

**OFFICE OF THE CHIEF DISTRICT MEDICAL  
AND PUBLIC HEALTH OFFICER, CUTTACK**

RFP No- 17030 / CDM&PHO Cuttack dated 20 / 08/2020

**TENDER DOCUMENTS FOR ENGAGEMENT OF OUTSOURCING  
AGENCY ON BIO MEDICAL WASTE MANAGEMENT ACTIVITIES  
(COVID-19) OF CUTTACK DISTRICT.**

Date of Commencement of sale/  
available of tender documents :- 21.08.2020

Date and time of sale / available of  
tender documents :- 21.08.2020

Date and time of closing  
of tender box :- 26.08.2020 at 12.30 PM

Date and time of opening  
of tender :- 26.08.2020 at 03.30 PM

Place of Opening of tender :- O/O- C.D.M & P.H.O, Cuttack  
Zilla Swasthya Bhawan  
At- Old Secretariat Campus  
Buxibazar, Cuttack- 753001

Address for Communication :- O/O- C.D.M & P.H.O, Cuttack  
Zilla Swasthya Bhawan  
At- Old Secretariat Campus  
Buxibazar, Cuttack- 753001  
Ph. No- 0671-2301007  
Email:- [cdmcuttack@gmail.com](mailto:cdmcuttack@gmail.com)  
[cdmphocuttack@gmail.com](mailto:cdmphocuttack@gmail.com)

*SBC*  
20.08.20  
Chief District Medical & PHO  
Cum-District Mission Director, Cuttack

**This is regarding engagement of outsourcing agency for lifting / treatment of COVID Bio Medical Wastes from different DCHC / CCC/ other Health institutions of Cuttack district.**

**Eligibility Criteria for the Firm / Agency/ Company**

Only such firms who have valid authorization by Odisha State Pollution Control Board (OSPCB) for collection, transportation, terminal treatment and disposal of Bio-Medical waste (for and during the validity period of contract) will be considered eligible. As the disposal of COVID Waste is very essential as per SPCB guideline, the suitable firms having authorization from State Pollution Control Board / authorization for operating CBWTF will be considered and the agency. The Participating firms found eligible after scrutiny will be shortlisted for participation in bidding process.

1. It shall be registered Firm/ Agency/ Company.
2. It shall have valid EPF, ESI and GST registration certificate.
3. It must have PAN Card in the name of Firm/ Agency/ Company.
4. It must have valid labour license,
5. It should not be blacklisted by any Government entity in India within the last three years.
6. Details about capacity:- Incinerator, microwaving, Autoclaving, shredding equipments.
7. Existing capacity of utilization.
8. List of existing customer i.e. name of health care institutions, their bed strength and average daily waste collection and being treated by the organization.
9. Proposed scheme for bio-medical waste management for the hospital (as per scope given in the documents) is.
  - a. Collection, transporting (internal) of household waste to Waste containment area.
  - b. Collection, labeling and transporting of biomedical waste bags, blue, yellow, red and PPC (Puncture Proof Container) from all Collection points from different patient care areas, laboratories etc. of the hospital.
  - c. Proposed scheme of temporary storage (if require) and transport collected coloured bags to the treatment plant as per COVID BMW guideline issued by State / Central Pollution Control Board from time to time.
  - d. System of ensuring identification of collected COVID bio-medical waste, weighing, record keeping and maintenance and compliance with other guidelines as per COVID Bio Medical Waste Rule issued by SPCB/ CPCB.
  - e. The outsourcing Agency have to provide a resource person for training to the hospitals staffs who are directly in contact with the BMW as resource person on free of cost.

