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SECTION - I
NOTICE INVITING TENDER

Tender Reference No 2150 /2019-20 Dated: 06/06/19

Sealed tenders are invited from registered agencies/firms having experience in Bio Medical Waste Management or in the relevant field towards engagement of Outsourcing Agency towards management of Bio Medical Waste at different Govt. Health Institutions of Balangir district.

1	Period of Availability of Tender Papers	From 07.06.2019 to 21.06.2019 (Downloadable from website: www.balangir.nic.in) In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the above mentioned website before last date of submission of tender document and the tender inviting authority shall have no responsibility for any delay / omission on part of the bidder.
2	Last date & time for submission of Tender	Date: 21.06.2019, Time: 5.00 PM Address of Submission of Bid: The Chief District Medical & Public Health Officer, Balangir P1N-767001 (Through Speed post / Registered Post/Courier only)
3	Pre-Bid Conference	Date: 12.06.2019 Time: 11.30 AM
3	Date, time and place of opening of Tender	Technical Bid (Cover A) opening: 22.06.2019 at 11.00 AM Address mentioned above. Financial Bid (Cover B): (will be intimated later or same day)

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Terms and Conditions for Engagement of Outsourcing Agency for Management of Bio Medical Waste at different Govt. Health Institutions of Balangir District.

Eligibility

Following points should be fulfilled by the bidders to be eligible for participation in the bidding process:

1. The firm /agency/company should have a valid registration certificate.
2. The agency should have valid GST Registration No.
3. The Agency should have valid EPF & ESI Registration certificate.
4. Should have PAN Card in the name of firm/Agency/Company.
5. Should have valid labour license.
6. The Agency should not have any previous record of contract termination/ left out the job/ black listed by any Govt. Organization etc. Affidavit in this regard must be submitted.
7. The firm/Agency/Company should have valid ISO 9001 certification
8. The Agency have to submit the valid license from the OSPCB or have to submit an undertaking to produce the same within two months after signing of the MOU with the Undersigned.
9. The Agency should have experience in the relevant field/Manpower Supply.
10. The firm/Agency/Company should have Annual Average Turnover of Rs.1.00 Crore or more during last three financial years (2016-17, 2017-18 & 2018-19). The Certificate duly certified by a Chartered Accountant along with Seal must be produced.
11. The agency should submit Audited financial Statement for the last three Financial Years (2016-17, 2017-18 & 2018-19). For the year 2018-19, in case Balance Sheet is not finalized, provisional Financial Statement may be produced.

General Terms & Condition

1. The tender document should be properly sealed & subscribed on the outer envelope "Tender for Engagement of outsourcing Agency under BMW Activities of BALANGIR District." The outer envelope should contain 2 nos. of envelope i.e Cover-A (Technical Bid) & Cover-B (Financial Bid)
2. **Documents to be furnished in Cover-A (Technical Bid)**

Following documents should be furnished in a sealed cover (Cover-A i.e Technical Bid) with index & page no-

- a) The tender document should be accompanied with Demand Draft of **Rs. 2,000/-** as **Tender Cost (Non refundable)** from any Nationalized Bank in favor of ZSS Miscellaneous Balangir payable at Balangir.
- b) Detail Name & address along with the contact number & email address of the Director, Managing/partner/proprietor of the firm are to be clearly mentioned in capital letter.
- c) Registration Certificate of the Firm/Agency/Company
- d) Attested copy of the IT return for last three Assessment years i.e. 2016-17, 2017-18 & 2018-19.
- e) Self Attested copy of PAN Card of firm.
- f) Self Attested copy of the GST Registration No.
- g) Certificate of ISO 9001.
- h) valid EPF & ESI Registration certificate


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- i) valid license from the OSPCB or have to submit an undertaking to produce the same within two months after signing of the MOU with the Undersigned
- j) Work Order/MOU if any regarding activities of BMW/in the relevant field in support of experience (year wise) to be submitted.
- k) **EMD Rs.20,000/-** in shape of DD drawn on any Nationalized bank in Favor of the ZSS Miscellaneous Balangir payable at Balangir.
- l) Average Annual Turnover Certificate Certified by Chartered Accountant along with Audited Financial Statement for the year 2016-17, 2017-18 and 2018-19 to be submitted.

