

## REQUEST FOR PROPOSAL (RFP)

RFP Document for engagement of Out Sourcing Agency for Bio Medical Waste Management in different Health Institutions of the District- DHENKANAL

Tender Enquiry No.: 2654 /2022-23 Dated: 4/08/2022

CDM&PHO, Dhenkanal invites proposal from eligible and qualified Bidders for **Hiring of Out Sourcing Agency for Biomedical Waste Management at Facility level across the District of DHENKANAL as per Annexure-A.**

Date for Availability of Tender	Dt.05.08.2022
Pre-bid discussion -	Dt.12.08.2022
Last Date for Submission of Tender -	Dt. 25.08.2022
Place, time & venue of Opening of Tender - (Successful bidders who qualify in the Technical evaluation will only be intimated later to addend the Financial bid Opening)	Dt-26.08.2022, 11:00 AM O/O-CDM & PHO, 1 <sup>ST</sup> FLOOR, DHH, DHENKANAL, PIN-759001
Address for submission of Proposal-	O/O-CDM & PHO, 1 <sup>ST</sup> FLOOR, DHH, DHENKANAL, PIN-759001
Amount of Earnest Money Deposit-	Rs.50,000/-

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

The Bidders may download the Tender Documents directly from the district Website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in). The Tender cost of Rs.2000/- (Non-refundable) in the form of Demand Draft drawn in favour of "DISTRICT BMWM DHENKANAL" should be enclosed along with the Technical Bid.

  
**CDM & PHO  
DHENKANAL**

Engagement of Out Sourcing Agency for Bio Medical Waste Management in different Health Institutions  
of the District- DHENKANAL

**Eligibility**

Following points should be fulfilled by the 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. It must not have any previous record of contract termination or left out of the job etc.
6. Minimum 3 years experience in BMW management in 3 different districts.
7. Annual average turnover of the Firm/Agency should be more than Rs.1.00 Crore in last three financial year 2018-19, 2019-20 & 2020-21. The firm/agency must submit the audited Profit and loss account and Balance sheet for the financial year 2018-19, 2019-20 & 2020-21. The bidder also has to submit the turnover certificate as per Annexure – C.
8. The Bidder should have to submit the valid license from the OSPCCB or has to submit an undertaking to produce the same within two months after signing of the MOU with the undersigned. If so failed the agreement will be automatically terminated without any further notice.
9. The Bidder must not have been blacklisted either by the tender inviting authority or by any State Govt. or Govt. of India organization. The agency shall submit undertaking regarding the same on Non Judicial Stamp paper of **Rs. 20/-** as per Format **Annexure – A**.
10. The tender shall submit the GST Registration Certificate with up-to-date clearance and GST filling report for the month of April to June 2022.

