

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

Tender No. 5764

Date: 15.10.18

**Notice for Invitation of Tender for BMW Management
in District Head Quarters Hospital/ Sub Divisional Hospital / CHCs/PHCs**

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| Date for Availability of Tender | : 15.10.2018 TO 12.11.2018 |
| In the official website of the district | : http://www.kendujhar.nic.in |
| Pre Bid Conference | : Dt. – 13.11.2018, Time: - 11 AM Venue- DTU Conference Hall, DHH, Keonjhar |
| Last Date for Submission of Tender | : Dt. – 12.11.2018 Time: - 5 PM |
| Place, time & venue of Opening Tender | : Dt. – 13.11.2018, Time: - 11 AM Venue- DTU Conference Hall, DHH, Keonjhar |
| Address for submission | : Office of the CDM & PHO, Keonjhar |
| Tender paper cost | : Rs. 2,000/- (Non-refundable) |
| Earnest Money | : Rs. 10,000/- (Refundable without interest) |

The authority 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 <http://www.kendujhar.nic.in> from **15.10.2018 TO 12.11.2018**. The Tender cost of **Rs.2,000/-**(Rupees Two Thousand only, Non-refundable) to be submitted by way of Demand Draft drawn in favour of **ZSS (BMW) Keonjhar**, payable at Keonjhar should be enclosed along with the Technical Bid.


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Eligibility Criteria and Terms & Conditions for Outsourcing Agency for BMW Management in District Head Quarters Hospital/ Sub Divisional Hospital/ CHCs/PHCs.

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 & GST Registration 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 which should be produce in the form of Court Affidavit..
6. The Tenderer have to submit the valid license from the OSPCCB (Odisha State Pollution Control Board) or have to submit an undertaking to produce the same within two months after signing of the MOU with the undersigned.
7. Annual Turnover should be more than Rs. 50 Lakhs during the last three FY of 2014-15, 2015-16 & 2016-17. The certificate must be obtained from a Chartered Accountant to this effect in original.
8. The firm or agency should have experience in Bio Medical Waste Management of Government hospital at least for a period of 2 Years.

General Terms & Conditions

1. The Tender should be properly sealed & super scribed on the envelope "Tender for Engagement of Outsourcing Agency under BMW Activities for CDM&PHO, Keonjhar".
2. Cover & Documents- The following documents should be furnished in a sealed cover with Index & Page Number.
 - a. The tender document should be accompanied with Bank Draft of Rs **Rs.2,000/-** (Rupees Two Thousand only, Non-refundable) by way of separate Demand Draft drawn in favour of **Bio Medical Waste Management of Keonjhar District**, payable at Keonjhar (Cost of Tender Document) from any Nationalised Bank.
 - 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. 2014-15;2015-16;2016-17
 - d. Attested Copy of the PAN Card.
 - e. Attested Copy of the up to date GST Clearance Certificate.
 - f. Quoted Price List signed by the Tenderer with seal.
 - g. Experience Certificate in the respective field for one year or more.
 - h. An undertaking from the agency affirming that it has not been blacklisted and is not involved in criminal proceeding relating to execution of Bio Medical Waste Management services.
 - i. **EMD Rs. 10,000/-** in Shape of DD/ Bankers Cheque drawn in any Nationalised Bank in Favour of the **Bio Medical Waste Management of Keonjhar District**, payable at Keonjhar (Refundable).
 - j. Original Documents are to be brought during opening of the tender 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 signing of MOU & completion of supply of HR as per requirement.
5. The EMD will be forfeited if the bidder fails/ refuses to execute the work order.
6. Tender documents should be computerised without any correction & overwriting.


