

For Outsourcing Agents for BMW Management in District Head Quarters Hospital/ Sub Divisional Hospital/ CHCs / Bedded & Non Bedded PHCs

Eligibility

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

1. The firm/agency/company should have a valid registration certificate.
2. It shall have valid EPF, ESI & Service Tax Registration Certificate.
3. It must have PAN and GST registration in the name of the Firm/ Agency/ Company.
4. It must have valid labour license.
5. It must not have any previous record of contract termination, being black listed or left out of the job etc.
6. The bidder should have to submit the valid license from the OSPCB (Odisha State Pollution Control Board) or has to submit an undertaking to produce the same within two months after signing of the MOU with the undersigned.

General Terms & Conditions

1. In order to finalize the tender smoothly, the price bid will be evaluated considering the total cost per day for all the services (outsourcing, transportation and disposal of Bio Medical Waste of DHH, SDH, CHC and PHCs) and accordingly L1 bidder will be decided. The unit cost for each service quoted by each bidder will be multiplied by the number of functional beds, KM estimated to be covered and number of non bedded health care facilities as per Annexure -1.
2. The outer envelope should contain cover-A & cover-B inside & should be properly sealed & super scribed on the envelope "**Tender for Engagement of Outsourcing Agency under BMWM Activities for Bargarh district**".
3. Cover & Documents-

Technical Bid – Cover- A - The following documents should be furnished in a sealed cover super scribed as "**Technical Bid for Engagement of Outsourcing Agency under BMWM Activities for Bargarh District**".

The documents should be enclosed with Index & Page No-

- a. The tender document should be accompanied with Bank Draft of **Rs.5900/-** (Rupees Five Thousand Nine Hundred only) (Non-refundable towards Cost of Tender Document) by way of separate Demand Draft drawn in favour of **Bio Medical Waste Management of Bargarh Dist**, payable at Bargarh from any Nationalised Bank.
- b. Detail Name & Address along with the contact number & email address of the Director/Managing Partner/ Proprietor of the Firm are to be clearly mentioned in capital letter.
- c. Attested Copy of the IT Return for last three Financial Years. i.e. 2018-19, 2019-20 & 2020-21.
- d. Attested Copy of the PAN Card.
- e. Attested Copy of the up to date GST Clearance Certificate.
- f. Experience Certificate in the respective field if any.
- g. An undertaking from the agency affirming that it has not been blacklisted and is not involved in criminal proceeding relating to execution of Bio Medical Waste Management services.
- h. **EMD Rs. 30,000/-** in Shape of DD/ Bankers Cheque drawn in any Nationalised Bank in Favour of the **Bio Medical Waste Management of Bargarh Dist**, payable at Bargarh (Refundable without interest).
- i. Original Documents are to be produced during opening of the tender documents.

Financial Bid – Cover-B – The price quoted should be as per format given in Annexure-1 & signed by the bidder with seal.

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4. The EMD of the unsuccessful bidder will be returned after finalisation of the tender process.
5. The EMD of successful bidder will be returned after completion of assigned work as per requirement.
6. The EMD will be forfeited if the bidder fails/refuses/has non-compliance in any aspect to execute the work orders within the stipulated time period.
7. Tender documents can be computerised without any correction & overwriting.
8. All the workers engaged by the outsourcing agency shall have uniform with the logo of the Agency.
9. All staff 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 (DMO (MS)-Superintendent for DHH, Superintendent for SDHs, MO I/C for CHCs and PHCs) and representative organization.
10. The Agency should be operating/tied up with one CBWTF with valid authorization from OSPCCB as per BMW rules 2016 & Amendment 2018 before executing the work.
11. The selected agency should provide different services under Bio Medical Waste Management as per guidelines laid down in BMW rule 2016 & Amendment 2018.
12. The Outsourcing Agency shall furnish the List of workers & supervisors (above 18 years of age only) with Proof of Identity and address to the Head of the concerned Hospital after finalization of the contract for Outsourcing of services.
13. All the personnel to be engaged by the Organization/Agency should be covered under the statutory Government regulations (Labour laws & regulations) framed from time to time.
14. The concerned authority of the Hospital may request the Tenderer/Agency to withdraw any of their workers from the Hospital without assigning any reasons, with 24 hours prior intimation.
15. The Tenderer/Agency will abide by all the rules and regulations 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.
16. Any damage/pilferage to the Hospital property due to mishandling/carelessness of the agency or his workmen will be recoverable from the Agency's bill and all materials issued to the contractor/Agency shall be his/her sole responsibility for its safety during the entire period of the contract.
17. The selected Agency should engage 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 Hospitals and be responsible for supervision of the said work. The work men should be provided with mobile number (24 X7 functional) for emergency need at any time by the Agency.
18. All the employees of Agency will have to be covered under insurance against any personal accident/health hazard and the Hospital authority will not be liable for payment of any compensation on that account.
19. During execution of work, the Agency should follow all standard norms of safety measures/precautions to avoid accidents/damages to men, machine and infrastructure etc. On non adherence to this clause, suitable fine/penalty as decided by the Authority will be imposed.
20. All the generation points of BMW at Health care Units (DHH/SDH/CHC/PHC) must have colour coded container/bins with cover. The designated bio-degradable colour coded waste bags with bio hazard symbol will be put in respective coloured coded container/ bins and lifted by the OS agency 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 BMW Rules 2016 & Amendment 2018.