## GENERAL TERMS AND CONDITION

1. The Tender should be properly sealed and subscribed on the envelop "Tender for engagement of outsourcing agency under COVID- BMW Activities for CDM & PHO Cuttack".
2. Cover & Documents :- The following documents should be furnished in a sealed cover with index & Page No-
  - a. Original Money Receipt of cost of the tender form. In case of Net downloaded form, the tender documents should be accompanied with a BD of Rs. 236/- (Cost of Tender Document Rs. 200+ GST- Rs. 36) from any nationalized bank in favour of Chief District Medical and Public Health Officer, Cuttack.
  - b. Detail Name, address, Telephone No, Fax No, Email- address of the Director, Managing Partner/ Proprietor of the Firm
  - c. Detail local address, Telephone No-, Email Address, Fax No- of the tenderer of its Branches / Distributors etc.
  - d. Attested copy of I.T. Return for the last three financial year.
  - e. Attested copy of PAN Card.
  - f. Attested Copy of GST Registration Certificate along with latest GST Return file.
  - g. Quoted Price list signed by the tenderer with seal.
  - h. Experience Certificate if any
  - i. EMD Rs. 20000/- in shape of demand Draft / Bankers Cheque drawn in any Nationalized Bank in favour of the "Chief District Medical and Public Health Officer, Cuttack".
  - j. The Original documents may be produced at the item of opening of tender for verification.
3. The EMD of the unsuccessful tenders will be returned after finalization of the tender process.
4. The EMD of successful tenderer will be returned only after the completion of agreement.
5. The EMD will be forfeited if the tender fails / refuses to execute the purchase order.
6. Tenders should be type write / computerized without correction and overwriting.
7. All the workers engaged by the outsourcing agent shall have uniform with the logo of the Agency.
8. All staffs of the organization shall bear photo identity cards during the period of work, which shall be duly signed by the Head of the Institution/ Hospital and representative of the Organization.
9. The Outsourcing Agent shall furnish all the list of Staff (Above 18 years of age only) with proof of Identity and address to the CDM&PHO after finalization of the outsourcing of service.
10. All the personnel to be engaged by the organization/ Agency should be covered under the Statutory regulations framed by Government from time to time.
11. The concerned Authority of the Hospital may request the Tenderer/ Agency to withdraw any of their workers from the Hospital without assigning any reasons, with 24 hours prior intimation.
12. The Tenderer/Agency will abide by all the rules and regulation relating to labour laws, accident, workmen compensation act, Workmen Insurance, ESI, PF 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.

13. 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 contractor shall be his sole responsibility during the entire period of the contract.
14. The service provider should depute qualified and dedicated staff (trained in the field of Bio Medical Waste management) to manage the COVID Bio-Medical Waste Management activity in the Hospital / CCC 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.
15. 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.
16. 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.
17. The Hospital Authority is responsible for providing segregated Bio Medical 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 COVID Bio-Medical Waste. The wastes shall be segregated as per the provisions of the BMW Rules 2016. The Contractor/Agency shall report about the non segregated waste to the concerned authority. The points of segregation will be handled by the agency. The designated colour bags will be put in respective coloured 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 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 in PPC. The person responsible for collection of Bio-Medical Waste shall also 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.
18. The collection and transportation of COVID 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.
  - I. The COVID Bio-Medical Waste collected in Polybags shall be transported to the BMW treatment Plant in a fully covered vehicle with GPS tracking system. Such GPS Tracking vehicle shall be dedicated for transportation of Bio-Medical Waste only and provided by the Agency.
  - II. The contractor shall collect the Bio-Medical Waste from all the outside Hospitals in a specified container and the respective Hospitals shall pay the requisite fee for the service ( towards transportation of BMW), besides the rate approved for management of Bio-Medical Waste.
  - III. All BMW collected Polybags should be with barcode scanning facility as per Pollution Control Board guidelines.

19. 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.
- Waste Accepted: waste collection date, name of the health care unit/generation point, 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 constriction 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.
20. After the allotment of the work, the said contractors shall have to sign an MOU with the concerned Hospital Authority regarding the detail scope of services to be executed.
21. The said contract will work for a period of one year from the date of agreement or completion of COVID Activities whichever is earlier. During this period if at any stage of time, the Hospital Authority / DPHO, Cuttack / CDM&PHO Cuttack finds noncompliance of the assigned work, the said contractor will be served with a notice 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 services. The agreement may be extended for further period as per willing of both the parties.
22. After allotment of the order, the Outsourcing agent shall execute the service within 03 days of the issue of letter.
23. The Outsourcing agent has to sign a Memorandum of Understanding (MOU) with the CDM&PHO Cuttack within 7 days of issue of valid orders.
24. The Outsourcing Agent has to submit a Physical Status Report for the concerned Hospital within one month of issue of Order to the DPHO, Cuttack / CDM&PHO Cuttack through proper channel as the case may be.
25. The collected COVID BMW from different DCHC/ CCC as per the SPCB/ CPCB guideline should be certificated by the AMO and AO of the institutions on daily basis.

