

No- 2903 . date . 28 . 11 . 2022 .

TENDER DOCUMENT FOR OUT-SOURCING OF BIO-MEDICAL WASTE
MANAGEMENT OF 5 CHC and 12 PHC BOUDH DISTRICT

CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, BOUDH, ODISHA

Tel:- 06841 - 333478

Email ID: - cdmoboudh11@gmail.com

Price: - Rs.2000/-

(Those who download the tender document from Website www.boudh.nic.in
should enclose a DD for Rs. 2,000/- towards cost of tender paper)

Pre bidding for Receipt of Tender document is 1 PM on ²²/₁₁ .2022 by
SPEED POST / REGD. POST ONLY

and will be opened on same day i.e. on ²²/₁₁ . 2022 at ³PM.

TENDER PAPER
(BIO-MEDICAL WASTE MANAGEMENT OF ALL CHCs/ PHCs OF BOUDH DISTRICT)

Terms & Condition:

“The tender is invited under two bid system i.e. Technical Bid and Financial Bid. Interested Service Provider are advised to submit two separate sealed envelopes superscribing Technical Bid for Providing “Bio-Medical Waste Management Service to 5 CHC and 12 PHCs OF BOUDH DISTRICT” and Financial Bid for Providing “Bio-Medical Waste Management Service to 5 CHC and 12 PHC OF BOUDH DISTRICT”. Both sealed envelopes should be kept in a separate third sealed envelope superscribing Tender for Providing “Bio-Medical Waste Management Service to 5 CHC and 12 PHC OF BOUDH DISTRICT.”

Sl. No.	Information with Documents	Particulars
1	Valid labour license issued by concerned Dist. Labour Officers	
2	Valid Registration number with date of Voluntary 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 (Statutory audit report of last 3 years 2018-2019 to 2020-21)	
8	Bye-law of the organization / Firm if any	
9	GST registration number	
10	Experience certificate on providing service in Bio-Medical Waste Management in----- years	
11	EMD (refundable) Rs. 20,000/- (Rupees Twenty Thousand) only shall be enclosed with the tender paper in shape of Demand Draft in favour of A/C number of BMW, Boudh payable at the State Bank of India, Main Branch, Boudh	

OUTSOURCING OF BMW MANAGEMENT IN ONE DHH, 5 CHCs and 12 PHCs OF BOUDH DISTRICT

1. All the workers & supervisor engaged by the outsourcing agency shall have uniform of the agency.
2. All workers & supervisor of the Organization shall bear photo identity cards during the period of work, which shall be duly signed by the In-Charge of the Hospital and representative of the Organization.
3. The outsourcing agency shall furnish the List of workers & supervisor (above 18 years of age only) with Proof of Identity and address to the In-Charge of Medicals after finalization of the outsourcing services.
4. All the personnel to be engaged by the Organization/Agency should be covered under the statutory Govt. regulations framed from time to time.
5. The concerned authority of the Hospital may request the Agency to withdraw any of their workers from the Hospital without assigning any reasons, with 24 hours prior intimation.
6. The Agency will abide by all the rules and regulation relating to labour laws, accident, workmen compensation act, Workmen Insurance, ESI, EPF etc. This will be the sole responsibility of the Agency. The authority will not be a party at any stage if any kind of dispute arises relating to the above.
7. Any damage/pilferage to the Hospital property due to mishandling, carelessness of the contractor/agency by his workmen will be recoverable form the Agency's bill and all materials issued to Contractor shall be his sole responsibility during the entire period of the contract.
8. The service provider should depute qualified and dedicated staff (trained in the field of Bio-Medical Waste Management) to manage the Bio-Medical Waste Management activity in the Hospital and will coordinate in executing the same with the Bio-Medical Waste Management committee of the Hospital and be responsible for supervision of the work. The Service Provider should preferably engage a Bio-Medical Engineer for supervision of equipments used in BMW of the hospital.
9. All the employees will have to be covered under insurance against any personal accidents/health hazards and the Hospital authority will not be liable for payment of any compensation on that account.
10. During execution of work, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to men, machine and building etc. On non-performance to this clause suitable fine/penalty as decided by the Authority will be imposed.
11. Generator of the Bio-Medical Waste is responsible for providing segregated waste to the Contractor/Agency. The Doctors/Pharmacists/Staff Nurses as well as Sanitary works at designated places will be directly held responsible for segregation of Bio-Medical Waste. The wastes shall be segregated as per the provisions of the BMW (H&M) Rules 1998. The Contractor/Agency shall report about the non-segregated waste to the prescribed authority. The points of segregation will be handled by the agency. The designated colour bags will be put in respective colour bins and lifted from time to time after they become two third full. Bags

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are to be closed by tied with a string and taken to the plant site for disposal. Each bag shall be labeled as per the Schedule III & IV of the BMW (H&M) Rules 2016. The colored containers shall be strong enough to withstand any possible damage that may occur during loading, transportation or unloading of such containers. These containers shall also be labeled as per the Schedule - III of the rules. Sharps shall be collected from all points in the hospital. The person responsible for collection of Bio-Medical Waste shall also carry a register with him to maintain the record such as name of 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.

