



OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER
KORAPUT, ODISHA



Tender No.

556 (NCD)/KPT

Date:

06/12/2018

Notice for Invitation of Tender for BMW Management in District Head Quarters Hospitals/ Sub Divisional Hospitals / CHCs

Date for Availability of Tender	: 06 /12/2018
In the website of district	: www.koraput.nic.in
Pre Bid Conference	: 13/12/2018
Last Date for Submission of Tender	: 22/ 12-2018, 1.00 P.M
Place, time & venue of Opening Tender	: 22/12/2018,5.00 P.M
Address for submission	: Office of the CDM & PHO, Koraput
Earnest Money Deposit	: Rs. 50,000/-

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.koraput.nic.in. The Tender cost fee of Rs. 10,000/- (Non-refundable) by way of separate Demand Draft drawn in favour of **CDM & PHO**, Koraput should be enclosed along with the Technical Bid.


06/12/18

CDM&PHO,KORAPUT

For Outsourcing of BMW Management in Hospitals of Koraput

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 Tenderer have 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 three months of signing of the MOU with the undersigned.

Terms & Conditions

1. General :

The Tender should be properly sealed & subscribed on the envelope **"Tender for BMW Activities in Koraput"**, and reach the under signed on or **before 1.00 PM of 22/12/2018**, by Registered/Speed Post/Courier only.

- a. The Technical Bid be submitted in sealed envelope separately inside the main cover, superscribed "Technical Bid for BMW"
- 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 BMW"
- c. All overwriting and correction in the technical document needs to be attested, else the tenderer 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. Submission of 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 10,000/-** (Cost of Tender Document) from any Nationalised Bank in Favour of CDM & PHO, Koraput.
- 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. 2015-16;16-17;17-18
- d. Copy of the PAN Card & GST certificate.
- 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. Original Documents are to be brought during opening of the documents.
- h. Ink Signed Tender Document by the authorised person.
- i. All documents submitted shall be consecutively numbered having signature with official seal of the authorized signatory on each
- j. Total number of pages shall be certified on the top sheet duly authenticated by the authorized signatory. Otherwise any lapses/loss of page(s) in the document cannot be considered.
- k. 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.

3. Earnest Money & Security deposit:

- a. EMD Rs. 50,000/- in Shape of DD/ Bankers Cheque drawn in any Nationalised Bank in Favour of the CDM & PHO, Koraput (Refundable).
- b. The tender will be rejected outright in absence of the EMD as above with the technical bid
- c. The EMD of the unsuccessful bidder will be returned after finalisation of the tender process.
- d. 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. Human Resource conditions:

- a. The number of workers to be engaged by the Outsourcing Agency shall be never less than the number mentioned in column –C of Annexure- II(Financial bid).
- b. The selected Agency/Organisation should engage dedicated staff (may be well 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), also for supervision and coordination.
- c. 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 along with work man's mobile number (24X7 functional) for emergency need at any time.
- d. All the workers engaged by the outsourcing agency shall have uniform with the logo of the Agency, bear photo identity cards during the period of work, which shall be duly signed by the Head of the concerned Hospital under whose administrative control/supervision the workman shall work.
- e. The HCF will maintain attendance register of the staffs engaged by the OS Agency/Organisation.
- f. 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.
- g. The agency will have to prepare duty list & submit to the office as mentioned above by 25th for next month.
- h. Absent from duty is not allowed at any cost. However the agency should have to make alternative arrangements with due approval by the concerned Authority.

- i. 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.
- j. 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.

5. Statutory obligations:

- a. 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.
- b. 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.
- c. 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.
- d. 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.

6. Other Responsibility:

- a. 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.
- b. All the generation points of BMW at Health care Units must have colour coded container/bins with cover(installed by HCF).
- c. 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
- d. The BMW is to be lifted by the OS agency/organization within 48 Hrs of last clearance or when they become two third full whichever is earlier.
- e. 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).
- f. 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.
- g. 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.
- h. Mutilated infected plastics must be collected and properly disinfected/autoclaved by the OS agency before shredding in designated shredder. Then after it has to be sent for recycling.
- i. 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.

- j. 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.

