

SAHEED LAXMAN NAYAK MEDICAL COLLEGE AND HOSPITAL, KORAPUT
(HEALTH & FAMILY WELFARE DEPARTMENT, GOVT. OF ODISHA)



TENDER DOCUMENT FOR IMPLEMENTATION OF COMPUTERIZATION OF CENTRAL
REGISTRATION COUNTER AT SAHEED LAXMAN NAYAK MEDICAL COLLEGE &
HOSPITAL, KORAPUT.

Date of commencement of sale of the tender document:	25/11/2019
Cost of Tender Paper (Non-refundable):	6000/- (GST as applicable)
Last Date & Time for Receipt of Tender:	16/12/2019
Date & Time of Opening of Tender (Cover A):	19/12/2019
Date & Time of Opening of Tender (Cover B):	22/12/2019
Place of opening of tender / : & Address for Communication:	Office of the Superintendent, Saheed Laxman Nayak Medical College & Hospital, Koraput, Odisha, Pin-764020 ☎: 06852-252121 Email – slnmchkpt18@gmail.com

OFFICE OF THE SUPERINTENDENT
SAHEED LAXMAN NAYAK MEDICAL COLLEGE AND HOSPITAL
KORAPUT : ODISHA

PHONE-06852-252121
slnmchkpt18@gmail.com

E-mail-

Tender Notice No. 3456 / 19

dated : 35 /11/2019

Sealed tenders are invited by the Superintendent, Saheed Laxman Nayak Medical College and Hospital, Koraput functioning under Health and F.W. Department, Govt. of Odisha in two – bid system from eligible registered service providers / firms for implementation of computerization of Central Registration Counter in the Office of the Superintend, Saheed Laxman Nayak Medical College and Hospital, Koraput for a period of one year can be extended for 3year on satisfactory performance. The details terms and conditions in the form of Tender paper will be available in the district website of Koraput district (www.koraput.nic.in) / <http://www.slnmch.nic.in> and can be downloaded subject to condition that the money towards tender cost will be applicable as per procedure. The authority reserves the right to reject any / all the Tenders without assigning any reason thereof.

1	Date of sale of Tender Paper	25/11/2019
2	Cost of Tender Paper (Non refundable)	Rs. 6000/- (GST as applicable)
3	Cost of E.M.D	Rs. 15000/- In shape of Bank Draft/DD/Pay order in favour of Superintendent, SLNMCH, Koraput, payable at Koraput.
5	Last date of receipt of Tender paper	16/12/2019
6	Date of opening of the Technical Bid (Cover –A)	19/12/2019
7	Date of opening of the Financial bid (COVER –B)	22/12/2019
8	Venue for opening Technical Bid and Financial Bid.	O/O – Superintendent, SLN Medical College and Hospital, Koraput.
9	Address for Correspondence	O/O – Superintendent, SLN Medical College and Hospital, Koraput At-Pujariput, Po/Dist-Koraput-764020

1. The tender will be received through Regd. Post and Speed post only. The bidders are to submit their tenders in separate sealed envelopes for Technical Bid and Financial Bid by super scribing "Technical Bid for implementation of Computerization of Central Registration Counter at Saheed Laxman Nayak Medical College & Hospital, Koraput" (Cover-A) and "Financial Bid for implementation of Computerization of Central Registration Counter at Saheed Laxman Nayak Medical College & Hospital, Koraput" (Cover-B). Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for implementation of Computerization of Central Registration Counter at Saheed Laxman Nayak Medical College & Hospital, Koraput".

N:B: The tender paper will be rejected if the bidder changes or omit any clause or annexure of the bid documents downloaded from the website or if the envelopes are not sealed and properly super subscribed.


Superintendent
SLNMCH, Koraput.

