



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



Tender No. CDMO/RKSDHHKPD/2018-19/OU/ 02

Date: 23/06/2018

**Notice for Invitation of Tender for BMW Management in District Head Quarters
Hospital & CHCs of Kendrapara District**

Date for Availability of Tender	: 23.06.2018 TO 20.07.2018
In the website of www.kendrapara.nic.in	
Last Date for Submission of Tender	: 19.07.2018, up to 5 pm
Place, time & venue of Opening Tender	: Meeting Hall, O/o CDM & PHO, Kendrapara 20.07.2018, 11 A.M.
Address for submission	: Office of the CDM & PHO, Kendrapara
Earnest Money	: Rs. 20,000/-

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

The Bidders may download the Tender Documents directly from the Website available www.kendrapara.nic.in from **23.06.2018 TO 20.07.2018**. The Tender cost fee of Rs. 2,500/- (Non-refundable) by way of separate Demand Draft drawn in favour of RKS, DHH, Kendrapara should be enclosed along with the Technical Bid.

**ROGI KALYAN SAMITI
DISTRICT HEAD QUARTER HOSPITAL, KENDRAPARA
TENDER CALL NOTICE**

Sealed tender are hereby invited from registered reputed NGOs / Firms / Agencies for outsourcing of Bio Medical Waste Management service of DHH & all CHCs of Kendrapara. Interested NGOs / Firms / Agencies should submit their proposals in prescribed format (Technical as well as financial bids) along with Detailed Tender call document with all supportive documents in sealed envelopes separately through Speed Post/ Regd. Post only to the Chief District Medical & Public Health Officer, Kendrapara on or before **19.07.2018 up to 5 P.M.** The envelope must be super scribed "**Tender for Outsourcing of BMWM Service**". The details are available in the District Website www.kendrapara.nic.in. Incomplete application will be summarily rejected. The Sealed tenders shall be opened **20.07.2018 at 11 A.M.** in the Meeting hall, O/o CDM & PHO, Kendrapara. The authority reserves the right to reject any or all tender without assigning any reason thereof.

CDM & PHO, Kendrapara

For Outsourcing Agents for BMW Management in District Head Quarters Hospital & CHCs of Kendrapara

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, and Valid GST Certificate.
3. It must have PAN Card in the name of the Firm/ Agency/ Company.
4. It must have valid labour license.
5. It must not have any previous record of contract termination or left out of the job etc.
6. The Tenderer should have to submit the valid license from the OSPCB or has to submit an undertaking to produce the same within three months after 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 the CDM & PHO, Kendrapara".
2. Cover & Documents- The following documents should be furnished in a sealed cover with Index & Page No-
 - a. The tender document should be accompanied with Demand Draft of Rs. 2,500/- (Cost of Tender Document+ VAT charges) from any Nationalised Bank in Favour of RKS, DHH, Kendrapara payable at Kendrapara.
 - b. Detail Name & Address along with the contact number & email address of the Director, Managing Partner/ Proprietor of the Firm are to be clearly mentioned in capital letter.
 - c. Attested Copy of the IT Return for last three Financial Years. i.e 2015-16, 16-17, 17-18
 - d. Attested Copy of the PAN Card
 - e. Attested Copy of the Service Tax Registration & GST.
 - f. Quoted Price List signed by the Tenderer with seal.
 - g. Attested Copy of Years of Experience in BMW Management Services with proofs from appropriate authority (Copies of Work order, Agreement & completion/performance certificate).
 - h. EMD Rs. 20,000/- in Shape of Demand Draft drawn in any Nationalised Bank in Favour of the RKS, DHH, Kendrapara payable at Kendrapara. (Refundable).
 - i. Original Documents are to be brought during opening of the documents.
3. The EMD of the unsuccessful bidder will be returned after finalisation of the tender process.
4. The EMD of successful bidder will be returned after the completion of the work period of the OS agency & agreement.
5. The EMD will be forfeited if the bidder fails/ refuse to execute the work order.
6. Tender should be type write/ computerised without any correction & overwriting.
7. All the workers engaged by the outsourcing agency shall have uniform with the logo of the Agency.

