically.
 31. **Acceptance of Quotation:** Lowest valid rate should normally be accepted. However, the Quotation Accepting Authority dose not bind himself to do so and reserves the right to reject any or all the Quotations, for valid reasons and also reserves the right to distribute the work amongst more than one bidding firm / agency. The authority reserves the right to accept/reject any reason thereof.
 32. The contractor so determined by the office shall enter into a contract by executing by terms of the contract in a Fifty Rupee Non Judicial Stamp Paper with the office. The contractor shall purchase the Non Judicial stamp paper in the name of the Principal, Jhargram Government Medical College, Jhargram. 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 Quotation document shall form the integral part of the agreement. The work must be commenced within a period of 10 days from the date of award of work.
 33. **Period of contract/ Extension:** The contract will remain valid for 6(six) months unless terminated earlier by the Quotation inviting authority. The period of contract can be extended for a further period of up to two years in phased manner at the discretion of the Principal, Jhargram Government Medical College & Hospital, Jhargram at same rates and terms and conditions. After expiry of the extended period, the contract will automatically come to an end and no separate notice will be given.
 34. **Penalties:**(a) Vehicles should be made available in the basis of on call any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs.300/- may be imposed on each occasion, in addition to the prorata 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.200/- will be imposed for that day. (ii) If the vehicle is not accepted a penalty as per clause (a) above will be imposed. (iii) Department made available on call basis beyond the office hours in the week days as well as holidays, failing which the penalty of Rs.500/- will be imposed on each occasion.
 35. The cars/vehicles to be hired shall be on monthly basis and therefore these should be kept for exclusive use by the users of office of The Principal. The cars/vehicles placed into service cannot be hired out to any other organization and should be available whenever called for.
- The owner will be liable to deploy car as and when necessary. Punctuality will have to be ensured.

G. Security Deposit:

- a. Amount of security Deposit: The successful bidder shall have to submit security Deposit @5% of the Quotationed value or as will be decided later by the Quotation Selection Committee, whichever is lower.
 - b. Time limit for deposition of Security: The security deposit shall have to be deposited within 7 days of receipt of the issuance of work order.
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- c. Release of security Deposit: Security Deposit will be released without interest after 90 days (3 months) from the date of expiry of the contract. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the security Deposit will be forfeited in addition to any legal action as deem fit & required.

H. Payment to the Firm / Agency:

- a. Payment to the executing firm / agency shall be made by the Principal, Jhargram Government Medical College & Hospital on monthly basis.
- b. Separate monthly bills should be drawn against each car/ vehicle starting its registration no., make and model, total kilometers of run, overtime charges if any, parking and toll charges etc. The Service Tax, as applicable should be shown separately.
- c. All bills must be backed up by the copy of the daily log book and original receipts of the parking and toll charges.
- d. Payment will be released to firm / agency through Treasury, after scrutiny of bills. Deduction of taxes, as per rules in vogue shall be done before finalizing the payment.
- e. The Principal, Jhargram Government Medical College & Hospital, Jhargram shall have the right to withhold payment in full or in part subject to recovery if any.

S. Bhattacharya

Principal

13/12/2024

Jhargram Govt. Medical College & Hospital

Jhargram-721507
Principal

Jhargram Govt. Medical College & Hospital
Jhargram-721507 Date:-13/12/2024

Memo No :- JGMCH/2024/ 1550/1(15)

Copy forward for information and necessary action to:-

1. The Director of Health Services & E.O. Secretaty Govt. of West Bengal.
2. The DME, Govt. of West Bengal.
3. The DHS, Govt. of West Bengal.
4. The Sabhadhipati, Zilla Parishad, Jhargram.
5. The District Magistrate, Jhargram.
6. The Superintendent of police, Jhargram.
7. The Administrative officer, Jhargram Municipality with request to publish the notice of his office notice bord.
8. The CMOH, Jhargram.
9. The MSVP, Jhargram.
10. The SDO, Jhargram
11. The ACMOH, Jhargram.
12. The RHTO, Jhargram.
13. The A.O.,JGMCH Jhargram.
14. IT Cell of Swasthya Bhawan for attaching this Quotation notice in the official website of Deptt. Of H & FW.
15. Notice Board of this office.

S. Bhattacharya

Principal

13/12/2024

Jhargram Govt. Medical College & Hospital

Jhargram-721507
Principal

Jhargram Govt. Medical College & Hospital
Jhargram-721507

Annexure - I TECHNICAL BID

1.	Name of the Work	Light commercial vehicle hiring on monthly basis
2.	Tender Notice No	
3.	Due date of Submission of the tender	
4.	Name of the bidder with Full address, e-mail, Telephone No/ Mobile No.	
5.	Local Address if any	
6.	Legal entry of the bidder whether firm / Society/ Company/ Order entry	
7.	a)Registration Number: (if any) b)Authority with whom registered	
8.	Name & Address of the Banker of the Bidder	
9.	PAN No./ TAN No.	
10.	Working experience providing vehicle on hiring to Govt./PSU/ Reputed Pvt. Organization (pls give credentials) if any	
11.	Details of vehicles proposed for Hiring a)Type of Vehicle b)Make & Year c)Proof of Ownership d)Bharat –III/IV/VI Confirmed /not e)Road permit No. & issued by: f)Tax Clearance g)Pollution Control Board Certificate h)Commercial License Number (if any)	

● **Attach proof for all declaration**

Certified that the above information are correct and true to the best of my knowledge and belief. In case of information found incorrect later on I'll be responsible and be liable to be rejected forthwith.

Date:

Office Seal

Full Signature of the Bidder

Owner of Vehicle No:-

Annexure - II
FINANCIAL / PRICE BID

NIT NO:-

Name, address and Contact no. of the Bidder:

Type of vehicle:

Registration No. of Vehicle:

Rate Quote:

Sl. No	Description	Rate (Rs) per day	Remarks
1.	Rate for hiring of vehicle on monthly basis		

● **No additional charges excluding Pol consumed will be claimed in any form.**

I/We agree with all terms and conditions laid by the Principal, Jhargram Government Medical College, Jhargram having its office at Vidyasagar Pally, PIN-721507 in their Tender notice for hiring of vehicles dated:

Office Seal

Full Signature of the Bidder