

Request for Proposal

For Outsourcing of Bio Medical Waste Management

C.D.M & P.H.O., SUBARNAPUR



RFP Reference No. 1393 / Dated: 09/03/2020

Name & Address of the bidder:

DEPARTMENT OF HEALTH AND FAMILY WELFARE
GOVERNMENT OF ODISHA

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1. Notice Inviting Proposal

- 1.1 Proposals are invited **Chief District Medical Officer, Subarnapur** from eligible Bidders (Firm/Agency) interested to provide **Bio Medical Waste Management Services to DHH, Subarnapur, SDH, Birmaharajpur and 05 Nos of CHCs of Subarnapur** District on outsourcing basis via service contract with specific terms and conditions. The contract shall be initially for a period of one year, which may be renewed for another year with the mutual consent of both the parties.
- 1.2 Interested Bidders can obtain the RFP document containing detailed terms and condition, scope and eligibility criteria by downloading the same from the district website www.Subarnapur.nic.in. The cost of the RFP document (**Rs. 2,360/-** including GST 18%) (non refundable) shall be submitted along with the proposal (technical) in the form of DD in favour of **RKS, DHH, Subarnapur, payable at Sonepur, Odisha**.
- 1.3 The proposal (both technical and financial) by eligible Bidder shall reach the Office of the under signed within due date and time (i.e. **23.03.2020 till 5 PM**) in the prescribed format and manner, Proposals received after due date and time shall be rejected. There is no system of receipt of proposal through drop box or by hand. Proposals shall be received only through registered post/ speed post ~~or courier service~~.
- 1.4 Key Information

Sl. No.	Particulars	Information
1	Start Date of availability of RFP document in the Official Website of Subarnapur district.	07.03.2020
2	Closing Date of availability of RFP document in the official website	23.03.2020
3	Cost of RFP Document in form of DD (including OVAT)	Rs. 2360/-
4	Last date and time for receipt of proposal	23.03.2020 till 5 PM
5	Pre Bid Conference	17.03.2020 at 12 Noon in Office Chamber of CDM & PHO, Subarnapur
6	Opening of Technical Bid	24.03.2020 at 12 Noon
7	EMD in form of DD/FDR in favour of RKS, DHH, SUBARNAPUR	Rs.10,000.00
8	Address for submission of RFP	CDM & PHO, Subarnapur

Note: In case the closing date/ last date for receipt of proposal happens to be a holiday from any reason, the activity will be held on the immediate next working day at the same time place and as a consequence any change/s in the date/s of the subsequent activities will be informed through suitable media to all concerned.

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2. Term of reference

2.1 Eligibility Criteria

Following points should be fulfilled by the renderer/ bidder 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. Should not have been Blacklisted/undergone Contract Termination or left out of the job from the previous assignments by DHH,Subarnapur or any other Govt. organization (Affidavit to be submitted)
6. The Tenderer have to submit the valid license from the OSPCB or has to submit an under tacking to produce the same within two months after signing of the MOU within DHH, Subarnapur.

2.2 General Terms and Conditions.

1. The Tender should be submitted separately for Technical & Financial bids by properly sealed & subscribed on the envelope "**Tender for Engagement of outsourcing Agency under BMWM Activities for CDM&PHO,Subarnapur**"
2. Cover & Documents- The following documents should be furnished in the Technical Bid in a sealed cover with Index& Page No-
 - i. Copy of this Request for Proposal documents with seal & signed on every page, agreeing to the Terms & Conditions of the Tender.
 - ii. Bank Draft **Rs.2360/-** (Cost of Tender Document+ GST charges) from any Nationalised Bank drawn in favour of RKS, DHH, Subarnapur payable at Sonapur, Odisha.
 - iii. Details 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.
 - iv. Attested copy of the IT Return for last three Financial Years. i.e. 2016-17, 2017-18, 2018-19.
 - v. Attested copy of the PAN Card.
 - vi. Attested Copy of the GST Clearance Certificate.
 - vii. Quoted Price List signed by the Tenderer with seal (in the Financial Bid)
 - viii. Experience Certificate in the respective field if any.
 - ix. EMD of **Rs. 10,000/-** in Shape of DD/ Bankers Cheque drawn in any Nationalised Bank in favour of the **RKS, DHH, Subarnapur** payable at Sonapur, Odisha(Refundable)
 - x. Affidavit that,
 - a. It has not been blacklisted by any Government Organization/ DHH,Suabarnapur.
 - b. The Organisation does not have any legal suit/criminal case pending against it for violation of PF/ESI/MS Act or any other law.

