



Government of West Bengal
Department of Health & Family Welfare
Office of the Medical superintendent cum vice Principal
Maharaja Jitendra Narayan Medical College & Hospital
Silver Jubilee Road, Cooch Behar-736101
Email: msvpcoochbeharmch@gmail.com

Memo No _____/MSVP/MJNMC&H/2020

Dated ____/____/2020

TENDER NOTICE FOR HIRING OF VEHICLE

Sealed tenders are hereby invited by the Medical Superintendent cum Vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar from the reliable travel agency / vehicle owner / Individual for hiring of 1 (one) maxi cab for Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar.

The tender should reach to the undersigned on or before **18th November 2020** positively by person / post only. The department will not be responsible for any postal delay. The tender will be **opened on 23rd November 2020 at 11:00 am**. The committee reserves the right either to accept or to reject any tender without showing any reason thereof remaining within the per-view of Law.

The tenderers have to submit photocopy of valid documents as stated in the enclosed sheet in a sealed envelope. The Envelope should be superscripted with **"Tender for hiring of vehicle for Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar"**.

SH
Medical Superintendent
cum
Vice Principal
MSVP
Cooch Behar Government Medical College & Hospital
MJNMC&H, Cooch Behar
M.J.N. Hospital, Cooch Behar -736101, W.B.

Memo No 2165 /1 (7)/MSVP/MJNMC&H/2020

Dated 04 / 11 / 2020


Copy forwarded for information the request to display the matter at official notice board:

- 1) The Sabhadhipati, Cooch Behar Zilla Parishad, Cooch Behar.
- 2) The District Magistrate, Cooch Behar.
- 3) The Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar.
- 4) The District Information & Cultural Officer, Cooch Behar.
- ✓ 5) The DIO, NIC with a request to upload the notice at www.coochbehargov.in
- 6) The IT Manager, Department of Health & Family Welfare, Swasthya Bhawan for web publishing at www.wbhealth.gov.in
- 7) Office copy.

Shree
Medical Superintendent
cum
Vice Principal
MSVP
Cooch Behar Government Medical College & Hospital
MJNMC&H, Cooch Behar
M.J.N. Hospital, Cooch Behar -736101, W.B.

TERMS & CONDITIONS

01. Monthly rate should be offered (dry vehicle with driver). The rate should not cross the maximum permissible limit as laid down in the GO 3564-WT/ 3M-81 / 98 dated 24.11.2008.
02. Fuel & Lubricant will be supplied by the departmental as applicable vide memo no. 3564-WT/ 3M-81 / 98 dated 24.11.2008.
03. The vehicle should be Public Service Vehicle (Commercial) registered under RTO, Cooch Behar of West Bengal and not registered before October 2018.
04. Vehicle is to be provided for 24 hours for all the day of the month along with the driver. The vehicle should be kept ready at all time for movement at any place for any time on emergency basis.
05. Contract period is limited to 1 (one) year for the first time and may be renewed on providing satisfactory service.
06. Maintenance of vehicle, payment of all taxes etc. Should be borne by the owner / agency.
07. Repair works, if required, on any day should be done with prior approval of the undersigned. If the repair works continue for 2 / 3 days, owner / agency has to provide vehicle in replacement at once.
08. Driver with or without vehicle should not move at any time on each day without seeking permission of the undersigned / authorized person and suitable driver should be replaced at once, if the driver is not able to perform the duties due to his illness or otherwise. The driver must carry a valid mobile no.
09. The vehicle will be graced for 10 km / day on average for movement from garage to office.
10. The vehicle should be kept in tip-top condition for all time.
11. One printed log book should be maintained by the driver with authentication of the undersigned.
12. Documents are to be enclosed with the tender Photocopy of valid & up to date (**Registration Certificate, Tax Token, Contract Carriage Permit, Insurance Premium, Pollution clearance, Fitness Certificate** of the vehicle & **experience certificate in same type of job at Govt. / PSU if any**) for vehicle owner and (**Trade License, PAN Card, P.Tax registration certificate / chalan, & experience certificate in same type of job at Govt. / PSU if any**) for travel agency must be submitted with the bid document. Any individual should submit the proposal only with **mentioning the brand & model of vehicle** proposed but all the supportive documents like **Registration Certificate, Tax Token, Insurance, Contract Carriage Permit**, should be submitted at the time of placing vehicle to the office.
13. Earnest money of Rs. 2000/- (Two thousand only) in the form of Bank Draft in favour of the Medical Superintendent cum Vice Principal, Maharaja Jitendra Narayan Medical College & Hospital payable at Cooch Behar from any nationalized Bank is to be enclosed with the bid documents.
14. The successful bidder should submit up-to-date copy of **Tax token, Insurance, Pollution & Fitness Certificate** at the time of next renewal.
15. Successful bidder has to provide vehicle within 15 days from the date of issue of work order.
16. Bill should be submitted along with fuel statement & photocopy of log book within 7th of the next month. Taxes & Govt. duties as levied may be deducted from the bill by the undersigned.
17. All the documents should be copied in A4 size & have clear view.
18. Department will not be responsible for any postal delay in correspondence.


Medical Superintendent
cum
MSVP
Vice Principal
M.J.N.M.C. & H. Cooch Behar Hospital
M. J. N. Hospital, Cooch Behar - 736101, W.B.

TECHNICAL DETAILS

01. Name of vehicle owner / Travel Agency / Individual : _____
02. Address for communication : _____

03. Mobile No. : _____
04. Trade License : _____
05. PAN Card : _____
06. P.Tax registration : _____
07. Experience in same type of job if any: _____
08. Name & brand of vehicle : _____
09. Year of registration : _____
10. Contract Carriage Permit valid upto : _____
11. Road Tax paid upto : _____
12. Insurance covered upto : _____
13. Vehicle deserve BS-IV or above : _____

COMMERCIAL DETAILS

Rate of hiring charge per month (Maxi Cab)	Rs. _____
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