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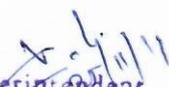
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SCHEDULE OF RFP

- | | |
|--|---------------------------|
| 1. Last Date & Time of sale of Tender papers | - 16/12/2019 till 5.00 pm |
| 2. Last Date & Time of Submission of Tender papers | -16/12/2019 till 5.00 pm |
| 3. Date & Time of Opening of technical Bid | - 19/12/2019 at 11.00 am |
| 4. Date & Time of Opening of financial Bid | - 22/12/2019 at 11.00 am |

Cost of Tender papers Paper	-	Rs. 6,000/-+GST (in shape of Demand Draft)
Bid Security/ EMD Money	-	Rs.15,000/- (in shape of Demand Draft)

The Demand Draft shall be prepared in favour of "The Superintendent, SLNMCH, KORAPUT" and payable at KORAPUT in any Nationalized Bank / scheduled Bank. Firms/ Bidders downloading Tender documents from the website are required to submit the Tender fees in shape of DD amounting Rs.6000/- (GST as applicable) in favour of "The Superintendent, SLNMCH, KORAPUT". Payment for EMD, SD and tender cost are exempted for NSIC registered / MSME units as per provision of the State/Central Government.


Superintendent
SLNMCH, Koraput

REQUEST FOR PROPOSAL IMPLEMENTATION OF COMPUTERIZATION OF CENTRAL REGISTRATION COUNTER AT SLNMCH, KORAPUT.

1. Background:

The SLNMCH, KORAPUT is situated at the heart of the city which caters to the needs of the southern part of the country and also neighboring states. The hospital is equipped with all latest machineries and infrastructure for providing services to the people of the state. Presently, the hospital has 2 number of registration counters for the registration of OPD/IPD patients of the hospital. The hospital is now planning to implement the online registration of patients with latest HMIS software for managing the aforesaid registration counters by providing Software, hardware, Manpower, Stationery, Networking assistance and hardware support services to enable online OPD/IPD ticketing system on monthly basis. The bidder should quote the rate towards management of registration counter by providing manpower software stationary networking hardware and hardware maintenance service to the SLNMCH, Koraput, the complete work is medical Record management in nature .Hence, the authority has decided to engage an efficient IT agency, having exposure to HMIS, OPD management and telemedicine services for the aforesaid purposes.

2. Purpose:

The main purpose and objective of this RFP is to select a suitable and eligible bidder/service provider for the *Computerization of Central Registration Counter at SLNMCH, KORAPUT*. The bidder shall be required to conduct SRS process, develop application software, implementation & UAT, make Go-live operation. The Agency shall provide necessary staff training to the staffs of SLNMCH, KORAPUT after completion of the entire technical process. The Agency shall provide on-line OPD & IPD computerization services for a period of one year from the date of work order and subsequently extendable on mutual understanding subject to satisfactory performance of the successful bidder. The bidder shall provide hassle free services at the premises of the hospital authority without reaching any harm to the patients/official of the hospital. The bidder is also responsible for providing all handhold supports to the hospital authority for a period of one year for the said purpose. The successful agency is strictly expected to maintain secrecy of the medical records of the hospital as per MCI guidelines. Outsourcing / subletting/ sub contracting of software modules to third party is not permitted.

3. BIDDER'S ELIGIBILITY CRITERIA:

- i. The BID is open to all reputed and registered Organizations / Institutes, Central/State Government Organizations / Registered firms, with proven track of records in the field of Software Development since last ten years in Government Sector. Documentary proof is to be attached with the bid.
- ii. The firm must be a registered Software Developer under DGS&D or Equivalent Authority.
- iii. The firm must have ISO certifications for HMIS and Software services.
- iv. The BIDDER must have 3 years experience in the Hospital Computerization projects in any Government Medical Colleges/hospitals having minimum 200 bed capacity in the state. Performance certificate to this effect shall be submitted along with the bid.
- v. The bidder must have 3 year experience on on-line OPD ticketing / telemedicine services at any reputed hospitals/ organization in the state. Registration documents along with credentials shall be attached with the bid.
- vi. The average annual turnover of the BIDDER must be more than ₹.15.00 Lakhs from IT Services per year for the last three financial years. Copies shall be attached with the Bid.

