



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER
MALKANGIRI, ODISHA



Tender No. 2161

Date: 13/8/2020

**Notice for Invitation of Tender for BMW Management for District Headquarter
Hospital, Malkangiri**

Date for Availability of Tender	: 13.08.2020
In the website of district	: www.malkangiri.nic.in
Last Date & Time for Submission of Tender	: 02.09.2020 upto 5.00 PM
Place, time & venue of Opening Tender	: 03.09.2020, 5.30 PM Office CDM & PHO, MKG
Address for submission	: District Medical Officer (MS) Superintendent, DHH Malkangiri
Earnest Money Deposit	: Rs. 50,000/- (Fifty Thousand only)

The authority also reserves the right to accept or reject summarily any or all the tenders without assigning any reason whatsoever.

The Bidders may download the Tender Documents directly from the Dist administrative Website www.malkangiri.nic.in. The Tender cost fee of Rs. 5,000/- (Non-refundable) by way of separate Demand Draft drawn in favour of **Rogi Kalyan Samiti, DHH Malkangiri** should be enclosed along with the Technical Bid.

DMO cum Supt. DHH, Malkangiri

District Medical Officer
(Medical Services) - cum -
Superintendent,
DHH, Malkangiri

OUTSOURCING OF BMW MANAGEMENT IN HOSPITALS OF MALKANGIRI

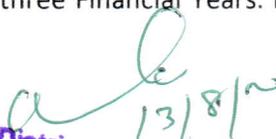
Eligibility:

Following points should be fulfilled by the tenderer to be eligible for participation in the bidding process:

1. The firm/agency/company should have a valid registration certificate.
2. It shall have valid EPF, ESI & Service Tax Registration Certificate.
3. It must have PAN Card in the name of the Firm/ Agency/ Company.
4. It must have valid labour license.
5. Valid ISO 9001 and ISO 14001 certification.
6. It must have no past record of premature termination of contract without mutual agreement.
7. The Bidder has to submit the valid license from the OSPCB or copy of renewal application with proof of deposit of fee or has to submit an undertaking to produce the same within two months of signing of the MOU with the undersigned.

General Terms & Conditions

1. The Tender should be properly sealed & subscribed on the envelope "**Tender for engagement of Outsourcing agency under BMW Activities For DHH Malkangiri**", and reach the under signed on or before **02.09.2020, 5.00 PM**, by Registered/Speed Post/Courier only.
 - a. The Technical Bid be submitted in sealed envelope separately inside the main cover, superscribed "Technical Bid for Outsourcing of BMW of DHH Malkangiri".
 - b. Quoted Price signed by the Tenderer with seal has to be submitted in sealed envelope separately inside the main cover, superscribed "Financial Bid for Outsourcing of BMW of DHH Malkangiri".
 - c. All overwriting and correction in the technical document needs to be attested, else the bidder shall have no right to claim against the rejection under this ground. But no correction/overwriting or illegibility is acceptable in the financial bid document at any cost.
 - d. Mixing up of documents of Technical and Financial bid may be rejected. Only the authorised paper containing the initial of the authority downloaded from the website will be accepted in the tender. No additional paper can be appended/ added once the document is submitted.
2. Documents- The following documents should be furnished in a sealed cover with Index & Page No-
 - a. The tender document should be accompanied with Bank Draft of **Rs 5,000/-** (Cost of Tender Document) from any Nationalised Bank in Favour of Rogi kalyan Samiti, DHH Malkangiri.
 - b. Detail Name & Address (*In Capital letters*) along with the contact number & email address of the Firm are to be clearly mentioned.
 - c. Copy of the IT Return / IT Clearance Certificate for last three Financial Years. i.e. 2016-17; 2017-18; 2018-19
 - d. Copy of the PAN Card & GST certificate.