3. The EMD will be refunded to the unsuccessful bidders after finalization of the Tender.
4. The EMD of successful bidder will be refunded after signing of MOU and submission of **performance security of Rs.100,000/- (Rupees One Lakh) in shape of Bank Guarranty** without any interest.
5. The EMD Will be forfeited if the bidder fails/refuse to execute the work order after finalization.
6. Tender should be type write/computerized/without any correction & overwriting.
7. All the workers engaged by the outsourcing agency shall have uniform with the logo of the agency.
8. The agency will supply adequate manpower to be required at different institutions for collection, segregation and disposal of Bio Medical Waste as.
9. The agency will provide adequate training and orientation to the staffs engaged from time to time.
10. Reimbursement of remuneration of manpower engaged will be based on the following:
 - a. Remuneration will be as per the minimum wages prescribed by the Dept. Labour from time to time.
 - b. No additional Service Charge will be entertained to the Agency.
 - c. Reimbursement will be made to the agency on submission of Challan & Receipt of EPF & ESI for the subsequent month.
 - d. Only GST will be charged by the agency as applicable.
11. All staff of the Outsourcing agency shall bear photo identity cards during the period of work and shall be duly signed by the Head of the concerned Hospital DMO (MS)-cum-Superintendent for DHH and Superintendent of SDHs and CHCs.
12. 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 BMW services.
13. All the personal to be engaged by the organization/ Agency should be covered under the statutory Government regulations (Labor Laws/EPF/ESI & Any other Laws/regulation) farmed from time to time.
14. The concerned authority of the Govt. Health Institutions of Balangir District may request the Firm/Agency to withdraw any of their workers from the Hospital without assigning any reasons, within 24 hours prior intimation.
15. The Bidder/Agency will abide by all the rules & regulation relating to labour law, accident, workmen compensation act. Workmen insurance, PF, fire safety etc. This will be the sole responsibility/ of the Bidder/Agency. The concerned Authority of any Govt. Health Institutions of Balangir will not be a party at any stage to any kind of dispute arises relating to the above.
16. Any damage/pilferage to the Hospital property due to mishandling, carelessness of the contractor/ agency or his workmen will be recoverable from the agency's bill and all materials issued to the


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contractor /Agency shall be his/her sole responsibility for its safety during the entire period of the contract.

- 17. The selected agency/ Organization should depute qualified and dedicated staff (trained in the field of Bio Medical Waste management activity such as collection, transportation, storage, treatment & disposal in the Hospital premises (offsite/onsite). It will also co-ordinate with the Bio-Medical Waste management committee of the Hospital and be responsible for supervision of the said work. The work man should be provided with mobile number (24x7 functional) for emergency need at any time by the Agency.
- 18. 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.
- 19. During execution of work, the Agency/ Organization should follow all standard norms of safety measures/precautions to avoid accidents/damage to men, machine and infrastructure etc. On non performance to his clause suitable fine/penalty as decided by the authority will be imposed.
- 20. All the generation points of BMW at health care unit (DHH/SDH/CHC/PHC) must have color coded container/bins with cover. The designated bio-degradable color coded poly bags with bio hazard symbol will be put in respective colored coded container/bins and lifted by the OS agency. Organization when they become two third full. Bags are to be closed by trying a string, weighted and recorded and then transported to the temporary storage area (onsite/offsite) for treatment and disposal utilizing the BMMWM equipment (onsite/offsite). Each bag shall be labeled as per the scheduled iii & iv of the BMW (H&W) Rule 1998, the colored coded bags of containers/bins shall be strong enough to withstand any possible damage that may occur during leading, transportation or unloading of such bags/containers. These containers shall also be labeled 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 plastic must be collected and properly disinfected/autoclaved by the OS agency. The person identified for collection of Bio-Medical Waste must carry him to maintain the recorded 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 BMMWM.
- 21. Agency has to attention no Untreated Biomedical waste should be kept in hospital premises beyond 48 hours. In case it is beyond 48 hours, it must obtain the permission of OSPCB.
- 22. 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.
 - a) The Bio medical waste collected biodegradable poly bags/containers shall be collected from generation points of HCE₅ (DHH/SDH/CHC) and transported to the nearest BMW Management unit located at DHH/SDH₅ or offsite BMW treatment plant in a fully covered vehicle. Such vehicle must be labeled 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 & PHOs of Balangir District regarding the

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- 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 of contract to be paid by the concerned CDM & PHO or Superintendent of SDHs/CHCs 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.
23. Agency will be responsible for collection transportation temporary storage, treatment & disposal of general waste by coordination with Municipality/NAC/local authorities of the district.
24. As per the provision of Bio-Medical Waste Management & handling Rule-2016. It is mandatory segregate, collect, transport, store, treat & dispose BMW_s generated from the HCE_s.
25. 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.
26. Agency/ Organization will have to provide all personnel proactive gears & immunize 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.
27. 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.
28. The Agency will 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).
 - 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.