12. 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 Polybags shall be transported to the Common Bio-Medical Waste Treatment Facility (CBWTF) in a fully covered vehicle. Such vehicle shall be dedicated for transportation of Bio-Medical Waste only to be provided by the Agency with labeled with Bio-hazard symbol . The coloured & coded polybags of appropriate size and colours with bio-hazards markings will be provided by the agency.

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

- Waste Accepted: waste collection date, name of the health care unit, waste category as per the rules, quantity of the waste, vehicle number and receiving date (at site).
- Treated waste removed: Date, treated waste type, quantity, vehicle number and location of disposal.
- Log Book : A log book shall be maintained for each treatment equipment installed at the site and shall include the following:
 - The weight of each batch.
 - The categories of waste as per the rules.
 - The time, date and duration of each treatment cycle and total hours of operation.
 - The complete details of all operational parameters during each cycle.
- Site Records: Site records shall include the following:
 - Details of construction or engineering works.
 - Maintenance schedule, breakdowns/trouble shootings and remedial action.
 - Emergencies
 - Incidents of unacceptable waste received and the action taken thereof.

- Details of site inspections by the officials of the regulatory agency and necessary action on the observations.
 - Daily, monthly and annual summery records of all the above shall be maintained and made available at the site for inspection whenever required by an authorized officer of regulatory agency.
14. After the allotment of the work, the said contractor shall have it sign an MOU with the concerned authority regarding the detail scope of services to be executed. **(Annexure-A)**
 15. The said contractor will work for a period of one year from the date of agreement which may be extended for yearly basis up to maximum three years, subject to certification by the competent authority & BMW committee of the institution. During this period if at any stage of time, the Hospital Authority finds non-compliance of assigned work, the said contractor 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.
 16. After allotment of the order, the outsourcing agency shall execute the service within 15 days of the issue of letter.
 17. The outsourcing agent has to sign a Memorandum of Understanding (MOU) with the concerned MO I/C within 15 days of issue of valid orders.
 18. The Outsourcing Agent has to submit a Physical Status Report for the concerned Hospital within one month of issue of Order to the DMET (O) through proper channel as the case may be.
 19. Beside, the Outsourcing agent has to submit Monthly Progress Report/Status report duly signed by the I/C Medical Officer of the concerned institutions with remarks to the CDM & PHO, Boudh as the case may be without fail. Three consecutive Adverse Remarks may be treated as automotive cancellation of the Contract and the same work may be allotted to another agency.
 20. The outsourcing agency shall be under the Administrative Control of the I/C Medical Officers and the work will be supervised by the Hospital Manager/Jr. Hospital Manager/BPM/any authorized person.
 21. The number of workers to be engaged by the outsourcing agency will be specified institution wise. The number of worker is subjected to be modified with the revision/further increase with bed strength.

PENALTY

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

FINANCIAL

23. The Technical Bid should be accompanied with an Earnest Money deposit (EMD), refundable without interest, of Rs. 20,000/- (Rupees Twenty Thousand) only in the form of DD drawn in favour of A/C number of BMW, Boudh failing **which the tender shall be rejected out rightly.**
24. 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 tenderr if the agency fails to deploy the required manpower against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

25. The successful tenderer will have to deposit a Security amount of Rs. 1,00,000/- (Rupees One Lakh) only in the form of Fixed Deposit Receipt (FDR) / Bank Guarantee made in the name of the agency but hypothecated to the ZSS, Boudh, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR / BG will have to be accordingly renewed by the successful tenderer.

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.

APPLICATION FORM FOR UNDERTAKING OUT SOURCING SERVICES FOR BMW MANAGEMENT

Name of the Agency	
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 (Document to be enclosed)	
Indicators of achievement	

Date:

Place:

Authorized Signatory

Annexure "A"

FORMAT FOR TECHNICAL BID FOR OUTSOURCING OF BIO-MEDICAL WASTE SERVICES

Name and address of the Organization / Agency:		
Sl. No.	Criteria	Particular Submitted
1	Organizational Constitution - Proof of registration if any	
2	Years of Experiences	
3	<u>Staff</u> Skilled: Unskilled:	
4	<u>No. of Assignments</u> Finished: Current Assignments in Hand:	
5	Pollution Control board license / approval	
6	Valid Labour License	
7	TIN allotted certificate	
8	Income/solvency proof of 3 years- Copies of Bank statement for 2019-20 to 2020-21 Copies of audit report with IT returns for the financial year 2019-20 to 2020-21	
9	PAN Card	
10	GST clearance certificate	
11	Documents in support of experience	
12	Documents in support of handling BMW equipments.	
13	EMD Rs. 20,000/- (Twenty Thousand only)	
14	Security of INR 1,00,000/-	
15	Statutory audit report of last 3 years i.e. 2018-19, 2019-20, 2020-2021.	
16	Last 3 years Income Tax return	