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- c. It will submit clearance from local police station for each person to be engaged within one month for signing in the agreement.
- xi. Original Documents are to be brought during opening of the documents.
3. The EMD of the unsuccessful bidder will be returned after finalisation of the tender process.
 4. The EMD of successful bidder will be returned after the completion of the supply of OS agency & agreement.
 5. The EMD will be forfeited if the bidder fails/refuse to execute the work order.
 6. Tender should be type write/ computerized/ hand written without any correction & overwriting.
 7. All the workers engaged by the outsourcing agency shall have uniform with the logo of the Agency.
 8. All staffs of the OS agency shall bear photo identity cards during the period of work, which shall be duly signed by the Head of the concerned hospital .i.e. DMO(MS) Cum Superintendent for DHH,Subarnapur, Superintendent for SDH,Birmaharajpur & MO I/C for CHCs.
 9. The Outsourcing Agency shall furnish the list of Staff(above 18 Years of age only) with Proof of Identity and address to the concerned Authority after finalization of the contract for Outsourcing of service.
 10. All the personnel to be engaged by the Organization/ Agency should be covered under the statutory Government regulation (Labour laws& regulation) framed from time to time.
 11. The concerned authority of the Hospital may request the Tenderer/Agency to withdraw any of their workers from the Hospital without assigning any reasons, within 24 hours prior intimation.
 12. The Tenderer/ Agency will abide by all the rules and regulation relating to labour laws, accident, workmen compensation act, Workmen Insurance, ESI.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 form the Agency's bill and all materials issued to the contractor/Agency shall be his/her sole responsibility for its safety during the entire period of the contract.
 14. The selected Agency/Organisation should depute qualified and dedicated staff(trained in the field of Bio Medical Waste management or having experience in handling the biomedical wastes) to manage the Bio-Medical Waste Management activity such as collection, transportation, storage, treatment& disposal in the Hospital premises (offsite/onsite). It will also coordinate with the Bio-Medical Waste management committee of the Hospital and be responsible for supervision of the said the work man should be provided with mobile number(24X7 functional) for emergency need at any time by the Agency.


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15. All the employees of Agency /Organization will have to be covered under insurance against any personal accidents/health hazards and the Hospital authority will not liable for payment of any compensation on that account.
16. During execution of work, the agency/ organisation should follow all standard norms of safety measures/ precautions to avoid accidents/ damages to men, machine and infrastructure etc. On non-performance to this clause suitable fine/ penalty as decided by the authority will be imposed.

2.3 Scope of Work

1. Bio Medical Waste Management has to be done as per Bio-Medical Waste Rules, 2016 (Gazetted on 28th March 2016) and Biomedical Waste (Management & handling) Rules, 1998 or any other amendments or notification of the State Pollution Control Board.
2. Bio Medical Waste Management work comprise of segregation, collection, Storage, transportation of Bio Medical Waste within and outside the hospital until its final disposal. All statutory rules and regulation and legal requirements are to be followed at each stage.
3. All infected chemical, radiation, cytotoxic health care waste shall be segregated, collected, stored, transported and disposed in accordance with set guidelines of safety, ensuring that at no stage its gets mixed with general waste.
4. Segregation of Bio Medical waste is to be done at the point of generation as per guidelines. General Categories of Waste & treatment options as per BMW rules are given in **Annexre-1** for referee.
5. All the generation point of BMW at Health care Units(DHH/SDH/CHC) must have colour coded container/bins with cover. The designated bio-degradable colour coded poly bags with bio hazard symbol will be put in respective coloured coded container/bins and lifted by the OS agency/organization when they become two third full. Bags are to be closed by tying a string, weighed and recorded and then transported to the temporary storage area (onsite/offsite) for treatment and disposal utilizing the BMW equipment (onsite/offsite). Each bag shall be labelled as per the Schedule III & IV of the BMW (H&M) Rules 1998. The coloured coded bags or containers/Bins shall be strong enough to withstand any possible damage that may occur during loading, transportation or unloading of such bags/containers. These containers shall also be labelled as per the Schedule-III of the rules. Sharps must be collected in Puncture Proof Container containing disinfectant after their mutilation with needle syringe terminator/Hub cutter. Mutilated infected plastics must be collected and properly disinfected/autoclaved by the OS agency. The person identified for collection of Bio-Medical Waste must carry a register within him to maintaining the record such as name of the generation point type and quantity of waste received, signature of the authorised person (I/C sister of the ward), day and time of collection,etc. A similar register is to be maintained by Matron for BMWM.
6. Agency has to attention that no Untreated Biomedical waste should be kept in hospital premises beyond 48 hours. In case it is beyond 48 hours, it must obtained the permission of OSPCB for the propose.
7. The collection & 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 A.M daily.

