



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



Tender No.3227

Date:12.07.2023

**REQUEST FOR PROPOSAL FOR OUT SOURCING OF BMW
MANAGEMENT SERVICES AT DIFFERENT HEALTH INSTITUTIONS
(DHH, SDH, CHC, PHC, HWC SC) OF KEONJHAR DISTRICT**

Detailed proposals are invited from eligible agency for selection of the most suitable agency to undertake BMW Management Services at Different Health Institutions (DHH, SDH, CHC, PHC, HWC SC) of Keonjhar District.

Date for Availability of Tender	Dt 14-07-2023 (Downloadable from website: www.kendujhar.nic.in)
Pre-bid query – via e-mail – gacellkeonjhar@gmail.com and clarification on Pre-bid decision (via e-mail)	Dt. 18-07-2023 (Bidders requested to submit their query to the email) Dt. 20-07-2023
Last Date for Submission of Tender -	Dt. 29-07-2023 on or before 05.00 PM
Date, time and place of opening of Proposal	a) Technical Proposal (Part A) opening : 31-07-2023 at 11.00 AM at DTU, Mini conference Hall, NHM Keonjhar b) Financial Proposal (Part B): <i>The date of opening of financial proposals will be intimated by the CDM& PHO, Keonjhar, to the agency found successful in the technical proposal evaluation.</i> <i>(Bidders / authorized representative with authorization may remain present at the time of opening of proposal)</i>
Address for submission of Proposal-	O/O-CDM & PHO, KEONJHAR, PIN-758001 by Speed Post/Regd. Post only.
Amount of Earnest Money Deposit-	Rs. 1,00,000/- in shape of DD (Refundable) in favour of “ZSS BMWM, KEONJHAR
Amount of Tender Paper Cost -	Rs. 2000/- in shape of DD (Non Refundable) in favour of “ZSS BMWM, KEONJHAR

The Tender inviting Authority reserves the right to accept or reject summarily any or all the proposals without assigning any reason thereof.

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

Engagement of Out Sourcing Agency for Biomedical Waste Management Service at Different Health Institutions (DHH, SDH, CHC, OH, UPHC, PHC &HWC SC) of Keonjhar District

1.1 Scope of Proposal

- a) Interested bidders fulfilling the eligibility criteria may submit their bid for Keonjhar district. The successful bidder has to provide BMW management services in DHH, SDH, CHC, OH, UPHC, PHC & HWC SC of Keonjhar district.
- b) Detailed description of the objectives, scope of services deliverables and other requirements relating to “Outsourcing of BMW management service at different health intuitions” are specified in this RFP. The manner in which the proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- c) The selection of the Agency shall be on the basis of an evaluation by the tender committee of the District, through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the decision of CDM & PHO, Keonjhar is without any right of appeal whatsoever;
- d) The bidder shall submit its Proposal in the form and manner specified in this RFP. **The Financial Proposal (Part B) shall be submitted in the format specified in F1, F2& F3.** Upon selection, the agency shall be required to enter into an Agreement with the Chief District Medical & Public Health Officer, Keonjhar.

1.2 Eligibility

The bidder should fulfil the following eligibility criteria.

1. Should be registered in India as a Company, Partnership Firm, Society or a Trust
2. Consortium not allowed.
3. Must be registered under EPF
4. Must be registered under ESI.
5. It must have PAN.
6. It must have valid labour license.
7. Must have ISO 9001 certification
8. It must not have any previous record of contract termination or left out of the job etc.
9. Minimum one year experience in BMW management at Government/Private Health Institutions.
10. Should have at least two running work order/ agreement from Government health institutions of two district of Odisha.
11. Should have an average annual turnover of Rs. 1 Crore or more during the last three financial years (2019-20, 2020-21, 2021-22). The bidder must submit the audited Profit and loss account and Balance sheet for the financial year 2019-20, 2020-21 & 2021-22. The bidder also has to submit the turnover certificate as per **Form – T3**.

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12. The Bidder should have to submit the valid license from the OSPCB or has to submit an undertaking to produce the same within two months after signing of the MOU with the undersigned. If so failed the agreement will be automatically terminated without any further notice.

13. The Bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of **Rs. 20/-** as per Format **Form – T6**.

14. Must have valid GST Registration number with up-to-date clearance and GST filing report for the month of April 2023 to June 2023.

1.3 Proposal Submission

1. The bidders interested to submit their bid with EMD & documents as set forth in this RFP at the detail address mentioned above.

2. The proposal shall be submitted in two parts

a. Part – A – Bid Security & Technical Proposal as per the format set out in RFP.

b. Part – B – Financial Proposal as per the format set out in RFP.

3. The proposal shall be typed or written legibly in indelible ink and shall be signed by the authorized representative of the bidder.

4. Power of Attorney for signing of bid: The bidder should submit a power of attorney as per the **FORM – T5**, authorizing the signatory of the bid to commit the bidder.

5. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the proposal have put his/their initial prior to submission of the same.

1.4 Bid Document Cost

The bidders shall have to furnish a bid document cost of Rs.2,000/- (Rupees Two Thousand Only) (non-refundable) in the shape of a Banker's cheques / Demand Draft from any Nationalized / Schedule Bank payable at Keonjhar district and in favour of ZSS, BMWM, Keonjhar.

In the absence of the bid document cost, the technical proposal of the bidder shall be rejected.

The bid document cost should be put in the Technical Proposal (Cover A) envelop.

1.5 Earnest Money Deposit (EMD)

The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to Rs. 1,00,000/- (refundable) in the shape of Banker's cheques / Demand Draft from any Nationalized / Schedule Bank in favour of the ZSS, BMWM Keonjhar payable at Keonjhar.

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated

12.8.2015, the local MSEs registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to local MSEs registered in Odisha only. This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).

The EMD shall be returned to unsuccessful bidders within a period of 4 weeks from the date of announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period or on in case of successful bidder, if does not execute the agreement.

1.6 Packing, Sealing and Marking of Proposal

(a) The Technical Proposal (Cover A) and Financial Proposal (Cover B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

- Cover-A - Technical Proposal for "BMW management Services at Health Institutions of Keonjhar district".
- Cover-B - Financial Proposal for "BMW management Services at Health Institutions of Keonjhar

(b) The two envelopes, i.e. envelope for Part-A, Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

- Proposal for "BMW management services at Health Institutions of Keonjhar district".
- RFP Reference No.
- The bidder's Name & address shall be mentioned in the left hand corner of the outer envelope.

(c) The inner and outer envelopes shall be addressed to the Chief District Medical & Public Health Officer Keonjhar at the detail address mentioned.

If the outer envelope is not sealed and marked as mentioned above, then the O/o the CDM & PHO Keonjhar will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

(d) Content of the Proposal

I.Cover A (Technical Proposal)

The bidders are requested to submit a detailed technical proposal with respect to the outsourcing of BMW management services at different health institutions of Keonjhar

district during the proposed contract period in conformity with the Terms of Reference forming part of this RFP.

1. EMD of Rs.1,00,000/- (Rupees One Lakh) in the shape of a Demand Draft in favour of ZSS, BMWM, Keonjhar
2. Bid document cost of Rs.2,000/- (Rupees Two Thousand Only) in the shape of a Demand Draft in favour of ZSS, BMWM, Keonjhar
3. Form T1
4. Form T2
5. Photocopy of the Registration Certificate of the Agency
6. Photocopy of PAN
7. Photocopy of GST, EPF, ESI & Labour Registration certificate
8. Photocopy of ISO 9001 certification
9. Form T3 (Turnover Certificate from the Chartered Accountant)
10. Photocopy of the audited Profit & Loss Statement in the last three financial years in support of the turnover certificate [2019-20, 2020-21 & 2021-22]
11. Form T4 - Relevant Experience Details in managing BMW services in State Govt. Hospital/ Private Hospital
12. Photocopies of work orders / contracts executed in support of the information furnished in Form T4
13. Form T5 - Power of Attorney authorizing the signatory for signing the proposal on behalf of the proposer/Bidder
14. Form T6 - Affidavit certifying that the Entity/Promoter(s)/Directors/Partner(s) of Entity are not blacklisted.
15. Form T7 - Letter of Declaration (Anti Collusion Certificate) mentioning that the bidder will not collude with the other bidders.
16. Any other details, the bidder like to include in the proposal.
17. Sample of Plastic / biodegradable bags to be used for waste collection (as per Plastic Waste Management Rules, 2016 and subsequent amendments made until 2021).

II. Cover B (Financial Proposal)

1. The bidder must submit the Financial Proposal using Form specified in Form F1,F2& F3 with proper signature and seal of the bidder.
2. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be taken into consideration.
3. The same person signing the RFP shall sign the financial part also.

1.7 Validity of Proposals

The Proposal shall remain valid for **180 days** after the date of bid opening. Any Proposal, which is valid for a shorter period, shall be rejected as non-responsive.

