

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
MALDA MEDICAL COLLEGE  
P.O.- MALDA ; P.S. – ENGLISH BAZAR  
PIN-732101**

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Memo No. **P/MLD-MC/NIT3/2025-26**

Date- **30.07.2025**

**NOTICE –INVITING –E-TENDER**

1. The Principal, Malda Medical College, Malda , on behalf of the Governor, West Bengal , invites e-Tenders from the eligible, resourceful and qualified bidders for providing of 01 (one) Air Conditioned Car on monthly hired basis for the period of 01 (one) year from the date of engagement.
2. Date & Time Schedule of E- NIT:

| Serial No. | Particulars                                                                                       | Date & Time (excluding Sunday & Holiday) |
|------------|---------------------------------------------------------------------------------------------------|------------------------------------------|
| 1.         | Date of Publication of N.I.T. Documents Online (Publishing Date)                                  | 30.07.2025 , 5 pm                        |
| 2.         | Documents Download Starts Date & Time                                                             | 30.07.2025 , 6 pm                        |
| 3.         | Date of Pre Bid Meeting with intending Bidders in Conference Hall of Malda Medical College, Malda | 06.08.2025 , 2 pm                        |
| 4.         | Bid Submission Start Date & Time (Online)                                                         | 08.08.2025 , 10 am                       |
| 5.         | Documents Download End Date & Time (Online)                                                       | 03.09.2025 4 pm                          |
| 6.         | Bid Submission Closing Date & Time (Online)                                                       | 03.09.2025 , 4 pm                        |
| 7.         | Technical Bid Opening Date & Time                                                                 | 05.09.2025 , 4 pm                        |
| 8.         | Uploading of List of Technically Qualified Bidders                                                | To be notified later                     |
| 9.         | Financial Bid Opening Date & Time                                                                 | To be notified later                     |
|            |                                                                                                   |                                          |

In the event of any of the above-mentioned dates being declared as Holiday, the tender will be opened next working day or any day to be notified later on by the tender inviting authority.

3. Requirements:

01 (One) Commercial Car (Diesel/Petrol) on a monthly basis for the movement of Principal; , Malda Medical College , for a period of 01 (one) year from the date of engagement. However, the contract period may be extended subject to the satisfactory performance & necessary approval of the authorities. The vehicle must possess a commercial registration number.

4. General Instruction to Bidders: -

❖ Instructions / Guidelines for the electronic submission of the e-Tenders in online platform have been shown in the website <https://wbtenders.gov.in>. Any contractor willing to take part in the process of e-

tendering has to be enrolled and registered with the Government e-Procurement System. Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of e-Tenders. The tender should be addressed to the Principal, Malda Medical College, Malda.

- ❖ Tenders are only to be submitted online through the website stated above clause- concurrently in two folders, one is Technical Proposal, and the other is Financial Proposal, before the prescribed date and time mentioned in the above list. Using the Digital Signature Certificate (DSC), the documents are to be uploaded, virus scanned and digitally signed. Bidders should specially take note of all the addendum/corrigendum related to the e-Tender and upload the latest documents as part of the e-Tender.
- ❖ The rates must be quoted inclusive of all taxes and charges. Maximum Hiring Charges including GST etc. of the Hired Vehicle is Rs590/- Per Day for Per Months. P.O.L. shall be admissible as per the relevant Govt. Order issued by the Transport Department, Govt. of West Bengal vide No. 3564-WT/3M-81/98, Dated 24.11.2008. No escalation or rates during the contract period shall be allowed. No prayer in respect of the revision consumption of fuel shall be entertained.
- ❖ The Specification of the vehicle and rate should be followed as per the Transport Department Order No. 3564-WT /3M -81/98, Dated 24.11.2008 (Serial No. 2& Row No. 4 of the Schedule) . Bharat Stage should be as per the extant norms. The Vehicle should be purchased on or after 01.01.2021. Engine Capacity – greater than 2000CC , Seating Capacity: Minimum 7 including driver.
- ❖ During the work of the service provider/agency, he/she/they has/have to follow the following terms & conditions:
  - A. No repairing charges either petty or heavy in nature, charges due to the breakdown of vehicle during accidents/normal circumstances/strikes shall be allowed by the authority.
  - B. No washing charges of vehicle or removal of dents shall be allowed by the authority.
  - C. During accidents any compensation to the public/3<sup>rd</sup> party in the shape of causing injury to any public, cattle, any permanent or temporary structure shall be borne by the service provider/contractor.
  - D. The driver shall be provided with by the Contractor (i) a valid Driving License, (ii) a valid identity card. (iii) Proper dress.
  - E. No remuneration or food shall be provided to the driver by the office.
  - F. The contractor will have to provide clean white towels for seat covers, car freshener along with vehicle.
  - G. The driver so appointed shall maintain a Car Log Book, provided by the Contractor and duly authenticated by the office. The contractor shall submit the monthly bill in duplicate along with the Log Book. Before opening of new Log Book, old one should be deposited into the office.
  - H. The contract shall have to change the driver within three days after the complaint by the undersigned in respect of misbehavior, intoxication or any other reason. The driver should