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- a) The Bio medical waste collected biodegradable poly bags/containers shall be collected from generation points of HCE_s (DHH/SDH/CHC) and transported to the nearest BMW Management unit located at DHH/SDH_s or offsite BMW treatment plant in a fully covered vehicle. Such vehicle must be labelled with Bio hazard symbol and dedicated for transportation of Bio-Medical Waste only and to be provided by the OS agency Organization.
 - b) The agency /Organization must collect the Bio-Medical waste from DHH/SDH/CHC & other peripheral Govt. Hospital in a specified container. For this purpose the respective Hospitals in charge to sign a MOU with OS Agency and CDM & PHO of the respective district regarding the requisite fee as finalized in the above tender process. (For the transportation charges as per KM and service charge per bed per day).
 - c) The requisite outsourcing charges as per finalization of date contract to be paid by the concerned CDM & PHO or CHC MO I/C as per district BMWM committee decision.
 - d) For collection of Bio-Medical waste from DHH/SDH/CHC, it should be kept in mind to minimize the K.M i.e. the route map should be justified in such a way that it covers maximum health institution in one route during travel of the collection vehicle for BMW.
8. Agency will be responsible for collection transportation temporary storage, treatment & disposal of general waste by coordination with Municipality/NAC/local authorities of the district.
 9. As per the provision of Bio-Medical Waste Management & Handling Rule-1998. It is mandatory segregate, collect, transport, store, treat & dispose BMW_s generated from the HCE_s.
 10. It is responsibility of agency to provide the bio degradable poly bags & other consumables. However the Health institution has to ensure placing of colored coded container/bins with bio hazard symbol at the generation points in the hospitals.
 11. Agency/ Organization will have to provide all personnel protective gears & immunize its workmen for handling of BMW such as Apron, Gum Boot, Mask, Cap, and Goggles, Rubber utility Glove and Hepatitis B, TT injection as per requirement.
 12. The BMW equipment such as Autoclave & shredder located at DHH/SDH/IDH_s will be utilized by the OS agency. Minor repair & regular maintenance will be made in consultation with the supply firm while the electric charges will be borne by the agency. A separate register for registering the complains regarding the BMW equipment may maintained by the OS agency.
 13. The Contractor/ Outsourcing Agent shall maintain all the records related to Bio-Medical Waste Management of all the units. Daily record shall maintain for the waste accepted and treated waste removed from the site. This record shall include the following minimum details.
 - a) Waste Accepted : waste collection date, name of the generation point, waste category as per the rules, quantity of the waste, vehicle number and receiving date(at site).

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- b) Treated waste removed: Date, treated waste type, quantity, vehicle number and location of disposal.
- c) Log Book : A log book shall be maintained for each BMW equipment installed at the site and shall include the following:
- I. The weight of each batch.
 - II. The categories of waste as per the rules.
 - III. The time, date and duration of each treatment cycle and total hours of operation.
 - IV. The complete details of all operational parameters during each cycle.
 - V. Accident reporting Register is to be developed and maintained.
- d) Site Record: Site records shall include the following:
- I. Details of construction of engineering work of the pits.
 - II. Maintenance schedule, breakdown/trouble shooting 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 Observation.
 - VI. Daily monthly and annual summary records of the above shall be maintained and made available at the site for inspection whenever required by regulating officer on inspection.