1.8 Cost of Proposal

The bidder shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process. The concerned district authority /

institution will neither be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

1.9 Acknowledgement by the bidder

- (a) It shall be deemed that by submitting the Proposal, the bidder has: -
- (i) Made a complete and careful examination of the RFP;
 - (ii) Received all relevant information requested from the Tender inviting Authority;
 - (iii) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the concerned district authority / institution relating to any of the matters stated in the RFP Document;
 - (iv) Satisfied itself about all matters, things and information, necessary and required for submitting an informed Proposal and performance of all of its obligations there under;
 - (v) Acknowledged that it does not have a Conflict of Interest; and
 - (vi) Agreed to be bound by the undertaking provided by it under and in terms hereof.
- (b) The concerned district authority / institution shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the concerned district authority.

1.10 Language

The Proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly as per the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

1.11 Proposal Due Date

RFP filled in all respect must reach O/o the CDM& PHO, Keonjhar, at the address, time and date specified, through Speed Post/ Regd. Post only. If the specified date for the submission of RFPs is declared as a holiday, the RFPs will be received up to the stipulated time on the next working day.

1.12 RFP Opening

- (a) The concerned authority of the district will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the location, date and time mentioned.
- (b) The bidder/their authorized representatives who will be present shall sign a register evidencing their attendance.
- (c) In the event of the specified RFP opening date being declared a holiday, the RFPs shall be opened at the stipulated time and location on the next working day.

1.13 Evaluation of the Bid

In the first stage, the proposals received in due time will be taken into consideration and scrutinized. Failing of submission of sample / desired documents will disqualify the technical bid evaluation. Those bidders, whose Technical Proposals becomes responsive based on submission of genuine required documents / Sample material shall qualify for further evaluation i.e. opening of Financial bid. In the financial bid, the genuine bidder with the lowest price shall be awarded the contract. In case any two bidders quote same price in financial bid then the highest turnover between two bidders will declare as L1.

TERMS OF REFERENCE

2.1 Background

Good sanitation and hygiene practices are a critical determinant of health. As the first principle of health care is to do no harm, it is essential to have our health care facilities demonstrate high level cleanliness, hygiene practices.–WHO data on the burden of diseases how's that approximately 3.1% of death stand 3.7% of disability-adjusted-life-years(DALYs) worldwide are attribute able to unsafe water, sanitation and hygiene. The Centres for Disease Control and Prevention (CDC) reports that approximately 1 in 20 patients acquired an infection during a stay in a healthcare setting where they are receiving medical or surgical treatment. Further, the perception of patients and the public regarding the level of cleanliness and ambience of a facility directly affects the level of confidence they have in the health care offered in a facility. There is no more visible parameter about Quality than cleanliness in public health facilities. Against this back drop, plan has been chalked out for strengthening BMWM Services across hospitals of the District. List of Institution wise bed strength along with the requiremen to BMWM and cleaning personnel for different category of HCFs is mentioned at Section 6.

2.2 Modalities of BMWM Services:

- The agency to have valid authorization from State Pollution Control Board, Odisha for treatment and disposal of biomedical wastes. After signing the agreement with the district Health authority, the Agency has to submit the Authorization from the SPCB, Odisha within 60 (Sixty) days of time, failing which, the said agreement will be forfeited.
- The OS Agency will depute a qualified and dedicated staff to manage the waste management activity in the hospital and will coordinate in executing the same with the waste management committee of the hospital and be responsible for supervision of the work.
- During execution of work, the contractor will follow all standard norms of safety measures / precautions to avoid accidents/ damages to men, machines and buildings, etc. On non-performance to this clause suitable fines as decided by the Hospital Authority will be imposed.

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- It is the responsibility of the OS agency to place fresh bio degradable / polybags daily in all the colored coded bins immediately after collection of the waste is over. Or else provide another set of Colour Coded bins to be replaced each day to facilitate segregation and collection i.e. one set is kept and another set is taken (entire Bucket Itself with Cover) for treatment and disposal and replaced the next day with autoclaved ones.
- 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 can be fixed before **8AM in the morning and 6 PM in the evening after discussing with the waste management committee of the concerned hospital.**
- The bio-medical waste collected in colored biodegradable Polybags/ containers shall be transported to the CBWTF/ Captive plant in a fully covered vehicle. Such vehicle shall be dedicated for transportation of bio-medical waste only. Depending upon the volume of the wastes to be transported, the vehicle may be a LMV or Heavy Duty vehicle. In either case , the vehicle must possess the following:
 - Separate cabins shall be provided for driver / staff and the bio-medical waste containers.
 - The base of the waste cabin shall be leak proof to avoid pilferage of liquid during transportation.
 - The waste cabin may be designed for storing waste containers in tiers.
 - The inner surface of the waste cabin shall be made of smooth surface to minimize water retention.
 - The waste cabin shall have provisions for sufficient openings in the rear end / or sides so that waste containers can be easily loaded or unloaded.
 - The vehicle shall be labelled with the bio-medical waste symbol (as per the Schedule IV of the Rules) and should display the name, address and telephone number of the CBWTF/Captive Plant with a GPS system to track the vehicle movement.
- Depending upon the area to be covered under the CBWTF/Captive Plant, the route of transportation shall be worked out. The transportation routes of the vehicle shall be designed for optimum travel distance and to cover maximum number of health care units. As far as possible, the transportation shall be carried out during non-peak traffic hours. It shall be ensured that the total time taken from generation of bio-medical waste to its treatment, which also includes collection and transportation time, **shall not exceed 48 hours.** For collection of Wastes ; it

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should be kept in mind to minimize the km i.e. the routes should be justified in such a way that the vehicle covers maximum to maximum health institutions on its route in any direction.

- OS Agency will be responsible for collection, transportation, dispose of general waste by coordination with the concerned Municipality/ NAC.
- The OS Agency will have to provide all personal protective material to handlers of BMW like-Apron, Gum Boot, Mask, Cap, Goggles, rubber Utility Gloves and provide Hepatitis B, TT Injection as per requirement to its OS staffs.
- The contractor/ outsourcing agent shall maintain all the records related to bio-medical waste management of all the units covering. 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 & time, Name of the health care unit, 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.

N.B: The OS Agency has to take signature of the HCF I/c or Nursing Officer-In- charge in all the daily collection reports failing which payments will not be made.

2.3 HR requirement for BMWM services

2.3.1 Norms for HR engagement (tentative):

The competent agency is expected to engage HR asper following norms based on the bed strength of the concerned hospital.

Note:

The **Institution wise details** of the **required HR Personnel** and **Bed Strength** are attached at **Section 6. Bidders are requested to refer the Annexure-A carefully to know the HR personnel requirement** and the bed strength of the each HCFs before quoting their prices in the Price FormatF-3.

2.3.2 Qualification of personnel in the Hospital Office: The following key personnel with the required qualification and experience shall form part of the team to manage the cleaning System. The selected agency shall submit the documents relating to relevant skill training imparted to the workers, their skills set and their personal record.

Category	Minimum Qualification	Minimum Experience required in years
BMWM Supervisor	Any Graduate Degree	Minimum 2 years of experience in BMWM Services particularly in Hospital Sector.
BMWM Worker	7 th Standard	Minimum 1 Year experience in similar field

2.3.3 Age Limit:

Sl.No.	Category	Age Limit
1.	BMWM Supervisor	Age Limit: Minimum 21years & Maximum 50 years as on 31.03.2023
2.	BMWM Worker	Age Limit: Minimum 21 years & Maximum 50 years as on 31.03.2023

2.3.4 Attendance: Biometric attendance system will be introduced to track availability of staffs on duty, engaged under the said contract. The outsourced workers should be given weekly off by the agency as per the labor rules of State Government. Any deviation of the rules is liability of the agency.

2.3.5 Uniform: A uniform dress code (Colour) will be recommended for all BMWM staffs across the district.

2.3.6 Training:

Staff training and development is a core activity in the BMWM service and a structured approach to train in g should be imparted by the agency with direct inputs from Hospital Authority, Nursing Superintendent and other relevant healthcare professionals, as required.

2.3.7 Duration and Frequency of Training for BMWM staff as per risk Categorization of patient care areas: Regular training session of all the staffs working under the selected firm/agencies should be conducted (at least twice in a year). The Training programmes shall be evaluated by head of the Hospital on regular basis to ensure that they meet the need soft he service and that staff are able to readily assimilate the information provided to them.

2.3.8 Other Conditions

- The staff deployed through Agency in the health facility (ies) shall not claim any benefit, compensation, absorption or regularization of their services in the govt. establishment under the provision of any statutory act.

- The staff deployed by the Agency shall not divulge or disclose any details of office, operational process, technical know-how, security arrangement, administrative/ organizational matters to any third person, as all of that are confidential and secret in nature. In the event of being found that the official secrecy has been disclosed and for the purpose of security arrangement and or for other purpose, it is desirable to remove the said person, the nodal officer of the health facility has every right to remove the said person, immediately and responsibility if any to be borne by the Agency.
- The Agency shall ensure that the person deployed are disciplined and shall enforce prohibition of consumption of alcoholic drinks, paan, Gutkha, smoking, loitering and shall not engage in gambling or any immoral act.

