



Bharat Heavy Electricals Limited, Jhansi

Department: Medical

Tender Enquiry No: MED/TE/07/002



TENDER DOCUMENT (For Service Contract)

For Tender Enquiry No.: MED/Para/Staff/01/21-22

For

“Engagement/ outsourcing of Paramedical & non paramedical staff in Medical Department”

Contact Person: -

Anshuman Sharma

Designation: Dy. Manager (Trfr-MM/CCC)

Email: anshuman.sharma@bhel.in

PH: 0510-2412784

Tender Due Date: at 19.11.2021 up to 13:15 Hrs

Tender Opening Date: at 19.11.2021 14:00 Hrs

Rev	Short details of revision (In case of revision in tender document, otherwise NA)
Date:	

BHEL, PO: BHEL, Jhansi 284120 (UP)

We hereby accepted above (signature & seal of bidder)



Bharat Heavy Electricals Limited, Jhansi

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Schedule-A

DETAILS OF TENDER DOCUMENT

Scope of work: Semiskilled & Unskilled staff in medical department

The detailed content of tender document are as follows:

Sl. No.	Description	Schedule:	Page no
1	Details Of Tender	A	2
2	Notice Inviting Tender	B	3
3	Scope of Work & Work Specifications	C	4-5
	Technical Bid	D	6
8	Other General Terms & Conditions	E	7-21
10	Annexures (I TO IX)	F	22-35
11	Price Bid and basis of offer (JS 145 & JS 471)	G (a), (b)	36-37
12	PQR (approved by committee)	H	38

The duly filled in Technical and Price / Rate bids (Schedule: I and J, separately) along with the instructions to the tenders, Contractor's Obligations, General Terms and Conditions with the signature of the bidder on all the pages and complete in all respects super scribed as "Quotation for Tender No. "should reach us in a sealed cover on or before as mentioned through Registered / Speed post or the same may be dropped in the tender box available at the following address:

To
Tender Box
CISF Control Room/Office
Administrative Building Gate
Bharat Heavy Electricals Limited
Jhansi-284 120. UP

Note: Dropping of tender in the Tender Box within schedule time and date is the Responsibility of the bidder

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Bharat Heavy Electricals Limited, Jhansi

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Schedule -B

NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1	Brief Description of work	Paramedical & non paramedical staff in Medical department, BHEL Jhansi to perform Paramedical & non paramedical activities such as nursing, medicine distribution, pathology, making bed for patients, dusting, sweeping, washing of medical equipment, sanitary works helping in nursing staff in patient care & assisting in pharmacy etc.
2	Tender Evaluation Criteria	(as per Schedule E)
3	Duration of Contract	One year from the date of award (extendable if required)
4	Last date of receipt of the Tender	Up to 13.15 hrs on 19.11.2021
5	Date of opening of Techno – Commercial Bid.	14:00 hrs on 19.11.2021
6	Address for submitting the Tender	(As on Schedule-A)
7	Earnest Money Deposit * (EMD)	Rs 1,26,054/-
8	Validity of Offer	120 Days
9	Security Deposit	The total amount of Security Deposit will be 5% of the contract value as per "General Terms & Conditions of Enquiry for Labour Contracts) JHS 2055B R05.

Note:

The EMD will be accepted only in the following forms:

(i) Electronic Fund Transfer credited in BHEL account (before tender opening)

BHEL account details: Bank Name:- SBI; A/c No. :- 10670828866 ; IFSCCode:- SBIN0003807 A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED

(ii) DD, favouring in BHEL Jhansi at Jhansi may be accepted in special cases.

The contractors may physically visit the work place before quoting their rates. For relevant details please visit our website "www.bhel.com" & www.eprocure.gov.in

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Bharat Heavy Electricals Limited, Jhansi

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Schedule -C

A-(i) SCOPE OF WORK: For Paramedical staff

The nursing and other paramedical staff have to work in various shifts running in the hospital. They will be posted in Hospital, First Aid Post & City Dispensary and other places wherever needed.

Details of nos. of paramedical staff required:-

Nursing Staff: -	09 (Female + Male)
Pharmacist: -	05
Lab Technician: -	02
X-Ray/Radiography Technician: -	01
Physiotherapist: -	01

(iii) **WORK SPECIFICATION:** For Paramedical staff

The successful bidder must ensure the deployment of staff with the following requirements: -

- 1- The Contractor shall maintain professionally qualified/ trained personnel on the job to ensure smooth deliveries of services as set for in the scope of work & services, as above.

