



RPF. No. 4412 /Estt.(BBMC&H)/23.

Dt. 11.08.2023

**TENDER NOTICE FOR AWARD OF CONTRACT FOR PROVIDING NON-TEACHING
OUTSOURCING STAFF BY MANPOWER AGENCY FOR TO BHIMA BHOI MEDICAL
COLLEGE & HOSPITAL, BALANGIR-767001.**

Tender notice two bid system for eligible Manpower Service providers for providing different category of post (Non-Teaching/paramedical/Hospital staff for engagement on outsourced basis as approved by finance Department to BBMC&H, Balangir for the period of one year is invited. Requirement / eligibility criteria/Terms and conditions of the contract have been clarified in the additional documents (Annexure-A,B,C,D and E). Tender document (including additional documents) is available online on the website of <https://bbmchbalangir.nic.in> and www.dmetodisha.gov.in respectively.

Bidders are advised to read tender document (uploaded on website) and check their eligibility before participating in the bid.

Estimated Value of Contract: **Rs.1,51,93,200/-**

(One crore Fifty One Lakhs Ninety three Thousand Two Hundred) only.

Date of Issue of Tender:-	Dt.13.08.2023
Last date of submission of Tender:-	Dt.11.09.2023
Date of Pre Tender Meeting:-	Dt.04.09.2023
Date of opening of Technical Bid:-	Dt.15.09.2023
Date of opening of Financial Bid:-	will be intimated later.

M. Pande
11.08.2023
Superintendent
Bhima Bhoi Medical College & Hospital
Balangir - 767001



ANNEXURE-A

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. PROPOSAL:

Sealed Tenders are invited from eligible, reputed and qualified organization for the assignment as defined under the Terms of Reference section. The invitation to bid is open to all bidders meeting minimum eligibility criteria as mentioned in subsequent section of this RPF Document.

2. BACKGROUND INFORMATION:

The Superintendent, Bhima Bhoi Medical College & Hospital, Balangir-767001 requires to engaged Non-Teaching/paramedical/Hospital staff on contract basis. Selected service provider Agency is expected to supply manpower for a period of 1 (one) year, till the vacant post are filled up against the vacancy.

3. INSTRUCTION TO BIDDER

3.1. General

- a. While sincere effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidders must form their own conclusions about the support needed to meet the requirements based on their past experience.
- b. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by Superintendent, BBMC&H, Balangir.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by Superintendent, BBMC&H, Balangir. Any notification of preferred bidder status by the Superintendent, BBMC&H, Balangir shall not give rise to any enforceable rights by the Bidder. The Superintendent, BBMC&H, Balangir may cancel this procurement at any time prior to a formal written contract being executed.

3.2. Pre-Bid Meeting:

- a. The Bidders' designated representatives are invited to attend the Pre-Bid meeting at their own cost, which will take place at office of the Superintendent, BBMC&H, Balangir. The date and time of the meeting will be communicated to the bidder mentioned to the tender document.
- b. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- c. The prospective bidders are requested, to submit any queries in format Form 13 in advance to reach Superintendent, BBMC&H, Balangir on or before the stipulated date as mentioned on the cover page of the tender document only as it may not be practicable at the Pre-Bid meeting to answer all questions instantly. The Hospital authority shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications received after the indicated date and time may not be entertained by the department.
- d. The Committee notified by Superintendent, BBMC&H, Balangir will endeavor to provide timely response to all queries.
- e. At any time prior to the last date for receipt of bids, Superintendent, BBMC&H, Balangir may, for any reason, whether at its own initiative or in response to a

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clarification requested by a prospective Bidder, modify the Tender document by a corrigendum.

- f. The corrigendum (if any) & clarifications to the queries from all bidders will be posted on <https://bbmchbalangir.nic.in>
- g. Any such corrigendum shall be deemed to be incorporated into this Tender.
- h. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the Superintendent, BBMC&H, Balangir may, at its discretion, extend the last date for the receipt of Proposals.