2.4 Record Keeping / Data Management

1. Every healthcare facility need to maintain the records w.r.to category wise bio-medical waste generation and its treatment disposal (either by captive facility or through CBWTF) on daily basis in the prescribed Format for Bio Medical Waste Register / Record.
2. Category wise quantity of waste generated from the facility must be recorded in BioMedical Waste Register/logbook being maintained at central waste collection area under the supervision of one designated person.
3. Records on Annual Report on bio-medical waste management submitted to SPCB/PCC.
4. Records w.r.t. Accident Report submitted to SPCB/PCC including “NIL” report.
5. Records shall be maintained on training on BMW Management including both Induction and in service training records.
6. Guidelines for Management of Healthcare Waste as per Biomedical Waste Management Rules, 2016.
7. Maintain records for Annual Health check-up of all the employees.
8. Maintain record on Immunisation of all the employees.
9. Records shall be maintained w.r.t. minutes of meeting of Bio Medical Waste Management committee.
10. Records shall be maintained indicating details of accident occurred including preventive and corrective actions taken by the HCFs in relation to such accidents.
11. Records for the operation of the biomedical treatment equipment installed, if any for the treatment of biomedical waste (In prescribed format issued by CPCB).
12. Records of testing of Effluent generated from health care facility (If available).
13. Record of recyclable waste (plastic/glass) handed over to the authorized recycler in kg/annum.
14. The records related to the handling of BMW by healthcare facilities needs to be retained for a period of five years.

2.5 Performance Review Criteria and Penalty from Bill Payment:

2.5.1 Performance review shall be carried out on a quarterly basis based on Score card by taking into account NQAS, Kayakalp & other relevant indicators for assessing performance of the implementing agency as per the criteria, the details of which is **attached at Annexure-II.**

Accordingly, the penalties from the bill payment shall be as mentioned in clause 37 in Indicators & Extent of Penalty:

Total Score	Extent of Penalty from Bill Amount
<or = 70%	2% penalty from Bill
>70% and <80%	1% penalty from Bill
= or >80%	Zero penalty

2.6 Responsibilities of the Implementing Agency & Hospital Administration

2.6.1 . Following are the responsibilities of the Agency (Service Provider):

- The BMW Services shall be provided **24x7x365days** without any interruption.
- All the personnel engaged by the Agency to provide the services in the hospital have to be in proper uniform during duty hour.
- All the personnel shall bear photo identity cards during the duty hour. (The Photo Identity Card shall be duly verified and countersigned by the designated Official of the hospital)
- All the rules and regulations relating to labour laws including accident, workmen compensation and insurance, ESI, PF, etc. are to be complied.
- Maintain location-wise log book to record for all bio medical waste cleaning and BMW activities carried out in the format prescribed by the authority for checking and reference.
- To provide all necessary materials like bio degradable poly bags, puncture proof gloves, gumboot, PPE, disinfectant, of required quality and quantity needed for proper execution of the cleaning and BMW service.
- All standard safety norms are to be followed during execution of work by the Agency to avoid accidents causing damages to personnel, machines, buildings, etc.
- In case of any accident/ mishap of any nature occurred during performing the duty, the liability will be borne by the agency.
- Lifting of the Bio Medical Waste within 48 hours from all HCFs. (DHH, SDH, CHC, PHC & HWC SC). Bidder should ensure to provide vehicle accordingly for lifting of waste within 48 hours as per the HCFs data mentioned in Section – 6.

2.6.2 The responsibilities of the Hospital Administration/Authority shall include:

- Clearly define the lifting area, frequency and method of lifting/cleaning of waste for respective locations as per ToR.
- Co-operate with the cleaning staff or timely and complete cleaning.
- Directly supervise the BMW staff while carrying out lifting in critical/sensitive areas like OT, Laboratories, Labour Room, office room, etc. to avoid unwanted situations including damages, interruption, accident, etc.
- Develop logbook, control sheet, checklist for documentation, regular monitoring and quality assurance.

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- Provide space for safe storage of waste.

3.1 Period of Engagement

- a) The engagement shall be for a **period of three years** from the date of actual operation (beginning of service) or signing of contract whichever is later.
- b) The contract may be extended for a maximum of **another two years** (one year at a time) in existing terms and conditions with mutual consent of both the parties if performance is found satisfactory as per due assessment.
- c) The agency shall sign the contract (**in the given Format**) within 15 days of issue of Letter of Award/Intimation.

3.2 Award of Contract

On evaluation of technical and financial parts of RFP and decision thereon, the selected bidder shall have to execute a contract with the CDM & PHO Keonjhar 15 days from the date of acceptance of their bid is communicated to them. The terms and condition, terms of reference of this RFP along with documents and information provided by the selected bidder shall be deemed to be an integral part of the contract. Before execution of the contract, the selected bidder shall have to deposit the performance security deposit as per clause 3.4 mentioned below.

3.3 Allotment of Order:

If the L1 bidder of the district decline the work order, in such case the tender inviting Authority has to negotiate with L2 (L3, L4..and so on in that order) bidder to agree to the L1 price and to finalize the bidder & issue work order.

3.4 Performance Security

The selected service provider has to furnish a performance security deposit at the time of signing of contract, amounting to 5% of the total yearly contract value (for 3 years) of the district in the shape of DD / BG from a National / Scheduled Bank in India. The amount of Earnest money deposit of the selected bidder can be adjusted against the performance security deposit. The performance security deposit is for due performance of the contract.

The District Authority/HCF in the following circumstances can forfeit it;

- 1) When any terms or the condition of the contract is in fringed.
- 2) When the service provider fails in providing the required services satisfactorily.

3.5 Commencement of Service

The selected service provider is required to start the BMW services in the district **at all the facilities** of that district (DHH, SDH, CHC, OH, UPHC, PHC, HWC SC) **within 30 days** of signing of the contract.

3.6 Payment & Price Validity

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- a) The service provider shall be paid on **monthly basis** as per the contract rate. The price shall be all-inclusive including the cost of manpower, consumable and management.
- b) While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2nd month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF [Electronic Challan cum Return(ECR)], ESI (Challans) etc. for the previous month.
- c) The price as quoted by the service provider shall remain unchanged during the contract period except in case of revision in daily wages act if the contracted amount is below the recommended rate as applicable.
- d) Tax is as applicable shall be paid at the applicable rate.
- e) TDS as applicable shall be deducted from the payment as per the IncomeTaxAct.
- f) The service provider will ensure that workers engaged by them must receive their entitled wages on time. In-view of this, the following procedure will be adopted:
 - Service Provider shall pay their entitled wages by 10th of the following month. It shall not be linked to the payment of the bill from the concerned HCF or need for the checking & verification at their end.
 - Payment to such workers must be made by the agency through e-transfer only. To ensure this, service providers will get a bank account opened for every engaged worker.

3.7 Penalty

In case the Agency fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, CDM & PHO of the district reserves the right to impose the penalty as detailed below:

3.8 Commencement of the Work:

0.5% of annual costs of Contract / Agreement value (**per health facility**) per week of delay, upto four weeks of delay per health facility. After four weeks delay, the tender Inviting Authority / concerned District Authority reserves the right to cancel the whole contract or part thereof and withhold the agreement and get this job carried out by other successful bidder (L2 & so on). The earnest money/security deposit shall also be forfeited.

3.9 During Implementation

Disincentive /Penalty:

If as per the assessment sheet (enclosed at **Annexure-II**), the agency is continue to under-performed (Average/Poor) continuously for 50% or more HCFs without any valid reasons, the contract shall not be renewed.

Sl.	Offences	Penalties(InRupees)
1	Not found keeping photo ID	Rs.50/-per person/per day
2	Worker not in proper Uniform	Rs.50/-per person/per day

3	Indulging in smoking/ drinking alcohol/Substance abuse or any other misconduct during duty hours (need to be established)	Rs.500/- with removal of the offender
4	Short supply of biodegradable / poly bags, Consumables/Chemicals and any violation of specifications/Quantity etc.	10% of the total monthly bill amount.
5	Absence of personal protective gears	Rs.200/-per person/per day
6	If BMW is stored for more than 48 hrs at any HCFs.	Rs. 500/- per day till lifting of the waste.
7	If required number of manpower is not deployed by the Agency,	The proportionate amount (Total monthly bidding Cost/Total no of persons engaged X no of person absent on that particular day) will be deducted from payment with Other penalties as applicable.