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- e. Avg. Annual Turnover of Re.3.00 Crores or more in the last three financial year duly certified by CA.
 - f. Minimum two years experience in same/similar field in Govt. Hospital or Govt. Institutions. *(Attach proof with satisfactory completion certificate)*
 - g. EMD Rs. 50,000/- in Shape of DD/ Bankers Cheque drawn in any Nationalised Bank in Favour of the Rogi kalyan Samiti, DHH Malkangiri(Refundable).
 - h. Original Documents are to be brought during opening of the documents.
 - i. Ink Signed Tender Document by the authorised person.
 - j. Copy of last GST returns files(Months/Quarter).
3. The EMD of the unsuccessful bidder will be returned after finalisation of the tender process. But The EMD of successful bidder will be returned to the agency on submission of performance security of Re.1,00,000/-and signing the MOU. This EMD cannot be adjusted towards performance security. The EMD shall be forfeited if the bidder fails/ refuse to sign the MOU.
 4. All the workers engaged by the outsourcing agency shall have uniform with the logo of the Agency.
 5. All staffs of the OS agency shall bear photo identity cards during the period of work, which shall be duly signed by the Head of the concerned Hospital.
 6. The Outsourcing Agency shall furnish the List of Staff (above 18 years of age only) with Proof of Identity and address to the concerned Authority after finalization of the contract for Outsourcing of services.
 7. The concerned authority of the Hospital may request the Tenderer/Agency to withdraw any of their workers from the Hospital without assigning any reasons, within 24 hours prior intimation.
 8. The Tenderer /Agency has to abide by all the rules and regulation relating to labour laws, accident, workmen compensation act, Workmen Insurance, ESI, EPF, fire safety etc. as to be amended time to time. This will be the sole responsibility of the Tenderer/Agency. The authority will not be a party at any stage to any kind of dispute arises relating to the above.
 9. Any damage/pilferage to the Hospital property due to mishandling, carelessness of the contractor/agency or his workmen will be recoverable form the Agency's bill and all materials issued to the contractor/Agency shall be his/her sole responsibility for its safety during the entire period of the contract.
 10. The selected Agency/Organisation should depute qualified and dedicated staff (trained in the field of Bio Medical Waste management or having experience in handling the biomedical wastes) to manage the Bio-Medical Waste Management activity such as collection, transportation, storage, treatment & disposal in the Hospital premises (offsite/onsite). It will also coordinate with the Bio-Medical Waste management committee of the Hospital and be responsible for supervision of the said work. The work man's mobile number (24X7 functional) must be given to the hospital authorities by the Agency for emergency need at any time.


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11. All the employees of Agency/Organisation will have to be covered under insurance against any personal accidents/health hazards and the Hospital authority will not liable for payment of any compensation on that account.
12. During execution of work, the Agency/Organization should follow all standard norms of safety measures/precautions to avoid accidents/damages to men, machine and infrastructure etc. On non compliance to this clause suitable fine/penalty as decided by the Authority will be imposed.
13. Agency/Organisation will have to provide all personnel protective gears & immunise its workman for handling of BMW such as -Apron, Gum Boot, Mask, Cap, goggles, Rubber Utility Gloves and Hepatitis B, TT Injection as per requirement.
14. All the generation points of BMW at Health care Units must have colour coded container/bins with cover. The designated bio-degradable colour coded poly bags with bio hazard symbol which has to be supplied by the agency, shall be put in respective coloured coded containers/bins and lifted by the OS agency/organization within 48 Hrs of last clearance or when they become two third full whichever is earlier. Bags are to be closed by tying, weighed and recorded and then transported to the temporary storage area (onsite/offsite) for treatment and disposal utilizing the BMW equipment (Onsite/Offsite). Each bag shall be labelled as per the Schedule III & IV of the BMW (H&M) Rules 2016. The coloured coded bags shall be strong enough to withstand any possible damage during transportation. Sharps must be collected in Puncture Proof Container containing disinfectant after their mutilation with needle syringe terminator/Hub cutter and disposed into the local sharp pit. Mutilated infected plastics must be collected and properly disinfected/autoclaved by the OS agency before shredding in designated shredder. The person identified for collection of Bio-Medical Waste must carry a register with him to maintain the record such as name of the generation point, type and quantity of waste received, signature of the authorized person, day and time of collection, etc.
15. Agency has to give attention such, that no Untreated Biomedical Waste should be kept anywhere in the hospital premises except the designated and purposefully designed containment area beyond 48 hours.
16. The collection and transportation of Bio-Medical Waste shall be carried out in a manner so as to avoid any possible hazard to human health and environment. The timing of collection of the waste will be preferably before 8.00 AM daily and in the evening before 6 PM.
 - a. The Bio-Medical Waste collected in biodegradable Polybags/containers shall be collected from generation points of HCEs and transported to the designated BMW Management unit located at Malkangiri or offsite BMW treatment plant in a fully covered vehicle. Such vehicle must be labelled with bio hazard Symbol and dedicated for transportation of Bio Medical Waste only and to be provided by the OS Agency Organization.
 - b. The OS agency must clearly understand that the quoted price (per bed & Per Km) includes the cost of the specified poly bags with bar code system, HR Wages & the transportation including fuel.

