



Advt. No.

6578

Date:

31.10.19

EXPRESSION OF INTEREST

The CDM&PHO Gajapati invites sealed proposal along with quotation from registered private organization/ company/Firm for engagement of Bio Medical Management Services at District , Gajapati . The Agency having good track record, man power, capacity and relevant experience in this line is eligible to apply. The private organization/ company/Firm must be able to provide round the clock services, at DHH/CHC/PHC/UPHC, Gajapati. The details of terms and conditions can be downloaded from the website www.gajapati.nic.in. Interested parties/ organizations/ agencies should submit their proposals in prescribed format (technical as well as financial bids) along with all supporting documents in sealed envelope with super scribing the name of the service on the envelope (Bio Medical Management Services), to the office of the CDM&PHO, Gajapati,761200 on or before 21st October 2019 by 04:00 PM by Regd. Post/ Speed Post/~~Courier~~ only. The undersigned reserve the right to cancel any or all EOI without assigning any reason thereof.

Chief District Medical & Public Health Officer
Gajapati.

**Terms of Reference (ToR) for Outsourcing Agency for Biomedical Waste
Management Services in District Head Quarter Hospital (DHH)/CHC/PHC**

Eligibility

Following eligibility criteria are required to be fulfilled by the tenderer for qualifying in the tender process:

1. The firm/agency/company will have a valid registration certificate.
2. The firm will 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. The firm/agency should have preferably, experience in the field of Biomedical Waste Management of Govt. Hospitals.
6. Annual turnover of the firm /Agency should be equal or more than 1 crores.
7. It must not have any previous record of contract termination or blacklisted, in support of which, the bidder is required to submit declaration in shape of affidavit.
8. The tenderer will have to submit the valid license from the OSPCB.
9. The tenderer has to submit an undertaking to produce the authorisation from OSPCB within two months after signing of MOU with the undersigned in stamp paper of Rs.20/-.

General Terms & Conditions

1. The tender should be properly sealed and super scribed on the envelope "Tender for engagement of Outsourcing Agency under BMW Activities for CDM & PHO, Gajapati".
2. Cover & Documents - The following documents should be furnished in a sealed cover with index and page No.
 - a. The tender document should be accompanied with Bank Draft of Rs 1,000/- (Rupees One Thousand only) (cost of Tender Document) from any nationalised bank in favour of "ZSS BMW", Gajapati.
 - b. Detail Name and Address along with the contact number & email address of the Director, Managing Partner/Proprietor of the firm are to be clearly mentioned in capital letter.
 - c. Attested copy of the IT return for last three financial years ie; 2016-17, 17-18, 18-19.
 - d. Attested copy of the PAN Card.
 - e. Attested copy of the GST Registration Certificate with up to date clearance.
 - f. Quoted price list signed by the Tenderer with seal.
 - g. Experience Certificate in the field of Biomedical Waste Management if any.
 - h. EMD Rs 20,000/- in the shape of DD/Bankers Cheque drawn in any Nationalised Bank in Favour of the "ZSS BMW", Gajapati (Refundable).
3. The EMD of unsuccessful bidder will be returned after finalisation of tender process.
4. The EMD of successful bidder will be returned after signing the agreement and submission of performance security of Rs.1,00,000/- (Rupees One lakh) in form of Bank Draft from any nationalised bank.
5. The EMD will be forfeited if the bidder fails /refuse to execute the work order.
6. Tender should be type written /computerised without any correction and overwriting.