- vii. The firm/ organization participating in the BID is required to submit copies of up-to-date Income Tax, GST and EPF & ESI registration document and Labour License along with the Bids.
- viii. The concept for OPD Management System in Odia/English language has to be submitted along with Bid mentioning Implementation Process, Hardware/ Software/ Manpower/ Stationery Requirements etc. In the absence of this concept document, the bid shall be liable for rejection technically. The Office Automation software must be users friendly.
- ix. An EMD of **₹.15,000.00 (Rupees Fifteen thousands)** only shall have to be deposited with the Technical BID, otherwise the financial BID shall be rejected.
- x. The BIDDER must have readymade Odia OPD/IPD management software for demonstration to the technical committee. Copy of the screen shots shall be enclosed with the technical bid.
- xi. The agency must have empanelled with Government of Odisha through IDCOL Software/ OCAC/ NIC for the software development activity.
- xii. Firms merely having Data entry or call centre experience are not eligible to participate the RFP. Subletting or associating the work to other agencies shall lead to criminal prosecution.
- xiii. The agency must have obtained ZED certification from Government of India for IT services.

4. SUBMISSION OF TENDER PAPER

A. Preparation of Bid

- i. The BIDDER must prepare two separate bids – one is '**Technical BID**' and the other is '**Financial BID**'. The bid should be **addressed to the Superintendent, SLNMCH, KORAPUT, Odisha.**
- ii. The Technical BID shall consist of following items and documents:
 - a. Tender Paper cost Rs.6000/- (One Thousand Only) & EMD in shape of Bank Draft for **₹ .15,000 /-** drawn in favour of "SUPERINTENDENT, SLNMCH, KORAPUT", payable at KORAPUT on any Nationalized Bank/ scheduled Bank.
 - b. Organization profile, which shall include credentials, details of infrastructure as well as experience of back-up personnel.
 - c. Performance certificate showing towards Three years experience implementation on-line OPD Management/ HMIS in any Government Hospitals/ MCH having minimum 200 bed.
 - d. Performance Certificate showing Three years experience on hospital computerization in any Government Hospitals (200 bedded) in Odisha / India.
 - e. Copy of registration certificates of the firm/company issued by competent authority and Copies of certificate/registrations like up-to-date Income Tax, PAN card, GST, EPF, ESI/ Labour license, Specific certificates like ISO certification for Hospital Management Information System is a must.
 - f. Copy of Company Balance Sheet and IT returns (last three years).
 - g. In the Financial/ Price Bid, the bidder shall indicate the price required in Indian Rupee (₹) for completing entire performance obligation as mentioned under the "**Scope of Work**". The Financial/ Price Bid shall be filled in both words and figures.
 - h. Copy of the screenshots of the Odia OPD/IPD management software, which to be operational.
 - i. All other documents as per eligibility criteria.

- j. Copy of the ZED, GEM/ TRAI certification/documents from Government of India for IT services.
- k. Affidavit for not being black listed.

N.B. bids without ISO 9001:2015 certificates for HMIS shall be summarily rejected.

B. BID SECURITY

The BID/RFP submitted must be accompanied by the Bid Security (Earnest Money) amount of ₹ **15,000/- (Rupees Fifteen Thousands)** only in shape Bank Draft in favour of "The SUPERINTENDENT, SLNMCH, KORAPUT and payable at KORAPUT" on any Nationalized Bank/Scheduled Bank. The Bid Security of the unsuccessful BIDDER will be remitted back within 2 (two) months from the last date of submission of the Tender Paper. The Bid Security of successful BIDDER will be kept till final execution of the work. Further, EMD/SD/tender paper cost shall be exempted for eligible agencies\MSE as per prevailing procurement policy of the state & central government.

C. OPENING OF BID

The Technical & Financial BID will be opened on **stipulated period** in presence of BIDDERS / authorized representatives who choose to attend the bid opening. Only Authorized Representatives of the BIDDER with valid identity will be allowed to attend the BID opening. Financial/ Price BID shall be opened for the bidders those who qualify technically.

