



*Government of West Bengal*  
*Office of the Medical Superintendent cum Vice Principal (MSVP)*  
*IPGME&R-SSKM Hospital, Centre of Excellence*  
*244, A. J. C. Bose Road, Kolkata: 700020*

Memo No. SSKM/ 11667 /2025

Dated: 7<sup>th</sup> November, 2025

**NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE**

The Medical Superintendent cum Vice Principal, I.P.G.M.E. & R-S.S.K.M Hospital, Kolkata invites "Sealed Quotation" from eligible and qualified bidders for providing 01( One) commercial staff car/Motor Cab (Non-AC), Bharat Stage- II / III on monthly hired basis for the period of 06(Six) months from the date of Engagement of hiring the Vehicle for official use of the Accounts Officer-IPGME&R-SSKM Hospital in terms of 971-F(Y) dated 16.02.2018, as per Order vide Memo No. H/TDE/51/HFW-21038/3/2025-SSKM SEC-Dept. of H&FW dated 25.09.2025 of the Sr. Special Secretary to the Govt. of West Bengal with the concurrence of the Finance Department vide Group T, U.O. No: Group T/2025-0729 dated 23/07/2025. The commercial bids of the bidders will be evaluated based on the criteria of offering the lowest rate for hiring charges.

Receiving of sealed quotation has been fixed on 17.11.2025 up to 2.00 P.M at the Receiving Counter of Medical Superintendent cum Vice Principal office, I.P.G.M.E. & R/S.S.K.M. Hospital, Kolkata at Ground Floor of Administrative Building and the Quotation will be opened on 17.11.2025 at 3.00 P.M. at the chamber of Medical Superintendent cum Vice Principal, IPGME&R-SSKM Hospital, Kolkata. All bidders are requested to be present in the opening of the Quotation positively. The undersigned reserves the right to accept or reject any quotation without assigning any reason

*7/11/25*  
Medical Superintendent Cum Vice Principal.  
IPGME&R-SSKM Hospital  
Kolkata.

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Copy forwarding for information to: -

- 1) Director Medical Education, Swasthya Bhavan, Kolkata-700091.
- 2) The Director, IPGME&R, Kolkata.
- 3) The OSD& Financial Advisor, IPGME&R-SSKM Hospital
- 4) The Accounts officer, SSKM Hospital, Kolkata.
- 5) The Medical officer (Stores), SSKM Hospital, Kolkata.
- 6) Mr. Atal Saha, Asst. Superintendent, SSKM Hospital, Kolkata for uploading in IPGME&R website.
- 7) Mr. Saiaf Ali Mallick. Asst. Superintendent, SSKM Hospital, Kolkata.
- 8) The Cashier, S.S.K.M Hospital, Kolkata.
- 9) Office Copy/ Tender File

*7/11/25*  
Medical Superintendent Cum Vice Principal.  
IPGME&R-SSKM Hospital

# TERMS & CONDITIONS

- A. Requirement of 01 (One) commercial staff car (Diesel / Petrol / CNG) on monthly hired basis for the official use of Accounts Officer, SSKM- IPGME&R Hospital, for the period of 06(Six) months from the date of engagement of hiring the vehicle or until issuance of further order which may be extended satisfactory performance. The vehicle should be in good condition.
- B. Service Providers /from eligible, are eligible to submit their quotation as per specification see (Annexure-A).
- C. Each Tender must accompany current and attested photo copy of:-
1. Vehicle Registration Certificate.
  2. Vehicle Valid commercial permit.
  3. Vehicle insurance documents
  4. Vehicle Valid Pollution under Control certificate.
  5. Vehicle Fitness Certificate
  6. Trade Licence
  7. PAN Card of the owner/and company.
- D. The vehicle will be required for duty on all working days and occasionally on holidays as per requirement.
- E. Fuels and maintenance shall be borne by the owner.
- F. Payment will be made on a monthly basis as per approved Government rate and availability of fund.
- G. The Li bidder should 'Security Deposit' deposit amounting to Rs.5000/- only in demand draft duly pledge to the Medical Superintendent cum Vice Principal, IPGME&R-SSKM Hospital, Kolkata.
- H. Rate (Indian Currency) must be quoted including all other charges i.e. Bank Charges, Insurance Charges, Repair Charges (if any) but excluding GST except fuel/CNG charges.
- I. Rate quoted shall remain valid up to 31.03.2026.
- J. Violation of above terms & conditions may be the cause for cancellation of the NIQ.
- K. A bidder has to quote the monthly hire charge for Vehicle for Accounts Officer, -SSKM- IPGME&R Hospital. The driver should possess a valid driving license and should be well behaved, punctual and experienced.
- L. The rates must be quoted for items including all taxes.
- M. The contract may be extended subjects to satisfactory performance & necessary approval.
- N. In the event of breach / violation or contravention of any terms and conditions contained herein by the selected vendor, the security deposit shall be forfeited and the firm / company shall be blacklisted in addition to termination of contact.
- O. Orders / Award of Contract will be placed with the selected bidders as per requirement (as deemed fit by the authority) of this office and vehicle is to be deployed within fifteen days from the date of the order.
- P. Technical Bid Form (Annexure-A) with supporting documents should be kept & sealed in an envelope marked as Technical Bid Documents, similarly, Financial Bid Form (Annexure-B) should be kept in a sealed Envelope marked as Financial Bid Envelope. Both sealed envelopes should be kept & sealed in a big envelope and to be addressed to Medical Superintendent Cum Vice Principal, IPGME&R-SSKM Hospital, Kolkata.
- Q. Financial bid of the tenderer will be opened only if he is found qualified in technical bid.
- R. The rates must be quoted for items including all taxes. Any other charges will be borne by the selected agency. The maximum allowable hire charge is Rs.14,415/- (Rupees Fourteen thousand Four hundred Fifteen) only per month, excluding fuel / CNG costs and engine oil cost. Participating bidders must submit bids based on monthly hire charges only. If the quoted rate exceeds this amount, the tender will be canceled.

08/11/25  
Medical Superintendent cum Vice Principal  
IPGME&R-SSKM Hospital, Kolkata-20