3.3. Compliant proposals / completeness of Tender paper.

- a. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications
- b. Failure to comply with the requirements of this paragraph or any clause of the RFP may render non-compliant and the proposal may be rejected. Bidders must:
 - include all documentation specified in this RFP
 - Follow the format prescribed in this RFP and respond to each element in the order as set out in this RFP
 - Comply with all requirements as set out within this RFP.

3.4. Key Requirements of the Bid.

- a. Right to Terminate the process
- b. The Superintendent, BBMC&H, Balangir may terminate the Tender process at any time and without assigning any reason thereof. The Superintendent, BBMC&H, Balangir makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- c. The submission of tender paper does not constitute an offer by The Superintendent, BBMC&H, Balangir. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

3.5. Cost of Tender Paper

- a. Tender document can be downloaded from <https://bbmchbalangir.nic.in> the The bidders are required to submit the non-refundable tender document Fee of **Rs10,000/-** (Rupees Ten Thousand) only in shape of an Account Payee Demand Draft in favour of The Superintendent, BBMC&H, Balangir and payable at Balangir from any scheduled commercial bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

3.6. Earnest Money Deposit (EMD)

- a. Bidders shall submit, along with their Technical Bids, EMD of Rs. 4,50,000/- (Rupees Four lakhs fifty thousand) only in the shape of an Account Payee Demand Draft or Banker's Cheque. (in the format specified in Appendix-I: Form-7) from any Scheduled Commercial bank in favour of the Superintendent, BBMC&H, Balangir, and shall be valid for 60 days from the due date of the tender / tender paper.
- b. EMD of all unsuccessful bidders would be refunded within 180 days of the bidder being notified as being unsuccessful. The EMD for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
- c. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- e. The EMD may be forfeited:

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- If a bidder withdraws its bid during the period of bid validity.
- In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
- If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

3.7. Performance Bank Guarantee

- Bank Guarantee in the prescribed format [Form 12] in favor of the Superintendent, BBMC&H, Balangir shall be submitted by the bidder selected and awarded the contract which is equivalent to one month's remuneration of the personnel to be engaged i.e. Rs.12,66,100/- (Rupees Twelve Lakhs sixty six Thousand One Hundred only) before execution of the agreement.
- The Bank guarantee shall be valid for a period of 12 months from the date of intimation to the selected bidder for execution of the agreement.
- Agreement shall be executed on confirmation of the Performance Bank Guarantee from the Concerned Bank.

3.8. Submission of Proposals

- a. The bidders shall submit their tender paper as per the format given in this tender paper in the following manner.
 - Technical Bid [Form 1 to Form 8] - in first envelope [Tender Paper, Technical Bid, EMD, Cost of Tender Paper]
 - Price Bid [Form 9, 10 & 11] - in second envelope
- a. The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- b. Please Note that Prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.
- c. The two envelopes containing copies of Technical Bid and Price Bid shall be put in another single sealed envelope clearly marked "Proposal for Selection of Service Providing servicing to supply of non-teaching outsourcing staff at Bhima Bhoi Medical College & Hospital, Balangir.
- d. The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and fax number of the bidder
- e. All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of bid.
- f. The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- g. All pages of the bid shall be initialed and stamped by the person or persons who sign the bid

3.9. Authentication of Bids:

The tender paper shall be accompanied by a power-of-attorney in the name of the signatory of the proposal who can bind the Firm/ Company.

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3.10. Evaluation Process:

- a. Superintendent, BBMC&H, Balangir will constitute a Tender Evaluation Committee [Tender Committee] to evaluate the responses of the bidders.
- b. The Tender Evaluation Committee constituted by the Superintendent, BBMC&H, Balangir shall evaluate the tender papers and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence as specified in clause – 5.1 of tender paper may lead to rejection
- c. The decision of the Committee in the evaluation of tender papers shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d. The Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- e. The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f. Each of the tender paper shall be evaluated as per the criteria and requirements specified in this tender paper.

3.11. Tender Opening:-

The Bids will be submitted by Dt.11.09.2023. The technical bids will be opened on Dt.15.09.2023 in the presence of the Bidders or their authorized representatives, who may be present at the time of opening. The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their bona fides for attending the opening of the proposal. The date of opening for Financial Bid will be communicated to the bidders after analyzing the technical bid.