5. General Terms and Conditions:

- i. The required software solutions, manpower and service backup shall be provided by the successful bidders. Hence detailed proposal is to be attached with the bid.
- ii. The payment for the OPD registration process shall be made, basing on the OPD counters for the following works;
 - a. Maintenance of Computers
 - b. Deployment of manpower
 - c. Supply of stationery/ cartridges
 - d. Data-entry/ digitization of patient records.
 - e. Generation of reports.
- iii. An authorized representative of the firm must put his/her initials on all pages of the offer. The representative's authorization need to be confirmed by a written power of attorney accompanying the offer.
- iv. Only authenticated & signed copies of the Technical Offer & Financial offer is required to be submitted super scribing "Tender No. & Subject" on the top of envelope as the case may be. In case of any discrepancies found between the Tender Document and the Original document of the bidders, the tender will be summarily rejected.
- v. The documents of the Technical Offer shall be placed in a sealed envelope clearly marked "**Technical Offer**". Similarly the original copies of the Financial Offer shall be placed in a separate sealed envelope clearly marked "**Financial Offer**" and warning "**DO NOT OPEN**" with the Technical Offer. Both these envelopes shall be placed into an outer sealed envelope bearing the submission address and clearly marked "**Tender for computerization of Central Registration Counter at SLNMCH, KORAPUT**".
- vi. A non-refundable processing fee of an amount ₹ **6,000.00 (Rupees Six Thousands)** only in shape of Bank Draft drawn in favour of "The Superintendent, SLNMCH, KORAPUT and payable at KORAPUT" on any Nationalized Bank/ Scheduled Bank shall be enclosed with the Bid along with EMD. If paid during receiving RFP paper, the copy shall be deposited.

- vii. The complete offer must be submitted to The "SUPERINTENDENT, SLNMCH, KORAPUT, Odisha" on or before **Stipulated period** by registered Post/Speed post. The Offers received after the schedule date & time shall not be valid. The authority will not be responsible for any type of delays.
- viii. Submission of the Tender Paper and participation by an Organization shall be construed that the Organization agrees to abide by all the terms and conditions prescribed for the assignment.
- ix. The Authority reserves the right to accept or reject any or all offers without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any prior notice. The decision of "The Superintendent, SLNMCH, KORAPUT" shall be final and binding to all.
- x. Authority reserves the right to modify the requirement at any time during the process of finalization of Tender.
- xi. Bid not submitted as per prescribed procedures and guidelines will be liable for cancellation and will be termed as **Non Responsive** and hence will not be considered for evaluation.
- xii. The bidder selected for the contract will be informed by an award letter of which the acceptance has to be submitted to the authority within **3 (three) days** of receipt of award letter, failing which the EMD of the bidder will stand forfeited and the second lowest bidder will be considered for the contract.
- xiii. The authority inviting the BID will reserve the full authority to cancel or accept any BID without assigning any reason whatsoever without thereby incurring any liability to the affected BIDDER/ BIDDERS or any obligation to inform the affected BIDDER/ BIDDERS.
- xiv. Responsive bidder not performing the obligation under the contract, with sufficient reasons acceptable to the authority inviting the BID, will be **debarred**.
- xv. At any time prior to the deadline for submission of bids, the authority inviting the bid may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. All prospective bidders who have received the bidding documents will be informed of the amendment in writing or by Fax, and will be binding on them. No response or clarification within 3 days will automatically stand accepted by both the parties.
- xvi. In case of any dispute the authority inviting the bid and the vendor shall make every effort to resolve amicably by direct informal negotiation. If such informal negotiation fails, the matter will be referred to The Superintendent, SLNMCH, KORAPUT for resolution, whose decision will be final and binding on all.
- xvii. In case of any false or incorrect information found in the Tender Paper, the authority inviting the BID may reject the BID forthwith with forfeiture of Bid Security. Authority inviting the BID may also initiate legal action against the BIDDER.
- xviii. If any additional order will be placed subsequently, the firm is binding to execute the order in stipulated time with same rate.
- xix. The Courts at KORAPUT, Odisha alone shall have the jurisdiction to settle and decide all disputes related to this matter.
- xx. For any delay in completing the work, the firm will be imposed a financial penalty that will be decided by the authority.
- xxi. The firm has to adhere to the specification as mentioned in Financial BID otherwise suitable penalty deemed proper shall be imposed by the authority.

