



Government of West Bengal
Office of the Principal: Burdwan Medical College
PurbaBardhaman

Phone : 0342-2658646, Fax- 0342-2658636, E-mail: burdwanmedicalcollege76@gmail.com

Memo. No. BMC/ 2832

Dated. Burdwan, the 24/11/2021

TENDER NOTICE

IN PERSUANCE OF APPROVAL VIDE NO H/TDE/13/HFW-40045/8/2018; Dt. 07.01.2019 READ WITH APPROVAL NO H/TDE/168/V-10/2015; Dt. 06.03.2019 AND H/TDE/107/HFW-23011(32)/9/2019; Dt. 05.02.2020 THE PRINCIPAL, BURDWAN MEDICAL COLLEGE, BURDWAN. UNDER HIS ADMINISTRATIVE JURISDICTION INVITING E-TENDER FOR HIRING VEHICLE ON MONTHLY BASIS FOR THE OFFICE OF THE PRINCIPAL, BURDWAN MEDICAL COLLEGE AND MSVP BURDWAN MEDICAL COLLEGE & HOSPITAL, BURDWAN REGARDING GROUPS MENTIONED BELOW:

SL.NO	Mass Emission Standard	Category of Vehicles	Basis Rate	Unit Of Rate (per day)	Maximum Ceiling of rate as per Notification vide No. 3564-WT/3M-81/98; Dated.24.11.2008.
1.	Purchased on or after 01.03.2021 with Diesel Engine.	MAHINDRA SCORPIO purchased on or after 01.03.2021 with Diesel Engine. With Air - Condition Facility.	Monthly hiring		Monthly rate is for 10 hrs a day and additional charge @ Rs /- 20.00 per hour beyond 10 hour Fuel is allowed 1 liter for 10 km. Mobil oil @ 5 liters per 2500 km run.
2	Purchased on or after 01.03.2021 with Diesel Engine.	HONDA AMAZE purchased on or after 01.03.2021 with Diesel Engine. Without Air Condition Facility	Monthly hiring		Monthly rate is for 10 hrs a day and additional charge @ Rs /- 20.00 per hour beyond 10 hour Fuel is allowed 1 liter for 10 km. Mobil oil @ 5 liters per 2500 km run.
3	Purchased on or after 01.03.2021 with Diesel Engine.	MAHINDRA BOLERO. Purchased on or after 01.03.2021 with Diesel Engine. With Air -Condition Facility.	Monthly hiring		Monthly rate is for 10 hrs a day and additional charge @ Rs /- 20.00 per hour beyond 10 hour Fuel is allowed 1 liter for 10 km. Mobil oil @ 5 liters per 2500 km run.
4	Purchased on or after 01.03.2021 with Diesel Engine	AMBULANCE. (Mahindra BOLERO) purchased on or after 01.03.2021 with Diesel Engine. Without Air-Condition Facility.	Monthly hiring		Monthly rate is for 10 hrs a day and additional charge @ Rs /- 20.00 per hour beyond 10 hour Fuel is allowed 1 liter for 10 km. Mobil oil @ 5 liters per 2500 km run.

The detailed tender documents will be available from the website www.wbhealth.gov.in and <https://purbabardhaman.nic.in/>, Start Date of downloading documents and submission from 02.12.2021 at 11.00 A.M onwards. and last date of downloading and submission is on 04.01.2022 up to 04.00 PM Rest of the tender schedule is quoted para 24.

In the event of e-filing, intending bidders may download the tender documents from the websites: <https://wbtenders.gov.in> ,or <https://ctender.wb.nic.in> directly with the help of Digital Signature Certificate. Both Technical bid and Financial Bid against each vehicle are to be submitted separately, duly signed digitally, in the website <https://wbtenders.gov.in> ,or <https://ctender.wb.nic.in>.

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Principal
Burdwan Medical College
Burdwan

Medical superintendent-cum- Vice Principal
Burdwan Medical College
Burdwan

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-A.

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.13, 000.00 (Rupees thirteen thousand) only.

The process may be followed as per memorandum of the Finance Department Audit Branch bearing Memo No-3975-F(Y) dated: 28th. 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/ PRIs, 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 payments 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 pre-filled information to make RTGS/NEFT payment using his bank account.

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

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

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

7. 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.

8. SECURITY DEPOSIT: - The successful tenderer must furnish security deposit (Rs.5000.00 five thousand) in the form of Demand Draft (DD) to be drawn in favour of **Principal, Burdwan Medical College , Burdwan, payable at Burdwan.** In case of S.S.I. firm certificate of the competent authority is to be submitted.

Earnest Money Deposit. :	Rs.13, 000/- (Thirteen Thousand) only for each car
Security Deposit :	Rs.15, 000/- (Fifteen Thousand) only for each car

9. 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.

10. 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.