** Please attach supporting documents for the above requirements.

Date

Place

Authorized Signatory

Annexure "B"

FORMAT FOR FINANCIAL BID FOR OUTSOURCING OF BIO-MEDICAL WASTE SERVICES

Name and address of the Organization / Agency:

Sl. No.	Criteria	Particulars in Indian Rupees
1	Charges per bed per day including Poly bags.	
2	transportation BMW charges per KM/Trip	

Date: -

Place: -

Authorized Signatory

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Name of the Health Institutions with Sanction Beds

Sl. No.	Name of the Health Institutions	Sanction Beds	No. of Workers to be Engaged
1	CHC Bausuni	16	
2	CHC Manmunda	16	
3	CHC Kantamal	16	
4	CHC Puruna cuttack	16	
5	CHC Adinigrh	6	
6	PHC Khuntigura	Non beded	
7	PHC Ghantapara	Non beded	
8	PHC Palasaguda	Non beded	
9	PHC Sagada	Non beded	
10	PHC Ambajhari	Non beded	
11	PHC Baghiyapada	Non beded	
12	PHC Mundapada	Non beded	
13	PHC Janapang	Non beded	
14	PHC Charichak	Non beded	
15	PHC Dhalpur	Non beded	
16	PHC Harbhanga	Non beded	
17	PHC Talagown	Non beded	

ANNEXURE - A

MEMORANDUM OF UNDERSTANDING BETWEEN OUTSOURCING AGENT FOR BMW & CDMO, BOUDH

This MOU is signed on _____ between CDMO, Boudh, Odisha hereinafter called as Purchaser / 1st party.

AND

M/S _____ is herein after called outsourced service provider / 2nd party.

NOW THE MOU WITNESS AS FOLLOWS: -

A. MOU PERIOD (One year starting from the date of execution of MOU)

During this period if at any stage of time, the 1st party finds non compliance of the assigned work, the 2nd party will be served with a notice period of one month if still non compliance is there, the said contract will be cancelled and new party will be assigned with the task.

B. TERMS OF PAYMENT

The 1st party shall pay Rs. _____ per bed/day including cost of polybags & transportation BMW charges Rs.-----per KM/Trip to the 2nd party.

C. GENERAL TERMS AND CONDITIONS:

- i. All the workers & supervisor engaged by the outsourcing agency shall have uniform of the agency.
- ii. All workers & supervisor of the 2nd party shall bear photo identity card during the period of work, which shall be duly signed by the 1st party & 2nd party.
- iii. The out sourcing agency (2nd party) shall furnish the list of staff (above 18 years of age only) with proof identity and address to the 1st party after allotment of service.
- iv. All the personnel to be engaged by the 2nd party shall be covered under the statutory government regulation framed from time to time.
- v. 1st party may request the 2nd party to withdraw any of his workers from the Hospital without assigning any reasons, with 24 hour of prior intimation.
- vi. The contractor (2nd party) will abide by all the rules and regulation relating to labour laws, accident workmen compensation act, workmen insurance, ESI, EPF, etc. this will be the sole responsibility of the 2nd party. 1st party will not

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be a party at any stage if any kind of dispute relating to the above. In case any liability arises due to non performance by the 2nd party, under no circumstances, the 1st party shall be liable for the same.

- vii. Any damage / pilferage to the hospital property due to mishandling, carelessness of the 2nd party by his workmen will be recoverable from the contractor's (2nd party) bill and all materials issued to the 2nd party shall be his sole responsibility during the period of contract.
- viii. The contract (2nd party) should depute a qualified and dedicated staff (trained in the field of BMW) to manage the waste management activity in the hospital and will co-ordinate in executing the same with the waste management committee of the hospital and be responsible for supervision of the work. The service Provider should preferably engage a Bio-Medical Engineer for supervision of equipments used in BMW of the hospital.
- ix. All the employees of 2nd party shall be covered under insurance against any personal accidents and the 1st party will not be liable for payment of any compensation on that account.
- x. During execution of work, the 2nd party shall follow all standard norms of safety measures. Precautions to avoid accidents/damages to men, machines and building etc. On non performance to this clause suitable fines as decided by the 1st party will be imposed.