3.10 General Conditions of the Contract

- a) The personnel provided shall be the employees of the service provider and all statutory liabilities will be paid by the service provider such as ESI, PF, Workmen's Compensation Act, etc.
- b) The persons deployed by the service provider should be properly trained, have requisite experience and having the skills for carrying out a wide variety of BMWM services using appropriate materials and tools/equipment.
- c) The service provider shall have his own Establishment/Set up/Mechanism to provide training of BMWM personnel to ensure correct and satisfactory performance of his/her duties and responsibilities under the contract.
- d) The service provider at their end should ensure the Health and Safety measures of the outsourced staffs, deputed for the works.
- e) The contracting authority if required may also conduct health checkup of the staff deployed at regular intervals at the cost of the service provider.
- f) The service provider shall engage only such workers, whose antecedents and health have been thoroughly verified including character and police verification and other formalities. The service provider shall be fully responsible for the conduct of their staff.
- g) The service provider at all times should indemnify the contracting Authority against all claims, damages or compensation under the provisions of payment of wages Act; Minimum Wages Act; Employer's Liability Act the Workmen Compensation Act; Industrial Disputes Act,; Maternity Benefit Act, or any modification thereof or any other law relating thereof and rules

made hereunder from time to time. Contracting authority will not own any responsibility in this regard. Payment of minimum wages, notified by the government, shall be ensured all the time.

h) The staff deployed through the service provider in the health facility(ies) shall not claim any benefit, compensation, absorption or regularization of their services in the Govt. establishment either under the provision of Industrial Disputes Act. or Contract Labour(Regulation &Abolition) Act. The Agency should have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the Service Provider and shall submit the said undertaking to the Contracting Authority. In the event of any litigation on the status of the deployed persons, the Contracting Authority/Society shall not be a necessary party, however in any event, either the deployed persons or to the order of the Hon'ble court, **the District Health Society /HCF may be a party in dispute to adjudicate the matter. The service provider has to reimburse the expenditure that would have been borne by the Contracting Authority.**

i) The staffs deployed by the service provider shall not divulge or disclose any details of office, operational process, technical know-how, administrative/ organizational matters to any third person, as all of that are confidential and secret in nature.

j) In the event of being found that the official secrecy has been disclosed, it is desirable to remove the said person. The nodal officer of the health facility has every right to remove the said person immediately and the responsibility if any in this context is to be borne by the service provider.

k) All liabilities arising out of accident or death of the personnel provided by the service provider while on duty shall be borne by the service provider.

l) Adequate supervision will be provided to ensure correct & effective performance of the services in accordance with the prevailing assignment and instructions agreed upon between the two parties.

m) The service provider and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the areas of the Hospital premises.

n) That in the event of any loss occasioned to the Hospital, as a result of any lapse on the part of the service provider as may be established after an enquiry conducted by the hospital, such loss will be made good from the amount payable to the service provider. The decision of the district / HCF authority in this regard will be final and binding on the service provider.

o) The service provider shall be responsible to protect all properties and equipment of the health facility entrusted to it.

p) Any damage or loss caused by service provider's persons to the hospital in whatever form, would be recovered from the service provider.

q) In the event of any breach/violation or contravention of any terms and conditions contained herein by the service provider, the performance security deposit of the service provider shall be forfeited.

r) Any liability arising out of any litigation (including those in consumer courts) due to any act of service provider's personnel shall be directly borne by the service provider including all expenses/fines. The concerned service provider's personnel shall attend the court as and when required.

- s) The service provider shall not engage any such sub-contract or transfer the contract to any other person in any manner.
- t) The staffs engaged by the service provider shall not take part in any staff union and association activities.
- u) The Hospital shall not be responsible for providing residential accommodation to any of the deployed personnel of the service provider.
- v) If as a result of post payment audit any over payment is detected in respect of any work done by the service provider or alleged to have been done by the service provider under the tender, it shall be recovered by the authority of the concerned HCF from the service provider.
- w) If any under payment is discovered, the amount shall be duly paid to the service provider by the authority of the concerned health HCF.
- x) The service provider shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Tender Inviting Authority/Authority of the concerned health HCF.
- y) The service provider will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.
- z) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the nodal officer of the respective health facility (ies)/ Tender Inviting Authority/Contracting Authority. The service provider and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the as of responsibility given to them by the Hospital and shall not knowingly end to any person or company any of the effects or assets of the Hospital, under its control.
- aa) The service provider shall immediately intimate to the Controlling Authority about any criminal charge framed against the persons or supervisor engaged or employed by the agency, in the course of their performance of duties. A copy of such communication shall also be sent to the officer-in-charge of the Police Station where the person charged against resides.
- bb) The service provider shall be blacklisted if miserably performed as per assessment based on score card even after repeated notice for improving performance i.e. minimum 3times. The service provider shall also be blacklisted if found indulging in such activity which will affect name & fame of the implementing agency.
- cc) The service provider shall not assign or sublet this Agreement or any part there of to any third party.
- dd) The contract can be terminated at any time prior to its completion by either Party with 30 days of notice period.
- ee) In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the service provider will be liable to be forfeited by contracting authority besides annulment of the contract.
- ff) The service provider shall ensure that the person deployed are disciplined and shall enforce prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engaging ambling or any immoral act.

3.11 Termination/Suspension of Contract

The District Authority / HCF may by a notice in writing, suspend the contract if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspension shall specify the nature of failure, and shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice. The District Authority / HCF after giving 30 days clear notice in writing expressing the intension of termination by stating the ground/grounds on the happening of any of the events (as mentioned below), may terminate the agreement after giving reasonable opportunity of being heard to the service provider:

- 1) If the service provider do not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the District Authority/HCF have subsequently approve in writing.
- 2) If the service provider becomes in solvent or bankrupt.
- 3) If, as a result of force majeure, the service provider is unable to perform a material portion of the services for a period of not less than 60 days: or
- 4) If, in the judgment of the District Authority / HCF, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

3.12 Modifications

Modifications in terms of reference including scope of the services can only be made by the district authority / HCF with written consent of both parties. However, basic conditions of the contract shall not be modified.

3.13 Force Majeure

BMWM Services as being an emergency response services, the Service Provider shall not be allowed to suspend or discontinue the Services during occurrences of emergencies or Force Majeure Events. For the purposes of this contract, —Force Majeure means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lock out other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies. In such circumstances of emergencies and Force Majeure Event, if the Performance Standards are not complied with because of any damage caused to the services or any of the Project Facilities or non availability of staff, or inability to Provide services in accordance with the Performance Standards as a direct consequence of such Force Majeure Events or circumstances, then no penalties shall be applicable for the relevant default in Performance Standards and would be applied to such particular defaults. Further, unless the Force Majeure event is of such nature that it completely prevents the operation of services, a suspension or failure to provide Services on the occurrence of a Force Majeure event will be an Event of Default and the District authority may terminate this Agreement without any

termination payment being made in respect thereof. The failure of a party to fulfil any of its obligations under the agreement shall not be considered to be a default in so far as such inability arises from an event of force majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the agreement and has informed the other party as soon as possible about the occurrence of such an event.

3.14 Settlement of Dispute

If any dispute with regard to the interpretation, difference or objection whatsoever arises in connection with or arises out of the agreement, or the meaning of any part thereof, or on the rights, duties or liabilities of any party, the same shall be referred to Committee constituted at the District level for decision.

3.15 Jurisdiction of Court

Legal proceedings if any shall be subject to the Keonjhar District jurisdiction only.

3.9 Right to Accept and Reject any Proposal

The District Authority / HCF / Tender Inviting Authority reserve the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason.

SECTION 6

Annexure-A

LIST OF GOVT. HEALTH HCFs & REQUIRED MANPOWER FOR BMW SERVICES

Section – 6 A

Sl.	Name of the District /Other HCF	No. of expected Beds/No. of HCFs											
		DHH			SDH			CHC			Total No. of Beds of all HCFs		
A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Beds	No	Manpower	Beds	No	Manpower	Beds	No	Manpower	Total Beds	Total No	Manpower
1	Keonjhar	330	1	4	202	2	1	286	17	17	818	20	17

*Note: The manpower cost (BMW Supervisor - 1 & Support staffs - 3) for DHH to be included in total cost quoted per bed per day as per F2.

Section – 6 B

Sl.	Name of the District /Other HCF	No. of HCFs											
		PHC (Bedded)			PHC/UPHC (Non bedded)			HWC SC			Total No. of Beds of all HCFs		
A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Beds	No	Manpower	Beds	No	Manpower	Beds	No	Manpower	Total Beds	Total No	Manpower
1	Keonjhar	24	6	0	0	64	0	0	351	0	0	417	0

Total no of government HCFs at Keonjhar district – 441

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

RFP Formats
Technical Proposals

Check List (Technical Proposal)

Please check whether following have been enclosed in the respective cover namely, Technical Proposal: *(please arrange the documents serially in the following order & do the page numbering of the entire bid document and mention the page no. in the column "page No" against the particulars in the check list as mentioned below for ease of scrutiny)*

Sl.	Particulars	Whether Submitted (Yes/No)	Page No.
1	EMD (DD of Rs. 1,00,000/-)		
2	Bid document Cost (DD of Rs. 2,000/-)		
3	Form T1		
4	Form T2		
5	Photo copy of the company/Agency Registration certificate		
6	Photocopy of the GST registration certificate		
7	Photocopy of the EPF registration certificate		
8	Photocopy of the ESI registration certificate		
9	Photocopy of the ECR of EPF and Challans of ESI for the month of February 2023 towards EPF / ESI payment of the personnel deployed by the agency.		
10	Photo copy of the Labour Registration Certificate		
11	Copy of PAN		
12	Photo copy of ISO 9001 certification		
13	Form T3		
14	Photocopies of the audited P/L account of each year highlighting the turnover in support of that		
15	Form T4		
16	Copies of Work Order/Contract certificates from the clients in support of BMW services Executed in support of the information provided in Form T4		
17	Form T5		
18	Form T6		
19	Form T7		
20	Any other document		
21	Sample of biodegradable / poly bag		

FORM-T1

(to be furnished in the technical proposal)

TECHNICAL TENDER SUBMISSION FORM

(On the letter head of the agency)

To

The Chief District Medical Officer,
Keonjhar

Re.: RFP Reference no. _____ dated _____

Dear Sir / Madam,

We, the undersigned, offer to provide the **BMWM Services** in the District at all HCFs. We are here by submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the RFP document under reference cited above.