3.12. Tender Validity

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

3.13. Tender Evaluation

- a. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers;
 - Are not submitted in as specified in the tender document
 - Received without the Letter of Authorization (Power of Attorney)
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated
 - With lesser validity period
 - Received without Cost of Tender Paper/ EMD or both

All responsive Bids will be considered for further processing as below.

Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

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4. CRITERIA FOR EVALUATION:

Proposals for this contract will be assessed in accordance with Quality and Cost based Selection (QCBS) system. All bids will primarily be evaluated on the basis of eligibility criteria. The Tender Committee will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:

- Overall completeness and compliance with the requirement.
- Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.
- Any other relevant factors, if any, listed in the document, or Health and F.W. Department, Odisha deems necessary or prudent to take into consideration.

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent sections. Bidders satisfying all the pre-qualification criteria would be considered for technical evaluation. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of Tenders which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for further evaluation.

5. PRE QUALIFICATION CRITERIA:

All bids will primarily be evaluated on the basis of Pre-Qualification Criteria. The Tender Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents detailed below as relevant to the bidder.

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	<ul style="list-style-type: none">• The bidder must be a Company registered under the Indian Companies Act, 1956 (Now CA-2009) or registered under limited liability partnership act 2008 and be in business for more than 3 years in India as on last date of submission of bid.• The bidder must be registered with GST, EPF, ESI, PAN and up-to-date IT return for last three years.	<ul style="list-style-type: none">• Certificates of incorporation• GST Registration Certificate• EPF Registration Certificate with number.• ESI Registration Certificate with number.• PAN copy• IT Return for last 3years.
2.	Average Annual Turnover and positive Net worth	<ul style="list-style-type: none">• Average Annual Turnover during last three financial years (as per the last published Balance sheets), should be minimum Rs. 5,00,00,000/- (Rupees Five crore) only.• The Net worth of the Bidder must be Positive and it should be a profit making company as per the audited balance sheet during last three financial years.	<ul style="list-style-type: none">• Copy of the Audited Balance sheet and Profit & Loss Account; Showing the relevant trade for last three FY (2021-22, 2019-20 and 2018-19)
3.	Consortium	<ul style="list-style-type: none">• Not Allowed.	

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4.	Technical Capability	<ul style="list-style-type: none">The bidder must have successfully undertaken at least three projects not less than the amount Rs. 5,00,00,000/- (Rupees Five crore) only in India primarily related to Project Management Consulting/ Supplying professional manpower/ Implementation of e-Governance solution (Other than supply of Hardware and Data Entry) in last three financial years.	Work order from the client mentioning details of order and amount of claim.
5.	Local presence of the Bidder	The bidder's local presence is desirable but not essential.	Self-Certified letter on existence of local office along with necessary evidence.
6.	Blacklisting	Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices must be submitted on original letter head of the bidder with signature and stamp	Affidavit in prescribed format [Form 6]
7.	Tender Fees	The Bidder must have submitted Rs. 10,000/- (Rupees Ten thousand only) towards the cost of the Tender Document.	In shape of Account Payee Demand Draft from any Scheduled Commercial Bank.
8.	EMD	The Bidder must have furnished the EMD of Rs. 4,50,000/- (Rupees Four lakhs fifty thousand) only	In shape of Account Payee Demand Draft or Banker's Cheque as suggested in guidelines circulated by Finance Department (in the format specified in Appendix I: Form-7) from any Scheduled Commercial Bank

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6. Technical Evaluation

Bidders need to score minimum 70 Marks out of 100 marks for qualifying to next stage i.e. Financial Evaluation. Details technical evaluation will be done on following criteria:

- The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidder representatives.
- If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

