

**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**Nadia**

Memo No. 4338

dated, Krishnagar, the 3/7/2012

Sealed tenders are hereby invited from the intending bona-fide reputed company/firm/registered agency /approved contractor/owner for placing of diesel operated staff car of not more than five years old for hospital services in the erstwhile project hospitals & one for C.M.O.H Office, Nadia under the Department of Health & Family Welfare, Government of West Bengal on hire basis. The validity of contract for staff car is upto 31.3.2013. The minimum mileage & Fuel consumption will be as per G.O.No.-3564-WT/3M-81/98, dt.-24.11.2008. No bid will be accepted if the bid exceeds the ceiling rate as stipulated by the G.O. No.- 3564-WT/3M-81/98, dt.-24.11.2008.

Staff Car are to be hired for the following Institutions/Hospitals:

- a) District Hospital, b) Ranaghat S.D.Hospital, c) Tehatta S.D.Hospital, d) Chakdaha S.G.Hospital, e) Nabadwip S.G.Hospital, f) Santipur S.G.Hospital, g) C.M.O.H Office, Nadia.

Tender forms, terms & conditions for offering tender will be available from the Office of the Chief Medical Officer of Health, Nadia on & from 16.7.2012 to 2.8.2012 from 10.00 A.M.to 5.00 P.M.on payment of Rs. 100/-(non-refundable) in TR form 7 under the Head of Account 0210-01-800-other receipts-001-collection from miscellaneous service fees-14-service fees(14 digit code 02100180000114).Tender documents must be submitted in two parts, 1st part-Technical bid documents, 2nd part-financial bid documents. Both the said two bid documents must be submitted mentioning the type of bid document addressed to the CMOH, Nadia.Both these bids must be submitted with related documents in the sealed cover superscribing "Application for placing of diesel operated staff car in .....Hospital" only addressed to the CMOH, Nadia, 5 D.L.Roy Road, P.O.-Krishnagar, Dist.-Nadia, Pin-741101, West Bengal.The tender is to be submitted in the tender box of CMOH Office, Nadia.

Last date & time of submission of sealed tender papers is on 3.8.2012 at 11.00 A.M. & will be opened at 12.00 noon on the same date. If the Office happens to be closed on the date, for any reasons whatsoever the bid will be opened on the next working day at the same time & venue.In case of the acceptance of the tender documents, financial bids will be considered after successful completion of the technical bids.

The authority reserves the right for acceptance or cancellation of tender full or part, without assigning any reason thereof. Further details may be available from the Office of the Chief Medical Officer of Health, Nadia. For details, please go through the terms & conditions annexed herewith.For further queries, please contact the office of the Chief Medical officer of Health, Nadia

*W. Chandra*  
Chief Medical Officer of Health  
Nadia S. Chandra

**Terms & conditions (Enclosure of the NIT)**

1. The vehicle(preferably ambassador) must be diesel operated.
2. No price preference should be given to any organization/society.
3. The bidder must have Vat registration certificate, Pan Card, Trade license, Insurance Insurance for the vehicle being offered, S.T. registration certificate of current validity.
4. The vehicle quoted for must not be more than five years old. Supporting document has to be submitted during tender.
5. The bidder must have experience of having been involved in same type of job in any Government/private hospital for at least two years prior to the tender. Documentary evidence of such experience is to be furnished along with the tender form.
6. Vehicle must be parked inside the campus.
7. In case of breakdown of the vehicle, a replacement has to be provided by the agency
8. The vehicle must be commercially registered. Commercial registration certificate is to be submitted along with the tender form.
9. All the charges and fees for licences, duties, taxes, levies have to be borne by the agency.
10. The driver must maintain a log book with him format of which will be provided by the District Health & Family Welfare Samity, Nadia
11. The driver must be authenticated license holder.
12. The minimum mileage to be offered per litre of diesel should be 12(twelve) kilometer.
13. The vehicle must report for duty during Office hour of Hospital.
14. The owner must have to submit the blue book of the vehicle with the bid.

**Criterion for selection of bidders (for consideration of the selection committee)**

1. Weightage should be given on the age of the vehicle being offered. In case, the rates are too close, then the vehicle which is latest, should be selected.
2. No price preference should be given to any organization/society.
3. The bidder must have Pan card, S. T. Registration certificate and Vat Registration certificate of current validity.
4. The vehicle quoted for must not be more than five years old. Supporting document has been submitted during tender.
5. The bidder must have experience of having been involved in same type of job in any Government/private hospital for at least two years-prior to the tender.
6. The selection committee should go for technical evaluation before financial evaluation.

## Tender Form

### Technical bid form

To be submitted in duplicate for award of contract for hiring of Staff Car

1. Name & address of the firm/individual:

- a) Registered Office :
- b) Kolkata Office Address with phone :  
(if any)
- c) Credentiaql certificate of last three financial years:

2. a) Is the firm registered under the India Companies Act-1913, Companies Act I of 1956 or any other Act. In force? If so, furnish certified Photostat copy of certificate of Registration: Yes/No

b) In case of limited companies furnish a copy:  
of the Memorandum articles of Association

c) In case of Proprietorship/Partnership firms names of  
proprietors/Partners/Directors with address: 1.