- c. The requisite out sourcing charges as finalised to be paid by the concerned authority on production of the bill as per the MOU.
 - d. For collection of Bio-Medical Wastes from the hospitals, it should be kept in mind that, the supplied route chart to be followed for minimum distance. On the event of travel on different route leading to more kilometres will not be allowed and will be limited to the plan. However a deviance of 5 kms per day is admissible. The approx travel may be 1700 to 1800 Km per month. A copy of the route chart can be shared at the pre bid meeting.
17. Agency will be responsible for collection, transportation & disposal of general waste and glass vials by coordinating with Municipality/NAC/local authorities of the district.
 18. As per the provision of Biomedical Waste Management & Handling Rule-2016, it is mandatory to segregate, collect, transport, store, treat & dispose BMWs generated from the HCEs.
 19. Agency must treat the liquid waste generated in the hospital.
 20. The BMW equipment such as Autoclave & Shredder located at Malkangiri will be utilised by the OS agency. Minor repairs & regular maintenance will be made in consultation with the supply firm while the electric charges will be borne by the institution. A separate register for registering the complains regarding the BMW Equipment may maintained by the OS agency.
 21. The Contractor/Outsourcing Agent shall maintain all the records related to Bio-Medical Waste Management of all the units. Daily records shall be maintained for the waste accepted and treated waste removed from the site. This record shall include the following minimum details.
 - a. Waste Accepted: waste collection date, name of the generation point, waste category as per the rules, quantity of the waste, vehicle number and receiving date (at site).
 - b. Treated waste removed: Date, treated waste type, quantity, vehicle number and location of disposal.
 - c. Log Book: A log book shall be maintained for each BMW equipment installed at the site and shall include the following:
 - i. The weight of each batch.
 - ii. The categories of waste as per the rules.
 - iii. The time, date and duration of each treatment cycle and total hours of operation.
 - iv. The complete details of all operational parameters during each cycle
 - v. Accident reporting Register is to be developed and maintained.
 - d. Site Records: Site records shall include the following:
 - i. Details of construction or engineering works of the pits.
 - ii. Maintenance schedule, breakdowns/trouble shootings and remedial action.
 - iii. Emergencies
 - iv. Incidents of unacceptable waste received and the action taken thereof.
 - v. Details of site inspections by the officials of the regulatory agency and necessary action on the observations.

