GOVERNMENT OF WEST BENGAL

HEALTH & FAMILY WELFARE

OFFICE OF THE SUPERINTENDENT, SILIGURI DISTRICT HOSPITAL

SILIGURI, DARJEELING, Email: dh.slg2018@gmail.com

Memo No. 9772 /SLGDH/2026 Dated :05.11.2026

QUOTATION NOTICE

Superintendent, Siliguri District Hospital invites sealed Quotation (Technical & Commercial must be submitted in separate sealed envelopes) for providing a car on a daily/ monthly hire basis for Superintendent office of the Siliguri District Hospital, Govt. of West Bengal, Dept. of Health & FW (MS Branch) West Bengal. Accordingly, this vehicle will be hired on a Monthly contractual basis for full-time use at the Health Institution and office as mentioned here for one year (with effect from the work order issued) on terms & conditions mentioned in the Bid document.

The commercial bids of the technically successful bidders will be evaluated by the Tender committee based on the criteria of offering the lowest rate for hiring charges along with driver charges excluding oil.

Terms and Conditions –

1. The Quotation is to be submitted in the drop box which will be kept at the office chamber of the undersigned on all working days from ...06.11.2026...at 10 a.m to 4 pm. Bid by post will not be allowed.
2. The last date of submission of Bid = ...20.11.2026 upto 12 p.m.
3. Date and time of opening of Bid =...21.11.2026 at 1 pm in the office of the undersigned. The participants or their representatives may remain present on the scheduled date, time & venue.
4. Specification of the vehicle – Scorpio/Bolero/Mahindra/Tata Sumo preferably diesel car. The vehicle quoted for Quotation notice must not be more than five years old. Supporting document has to be submitted with Quotation.
5. The vehicles must have commercial registration with a make and model from a period no earlier than 01.04.2022. They should also be in excellent physical and mechanical condition, which will be inspected and certified by the R.H.T.O. attached to the office of the C.M.O.H. This certificate must be submitted with the bid documents or at the latest, during the opening of the quotation by the Tender/Quotation Selection Committee. Failure to comply with these requirements will result in the rejection of the claim, regardless of the age of the vehicle (this only applies to old vehicles).
6. The Superintendent's Office will cover the cost of fuel.
7. The owner of the vehicle is responsible for the salary of the driver, regular maintenance and repairs, yearly fitness checks, insurance payments, and toll taxes. These must all be up-to-date.
8. The vehicle must have a valid commercial registration, road permit, and insurance coverage.
9. The vehicle offered for hiring must be registered under the jurisdiction of the Darjeeling District RTO, West Bengal. Vehicles registered under any other district RTO jurisdiction shall not be considered eligible for this quotation. The bidder must submit documentary proof of the vehicle's registration along with the bid.
10. The owner must submit a declaration stating that the vehicle is not under any agreement with another agency or authority. If there is an existing agreement, it must be nullified from the date of the agreement (the owner must provide the necessary documentation for this) and a PAN card must be submitted.
11. The driver must be available 24 hours a day and have a valid license (which will be verified by the RHTO). They must also have their mobile telephone. Any changes in drivers must be communicated in writing to the unit in charge. A substitute driver must be arranged when the regular driver is on leave or absent.

12. The supplier is responsible for providing a substitute vehicle in case of any mechanical defects or breakdowns that render the contracted vehicle unusable. This arrangement must be confirmed in writing and submitted to the designated person in charge.
13. After receiving the letter of acceptance for the work order, the successful bidder must deliver the mentioned vehicle (for old vehicles) to the unit in charge within 15 days. Failure to do so will result in the cancellation of the work order without further correspondence.
14. The successful bidder must also sign an agreement with the Superintendent of SLGDH on a non-judicial stamp paper worth Rs. 100.
15. The vehicle must be available for duty 24 hours a day and must be physically present on the hospital campus or as directed by the head of the Institute.
16. The quotation must clearly state the monthly rate and proportional daily rate of the contract in both numerical and written form, without any overwriting.
17. A refundable earnest money deposit of Rs. 5000 must be submitted in the form of a demand draft made out to Rogi Kalyan Samiti, Siliguri District Hospital, along with the bid to the undersigned by the specified date. No exemptions will be allowed under any circumstances.
18. In case the rates are too close, then a vehicle that is of the latest model, age, and Physical & Mechanical condition will be preferred.
19. The bidder having experience of having been involved in the same type of Job in any government/ Private hospital for at least 3 years before the tender will be given preference.
20. The rate should be quoted in both figures and words, including GST. 20. The bidder must have valid I.T.S.T., Road Tax, Insurance payment, Road Fitness certificate, Pollution Certificate, and commercial tax registration.
21. The bidder must have I.T.S.T.; Road Tax, Insurance payment, Road Fitness certificate, Pollution Certificate & commercial tax registration of current validity.
22. The undersigned reserves the right to accept or cancel the quotation at any time without providing a reason
23. The EMD of the successful bidder (LI) will be converted into a Security Deposit and will be retained for 6 (six) months after the completion of all contractual obligations by the contractor.

05.11.26

Superintendent
Siliguri District Hospital. Darjeeling.

Memo no. 9772/1(7)/SLGDH/2026 Dated. 05.11.26

Copy forwarded for information and wide circulation to –

1. The District Magistrate, Darjeeling District,
2. The CMOH, Darjeeling District,
3. The S.D.O., Siliguri, sub-Division, Darjeeling,
4. The Post Master (Head Post Office), Siliguri, Darjeeling,
5. The Deputy CMOH-I, Darjeeling District,
6. Notice Board, SLGDH,
7. Office Copy

05.11.26

Superintendent,
Siliguri District Hospital. Darjeeling