**General Terms & Conditions**

1. The Tender should be properly sealed & subscribed on the envelope “**Tender for Engagement of Outsourcing Agency for BMW Management in Dhenkanal district**”.
2. Cover & Documents- The following documents should be furnished in a sealed cover (Technical bid) with Index & Page No -
  - a. The tender document should be accompanied with Bank Draft of Rs.2000/- (Rupees Two Thousand only) towards cost of tender document from any Nationalised Bank in Favour of “**DISTRICT BMW DHENKANAL**”.
  - 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;19-20;20-21
  - d. Attested Copy of the PAN Card
  - e. Attested Copy of the GST Registration Certificate.
  - f. Quoted Price List signed by the bidder with seal.
  - g. Experience Certificate in the respective field along with authorization letter of OSPCCB.
  - h. EMD Rs. 50000/- (Rupees Fifty thousand only) in Shape of DD/ Bankers Cheque drawn in any Nationalised Bank in Favour of the “**DISTRICT BMW DHENKANAL**” (Refundable).
  - i. Sample of Plastic / carry bags to be used for waste collection as per Plastic Waste Management Rules, 2016 (including all amendments till 2021).
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 assignment as per the agreement.
5. The EMD will be forfeited if the bidder fails/ refuse to execute the work order.
6. Tender should be type write/ computerised without any correction & overwriting.
7. All Original Documents are to be brought during opening of the documents.
8. All the workers engaged by the outsourcing agency shall have uniform with the logo of the Agency.
9. 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 [DMO(MS) cum Superintendent for DHH, MO I/C for CHC / OH / PHC].
10. 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 services.
11. 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.
12. 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.
13. The Tenderer/Agency will abide by all the rules and regulation relating to labour laws, accident, workmen compensation act, Workmen Insurance, ESI, EPF, 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.
14. 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.
15. 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 work. The work man should be provided with mobile number (24 X7 functional) for emergency need at any time by the Agency.
16. All the employees of Agency/Organisation 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.
17. During execution of work, the Agency/Organization 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.
18. 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 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 BMW (H&M) Rules 2016 and it must adhere the principles of Plastic Waste Management Rules, 2016(including all amendments till 2021). 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 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 BMW.
19. Agency has to give attention that no Untreated Biomedical Waste should be kept in the hospital premises beyond 48 hours. **In case of any delay in lifting the waste beyond 48 hours, a penalty of Rs. 100 per hour subject to maximum of Rs.1000 per occasion per institution will be deducted from the monthly bill.** If the delay occurs more than three times in a single month, the contract will be cancelled and the agency will be Blacklisted.
20. 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.
- The Bio-Medical Waste collected in biodegradable Polybags/ containers shall be collected from generation points of HCFs (DHH/CHC/OH/PHC) and transported to the nearest BMW Management unit located at DHH/SDHs 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..
  - 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 has to sign a MOU with OS Agency and CDM&PHO of the district regarding the requisite fee as finalised in this tender process(Transportation charges per KM and service charges per bed per day).
  - The requisite out sourcing charges as per finalisation of rate contract to be paid by the concerned CDMO or SDMO or CHC MO I/C as per district BMW Committee decision.
  - For collection of Bio- Medical Wastes from DHH/SDH/CHC/OH/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 collecting vehicle for BMW.
  - All the waste carrying bags must be labelled with unique *BARCODE* for which the required machinery shall be provided by the selected agency.
21. As per the provision of Biomedical Waste Management & Handling Rule-2016. It is mandatory to segregate, collect, transport, store, treat & dispose BMWs generated from the HCFs.
22. It is the responsibility of agency to provide the bio degradable poly bags (as per Plastic Waste Management Rules 2016( including all amendments)& 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/Organisation will have to provide all personnel protective gears & immunise its workman for handling of BMW such as -Apron, Gun 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/SDHs will be utilised 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 complains regarding the BMW Equipment may maintained by the OS agency.
25. The Contractor/Outsourcing Agent 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 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 regulating Officer on Inspection..
26. Manpower engaged by the Service Provider should not claim any type of compensation/ absorption/ regularisation/ 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. This office (DHH/SDH/CHC/OH) 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 25<sup>th</sup> 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.
29. After the allotment of the work, the said Agency/Organisation shall have to sign an MOU with the concerned authority regarding the detail scope of services to be executed.
30. The said contract will work initially for a period of two years from the date of agreement that will be renewed for further one year if found satisfactory by the CDM&PHO of district. During this period if at any stage of time, the Hospital Authority finds 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, the said contract will be cancelled.