7. All the workers engaged by the outsourcing agency shall have uniform with the logo of the Agency.
8. All the staffs of the OS agency shall bear photo identity cards during the period of the work, which shall be duly signed by the Head of the concerned hospital [DMO (MS) cum Superintendent for DHH, MOI/C for CHC].
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 finalisation of the contract for outsourcing of services.
10. All the personnel engaged by the organisation /Agency should be covered under the statutory Government regulations (Labour laws & regulations) framed from time to time.
11. The concerned authority of the hospital may request the tenderer /Agency to withdraw any of their workers from the hospital without assigning any reasons there to & agency will have to ensure the same within 24 hours.
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 if arises relating to the above.
13. Any damage /pilferage to hospital property due to mishandling, carelessness of the contractor/agency or his workmen will be recoverable from the Agency 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 engage dedicated and qualified staff(trained in the field of Biomedical Waste Management or having experience in handling the Biomedical Wastes) to manage the Biomedical waste management activities such as collection ,transportation, storage, treatment and disposal in the hospital premises(offsite/onsite). It will also coordinate with biomedical waste management committee of the hospital and will be responsible for supervision of the said work. The workman should be provided with mobile number (24x7 functional) by the Agency for emergency need at any time.
15. All the employees of Agency/Organisation will have to be covered under insurance against any personnel accidents/ health hazards and the Hospital Authority will not be liable for payment if any compensation on that account.
16. During execution of work, 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.
17. All the generation points of BMW at Health care Units (DHH/CHC/PHC) must have colour coded Container/bins with cover. The designated bio-degradable colour coded poly bag with bio hazard symbol will be supplied by OS agency & to 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 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 BMW (H&M) Rules 2016. The colour coded bags or containers /bins shall be strong enough to withstand any possible



damage that may occur during loading, transportation or unloading of such bags/containers. These containers shall also be labeled as per the schedule-IV 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 with him to maintain the record such as name of the generation point, type and quantity of waste received, signature of the authorized person (I/C sister of the ward), day and time of collection etc. A similar register is to be maintained by matron for BMWW.

18. Agency has to give attention that no Untreated Biomedical waste should be kept in the hospital premises beyond 48 hours. In case it is beyond 48hrs, it must obtain the permission of OSPCB for the purpose.

19. The collection and transportation of Bio-Medical Waste shall be carried out in a manner so as to avoid any possible hazard to human health and environment. The timing of collection of the waste will be preferably before 8.00 AM daily.

a. The Bio-Medical Waste collected in biodegradable poly bags/ containers shall be collected from generation points of HCE (DHH/CHC/PHC) and transported to the nearest BMW management unit located at DHH or offsite BMW treatment plant in fully covered vehicle. Such vehicle must be labeled with bio hazard symbol and dedicated for transportations of Bio Medical Waste only and to be provided by the OS agency Organization.

b. The Agency/Organization must collect the Bio-Medical Waste from the DHH/CHC/PHC & other peripheral Govt. Hospitals in a specified vehicle container. For this purpose a MOU shall be signed between the OS agency and CDM & PHO regarding the requisite fee as finalized in the above tender process i.e. for the transportation charges per KM and service charges per bed per day only.

c. the requisite out sourcing charges as per finalization of rate contract to be paid by the concerned CDM & PHO as per district BMWW committee decision.

d. For Collection of Bio-Medical Wastes from DHH/CHC/PHC 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 to maximum health institutions in one route during travel of the collecting vehicle for BMW.

e. The Bio-medical waste bags collected from the institutions are to be sealed & bar-coding to be done.

20. Agency will be responsible for collection, transportation, temporary storage, treatment & disposal of Bio-Medical waste.

21. As per the provision of Biomedical Waste Management & Handling Rule-2016 is mandatory to segregate, collect, transport, store, treat & dispose BMWs generated for the DHH/CHC/PHC.



22. It is the responsibility of agency to provide the bio- degradable poly bags & other consumables. However the Health Institutions has to ensure placing of colored coded container/bins with bio hazard symbol at the generation points in the hospitals.

23. Agency/ Organization will have to provide all personnel protective gears & immunize its workman for handling of BMW such as-Apron, Gum Boot, Mask, Cap, Goggles, Rubber Utility Gloves and Hepatitis B, TT Injection as per requirement.

24. The BMW equipment such as Autoclave & Shredder located at DHH/IDHs will be utilized by the OS agency. Minor repairs & regular maintenance will be made in consultation with the supply firm while the electric charges will be borne by the agency. A separate register for registering the complaints regarding the BMW Equipment will be maintained by the OS agency.