D. SEGREGATION, COLLECTION, TRANSPORTATION & TREATMENT OF WASTE :-

- i. Generator of the Bio-Medical Waste is responsible for providing segregated waste to the Contractor/Agency. The Doctors/Pharmacists/Staff Nurses as well as Sweepers at designated places will be directly held responsible for segregation of Bio-Medical Waste. The wastes shall be segregated as per the provisions of the BMW (H&M) Rules 1998. The Contractor/Agency shall report about the non-segregated waste to the prescribed authority. The points of segregation will be handled by the agency. The designated colour bags will be put in respective colour bins and lifted from time to time after they become two third full. Bags are to be closed by tying a string and taken to the plant site for disposal. Each bag shall be labeled as per the Schedule III & IV of the BMW (H&M) Rules 2016. The coloured containers shall be strong enough to withstand any possible damage that may occur during loading, transportation or unloading of such containers. These containers shall also be labeled as per the Schedule - III of the rules. Sharps shall be collected from all points in the hospital. The person responsible for collection of Bio-Medical Waste shall also carry a register with him to maintain the record such as name of 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.
- ii. The collection and transportation of Bio-Medical Waste shall be carried out in manner so as to avoid any possible hazard to human health and environment. The timing of collection of waste will be preferably before 8.00 AM daily.

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- iii. The Bio Medical Waste collected in poly bags shall be transported to the Common Bio-Medical Waste Treatment Facility (CBWTF) in a fully covered vehicle. Such vehicle shall be dedicated for transportation of Bio-Medical Waste only to be provided by the Agency. The coloured & coded polybags of appropriate size and colours with bio-hazards markings will be provided by the agency.

E. RECORD MANAGEMENT AND MAINTENANCE OF LOG BOOK

- i. The 2nd party 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.
- ii. **Waste Accepted:** - Waste collection date, name of the health care unit, waste category as per rules, quantity of the waste category as per rules, quantity of waste, vehicle number and receiving date (at site).
Treated Waste Removed: - Date, treated waste type, quantity, vehicle No. and location of disposal.
- iii. **Log Book:** - A log book shall be maintained for each treatment equipment installed at the site and shall include the following:
- The weight of each batch
 - The categories of waste as per rules.
 - The time date and duration of each treatment cycle and total hours of operation.
 - The complete details of all operational parameters during each cycle.
- iv. **Site record:** Site records shall include the following: -
- Details of construction of engineering work.
 - Maintenance schedule, breakdowns / trouble shooting and remedial actions.
 - Emergencies.
 - Incidents of unacceptable waste received and the action taken.
 - Details of site inspection by the officials of the regulatory agency and necessary action on the observations.
 - Daily, Monthly and annual summary records of all the above shall be maintained and made available at the site for the inspection whenever required by authorized officer of regulatory agency.

F. ELECTRICITY AND WATER SUPPLY:

1st party shall provide water and electricity free of cost for operation of plant during treatment of waste. However 2nd party will use these judiciously and will ensure that there is no wastage.

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G. EXECUTION OF WORK: -

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

H. SUBMISSION OF STATUS REPORT

- i. The 2nd party shall submit a physical status report for the hospital within one month of issue of order to DMET (O).
- ii. Beside the 2nd party shall submit the monthly progress report / status report duly signed by the Hospital Manager / Jr. Hospital Manager/BPM/any Authorised person with remarks to the CDMO without fail. Three consecutive adverse remarks may be treated as cancellation of the contract and the same work may be allotted to another agency.

I. ADMINISTRATIVE CONTROL

The 2nd party shall be under the administrative control of the 1st party (CDM & PHO, Boudh). The work will be supervised by the Hospital Manager / BPM or any authorized person of the concerned hospital.

J. ENGAGEMENT OF STAFF

The number of workers to be engaged by the 2nd party is _____ / _____ beds.

K. IN WITNESS WHEREOF

The parties here to have caused this MOU to be executed in accordance with Indian law the day and the year first above written.

- L. Any matter no covered by this agreement will be mutually settled by the parties to this agreement. In case of disputes between the parties the decision of the Secretary of Govt. Health and Family Welfare Dept. Odisha, Bhubaneswar will be final and binding or the disputes may be settled by a remittal Arbitrator chosen by the parties.
- M. In case of any dispute arising between the parties cases have to be filed only within the jurisdiction of Boudh within the State of Odisha.
- N. After signing of Agreement the 2nd party who has applied for clearance from State Pollution Control Board will have to submit the same on due course.

Signed, sealed and delivered
By the service provider
(Name & Address), M/S

Authorized Signatory

Witness: (Name & Address)

1. Hospital Manager: -
2. Project Officer (BMW): -

Signed, sealed and delivered
by the purchaser,
(1st Party) CDMO, Boudh

Handwritten signature and date: 28/11/22

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