



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
MAHARAJA JITENDRA NARAYAN MEDICAL COLLEGE & HOSPITAL
(Previously Cooch Behar Govt. Medical College & Hospital)
Vivekananda Street, Pilkhana, Cooch Behar -736101

Tel: 75010 37888

Email: principalmjnmch@gmail.com

Web: www.mjnmch.ac.in

Memo No: MJNMC/Prin/1708/2025

Date: 21/07/2025

QUOTATION NOTICE

The Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar, as per Order No. H/TDE/10/HFW-39099/71/2024-TDE SEC-Dept. of H&FW, Dated 07/01/2025 of Senior Special Secretary, Government of West Bengal, invites sealed Quotation from the bonafide Bus owner, Bus contractor of the vehicle who deals in or adopt in providing hiring service of the vehicle to any Government Office of West Bengal under the following terms & Conditions:

SI	Specification of the vehicles required	Quantity	Rate offered as per Notification no 3564-WT/3M-81/98 dated 24.11.2008 of the Transport Department Govt. of West Bengal	Last Date of Submission	Date & Time of Opening
01	Tourist Bus/Contract Carriage Having sitting capacity not below 42 persons excluding driver.	01	Rs. 16.00 per kilometer (Non- Air-Conditioned). OR Rs. 210.00 per Hour (Non-Air-Conditioned).	29/07/2025 at 4.00 pm	30/07/2025 at 12.00 pm

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. Time schedule will be as per the decision of the College Authority.
2. The vehicle should be the commercial license.
3. The Quotation is to be submitted in two bid system. Envelope-1 + Envelope-2 = Envelope-3 (Superscripted Memo no., Date and subject of the Quotation.) and submitted in the Drop Box kept in the Office of the Principal. M.J.N. Medical College & Hospital, Cooch Behar within 30/07/2025 at 4.00 pm.

Panda

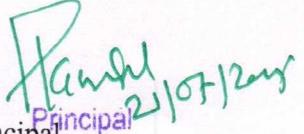
4. The photocopy of the valid & up to date
 - a. PAN card
 - b. Certificate of Registration of the vehicle
 - c. Certificate of fitness
 - d. Pollution Certificate
 - e. Tax token
 - f. Insurance Certificate

shall be required to be submitted along with the Quotation.

5. In case of syndicate 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.
6. The vehicle shall be registered in any district of West Bengal.
7. The offer in respect of the vehicle registered outside this State summarily is rejected.
8. 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 parent Acts, Order will be revised time to time.
9. 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.
10. No repair charge either in petty or heavy nature, no charges due to the breakage of vehicle during (i) accident, (ii) normal circumstances and (iii) 'Bandh' or 'Hartal' shall be payable from this end.
11. No demurrage charge/repair charge shall be given to contractor due to damage inflicted to the vehicle due to explosion/fire/nature calamities.
12. No washing charge of vehicle, no charges for removal of dent shall be paid to the contractor.
13. 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.
14. The driver shall be provided by the contractor with the following items:
 - a. Valid Driving License to drive that particular vehicle
 - b. Proper Identity card issued by the contractor
 - c. No Objection Certificate to drive the vehicle
 - d. Proper dress.
15. No remuneration and food shall be provided to the driver by the office.
16. The driver so appointed shall maintain a log book provided by the contractor and duly authenticated by the office.
17. The contractor shall submit the monthly bill in duplicate along with log book to the office.
18. Before opening of new Log Book, the old shall be deposited to the office and the one be authenticated by the office.
19. The contractor shall change the driver within 3 (three) days after the complaint from the undersigned in respect of (i) misbehavior, (ii) theft of article/money, (iii) intoxication during discharge of duty.
20. No overtime allowance shall be paid to the driver by the office.
21. The contract shall valid till 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 going one month's notice to the office 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 dare of agreement without assigning any reason thereof.