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

Our proposal shall be binding upon us for a period of 180 days from the date of bid opening, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our bid. If we are assigned the work during the period of validity of the Proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

I hereby declare that my company has not been debarred /blacklisted by any Government/ Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory[*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____(Organization Seal)

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

FORM-T2*(to be furnished in the technical proposal)***PROFILE OF THE AGENCY**

Name of the Agency	
Office Address	
Status of the Agency (Whether registered under Company/Firm/Society/Trust)	
Name of the Chief Executive and authorized signatory	
Telephone Nos.: Landline Mobile	
Fax	
Email id (Official emailed for Correspondence if any)	
Date of Establishment	(furnish copy of the Registration Certificate of the Agency)
GST Registration No.	(furnish copy of the GST Registration of the Agency)
EPF Registration No.	(furnish copy of the EPF registration certificate of the Agency)
ESI Registration No.	(furnish copy of the ESI registration certificate of the Agency)
Income Tax No. (PAN)	(furnish copy of the PAN)
No. of branch offices in Odisha with location and details	
Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD/Payment for services if any (if selected)	a. Name of the Bank : b. Name of the Account & Full address of the Branch concerned c. Account no. of the bidder: d. IFS Code of the Bank:

Authorized Signatory/Signature [In full and initials]: _____

Name and Title of Signatory: _____

(Organization Seal)

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

FORMT3
(to be furnished in the technical proposal)

ANNUAL AVERAGE TURN OVER STATEMENT
(To be furnished in the **letter head** of the Chartered Accountant)

The Annual Turn over of M/s _____
for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Rs.
1	2019-20	
2	2020-21	
3	2021-22	
Average Annual Turnover in Rs.		

*Provisional audited statement shall not be considered.

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.
UDIN No.

Note:

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No. & UDIN Number
- 2) Also attach photo copies of the audited P/L account of **each year highlighting the turnover** in support of that.

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

FORM T4

(to be furnished in the technical proposal)

PAST EXPERIENCE IN BMWM SERVICES DURING THE LAST THREE YEARS

(attach separate sheets if the space provided is not sufficient)

A) Experience in Hospitals (Government Hospital)

F.Y.2019-20

Sl. No.	*Name/ address of the Hospitals for which BMWM services assignments were undertaken	Date of award of assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	**No. of Beds in the Hospital	***No. of personnel deployed (BMWM services only)	Performance Certificate enclosed (Yes/No) Please mentioned page no.
1								

F.Y.2020-21

Sl. No.	*Name/ address of the Hospitals for which BMWM services assignments were undertaken	Date of award of assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	**No. of Beds in the Hospital	***No. of personnel deployed (BMWM services only)	Performance Certificate enclosed (Yes/No) Please mentioned page no.
1								

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

F.Y.2021-22

Sl. No.	*Name/ address of the Hospitals for which BMWM services assignments were undertaken	Date of award of assignment	Date of completion of assignment	Value of the Assignment	Role of your agency	**No. of Beds in the Hospital	***No. of personnel deployed (BMWM services only)	Performance Certificate enclosed (Yes/No)
1								

Please attached separate sheet if required.

*Please furnish the **Work order / Contract copies** of the works executed in support of the information mentioned above **along with the performance certificate** of the client, **serially** in the **same order** as mentioned in the above format with page no. for ease of scrutiny.

** No. of Beds needs to be certified by the concerned hospital / any proof regarding no. of bed to be furnished for all hospitals, the information of which is mentioned above.

***No. of **BMWM** personnel deployed should be clearly mentioned in the relevant work order/contract copies

Authorized Signatory/Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Organization Seal)

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

Form T5

(to be furnished in the technical proposal)

Format for Power of Attorney for Signing of Proposal

(On a Stamp Paper of Rs. 20/-)

Power of Attorney

Know all persons by these presents, We... (name and address of the registered office) do hereby constitute, appoint and authorize Mr /Ms..... (name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for BMW Services in Keonjhar district **at all HCFs** including signing and submission of all documents and providing information/ responses to the **District Authority**, representing us in all matters before **the District authority** and generally dealing with **the District authority** in all matters in connection with our bid for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 2023

For _____

(Name, Designation and Address)

Accepted

(Signature) (Name, Title and Address of the Attorney)

Date: __

Note:

i. To be executed by the Chief of the agency.

ii. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

iii. In case an authorized Director of the agency signs the proposal, a certified copy of the appropriate resolution/document conveying such authority may be closed in lieu of the Power of Attorney.

FORMT6
(to be furnished in the technical proposal)

**Format for Affidavit certifying that Entity / Promoter(s)
/Director(s)/Partners of Entity are not blacklisted
(On a Stamp Paper of relevant value)**

Affidavit

I, M/s. (the name of the agency with address Of the registered office) hereby certify and confirm that we or any of our promoter(s)/Director(s) are not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government/Department/Organization in India from participating in Tenders as on the Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material is representation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this Day of, 2023

Authorized Signatory/Signature [*Infullandinitials*]: _____

Name and Title of Signatory: _____

(Organization Seal)

FORM T7
(to be furnished in the technical proposal)

Anti Collusion Certificate

We hereby certify and confirm that in the preparation and submission of our Proposal for BMW Services at health HCFs under this RFP Reference No..... We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this _____ Day of _____, 2023

Authorized Signatory/Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Organization Seal)

FINANCIALPROPOSAL

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

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Chief District Medical & Public Health Officer
Keonjhar

Check List (Financial Proposal)

Please check whether the following Forms have been enclosed in the respective cover, namely Cover **B**:
Financial Proposal
(please arrange the documents serially in the following order)

1. FormF1 Yes/No

2. FormF2 Yes/No

3. Form F3 Yes/No

FORME1

(To be submitted with Financial Proposal)

To
The Chief District Medical & Public Health Officer,
Keonjhar

Re.: RFP Reference no. _____ dated _____

Sub: Request for Proposal for BMW Services at Govt. HCFs of Keonjhar District.

Sir,

1. Having carefully examined all the parts of the RFP documents and having obtained all the requisite information affecting this proposal and being aware of all conditions and difficulties likely to affect the execution of the contract, I/We hereby propose to offer the services as described in the RFP document in conformity with the conditions of contract, technical aspects and the sums indicated in this financial proposal.
2. I/We declare that we have read and understood and that we accept all clauses, conditions, and descriptions of the RFP document without any change, reservations and conditions.
3. If our proposal is accepted, we undertake to deposit the performance security deposit at the time of execution of the formal agreement
4. I/We agree to abide by this proposal/bid for a period of 180 days from the date of its opening and also undertaken to withdraw and to make any modifications unless asked for by you and that the proposal may be accepted at any time before the expiry of the validity period.
5. Unless and until the formal agreement is signed, this offer together with your written acceptance there of shall constitute a binding contract between me/us and the District Authority.
6. We submit the Schedule of Prices as appended here with. Encl: Schedule of Prices(Form F2& F3)

Yours sincerely,

Authorized Signatory [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

(Organization Seal)

Form F2

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

Name & Address of the Organization /Agency/NGO:				
Sl.No.	Particulars	Cost in Rs. (Inclusive of all applicable taxes)		
		Unit Cost (Per bed per day/ manpower cost per month/ per facility per month/ per KM)	Quantity (Beds/Manpower/ HCF/KMs)	Total cost per month (30 days)
01	Charges per Bed per Day including Poly bags, Hypochlorite solution, required manpower (list enclosed in section 6)			
02	Charges per Bed per Day including Poly bags, Hypochlorite solution for Bedded HCFs other than DHH (up to PHC level)			
03	Manpower cost per Month per BMWW worker at CHC & SDH (Mentioned in Section – 6) (including the daily wage of semi-skilled (to be quoted based on 30 days service as per recent gazette notification of Labour & ESI department, Govt. of Odisha vide notification no 2500 dated 05-04-2023 EPF, ESI, Service Charge & GST if any) (One manpower for each SDH & CHC only) Please submit price break up in Form F3.			
04	Charges per HCF per Month including Poly bags, Hypochlorite solution for non-bedded HCFs (HWC SC, PHC) Total No mentioned in Section - 6			
05	Transportation Charges including required GPS enabled vehicle, fuel, maintenance & manpower (Rupees/K.M/trip) for lifting BMWs from periphery HCFs like HWC SC/PHC/CHC/ SDH/ DHH.			
Total				

(Pl. go through the **Notes** mentioned below carefully before quoting the rates and No. of Personnel)

Note:

*The **monthly take home remuneration** must be based as per minimum wages act vide the **recent gazette notification no. 2500 dated 05-04-2023** issued by **Labour & ESI Department, Odisha** for **Semi-skilled** personnel. This should take into account **24x7x365 days service** of BMWW personnel required at the HCFs.