25. The Contractor/Outsourcing Agency shall maintain all the records related to BIO-Medical Waste Management of all the units. Daily records shall be maintained for the Waste accepted and treated waste removed from the site. This record shall include the following minimum details.

a. Waste Accepted: Waste collection date, name of the generation point, waste category as per the rules quantity of the waste, vehicle number and receiving date (at site).

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 to be developed and maintained.

d. Site Records: Site records shall include the following.

- i. Details of construction or engineering works of the pits.
- ii. Maintenance schedule, breakdown/ trouble shootings and remedial action.
- iii- emergencies
- iv-Incidents of unacceptable waste received and the action taken thereof.

v-Details of site inspections by the officials of the regulatory agency and necessary action on the observations.

vi. Daily, monthly and annual summery records of all the above shall be maintained and made available at the site for inspection whenever required by regulating officer on Inspection.



26. Manpower engaged by the Service Provider should not claim any type of compensation/absorption/regularization/benefit (Health Related also) of service from this office under Industrial Dispute act, 1947 & Contract Labour Act. 1970.

27. The Manpower of the outsourcing agency should not consume alcohol, betel, smoking during the duty hour nor be involved in any type of criminal activities.

28. The said contract will work initially for a period of 1 year from the date of agreement that may be renewed for further another 1 year, maximum up to 2 years if found satisfactory, by the CDM & PHO. During this period if at any stage of time, the Hospital Authority find noncompliance of the assigned work, the said OS agency/Organization for BMW will be served with a notice period of one month and if still non compliance is there then said contract will be cancelled.

29. After allotment of the order, the Out sourcing agent shall execute the service within 15 days of the issue of letter.

30. The Outsourcing agency /Organization have to sign a Memorandum of Understanding (MOU) with the CDM & PHO on the day of execution of the work orders.

31. The final monthly bill in triplicate to be submitted along with the consolidated monthly report to CDM & PHO/DMO (MS) cum Superintendent(who ever have signed MOU with the OS agency/Organization) on 1st week of each month.

32. Besides, the Outsourcing agent has to submit Monthly Progress Report/Status report duly signed by the Hospital Manger/ Junior Hospital Manger/ Block Manger/ Matron/ Staff Nurse with remarks to the MO I/C CHC, DMO(MS) cum Superintendent, CDM&PHO Gajapati as the case may be without fall. Three consecutive Adverse Remarks may be treated towards cancellation of the Contract.

33. The Outsourcing Agency shall be under the Administrative Control of the CDM & PHO/DMO (MS) cum Superintendent and the work will be supervised by the Hospital Mangers/BPM/Matron & SN.

34. The number of workers to be engaged by the Outsourcing Agency is to be mentioned by the Tenderer)

35. All the legal disputes are subject to the jurisdiction of the District Court only.

PENALTY

36. 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.

FINANCIAL

37. The Technical Bid should be accompanied with an Earnest Money deposit (EMD), refundable without interest of Rs.20,000/-only in the form of Demand Draft/Pay Order drawn in favour of "ZSS BMW" Nayagarh failing which the tender shall be rejected out rightly.



38. The Earnest Money Deposit in respect of the agencies which do not qualify in the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tender if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order EMD shall stand forfeited without giving any further notice.

39. The successful tenderer will have to deposit a Security amount of Rs. 1,00,000/- (Rupees one lakh) only in the form of Bank Draft in favour of "ZSS BMW", Gajapati that will be refunded without interest in case of completion/ cancellation of the contract.

Sl.No	Name	Name of the Institution & Category	Bed Strength
1.	Gajapati	DHH, Gajapati	161
2.	Gosani	CHC, Gurandi	6
		UPHC, Paralakhemundi	1
3.	Rayagada	CHC, Rayagada	16
4.	B.K Pada	CHC, B.K Pada	16
		Nuagada	6
5.	R.Udayahiri	CHC, R,udayagiri	16
6.	Mohona	CHC Mohana	30
		Chandragiri	50
7.	Gumma	CHC, Gumma	6
8	Kisinagar	CHC, Kasinagar	16

40. The Agency should produce the number of vehicles used for transportation of Biowaste. If the vehicle is out of order, the agency has its own responsibility to arrange alternate vehicle.