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The colourcoded bags shall be strong enough to withstand any possible damage that may occur during loading, transportation or unloading. The colour coded containers in the transportation vehicles shall be provided by the outsourcing agency which shall be labelled as per BMW rules 2016 & Amendment 2018. Segregated sharps shall be collected from all generation points of the Health care Units in separate colour coded bins. Mutilated infected plastics must be collected and properly disinfected/autoclaved by the OS agency before shredding. 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, date and time of collection with signature of the responsible person (MO/Pharmacist/LT/I/C sister of the ward). A similar register is to be maintained by Matron/MO I/C/ Superintendent for BMW.

21. The out sourcing agency has to give attention that no Untreated Biomedical Waste is kept in the hospital premises beyond 48 hours. In case it is beyond 48 hrs, it must obtain the permission of OSPCB for the purpose.
22. 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.
 - a. The Bio-Medical Waste segregated in biodegradable Poly bags/ containers shall be collected from generation points of HCEs (DHH/SDH/CHC/PHC) and transported to the nearest BMW Management unit located at DHH/SDH or offsite BMW treatment plant in a fully covered vehicle. Such vehicle must be labelled with bio hazard Symbol and dedicated for transportation of Bio Medical Waste only and to be provided by the OS Agency/ Organization.
 - b. The Agency/Organization must collect the Bio-Medical Waste from the DHH/SDH/CHC/PHC & other peripheral Govt. Hospitals in a specified container. For this purpose the respective Hospitals In Charge need to sign a MOU with OS Agency and CDM&PHO of the Bargarh district regarding the requisite fee as finalised in the above tender process.
 - c. The requisite out sourcing charges as per finalisation of rate contract will be paid by the concerned CDM&PHO or DMO (MS)-cum-Superintendent, DHH or superintendent SDH or CHC as per district BMW Committee decision.
 - d. For collection of Bio- Medical Wastes from DHH/SDH/CHC/PHC, it should be kept in mind to minimise the k.m. i.e. the route map should be justified in such a way that it covers maximum to maximum health institutions in one route during travel of the transporting vehicle for Bio-Medical Waste.
23. It is the responsibility of agency to provide the bio degradable colour coded waste bags & other consumables to all bedded hospitals. However the Health Institutions has to ensure placing of colour coded container/bins with bio hazard symbol at the generation points in the hospitals.
24. The out sourcing agency will ensure to provide all personal protective gears & immunise its workmen for handling of BMW such as - Apron, Gumboot, Mask, Cap, Goggles, Rubber Utility Gloves and Hepatitis B, TT Injection as per requirement.
25. The BMW equipment such as Autoclave & Shredder located at SDH Padampur will be utilised by the OS agency for treatment of wastes of nearby CHCs/PHCs. Minor repairs & regular maintenance will be made in consultation with the supplier firm while the electric charges will be borne by the agency. A separate register for registering the complains regarding the BMW Equipment may be maintained by the OS agency.