3. Ownership status of the firm (W.B. Govt. other State: 2.  
Govt./Central Govt./Joint Sector/Co-operative/  
SSI/private)

4. Name/Post of the Officer/Address (Phone No.) who  
should be contacted by this Office in case of any urgent problem(with phone  
no., if any)

5. Whether selected as a supplier in the last tender, if :  
so, state the Firm No.

6. Please check and state whether you have submitted  
The following:-

- a) Forwarding letter : Yes/No
- b) S.S.I Registration Certificate copy with proof of : Yes/No  
up to date return submission.
- c) Copy of Income tax return : Yes/ No
- d) Non-conviction certificate(Up to date) : Yes/No

e) Whether you were ever black listed by \_\_\_\_\_ :Yes/ No  
any Public institution(if yes, state in details)

f) Sales Tax registration certificate/Pan Card/ \_\_\_\_\_ : Yes/ No  
Professional Tax certificates

g) Credential certificates of last three financial years: Yes/ No

h) Earnest money of Rs. 5000.00 deposited.  
(Earnest money will be converted to Security deposit: Yes/ No  
in case of selected bidder) (earnest money will be submitted through  
bank draft from any nationalized bank, drawn in favour of District  
Health & Family Welfare Samity, Nadia”

i) Are all the pages of tender documents serially numbered?: Yes/No

Commercial bid form

The rate to be quoted in the following proforma:-

Type/make/model/year of manufacture of the vehicle being offered	Mileage being offered per litre(in KMs)	Rate per day(excluding fuel and lubricant)	Rate per month(excluding fuel and lubricant)	Remarks

Full signature of the tenderer  
with Official Seal and Address

Standard Operating Procedure of Staff Car

1. Vehicle must be parked inside the campus.
2. In case of breakdown of the vehicle a replacement has to be provided by the agency.
3. The vehicle must be commercially registered.
4. All the charges and fees for licences, duties, taxes, levies have to be borne by the agency.
5. The driver must maintain a log book with him, format of which will be provided by DHFWS.

Agreement to be executed by the Chief Medical Officer of Health with the  
Private agency for extension of Staff Car facilities in Rural Hospital

This agreement is made on this the.....day of .....2012 between the Chief Medical Officer of Health (CMOH) [on behalf of the District Health and Family Welfare Samiti] of .....district, hereinafter referred as “the FIRST PARTY” and an individual/agency namely.....and having its main office at.....,in the district of .....in the State of West Bengal, hereinafter referred to as “the SECOND PARTY”.

Whereas the Government of West Bengal has decided to hire Staff Cars for Rural hospitals for transportation of emergency patients, who are in need of availing the services of a Staff Car in the rural areas of the State of West Bengal.

AND WHEREAS for the aforesaid aim and object the Government of West Bengal has authorized the First Party hereto, to enter into this Agreement with the Second Party and has decided to hire the services of the said Second Party, inter alia, on the following terms and conditions for the aforesaid purpose and the said Second Party has also agreed to enter into this Agreement in consideration of the fact that the said Second Party shall be able to render its services to the general public by providing the Staff Car facility to the patients for emergency and referral transport.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. The embossing on the body of the Vehicle shall read as follows” Health & Family Welfare Department, Govt. of West Bengal”.

2. The Staff Car shall be exclusively utilized by the Second Party for non-patient carrying activities in the Hospitals and CMOH Office. The vehicle will remain at the disposal of the head of the institution/office. Under no circumstances patient carrying activities should be carried out through the said vehicle.

3. For executing the contract, the Second Party shall be entitled to receive the fuel charges as per actual by the concern authority of the Health & Family Welfare Department.

4. The Second Party shall be responsible for making payment of all the expenses incurred for operation, maintenance, management of the vehicle and salaries of driver etc.

5. Any driver of the Staff Car engaged by the Second Party shall move/operate the Staff Car only after obtaining written instructions for each movement of the Staff car from CMOH/Superintendent or any other employee authorized by CMOH/Superintendent in this regard. Such instructions shall be recorded in the movement register/log book to be maintained by the Second Party and kept with the driver(s) of the Staff Car, indicating therein the distance covered. The aforesaid movement register/log book shall be safely and properly preserved and made available to CMOH/Superintendent or any other employee authorized or other person authorized by CMOH/Superintendent, for verification whenever called for.

6. The Second Party shall park the said Staff Car only in the Institution/Office campus. Such parking space will be allotted in the Institution/Office at the request of the Second Party free of cost, subject to availability. The Second Party will be allowed to construct a temporary



for parking within the campus if required at their own cost, if feasible. This will not er any tenancy right to the second party.

All operational costs and expenses for plying the said Staff Car shall be borne by the Second Party including the costs of spare parts, taxes on vehicles, vehicle insurance, repairs and annual maintenance contract including regular servicing of the vehicle. The cost of fuel and lubricant will be borne by the first party or as decided by the DIIFWS.

