

**Government of West Bengal
Office of the Administrative Medical Officer
ESI (Medical Benefit) Scheme
ESIC Building, Wing-B (4th & 5th floor)
GB Block-6, Sector-III, Salt Lake City
Kolkata - 700097**

**TENDER FORM
vide WB Govt. Tender Notice
No. ICA-T5253(3)/2019**

In terms of WB Govt. Tender Notice No. ICA-T5253(3)/2019, **“Sealed Tender”** is hereby invited by the Administrative Medical Officer, ESI (MB) Scheme, Govt. of WB from appropriate Medicare service providing agencies in “Cooch Behar Town” area in the district of Cooch Behar, West Bengal for imparting “Primary Medical Care Services” through OPD by functioning as “Cooch Behar Town Service Dispensary” under tie-up arrangement for a period of 2 (two) years.

“Tender Form along with the Terms & Conditions” is available from ESI (MB) Scheme website at www.esiwb.gov.in on and from 05.08.2019.

INSTRUCTIONS TO THE TENDERER

1. ANY PART OR ANY PAGE OF THE DOWNLOADED TENDER FORM CANNOT BE DETACHED OR BE TORN OFF. **The entire “Tender form” has to be submitted intact.**
2. The Tenderer has to sign with seal on each of the pages of the Tender Form.
3. All the relevant items of the TENDER FORM are to be filled up and no boxes are to be kept blank.
4. The “List of Enclosures with the application” has to be duly filled up.
5. Consolidated monthly cost has to be quoted for “Primary Medical Care Services”.
6. Services charge of any form will not be allowed.
7. Sealed Tender should be super scribed clearly – **TENDER for Tie-up for-impairing “Primary Medical Care Services through Service Dispensary”** for the area of “Cooch Behar Town” in the district of Cooch Behar, West Bengal through OPD by functioning as **“Cooch Behar Town Service Dispensary”** vide WB Govt. Tender Notice No. ICA-T5253(3)/2019.
8. Duly filled-in application, provided in the “TENDER FORM” form together with other related supporting documents/papers, required for participation in the Tender-procedure, as detailed in “Terms & Conditions”, should be dropped in Sealed Tender Box, kept in the office-chamber of the Administrative Medical Officer, ESI (MB) Scheme at ESIC Building, Wing-B 4th floor, GB Block-6, Sector-III, Salt Lake, Kolkata – 700097, on or before the closing date i.e. 19.08.2019 up to 12.00 noon. Tender will be opened on the same day i.e. 19.08.2019 at 2:00 PM in presence of the participants.
9. Tenderer should go through the “Terms & Conditions” of the Tender Form thoroughly, before filling up the application form for participation in the tender procedure.

10. Any persuasion/canvassing in this matter by any participant (Tenderer) will result in cancellation of concerned candidature.
11. Cost for “Primary Medical Care Services” is to be quoted as “CONSOLIDATED ONE” as per “Rate Schedule (Annexure- “A”)”
12. Submission of “EARNEST MONEY”: A sum of Rs.10,000.00 (Ten thousand rupees) has to be deposited as “EARNEST MONEY”, submitted in the Reserve Bank of India, Kolkata through TR Challan Form No. 7 under the Head of Accounts “8443-00-103-001-07”, detailed Head of Accounts being “8443-00-103—SD-001-EM-07-Deposit” in favour of the Accounts Officer, Office of the Administrative Medical Officer, ESI (MB) Scheme, Govt. of West Bengal.
13. Nursing Homes which are CGHS empanelled/ WBHS empanelled will be given preference for Tie-up arrangement.
14. “Primary medical care Services” shall have to be provided through OPD by functioning as “Service Dispensary” under tie-up arrangement
15. The Tenderer has to sign on each of the pages of the Tender Form with date & seal.
16. Complete postal-address mentioning PIN code with Landmark and contact numbers must be mentioned in the application form.