Handwritten signature

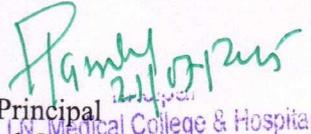
22. No Fuel & Driver shall be provided to the vehicle by the office.
23. The driver should maintain the Log Book and shall place it before the officer concerned after the completion of journey mentioning brief history of tour for signature of the officer concerned.
24. No food and excess payment shall be made available to the driver by the office in case of night halt.
25. Change of driver or vehicle of similar nature shall be intimated to the office.
26. During the contract period if the vehicle question 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.
27. No escalation will be provided within the contract period.
28. In the event of death of the contractor / mentally retarded condition / insolvency of the contractor / dissolution of the office or unnatural circumstances, the contract to be terminated by the College Authority.
29. The driver so appointed by the contractor should not possess any criminal record.
30. The contractor so determined by the office shall enter into a contract by executing terms of the contract in a Ten Rupees Non judicial Stamp paper with the office. The contractor shall purchase the NJ stamp paper in the name of the Principal, MJN Medical College & Hospital, Cooch Behar.
31. The authority shall not bind himself accept the lowest rate.
32. The authority reserved the right to accept / reject any or all tender without assigning any reason thereof.
33. Successful bidder have to deposit Rs. 10,000 (Ten thousand only) each per vehicle as a security money.


 Principal
 M.J.N. Medical College & Hospital
 Cooch Behar - 736101 (W.B.)
Date: 21/07/2025

Memo No: MJNMC/Prin/1708/2025

Copy to forward for information & necessary action please -

1. The DME, Govt. of West Bengal, Swasthya Bhawan, Salt Lake, Kolkata- 91
2. The District Magistrate, Cooch Behar
3. The MSVP, MJN Medical College & Hospital, Cooch Behar
4. The CMOH, Cooch Behar.
5. The Chairman, Cooch Behar Municipality, Cooch Behar
6. The Sub Divisional Officer, Cooch Behar (Sadar)
7. The Accounts Officer, MJN Medical College & Hospital (College side), Cooch Behar
8. IT Cell, Department of H & F.W. Swasthya Bhawan- **with a request to upload this notice in the Health Departmental website.**
9. The DIO, NIC, Cooch Behar - **with a request to upload this notice in the District website.**
10. The IT Cell, MJNMCH - **with a request to upload this notice in the college website.**
11. Office copy.


 Principal
 M.J.N. Medical College & Hospital
 Cooch Behar - 736101 (W.B.)

Envelope-1
TECHNICAL BID

1. Name of the Work	
2. Quotation Memo No.	
3. Due date of the submission of Quotation	
4. Name of the Bidder	
5. Full Address	
	Mobile No.-
	Email Id -
6. Local Address, if any	
7. Legal entry of the bidder whether Firm / Society / Company / other entity	
a. Registration No.	
b. Authority with whom registered	
8. Name & Address of the Banker of Bidder	
9. a. PAN No. / TAN No. b. GSTIN, if any	
10. Working experience, if any	
11. Details of past experience providing vehicle on hiring to Govt. / PSU / Reputed Pvt. Organization (please give credential), if any	
12. Details of Vehicles proposed for hiring (Copy enclosed) a. Type of Vehicle b. Manufacturing & Year c. Proof of Ownership d. Bharat-II / III conformed / not e. Road Permit No. & Issued by f. Tax Clearance g. Pollution Control Board certificate h. Insurance Certificate	

Certified that the above mentioned information is 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:

Full Signature of the Bidder



Envelope-2
FINANCIAL / PRICE BID
(PROFORMA FOR QUOTING OF RATES)

Name, Address & Contact no. of the Bidder -
.....
.....

Types of Vehicle - Registration No.

Rate Quote:

Sl. No.	Description	Rates (Rs) per day
1.	*Rate for hiring of vehicle on daily basis.	

*** Rate above Rs. 16.00 per KM or Rs. 210.00 per Hour will be not accepted.**

No additional charges excluding POL consumed will be claimed in any form.

I/we agree to all the terms and condition laid by the Principal,
M.J.N. Medical College & Hospital, Cooch Behar in their notice for hiring of vehicles, dated

Full Signature of the bidder

Handwritten signature in green ink