- 29. Manpower engage 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.
- 30. 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.
- 31. This office (DHH/SDH/CHC) will maintain attendance register of the staff engaged by the OS Agency/Organization. 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.
- 32. 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.
- 33. **The said contract will work initially for a period of one year from the date of agreement.** that will be renewed for further period of 1 year subject to satisfactory performance report from the concerned Health Institutions by the CDM & PHO, Balangir district. During this period if at any stage of the time, the Hospital Authority finds non compliance of 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 canceled.
- 34. **After allotment of the order, the Outsourcing agent shall execute the service within 15 days of the issue of letter.**
- 35. The Outsourcing agency /Organization have to sign a Memorandum of understanding (MOU) with the concerned Authority (Superintendent of BMCH, Balangir & Superintendent of all the SDHs & CHCs) on the day of execution of the work orders.
- 36. The final monthly bill in triplicate to be submitted along with the consolidated monthly report duly certified by the Superintendent (SDHs)/CHCs to the CDM & PHO, Balangir and Superintendent of BMCH Balangir on 1st week of every succeeding month.
- 37. Besides, the outsourcing agency has to submit Monthly progress Report/status report duly signed by the hospital Manager/Junior Hospital Manager/Block Programme Manager/Matron/Staff Nurse with remarks to the Superintendent of CHCs/SDHs/BMCH Balangir without fail. Three consecutive adverse Remarks may be treated towards cancellation of the contract.
- 38. The Outsourcing Agency shall be under the administrative control of the CDM & PHO/ Superintendent of BMCH Balangir / Superintendent CHCs/SDHs and work will be supervised by the Hospital Manager /JHM/BPM/Matron & SN.
- 39. The number of workers to be engaged by the outsourcing agency is _____ (to be mentioned by the agency).
- 40. All the legal disputes are subject to the jurisdiction of the Balangir District Court only.

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PENALTY

41. 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 be deducted from the monthly bill.

FINANCIAL

42. The Technical Bid not accompanied with an Earnest Money deposit (EMD) which is refundable without interest of Rs. _____/- only in the tender shall be rejected out rightly.

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

44. The successful Agency will have to deposit **performance security amount of Rs. 1,00,000/-** (Rupees one lakh) only in the form of Bank Guarantee in favour of ZSS Miscellaneous Balangir that will be refunded without interest after completion of the contract.


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**APPLICATION FORM FOR UNDERTAKING OF BIO MEDICAL WASTE MANAGEMENT
OUT SOURCING SERVICES: BALANGIR DISTRICT**

Name of the Agency/Organization	
Address with Phone Number along with Email ID	
Status of the Agency Attach Supporting Documents	
Number of Employees on Roll	
Working Experience in the relevant field/Manpower Supply	
Implementation Plan (Documents to be Enclosed)	
Indicators of Achievement	

[Signature]
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FORMAT FOR TECHNICAL BID FOR OUTSOURCING OF BIOMEDICAL WASTE SERVICES

NAME AND ADDRESS OF THE ORGANISATION/ AGENCY :

Sl. No.	CRITERIA	PARTICULARS
1	Organizational Constitution:- Certificate of Registration	
2	Years of Experience	
3	Staff Details:- Skilled Semi Skilled Unskilled	
4	Authorization from State Pollution Control Board & Validity/undertaking for providing to produce the same within two months after signing of the MOU with the Undersigned .	
5	Valid Labour License	
6	Certificate of EPF/ESI registration	
7	Valid GST Registration No. &Date of Registration	
8	Average Annual Turnover Certificate along with Audit Report of last three Financial Years	
9	Valid PAN of Organization	
11	Work Order/MOU relevant to experience in the relevant field /Manpower Supply.	
12	Tender Cost of Rs.2000/- (Non Refundable) in shape of DD drawn on any Nationalized Bank in favour of ZSS Miscellaneous Balangir payable at Balangir	
13	EMD of Rs.20,000/- in shape of DD drawn on any Nationalized Bank in favour of ZSS Miscellaneous Balangir payable at Balangir (EMD exemption will be allowed to the agencies having NSIC registration and those services must included in schedule of Services)	
14	Valid ISO 9001 Certification	
15	Affidavit in Judicial Bond Paper with appropriate Value (Rs/20/-) that the organization/agency has been blacklisted/barred by any Govt. Organization.	

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

Name & Address of the Organization/agency/NGO :

SI No	Particulars	Rate in Rs.
01	Charges per Bed per Day including Poly bags	
02	Charges per Bed per Day including Bar- coded Poly bags	
03	Transportation charges (Rupees per K.M.)	

(GST Applicable as Per Govt. Norm)

Date

Place


Authorized Signatory.


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