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26. The 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 BMWW equipment installed at the site and shall include the following:
 - i. The weight of each batch of waste treated.
 - 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 Records: Site records shall include the following:
 - i. Details of construction or engineering works of the pits.
 - ii. Maintenance schedule, breakdowns/trouble shootings and remedial action.
 - iii. Emergencies.
 - iv. Incidents of unacceptable waste received and the action taken thereof.
 - v. Details of site inspections by the officials of the regulatory agency and necessary action on the observations.
 - vi. Daily, monthly and annual summery records of all the above shall be maintained and made available at the site for inspection whenever required by inspecting Officer.
27. Manpower engaged by the out sourcing agency should not claim any type of compensation/ absorption/ regularisation/ benefit (Health Related also) of service from the office of the CDM&PHO, Bargarh under any circumstance.
28. 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.
29. The DHH/SDH/CHC will maintain attendance register of the staff engaged by the OS Agency. The agency will have to prepare duty list & submit to the office as mentioned above by date 25th for the next calendar month. Absence from duty is not allowed at any cost. However under unavoidable circumstances, the agency should have to make alternative arrangements with due approval by the concerned Authority.
30. After the allotment of the work, the said Agency/Organisation shall have to sign a MOU with the concerned authority (DMO-cum- Superintendent for DHH & CHC, Bargarh, Superintendent for SDH, Padampur & concerned BPHO/MO I/C for respective CHCs/PHCs) regarding the detail scope of services to be executed.
31. The said contract will work initially for a period of one year from the date of agreement that will be renewed/extended on yearly basis up to maximum of total three years, if found satisfactory by the Competent Authority and Bio Medical Waste Management Committee, Bargarh. During this period if at any stage of time, the Hospital Authority finds non-compliance of the assigned work, the said OS agency will be served with a notice for a period of one month and if still non compliance is there, the said contract will be cancelled and new party will be assigned with the said service as decided by the Competent Authority and Bio Medical Waste Management Committee, Bargarh.

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32. After allotment of the order, the Outsourcing agency shall execute the service within 15 days of the issue of letter.
33. The Outsourcing agency/Organization has to sign a Memorandum of Understanding (MOU) with the concerned Authority (CDM&PHO/DMO cum Superintendent DHH/Superintendent SDH/BPHO/MO I/C for respective CHCs/PHCs) on the day of execution of the work orders.
34. The final monthly bill in triplicate to be submitted along with the consolidated monthly report to CDM&PHO/DMO cum Superintendent DHH/Superintendent SDH/BPHO/MO I/C for respective CHCs/PHCs (who ever have signed MOU with the OS agency) on 1st week of each month.
35. 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/ Pharmacist with remarks to the superintendent DHH/SDH/CHC/CDM&PHO, as the case may be without fail. Three consecutive Adverse Remarks may be treated towards cancellation of the Contract.
36. The Outsourcing Agency shall be under the Administrative Control of the CDM&PHO/DMO cum Superintendent DHH/Superintendent SDH/CHC and the work will be supervised by the Hospital Managers/ Junior Hospital Manager/BPM/ Matron/ SN/ Pharmacist.
37. All the legal disputes are subject to the jurisdiction of the District Court only.
38. The number of workers to be engaged by the Outsourcing Agency will be specified institution wise and may be modified with the revision/further increase in bed strength. Details of Health Care Institutions with functional bed strength are mentioned below.
39. Payment for Collection & transportation & disposal for SDH, all CHCs (except CHC, Bargarh) & PHCs will be made centrally at Office of CDM&PHO, Bargarh on submission of necessary bills & satisfactory performance certificates from concerned superintendent/BPHO/MO /C. However, Payment for the same for DHH & CHC, Bargarh will be made by DMO (MS) cum Superintendent DHH, Bargarh on submission of necessary bills & satisfactory performance certificates.

SI No	Name of the Block	Name of the Institution	Category	No of Functional Beds	SI No	Name of the Block	Name of the Institution	Category	No of Functional Beds
1	Bargarh	DHH, Bargarh	DHH	250	10	Bhatli	CHC, Bhatli	CHC	6
2	Padampur	SDH, Padampur	SDH	90	11	Bheden	CHC, Bheden	CHC	16
3	Padampur	CHC, Jamla	CHC	6	12	Bijepur	CHC, Bijepur	CHC	16
4	Ambabhona	CHC, Bhukta	CHC	6	13	Gaisilet	CHC, Talpali	CHC	6
5	Attabira	CHC, Paharsirigida	CHC	6	14	Gaisilet	CHC Gaisilet	CHC	6
6	Attabira	CHC, Attabira	CHC	6	15	Jharbandh	CHC, Dava	CHC	6
7	Bargarh	CHC, Katapali	CHC	6	16	Paikmal	CHC, Bukuramunda	CHC	10
8	Barpali	CHC, Barpali	CHC	60	17	Paikmal	PHC(N), Paikmal	PHC	6
9	Barpali	CHC, Agalpur	CHC	6	18	Sohela	CHC, Sohela	CHC	30
					19	Bargarh	CHC, Bargarh	CHC	30

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PENALTY

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

FINANCIAL

41. The Technical Bid should be accompanied with an Earnest Money deposit (EMD), refundable without interest, of Rs.30,000/- only in the form of Demand Draft drawn in favour of **Bio Medical Waste Management of Bargarh Dist**, payable at Bargarh failing which the tender shall be rejected outrightly.
42. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First competitive Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful tenderer if the agency fails to initiate service and 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.
43. The successful tenderer will have to deposit a Security amount of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) in the form of Fixed Deposit Receipt/Bank Guarantee (Auto renewable) made in the name of the Agency and hypothecated to **Bio Medical Waste Management of Bargarh Dist under Zilla Swasthya Samiti, Bargarh** covering the period of contract, which will be refunded without interest in case of completion /cancellation of the contract.

