



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL  
MAHARAJA JITENDRA NARAYAN MEDICAL COLLEGE & HOSPITAL  
SILVER JUBILEE ROAD, COOCH BEHAR - 736101  
Email - msvpcoochbehargmch@gmail.com

Memo No.: / MJNMCH/MSVP/2025

Date: 16/12/2025

**TENDER for hiring car 3rd Call**

The Medical Superintendent cum vice Principal Maharaja Jitendra Narayan Medical College & Hospital, Cooch behar under his administrative jurisdiction is inviting tender for hiring of **1 (one) vehicle** on monthly basis for the office of the Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch behar for use of Accounts Section and other official works regarding vehicle type mentioned below:

Category of Vehicles	Monthly hiring rate (per day)	Remarks	Rate
Maxi Cab (BS Stage – III / IV or higher) with Engine Capacity equal or less than 2000 CC without Air-condition, 6+ seats capacity. <b>Rate day 490/- per day (Maximum).</b> Fuel Consumption – 01 Liter Diesel per 10 KM Mobil Oil @5 liter per 2500 KM run will be issued from office. <b>As per Notification No. 3564-WT/3M-81/98 Dated 24-11-2008)</b>	Rs. 490.00 (Maximum)	For all rates /charges and other terms & conditions, Notification No. 3564-WT/3M-81/98 dated 24.11.2008 of the Transport Department, West Bengal will be followed.	Rate to be quoted in the shape of figure within maximum rate.

The detailed tender documents will be available from O/O The Medical Superintendent cum Vice Pprincipal, Maharaja Jitendra Narayan Medical College & Hospital, Cooch Behar and can also be downloaded from the website of NIC Cooch behar, Start Date of obtaining/downloading documents and submission from 17/12/2025 at 10:00 AM onwards and last date of submission is on 24/12/2025 up to 02:00 PM at office section of this facility.

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Medical Superintendent cum vice Principal  
M. J. N. Medical College & Hospital  
Cooch Behar

Memo No.: *5860* /1(10)MJNMCH/MSVP/ 2025

Date: 16/12/2025

**Copy forwarded for information & necessary action**

1. The Director of Medical Education & Ex-Officio Secretary, Govt. of WB, Swasthya Bhawan
2. The Special Secretary, Govt. of W.B, TDE Branch, Swasthya Bhawan
3. The Special Secretary, Govt. of W.B, IT Branch, Swasthya Bhawan
4. The District Magistrate, Cooch Behar.
5. The Principal, MJNMC&H, Coochbehar.
6. The RTO, Coochbehar.
7. The DIO, NIC, Cooch Behar with request to upload in website.
8. The IT Cell, Dept. of Health & Family Welfare, Swasthya Bhawan (www.wbhealth.gov.in)
9. Office Notice Board. MJNMC&H, Coochbehar.
10. Office Copy of MJNMC&H, Coochbehar.

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*15/12/25*  
Medical Superintendent cum vice Principal  
M. J. N. Medical College & Hospital  
Cooch Behar

## RMS 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 super scribed as "In response to Memo no. .... dated ..... of The Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar"
5. Financial Bid should be submitted as per enclosed format Annexure-A.
6. **EARNEST MONEY:** Earnest money (Rs.5000.00 five thousand) is to be deposited in the form of Demand Draft (DD) to be drawn in favour of "ROGI KALYAN SAMITY" MJN Hospital, Cooch behar.
7. **FORFEITURE OF EARNEST MONEY:** - The earnest money of the tenderer will liable to be forfeited if the tenderer withdrawn his tenders for whole or for any particular vehicles at any stage 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 **ROGI KALYAN SAMITY" MJN Hospital, Cooch behar.**

Earnest Money Deposit.	:	Rs.5, 000/- (Five Thousand) only
Security Money Deposit.	:	Rs.5, 000/- (Five Thousand) only

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 PAN Card, & car papers ( Blue book, Vehicle Tax paper , Insurance Paper, certificate of fitness from RTO & Pollution) of the vehicles, should be submitted along with the quotation. Original certificate may have to be produced at the time of the opening of the quotations / tender. The vehicle must have commercial registration of current validity along with all other relevant documents.

## 11. BID PRICE

- a. The prices shall be quoted in Indian Rupees only.
- b. 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.
- c. The price should clearly state the rate inclusive all taxes and other charges.
- d. Only transport vehicle having a valid All Bengal contract carriage permit may be placed on hire.
- e. The reporting place of all the vehicles would be office complex of **The Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar**
- f. Please go through the "Maximum Ceiling of rate" as stated in Annexure -A

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

13. No advance payment will be made to the selected tenderer. Payment shall be made by the **The Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar** at the end of every month on the presentation of all bills in triplicate along with log book properly signed by appropriate authority within a reasonable time. However, no interest is payable on delayed payment.

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 does not report at all, **The Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar** will have a right to terminate the contract at once without assigning any reason.

14. (C) All the vehicles are hired to get their services for 24 hrs (24 x 7 days) basis and as when necessary.

15. 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 Dept. of the State Govt .with commercial nature of registration. 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.

16/11/25

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 Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar**. 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.

17. Maintenance, repair, spare parts etc and any other expenses i.r.o. the vehicle including remuneration of driver will be borne by owner of the vehicle/ agency / firm concern.

18. The contract between **The Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar** and vendor may be cancelled with a notice period of one month from either side.

19. A daily record for time and mileage for the vehicle shall be maintained separately in a log book and to be duly signed by competent authority.

20. After placement of order, **The Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar** 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 Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar** shall evaluate and compare the quotations / tenders determined to be substantially responsive i.e. which

a. are properly signed; and

b. Conform to the terms and conditions and specifications.

All the quotations / tenders would be evaluated separately.

#### 21. AWARD OF CONTRACT:

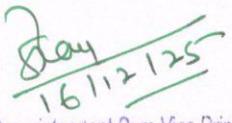
a. **The Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar** will award the contract to the bidder whose tender has been determined to be substantially technically responsive and who has offered the lowest evaluated quotation price.

b. **The Medical Superintendent cum vice Principal, Maharaja Jitendra Narayan Medical College & Hospital, Coochbehar** 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.

Enclosure: Annexure -A

  
16/12/25  
Medical Superintendent cum Vice Principal  
M. J. N. Medical College & Hospital  
CoochBehar

Annexure -A

( In response to NIT memo no. .... dated ..... of The Medical Superintendent cum vice Principal, Coochbehar Medical College & Hospital, Coochbehar)

SL.NO	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.	Maxi Cab (BS Stage – III / IV or higher) with Engine Capacity equal or less than 2000 CC without Air-condition, 6+ seats capacity. <b>Rate day 490/- per day (Maximum).</b> Fuel Consumption – 01 Liter Diesel per 10 KM Mobil Oil @5 liter per 2500 KM run will be issued from office. <b>As per Notification No. 3564-WT/3M-81/98 Dated 24-11-2008)</b>	Monthly hiring	<b>490.00</b>	

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16/12/25  
Medical Superintendent Cum Vice Principal  
M.J.N. Medical College & Hospital  
Cooch Behar