14. The container/bins and bags should be labelled as per the Schedule-III of the Bio-Medical rules, 1998.

15. Appropriate colour bags should be used for different types of wastes

Colour Coding	Type of Container and Waste Category	Treatment options as per Annexure-1
Yellow	Plastic Bag Cat.1, Cat.2 and Cat.3, Cat.6	Incineration/Deep burial
Red	Disinfected container/plastic bag Cat.3, Cat6, Cat.7	Autoclaving/Microwaving/Chemical Treatment
Blue/White translucent	Plastic bag/puncture proof Cat.4, Cat.7 Container	Autoclaving/Microwaving, Chemical Treatment and destructing /shredding
Black	Plastic Bag Cat.5 and Cat. 9 and Cat.10 (solid)	Disposal in secured landfill

- a. Categories 8 & 10 (liquid) do not require container/bags.
- b. Category 3if disinfected locally need not be put in container/bags.
- c. Solid and Solid infectious waste are to be segregated as per as BMW rules 2016.
- d. Mutilated infected plastics must be collected and properly disinfected/autoclaved by the OS agency.
- e. General and infectious waste are not to be mixed with Bio Medical Waste./
- f. Bags should be tie when 3/ 4th full and then placed in a bigger bag/container for transporting.

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- g. 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)
- h. The colour coded Poly 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.
- i. The containers/vehicle must be labelled with bio hazard Symbol and dedicated for transportation of Bio Medical Waste only and are to be provided by the OS agency Organization.
- j. Each bag shall be labelled as per the Schedule III & IV of the BMW (H&W) Rules 1998.
- k. Waste shall not be transferred from one bag to another.
- l. BMW bins are not to be overfilled.
- m. BMW bins are to be properly covered.
- n. Work instructions are to be displayed at site.
- o. The staff deployed should be aware of segregation protocols.
- p. Route of transportation should be away from general traffic.
- q. Sharps like Needle cutters used for cutting syringe num must be collected in Puncture proof Container containing disinfectant after their mutilation with needle syringe terminator /Hub cutter.
- r. Disinfection of Sharp is to be done before disposal.
- s. Staffs deployed should know what to do in case of needle stick injury.
- t. Dedicated storage facility should be available which will be located away from patient care area.
- u. Disposal of BMW waste should be done within 48 hours.
- v. Bio- hazard sign to be displayed at storage facility.
- w. Disposal of BMW is to be done as per Bio Medical Waste Management Rules and as per **Annexure-1**

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2.4 Responsibilities of the Service Provider

1. After the allotment of the work, the said agency/Organization shall have to sign an MOU with the concerned authority regarding the details scope of services to be executed.
2. After allotment of the order, the Outsourcing agency shall execute the services (actual engagement of personnel) within 15 days of the issue of letter of Award/Intimation.
3. The Outsourcing agency /Organization have to sign a Memorandum of understanding (MOU) with the concerned Authority (CDM & PHO/Superintendent/MO I/C) on the day of execution of the work orders.
4. The final monthly bill in triplicate to be submitted along with the consolidated monthly report to CDMO/ADMO/(med) /SDMOM/MO I/C (who ever have signed MOU with the OS agency/Organization) on 1st week of each month.
5. Besides, the outsourcing agent has to submit Monthly progress Report/status report duly signed by the hospital Manager/Junior Manager/Block Programme Manager/Matron/Staff Nurse with remarks to the MO I/C CHC,SDMO,ADMO(med),CDMO as the case may be without fail. Three consecutive adverse Remarks may be treated towards cancellation of the contract.
6. The Outsourcing Agency shall be under the administrative control of the CDMO/ADMO(med)/ SDMO/MO I/C CHC and work will be supervised by the Hospital Manager JHM/BPM/Matron & SN.
7. The number of workers to the be engaged by the outsourcing agency is _____ (to be mentioned by the tender).
8. The deployed Staff must be skilled and competent with requisite physical fitness.
9. The deployed Staff should carry the works assigned to them with due sincerity, diligence, efficiency & punctuality.
10. The Personnel deployed by the Agency should not have any Police records/criminal cases against them.
11. The Manpower of the outsourcing should not consume alcohol, betel, smoking during the duty hour nor be involved in any type of criminal activities.
12. The transportation, food, medical and other statutory recruitment in respect of each personnel deployed shall e the responsibility of the Agency, not the Health Facility.
13. The Agency shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency.