31. After allotment of the order, the Outsourcing agent shall execute the service within 15 days of the issue of letter.
32. The Outsourcing agency/Organization has to sign a Memorandum of Understanding (MOU) with the concerned Authority (CDM&PHO/MO I/C) on the day of execution of the work orders.
33. The final monthly bill in triplicate to be submitted along with the consolidated monthly report to CDM&PHO/DMO(MS) cum Superintendent/MO I/C (who ever have signed MOU with the OS agency/Organisation) on 1<sup>st</sup> week of each month.
34. Besides, the Outsourcing agent 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 MO I/C CHC, DMO(MS) cum Superintendent, CDM&PHO as the case may be without fail. Three consecutive Adverse Remarks may be treated towards cancellation of the Contract.
35. The Outsourcing Agency shall be under the Administrative Control of the CDM&PHO/DMO(MS) cum Superintendent/MO I/C and the work will be supervised by the Hospital Managers/ JHM/BPM/ Matron & SN.
36. The number of workers to be engaged by the Outsourcing Agency is @ 1 BMW handler per 100 bed at SDH/DHH level with 1 Supervisor at each place (SDH/DHH).
37. All the legal disputes are subject to the jurisdiction of the Dhenkanal District Court only.

**PENALTY**

38. 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.

**EVALUATION OF TECHNICAL BID**

39. In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive based on submission of genuine documents / materials , shall qualify for further evaluation i.e. opening of Financial bid.
40. In the financial bid, the genuine bidder with the lowest price shall be awarded the contract.

**FINANCIAL**

41. The Technical Bid should be accompanied with an Earnest Money deposit (EMD), refundable without interest, of Rs.50000/- only in the form of Demand Draft drawn in favour of "ZSS BMW", Dhenkanal failing which the tender shall be rejected out rightly.
42. 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 tenderer 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.
43. The successful tenderer will have to deposit a Security amount of Rs.1,00,000/- (Rupees one lakh) only in the form of Bank Guarantee in favour of CDM & PHO, Dhenkanal & that will be refunded without interest in case of completion /cancellation of the contract .

**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 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 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.**

## APPLICATION FORM FOR UNDERTAKING BMWM OUT SOURCING SERVICES

NAME OF THE AGENCY/Organisation	
ADDRESS WITH PHONE NUMBER	
STATUS OF THE AGENCY ATTACHED 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-**

1. Supporting documents with regards to status of the Agency.
2. Implementation Plan for CHC/ Sub Divisional Hospital/ DHH.
3. GST Certificate.
4. Labour License Certificate.
5. Valid EPF, ESI, PAN No.
6. Years of Experience in BMW Management Services with proofs from appropriate authority.
7. Sample of Plastic / carry bags to be used for waste collection as per Plastic Waste Management Rules, 2016 (including all amendments till 2021).

**Date-**

**Place-**

**Authorised Signatory**

  
**CDM & PHO  
DHENKANAL**

CDM & PHO  
DHENKANAL

**FORMAT FOR TECHNICAL BID FOR OUTSOURCING OF  
BIOMEDICAL WASTE SERVICES**

<b>NAME &amp; ADDRESS OF THE ORGANISATION/ AGENCY</b>		
<b>SL NO</b>	<b>CRITERIA</b>	<b>PARTICULARS</b>
1	Organisational Constitution- Proof Of Registration	Registration Certificate
2	Years Of Experience	As Per Work Order/Agreement/Experience Certificate Copy
3	No of assignments Finished Current assignment in hand	
4	Pollution Control Board (Authorisation)	
5	Vaild Labour License	
6	Income/ solvency proof of last 3 years (fy 2018-19, 2019-20 & 2020-21)- audited profit & loss a/c & balance sheet etc and turnover certificate.	Audit report and turnover certificate.
7	Pan Card	
8	Gst Registration & Upto Date Clearance And Three Month Gst Filling Report( April 2022 To June 2022)	
9	Documents in support of experience along with ospcb authorization letter.	
10	Documents In Support Of Handling Bmw Equipments	
11	Bank Draft (Tender Fee)	
12	EMD Of Rs.50,000/-	
13	Sample of plastic / carry bags to be used for waste collection as per plastic waste management rules, 2016 (including all amendments till 2021).	
14	Affidavit as per Annexure-B from notary / Executive Magistrate only in non judicial stamp paper of Rs.20/-.(On original Stamp Paper)	
15	Any Other	