Sl. No.	Parameter	Supporting Documents	Maximum Marks	Marking criteria
1	Business Turnover: The Bidder should have had a minimum annual turnover of Rs. 05 Crore during each of the last three years (2021-22, 2020-21 and 2019-20) from exclusive activity of Manpower Providing Services.	Copy of the audited Balance Sheet and/ or Certificate of the Chartered Accountant for preceding three years.	15 Marks	Average of Annual turnover for prescribed 3 years will be taken into account and marks will be given as follows: a) 05 - 10 Crore: 10 Marks; b) >10 crores and upto 15 crores: 12.5 Marks; c) >15 crores: 15 Marks
2	Business Operation: The Bidder must have a minimum of five years' experience in supplying contractual outsourced manpower to reputed Central/ State Govt. Departments/ Public Sector Companies/ Banks.	Details of Contracts relating to supplying of manpower to reputed Central/ State Govt. Departments/ Public Sector Companies/ undertakings in the last three years along with attested copies of the work orders.	20 Marks	a) >3 years to 5 years: 5 Marks; b) >5 years and upto 9 years: 10 Marks; c) >9 years: 20 Marks
3	References: The Bidder must have executed similar three (3) Projects in any Medical institutions / Health units in past three years. The Bidder should provide client	Client References:- 1. 2. 3.	20 Marks	a) Similar projects (>3 to 5): 5 Marks; b) Similar projects (> 5 upto 7): 7.5 Marks; c) Similar projects (>7 upto 9): 10 Marks d) Similar projects (10 or more): 20 Marks;

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	references and contact details (email/ landline/ mobile) of 3 customers for whom similar projects were executed (Start and End Date of the Project to be mentioned)			
4	Total no. of Manpower: The Agency should have proven track record of providing average 300 contractual outsourced manpower per month in minimum of three (3) projects of Central/ State Govt. Departments/ Public Sector Companies/ Banks/ Public Sector company.	Satisfactory documentary proof to be attached	15 marks	<p>a) Average manpower 100 to - 300outsourced manpower per month : 5 marks</p> <p>b)>300 upto 600 average outsourced manpower per month : 10 Marks;</p> <p>c)>600 upto 900 average outsourced manpower per month: 12.5 Marks;</p> <p>d)More than 900 outsourced manpower average per month: 15 Marks</p>
5	Technical Presentation on overall understanding of Scope of Work.		30 Marks	As recommended by the Technical Evaluation Committee as per the Evaluating criteria of areas specified in Scope of Work and Technical Bid

7. FINANCIAL EVALUATION:

- The bidder must quote price exclusive of any taxes and duties.
- Arithmetical errors will be rectified on the following basis. Amount mentioned in word will prevail against the figure RFP for in case of any discrepancy in Financial Proposal.
- The Bidders are informed to quote **minimum service charge of 3.85%** (3% profit plus transaction charge) as per office memorandum of Govt. of Odisha Finance Department No. 19595/F. Dt.11.07.2023.
- If multiple Bidders are found to be L1 (Lowest -1) bidder in the financial evaluation, than the selection will be based on the marks secured in Technical Bid (i.e. Highest Technical scoring bidder will be selected and awarded the Bid/contract.

The highest secured marks in Technical bid quoting the lowest price will be declared as preferred bidder

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8. **APPOINTMENT OF SERVICE PROVIDER AGENCY:**

8.1. **Award Criteria**

The Superintendent, BBMC&H, Balangir will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

8.2. **Right to Accept Any Proposal and To Reject Any or All Proposal(s).**

The Superintendent, BBMC&H, Balangir reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

8.3. **Notification of Award**

Prior to the expiration of the validity period, The Superintendent, BBMC&H, Balangir will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process/ public procurement process has not been completed within the stipulated period, The Superintendent, BBMC&H, Balangir may like to request the bidders to extend the validity period of the bid. In such case such extended period shall be accepted as mutually agreed upon.

Upon successful bidder's signing the contract, Superintendent, BBMC&H, Balangir will notify each unsuccessful bidder and return their EMD.

8.4. **Contract Finalization and Award-**

The Superintendent, BBMC&H, Balangir shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalized for award & signing.

8.5. **Signing of Contract**

After notification by The Superintendent, BBMC&H, Balangir on the successful bidder that its proposal has been accepted, The Superintendent, BBMC&H, Balangir shall enter into a contract, incorporating all clauses and the proposal of the bidder between the department and the successful bidder. The Draft Legal Agreement will be provided as a separate document.