41. The plastic waste which is recyclable has to collect separately and after treatment; the agency has to quote per Kg for this recyclable waste. Accordingly the said amount is to be deposited in "ZSS BMW", Gajapati.

42. In case of two or more bidders quoted equal price, then the highest average annual turnover during last three years (2016-17 to 2018-19) will be taken into consideration for selection of the agency.

N.B: All document submitted shall consecutively numbered having signature with official seal of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly authenticated by the authorized signatory. In case the tender document is signed by the authorized signatory, a copy of the power of Attorney/Authorization may be enclosed along with the tender for consideration. Otherwise any lapsed 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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REQUIREMENT OF DOCUMENTS TO BE ATTACHED

Sl no.	Information with documents	Particulars	Page No.	
			From	TO
1	Valid Labour license issued by District labour officer			
2	Valid Registration number with date of organization /Society/ Firm if any			
3	Valid Pollution control board license/ approval with date			
4	Valid EPF registration number & Date			
5	Valid ESI registration number & Date			
6	PAN of the Organization			
7	Proof regarding their financial stability (Audited report with IT return of F.Y:2016-17 to 2018-19)			
8	EMD(refundable): Rs.20,000/- in shape of DD will be enclosed with the Request for proposal in favour of ZSS BMW Nayarh			
9	Cost of RFP Document: Rs.1,000/- in faovur of ZSS BMW Nayarh			
10	Affidavit certifying that the Entity/Promoter(s)/Directors/Partner(s) of Entity are not blacklisted in stamp paper of Rs.20/-			
11	Experience certificate on providing service in Bio-Medical Waste (Minimum three) years experience for outsourcing of Bio-Medical waste in 100 or more than 100 bedded hospital. The proof of the same to be enclosed.			



Application form for Undertaking Outsourcing Services for BMW:

Name of the Agency	
Address with Phone Number	
Status of the Agency (Attach supporting documents)	
Number of employees on roll	
Working experiences in the related field (if any) specify	
Implementation Plan (Document to be enclosed)	
Indicators of achievement	

Date:

Place:

Authorized Signatory



Format for Technical bid for Outsourcing of Bio-medical Waste Services

Name and Address of the Organization/ Agency		
Sl.No.	Criteria	Particulars
1	Organizational Constitution Registered Company/ Firm/Others	
2	Years of Experiences with evidence	
3	Staffs: Skilled: Semi Skilled: Unskilled: (Proof of same to be enclosed)	
4	No. of Assignments: Finished: Current Assignments in Hand:	
5	Pollution Control board license/approval	
6	Valid Labour license	
7	Income /Solvency proof of 3 years- (Copies of audited report with IT return for financial year 2016-17 to 2018-19)	
8	PAN Card	
9	GST Registration Certificate	
10	Documents in support of experience	
11	Documents in support of handling BMW equipments	
12	EMD of Rs.20,000/- (Twenty thousand only)	
13	Cost of Tender Paper of Rs.1,000/- (One thousand only)	
14	Court affidavit in stamp paper of Rs.20/- for certifying that the Entity / Promoter(s)/Directors/Partner(s) of Entity are not blacklisted	

- Please attach supporting document for the above requirements.

Date:

Place:

Authorized Signatory



Format for Financial bid for Outsourcing of Bio-medical Waste Services

Name and Address of the Organization/ Agency:		
Sl.No.	Criteria	Quoted Rate in Rs. (Excluding GST)
1.	Charges per bed per day including changes of Poly bags with bar coding	
2.	Transportation charges(Rupees/KM/Trip)	
3.	Recyclable waste (per kg)	

Date:

Place:

Authorized Signatory