not possess a criminal record. The vehicle with driver should be made available for 24X7 Hrs. The driver should preferably be a resident of English Bazar municipal area.

1. A change in driver or vehicle with similar type must be communicated to the concerned officer beforehand. If the driver is not available or breakdown of the vehicle, alternative arrangement should be made by the contractor immediately after prior permission from the authority, otherwise the daily hire amount deducted according to the quoted rate.

5. Formulation of Bids: -

- ❖ Before formulating the bid and submitting the same, the bidder should read and examine all the terms and conditions and instructions, checklists etc, contained in the e-tender document. Failure to provide and/or comply with the required information, instructions etc, incorporated in this document may result in rejection of its bid.
- ❖ The Bidder shall provide an undertaking in the form of a Notarized Affidavit that the proprietor /promoter/ director of the firm, its employee, partner or representatives are not convicted by the 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 delay in payment of taxes etc. The firm does not employ a Govt. servant, who has been dismissed or removed on account of corruption. The firm has not been de-barred, blacklisted by any Govt. Ministry/Deptt./Local Self Govt./PSU etc. in the last two years from the schedule date of opening of this tender.
- ❖ A bidder requiring any clarification or elucidation on any matter or any issue of the e-tender may take up the same with the purchaser in the pre-bid meeting.
- ❖ Alternative Bids are not permitted.
- ❖ The bid documents shall not contain any erasure or overwriting.
- ❖ Bid Validity Period is 120 Days.
- ❖ It is the responsibility of bidder to go through the e-tender document to ensure furnishing all required documents. Whenever necessary and applicable, the bidder may be requested to enclose/supply certified copy as documentary evidence to substantiate the corresponding statement.
- ❖ A bid, which does not fulfil any of the requirements and/ or gives evasive information/reply against any such requirements, shall be liable to be ignored or rejected straightway.
- ❖ Bid sent by paper /fax/telex/cable/email etc. shall be ignored.
- ❖ The Financial Bids of the bidders will be evaluated on the basis of providing of offering Lowest Rate of Hiring Charges.
- ❖ Bids are to be submitted -
  - A. Technical Proposal: containing (a) Statutory Cover and (b) Non- Statutory Cover
  - B. Financial Proposal: containing Bill of Quantity /Price Schedule.
  - (a) Statutory Cover shall contain the following documents:
    - Tender Application Form
    - Notice Inviting e-Tender

- Scanned Copy of EMD or documents in support of relaxation or exemption of EMD.  
(EMD: The Earnest Money Deposit of Bidding is Rs 5,000/- to be deposited by the intending bidders in the way prescribed in the Finance Department's Memo No. 3975-F(Y), Dated 28-07-2016. Successful bidder shall have to submit Performance Security not more than 10% value of the work. In the event of breach/violation or contravention of any terms or conditions contained herein by the selected agency, the Performance Security shall be forfeited, and the agency shall be blacklisted including termination of present contract.

(b) Non-Statutory Cover will contain the following documents

- Valid Trade License of the Bidder
- Updated P Tax Certificate or Challan
- PAN Card of the proprietor /company whichever is available.
- Certificate of Registration of the Vehicle. The Vehicle should be registered in any district of West Bengal. Vehicles registered in outside state shall summarily be rejected.
- Updated Certificate of Fitness
- Updated Pollution Certificate.
- GST Registration Certificate with Return (2024-2025) or Submission of Self Declaration as annexed in the Order No. 6649-F(Y) Dated 26th October 2018, in case of non-registration of GST.
- Updated Insurance Paper/Documents.
- Certificate of completion or Work Order having the experience of providing rental car service in any Govt. Office or Semi-Govt. Office. This clause is desirable, not mandatory one.
- In case of a new vehicle, the willing bidder must submit a notarized affidavit/declaration to that effect, if he/she or the agency is selected in the tender, he/she/or the agency shall provide the new vehicle within one month from the date of Award of Contract. If the new vehicle is not provided within the stipulated period, the work order may be cancelled by the tender inviting authority.  
In this case, he/she/ agency need not submit Certificate of Registration of Vehicle, Fitness Certificate, Insurance & Pollution Clearance of the Vehicle.
- Failure of submission of any of the above documents mentioned above, will render the tenderer liable to be rejected for both statutory and non-statutory cover.