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

****The service charge shall be quoted by taking into account all management cost of the personnel including statutory requirement, uniform, training etc. mentioned in the Terms of Reference (Section 3). The bidders are required to quote the price (Service Charge) in whole Rupees & no fraction of Rupees will be considered and quoting in fraction of Rupee will be lead to summarily rejection of financial bid. There must not be any compromise on the daily wage mentioned above.**

*****The no. of BMWM personnel (BMWM worker) is mentioned at Section – 6. The bidders are requested to go through the Section - 6 carefully against the Block HCF & accordingly quote the amount.**

*******The no. of Beds is mentioned at Section– 6. The bidders are requested to go through the Section-6 carefully against the Block HCF & accordingly quote the amount.**

Date:

Place:

Authorized Signature

Full Name:

Organization Seal

Form F3
Price Break Up for HR

Sl. No.	Particulars- HR	Take Home Remuneration per Month (For 30 days)	EPF Employers Share @13%	ESI Employers Share @3.25%	Service Charge (must be in whole rupees)	Total (Per Personnel per Month)
		a	B	c	D	e=a+b+c+d
1	Waste Handler (Semi-skilled)					

Date

Place

Authorised Signatory

Score Card of BMWM Services for Performance Review

Ref. No. of Kayakalp Document	Criteria*	Assessment Method	Means of Verification	Compliance	Score Secured
C1	Implementation of Biomedical Waste Rules 2016			9	
C1.1	The Hospital leadership is aware of Biomedical Waste Rules 2016 including key changes as amendments.	SI/OB	A copy of the Biomedical waste management rules is available at the facility.	2	
C1.2	The facility has implemented Biomedical Waste Rules	OB/SI/RR	Interview the concerned personnel and verify following actions - 1. Change in colour scheme 2. Linkage with CWTF, if located within 75 kms OR Approval for Deep Burial pit 3. 'On-site' pre-treatment of laboratory waste before handing over to the CTF Operator	2	
C1.3	The facility has started undertaking actions for bar coding system	SI/RR	Check the records and interview the personnel to ascertain that the hospital has started actions for procurement of Bar coded bags & containers	2	

C1.4	The facility has started undertaking actions, which are to be complied as per current guidelines	SI/RR	Check the records and interview the personnel to ascertain that the hospital has started actions for followings - 1. Procurement of Non-chlorinated bags 2. Development of Website and uploading of Annual Report 3. Actions for meeting emission standards as given in BMW Rules 2016 and its amendments.	2	
C1.5	An existing committee or newly constituted committee for review and monitoring of BMW management at DH/CHC level	SI/RR	Check the record to ensure that the committee has met at least at six monthly interval and BMW status has been reviewed	2	
C2	Segregated Collection and Transportation of Biomedical Waste			9	
C2.1	Segregation of BMW is done as per BMW management rule,2016 and its subsequent amendments	OB/SI	Anatomical waste and soiled dressing material are segregated in yellow bins & bags General and infectious waste are not mixed	2	
C2.2	Work instructions for segregation and handling of Biomedical waste has been displayed prominently	OB	Check availability of instructions for segregation of waste in different colour coded bins and instructions are displayed at point of use.	2	
C2.3	The facility has linkage with a CWTF Operator or has deep burial pit (with prior approval of the prescribed authority)	OB/ RR/ SI	Check record for functional linkage with a CWTF In absence of such linkage, check existence of deep burial pit, which has approval of the prescribed authority.	2	
C2.4	Biomedical waste bins are covered	OB	Check that bins meant for bio medical waste are covered with lids	2	
C2.5	Transportation of biomedical waste is done in closed container/trolley	OB/SI	Check, transportation of waste from clinical areas to storage areas is done in covered trolleys / Bins. Trolleys used for patient shifting should not be used for	2	

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

			transportation of waste.		
C3	Sharp Management			10	
C3.1	Syringes are mutilated or needles are cut before disposal	OB/SI	Check if syringes are disposed off without mutilation or without cutting needles	2	
C.3.2	Glassware is stored as per protocol given in Schedule I of the BMW Rules 2016 and its subsequent amendments	OB/SI/RR	Verify that all glassware is stored in a puncture proof and leak proof boxes or containers with blue coloured marking and later sent for recycling	2	
C3.3	The Staff uses hub cutters for cutting the syringe hub	OB/SI	Observe that hub cutters are available at every point of waste generation and also being used	2	
C.3.4	Sharp Waste is stored in Puncture proof containers	OB/SI	Check availability of Puncture & leak proof container (White Translucent) at point of use for storing needles, syringes with fixed needles, needles from cutter/burner, scalpel blade, etc.	2	
C3.5	Staff is aware of needle stick injury Protocol and PEP is available to the staff	SI/RR	Ask staff immediate management of exposure site; and Medical Officer knows criteria for PEP. Please check records of reporting of Needle Stick Injury case, PEP, and follow-up	2	
C4	Storage of Biomedical Waste			9	
C4.1	Dedicated Storage facility is available for biomedical waste and its has biohazard symbol displayed	OB	Check if the health facility has dedicated room for storage of Biomedical waste before disposal/handing over to Common Treatment Facility.	2	

C4.2	The Storage facility is located away from the patient area and has connectivity of a motor able road.	OB	Look at the location and its connectivity through a road for CWTF vehicle to reach the storage area without any hindrance. The storage area does not pose any threat to patients, indoor & outdoor both.	2	
C4.3	The Storage facility is secured against pilferage and reach of animal and rodents.	OB	Check the security (Lock and key) and rodent proofing of the storage area	2	
C4.4	No Biomedical waste is stored for more than 48 Hours	SI/RR	Verify that the waste is disposed / handed over to CTF within 48 hour of generation. Check the record especially during holidays	2	
C4.5	The storage facility has hand-washing facilities for the workers	OB	Check availability of soap, running water in vicinity of storage facility	2	
C5	Disposal of Biomedical waste			10	
C5.1	The Health Facility has adequate arrangements for disposal of Biomedical waste	RR/OB/SI	The Health facility within 75 KM of CTF have a valid contract with a Common Treatment facility for disposal of Bio medical waste. Or The facility should have Deep Burial Pit and Sharp Pit within premises of Health facility. Such deep burial pit should approved by the Prescribed Authority	2	
C5.2	Recyclable waste is disposed as per procedure given in the BMW Rules 2016 and its subsequent amendments	OB/SI/RR	Check if Recyclable waste (catheter, syringes, gloves, IV tubes, Ryle's tube, etc.) is shredded / mutilated after treatment (options autoclaving/microwave/hydroclave) and then sent back to registered recyclers. Alternatively it can also be sent for energy recovery or road construction. Ascertain that waste is never sent for incineration or land-fill site.	2	

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

C5.3	Deep Burial Pit is constructed as per norms given in the Biomedical Waste Rules 2016 and its subsequent amendments	OB/RR	Located away from the main building and water source, A pit or trench should be approx. two meters deep. It should be half filled with waste, then covered with lime within 50 cm of the surface, before filling the rest of the pit with soil. Secured from animals . If waste disposed through CTF, then a deep burial pit is not required.(Give Full Compliance)	2	
C5.4	Disposal of Expired or discarded medicine is done as per protocol given in Schedule I of BMW Rules 2016 and its subsequent amendments	OB/SI/RR	Check, if there is a system of sending discarded medicines back to manufacturer or disposed by incineration.	2	
C5.5	Disposal of PPEs(goggles,face-shield,splash proof apron, plastic coverall, hazmat suit, nitrite gloves etc.) are disposed as per procedure given in the BMW rules 2016 and its subsequent amendments including infectious disease like COVID 19	OB/SI/RR	Check that disposal procedures are as per the latest BMW Rules that includes infectious disease like COVID 19	2	
C6	Management Hazardous Waste			10	
C6.1	The Staff is aware of Mercury Spill management	SI	Interact with the staff to ascertain their awareness of Mercury spill management If facility is mercury free give full compliance	2	
C6.2	Availability of Mercury Spill Management Kit	OB	Check physical availability of Mercury spill management kit, more so at the locations functional on 24x7 basis (Emergency Department, Ward, etc.) If facility is mercury free give full compliance	2	

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

C6.3	Disposal of Radiographic Developer and Fixer	SI/RR	Check in the Radiology Department about the procedure being followed for disposal of Radiographic developers and fixer. It should be handed over to an authorised agency, not discharged in the drain	2	
C6.4	Disposal of Disinfectant solution like Glutaraldehyde& Disposal of Lab reagents	SI/RR/OB	Check for: 1.Used disinfectants are collected separately and pre-treated prior to mixing with rest of the wastewater from HCF. 2.Liquid from laboratories are collected separately and pre-treated prior to mixing with rest of the wastewater from HCF	2	
C6.5	Disposal of waste collected from infectious disease like COVID-19	SI/RR	Check that the facility is managing infectious waste like COVID-19 as per the procedures laid down by CPCB like double layer bags, labelling of "COVID-19", disinfection with 1% sodium hypochlorite solution etc. are done	2	
C7	Solid General Waste Management			9	
C7.1	Recyclable and Biodegradable Wastes have segregated collection	OB/SI	Check availability of two types of bins for collecting Recyclables and Biodegradables - Kerb collection point, wards, OPD, Patient Waiting Area, Pharmacy, Office, Cafeteria	2	
C7.2	The Facility Undertakes efforts to educate patients and visitors about segregation of recyclable and biodegradable wastes	PI/OB	Posters/ Work instructions are displayed at the locations, where two types of bins have been kept	2	
C7.3	General Waste is not mixed with infected waste	OB	Check bins to ascertain that such mixing does not take place	2	