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14. The Agency shall be solely responsible for compliance of all statutory provisions like payment of minimum wages to the personal deployed, ESI, Insurance, PF, etc. District Headquarter Hospital, **Subarnapur** shall have no liability in this regard. Any revisions amendments made to these laws/ Acts by the State/ Central Government will be automatically applicable for compliance by the Principal Employer and the Service provider without any separate sanction for the same.
15. The Management shall provide suitable space to the Agency for storage of uniforms, badges, consumable, etc. required for the services and safe custody of all such materials will be Agency's sole responsibility.
16. All the personnel engaged for the service shall be covered under insurance against any personal accident by the Agency and the District Head quarter Hospital; Subarnapur shall not be liable for any payment on account of compensation.
17. The Agency shall maintain all statutory registers under the law and shall produce the same, on demand, to District Headquter Hospital, Subarnapur any other statutory authority.
18. The Agency shall also be liable for depositing all taxes, levies, cess, etc. On account of service rendered to District Headquarter Hospital, Subarnapur with the concerned tax collection authorities, from time to time, as per the applicable rules and regulation. The Agency shall have the responsibility to furnish documentary evidence in support of the statutory compliance to District Headquarters Hospital, Subarnapur, as and when sought for.
19. The Agency shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.

2.5 Responsibilities of Hospital Administration/ Authority.

1. This Office (DHH/SDH/CHC) will maintain attendance register of the staffs engaged by the OS Agency/ organisation. The Agency will have to prepare duty list & submit to the office as mentioned above by 25th for next month. Absent from duty not allowed at any cost. However the agency should have to make alternative arrangements with due approval by the concerned Authority.

2.6

1. **EMD& Performance Security** The Technical Bid should be accompanied with, the cost of RFP Document for Rs. **2,360/-** (Rupees Two Thousand Three Hundred Sixty) only in the form of Demand Draft in favour of **RKS, DHH, Subarnapur** payable at **Sonepur** (non-refundable) and EMD f Rs. **10,000/-** (Rupees Ten Thousand only) in from of Demand Draft/Fixed Deposit Receipt drawn in favour of **RKS, DHH, Subarnapur** payable at **Sonepur, Odisha** (refundable without interest) failing which the tender shall be rejected outright.

2. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid(First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest within one month of the selection of the Agency. In case of the successful bidder, the EMD shall be adjusted towards Performance security and shall be returned within 60 days of successful completion f the contract period.

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3. In case for successful Tenderer if the agency fails to deploy the required manpower against the Initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.
4. Performance Security shall be 5% of annual contract value. The successful bidder shall deposit the balance amount(after adjustment of EMD) towards performance security in the form of Demand Draft(DD) or FER or Bank Guarantee in favour of RKS, DHH, Subarnapur payable at Subarnapur(Sonapur) within 21 days of notification of award or execution of contract, whichever is earlier. The performance Security will be refunded without interest in case of completion/cancellation of the contract.

2.7 Payment & Price Validity

1. The Agency shall be paid on monthly basis as per the contract rate. The price shall be all-inclusive including the cost of manpower, consumable, equipment and management.
2. The final monthly bill in triplicate to be submitted along with the consolidated monthly report to CDMO/ADMO (Med)/SDMO/MO I/C (who ever have signed MOU with the O agency/Organisation) on 1st week of each month.
3. 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, ESI etc. For the previous month.
4. The price as quoted by the Agency (as per **Annexure-4**) shall remain unchanged during the contract period.
5. GST shall be paid at the applicable rate.

2.8 Period of Engagement

1. The said contract will work initially for a period of one year from the date of agreement that will be renewed for further if found satisfactory by CDMO, Subarnapur. During this period if at any stage of time, the Hospital Authority finds noncompliance for the assigned work, the said OS agency/ organization for BMW will be served with a notice period of one month and if still noncompliance is there, the said contract will be cancelled.

2.9 Termination / suspension of Agreement

1. The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.
2. The District Headquarter Hospital May, by a notice in writing suspend the agreement if the service provider fails to perform any of his obligation including carrying out the services, provided that such notice of suspension:
 - a. Shall specify the nature of failure, and
 - b. Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.
3. The District Headquarter Hospital 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(i) to (iv) below, may terminate the agreement after giving reasonable opportunity of heard to the service provider.

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- a. If the service provider do not remedy a failure in the performancè of his obligations within 15 days of receipt of notice or within such further period as the Management (District Headquarter Hospital) have subsequently approved in writing.
- b. If the service provider becomes insolvent or bankrupt.
- c. If, as a result of force majeure, the service provider is unable to perform a material portion of the services in period of not less than 60 days: or
- d. If, in the judgment of the Management of District Headquarter Hospital, the service provider engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

2.10 Details of Health Facilities & Sanctioned bed Strength.

Interested bidders may visit the hospital premises of DHH, Subarnapur, SDH, Birmaharajpur & 6 nos. of CHCs as mentioned below to assess the workload on any working day before that last date of proposal submission.