8. The following issues have to be taken care of by the second party:-

- a) Damages caused due to all accidents including earthquake, flood, riot, strike and malicious acts.
- b) Total loss of vehicle provided that originating cause of such damage is an accident or theft.
- c) Liability of insured towards personal injury and property damage arising out of an accident involving the Staff car to third parties.
- d) Loss of accessories
- e) Any legal liability to driver(s), attendant(s) or any other party employed.
- f) Personal accident to occupants
- g) Unlimited legal liability towards property damage of third party.
- h) Payment of all govt. taxes, fees and levies.
- i) First party insurance of the vehicle.

9. The Second Party shall have the obligation to provide the Staff Car services during the office hours or as required for any emergency duty.

10. Since the required services of the Staff Car falls within the meaning of emergency services, the Second Party hereby undertakes that it will comply with the Standard Operating Procedures set out in the Schedule annexed herewith and that there would be no lapse or negligence on its part to provide such facility, subject to the vehicle being in roadworthy condition. In case of any default in providing such service, the First Party shall have the right to issue a show-cause notice to the Second Party calling upon the Second Party as to why the said vehicle shall not be taken possession of by the First Party as owner thereof and as to why the Agreement should not be terminated on the grounds of violation of this Agreement. The decision as may be taken by the First Party in this regard after considering the answer to such show cause notice shall be final and binding upon the Second Party.

11. This agreement may be terminated by the First party in case

- i) The Staff Car is inoperative for more than one day in a month for any 3 consecutive months and no alternative arrangement has been made;
- ii) the service has been unavailable for more than three times a month, excluding non-provision during permitted one day down time;
- iii) the Second Party is blacklisted by any Government or donor agency;
- iv) the Second party fails to show adequate causes on two consecutive occasions for not complying with the Standard Operating Procedures ;
- v) for non-compliance with statutory requirements;
- vi) of insolvency
- vii) criminal indictment of any office bearer of the Second Party; and
- viii) recurrent misconduct/dereliction of duty by any driver/attendant engaged by the Second Party.

12. In case this Agreement is terminated by the First Party on grounds of violation of agreed terms and conditions by the terms and conditions by the Second Party, the Second Party shall be debarred from receiving any funds/grant from any scheme or programme run by the Government or any Government funded institution for a period of three years from the date of termination of agreement.

13. This Agreement shall be initially valid upto 31.3.2013 subject to renewal on such terms and conditions and for such a period as may be mutually decided by both the parties, within the overall policy frame work of the Government.

14. This Agreement shall be liable to termination upon one-month notice from either side.

IN WITNESS WHEREOF the parties hereto of the first and second part have set and subscribed their respective hands and seals on the day, month and year first above written.

SIGNED,SEALED AND DELIVERED by the  
District Health and Family Welfare Samiti through the Chief Medical Officer of  
Health(CMOH) of .....district in the State of  
West Bengal in the presence of:

SIGNED,SEALED AND DELIVERED by the  
.....through its  
Authorized signatory namely.....  
At.....in the presence of:

GOVERNMENT OF WEST BENGAL  
TRANSPORT DEPARTMENT  
WRITERS' BUILDINGS,  
KOLKATA-700 001

No. 3564 -WT/ 3M- 81/98

Date- 24.11.2008

NOTIFICATION

In exercise of powers conferred by clause (i) of sub-section (1) of Section 67 of the Motor Vehicles Act, 1988 (Act-59 of 1988) and in supersession of all previous notifications issued from time to time in this regard including earlier Notification No. 2610 -WT/ 3M- 81/98 dt 13.09.2005 of this Department, the Governor having regard to clause (a), (b), (c) and (d) of sub-section (1) of Section 67 of the Motor Vehicles Act, 1988, has been pleased hereby to issue the following directions relating to the fixation of ceiling of rates of hiring of Motor Cabs (Popularly known as Luxury Taxi), Maxi Cabs and other Contract Carriage Vehicles including Tourist Omni Bus plying within the State of West Bengal with effect from 01.12.2008.

DIRECTIONS

The ceiling of rates of hiring of Motor Cabs (Luxury Taxi), Maxi Cabs and other Contract Carriage Vehicles including Tourist Omni Bus plying within the State of West Bengal shall be as shown in the Schedule given below.

SCHEDULE

Sl No (1)	Mass Emission Standard (2)	Category of vehicles (3)	Casual hiring (4) (in Rupees)		Monthly hiring (Per day) (5)	Remarks (6)
			Per KM (a)	Per hour (b)		
1.	Bharat Stage- II / BS- III purchased on or after 01.05.2005 with Diesel/ LPG/CNG Engine	Motor Cab and Maruti Omni (Standard) (Non- Air-conditioned)	12-00	70-00	465-00	1. Monthly rate is for 10 hours a day and additional charge @ Rs. 20-00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 Km in case of Motor Cab, Maruti Omni and 1 litre
		Maxi- Cab (Non- Air-Conditioned)	12-00	70-00	490-00	