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

C7.4	Availability of Compost Pit within the premises	OB/SI	Check availability of pit within the premises; If a facility has linkage with municipal waste management system for collection of general waste, please award full compliance	2	
C7.5	The facility has introduced innovations in managing General Waste	OB/SI/RR/PI	Check, if certain innovative practices have been introduced for managing general waste e.g. Vermicomposting, Recycling of papers, Waste to energy, Compost Activators, etc.	2	
C8	Liquid Waste Management			10	
C8.1	The laboratory has a functional protocol for managing discarded samples	OB/SI/RR	A copy of such protocol should be available and staff should be aware of the same. Discarded Lab samples made safe before mixing with other waste water	2	
C8.2	Body fluids, Secretions in suction apparatus, blood and other exudates in OT, Labour room, minor OT, Dressing room are disposed only after treatment	OB/SI	Check that such secretions, blood and exudates are treated as per protocol	2	
C8.3	The Facility has treatment facility for managing infectious liquid waste	OB/SI	1-Check the availability of Separate collection system leading to effluent treatment system. 2-Check for availability of effluent treatment system in the facility	2	
C8.4	Sullage is managed scientifically	OB/SI	Check that Sullage (waste water from Bathrooms & Kitchen; does not contain urine & excreta) does not stagnate (causing fly & mosquito breeding)and is connected to Municipal system. In absence of such system, the facility should have soakage pit for sludge.	2	

C8.5	Runoff is drained into the municipal drain	OB/SI	Check availability of surface drainage system and its connectivity and gradient with the municipal drains for the Runoff during rains, etc.	2	
C9	Equipment and Supplies for Bio Medical Waste Management			10	
C9.1	Availability of foot operated Bins and other bins with liners for segregated collection of waste at point of use	OB/SI/RR	Check for availability foot operated bins with liners of appropriate size at each point of generation for Biomedical and General waste and its supply record	2	
C9.2	Availability of Needle/ Hub cutter and puncture proof boxes	OB/SI	At each point of generation of sharp waste	2	
C9.3	Availability and supply of personal protective equipment	OB/SI/RR	Please look at availability of PPE (cap, mask, gloves, boots, goggles) for waste handlers and its supply record	2	
C9.4	Availability of Sodium Hypochlorite Solution	OB/SI/RR	Please look at availability of Sodium Hypochlorite and its supply record	2	
C9.5	Availability of trolleys for waste collection and transportation	OB/SI	Number and size would depend upon the size of facility and waste inventory	2	
C10	Statuary Compliances			6	
C10.1	The Health Facility has a valid authorization for Bio Medical waste Management from the prescribed authority	RR	Check for availability of the authorization certificate and its validity	2	
C10.2	The Health Facility submits Annual report to pollution control board	RR	Check the records that reports have been submitted to the prescribed authority on or before 30th June every year.	2	
C10.3	The Health Facility has a system of review and monitoring of BMW Management through an existing committee or by forming a new committee	RR/SI	Check following records - 1. Office order for constitution of committee or its review by existing committee - Quality Committee/ infection control committee 2. Frequency of committee meetings - at	2	

Outsourcing of BMW management service at different Health Institutions of Keonjhar District.

			least 6 monthly 3. Minutes of meetings		
C10.4	The Health facility maintains its website and annual report is uploaded	RR	Check, if the facility has its own website and annual report under the BMW Rules 2016 is uploaded	2	
C10.5	The Health Facility maintains records, as required under the Biomedical Waste Rules 2016 and its subsequent amendments	RR	Check following records - 1. Yearly Health Check-up record of all handlers 2. BMW training records of all staff (once in year training) 3. Immunisation records of all waste handlers 4. Records of operations of Autoclave and other equipment for last five years	2	
Grand Total				100	

Table 1 List of Healthcare Facilities (HCF) in Keonjhar, Odisha

Type of Facility	Quantity
District Headquarter Hospital (DHH)	1
Sub- District Hospital (SDH)	2
Community Health Centre (CHC)	17
Urban Primary Health Centre(UPHC)	4
Primary Health Centre (PHC Bedded)	6
Primary Health Centre (PHC)	60
Sub Centres (SC)	351
Total	441

Keonjhar district comprises of 3 subdivisions namely Keonjhar Sadar, Champua and Anandpur and 13 Blocks with the district headquarter is at Keonjhar.

Table 2 Abstract of HCF

Sr. No.	Name of Block	DHH	SDH	CHC	PHC	UPHC	HWC SC / SC
1	Anandapur Block		1	1	6		19
2	Bansapal(T) Block			1	6		25
3	Champua(T) Block		1	1	6		34
4	Ghasipura Block			2	7		23
5	Ghatgaon (T) Block			1	3		26
6	Harichandanpur (T) Block			2	5		38
7	Hatadihi Block			1	7		22
8	Jhumpura (T) Block			1	4		28
9	Joda (T) Block			3	2	2	34
10	Keonjhar (T) Block	1		1	5	1	30
11	Patana (T) Block			1	5		25
12	Saharpada (T) Block			1	4		23
13	Telkoi (T) Block			1	6		24
	Total	1	2	17	66	3	351

The details of beds in each HCF are enumerated below.

List of PHCs and OHs

Sl. No.	Block	Facility Name
1	Anandapur Block	Anandapur PHC(N)
2	Anandapur Block	Dhakota PHC(N)
3	Anandapur Block	Panasadiha PHC(N)
4	Anandapur Block	Panchupalli-Fakirpur PHC(N)
5	Anandapur Block	Salabani-Fakirpur PHC(N)
6	Anandapur Block	Tartara PHC(N)
7	Bansapal(T) Block	Gonasika PHC(N)
8	Bansapal(T) Block	Kanjipani PHC(N)
9	Bansapal(T) Block	Kolanda PHC(N)
10	Bansapal(T) Block	Phuljhar PHC(N)
11	Bansapal(T) Block	Suakati PHC(N)
12	Bansapal(T) Block	Talajagar PHC(N)
13	Champua(T) Block	Bhuinpur PHC(N)
14	Champua(T) Block	Chimila PHC(N)
15	Champua(T) Block	Jyotipur PHC(N)
16	Champua(T) Block	Kalikaprasad PHC(N)
17	Champua(T) Block	Karanjia PHC(N)
18	Champua(T) Block	Rimuli PHC(N)
19	Ghasipura Block	Batto PHC(N)
20	Ghasipura Block	Bhandaridiha PHC(N)
21	Ghasipura Block	Degaon PHC(N)
22	Ghasipura Block	Khalpal PHC(N)
23	Ghasipura Block	Nipania PHC(N)
24	Ghasipura Block	Odapada PHC(N)
25	Ghasipura Block	Purunabandhagoda PHC(N)
26	Ghatagaon(T) Block	Dhenkikote PHC(N)
27	Ghatagaon(T) Block	Jharbeda-Ghatagaon PHC(N)
28	Ghatagaon(T) Block	Pandapada PHC(N)
29	Harichandapur(T) Block	Baxi-Barigaon PHC(N)
30	Harichandapur(T) Block	Janghira PHC(N)
31	Harichandapur(T) Block	Kalapat PHC(N)
32	Harichandapur(T) Block	Pithagola PHC(N)
33	Harichandapur(T) Block	Rebanapalasal PHC(N)
34	Hatadihi Block	Hadagara OH
35	Hatadihi Block	Hatadihi OH
36	Hatadihi Block	Mugapur PHC(N)
37	Hatadihi Block	Orali PHC(N)
38	Hatadihi Block	Soso PHC(N)
39	Hatadihi Block	Sundarpal PHC(N)
40	Hatadihi Block	Tukuna PHC(N)
41	Jhumpura(T) Block	Asanpat PHC(N)

42	Jhumpura(T) Block	Jamadapal PHC(N)
43	Jhumpura(T) Block	Malada PHC(N)
44	Jhumpura(T) Block	Ukhunda. OH
45	Joda(T) Block	Guali PHC(N)
46	Joda(T) Block	Kalimati PHC(N)
47	Keonjhar(T) Block	Baradapal PHC(N)
48	Keonjhar(T) Block	Jagannathpur. PHC(N)
49	Keonjhar(T) Block	Jodipada PHC(N)
50	Keonjhar(T) Block	Maidankela PHC(N)
51	Keonjhar(T) Block	RaisuanPadmapur PHC(N)
52	Patana(T) Block	Dumuria OH
53	Patana(T) Block	Kendupasi PHC(N)
54	Patana(T) Block	Khireitangiri PHC(N)
55	Patana(T) Block	Rajanagar PHC(N)
56	Patana(T) Block	Turumunga PHC(N)
57	Saharpada(T) Block	Baikala PHC(N)
58	Saharpada(T) Block	Golakunda PHC(N)
59	Saharpada(T) Block	Raidiha PHC(N)
60	Saharpada(T) Block	Saharpada PHC(N)
61	Telkoi(T) Block	Jagamohanpur PHC(N)
62	Telkoi(T) Block	Kaliahata OH
63	Telkoi(T) Block	Kardangi PHC(N)
64	Telkoi(T) Block	Krushnapur PHC(N)
65	Telkoi(T) Block	Raisuan PHC(N)
66	Telkoi(T) Block	Sirigida OH