8.6. **Failure to Agree with the Terms and Conditions of the Tender Paper-**

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event The Superintendent, BBMC&H, Balangir may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, The Superintendent, BBMC&H, Balangir shall forfeit the EMD of the successful bidder.

8.7. **Period of Contract:**

The period of contract shall be for a period of one year from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions.

9. **Terms of Reference**

9.1. **Role and Responsibility of the Human Resource Service Providing Agency**

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The Human Resource Service Providing Agency (HRSPA) selected will be completely responsible to Superintendent, BBMC&H, Balangir report to him/her for regular activities

Following are the key responsibilities of agency.

- a. The HRSPA must ensure that the following categories of Human Resources are deployed in and will not be engaged by the agency for any other activities during their term of engagement.

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Sl. No.	Name of the Post	Monthly Remunerat ion	Retired personnel having Education Qualification	College Side	Supdt. Side	Total No. of Required
1	Asst. Matron	Rs. 21500/- (Approx.)	Retired matron / Nursing Superintendent	0	2	2
2	Clinical Psychologist	Rs. 21500/- (Approx.)	Retired & M.Phil in Clinical Psychology and retired.	0	1	1
3	Dietician	Rs. 21100/- (Approx.)	B.Sc. in Dietetics from any Govt. recognized Institutions / University and retired.	0	1	1
4	Health Educator	Rs. 21100/- (Approx.)	Retired ANM and Diploma in HP & Education	0	1	1
5	Matron	Rs. 22000/- (Approx.)	Retired Nursing Officer	0	1	1
6	Medical Record Officer	Rs. 21100/- (Approx.)	Statistics in Economics / Graduation / Computer	0	1	1
7	Office Superintendent	Rs. 21100/- (Approx.)	Retired clerk.	1	0	1
8	Speech Pathologist	Rs. 21100/- (Approx.)	Retired & B.SC in Audiology	0	1	1
9	Statistician	Rs. 21500/- (Approx.)	Retired & B.Sc in economic	1	0	1
10	Technical Store Keeper	Rs. 21100/- (Approx.)	B. Pharma from a recognized institution & Retired Pharmacist	0	1	1
11	Veterinary Medical Officer	Rs. 21500/- (Approx.)	Veterinary Doctor	1	0	1
12	Audio Visual Technician	Rs. 12500/- (Approx.)	Retired audio visual technician.	0	1	1
13	Dark Room Assistant	Rs. 11900/-	HSC/equivalent	0	1	1

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		(Approx.)	Examination, +2 Science Examination and DMRT from any Govt. recognized Institution			
14	Dental Technician	Rs. 11900/- (Approx.)	Diploma in Dental Mechanic from any Govt. recognized institution, Must be registered with Dental council of India or State Dental Council	0	1	1
15	ECG Technician	Rs. 11900/- (Approx.)	Must have passed HSC / equivalent Examination & +2 Science Examination or its equivalent with 2 years experience in any Govt. recognized hospital in ECG, Desirable qualification : DCA	0	1	1
16	Health Inspector	Rs. 11500/- (Approx.)	Retired Health Inspector	0	1	1
17	Junior Clerk	Rs. 11100/- (Approx.)	Retired Clerk	4	3	7
18	Junior Librarian	Rs. 11200/- (Approx.)	Retired Librarian	1	0	1
19	Junior Stenographer	Rs. 11900/- (Approx.)	Retired Stenography	0	1	1
20	Lab. Technician	Rs. 11900/- (Approx.)	Retired Lab. Technician / DMLT	10	0	10
21	Medical Social Worker	Rs. 11500/- (Approx.)	Degree in MSW	0	2	2
22	Museum-cum-Mortuary Clerk	Rs. 11100/- (Approx.)	Retired Clerk	1	0	1
23	Ophthalmic Assistant	Rs. 11900/- (Approx.)	Retired Ophthalmic Assistant	0	1	1
24	Pharmacist	Rs. 11900/- (Approx.)	Diploma in Pharmacy	0	6	6