		Motor Cab/ Maxi Cab with Engine capacity Less than or Equal to 2000 C.C (with Air- Condition)	14-00	110-00	495-00	for 10 Km in case of Maxi Cab other than Maruti Omni.  Motor oil @ 5 litres per 2500 Km run.  2. Rate for casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.
		Motor Cab/ Maxi Cab with Engine capacity More than 2000 C.C (with Air- Condition)	15-00	120-00	575-00	
2.	Bharat Stage-III purchased on or after 01.05.2008 with Diesel/ LPG/CNG Engine	Motor Cab and Maruti Omni (Standard) (Non-Air- conditioned)	13-00	75-00	475-00	1. Monthly rate is for 10 hours a day and additional charge @ Rs. 20- 00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 Km in case of Motor Cab, Maruti Omni and 1 litre for 10 Km in case of Maxi Cab other than Maruti Omni.  Motor oil @ 5 litres per 2500 Km run
		Maxi Cab (Non-Air- Conditioned)	13-00	80-00	490-00	
		Motor Cab/ Maxi Cab with Engine capacity Less than or Equal to 2000 C.C with (Air- Condition)	15-00	120-00	525-00	2. Rate for casual hiring is inclusive of fuel, and all other charges. Minimum rate of hiring will be the rate for 4 hours.
		Motor Cab/ Maxi Cab with Engine capacity More than 2000 C.C with (Air- Condition)	16-00	135-00	590-00	

Other vehicles (not included under Sl. No. 1 & 2) with Diesel/LPG/CNG Engine	Motor Cab and Maruti Omni (Standard) (Non-Air-conditioned)	10-00	65-00	445-00	1. Monthly rate is for 10 hours a day and additional charge @ Rs. 20-00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 km in case of Motor Cab, Maruti Omni and 1 litre for 10 km in case of Maxi Cab other than Maruti Omni.  Mobil oil @ 5 litres per 2500 Km run.
	Maxi Cab (Non-Air-Conditioned)	10-00	65-00	460-00	
	Motor Cab/ Maxi Cab	13-00	110-00	485-00	
	with Engine capacity Less than or Equal to 2000 C.C with (Air-Condition)				2. Rate for casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.
	Motor Cab/ Maxi Cab with Engine capacity More than 2000 C.C with (Air-Condition)	14-00	120-00	535-00	
4. All types Tourist Bus/ Contract Carriage	a. Having sitting capacity for 13 to 27 persons excluding driver	13-00 Non-Air-conditioned	130-00 Non-Air-conditioned		1. Rate is inclusive of fuel charges and all other charges  2. Minimum charge shall be the charge for 4 hrs
		15-00 Air-conditioned	150-00 Air-conditioned		
	b. Having sitting capacity for 28 to 32 persons excluding driver	14-00 Non-Air-conditioned	170-00 Non-Air-conditioned		
		16-00 Air-conditioned	175-00 Air-conditioned		
c. Having sitting capacity beyond 33 persons	16-00 Non-Air-conditioned	210-00 Non-Air-conditioned			

	persons excluding driver	20-00 Air- conditioned	240-00 Air- conditioned	
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1. The rates of hiring as shown above is the maximum rate at which a vehicle may be hired. There is no bar in hiring a vehicle at a rate lower than the ceiling of rates as shown above.

2. Revised rates of hiring charges of above stated category of vehicles for casual hiring should be fixed either on the basis of Kilometers covered or on the basis of hours of use of vehicle whichever is higher subject to the minimum charges as prescribed in the Schedule.

3. Maximum 10 Kilometer between the garage of the vehicle and the place of reporting or one hour's hiring charges (both way inclusive) whichever is convenient to the owner of the vehicle may be allowed.


4. Only transport vehicle having valid Contract Carriage permit can be placed on hire.

5. In case of hiring of a vehicle for more than 10 days in a month or hiring of vehicle in a regular manner the rate of hiring should be on monthly rate on pro-rata basis.

6. Vehicle to be hired by Government Departments/ Offices shall require prior concurrence of Finance Department as usual. Express permission of the Finance Department shall also be required for hiring of vehicles of the categories of other than Non-Air-Conditioned Motor Car and Maruti-Omni. Petrol driven vehicles should not be hired by Government departments without the approval of the Finance Department.

This is issued with the concurrence of Finance Department vide their U.O. No. 510 G. Dt. 05.11.2008.

By order of the Governor

  
Sumanta Choudhury

Additional Chief Secretary

to the Government of West Bengal

24/11/08

**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**

**Nadia**

Memo No. 4338

dated, Krishnagar, the 3/7/2012

Sealed tenders are hereby invited from the intending bona-fide reputed company/firm/registered agency /approved contractor/owner for placing of single bedded diesel operated Ambulance of not more than five years old for hospital services in the erstwhile project hospitals in Nadia District under the Department of Health & Family Welfare, Government of West Bengal on hire basis. The validity of contract of single bedded diesel operated Ambulance is upto 31.3.2013. The minimum mileage & Fuel consumption will be as per G.O.No.-3564-WT/3M-81/98, dt.-24.11.2008. No bid will be accepted if the bid exceeds the ceiling rate as stipulated by the G.O. No.- 3564-WT/3M-81/98, dt.-24.11.2008.