7. Collection, disposal & Transportation of BMW:

- a. 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.
- b. 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.
- c. The Bio-Medical Waste collected in biodegradable Polybags/containers shall be segregated & collected from generation points of HCEs and transported to the designated BMW Management unit located at Koraput/Jeypore or offsite BMW treatment plant in a fully covered vehicle.
- d. The vehicle transporting BMW 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.
- e. 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, it 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 2000 Km per month. A copy of the route chart can be shared at the pre bid meeting.
- f. The agency will be responsible for collection, transportation & disposal of general waste and glass vials by coordinating with Municipality/NAC/local authorities of the district.
- g. The BMW equipment such as Autoclave & Shredder located at Jeypore and Koraput 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.

8. Record Keeping:

- a. A separate register for registering the complains regarding the BMW Equipment may maintained by the OS agency.
- b. *Accident reporting Register is to be maintained.*
- c. Outsourcing Agent shall maintain all the records related to BMW of all the units. Daily records shall be maintained for -

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).*

Treated waste removed: *Date, treated waste type, quantity, vehicle number and location of disposal.*

Log Book: *A log book shall be maintained for each BMW equipment installed at the site containing information on weight of each batch, categories of waste as*

per the rules, time, date & duration of each treatment cycle and total hours of operation.

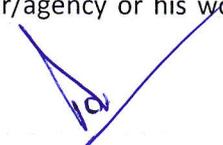
- d. Site Records containing *Details of construction or engineering works of the pits, Maintenance schedule, breakdowns/trouble shootings and remedial action, Emergencies, Incidents of unacceptable waste received and the action taken thereof, Details of site inspections by the officials of the regulatory agency and necessary action on the observations,*
- e. *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.*

9. Terms of Contract & payments:

- a. The OS agency must clearly understand that the quoted price(per bed & Per Km) includes the cost of the specified poly bags, HR Wages & transportation including fuel.
- b. The quoted rate is the base rate (*excluding taxes/ WPF/ESI etc which is applicable as per the amendments time to time and reimbursed on claim with evidence of deposit*)
- c. The requisite out sourcing charges as finalised to be paid by the concerned authority on production of the bill by their authorised agent as per the MOU.
- d. On issue of the work order, the said Agency/Organisation shall have to sign an MOU with the concerned authority regarding the detail scope of services to be executed and start delivering within 2 weeks.
- e. The said contract will work for a period of **two years** from the date of agreement which can be renewed further year by year with mutual consent, maximum up to another three years, if the performance is found satisfactory by the concerned authority.
- f. The Outsourcing agent has to submit Monthly Performance/Status report under the signature of the Head of the HCF or any person so designated by him be without fail. Three consecutive adverse remarks may be treated as persistent noncompliance and action may be taken accordingly.
- g. Though usually the L1 is offered the contract it is subject to feasibility.

Termination of contract & Penalty

- a. During the period of contract if at any point of time, the authority finds noncompliance of the assigned work, the said OS agency/Organization will be served with a show cause notice with directions to improve with in a time limit failing which termination of contract may be considered.
- b. On approval of termination order by the authority, on request of the OS on special and genuine grounds with 3 months prior notice the agency may discontinue the contract and the final settlement will be processed.
- c. On detection of any fake information in the tender at any time, the contract may be terminated without any consideration besides initiation of legal action and blacklisting.
- d. Deficiencies in providing quality service, may invite penalty as per decision of the BMW Committee which shall be deducted from the monthly bill/ security deposit.
- e. All materials issued to the contractor/Agency shall be his/her sole responsibility for its safety during the entire period of the contract. 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

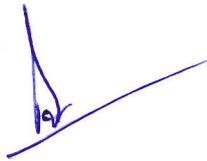


10. Escalation:

- a. The escalation of rates cannot be considered under any circumstances within 1 year of the agreement(MOU)
- b. On application of the agency if there is much hike in the cost of logistics/fuel an escalation may be considered not exceeding 10% related to that component with due approval of the Dist BMW Management committee.
- c. However the Escalation of labour rates as per MWA time to time will be applicable sue-motto on claim by the vender in the bill w.e.f. the date of implementation of the GO. This escalation will be only to top up to the Minimum wages as per MWA.
- d. In case of increase in number of beds in the district the proportionate increase in contract value will be allowed as per the existing per bed rate.