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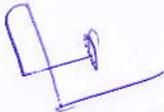
7. All the workers engaged by the outsourcing agency (OS) shall have uniform with the logo of the Agency.
8. All staff of the agency shall bear photo identity cards during the period of work, which shall be duly signed by the Head of the concerned Hospital (ADMO (Med) for DHH, SDMO for SDHs, MO I/C for CHC and PHCs) and representative organization.
9. The Outsourcing Agency shall furnish the List of workers & supervisors (above 18 years of age only) with Proof of Identity and address to the Head of the concerned Hospital 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 with 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, PF, 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 from 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 men should be provided with mobile number (24 X7 functional) for emergency need at any time by the Agency.
15. All the workmen engaged by the Agency/Organisation will have to be covered under insurance against any personal accidents/health hazards and the Hospital authority will not be 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 adherence 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/SDH/CHC/PHC) 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 BMWM Rules. The colour 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 BMWM rules. Segregated sharps shall be collected from all generation points of the Health care Units. 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 responsible person (Pharmacist/LT/I/C sister of the ward), date and time of collection etc. A similar register is to be maintained by Matron/MO I/C/SDMO for BMWM.
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.


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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.
- The Bio-Medical Waste collected in biodegradable Poly bags/ containers shall be collected from generation points of HCEs (DHH/SDH/CHC/PHC) and transported to the nearest BMW Management unit located at DHH/SDH 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 Agency/ Organization.
 - The Agency/Organization must collect the Bio-Medical Waste from the DHH/SDH/CHC/PHC & other peripheral Govt. Hospitals in a specified container. For this purpose the respective Hospitals In Charge need to sign a MOU with Agency and the CDM&PHO regarding the requisite fee as finalised in the above tender process. (For the transportation charges per KM and service charges per bed per day).
 - The requisite out sourcing charges as per finalisation of rate contract will be paid by the concerned CDM&PHO or SDMO or CHC MO I/C as per district BMW Committee decision.
 - For collection of Bio- Medical Wastes from DHH/SDH/CHC/PHC, it should be kept in mind to minimise the k.m. 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 of Bio- Medical Wastes.
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-1998. 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 personal protective gears & immunise its workmen for handling of BMW such as - Apron, Gumboot, 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/SDH will be utilised by the agency for treatment of wastes of nearby CHCs and PHCs. Minor repairs & regular maintenance will be made in consultation with the supplier firm while the electric charges will be borne by the agency. A separate register for registering the complains regarding the BMW Equipment shall be maintained by the OS agency.
25. The Outsourcing Agency/ Organization 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.
- 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 and shall include the following:
 - The weight of each batch of waste treated.
 - The categories of waste as per the rules.
 - The time, date and duration of each treatment cycle and total hours of operation.


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- 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 the office of the CDM&PHO, Keonjhar 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. The office of the concerned Health Institution (DHH/SDH/CHC/PHC) will maintain attendance register in shape muster roll of the staff engaged by the Agency/Organisation. The agency will have to prepare duty list & submit to the office as mentioned above by date 25th for the next calendar month. Absence from duty is not allowed at any cost. However under unavoidable circumstances, 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/extended on yearly basis up to maximum three years, if found satisfactory by the Competent Authority and Bio Medical Waste Management Committee, Keonjhar. During this period if at any stage of time, the Hospital Authority finds non compliance of the assigned work, the said agency/Organization for BMWM will be served with a notice for a period of one month and if still non compliance is there, the said contract will be cancelled and new party will be assigned with the said service as decided by the Competent Authority and Bio Medical Waste Management Committee, Keonjhar.
31. After allotment of the order, the Outsourcing agency 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/ADMO (Med)/SDMO/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/ADMO(Med)/SDMO/MO I/C (who ever have signed MOU with the agency/Organisation) on 1st week of each month.
34. Besides, the Outsourcing agency has to submit Monthly Progress Report/Status report duly signed by the Hospital Manager / Junior Hospital manager/ Block Programme Manager / Matron/Staff Nurse with remarks to the MO I/C CHC, SDMO, ADMO(Med), 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/ADMO (Med)/SDMO/MO I/C, CHC and the work will be supervised by the Hospital Managers/ Junior Hospital Manager/BPM/ Matron/ SN.
36. All the legal disputes are subject to the jurisdiction of the District Court, Keonjhar only.


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37. The number of workers to be engaged by the Outsourcing Agency will be specified institution wise.

PENALTY

38. In case of deficiencies in providing quality service, the authority i.e. CDM&PHO, Keonjhar will have the right to impose penalty as per decision of the BMWWM Committee which shall be deducted from the monthly bill.