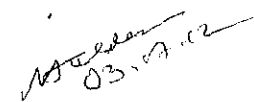
Single bedded diesel operated Ambulance are to be hired for the following Institutions/Hospitals:

a) Kaliganj Rural Hospital, b) Chapra Rural Hospital, c) Haringhata Rural Hospital, d) Krishnaganj Rural Hospital

Tender forms, terms & conditions for offering tender will be available from the Office of the Chief Medical Officer of Health, Nadia on & from 16.7.2012 to 2.8.2012 from 10.00 A.M. to 5.00 p.m.on payment of Rs. 100/- (non-refundable) in TR form 7 under the Head of Account 0210-01-800-other receipts-001-collection from miscellaneous service fees-14-service fees(14 digit code 02100180000114). Tender documents must be submitted in two parts, 1st part-Technical bid documents, 2nd part-financial bid documents. Both the said two bid documents must be submitted mentioning the type of bid document addressed to the CMOH, Nadia. Both these bids must be submitted with related documents in the sealed cover superscribing "Application for placing of diesel operated ambulance in .....Hospital" only addressed to the CMOH, Nadia, 5 D.L.Roy Road, P.O. Krishnagar, Dist.-Nadia, Pin-741101, West Bengal. The tender is to be submitted in the tender box of CMOH Office, Nadia.

Last date & time of submission of sealed tender papers is on 3.8.2012 at 11.00 A.M. & will be opened at 12.00 noon. on the same date. If the Office happens to be closed on the date, for any reasons whatsoever the bid will be opened on the next working day at the same time & venue.

The authority reserves the right for acceptance or cancellation of tender full or part, without assigning any reason thereof. Further details may be available from the Office of the Chief Medical Officer of Health, Nadia. For details, please go through the terms & conditions annexed herewith. For further queries, please contact the office of the Chief Medical officer of Health, Nadia

  
Chief Medical Officer of Health  
Nadia S. Chandra

## **Terms and conditions (Enclosure of the NIT)**

1. Tender must be for single bedded ambulance. Any bidder quoting for double bedded ambulance must not be given any price preference, as double bedded ambulance could be a liability in certain areas with inadequate parking and movement areas.
2. No price preference should be given to any organization/society
3. The bidder must have Vat registration certificate, Pan Card, Trade license, Insurance for the vehicle being offered, S.T registration certificate of current validity.
4. The vehicle quoted for must not be more than five years old. Supporting document has to be submitted during tender .
5. The bidder must have experience of having been involved in same type of job in any Government/private hospital for at least two years-prior to the tender.
6. The vehicle must be on duty for 24 hours.
7. Vehicle must be parked inside the campus.
8. In case of breakdown of the vehicle, a replacement has to be provided by the agency.
9. The vehicle must be commercially registered. The vehicle must be commercially registered. Commercial registration certificate is to be submitted along with the tender form.
10. All the charges and fees for licences, duties, taxes, levies have to be borne by the agency.
11. The owner must provide the following accessories in good conditions in the vehicle:-
  - a) Two single bed stretches
  - b) One oxygen cylinder stand
  - c) One wash basin
  - d) One I.V. stand
  - e) One bed along with two sets of green bed-sheet and pillows with cover
  - f) Curtains over thye back windows
  - g) Liquid antiseptic soap
12. The driver must cmaintain a log book with him, format of which will be provided by Hospital Authority.
13. The owner must have to submit the blue book of the vehicle with the bid.



**Criterion for selection of bidders (for consideration of the selection committee)**

1. Weightage should be given on the age of the vehicle being offered. In case, the rates are too close, then the vehicle which is of latest make.
2. The DHFWS must decide on the type of vehicle that will be preferable and most suitable for the job, based on terrain and service area.
3. Any makeshift model/make for the Ambulance must be avoided.
4. Tender must be for single bedded ambulance. Any bidder quoting for double bedded ambulance must not be given any price preference, as double bedded ambulance could be a liability in certain areas with inadequate parking and movement areas.
5. No price preference should be given to any organization/society.
6. The bidder must have Pan card, S. T. Registration certificate and Vat Registration certificate of current validity.
7. The vehicle quoted for must not be more than five years old. Supporting document has been submitted during tender.
8. The bidder must have experience of having been involved in same type of job in any Government/private hospital for at least two years-prior to the tender.
9. The selection committee should go for technical evaluation before financial evaluation.

## Tender Form

### Technical bid form

To be submitted in duplicate for award of contract for hiring of Staff Car

1. Name & address of the firm/individual:

- a) Registered Office :
- b) Kolkata Office Address with phone :  
(if any)
- c) Credentiaql certificate of last three financial years:

2. a) Is the firm registered under the India Companies Act-1913, Companies Act I of 1956 or any other Act. In force? If so, furnish certified Photostat copy of certificate of Registration: Yes/No

b) In case of limited companies furnish a copy:  
of the Memorandum articles of Association

c) In case of Proprietorship/Partnership firms n'ames of  
proprietors/Partners/Directors with address: 1.