26. Besides, the Outsourcing agent has to submit Monthly Progress Report/Status report duly signed by the Concerned Hospital Authority with remarks to the DPHO Cuttack / CDM&PHO Cuttack as the case may be without fail. Three consecutive Adverse Remarks may be treated as automatic cancellation of the Contract and the same work may be allotted to another agency.
27. The Outsourcing Agents shall be under the Administrative Control of the CDM&PHO Cuttack and the work will be supervised by the Concerned Hospital Authority / DPHO, Cuttack / CDM&PHO Cuttack.
28. The number of workers to be engaged by the Outsourcing Agency is to be mentioned by the Tenderer in the tender papers for the existing 27 nos. of health institutions.

#### **PENALTY**

29. 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**

30. The Technical Bid should be accompanied with an Earnest Money deposit (EMD), refundable without interest, of **Rs. 05,000/- (Rupees five thousand)** only in the form of Demand Draft / Pay Order drawn in favour of "**Chief District Medical & Public Health Officer, Cuttack**" failing which the tender shall be rejected out rightly
31. 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.
32. The successful tenderer will have to deposit a **Security amount of Rs.20,000/- (Rupees twenty thousand) only** in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Chief District Medical and Public Health Officer, Cuttack, At- Old Secretariat Campus, Buxibazar, Cuttack- 753001, covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
33. The tenders have to submit rate towards outsourcing of BMW per bed basis and rate for Transportation of BMW from the point of its generation to its treatment point where Autoclave / shredders are available separately.

**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.

*SBL*  
*20.8.20*

Chief District Medical &  
Public Health Officer, Cuttack

**Application form for undertaking BMW Outsourcing services (Technical Bid)**

Sl. No.	Indicators	Details
1	Name of the Agency	
2	Complete Address with Phone No, Email Address of the Agency	
3	Authorisation of the Firm/ Agency/ Company by OSPCB (Copy to be attached) Authorisation of the Agency to operate Common Bio Waste Treatment Facility (CBWTF) including detail address of the CBWTF and its capacity	
4	Valid EPF/ ESI and GST Registration Certificate (Copy to be enclosed)	
5	Copy of PAN card in the name of Firm/ Agency/ Company	
6	Labour License (Copy enclosed)	
7	Certificate to the effect that no authority has been declared Black listed during last three years / non termination of Previous contact or left out of job etc. If previous contact terminated any, the reason should be submitted with supportive documents.	
8	Status of the Agency i.e. (Attach Supporting documents)	
9	Number of employees on roll for 27 nos. of health institutions a). Semi Skilled :- b). Unskilled :-	
10	Working Experience in the related filed (Document to be attached) a) Total year of experience :- b). Finished work:- c). Continuing work:-	
11	Implementation Pan (Document to be enclosed)	
12	Indicators of achievements	
13	Original Money Receipt (In case of Downloaded form from Web site, please attaché BD of Rs. 236/- in favour Chief District Medical Officer, Cuttack.)	
14	EMD of Rs.5000/- in shape of BD in favour of Chief District Medical and Public Health Officer, Cuttack	

**Date:-**

**Place :-**

**Authorised signature with seal**

Chief District Medical & PHO  
District Mission Director, Cuttack

**Financial Bid for Out-sourcing of COVID Bio-Medical Wastes of Cuttack district**

Name & Address of the Firm / Company / NGO		
Sl. No	Criteria	Rate Quoted
1	Charges a). Per Kg(including Poly Bag) b). Per Kg (excluding ploy Bag)	a) :- b) :-
2	Transportation cost per Day for each DCHC/ CCC	
3.	Cost of Poly Bag / Coloured Bag (Per KG)	
4	Other Charges of any	

**Date:-**

**Place :-**

**Authorised signature with seal**

*SPC*  
Chief District Medical & PHO  
Cum-District Mission Director, Cuttack