FINANCIAL

39. The Technical Bid should be accompanied with tender paper cost along with EMD, failing which the tender shall be rejected out rightly.

40. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First competitive 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.

41. The successful tenderer will have to deposit a Security amount of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Fixed Deposit Receipt/Bank Guarantee made in the name of the Agency but hypothecated to ZSS (BMW) Keonjhar covering the period of contract, which will be refunded without interest in case of completion /cancellation of the contract. In case the contract is further extended beyond the initial period the FDR/bank guarantee have to be accordingly renewed by the successful tenderer.

N.B. All documents submitted shall be consecutively numbered (As per Index) 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 any other 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 be held responsible.

The rate quoted by 'L1' will be accepted subject to quality & feasibility.

TECHNICAL BID FOR OUTSOURCING OF BIOMEDICAL WASTE MANAGEMENT SERVICES & SUPPLY OF WORKMEN FOR BMWWM (Cover-A)

| | | | |
|--|--|--|--|
| NAME OF THE AGENCY/ORGANISATION | | | |
| ADDRESS WITH PHONE NUMBER | | | |
| STATUS OF THE AGENCY (ATTACH SUPPORTING DOCUMENTS) | | | |
| NUMBER OF EMPLOYEES ON ROLL | | | |
| WORKING EXPERIENCE IN THE RELATED FIELD (IF ANY SPECIFY WITH DOCUMENTS) | | | |
| IMPLEMENTATION PLAN (DOCUMENTS TO BE ENCLOSED) | | | |
| INDICATORS OF ACHIEVEMENT | | | |
| ORGANISATIONAL CONSTITUTION- PROOF OF REGISTRATION | | | |


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| | | | |
|---|--|--|--|
| YEARS OF EXPERIENCE | | | |
| NO. OF STAFF:- | | | |
| A.SKILLED | | | |
| B.SEMI SKILLED | | | |
| C.UNSKILLED (Category-wise copy of acquaintance roll to be enclosed) | | | |
| NO OF ASSIGNMENTS | | | |
| A. FINISHED | | | |
| B. CURRENT ASSIGNMENT IN HAND | | | |
| VALID AUTHORISATION FROM STATE POLLUTION CONTROL BOARD, ODISHA. | | | |
| VAILD LABOUR LICENSE | | | |
| GSTN ALLOTTED CERTIFICATE | | | |
| INCOME/ SOLVENCY PROOF OF LAST 3 YEARS • Copies of Bank Statement for FY 2014-15, 2015-16 & 2016-17 • Copies of Audit Reports with IT returns for FY 2014-15, 2015-16 & 2016-17 | | | |
| PAN CARD | | | |
| Annual Turnover should be more than Rs. 50 Lakhs during the last three FY of 2014-15, 2015-16 & 2016-17. The certificate must be obtained from a Chartered Accountant to this effect in original. | | | |
| DOCUMENTS IN SUPPORT OF EXPERIENCE | | | |
| DOCUMENTS IN SUPPORT OF HANDLING BMWV EQUIPMENTS | | | |
| BANK DRAFT OF Rs.10,000/- (Ten thousand only) for EMD | | | |
| BANK DRAFT OF Rs.2,000/- (Two Thousand only) for cost of Tender Document | | | |

All the supporting documents should be enclosed for above requirements.

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement / furnishing of forged documents etc. at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)
Seal


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**FORMAT FOR FINANCIAL BID FOR OUTSOURCING OF
BIO MEDICAL WASTE MANAGEMENT SERVICES (Cover-B)**

| | | |
|--|---|------------|
| Name & Address of the Organisation/ Agency/NGO | | |
| SI No | Particulars | Rate in Rs |
| 01 | Charges per Bed per Day including Bio Degradable Colour Coded Poly bags | |
| 02 | Transportation Charges (Rupees/K.M/Trip) | |
| Total | | |

❖ Rate quoted should be exclusive of all taxes. The taxes will be paid extra as per Govt norms.

Place:

(Signature and seal of the authorized signatory)

Date:

Seal


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