6. Evaluation Procedure:

1. The Technical Offer received shall be scrutinized by an Evaluation Committee constituted by The Superintendent, SLNMCH, KORAPUT for the purpose.
2. Evaluation Committee will evaluate all technical offers as per criteria laid down in technical offer.
3. The Financial bids of technically qualified Bids will be evaluated as a whole considering all items.
4. The bidder should quote the rates towards management of Central registration counter by providing manpower software stationary hardware maintenance support to SLNMCH, Koraput include the taxes as applicable.
5. The bidders should quote offer taking into account all the items failing which the Financial BID stand rejected.
6. The lowest rate considering all items taken together quoted by the bidder will be called for presentation.
7. If required negotiation may be made for awarding contract with technically qualified bidders.

Annexure-A
Terms of Reference (TOR)

I. OBJECTIVES:

The broad objective of this RFP is to implement the following modules at SLNMCH, KORAPUT.

- i. Computerization of OPD Registration
- ii. Computerization of IPD Registration
- iii. Computerization of Medical Records Management

II. SCOPE OF WORK:

The BIDDER has to conduct the survey for the assessment of infrastructure prior to starting of the work at SLNMCH, KORAPUT. It will be the responsibility of the bidder to maintain all the Hardware, Application software, networking and manpower etc. within, during the entire period of execution of work/contract period. The job can be taken up in two phases. The bidder shall develop and implement the above mentioned software as per requirement of the authority. It is the responsibility of the bidder to integrate the project with the existing data base of the old records so as to make the package up-to-date. The work process of the above modules shall be integrated and to be managed by the central server of SLNMCH, KORAPUT.

Phase-I : System Requirement Study (SRS):

The selected agency shall conduct SRS process for the aforesaid applications at the office of the hospital and prepare documentation of the same within one week (7 days) from the date of placement of LOI (letter of intent). After preparation of the SRS report, the agency shall submit the same before the authority for approval of the SRS report (*design & diagrams and forms & reports*). On completion of the SRS process the agency shall take initiative to develop and the application software at their premises within stipulated period.

Phase-II : System Development & Implementation:

The successful agency shall develop & implement the software applications for the computerization of MRD, User Accounts, Store and OPD registrations of the hospital. The application software along with Database shall be installed at the central server and shall be accessible from all work stations/computers during transaction/operation at different places. The software developed for the said purpose shall be demonstrated to the authority before implementation and a certificate to this effected shall be obtained before go-live operation. Basically the software must be multiuser based and should have provision to allow on-line transactions inside campus/office.

Phase-III : User Acceptance Test(UAT) & Go-live:

After completion of the implementation process of the Office Automation Software, the agency shall conduct the UAT (*User Acceptance Test*) with all modules. On satisfactory completion of the UAT process, the authorized engineer of the agency shall provide training to the concerned officials/ staffs of the hospital on the package developed by them and operation manual in this regard shall also be submitted to this office for reference. The hand hold support shall be provided for a period of one year from the date of implementation of the project. All the back log records as well as master file creation shall be done by the agency before go-live operation of the project. The staffs engaged by the agency shall be properly trained so as to behave the patients and officials of the hospital properly.

TIME LINE: the project is supposed to be completed within 2 weeks from the date of issue of work order (LOI). Failing which, the work order stands to be cancelled automatically and the second lowest party shall be invited to execute the order.

IMPLEMENTATION OF COMPUTERISED CENTRAL REGISTRATION
COUNTER AT SLNMCH, KORAPUT

TECHNICAL INFORMATION ON CENTRAL REGISTRATION

A. DOCUMENTS TO BE COMPUTERISED:

1. OPD Tickets

The service provider/organization shall have to issue OPD Tickets to the patients attending the OPD daily (Paper size –A4 bond paper of JK/ Executive/ Excel)

Patient Registration – Out- patient Department Registration system generates unique registration number and captures following data

Both in English & Odiya

Patient Name/	OPD Card No.	
Age	Regd. No.	
Sex	Date	
Address	Contact No	Time

Functioning of two numbers of counter in the OPD

Accessories Required:- 4 Nos of Computer, Printer with peripherals.

All counters must remain open for 24*7 hours

The agency/ service provider must have to supply the information in respect of the details of OPD Registration by 1st of every succeeding month of the officer In-Charge Record section in shape of hard & soft along with the bills to effect payment

2. IPD Tickets

a. Proforma of Inpatient admission

Patients Name	
Father/ Mother/ Husband Name	
Sex	Department
Address with Police station, Tahasil, District	
Investigation details	Contact No
Patient Registration No & Date	Date of Discharge

b. Proforma of Pass Ticket for the Attendant of IPD Patient

Patient Name.

