

Bid Documents including Terms and Conditions
for Quotation

**For Cleaning of Drainage, Clearing of Weeds,
Bushes, and Tree Trimming at Malda Medical
College & Hospital**

For the year 2026-27

14/06/26
Medical Supdt. Cum Vice Principal
Malda Medical College & Hospital
Malda



Department of Health and Family Welfare
Government of West Bengal
Office of the MSVP, Malda Medical College & Hospital
PS- English Bazar, Malda - 732101
E_mail: msvpmlmch@gmail.com

Memo No-MSVP/MMCH/ 4939

Dated: 29/06/2026

NOTICE INVITING QUOTATION (N.I.Q)

Notice Inviting Quotation for Cleaning of Drainage, Clearing of Weeds, Bushes, and Tree Trimming at Malda Medical College & Hospital, Malda for the year 2026-2027.

General Information about the Quotation:

- (a) **Office of Issue:** Malda Medical College & Hospital, Malda, Pin-732101.
- (b) **Place of Opening the Quotation:** Malda Medical College & Hospital, Malda, Pin-732101.
- (c) **Address for communication:** Same as above (a).

Date and Time Schedule of Quotation:

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.Q. & other Documents online	29/06/2026
2	Documents download start date	29/06/2026
3	Documents download end date	07/07/2026
4	Online Bid submission start date	29/06/2026
5	Bid submission closing date	07/07/2026, 1 pm
6	Bid opening date for Technical Proposals	07/07/2026, 1 pm
7	Technically Qualified Bidders	To be notified later
8	Financial Proposal	To be notified later

MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL, MALDA

Memo No. MSVP/MMCH/4939/1/10

Dated, Malda, the 29/06/2026

Copy forwarded for information and necessary action for wide circulation:

- The D.H.S, West Bengal, Swasthya Bhvan, Saltlake City, Kol-91.
- The District Magistrate, Malda.
- The Principal, MMC, Malda.
- The ADM (G), Malda.
- The Additional Medical Superintendent, MMC&H, Malda.
- The Accounts Officer, MMC&H, Malda.
- The Assistant Superintendent (N/M), MMC&H, Malda.
- The DIO NIC, With request to upload the same in the district website.
- The In-Charge, IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt lake City, Kolkata-700091 With request to upload the same in the department's website.
- Guard file.

MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL, MALDA

SCOPE OF WORK

Cleaning of Drainage, Weed Eradication, and Tree Trimming at MMC&H, Malda.

Job Description	Duration of job
1. Drainage Cleaning: Job of cleaning the inside hospital campus surface drainage and main office drainage which are connected to the ETP plant, taking out the clay, garbage, and surplus from the said drainage and alongside it. After drying the clay/garbage, removing the same by hand trolley to a distant place as directed at the site to ensure a proper drainage system. The party must open all drainage covers for cleaning and securely re-fix them afterward. 2. Campus Clearing (Weeds & Bushes): Complete clearing and eradication of weeds (Agacha) and small bushes/wild vegetation (choto jongol) across the hospital campus and alongside the drainage pathways to maintain hygiene and visibility. 3. Tree Trimming: Trimming and pruning of overgrown tree branches (gach trimming) inside the hospital campus that obstruct pathways, drainage, or pose safety hazards, ensuring a well-maintained and aesthetically pleasing environment.	30 Days

** Note: Cleaning Materials like hand trolley, bleaching powders will be provided by the authority as per requirement. Trimming and cutting tools should be arranged by the contractor.*

12/9/26

Medical Supdt. Cum Vice Principal
Malda Medical College & Hospital
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GUIDELINES FOR FILLING BIDS

1. Offer should be in a sealed envelope super scribed with Quotation no, Date & Due date.
2. Accepted Bid document to submit with the offer (Mandatory) and addressed to the O/o The Medical Superintendent cum vice Principal, Malda Medical College & Hospital, Malda.
3. GST Registration Copy.
4. Copy of PAN Card.
5. Manufacturing / Trade License copy.
6. Accepted copy of this Quotation document, duly signed and stamped.
7. Bidders shall keep their offer valid for a period of 30 days from the due date / extended due date (if any) of the quotation-opening to process their work order.
8. Tenders not conforming to the above-mentioned requirements are liable to be rejected.
9. Bidders may visit the websites <https://www.malda.gov.in> & www.wbhealth.gov.in. Bid Documents will be procured from MSVP office, MMC&H, Malda. Any subsequent notice regarding this Quotation shall be uploaded on the website only.
10. Quotation will be in two parts- i) Technical & ii) Financial. Only qualified technical bids will be considered for opening of financial bids.
11. Rate offered by the bidders must be at par with the prevailing market rate.
12. The Quotation Committee reserves the right of cancellation, adding, reducing, or deferring the Quotation in total or in partial without assigning any reason thereof.
13. Rates should be quoted neatly typed in figures all charges including GST. Any deviation of Proforma will be treated as cancelled.

CLARIFICATIONS

For any clarifications please contact O/o The MSVP, Malda Medical College & Hospital, Malda.

TERMS OF PAYMENT

100% payment will be released within 30 days from the date of successful completion of the job & approved by the user department.

HL9153/26
Medical Supdt. Cum Vice Principal
Malda Medical College & Hospital

SCHEDULE OF CONFIRMATION

Questionnaire on Commercial Points to be answered by the Bidder

Name of Bidder Firm/Company:	
Address:	
Telephone No.:	
Fax. No. & E-mail Address:	
Banker's Name & Address:	
Name & Full address of Chief executive:	
Name, Designation and full address of contact person:	
Cell No. & E-mail address:	

VALIDITY OF BID: the validity of Bid to be 30 Days: []

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Medical Supdt. Cum Vice Principal
Malda Medical College & Hospital
Malda

QUOTATION APPLICATION FORM

(FINANCIAL BID)

To

The M.S.V.P

MMC&H, Malda

Sub: Submission of rate against your invited Memo No: _____

Sir,

As per your invited Memo No _____ Dated _____ we are submitting our best possible rate.

Job Description	Duration in Days	Quoted Price in Rs. Per Day	Total in Rs. (Including all taxes)
Cleaning the inside hospital campus surface drainage and main office drainage (connected to ETP plant), taking out clay/garbage, and removing the same by hand trolley. Opening and re-fixing all drainage covers. Including clearing of weeds (Agacha), removal of small bushes/wild vegetation, and trimming of tree branches across the hospital campus and alongside drainage areas.	30		
Total for One day in Rs.			

Thanking You,

Handwritten: 16/06/20
**Medical Supdt. Cum Vice Principal
Malda Medical College & Hospital
Malda**

Respectfully,
(Signature & Seal of the Bidder)