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25	Psychiatric Social Worker	Rs. 11200/- (Approx.)	Retired Medical Social Worker	0	1	1
26	Radiographer	Rs. 11900/- (Approx.)	Retired Radiographer	0	6	6
27	Record Clerk	Rs. 11900/- (Approx.)	Retired Clerk	0	6	6
28	Refractionist	Rs. 12500/- (Approx.)	Must have passed diploma in Optometry from any Govt. recognized Institution or Ophthalmic Assistant course with two years experience. The diploma in optometry will be preferred over ophthalmic Assistants	0	1	1
29	Senior Clerk	Rs. 11900/- (Approx.)	Retired Clerk	0	1	1
30	TB & Chest Health Visitor	Rs. 11500/- (Approx.)	Retired Technician / D. Pharm	0	1	1
31	Technician	Rs. 11900/- (Approx.)	Retired Lab. Technician	7	20	27
32	Animal Attendant	Rs. 10100/- (Approx.)	Retired Peon (Minimum 7 th pass)	1	0	1
33	Attendant	Rs. 10100/- (Approx.)	Retired Peon (Minimum 7 th pass)	15	15	30
34	Dissection Hall Assistant	Rs. 10100/- (Approx.)	Candidate must have passed M.E (07 th) Examination or equivalent and can read, write and speak Odia, Selection shall be on basis of merit prepared by taking the marks secured in Class-7	2	0	2
35	Peon	Rs. 10100/- (Approx.)	Retired Peon (Minimum 7 th pass)	2	2	4

M. Pande

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Superintendent
Bhima Bhoi Medical College & Hospital
Balangir - 767001



OFFICE OF THE SUPERINTENDENT BHIMA BHOI MEDICAL COLLEGE & HOSPITAL

At/PO/Dist – Balangir, PIN – 767001 (Odisha)

E-mail: gmchospitalbalangir1@gmail.com



Note:

1. The manpower requirement is approximate and likely to change at the discretion of competent authority at the time of award of contract or at any stage during the contract period. The agency shall be bound to provide additional manpower or reduce/retrench the existing manpower at the direction of the tendering authority.
2. Maximum standards / Benchmarks/ Qualifications/Age for the services sought is as per Govt. of Odisha Norms which shall be followed by the agency strictly.
3. The duties and responsibilities of the manpower deployed by the agency are similar to the job profile for above posts of BBMC&H, Balangir.
4. The agency will ensure the required representations of reserved category candidates as per Government norms and protocol.
5. Retired personnel who have retired from Govt. Services/Private Sectors on attaining the age of superannuation and below 65 years having good service records and physically fit shall be eligible to be considered for re-employment.
6. All these Non-Teaching posts will be filled up by taking only retired personnel (Either from Govt. / Private Sector).
7. All these Non-Teaching posts will be filled up by taking only retired personnel (Either from Govt. / Private Sector).
8. The Employee's contribution towards EPF and ESI for outsourced personnel will be reimbursed over and above the amount of consolidated remuneration by the Tenderer subject to satisfactory proof of such contribution made.

10. Payment Terms-

The Service Provider will pay the personnel deployed within seven days after receipt of Absent Statement from the office of Superintendent, BBMC&H, Balangir. The Service provider can claim the reimbursement within 7 days of its payment by enclosing the online transfer of Bank Statement on calendar month basis according to the number of manpower engaged in the project. The Superintendent, BBMC&H, Balangir will release the payment to the service provider within 15 days of their claim after acceptance of monthly deliverables. All claims will be submitted to following address:

11. Leave-

The Employees to be engaged by the agency shall be allowed to avail the casual leave for a maximum period of 10 days in a year. The 10 days leave will be in a calendar year and not to be carried over to the next year.

12. Termination for Default

Superintendent, BBMC&H, Balangir may without prejudice to any other remedy for breach up of terms and conditions including forfeiture of Performance Security by written notice of default sent to the Service Provider, terminate the work / task in whole or in part, after sending a notice to the Service Provider in this regard. If the Service Provider fails to deliver or complete the job assigned in the terms and condition within the time period (s) specified in the Tender Document. If the Company fails to perform any other obligations under the terms and conditions

M. Panda

Superintendent

Bhima Bhoi Medical College & Hospital
Balangir - 767001



13. Force Majeure

- This clause shall mean and be limited to the following in the execution of the contract placed by the department.
- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Tempest, Lightning or other natural physical disaster
- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the consultant, which prevent or delay the execution of the order by the consultant
- The Service Provider shall advise the department in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the Hospital administration reserves the right to cancel the contract without any obligation to compensate the consultant in any manner for whatsoever reason, subject to the provision of clause mentioned.