3. Ownership status of the firm (W.B. Govt. other State: 2.  
Govt./Central Govt./Joint Sector/Co-operative/  
SSI/private)

4. Name/Post of the Officer/Address (Phone No.) who  
should be contacted by this Office in case of any urgent problem(with phone  
no., if any)

5. Whether selected as a supplier in the last tender, if :  
so, state the Firm No.

6. Please check and state whether you have submitted  
The following:-

- a) Forwarding letter : Yes/No
- b) S.S.I Registration Certificate copy with proof of : Yes/No  
up to date return submission.
- c) Copy of Income tax return : Yes/ No
- d) Non-conviction certificate(Up to date) : Yes/No

- e) Whether you were ever black listed by any Public institution(if yes, state in details): Yes/No
- f) Sales Tax registration certificate/Pan Card/ Professional Tax certificates : Yes/ No
- g) Credential certificates of last three financial years: Yes/ No
- h) Earnest money of Rs. 5000.00 deposited. (Earnest money will be converted to Security deposit: Yes/ No in case of selected bidder) (earnest money will be submitted through bank draft from any nationalized bank, drawn in favour of District Health & Family Welfare Samity, Nadia”
- i) Are all the pages of tender documents serially numbered?: Yes/No

Commercial bid form

The rate to be quoted in the following proforma:-

Remarks	Rate per month(excluding fuel and lubricant)	Rate per day(excluding fuel and lubricant)	Rate per litre(in KM)	Type/make/model/year of manufacture of the vehicle being offered

Full signature of the tenderer with Official Seal and Address

**Standard Operating Procedure of ambulance**

1. The vehicle must be on duty for 24 hours round the clock.
2. Vehicle must be parked inside the campus.
3. In case of breakdown of the vehicle a replacement has to be provided by the agency.
4. The vehicle must be commercially registered.
5. All the charges and fees for licences, duties, taxes, levies have to be borne by the agency.
6. The owner must provide the following accessories in good conditions in the vehicle:
  - a) Two single bed stretchers
  - b) One oxygen cylinder stand
  - c) One wash basin
  - d) One E.V. stand
  - e) One bed along with two sets of green bed-sheet and pillows with cover
  - f) Curtains over the back windows
  - g) Liquid antiseptic soap
7. The driver must maintain a log book with him, format of which will be provided by DHRWS.

Agreement to be executed by the Chief Medical Officer of Health with the  
Private agency for extension of Ambulance facilities in Rural Hospitals

This agreement is made on this the.....day of .....2012 between the Chief Medical Officer of Health (CMOH) [on behalf of the District Health and Family Welfare Samiti] of .....district, hereinafter referred as “the FIRST PARTY” and an individual/agency namely.....and having its main office at.....,in the district of .....in the State of West Bengal, hereinafter referred to as “the SECOND PARTY”.

Whereas the Government of West Bengal has decided to hire Ambulances for Rural hospitals for transportation of emergency patients, who are in need of availing the services of an ambulance in the rural areas of the State of West Bengal.

AND WHEREAS for the aforesaid aim and object the Government of West Bengal has authorized the First Party hereto, to enter into this Agreement with the Second Party and has decided to hire the services of the said Second Party, inter alia, on the following terms and conditions for the aforesaid purpose and the said Second Party has also agreed to enter into this Agreement in consideration of the fact that the said Second Party shall be able to render its services to the general public by providing the Ambulance facility to the patients for emergency and referral transport.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. The embossing on the body of the Vehicle shall read as follows” Health & Family Welfare Department, Govt. of West Bengal”.

2. The said Ambulance shall be exclusively utilized by the Second Party for carrying the emergency and referral patients within the district and in particular, from the Rural Hospital to the State General/Sub-divisional hospital(s)/District Hospital of the District as and when needed with prior permission to the BMOH/RMO/Sister-in-charge.

3. For carrying such patients, the Second Party shall be entitled to receive the fuel charges as per rates fixed by the Department of Health & Family Welfare for different types of services, hereinafter referred to as “User Charges”. Under no circumstance(s) shall the Second Party charge users, rates , higher than the User Charges. These rates may be changed by Department of Health & Family Welfare from time to time.

4. The Second Party shall be responsible for making payment of all the expenses incurred for operation, maintenance, management of the vehicle and salaries of driver etc.

5. Any driver of the Ambulance engaged by the Second Party shall move/operate the Ambulance only after obtaining written instructions for each movement of the Ambulance from BMOH/MOIC or any other employee authorized by BMOH/MOIC in this regard. Such instructions shall be recorded in the movement register/log book to be maintained by the Second Party and kept with the driver(s) of the Ambulance, indicating therein the distance covered. The aforesaid movement register/log book and duplicate copies of cash receipts shall be safely and properly preserved and made available to BMOH/MOIC or any other employee authorized or other person authorized by BMOH/MOIC/DHFWS, for verification whenever called for.

6. The Second Party shall park the said Ambulance only in the RH campus. Such parking space will be allotted in the RH at the request of the Second Party free of cost, subject to availability. The Second Party will be allowed to construct a temporary shed for parking within the campus if required at their own cost, if feasible. This will not confer any tenancy right to the second party.