**All the supporting documents/materialsmust be enclosed for above requirements.**

**Date**

**Place**

**Authorised Signatory**

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

Name & Address of the Organisation/ Agency/NGO		
Sl No	Particulars	Rate in Rs
01	Charges per Bed per Day including Poly/Carry bags for CHC / SDH / DHH	
02	Transportation Charges (Rupees/K.M/Trip)	
03	Charges per month (lumpsum) including Poly/Carry bags for non-bedded Institutions	
<b>Total</b>		

(Taxes Applicable as Per Govt Norm)

Date

Place

  
**CDM & PHO  
DHENKANAL**

**Annexure-A**

Sl No	Name of the Block	Name of the Institution	Bed strength
1	Municipality	DHH Dhenkanal	300
2	Bhuban	CHC Bhuban	35
3		CHC Mathakaragola	30
4		CHC Jiral	30
5	Gondia	CHC Sriramchandrapur	30
6	Hindol	SDH Hindol	30
7		CHC Khajuriakata	30
8	Kamakhyanagar	SDH Kamakhyanagar	43
9		CHC Analabereni	30
10	Kankadahad	CHC Birasal	30
11		Kankadahad OH	6
12		Mahabir Road OH	6
13	Odapada	CHC Odapada	30
14		Meramundali OH	6
15	Parjang	CHC Parjang	30
16	Sadar	CHC Beltikiri	30
17		Bhapur OH	6
<b>Grand Total</b>			<b>702</b>

**Block-wise list of PHCs / Non-bedded Hospitals**

Sl.No.	Name of the Block	Name of the Institution	Sl.No.	Name of the Block	Name of the Institution
1	Bhuban	Baruan PHC(N)	18	Hindol	Hatura PHC(N)
2	Bhuban	Mahulpal PHC(N)	19	Hindol	Paika-Purunakote PHC(N)
3	Bhuban	Marthapur PHC(N)	20	Hindol	Rasol PHC(N)
4	Bhuban	Odisa PHC(N)	21	Kamakhyanagar	Guneibil PHC(N)
5	Sadar	Baladiabandha PHC (N)	22	Kamakhyanagar	Kantilo_Kateni PHC(N)
6	Sadar	Banasingi PHC(N)	23	Kamakhyanagar	Sirimula PHC(N)
7	Sadar	Dhirapatna PHC(N)	24	Kankadahad	Kantapal-Colony PHC(N)
8	Sadar	Sankarpur PHC(N)	25	Kankadahad	Pangatira PHC(N)
9	Sadar	Tarabha PHC(N)	26	Odapada	Balarampur PHC(N)
10	Gondia	Deogan PHC(N)	27	Odapada	Kalanga PHC(N)
11	Gondia	Joranda PHC(N)	28	Odapada	Nimidha PHC(N)
12	Gondia	Karmul PHC(N)	29	Parjang	Dadaraghati PHC(N)
13	Gondia	Kendupada PHC(N)	30	Parjang	Kumusi PHC(N)
14	Gondia	Khankira PHC(N)	31	Parjang	Lodhani-Chhaka PHC(N)
15	Gondia	Pingua PHC(N)	32	Parjang	Muktaposi PHC(N)
16	Hindol	Bedapada PHC(N)	33	Parjang	Patarapada PHC(N)
17	Hindol	Dudurkote PHC(N)	34	Municipality	UPHC Kathagada

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

**Affidavit**

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

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

Dated this .....Day of ....., 2022

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

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)

  
**CDM & PHO  
DHENKANAL**

**ANNEXURE - C**

**ANNUAL AVERAGE TURN OVER STATEMENT**

*(To be furnished in the letter head of the Chartered Accountant)*

The Annual Turnover of M/s \_\_\_\_\_  
for the last 3 financial years are given below and certified that the statement is true and correct.

Sl.	Financial Year	Turnover in Rs.
1	2018-19	
2	2019-20	
3	2020-21	
Average Annual Turnover in Rs.		

\*Provisional audited statement shall not be considered.

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.

UDIN No.

**Note:**

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