



# CALCUTTA SCHOOL OF TROPICAL MEDICINE

GOVERNMENT OF WEST BENGAL

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Memo No: STM/MSVP/175/2016

Date : 23.09.2016

## QUOTATION NOTICE

SEALED QUOTATIONS ARE INVITED BY THE OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL, SCHOOL OF TROPICAL MEDICINE, KOLKATA FROM THE N.G.Os HAVING AT LEAST SIX YEARS OF EXPERIENCE IN THE FIELD OF HOSPITALITY SERVICE FOR OPERATING "PAY & USE TOILET" LOCATED WITHIN THE CAMPUS OF SCHOOL OF TROPICAL MEDICINE, KOLKATA.

THE SEALED QUOTATION PAPERS SHOULD BE DROPPED IN THE QUOTATION BOX KEPT IN THE OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL, SCHOOL OF TROPICAL MEDICINE, KOLKATA AND THE LAST DATE OF SUBMISSION OF THE QUOTATION PAPERS ARE ON **21.10.2016 UPTO 2.00 P.M.** THE QUOTATION DOCUMENT WILL BE OPENED ON THE SAME DAY AT 2.30 P.M. IN THE PRESENCE OF THE BIDDERS OR THEIR REPRESENTATIVES.

THE QUOTATION FORM IS NON-TRANSFERABLE. THE SUCCESSFUL BIDDER HAS TO ENTER INTO AN AGREEMENT WITH THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL, SCHOOL OF TROPICAL MEDICINE, KOLKATA BEFORE THE EXECUTION OF SUCH SERVICES.

THE OFFICE RESERVES THE RIGHT OF ACCEPTING, MODIFYING OR REJECTING THE WHOLE QUOTATION OR ANY PART THERE OF WITHOUT ASSIGNING ANY REASON WHATSOEVER.

  
23/09/2016

MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL

SCHOOL OF TROPICAL MEDICINE, KOLKATA

**Prof. Subhasish Kamal Guha**  
Medical Superintendent Cum Vice Principal  
Calcutta School of Tropical Medicine  
Kolkata 700073


## GENERAL TERMS AND CONDITIONS

- 1) The N.G.O. submitting quotation should be deemed to have considered and accepted the terms and conditions of contract. No verbal or written communication will be entertained in respect of the acceptance or rejection of the quotation.
- 2) The period of contract will be three calendar years from the date of signing of the contract with the provision of extension for more calendar year at the same terms and conditions provided the performance of the N.G.O. has been satisfactory.
- 3) The bid documents are non transferable.
- 4) The bidding should be done on two bid method viz. a) Technical bid & b) Commercial bid.

The N.G.O. should ensure that the technical bid is complete in all respect and containing the required enclosures (attested Xerox copies) is in a separate cover & the commercial bid is in separate cover and both covers are kept & should be in a suitable sized cover which will be addressed to the MSVP, STM Kolkata superscribed in block letters with **"Quotation for Pay & Use Toilet of the School of Tropical Medicine, Kolkata"** with the quotation No.----- and Date. Technical bid & the commercial bid should be separately superscribed. The commercial bid will be opened only with the successful completion of all the conditions of the technical bid by at least three N.G.Os.

- 6) The N.G.O or its authorised representatives should duly sign each page of the entire quotation document personally. The quotation should ensure that the amounts are written in such a manner that the interpolation is not possible. No space should be kept blank.
- 7) The quotation should be duly filled in all respect and signed. The N.G.O. should quote quotation in figures as well as in words the amount quoted for Alterations, if any should be attested by the N.G.O. in full signature; otherwise the quotation shall be treated as invalid.
- 8) The successors / heirs in office of N.G.O. will be responsible for the liabilities created by the N.G.O. in respect of the manpower, service etc. Offered by the N.G.O.
- 9) The acceptance of the lowest rate is not obligatory. The STM, Kolkata authority has every right to cancel or reject any quotation without assigning any reason. If the rate quote by the N.G.O. is unusually low in comparison with the prevailing market rate, the STM, Kolkata authority may cancel such quotation without assigning any reason.
- 10) Necessary document in respect of experience and financial status of the N.G.O. are to be submitted along with the quotation papers on proper attestation. Non-submission of the same may cause to the rejection of the quotation paper.
- 11) All terms and conditions as detailed herein shall have to be accepted by all the N.G.O. in the quotation. A Non-judicial stamp of Rs. 100/- is to be furnished along with the quotation paper mentioning the **" WE DO HERE BY DECLARE THAT WE SHALL ABIDE BY EACH CLAUSE OF TERMS AND CONDITIONS OF THE TECHNICAL & COMMERCIAL BIDS"**. If any N.G.O. fails to submit the declaration on the non-judicial stamp paper, the quotation papers will be rejected.