Sl. No.	Name of the Block	Name of the Institution	Category	Bed Strength
1	Sonepur	District Head Quarter Hospital, Sonepur	DHH	110
2	Birmaharajpur	Sub Divisional Hospital, Birmaharajpur	SDH	30
3	Binka	Community Health Centre, Binka	CHC	16
4	Dunguripali	Community Health Centre, Dunguripali	CHC	16
5	Tarava	Community Health Centre, Tarava	CHC	16
6	Ullunda	Community Health Centre, Ullunda	CHC	16
7	Naikenpali	Community Health Centre, Naikenpali	CHC	10

3. Instructions to Bidders

3.1 Submission of the Proposal

- a) The proposal shall be submitted in a sealed envelope with clear inscription as “ **PROPOSAL FOR OUTSOURCING OF BIOMEDICAL WASTE MANAGEMENT, RFP REFERENCE NO.....**” on top of it before due date and time.
- b) The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Proposal and “Cover-B” shall contain the Financial Proposal.
- c) Technical and Financial Proposal shall be submitted separately in sealed covers with clear inspection as “**TECHNICAL/FINANCIAL PROPOSAL; RFP REFERENCE NO.....**” on top of respective covers and both the sealed envelopes shall be sealed in a third envelop with required inscription on it as mentioned in Clause (a) above.

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3.2 Contents of the Proposal

- a) The technical proposal in addition to proof of eligibility shall contain:
1. All the information, documents and clarification as mentioned under General Terms & Conditions, required under Annexure 2 & 3 & ToR.
 2. EMD(in form of DD/FDR) and RFP Documents Cost(in form of DD)
 3. Copy of the RFP Documents signed on every page by the duly authorized Signatory, agreeing to the Terms & Condition of the tender.
 4. Authorization Certificate issued by the Agency for the Signatory signing the Documents submitted to RKS, DHH, Subarnapur for this Tender.
- b) The Financial Proposal shall be submitted in the format given in Annexure-4.

3.3 Evaluation and Selection

- a) The Proposal shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- c) For financial evaluation, Price excluding Tax shall be taken into consideration.
- d) Financial Bids shall be opened in the presence of the technically qualified bidders representatives, who choose to attend in person at the address given below-

**The CDM & PHO,
District Head Quarter Hospital, Subarnapur
At/Po/ Dist- Sonepur (Subarnapur),767017**

Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

3.4 Award of Contract

- a) Contract shall be awarded to the Firm whose proposal will be determined to be substantially responsive and who has offered the lowest evaluated bid price.
- b) In case two or more technically qualified Firms quote the same lowest price, the Firm with the higher mark in the technical bid shall be awarded the contract.
- c) In case two or more technically qualified Firms having same technical scores quote the same lowest price, the Firm having the highest average turnover in last 3 Financial Years i.e. 2016-17,2017-18 & 2018-19 among the lowest bidders shall be awarded the contract.
- d) Any effort by a Firm to influence the employer in its decision on bid evaluation or placement of Work Order may result in rejection of the Firm's offer.
- e) Any legal dispute arising out of this is subject to Subarnapur Jurisdiction.

4. SPECIAL CONDITIONS OF CONTRACT

- a) District Headquarter Hospital, Subarnapur may advise the Agency to disengage any of its staff from service, with 24 hours prior intimation, In case the management of District Headquarter Hospital, Subarnapur found any negligence on the art of that, particular staff.
- b) In case of any damage/pilferage caused to the property of District Headquarter Hospital, Subarnapur due to mishandling, carelessness of the Agency or its personal then the same shall be recovered from the Agency adjusting the amount against their monthly bill.