6. Opening and Evaluation of Tender:-

- ❖ The EMD, amounting Rs 5000/- , shall be evaluated first. Then the online technical bids of EMD-qualified bidders shall be opened and evaluated with reference to parameters prescribed in this e-tender document. After this, the online price bids of only the technically qualified bidders shall be opened for further evaluation.
- ❖ In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened.
- ❖ IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-TENDER BY THE BIDDER IN HIS TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.
- ❖ Bids will be evaluated on the basis of the terms and conditions already incorporated in the e-tender document. The bids, which do not meet the basic requirements, are liable to be treated as non – responsive and will be summarily ignored /rejected.
- ❖ Decrypted (transformed into readable format) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee. The Committee will evaluate technical proposals as per terms laid down in this e-tender document.
- ❖ During evaluation the Committee may summon bidders and seek clarification /information or additional documents or original hard copies of documents submitted online. If these are not produced within specified time, the bid proposals will be liable for rejection.
- ❖ In general, the contract may be awarded to the lowest evaluated responsive bidder per. The name address of successful bidder shall be uploaded online and notice board of this office.
- ❖ The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him/her online before the award of contract.
- ❖ The successful bidder must furnish the required performance security within 15 (fifteen) days from the date of issue of this notification, failing which the EMD will be forfeited and the award will be cancelled; and the award of contract may be given to the second lowest bidder by the decision of tender evaluation committee
- ❖ The decision of the tender inviting authority is final and binding in the selection of the tender . The tender inviting authority reserves the right to accept or reject /cancel any or all tender wholly or in part without assigning any reason whatsoever. The tender inviting authority will have no obligation to award the contract to the bidder with L<sub>1</sub> status after commercial bid evaluation, if the car so hired found to be unsuitable or any valid reason (technical or financial or overserving car's conditions).
- ❖ Any dispute arising out of this tender shall be subjected to the jurisdiction of courts of Malda district.
- ❖ Acceptance of Bid shall be guided by the Finance Department Order No. 2322 F(Y), Dated 7<sup>th</sup> June, 2022.

7. APPLICATION FOR e-TENDER:-

To

The Principal

Malda Medical College , Malda

Ref: Your Tender Document No.....Dated.....

I/We, the undersigned have examined the above-mentioned tender enquiry document, including amendment No. --  
-----, dated ----- (if any), the receipt of which is hereby confirmed. I/We now offer to supply services in  
conformity with your above-mentioned document for the sum as shown in the price schedule(s), attached  
herewith and made part of this tender.

If my/our tender is accepted, I/we undertake to perform the services as mentioned above, in accordance with the  
terms&conditions.

I/We further confirm that, if my/our tender is accepted, I/we shall provide you with a performance security of  
required amount in an acceptable form, for due performance of the contract.

I/We agree to keep our tender valid for acceptance for a period up to 120 days, as required, or for subsequently  
extended period, if any, agreed to by us.

I/ We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted  
any time before the expiry of the aforesaid period.

I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof  
within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your  
above-referred tender enquiry.

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

8. Checklist for Bidders: -

1. EMD or documents in support of EMD exemption.
2. Tender Application Form.
3. Notice Inviting e-Tender
4. Income Tax PAN
5. Professional Tax Registration or any Challan deposited in the last six months from the scheduled date of e-tender opening.
6. Power of Attorney in favour of signatory of bid for partnership firm or company.
7. Credential (Desirable)
8. Bidder's notarized undertaking regarding non-conviction.
9. Certificate of Fitness.
10. Valid Pollution Certificate.
11. Certificate of Registration of the Vehicle.
12. Updated Insurance Paper/Documents.
13. Notarized Undertaking for providing New Vehicle.

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

Sd/-

**Principal**  
**Malda Medical College, Malda**