- 12) The sealed quotation paper should be dropped in the quotation box kept in the office of the Medical Superintendent cum Vice Principal, STM, Kolkata. Last date of submission of the quotation paper on **21.10.2016 up to 2 P.M.** The quotation document will be opened on the same day at 2.30 P.M. in presence of N.G.Os or their authorized representatives. However, the presence of N.G.Os or their representative is not mandatory but desirable.
- 13) The successful N.G.Os will be allowed to collect a fee of Rs. 2/- per day from each person. Beside that the successful N.G.O. will have :
  - a) To bear all maintenance cost including cleaning, washing etc.
  - b) To bear the cost of salaries of the staffs working over there.
  - c) To bear the cost of salaries of the security staffs (if required) deployed over there.
- 14) The hospital authority will not remain liable to provide water and electricity at free of cost to the concerned agency.
- 15) For keeping of staff by the agency to run such facilities, the guidelines of the Minimum Wages Act has to be observed.
- 16) The quotation form is non transferable. The sealed quotation will be received and opened as per above schedule. The successful N.G.O. has to enter into an agreement with the MSVP, STM, Kolkata before the execution of such services etc.
- 17) The successful bidder / N.G.O. in the bid must start their work within 15 (fifteen) days of time, others wise, it will be considered as wilful negligence / failure on the part of the aforesaid bidder and their bid will summarily be rejected and the next bidder may get the chance with all the stated and implied conditions in place.
- 18) The hospital authority will have sole absolute control of such let out facilities during the quotation period in all respect and the concerned agency has to inform and permission from the hospital authority in case of any alteration, addition and omission of duties, services, timings etc.
- 19) Legal jurisdiction to be limited to Calcutta High Court Only.

  
23/09/2016


Medical Superintendent cum Vice Principal

School of Tropical Medicine, Kolkata  
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## Eligibility criteria for participating in the Quotation

All criteria are essential and must be met for being successful in the technical bid.

- 1) The N.G.O. should be having a legal entity which may be sued.
- 2) The N.G.O. should be competent enough to deal with the business of hospitality services.
- 3) The N.G.O. must have submitted following Documents :
  - i) Trade Licence
  - ii) Registration Certificate
  - iii) PAN Card
  - iv) VAT
  - v) Three year Balance Sheet
  - vi) Bank Statement (3 years)
  - vii) Credential
- 4) The N.G.O. must not have been blacklisted by any authorities of their past assignment.
- 5) The N.G.O. must not have been convicted in or have pending in any court any court vigilance or any criminal case against it.
- 6) The N.G.O. must have at least 6 (or above) years of experience in the field of Hospitality business in Government or Government aided organisation for which the bid is being made.
- 7) In no circumstances any of his manpower deputed by the accepted N.G.O. will be liability of the hospital authority.
- 8) The N.G.O. must have a physical premise in and around Kolkata.
- 9) The hospital authority will not provide water and electricity at free of cost to the concerned agency and the cost will be born the hospital authority.
- 10) For keeping of staffs by the agency to run such facilities, the guidelines of the Minimum Wages Act has to be observed.
- 11) NGO must have an annual turnover not less than 75 Lakhs.

  
23/09/2016  
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**TECHNICAL BID FORM**

1. Name of the Work :
2. Tender Notice No. :
3. Due date of submission of the tender :
4. Name / Title of the Bidder/N.G.O. :
5. i) Full Address ( with Tel/Mobile No.) :
  
- ii) Legal entity of Bidder / N.G.O.
  - a) Registration No. :
6. PAN / TAN No. :
7. VAT No. :
8. Experience certificate :
9. Income Tax clearance Certificate :
10. Bank Statement (3 years) :

I have gone through the eligibility criteria for participating in the tender and certify that all the conditions are fulfilled. I have also read the general terms and conditions and agree to abide by them.

Signature of the Bidder / N.G.O.

**FINANCIAL BID FORM**

1. Rent of the proposed Pay & Use Toilet:

( Base rate - Not less than Rs. 50,000/- (Fifty thousand per year)

Signature of the Bidder / N.G.O.