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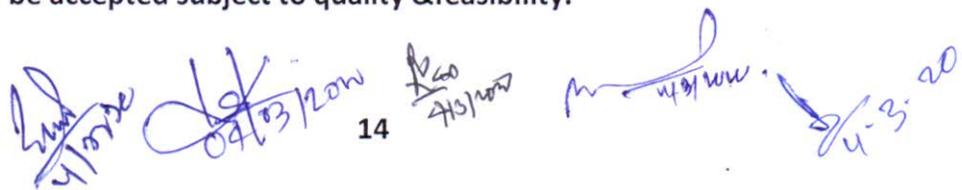
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- c) The persons deployed shall, during the course of their work, may have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the Agency as well as the person deployed shall be liable for penal action under the applicable laws besides, action for breach of contract.
- d) The Tax Deducted at Source(TDS) shall be done as per the provisions under Income Tax Act and District Headquarter Hospital, Subarnapur shall provide TDS certificate to the Agency.
- e) The District Headquarter Hospital, Subarnapur shall not be held responsible for any statutory non-compliance on the part of the Agency with respect to the Labour laws including PF, ESI, Workman Compensation, Insurance, Minimum Wages Act, Labour Safety, etc. or otherwise. And in no circumstances, the District Headquarter Hospital, Subarnapur shall be made a party to it in case of any dispute arising out of such non compliance.
- f) In case of non- performance, part performance or non-adherence of the statutory obligations due to negligence on part of the Agency, penalty would be imposed by the District Headquarter Hospital, Subarnapur proportionate to the extent of default/ non-compliance.
- g) District Headquarter Hospital, Subarnapur shall not be responsible for any financial loss or any injury to any person deployed by the Agency in the course of their performing the functions/duties, or for payment towards any compensation.
- h) The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of District Headquarter Hospital, Subarnapur during the currency or after expiry of the Contract.
- i) In case of termination of this Contract on its expiry or otherwise, the persons deployed by the Agency shall not be entitled to and will have no claim for any absorption in the regular/ otherwise capacity in District Headquarter Hospital, Subarnapur.
- j) The persons deployed by the Agency shall not claim any benefit/ compensation/ absorption/regularization of services/benefits(Health Related also) from this Office under the provision of Industrial Dispute Act, 1947 or Contract Labour (regulation & Abolition) Act, 1970 or any other Act/Rules.
- k) All the legal disputes are subject to the jurisdiction of the District Court of Subarnapur only.

5. Penalty

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

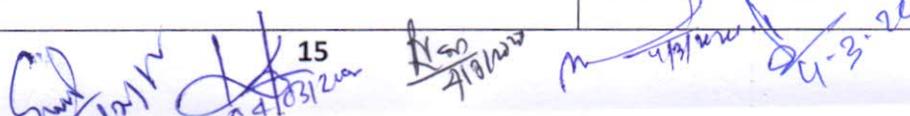
N.B. All documents submitted shall be consecutively numbered having signature with official seal of the authorized signatory on each page and **total number of pages shall be mentioned on the top sheet duly authenticated by the authorised signatory.** In case the tender document is signed by the authorised signatory, a copy of the Power of Attorney/ Authorization may be enclosed along with the tender for consideration. Otherwise any lapses in number of pages enclosed, the authority will not held responsible. **Again the rate quoted by L1 will be accepted subject to quality & feasibility.**



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ANNEXURE 1: BIO MEDICAL WASTE MANAGEMENT: CATEGORIES, TREATEMENT & DISPOSAL

Option	Waste Category	Treatment & Disposal
Category No.1	Human Anatomical Waste (human tissues, organs, body parts)	Incineration @/ deep burial*
Category No.2	Animal Waste (animal tissues, organs, body parts, carcasses, bleeding parts, fluids, blood and experimental animals used in research, waste generated by discharge from hospitals, animal houses)	Incineration @/ deep burial*
Category No.3	Microbiology and Biotechnology Waste (wastes from laboratory cultures, stocks or specimens of micro-organisms live or attenuated vaccines, human and animal cell colour used in research and infectious agents from research and industrial laboratories, wastes from production of biological, toxins, dishes and devices used for transfer of cultures)	Local autoclaving/ microwaving/ incineration @
Category No. 4	Waste Sharps (Needles, stringers, scalpels, blades, glass etc. that may cause puncture and cuts. This includes both used and unused for sharps)	Disinfection (chemical treatment @01/ autoclaving/microwaving and mutilation/ shredding##
Category No.5	Discarded Medicines and Cytotoxic drugs (wastes comprising of outdated, contaminated and discarded medicines)	incineration@/destruction and drugs disposal in secured landfills.
Category No. 6	Solid Waste (items contaminated with blood and body fluids including cotton, dressings, soiled plaster casts, lines, beddings and other material contaminated with blood)	Incineration @ autoclaving/microwaving
Category No.7	Solid Waste (Wastes generated from disposable items other than the waste sharps such as tubing, catheters, intravenous sets etc.)	Disinfection by chemical treatment@@ autoclaving/ microwaving and mutilation/ shredding##
Category No.8	Liquid Waste (waste generated from laboratory and washing, cleaning, housekeeping and disinfecting activities)	Disinfection by chemical treatment@@ and discharge into drains
Category No.9	Incineration Ash (ash from incineration f any bio medical waste)	Disposal in municipal landfill.
Category No.10	Chemical Waste (Chemicals used in production of biological, chemicals used in disinfection, as insecticides etc.)	Chemical treatment @@ and discharge into drains for liquids and secured landfills for solids.