11. BID PRICE

- The prices shall be quoted in Indian Rupees only.
- The rates quoted by the bidder shall be valid for two years 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 **Principal Burdwan Medical College, Burdwan and MSVP, Burdwan Medical College & Hospital.**

Please go through the "Maximum Ceiling of rate" as stated in the last Colum of the table of the **Annexure -A**

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

13. 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.**

14. (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.

14. (B) If the vehicle is out of order, the vendors shall provide substitute vehicle immediately. In case, the vehicle

14. (C) All the vehicles are hired to get their services for 24 hrs (24 x 7 days) basis and as when necessary.
15. Payment shall be made by the **Principal Burdwan Medical College, Burdwan and MSVP , Burdwan Medical College & Hospital, Burdwan (as applicable)** 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.
16. 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.
17. 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 **Principal / MSVP Burdwan Medical College, Burdwan** .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.
18. The contract between the **Principal /MSVP Burdwan Medical College, Burdwan** and vendor may be cancelled with a notice period of one month from either side.
18. 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.
19. After placement of order, the **Principal / MSVP Burdwan Medical College, Burdwan** reserves the right to cancel/add/modify the whole order and/or any part thereof at any point of time.

20. EVALUATION OF QUOTATION/TENDER:

The **Principal Burdwan Medical College, Burdwan** 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.

21. AWARD OF CONTRACT:

- a. The **Principal, Burdwan Medical College, Burdwan and MSVP , Burdwan Medical College & Hospital, Burdwan** 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 **Principal/ MSVP , Burdwan Medical College, Burdwan** 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.

22. No ambiguity in the documents will be entertained.

23. 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.

24. Important Information.

1.	Date of uploading of NIT(on line)	02.12.2021 10.00 a.m
2.	Document download start date	02.12.2021 11.00 a.m.
3.	Bid submission start date (on line)	03.12.2021 11.00 a.m.
4.	Bid submission closing (on line)	04.01.2022 04.00 p.m
5.	Last date for submission of Hard Copy of the all documents in the tender box kept in the office of the Principal,Burdwan Medical College, Burdwan	05.01.2022 11.00 a.m. onwards
6.	Technical Bid opening	06.01.2022 12 noon
7.	Date of uploading list for technical qualified bidder	Later On
8.	Date for opening of financial bid (on line)	Later On
9.	Date of uploading list for L1 bidders:	Later On

Enclosure: Annexure -I to Annexure- IV

[Signature]
Principal
Burdwan Medical College
Burdwan

[Signature]
Medical superintendent-cum- Vice Principal
Burdwan Medical College
Burdwan

Annexure –I Price Schedule/Bill of Quantity

(Print copy of BOQ)

SL.NO	Mass Emission Standard	Category of Vehicles	Basis Rate	Maximum Rate Per Vehicles per day (In Rupees)	Bid price per vehicles per day(In Rupees) {For bidders only}
1.	Purchased on or after 01.03.2021 with Diesel Engine.	MAHINDRA SCORPIO purchased on or after 01.03.2021 with Diesel Engine. With Air - Condition Facility.	Monthly hiring	575	
2	Purchased on or after 01.03.2021 with Diesel Engine.	HONDA AMAZE purchased on or after 01.03.2021 with Diesel Engine. Without Air Condition Facility	Monthly hiring	490	
3	Purchased on or after 01.03.2021 with Diesel Engine.	MAHINDRA BOLERO. Purchased on or after 01.03.2021 with Diesel Engine. With Air -Condition Facility.	Monthly hiring	525	
4	Purchased on or after 01.03.2021 with Diesel Engine	AMBULANCE. (Mahindra BOLERO) purchased on or after 01.03.2021 with Diesel Engine. Without Air-Condition Facility.	Monthly hiring	490	

TENDER APPLICATION FORM (Annexure -II)

To,
The Tender Inviting Authority (Principal, Burdwan Medical College, Burdwan).....

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 authorised person to sign bid for and on behalf of Bidder)

CONTRACT FORM

[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 authorised official)

Received and accepted this contract

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

Annexure -III

(Affidavit on Non-Judicial Paper worth Rs 50.00 for Non-Conviction& Non-debarment/nonblacklisting sworn before the Notary Public / JudicialMagistrate/Executive Magistrate on or after the date of publication of theTender 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 Tenderer (Annexure -IV)

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

SECTION XI: CHECKLIST FOR BIDDERS

Sl no	Checklist
1	EMD or documents in support of EMD exemption
2	Tender Application Form as per Annexure-II
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 each Car .(On or after September,2021)
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 / JudicialMagistrate/Executive Magistrate on or after the date of publication of theTender Notice in (Annexure III)
15	Particulars of the Bidders in the prescribed format given in (Annexure IV).
16	Price Schedule/ Bill of Quantity (BOQ) Annexure-I

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.