7. The Second Party shall engage suitably qualified persons as drivers of the said Ambulance for providing first aid and handling of patients including administration of oxygen. The First Party will train the driver for the aforesaid purpose. The Second Party shall bear the salary/wages/remuneration of the driver of the said Ambulance or any other person engaged or associated with the operation, maintenance and management of the Ambulance. For this the First party shall have no obligation nor shall any fund be allotted or sum disbursed to Second Party by the First Party for such purpose.

8. All operational costs and expenses for plying the said Ambulance shall be borne by the Second Party including the costs of spare parts, taxes on vehicles, vehicle insurance, repairs and annual maintenance contract including regular servicing of the vehicle. The cost of fuel and lubricant will be borne by the patient party as per rate fixed by DHFWS.

9. The following issues have to be taken care of by the second party:-

- a) Damages caused due to all accidents including earthquake, flood, riot, strike and malicious acts.
- b) Total loss of vehicle provided that originating cause of such damage is an accident or theft.
- c) Liability of insured towards personal injury and property damage arising out of an accident involving the Ambulance to third parties.
- d) Loss of accessories
- e) Any legal liability to driver(s), attendant(s) or any other party employed.
- f) Personal accident to occupants
- g) Unlimited legal liability towards property damage of third party.
- h) Payment of all govt. taxes, fees and levies.
- i) First party insurance of the vehicle.

10. The Second Party shall have the obligation to provide the Ambulance services to patients who are in need of the same, for all the 24 hours of the day and for all days of the year during the period of this agreement.

11. Since the required services of the Ambulance falls within the meaning of emergency services, the Second Party hereby undertakes that it will comply with the Standard Operating Procedures set out in the Schedule annexed herewith and that there would be no lapse or negligence on its part to provide such facility to the needy patients at all hours of the day and night, subject to the vehicle being in roadworthy condition. In case of any default in providing such service, the First Party shall have the right to issue a show-cause notice to the Second Party and the Second Party is liable to reimburse the cost of transportation charges, if any, paid by the patient party for such faulty/interrupted service.

12. This agreement may be terminated by the First party in case

- i) The Ambulance is inoperative for more than one day in a month for any 3 consecutive months and no alternative arrangement has been made;

- ii) the service has been unavailable for more than three times a month, excluding non-provision during permitted one day down time;
- iii) the Second Party is blacklisted by any Government or donor agency;
- iv) the Second party fails to show adequate causes on two consecutive occasions for not complying with the Standard Operating Procedures ;
- v) for non-compliance with statutory requirements;
- vi) of insolvency
- vii) criminal indictment of any office bearer of the Second Party; and
- viii) recurrent misconduct/derelection of duty by any driver/attendant engaged by the Second Party.
- ix) Charging user charges higher than that of rate approved by DHFWS.

13. The Block Health and Family Welfare Samiti shall monitor the use of the Ambulance to ensure that it is strictly used for emergency transportation of patients only. In the event that it is found that the Second Party is plying the Ambulance for any other purpose, the First Party may terminate this agreement on account of such misuse.

14. This Agreement shall be initially valid up to 31.3.2013 subject to renewal on such terms and conditions and for such a period as may be mutually decided by both the parties, within the overall policy frame work of the Government.

15. This Agreement shall be liable to termination upon one-month notice from either side.

IN WITNESS WHEREOF the parties hereto of the first and second part have set and subscribed their respective hands and seals on the day, month and year first above written.

SIGNED,SEALED AND DELIVERED by the  
 District Health and Family Welfare Samiti through the Chief Medical Officer of  
 Health(CMOH) of .....district in the State of  
 West Bengal in the presence of:

SIGNED,SEALED AND DELIVERED by the  
 .....through its  
 Authorized signatory namely.....



GOVERNMENT OF WEST BENGAL  
TRANSPORT DEPARTMENT  
WRITERS' BUILDINGS,  
KOLKATA-700 001

No. 3564 -WT/ 3M- 81/98

Date- 24.11.2008

NOTIFICATION

In exercise of powers conferred by clause (i) of sub-section (1) of Section 67 of the Motor Vehicles Act, 1988 (Act-59 of 1988) and in supersession of all previous notifications issued from time to time in this regard including earlier Notification No. 2610-WT/3M-81/98 dt 13.06.2005 of this Department, the Governor having regard to clause (a), (b), (c) and (d) of sub-section (1) of Section 67 of the Motor Vehicles Act, 1988, has been pleased hereby to issue the following directions relating to the fixation of ceiling of rates of hiring of Motor Cabs (Popularly known as Luxury Taxi), Maxi Cabs and other Contract Carriage Vehicles including Tourist Omni Bus plying within the State of West Bengal with effect from 01.12.2008.

DIRECTIONS

The ceiling of rates of hiring of Motor Cabs (Luxury Taxi), Maxi Cabs and other Contract Carriage Vehicles including Tourist Omni Bus plying within the State of West Bengal shall be as shown in the Schedule given below.