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@@ Chemicals treatment using at least 1% bleaching power solution / hypochlorite solution any other equivalent chemical reagent. It must be ensured that chemical treatment ensure disinfection.

Mutilation/ Shredding must be such so as to prevent unauthorised reuse.

@ There will no chemical pre-treatment before incineration. Chlorinated plastics shall not be incinerated.

* Deep burial shall be an open option available only in towns with population less than 5 lakhs and rural areas.

Source: Bio Medical Waste (Management and Handling Rules, 1998-Schedule-1)


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ANNEXURE 2: APPLICATION FORM FOR UNDERTAKING BMW OUT SOURCING SERVICES

NAME OF THE AGENCY/Organization	
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)	
IMPLEMENTATION PLAN (DOCUMENTS TO BE ENCLOSED)	
INDICATORS OF ACHIEVEMENT	

Supporting documents to be attached (Original, where required/ Copies Self attested)-

1. Supporting documents with regards to status of the Agency.
2. Implementation Plan for CHC/Sub Divisional Hospital/DHH.
3. GST Registration Number with last Paid Date.
4. Labour License Certificate.
5. Valid EPF, ESI Registration Certificate.
6. PAN Card in the name of the Firm/ Agency /Company
7. Years of Experience in BMW Management Services with proofs from appropriate authority.

Date-

Place-

Authorised Signatory

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 24/03/2020
 21/03/2020
 24-3-20

ANNEXURE 3: PROFILE OF THE APPLICANT
(To be furnished along with the Technical Proposal " Cover A")

NAME AND ADDRESS OF THE ORGANISATION/ AGENCY :		
Sl. No.	CRITERIA	PARTICULARS
1	ORGANISATIONAL CONSTITUTION- PROOF OF REGISTRATION	
2	YEARS OF EXPERIENCE	
3	STAFFS SKILLED SEMI SKILLED UNSKILLED	
4	NO OF ASSIGNMENTS 1. FINISHED 2. CURRENT ASSIGNMENTS IN HAND	
5	POLLUTION CONTROL BOARD (Authorization / Undertacking)	
6	VALID LABOUR LICENSE	
7	TIN ALLOTTED CERTIFICATE	
8	INCOME/SOLVENCY PROOF OF LAST 3 YEARS (FY 2016-17,2017-18, and 2018-19) – AUDITED PROFIT & LOSS A/C & BALANCE SHEET ETC.	
9	PAN CARD	
10	GST CLEARANCE CERTIFICATE	
11	INCOME TAX RETURN OF LAST 3 FYS(2016-17, 2017-18 & 2018-19)	
12	DOCUMENTS IN SUPPORT OF EXPERIENCE	
13	DOCUMENTS IN SUPPORT OF HANDLING BMW EQUIPMENTS	
14	BANK DRAFT Rs. 2360/-	
15	EMD OF Rs. 10,000/-	
	Affidavit that, a. It has not been blacklisted by any government Organization/ DHH, Subarnapur b. The organization does not have any legal suit/criminal case pending against it for violation of PF/ESI/ MW Act or any other law. c. It will submit clearance from concerned local police station for each person to be engaged within one month of signing the agreement.	

All the supporting documents should be enclosed for above requirements.

Date
Place

[Handwritten signatures and dates]
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[Handwritten signature]
4-3-20

Authorised Signatory.

ANNEXURE 4: FINANCIAL PROPOSAL

Name & Address of the Organisation/agency/NGO :		
SI No	Particulars	Rate in Rs.
01	Charge per bed per day including poly bags and bar coding system excluding GST.	
02	Transportation charges (Rupees/ K.M) including GPS tracking system excluding GST.	
Total		
(Taxes Applicable as Per Govt. Norm) Details to specify		

Total Price Excluding Tax: Rs..... (in words.....)

Date

Place

Authorized Signatory

[Signature] 4/3/20
 [Signature] 04/03/20
 [Signature] 4/3/20
 [Signature] 7/3/20, 4-3-20