Minimum qualifications for the persons engaged against each item of services are as follows:

- a- Nursing staff should have Degree in Nursing/Diploma in Nursing & Midwifery. They should have registered with the Nursing Council, with post qualification experience of 01 year.
- b- Lab Technician should have qualified in two years Diploma in Medical Laboratory Technology and should have relevant experience of one year.
- c- Pharmacist should have qualified degree or diploma in pharmacy, also should have registered with the pharmacy council of India, with relevant experience of one year.
- d- Physiotherapist should have qualifying degree/ Diploma in Physiotherapy, duly registered in council and one-year relevant post qualification experience.
- e- Radiographer should have done one year certified radiology assistance course with post qualification experience of two years.
- f- Candidates with Experience of above paramedical staff from PSU/ Govt. / Armed forces hospitals of bed strength above 50 will be given due weightage and knowledge of computer will be preferred.

B- (i) SCOPE OF WORK: For labour (non-paramedical) staff (15 nos.)

Unskilled staff in Medical department, BHEL Jhansi to perform unskilled activities such as making bed for patients, dusting, sweeping, cleaning of hospital premises, sanitary cleaning, washing of medical equipment, helping in nursing staff in patient care & assisting in pharmacy, computer operating & data punching etc. Staff have to work in various shifts running in the hospital. They will be posted in Hospital, First Aid Post & City Dispensary and other places wherever needed.



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(ii) WORK SPECIFICATION: For labour (non-paramedical) staff.

The successful bidder must ensure the deployment of 18 nos. Unskilled staff with the following requirements: -

- a- Candidates having Experience as staff from PSU/ Govt. / Armed forces hospitals of bed strength above 50 will be given due weightage and knowledge of reading the files & working on computer will be preferred.

Note: - BHEL Hospital Management have reserve the right to consider suitable candidates regarding qualifications.

Uniform with name plate of workers shall be as under:

Para Medical/ non paramedical Staff			
Nursing	Female	White	Kurta Salwar/Legging/ Trouser + Apron
Nursing	Male	White	Shirt+ Trouser
Pharmacy/ Lab/X-ray/ Physio	Female	White	Kurta / Shirt , (chunni Black _ Optional)
Pharmacy/ Lab/X-ray/ Physio	Female	Black	Salwar/Lagging/ Trouser
Pharmacy/ Lab/X-ray/ Physio	Male	White	Shirt ,
Pharmacy/ Lab/X-ray/ Physio	Male	Black	Trouser

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PQR

Name of Work: - Engagement of paramedical/non-paramedical staff in BHEL Hospital Jhansi

PQR-

1. **Average Annual financial** turnover during the last 3 years, ending 31st March 2021, Should be at least 18.91 **lakhs**. If all the Balance Sheets/Financial statements are not available for all the three years, then the average shall be calculated by dividing the sum of turnover of submitted balance sheet/Certificate from CA/Financial statement by three.

Note-Provisional /Actual Turnover for financial year 2020-2021 duly certified by CA shall also be acceptable for evaluation purpose.

2. **Experience** of having completed similar work (any contract executed on labour basis) during last 7 years ending on the last day of the previous month in which NIT has been floated should be either of the following: -

a. Three similar works each costing not less than Rs 25.21 Lakhs

Or

b. Two similar works each costing not less than Rs 31.52 Lakhs

Or

c. One similar work, each costing not less than Rs 50.43 Lakhs

Similar work means any contract executed on labour basis.

(A) In case of experience in Government organizations/PSU/Semi-Government, following documents must be attached

i) Copy of work order/ Purchase order ii) Copy of Work Completion Certificate.

(B) In case of experience in Private sector, following documents must be attached

i) Copy of work order/ Purchase order

ii) Copy of Work Completion Certificate.

iii) TDS Certificate.

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Schedule -D

A. Documents required to be submitted along with offer:

1. Should have independent ESI Code number
2. Should have PAN/TAN number
3. Should have valid GST No.
4. Self-Declaration that he is not blacklisted/under hold from BHEL Jhansi or banned by any Unit/Region/Office of BHEL/ Any PSU
5. Self-Declaration that he should not be guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
6. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno Commercial Bid at Schedule: I
7. ITRs of previous three Financial years.

B. The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows:

(i) Partnership Firm: Partnership Deed registered at the office of Registrar of Firms.

(ii) Company: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate.

(iii) Society: Registration certificate issued by Registrar of societies.

(iv) Sole Proprietor-ship Firm: Undertaking on oath (Rs. 100 stamp paper) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely (_____)

(v) Limited Liability form: - Registration under company act is required by Registrar of company.

We hereby accepted above (signature & seal of bidder)