- vi. Daily, monthly and annual summery records of all the above shall be maintained and made available at the site for inspection whenever required by regulating Officer on Inspection.
22. Manpower engaged by the Service Provider should not claim any type of compensation/ absorption/ regularisation/ benefit (Health Related also) of service from this office under Industrial Dispute act, 1947 & Contract Labour Act 1970.
 23. The Manpower of the outsourcing agency should not consume alcohol, betel, smoking during the duty hour nor be involved in any type of criminal activities.
 24. This office (DHH) will maintain attendance register of the staffs engaged by the OS Agency/Organisation. The agency will have to prepare duty list & submit to the office as mentioned above by 25th for next month. Absent from duty not allowed at any cost. However the agency should have to make alternative arrangements with due approval by the concerned Authority.
 25. After the allotment of the work, the said Agency/Organisation shall have to sign an MOU with the concerned authority regarding the detail scope of services to be executed.
 26. The said contract will work for a period of **one year** from the date of agreement and that will be renewed for further if found satisfactory by the concerned CDMO of district. During this period if at any stage of time, the Hospital Authority finds noncompliance of the assigned work, the said OS agency/Organization for BMW will be served with a notice period of one month and if still non compliance is there, the said contract will be cancelled.
 27. After allotment of the order, the Outsourcing agent shall execute the service within 15 days of the issue of letter.
 28. The Outsourcing agency/Organization has to sign a Memorandum of Understanding (MOU) with the concerned DMO (MS) cum Superintendent on the day of execution of the work orders.
 29. The final monthly bill in triplicate to be submitted along with the consolidated monthly report to DMO (MS) Suptd (who ever have signed MOU with the OS agency/Organisation) on 1st week of each month.
 30. Besides, the Outsourcing agent has to submit Monthly Progress Report/Status report duly signed by the Hospital Manager / Matron with remarks to the, DMO (MS) Suptd, as the case may be without fail. Three consecutive Adverse Remarks may be treated towards cancellation of the Contract.
 31. The Outsourcing Agency shall be under the Administrative Control of the CDMO/ DMO (MS) Suptd and the work will be supervised by the Hospital Managers/ Matron & SN. It is the responsible of the agency to produce the biodegradable poly bags with bar code system & other consumables. How ever health institution has to ensure placing of color coded bins/containers with bio hazard symbol on it at point of generation in hospital.
 32. The number of workers to be engaged by the Outsourcing Agency is _____.
 33. All the legal disputes are subject to the jurisdiction of the District Court only.


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PENALTY

34. In case of deficiencies in providing quality service, the authority will have the right to impose penalty as per decision of the BMWM Committee which shall be deducted from the monthly bill.

FINANCIAL

35. The Technical Bid should be accompanied with an Earnest Money deposit (EMD), refundable without interest, of Rs.50,000/- only in the form of Demand Draft / Pay Order drawn in favour of **Rogi kayan Samiti , DHH ,Malkangiri** failing which the tender shall be rejected out rightly.
36. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tenderer if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.
37. The successful tenderer will have to deposit a Security amount of Rs.1,00,000/- (Rupees one lakh) only in the form of Bank Guarantee in favour of Rogi Kalyan Samiti, DHH, Malkangiri that will be refunded without interest in case of completion /cancellation of the contract .

Sl No	Name of the Institute	Category	Sanctioned Bed Streangth
1	DHH, Malkangiri	DHH (FRU)	200

N.B All documents submitted shall be consecutively numbered having signature with official seal of the authorized signatory on each page and **total number of pages shall be mentioned on the top sheet duly authenticated by the authorized signatory.** In case the tender document is signed by the authorized signatory, a copy of the Power of Attorney/Authorization may be enclosed along with the tender for consideration. Otherwise any lapses in number of pages enclosed, the authority will not held responsible. **Again the rate quoted by L1 will be accepted subject to quality & feasibility.**


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APPLICATION FORM FOR UNDERTAKING BMW OUT SOURCING SERVICES

NAME OF THE AGENCY/Organisation	
ADDRESS WITH PHONE NUMBER	
STATUS OF THE AGENCY ATTACHED SUPPORTING DOCUMENTS	
NUMBER OF EMPLOYEES ON PAY ROLL	
WORKING EXPERIENCE IN THE RELATED FIELD (IF ANY SPECIFY)	
IMPLEMENTATION PLAN (DOCUMENTS TO BE ENCLOSED)	
INDICATORS OF ACHIEVEMENT	