N.B. All documents submitted shall be consecutively numbered (As per Index) having signature with official seal of the authorized signatory on each page and **total number of pages shall be mentioned on the top sheet duly authenticated by the authorized signatory.** In case the tender document is signed by the any other signatory, a copy of the Power of Attorney/Authorization may be enclosed along with the tender for consideration. Otherwise any lapses in number of pages enclosed, the authority will not be held responsible.

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

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APPLICATION FORM FOR UNDERTAKING BMW OUT SOURCING SERVICES

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

Supporting Documents to be attached-

1. Supporting documents with regard to status of the Agency.
2. Implementation Plan for PHC/CHC/ Sub Divisional Hospital/ DHH.
3. Service Tax Registration Number with last Paid Date.
4. Labour License Certificate.
5. Valid EPF, ESI, PAN No, GST.
6. Years of Experience in BMW Management Services with proofs from appropriate authority.

Date-

Authorised Signatory

Place-

Handwritten signature and date:
7/12/2021

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

NAME & ADDRESS OF THE ORGANISATION/ AGENCY :		
SL NO	CRITERIA	PARTICULARS SUBMITTED
1	ORGANISATIONAL CONSTITUTION- PROOF OF REGISTRATION	
2	YEARS OF EXPERIENCE	
3	<u>NO. OF STAFF:-</u> A.SKILLED B.SEMI SKILLED C.UNSKILLED (Category-wise copy of acquaintance roll to be enclosed)	
4	NO OF ASSIGNMENTS A. FINISHED B. CURRENT ASSIGNMENT IN HAND with documentary proof.	
5	VALID AUTHORISATION FROM STATE POLLUTION CONTROL BOARD, ODISHA.	
6	VAILD LABOUR LICENSE	
7	GST REGISTRATION CERTIFICATE	
8	INCOME/ SOLVENCY PROOF OF LAST 3 YEARS ➤Copies of Bank Statement for FY 2018-19, 2019-20 & 2020-21 ➤Copies of Audit Reports with IT returns for FY 2018-19, 2019-20 & 2020-21	
9	PAN CARD	
11	DOCUMENTS IN SUPPORT OF EXPERIENCE	
12	DOCUMENTS IN SUPPORT OF HANDLING BMWM EQUIPMENTS	
13	BANK DRAFT OF Rs.30,000/- (Thirty thousand only) for EMD	
14	BANK DRAFT OF Rs.5,900/- (Five Thousand Nine Hundred only) for cost of Tender Document	

All the supporting documents should be enclosed for above requirements.

DECLARATION

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

Place:

(Signature and seal of the authorized signatory)

Date:

Seal

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Financial Bid – Cover- B

Annexure-1

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

Name & Address of the Organisation/ Agency/NGO		Unit of Measure	No of Units <small>(Pls ref note -2 &3 below)</small>	*Rate per unit (in Rs.) <small>(Pls ref note -1 below)</small>	*Total per day (in Rs.) <small>(Pls ref note-1 below)</small>
Sl No	Particulars				
01	Charges per Bed per Day including Bio Degradable Color Coded waste bags (For Hospitals with functional beds)	Charges per Bed per Day including Bio Degradable Color Coded waste bags	Total Nos of Bed - 568		
02	Transportation Charges (Rupees/K.M)	Transportation Charges per KM. covered	Approx. KMs to be covered per day (in the shortest route) – 530 KM		
03	Rate per PHC (Non bedded)	Charges per PHC (N) per Day excluding Bio Degradable Color Coded waste bags	Total No of PHC to be covered - 47		
Total					

Note:

1. Price to be quoted by bidder should be excluding all taxes.
2. For all the Health care units, the approximate KMs to be covered per day have been taken into consideration for the purpose of smooth finalisation of tender. Payment will be made only on the basis of actual KMs covered in the shortest route & noted in log book.
3. Here we have assumed that the vehicle will cover all the PHCs and CHCs of Bargarh district in a single day for the purpose of smooth finalisation of tender only. Actual payment will made as per work certificate received from concerned Medical Officer, PHC/CHC.

Place:

(Signature and seal of the authorized signatory)

Date:

Seal

7/12/2024