Sd/-

Administrative Medical Officer
ESI (MB) Scheme
Govt. of West Bengal

“TERMS & CONDITIONS”

**For providing “Primary Medical Care Services” through OPD by
functioning as tie-up “Service Dispensary”**

- i) Working hours of the SERVICE DISPENSARY will be 10.00 AM to 5.00 PM, six days a week, except Sundays and 10 (ten) Govt. Holidays (list will be provided to the successful tenderer)
- ii) The SERVICE DISPENSARY will be functioning as a DISPENSING unit, i.e. enlisted medicines will have to be provided to the beneficiaries
- iii) The attending physician(s), after proper examination will prescribe medicine on the prescription book which will be provided from the office of the Administrative Medical Officer, ESI (MB) Scheme, Govt. of West Bengal, ESIC Building, Wing-B (4th & 5th floor), GB Block-6, Sector-III, Salt Lake, Kolkata-700097.
- iv) Medicines have to be served from the pharmacy within same premises of the SERVICE DISPENSARY. The primary care medicines will be provided by the Deputy Director, E & S, CMS, ESI (MB) Scheme, Govt. of West Bengal, ESIC Building, Wing-B, 6th floor, GB Block-6, Sector-III, Salt Lake, Kolkata-700097 against proper indent. For Cooch Behar area bulk medicines can also be collected from Siliguri Service Dispensary, Matigara, (beside- Indian Oil Office), Siliguri against proper indent.
- v) The Insured Persons / Insured Women may need abstention on medical ground, the attending physician(s) ie Insurance Medical Officer(s), has to issue “Regulation Certificate” according to the established guideline.
- vi) When any ailing ESI beneficiary needs advice of specialist or need admission, he/ she is to be referred accordingly to the appropriate medical institution as will be guided by the Administrative Medical Officer, ESI (MB) Scheme, Govt. of West Bengal or as will be contained in the “Agreement”
- vii) Following facilities also to be made available:
 - a. Adequate waiting space with provision of ceiling fans, light & potable water
 - b. Patient-examination room
 - c. Pharmacy room with a dispensing counter
 - d. Two toilets one for male patients, one for female patients
- viii) Total floor area of the entire Services Dispensary should be 2000 sq ft (approx), must be mentioned room wise in sq ft.
- ix) The set up must be full furnished in respect of imparting “Primary Medical Care”, like:

- a) Easy accessibility of ailing patients to the SERVICE DISPENSARY by public transport
 - b) Availability of moist oxygen with accessories
 - c) Availability of basic medical equipment like Stethoscope, Blood Pressure measuring instrument, clinical hammer, X-ray view box, Weighing machine, Torch, Aural speculum, Nasal speculum, provision of pushing injections, provision of minor dressing, Examination couch etc.
 - d) The SERVICE DISPENSARY should not be located at a place where water logging occurs even with mild rainfall
- x) The selected agency, to function as SERVICE DISPENSARY has to engage the following personnel to impart services:
- a. 2(two) registered Medical Practitioners having minimum qualification of MBBS from any university recognized by MCI
 - b. 1 (One) qualified Nursing staff, registered with the Nursing Council
 - c. 1 (One) Clerical staff
 - d. 3 (three) support staff of Group-D category including conservancy staffs
- xi) For participation in the Tender procedure for “Primary Medical Care”, the participants have to submit non-interest bearing and refundable “EARNEST MONEY”, a sum of Rs. 10,000.00 (ten thousand rupees) only, which has to be submitted in the Reserve Bank of India, Kolkata through TR Challan Form No. 7 under the Head of Accounts “8443-00-103-001-07”, detailed Head of Accounts being “8443-00-103—SD-001-EM-07-Deposit” in favour of the Accounts Officer , Office of the Administrative Medical Officer, ESI (MB) Scheme, Govt. of West Bengal, payable at Kolkata. The original challan showing deposition of “EARNEST MONEY” must have to be submitted along with the intact Tender Form.
- xii) Forfeiture of “EARNEST MONEY”: If the successful agency declines to come under an agreement to render the services accordingly, the EARNEST MONEY, submitted will be forfeited.
- xiii) Cost/ Rate: The cost quoted by Tenderer(s) must have to be consolidated one as PACKAGE COST per month and to be written both in figure & words, service charge in any form will not be entertained (Annexure “A”)
- xiv) The selected agency will have to execute an “AGREEMENT” in respect of imparting “Primary Medical Care Services” through OPD by functioning as “Service Dispensary” and during execution of the AGREEMENT has to submit a sum of Rs. 25,000.00 (Twenty five thousand rupees) as non-interest bearing “SECURITY DEPOSIT”, submitted in the Reserve Bank