Supporting Documents to be attached-

1. Supporting documents with regards to status of the Agency.
2. Implementation Plan for CHC/ Sub Divisional Hospital/ DHH.
3. GST returns certificate.
4. Labour License Certificate.
5. ISO 9001 certification/
6. IT Return for last three financial years.
7. Valid EPF, ESI, PAN No.& GST Registration certificate.
8. Annual Turnover certification duly certified by CA
9. Years of Experience in BMW Management Services with proofs from appropriate authority.

Date-

Authorised Signatory

Place-


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FORMAT FOR TECHNICAL BID FOR OUTSOURCING OF BIOMEDICAL WASTE SERVICES

NAME & ADDRESS OF THE ORGANISATION/ AGENCY		
SL NO	CRITERIA	PARTICULARS
1	ELEGIBILITY CRITERIA (EPF, ESI, Service Tax, ISO, Labour License, not have any Contract termination letter, OSPCB licence or within two months)	
2	ORGANISATIONAL CONSTITUTION- PROOF OF REGISTRATION	
3	YEARS OF EXPERIENCE	
4	STAFFS SKILLED SEMI SKILLED UNSKILLED	
5	NO OF ASSIGNMENTS FINISHED CURRENT ASSIGNMENT IN HAND	
6	POLLUTION CONTROL BOARD (authorisation)	
7	VAILD LABOUR LICENSE	
8	LAST GST RETURN FILING	
9	INCOME/ SOLVENCY PROOF OF LAST 3 YEARS (FY, 2016-17 & 2017-18, 2018-19)– AUDITED PROFIT & LOSS A/C & BALANCE SHEET ETC.	
10	PAN CARD	
11	GST REGISTRATION	
12	DOCUMENTS IN SUPPORT OF EXPERIENCE(last three years)	
13	DOCUMENTS IN SUPPORT OF HANDLING BMW EQUIPMENTS	
14	BANK DRAFT OF Rs.5, 000/- as Tender Fees.	
15	EMD OF Rs.50,000/-	

All the supporting documents should be enclosed for above requirements.

Date

Place

Authorised Signatory


 District Medical Officer
 (Medical Services) - cum -
 Superintendent,
 DHH, Malkangiri

**FORMAT FOR FINANCIAL BID FOR OUTSOURCING OF
BIO MEDICAL WASTE MANAGEMENT SERVICE**

Name & Address of the Organisation/ Agency/NGO			
SI No	Particulars	Quantity (Approx.)	Rate in Rs.
A	B	C	D
01	Charges per Bed per Day including Polybags with Bar code	200 bed	
02	Transportation charges (Rupees/km)		
Total		Score =(1Cx1D+2Cx2D+3Cx3D+4Cx4D)-(5Cx5D)	

(Taxes Applicable as Per Govt Norm)

*NOTE:

Date:

Place:

Authorised Signatory

DECLARATION

It is certified that the above information submitted by me/my firm is true to the best of my knowledge and if any information is found false at any point of time then the whole offer/tender may be cancelled. I have not suppressed any facts in the tender which could debare me to participate in the tender. If it is revealed after opening of the tender that any fact is suppressed by me , tendering authority shall have rights to reject the my tender along with other punitive action against me as per law. Again i agree & will abide by the terms and conditioned fixed by the authority.

1. The lowest score will be accepted as L1.
2. The price of the items should be quoted inclusive of poly bags, man power, with all types of taxes, if any. The rate should be quoted both in figure and words. In case of difference in words and figure, words will be taken into consideration for evaluation.
3. Price bid is to be prepared keeping in mind the building details and open area mentioned.
4. The rate should be quoted in Indian rupees only.

Date

Place:

Authorised Signatory


13/8/20

**District Medical Officer
(Medical Services) - cum
Superintendent,**