List of SCs/HW SCs

Sl. No.	Block	Facility Name	Numbers
1	Anandapur Block	Bailo SC	19
2		Baladuan SC	
3		Baunsagarh SC	
4		Belbahali SC	
5		Beldal1 SC	
6		Bhogpur SC	
7		Dhakotha SC	
8		Fakirpur_Mc SC	
9		Gayalmunda SC	
10		Janjali SC	
11		Kantipal SC	
12		Kanto SC	
13		Kodapada SC	
14		Kumuda SC	

15		Manoharpur SC	
16		Panchupalli 1 SC	
17		Salabani SC	
18		Taratara SC	
19		Tolangapada SC	
20	Bansapal(T) Block	Bansapal_Mc SC	25
21		Baragoda SC	
22		Bayakumutia SC	
23		Champey SC	
24		Gonasika SC	
25		Govindpur2 SC	
26		Ichinda SC	
27		Jantari SC	
28		Jatra SC	
29		Kadakala SC	
30		Kalanda SC	
31		Kanjipani SC	
32		Karangadihi SC	
33		Kumundi SC	
34		Kundhei SC	
35		Kushakala SC	
36		Nayakote SC	
37		Padakasada SC	
38		Phuljhar SC	
39		Raigoda SC	
40		Saukati SC	
41		Singpur(A) SC	
42		Singpur(B) SC	
43		Talabirikela SC	
44		Taramakanta SC	
45	Champua(T) Block	Badanoi SC	34
46		Bala SC	
47		Banka1 SC	
48		Basira SC	
49		Bhanda_Mc SC	
50		Bhodapasi SC	
51		Bhuinpur1 SC	
52		Chandrasekharpur SC	
53		Chimila SC	
54		Godhuli SC	
55		Ichinda1 SC	
56		Jajapasi SC	
57		Jally SC	
58		Jamadalak SC	

59		Jyotipur SC	
60		Kadagodia SC	
61		Kalikaprasad SC	
62		Kanchanpur SC	
63		Karanjia SC	
64		Kasipal SC	
65		Kutaripasi SC	
66		Nandapur2 SC	
67		Padua SC	
68		Parsala SC	
69		Rajia SC	
70		Rangamatia SC	
71		Raruangoda SC	
72		Remuli SC	
73		Sadangi1 SC	
74		Sananai(Bhanda) SC	
75		Sarei SC	
76		Sasang1 SC	
77		Taduabahal SC	
78		Uchhabali SC	
79		Alati SC	
80		Angarua SC	
81		Atta SC	
82		Badapadana SC	
83		Balarampur4 SC	
84		Baripal SC	
85		Barpada_Sainkul SC	
86		Batto SC	
87		Bhandaridiha SC	
88		Daradipal SC	
89		Deogaon2 SC	
90	Ghasipura Block	Godabandhagada SC	23
91		Gohira1 SC	
92		Kansa1 SC	
93		Keshudurapal_Mc SC	
94		Khaliamenta SC	
95		Khalpal SC	
96		Machhal SC	
97		Madanpur2 SC	
98		Nandabara SC	
99		Saladei SC	
100		Tarimul SC	
101		Taruan SC	
102	Ghatagaon(T) Block	Badajamposi SC	26

103		Badamosinabilla SC	
104		Badapichula SC	
105		Balipokhari1 SC	
106		Basantapur1 SC	
107		Bholabeda SC	
108		Binida SC	
109		Dhenkikote SC	
110		Gadadharpur1 SC	
111		Ghatgaon_Mc SC	
112		Jharbeda SC	
113		Kapaspada SC	
114		Kundapitha SC	
115		Monaharpur SC	
116		Muktapur SC	
117		Mukundapurpatna SC	
118		Pandapada SC	
119		Patilo SC	
120		Pipilia SC	
121		Poipani SC	
122		Purumunda SC	
123		Santrapur1 SC	
124		Sarasposi SC	
125		Tara SC	
126		Toranipokhari SC	
127		Uperdiha SC	
128		Badakamrda SC	
129		Badapalaspal SC	
130		Badasialimal SC	
131		Bailobeda SC	
132		Baliparbat SC	
133		Baxibarigaon SC	
134		Bhagamunda(Gajamba) SC	
135		Bhagamunda_Mc SC	
136		Bhanarpur SC	
137	Harichandapur(T) Block	Billa SC	38
138		Bolaniposi SC	
139		Boreigoda SC	
140		Brahmanipal1 SC	
141		Budhakhaman SC	
142		Chilikidhara SC	
143		Daitari SC	
144		Daitari-Ii SC	
145		Dhagotha SC	
146		Dhurudiamba SC	

191		Bad-Dumuria SC	
192		Badaneuli SC	
193		Balibandha1 SC	
194		Baria SC	
195		Basantapur2 SC	
196		Chauthia SC	
197		Chipinda SC	
198		Gidhibasa SC	
199		Gumura SC	
200		Hariposi SC	
201		Jhumpura_Mc SC	
202		Kasia SC	
203		Kasipal1 SC	
204		Khendra SC	
205		Khuntapada SC	
206		Malda SC	
207		Nahabeda SC	
208		Naradapur SC	
209		Nayadhanurjayapur SC	
210		Nayagarh SC	
211		Nischintapur SC	
212		Sarasinga SC	
213		Soulgoda SC	
214		Tukudia SC	
215		Ukhunda SC	
216		Aseneikala SC	
217		Bamebari SC	
218		Basudevpur1. SC	
219		Belda2 SC	
220		Benuapani SC	
221		Bhadrasahi SC	
222		Bhunyarohida SC	
223		Birkala SC	
224		Bolagoda SC	
225	Joda(T) Block	Bolani SC	34
226		Bolani-Ii SC	
227		Chamakpur SC	
228		Chormalda SC	
229		Dabuna SC	
230		Daduana SC	
231		Dhobakuchada SC	
232		Guali SC	
233		Guruda SC	
234		Gurutuan SC	

235		Harmath SC	
236		Jajanga SC	
237		Jalahari SC	
238		Jurudi SC	
239		Kalimati SC	
240		Kandra SC	
241		Karakhendra SC	
242		Kiriburu SC	
243		Kolhahundula SC	
244		Kolharaida SC	
245		Palasa2 SC	
246		Rugudi SC	
247		Sayabali SC	
248		Serenda SC	
249		Sialijoda SC	
250		Badapalasa SC	
251		Badaposi SC	
252		Baradapal SC	
253		Bauripada SC	
254		Birakishorpur SC	
255		Ghatur SC	
256		Gobardhan SC	
257		Handibhanga SC	
258		Jajapasi. SC	
259		Janardanpur SC	
260		Jhardhelda SC	
261		Kampasada SC	
262		Kandrapasi SC	
263		Kathabari SC	
264	Keonjhar(T) Block	Kaunrikala SC	30
265		Mahadeijoda SC	
266		Maidankela SC	
267		Naranpur2 SC	
268		Nuagaon8 SC	
269		Padmapur_Mc SC	
270		Parjanpur SC	
271		Patunga SC	
272		Polaspanga SC	
273		Raghunathpur5 SC	
274		Raikala SC	
275		Raisuan SC	
276		Sankiri SC	
277		Saraskala SC	
278		Sirispal SC	

279		Tentulinanda. SC			
280	Patana(T) Block	Balibandha2 SC	25		
281		Banamahuladiha SC			
282		Barudiposi SC			
283		Baunsuli SC			
284		Bhuluda SC			
285		Budhikapudi SC			
286		Chakundapal SC			
287		Chemana SC			
288		Childa SC			
289		Chinamalliposi SC			
290		Denuan SC			
291		Dumuria SC			
292		Erandei SC			
293		Jamunaposi SC			
294		Kendeiposi SC			
295		Ketanga SC			
296		Khereitangri SC			
297		Malliposi SC			
298		Mirigikhoji SC			
299		Patna_Mc SC			
300		Rajanagar SC			
301		Saradhapur SC			
302		Saraskala1 SC			
303		Tangarpada SC			
304		Turumunga SC			
305		Saharpada(T) Block		Badbil SC	23
306				Baikala SC	
307				Baliposi2 SC	
308	Bartunia SC				
309	Billa1 SC				
310	Danuatangarpada SC				
311	Dhanabeni SC				
312	Digposi SC				
313	Domabuda SC				
314	Gojitanigiri SC				
315	Goras SC				
316	Jamda SC				
317	Khadibeda SC				
318	Khadikapada SC				
319	Khajirapat SC				
320	Machhagada SC				
321	Pipilia1 SC				
322	Raidiha SC				

323		Raipur2 SC	
324		Saharpada SC	
325		Silipada SC	
326		Tendra SC	
327		Udaypur_Mc SC	
328	Telkoi(T) Block	Akul SC	24
329		Balabhadrapur2 SC	
330		Benamunda SC	
331		Bhimkanda SC	
332		Binjhabahal SC	
333		Deulidiha SC	
334		Dubulapal SC	
335		Golabandh SC	
336		Halpudi SC	
337		Jharbeda1 SC	
338		Kaliahata SC	
339		Kardangi SC	
340		Khuntapada1 SC	
341		Laxminarayanpur SC	
342		Oriya SC	
343		Podanga SC	
344		Raisuan1 SC	
345		Saleikena SC	
346		Saruali1 SC	
347		Sibanarayanpurgoda SC	
348		Sinduria SC	
349		Sirigida SC	
350		Talapada3 SC	
351		Telkoi_Mc SC	