8. 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 i.e. the DMO (Medical Service) Cum Superintendent for DHH, MO I/C for CHCs of Kendrapara.
9. 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.
10. All the personnel to be engaged by the Organization/Agency should be covered under the statutory Government regulations (Labour laws & regulations) framed from time to time.
11. 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.
12. The Tenderer/Agency will abide by all the rules and regulation relating to labour laws, accident, workmen compensation act, Workmen Insurance, ESI, EPF, fire safety etc. 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.
13. 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.
14. 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 should be provided with mobile number (24 X7 functional) for emergency need at any time by the Agency.
15. 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.
16. 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 performance to this clause suitable fine/penalty as decided by the Authority will be imposed.
17. All the generation points of BMW at Health care Units (DHH/CHC) must have colour coded container/bins with cover. The designated bio-degradable colour coded poly bags with bio hazard symbol will be put in respective coloured coded container/ bins and lifted by the OS agency/organization when they become two third full. Bags are to be closed by tying a string, 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 BMW (H&M) Rules 2016. The coloured coded bags or containers/ Bins shall be strong enough to withstand any possible damage that may occur during loading, transportation or unloading of such bags/containers. These containers shall also be labelled as per the rules. Sharps must be collected in Puncture Proof Container containing disinfectant after their mutilation with needle syringe terminator/Hub cutter. Mutilated infected plastics must be collected and properly disinfected/autoclaved by the OS agency. 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 (I/C sister of the ward), day and

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- time of collection, etc. A similar register is to be maintained by Staff Nurse I/c or Nursing Sister or Asst. Matron for BMWW.
18. Agency has to give attention that no Untreated Biomedical Waste should be kept in the hospital premises beyond 48 hours. In case it is beyond 48 hrs, it must obtain the permission of OSPCB for the purpose.
 19. 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.
 - a. The Bio-Medical Waste collected in biodegradable Polybags/ containers shall be collected from generation points of HCEs (DHH/ CHC) and transported to the nearest BMW Management unit located at DHH, Kendrapara 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 Agency/Organization must collect the Bio-Medical Waste from the DHH /CHC & other peripheral Govt. Hospitals in a specified container. For this purpose the respective Hospitals in Charge to sign a MOU with OS Agency and CDM & PHO, Kendrapara regarding the requisite fee as finalised in the above tender process. (For the transportation charges per KM and and service charges per bed per day).
 - c. The requisite out sourcing charges as per finalisation of rate contract to be paid by the concerned CDM & PHO or CHC MO I/C as per district BMWW Committee decision.
 - d. For collection of Bio- Medical Wastes from DHH /CHC, it should be kept in mind to minimise the kilometer i.e the route map should be justified in such a way that it covers maximum to maximum health institutions in one route during travel of the collecting vehicle for BMW.
 20. Agency will be responsible for collection, transportation, temporary storage, treatment & disposal of general waste by coordination with Municipality/NAC/local authorities of the district.
 21. 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.
 22. It is the responsibility of agency to provide the bio degradable poly bags & other consumables. However the Health Institutions has to ensure placing of colour coded container/bins with bio hazard symbol at the generation points in the hospitals.
 23. Agency/Organisation will have to provide all personnel protective gears & immunise its workman for handling of BMW such as -Apron, Gun Boot, Mask, Cap, goggles, Rubber Utility Gloves and Hepatitis B, TT Injection as per requirement.
 24. The BMW equipment such as Autoclave & Shredder located at DHH, Kendrapara 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 hospital. A separate register for registering the complaints regarding the BMW Equipment may maintained by the OS agency.
 25. 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).

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- 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.
26. 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.
 27. 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.
 28. This office (DHH /CHC) 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.
 29. 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.
 30. The said contract will work initially for a period of one year from the date of agreement 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.
 31. After allotment of the order, the Outsourcing agent shall execute the service within 15 days of the issue of letter.
 32. The Outsourcing agency/Organization has to sign a Memorandum of Understanding (MOU) with the concerned Authority (CDM & PHO /MO I/C) on the day of execution of the work orders.
 33. The final monthly bill in triplicate to be submitted along with the consolidated monthly report to CDM & PHO/ DMO (Medical Service) Cum Superintendent / MO I/C (who ever have signed MOU with the OS agency/Organisation) on 1st week of each month.
 34. Besides, the Outsourcing agent has to submit Monthly Progress Report/Status report duly signed by the Hospital Manager / Block Programme Manager / Matron/Staff Nurse with remark to the MO

I/C CHC, DMO (Medical Service) Cum Superintendent, CDM & PHO as the case may be without fail. Three consecutive Adverse Remarks may be treated towards cancellation of the Contract.