of India, Kolkata through TR Challan Form No. 7 under the Head of Accounts “8443-00-103-001-07”, detailed Head of Accounts being “8443-00-103—SD-001-EM-07-Deposit” in favour of the Accounts Officer, Office of the Administrative Medical Officer, ESI (MB) Scheme, Govt. of West Bengal, payable at Kolkata.

- xv) Attested photocopy of the following documents as applicable are to be submitted along with the TENDER FORM:
- a. PAN Card
 - b. Trade License (up to date)
 - c. Credential Certificate / Experience certificate issued by competent authority
 - d. Schematic diagram of the proposed premises showing all measurements in feet
 - e. Schematic diagram of the location map showing the premises on offer

JURISDICTION

In the event of any question, dispute or difference arising out of these “TERMS & CONDITIONS” or in connection with the “AGREEMENT” (except as to any matter, decision of which is specially provided for any of special conditions), the matter shall be referred to the sole arbitration of the Director, ESI (MB) Scheme, Govt. of West Bengal or such persons appointed by him.

Sd/-
Administrative Medical Officer
ESI (MB) Scheme
Govt. of West Bengal

APPLICATION FOR TENDER

To
The Administrative Medical Officer,
ESI (MB) Scheme, Government of West Bengal
ESIC Building, Wing-B (4th & 5th floor), GB Block-6, Sector-III
Salt Lake, Kolkata-700097

Sub: Submission of Tender for Tie-Up arrangement for
“Primary Medical Care Services”

Sir,

In response to the WB Govt. Tender Notice No. ICA-T5253(3)/2019, I/We on behalf of M/s intend to submit the sealed tender for Tie-Up for “Primary Medical Care Services through Service Dispensary” for the area of **Cooch Behar Town** in the district of **Cooch Behar** in West Bengal in accordance with the specified “Terms & Conditions” for your kind consideration.

Following documents are enclosed herewith:

1. Tender Form in original and intact, duly filled up and signed on each of the pages with seal, signature and date on each page.
2. Original Challan (TR Form No. 7) showing the amount deposited for EARNEST MONEY as applicable (for Primary Medical Care only)
3. Attested photocopy of:
 - a. PAN Card / Income Tax clearance certificate (up to date)
 - b. Trade License (up to date)
 - c. Credential Certificate / Experience certificate issued by competent authority
 - d. Schematic diagram of the proposed premises showing all measurements in feet
 - e. Schematic Diagram of the location map showing the premises on offer

Thanking you,

Yours faithfully

Signature of the Participant (Tenderer)

[SEAL]

Contact No. :

Email address :

Address with Land mark :

Annexure- "A"

RATE SCHEDULE

“Primary Medical Care Services” through OPD by functioning as
 “Service Dispensary” under tie-up arrangement
 vide WB Govt. Tender Notice No. ICA-T5253(3)/2019

Sl No.	Category	No.	Qualification	Registration No.	Salary/Head/month (Rs)	Total
1	Medical Officer	2 (two)				
2	Nursing Staff	1 (one)				
3	Pharmacist	2 (two)				
4	Clerical Staff	1 (one)				
5	Group-D Staff	3 (three)				
				Incidental Charges	Rent of the premises	
					Telephone charges	
					Electricity Charges	
					Stationery charges	
					Administrative Charges	
					Other charges, if any	
				TOTAL		
				In words (rupees)		

Date:

 Signature of the Participant (Tenderer)

[SEAL]

Contact No. :

Email address :

Address with Land mark :