

GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
OFFICE OF THE PRINCIPAL
MALDA MEDICAL COLLEGE

P.O.-MALDA: DIST.-MALDA : PIN-732101(WB)
PHONE-03512-221087, WEBSITE: WWW.MALDAMEDICALCOLLEGE.CO.IN

Memo No. P/MLD-MC/ 2027

Date- 08/05/26

NOTICE-INVITING QUOTATION

Sealed QUOTATIONS are hereby invited from the prospective Hotels, Lodge, Guest Houses, Inspection Buglow etc. having good reputation & decent rating for the provision of hotel accommodation/accommodation for the visiting officials of Malda Medical College, Malda.

GENERAL TERMS & CONDITIONS:-

1. Contract period shall be from **1st June , 2026 to 31st March,2027.**
2. The estimated no. of room booking on 24hrs. Chk. In /Chk. Out basis shall be 50-60 numbers (appx.) for the above period. No. of booking may be decreased or increased as per requirement. Bill shall be payable on the basis of actual room booking.
3. **The accommodation rent provided by hoteliers should be daily basis inclusive of daily breakfast and all applicable taxes & service charges. Rate should be quoted in figure as well as words inclusive of all applicable charges**
4. Bills for actual occupancy to be raised on the basis of bookings supporting with photocopy of booking orders & guest signature with mobile no. on body of the bills . No overlapping charges would be applicable for check out exceeding agreed check out time, by up to 2hrs. due to train delays/exigencies etc.
5. Cancellation charges of the room- bookings shall not be applicable.
6. In the event of non-availability of rooms of the category of rooms contracted for, then the officials shall be accommodated in the higher category of rooms without billing extra charges. In the event of no substitute, alternate accommodation in any other hotel of comparable standard and close proximity to Malda Medical College shall be arranged.
7. The premises should have proper internal –security arrangement with CCTV surveillance.
8. The contract can be terminated with 15 days notice by the either party, without assigning any reason.
9. The Hotel/Lodge/Guest House premises should be located close proximity to the Malda Medical College or within three kilometers of the college.
10. The property should have valid trade license with other statutory legal compliances.
11. Following facilities required without any additional payment and , covered within the quoted room rates:-
 - a. Rooms should be double bedded air conditioned.
 - b. 24 hours hot/cold running water.
 - c. 24 hrs. Room Services should be available.
 - d. Un-Interrupted power supply with free Wifi / Internet Facility.
 - e. Breakfast and two complimentary mineral water bottles. Per day.
 - f. Pick-up & Dropping Facility from Malda Railway Station or Bus Terminus.

Rate should be quoted in figure as well as words inclusive of all applicable charges and amenities. The quotation should be super scribed the Memo No _____ & Date _____, and “**Quotation for Accommodation Rate Contract** ” , may be sent through registered post or to be submitted directly at the Receiving Section/Drop Box placed at the office of undersigned positively by **30th May , 2026** .The Quotation will be opened on the same day or any other working day to be notified later on.

The sealed quotations will be opened in chamber of the Principal , Malda Medical College .Quotationist or his/her one authorized representative will be allowed to remain present at the time of opening the sealed quotations.

Local Purchase Committee/Quotation Inviting Authority will reserve the right to accept or reject any quotation without showing reason or making any further correspondence whatsoever.

Principal
Malda Medical College, Malda
Principal
Malda Medical College
MALDA.

Memo No. P/MLD-MC/ 2027/1(11)

Date- 08/05/26.

Copy forwarded for information and taking necessary action to the

1. D.M.E., Swasthya Bhawan , GN.-29 , Sector-V, Salt Lake , Kolkata -700 0091.
2. Sabhadhipati , Malda Zilla Parishad Malda
3. District Magistrate & Collector, Malda .
4. MSVP , Malda Medical College & Hospital ,Malda
5. Chairman, English Bazar Municipality
6. Manager , Malda Tourist Lodge , Malda
7. Officer-in-Charge , Malda Youth Hostel , Malda
8. Accounts Officer, Malda Medical College, with the request to remain present during the opening of the Quotations.
9. IT Cell, Swastha Bhavan for uploading in the departmental Website.
10. Notice Board, Malda Medical College.
11. _____



Principal

Malda Medical College, Malda

Principal
Malda Medical College
MALDA.