35. The Outsourcing Agency shall be under the Administrative Control of the CDM & PHO/ DMO (Medical Service) Cum Superintendent/ MO I/C, CHC and the work will be supervised by the Hospital Managers /BPM/ Asst. Matron & SN.
36. The number of workers to be engaged by the Outsourcing Agency is _____ (To be mentioned by the Tenderer).
37. The agency will ensure refresher training to concerned Medical and Paramedical staffs of the institution for proper segregation of different type of waste/operating the Auto Clave & Shredder at DHQ by its staffs with appropriate and up to date training.
38. The agency has to follow the Bio Medical Waste management & Handling Rule 2016 strictly .The agency will comply with all the reports related to pollution control board as per norms in time.
39. All the legal disputes are subject to the jurisdiction of the Kendrapara District Court only.

PENALTY

40. 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

41. The Technical Bid should be accompanied with an Earnest Money deposit (EMD), refundable without interest, of Rs.20, 000/- only in the form of Demand Draft drawn in favour of RKS, DHH, Kendrapara payable at Kendrapara failing which the tender shall be rejected out rightly.
42. 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.
43. The successful tenderer will have to deposit a Security amount of Rs. 1,00,000/- (Rupees one lakh) only in the form of Demand Draft in favour of RKS, DHH, Kendrapara that will be refunded without interest in case of completion /cancellation of the contract .

SI No	Name of the Block	Name of the Institution	Category	Bed Strength	SI No	Name of the Block	Name of the Institution	Category	Bed Strength
1	Kendrapara	DHH, Kendrapara	DHH	165	6	Garadpur	CHC, Patkura	CHC	16
2	Aul	CHC, Aul	CHC	16	7	Pattamundai	CHC, Pattamundai	CHC	30
3	Kendrapara	CHC, Indupur	CHC	16	8	Rajnagar	CHC, Rajnagar	CHC	16
4	Marshagahi	CHC, Marshaghai	CHC	16	9	Rajkanika	CHC, Rajkanika	CHC	16
5	Mahakalapa da	CHC, Mahakalapa da	CHC	16	10	Derabish	CHC, Derabish	CHC	16

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.**

FORMAT FOR TECHNICAL BID FOR OUTSOURCING OF BIOMEDICAL WASTE SERVICES OF KENDRAPARA

NAME & ADDRESS OF THE ORGANISATION/ AGENCY		
SL NO	CRITERIA	PARTICULARS
1	ORGANISATIONAL CONSTITUTION- PROOF OF REGISTRATION	
2	YEARS OF EXPERIENCE	
3	Number of Employees on Roll SKILLED SEMI SKILLED UNSKILLED	
4	NO OF ASSIGNMENTS FINISHED CURRENT ASSIGNMENT IN HAND	
5	AUTHORISATION POLLUTION CONTROL BOARD OR AN UNDERTAKING TO PRODUCE THE SAME WITHIN THREE MONTHS AFTER SIGNING OF THE MOU WITH THE UNDERSIGNED	
6	VAILD LABOUR LICENSE	
7	VALID Service Tax registration & GST	
8	INCOME/ SOLVENCY PROOF OF LAST 3 YEARS (FY 2015-16, 2016-17 & 2017-18)- AUDITED PROFIT & LOSS A/C & BALANCE SHEET ETC.	
9	PAN CARD	
10	Valid EPF Registration Certificate with returns/ challans	
11	DOCUMENTS IN SUPPORT OF EXPERIENCE	
12	DOCUMENTS IN SUPPORT OF HANDLING BMW EQUIPMENTS	
13	BANK DRAFT OF Rs 2,500/- towards tender paper cost	
14	BANK DRAFT of Rs 20,000/- towards EMD	
15	Court Affidavit with regard to self declaration (i.e. the agency has not been de-recognized / black listed by any State Govt. / Union Territory / Govt. of India / Govt. organization / any organization and no criminal proceeding is pending against them.)	
16	Signed & Sealed Tender Paper with Bye- Law of the Organisation / Firms if any	

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 OF KENDRAPARA**

Name & Address of the Organisation/ Agency/NGO		
Sl No	Particulars	Rate in Rs
01	Charges per Bed per Day including Polybags for DHH & all CHCs of Kendrapara	
02	Transportation Charges (Rupees/K.M/trip) for Lifting BMWs from CHCs to DHH, Kendrapara in following routes. a. DHH – Rajkanika- Aul – Pattamundai – Rajnagar – DHH (150 km) b. DHH – Indupur – Derabish – Marshaghai – Patkura – Mahakalapada – DHH (120 km)	
Total		

(In Words _____)

N.B.:

The rate quoted above shall be inclusive all taxes, Deployment of manpower with minimum rate of wages including VDA fixed from time to time & their uniform with Identity card, PPE of staffs, Polybags for outsourcing of BMWM service of DHH & all CHCs of Kendrapara District.

Date

Place

Authorised Signatory