SCHEDULE

Sl No (1)	Mass Emission Standard (2)	Category of vehicles (3)	Casual hiring (4) (in Rupees)		Monthly hiring (Per day) (5)	Remarks (6)
			Per KM (a)	Per hour (b)		
1.	Bharat Stage- II / BS- III purchased on or after 01.05.2005 with Diesel/ LPG/CNG Engine	Motor Cab and Maruti Omni (Standard) (Non- Air-conditioned)	12-00	70-00	465-00	1. Monthly rate is for 10 hours a day and additional charge @ Rs. 20-00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 Km in case of Motor Cab, Maruti Omni and 1 litre
		Maxi- Cab (Non- Air-Conditioned)	12-00	70-00	490-00	

Other vehicles (not included under Sl. No. 1 & 2) with Diesel/LPG/CNG Engine	Motor Cab and Maruti Omni (Standard) (Non-Air-conditioned)	10-00	65-00	445-00	1. Monthly rate is for 10 hours a day and additional charge @ Rs. 20-00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 Km in case of Motor Cab, Maruti Omni and 1 litre for 10 Km in case of Maxi Cab other than Maruti Omni.  Mobil-oil @ 5 litres per 2500 Km run.  2. Rate for casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.
	Maxi-Cab (Non-Air-Conditioned)	10-00	65-00	460-00	
	Motor Cab/ Maxi-Cab with Engine capacity: Less than or Equal to 2000 C.C. with (Air-Condition)	13-00	110-00	485-00	
	Motor Cab/ Maxi Cab with Engine capacity More than 2000 C.C. with (Air-Condition)	14-00	120-00	535-00	
	4. All types Tourist Bus/ Contract Carriage	a. Having sitting capacity for 13 to 27 persons excluding driver	13-00 Non-Air-conditioned	130-00 Non-Air-conditioned	1. Rate is inclusive of fuel charges and all other charges.  2. Minimum charge shall be the charge for 4 hrs
		15-00 Air-conditioned	150-00 Air-conditioned		
	b. Having sitting capacity for 28 to 32 persons excluding driver	14-00 Non-Air-conditioned	170-00 Non-Air-conditioned		
		16-00 Air-conditioned	175-00 Air-conditioned		
	c. Having sitting capacity beyond 33 persons	16-00 Non-Air-conditioned	210-00 Non-Air-conditioned		

		Motor Cab/ Maxi Cab with Engine capacity Less than or Equal to 2000 C.C (with Air- Condition)	14-00	110-00	495-00	for 10 Km in case of Maxi- Cab other than Maruti Omni.  Mobi oil @ 5 litres per 2500 Km run  2. Rate for casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.
		Motor Cab/ Maxi Cab with Engine capacity More than 2000 C.C (with Air- Condition)	15-00	120-00	575-00	
2.	Bharat Stage- III purchased on or after 01.05.2008 with Diesel/ LPG/CNG Engine	Motor Cab and Maruti Omni (Standard) (Non- Air- conditioned)	13-00	75-00	475-00	1. Monthly rate is for 10 hours a day and additional charge @ Rs. 20- 00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 Km in case of Motor Cab, Maruti Omni and 1 litre for 10 Km in case of Maxi- Cab other than Maruti Omni.  Mobi oil @ 5 litres per 2500 Km run  2. Rate for casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.
		Maxi- Cab (Non- Air- Conditioned)	13-00	80-00	490-00	
		Motor Cab/ Maxi Cab with Engine capacity Less than or Equal to 2000 C.C with (Air- Condition)	15-00	120-00	525-00	
		Motor Cab/ Maxi Cab with Engine capacity More than 2000 C.C with (Air- Condition)	16-00	135-00	590-00	

	persons excluding driver	20-00 Air- conditioned	240-00 Air- conditioned		
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1. The rates of hiring as shown above is the maximum rate at which a vehicle may be hired. There is no bar in hiring a vehicle at a rate lower than the ceiling of rates as shown above.

2. Revised rates of hiring charges of above stated category of vehicles for casual hiring should be fixed either on the basis of Kilometers covered or on the basis of hours of use of vehicle whichever is higher subject to the minimum charges as prescribed in the Schedule.

3. Maximum 10 Kilometer between the garage of the vehicle and the place of reporting or one hour's hiring charges (both way inclusive) whichever is convenient to the owner of the vehicle may be allowed.

4. Only transport vehicle having valid Contract Carriage permit can be placed on hire.

5. In case of hiring of a vehicle for more than 10 days in a month or hiring of vehicle in a regular manner the rate of hiring should be on monthly rate on pro-rata basis.

6. Vehicle to be hired by Government Departments/ Offices shall require prior concurrence of Finance Department as usual. Express permission of the Finance Department shall also be required for hiring of vehicles of the categories of other than Non-Air-Conditioned Motor Car and Maruti-Omni. Petrol driven vehicles should not be hired by Government departments without the approval of the Finance Department.

This is issued with the concurrence of Finance Department vide their U.O. No. 510 G. I  
Dt 05.11.2005.

By order of the Governor

  
Sumantra Choudhury

Additional Chief Secretary

to the Government of West Bengal

24/11/08