Sex

Age.

Department

IPD Regd. NO

Date

Discharge Summary

There must be 2 sets of Computers, Printers and peripherals are to be available, one adjacent to OPD Registration Counter and another at the Medical Record Section having wireless LAN connection. The Discharge summary will be entered in the Record section.

c. Medical Record Management

Medical History, Medical records, Investigation, Medical Treatment/Prescription this information is to be scanned in the scanner for storing and for retrieving data as and when required and necessary software as required is to be developed, accordingly with a memory capacity of minimum of 500 tickets of scan output per working day. Scanner, manpower and other material will be provided by the organization. Agency selected for the purpose.

For Medical records management Computers, Printers and Peripherals are essentially required to be installed at the earmarked place.

B. TECHNOLOGY TO BE ADOPTED:

1. Front End : .NET technology
 2. Back End : Oracle or MySql Database
 3. Reporting Tools : CR 15 or CSS tools
 4. Operating System : Windows Server 2008 or Linux
 5. Networking platform: LAN
 6. Server: Local Server
 7. Approximate Users : 50
- =====

C. SECURITY SYSTEM

Three tier security system shall be adopted to secure the database of the hospital. Hence the agency is expected to take adequate measure to protect the information of the hospital as per IT Act 2000 of Government of India.

D. REPORTS TO BE SUBMITTED:

The reports shall be prepared as per the SRS documentation approved by the authority. The agency is supposed to provide instant reporting facility to the staffs of the hospital to generate reports/ information as and when required.

E. DATA BACKUP & DISASTER MANAGEMENT:

The agency shall take initiative to backup the database of the of the server periodically so as to prevent loss or damage of the same during natural calamity or electrical hazards. Parallel backup of database should be taken so as to retain replica of the database regularly.

F. FORCE MAJEURE:

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur.

G. LABOUR ACT:

All the employees deployed by the agency shall be paid with minimum wages as per notification of the Government of Odisha from time to time. Apart from that, ESI/EPF shall be deducted from the employee regularly. The procurement policy / MSME policy of the state government shall be applicable with this project.

H. CONTROL ROOM:

As mentioned above, the authority shall provide working space inside the hospital, where the agency shall deploy one technical person to operate the control room for providing instant service assistance to the hospital. The technical person deployed at the control room shall keep the office automation system up-to-date and coordinate with the authority for smooth running of the project.

(I) PENALTY

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

Annexure-B
Format of Technical Offer for
**IMPLEMENTATION OF COMPUTERISED CENTRAL REGISTRATION
COUNTER AT SLNMCH, KORAPUT**
(in the letter head of the firm)

1. Name of the Organization:
2. Name and designation of Office bearer(s):
3. Full Postal Address, Phone/Fax, e-mail, Website:
4. Branches & Office in Odisha:
5. Registration Details and Financial turnover of last 2 (Two) years :
(Attach details as separate enclosure)

6. Details of past assignments on hospital computerization any at Govt. Hospitals / College.

Title of the Assignment	Name of the Client	Specific objectives & outcome

7. Details of past assignments on implementation of HMIS at any Govt. Hospitals / Colleges:

Title of the Assignment	Name of the Client	Specific objectives & outcome

8. Details/ Documents of important assignments under taken to highlight Financial Software Development experience (enclose copies of few relevant works):

9. Attach sample copy of Statistics & Reports on OPD/IPD registration in Odia HMIS software.

10. Affidavit regarding not to sublet/associate/collaborate the work to third party agency:

11. Proposed Methodology:

12. Enclosures:

- (a) Copies of registration certificates of the firm with PAN/ GST/ EPF&ESI etc..
- (b) Profile of Organizations/ Agencies/ labour license.
- (c) Copy of last Two year's audited statement of Accounts.
- (d) Copy of the ZED certification
- (e) Copy of DGS&D/Equivalent Registration Certificate.
- (f) Copy of ISO Certification for HMIS services.
- (g) Performance Certificates relevant to OPD Management with Technical Supports provided to highlight similar previous experience in Government hospitals sector (as per eligibility criteria).
- (h) Government empanelment letter and all other documents as per eligibility criteria.