11. Legal jurisdiction:

All the legal disputes are subject to the jurisdiction of Koraput District Court only.



APPLICATION FORM FOR UNDERTAKING BMW OUT SOURCING SERVICES

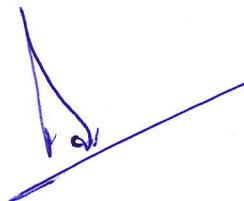
NAME OF THE AGENCY/Organisation	
ADDRESS WITH PHONE NUMBER	
STATUS OF THE AGENCY ATTACHED SUPPORTING DOCUMENTS	
NUMBER OF EMPLOYEES ON ROLL	
WORKING EXPERIENCE IN THE RELATED FIELD (IF ANY SPECIFY)	
IMPLEMENTATION PLAN (DOCUMENTS TO BE ENCLOSED)	
INDICATORS OF ACHIEVEMENT	

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. Service Tax Registration Number with last Paid Date.
4. Labour License Certificate.
5. ISO 9001 certification and ISO14001
6. IT Return for last three financial years.
7. Valid EPF, ESI, PAN No.& GST Registration certificate.
8. Annual Turn over certification duly certified by CA
9. Years of Experience in BMW Management Services with proofs from appropriate authority.

Date-

Place-



Authorised Signatory

**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, Declaration of nonContract termination letter, OSPCB authorization or undertaking for CSPCB authorization within three 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/ undertaking as required)	
7	VAILD LABOUR LICENSE	
8	GSTIN CERTIFICATE	
9	INCOME/ SOLVENCY PROOF OF LAST 3 YEARS (FY 2015-16, 2016-17 & 2017-18)- AUDITED PROFIT & LOSS A/C & BALANCE SHEET ETC.	
10	PAN CARD	
11	INCOME TAX CLEARNCE CERTIFICATE / LAST 3 YRS IT RETURN	
12	DOCUMENTS IN SUPPORT OF EXPERIENCE AS REQUIRED (last three years)	
13	DOCUMENTS IN SUPPORT OF HANDLING BMW EQUIPMENTS	
14	BANK DRAFT OF Rs.10,000 as Tender Fees.	
15	EMD OF Rs.50,000/-	

All the supporting documents should be enclosed for above requirements.

Date

Place



Authorised Signatory

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

Name & Address of the Organisation/ Agency/NGO			
Sl No	Particulars	Quantity expected(Approx.)	Rate excluding taxes in Rs.
A	B	C	D
01	Charges per Bed per Day including cost of biodegradable Polybags	535 beds (May increase time to time)	
02	Loading and unloading Charges (Rupees/Trip of per 3 CuM)	10 Trips	
03	Out station Night halt if required due to less acceptance of BMW	4 night halts	
04	Transportation charges (Rupees/km) per 3 Cu M	2000 Km/Month	
05	Posting of One person for collection, handling and storing	Unskilled person-24	
06	Amount to be deposited towards the recycling plastic/ kg (At the HCF where the Decontamination and mutilation is designated)	30 kg/day	
	Total	Score for evaluation =(1Cx1Dx30+2Cx2D+3Cx3D+4Cx4D)+(5Cx5Dx30)-(6Cx6Dx30)	

(Taxes/EPF/ESI as applicable is the responsibility of the OS agency which will be reimbursed on production of evidence of deposit)

***NOTE:**

1. Approximately 1700 km to 2000 km of transportation per month which may exceed as per demand
2. DHH, SDH and 14 Blocks(With its CHC & PHC)
3. The quoted rates will be integrated to convert to a score by multiplying the approx Quantity of expected activity by the quoted rate for comparison to avoid splitting of activity by different vendors. The lowest score will be accepted as L1
4. There will be a route chart given at the time of MoU. Where ever the load is not expected to be full and returning to head quarter is not cost effective, the vehicle has to have night halt en-route as to be directed. There may be a provision of reasonable night halt charge in that case to be decided by the tender committee. Unauthorised excess travel will not be allowed in the claim.

Date

Place



Authorised Signatory