Date:
Signatory
Place:

Name and Signature of the Authorized
Designation:

Annexure-C
Format of Financial Offer for

**IMPLEMENTATION OF COMPUTERISED CENTRAL REGISTRATION
COUNTER AT SLNMCH, KORAPUT**
(in the letter head of the firm)

(This format must be kept in a separate sealed envelope clearly marked as "Financial Offer")

NAME _____ OF _____ THE
ORGANIZATION: _____.

SL.NO.	DESCRIPTION OF JOB	UNIT	PRICE SCHEDULE	
			RATE(Rs.) Max Rate-5/-	Figure in words
1.	Management of Central Registration Counters by providing manpower, software, stationery, networking, hardware and hardware maintenance supports to the SLNMCH, KORAPUT .	Per case enrolled in OPD/IPD patient registration		

N.B.

1. Taxes if any on the above services shall be inclusive.
2. Rates quoted above are valid for 30 days from the date of opening.
3. Outsourcing / subcontracting/ associating other agencies shall lead to criminal prosecution and blacklisting the agency by the authority.
4. The quoted price must be with in Rs. 05/- per case.

Date:
Place:

Signature with Name of the authorized Signatory
& Designation

ANNEXURE-D
IMPLEMENTATION OF COMPUTERISED CENTRAL REGISTRATION
COUNTER AT SLNMCH, KORAPUT

CHECK LIST

ENVELOPES	DOCUMENTS FURNISHED	YES/NO
TECHNICAL OFFER (NO FINANCIAL DETAILS)	1. Filled in Format for Technical Offer (Annexure-B)	
	2. Copy of Firm/Company Registration Certificates.	
	3. Copy of DGS&D or equivalent Registration Certificates (optional)	
	4. Copy of valid Labour License	
	5. Copy of GST Clearance Certificate	
	6. Copy of PAN	
	7. Copy of ZED certification	
	8. Copy of ISO 9001:2008 certifications for HMIS/ Software services.	
	9. Copy of Balance Sheet and IT Returns- last three years.	
	10. Copy of EPF & ESI Registration Certificates/ documents.	
	11. Profile of Firms along with methodology for Office Automation	
	12. Certificate\documents showing experience on On-line OPD ticketing or Tele-medicine technology in Hospitals / Health organizations in India.	
	13. Performance Certificate showing 3 years experience on HMIS application at any Government Medical Colleges/ hospitals in India.	
	14. Copy of screenshot of the Odia OPD management software.	
	15. Proof of documents showing financial software development experience in Government/ Public sector organizations.	
	16. Non refundable Bank Draft for ₹.6000 /- drawn in favour of "SUPERINTENDENT, SLNMCH, KORAPUT", payable at KORAPUT on any Nationalized Bank as processing Fees.	
	17. EMD in shape of Bank Draft for ₹.15,000 /- drawn in favour of "SUPERINTENDENT, SLNMCH, KORAPUT", payable at KORAPUT on any Nationalized Bank/ scheduled Bank as processing Fees.	
	18. Proof of Documents having empanelled with Government of Odisha under ISL/OCAC/NIC for Software Development work.	
	19. Affidavit regarding not to sublet/ associate/ collaborate the work to third party agency (<i>as per Annexure-E</i>)	
	20. Statistics & Reports on OPD/IPD registration in Odia/Eng language	
	21. Affidavit for not being black listed	

[Format for affidavit: Annexure-E]

AFFIDAVIT

BEFORE THE NOTARY PUBLIC, KORAPUT

I, S/o-, At/po-
....., PS-, Dist-..... aged
about years and CEO/Director of M/s do
hereby solemnly affirm before the notary public;

1. That, I shall not associate/sublet/outsource the work of OPD registration / HMIS to any third party, if I am allotted the work at SLNMCH, KORAPUT
2. That, my firm is not blacklisted by any Government agency.
3. That, the documents submitted with the tender are genuine and correct.

I do hereby declare that, the statements made above are true to the best of my knowledge and belief.

Deponent

Date: _____