14. Arbitration

- All disputes, differences, claims and demands arising under the contract shall be referred to the Superintendent, BBMC&H, Balangir for final decision and the same shall be binding on all parties.
- Any other terms and conditions mutually agreed prior to finalization of the order / agreement shall be binding on the service provider.
- Superintendent, BBMC&H, Balangir and the selected Service Provider shall make every effort to resolve amicably through direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matter the decision of which is specially provided for by the general conditions, such disputes shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering into the reference and the award of the arbitration or umpire, as the case may be. Shall be final and binding on both the parties. The arbitrators or the umpire case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996.

15. Legal Jurisdiction-

All legal disputes are subject to the jurisdiction of Balangir courts only.

16. Liquidated Damages

The selected service provider must supply the required manpower within 15 days of signing the contract. Any delay in supplying manpower will invite a penalty @ Rs. 500 per manpower per day delay beyond the stipulated timeline. The same clause is also applicable for delay in replacement of manpower beyond the stipulated timeline of 15 days.

M. Panda
11.08.2023
Superintendent
Shima Bhoi Medical College & Hospital
Balangir - 767001



Appendix-I: Technical Bid

Form 1: Compliance Sheet for Eligibility Criteria

RFP NO: _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid

Sl. No.	Compliance Document	Provided (Yes/No)	Page No. in the Technical Bid.
1	Copy of Certificate of Incorporation		
2	Copy of GST (mandatory) / Service Tax Registration Certificate		
3	Copy of PAN		
4	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three Financial Year as on 31st March, 2023.		
5	Tender Paper Cost (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
6	Earnest Money (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
7	Bid Letter (Technical Bid) [In Form 2]		
8	Particulars of the Bidder [In Form 3]		
9	List of Projects Executed [In Form 4] [Certificate from the client as per clause 5.1]		
10	Project Citation of each Project listed in Form 4 [In Form 5]		
11	Affidavit of not be under Ineligibility [In Form 6]		
12	Copy of Power of Attorney in the name of the Authorized signatory		
13	Self-Certified letter on existence of local office in Odisha along with necessary evidence		
14	Copy of the CMM/ISO 9001/IEC 20000 certificate/s (if available).		
15	Approach & Methodology [In Form 8]		

Signature of witness

Signature of the Bidder

Date:
Place:

Date:
Place:

Company Seal



OFFICE OF THE SUPERINTENDENT BHIMA BHOI MEDICAL COLLEGE & HOSPITAL
At/PO/Dist – Balangir, PIN – 767001 (Odisha)
E-mail: gmchospitalbalangir1@gmail.com



Form 2: Bid Letter (Technical Bid)
RFP NO: _____, Date: _____

To

The Superintendent, BBMC&H, Balangir.

Sub: Submission of the Technical bid for supply of manpower for Bhima Bhoi Medical College & Hospital (both Hospital & College site)

Dear Sir/ Madam,

We, the undersigned, offer to provide our services to the Bhima Bhoi Medical College & Hospital (both Hospital & College site), with your Request for Proposal dated and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the financial bid sealed in separate envelopes

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of the Firm:

Address:

Location:

Date:



OFFICE OF THE SUPERINTENDENT BHIMA BHOI MEDICAL COLLEGE & HOSPITAL
At/PO/Dist – Balangir, PIN – 767001 (Odisha)
E-mail: gmchospitalbalangir1@gmail.com



Form 3: Particulars of the Bidder

RFP NO: _____, Date: _____

1. Name of the Organization
2. Status of Registration of Orgn.
3. Address of Office
4. Telephone No
5. Email Address
6. Website
7. Registration No & Date
8. No. of employees :
9. No. of years of proven experience of providing similar Services in India:
10. No. of years of proven experience of providing similar Services in Odisha:

11. Annual Turnover of the company (in last three years)

Fiscal Year	Amount(*)		
	PBT	PAT	ATO
2021-2022			
2020-2021			
2019-2020			

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company seal

M. Pande
Superintendent
Bhima Bhoi Medical College & Hospital
Balangir - 767001



OFFICE OF THE SUPERINTENDENT BHIMA BHOI MEDICAL COLLEGE & HOSPITAL

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E-mail: gmchospitalbalangir1@gmail.com



Form 4: Format for List of Projects Executed

RFP NO: _____, Date: _____

Sl. No.	Name, Address of the Client	Name of the Project	Project Period		Total Project Cost	I this Project Similar to Current Assignment (Yes/No)
			From	To		

Note: The information provided in the above table must supported by relevant work order copy.

M Pande

Superintendent

Bhima Bhoi Medical College & Hospital
Balangir - 767001



Form 5: Project Citation Format
RFP NO: _____, Date: _____

a. I. Client Details

- a. 1. Name of the Client
- b. 2. Sector of the Client
- c. 3. Details of concerned officer of the client ((Name, Designation, Address, Phone, e-mail):

a. II. Project Details

- a. 4. Name of the Project
- b. 5. Work order No. & Date
- c. 6. Project Start Date Completion Date
- d. 7. Project cost (Excluding Tax in INR)
- e. 8. Type of Project a) Supply of Manpower b) Project consulting c) Management
d) E-Governance Project Implementation d) Other
9. No. of skilled professionals involved in the project
10. Implementation coverage: a) State Level b) District Level c) Block
11. . Brief details about scope of the project:

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:

Company seal



Form 6: Affidavit of not be under Ineligibility
Before the Executive Magistrate/ Notary Public Sri _____

AFFIDAVIT

I, Sri/Smt. _____ aged about _____
S/o./D/o./W/o. _____ Proprietor/Partner/ Director of
M/s. _____ At- _____ Po- _____, P.S- _____,
Dist- _____ do hereby solemnly affirm and state as follows:

- 1) That pursuant to the tender call notice Dated,.....of Superintendent, BBMC&H, Balangir for Supply of manpower for Medical College and Hospital Unit, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That I/my firm/company not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.
- 5) That this affidavit is required to be produced with tender paper before the Superintendent, Bhima Bhoi Medical College & Hospital, Balangir, Government of Odisha.
- 6) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Advocate

Deponents

The above deponent being present before me & duly identified by Sri.....
Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

*Strike out whichever is not applicable.

Executive Magistrate/
Notary Public _____

M. Pande



OFFICE OF THE SUPERINTENDENT BHIMA BHOI MEDICAL COLLEGE & HOSPITAL
At/PO/Dist – Balangir, PIN – 767001 (Odisha)
E-mail: gmchospitalbalangir1@gmail.com



Form 7: Bank Guarantee for Earnest Money Deposit RFP NO: _____, Date:

To

The Superintendent,
BBMC&H, Balangir.

Whereas <<Name of the bidder>> (hereinafter called „the Bidder“) has submitted the bid for Submission of RFP # <<RFP Number>> dated <<Date>> for Supply of Manpower at BBMC&H, Balangir (hereinafter called “the Bid”) to Superintendent, BBMC&H, Balangir.

Know all Men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called “the Bank”) are bound unto the <<Nodal Agency>> (hereinafter called “the Purchaser”) in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or

If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid

- a) Withdraws his participation from the bid during the period of validity of bid document; or
- b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)

II. This Bank Guarantee shall be valid up to <<insert date>>)

III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

M. B. De.

Superintendent
Bhima Bhoi Medical College & Hospital
Balangir - 767001



(Authorized Signatory of the Bank)

Seal:

Date:

Form 8: Approach & Methodology

RFP NO: _____, Date: _____

Describe about Approach, Methodology, Work Planned understanding of the assignment, Key Professional of the Bidder, Staff Qualification and competency for the assignment in this form.

Signature of witness Date:

Date:

Signature of the Bidder

Place:

Company Seal

M. Panda

Superintendent

Bhima Bhoi Medical College & Hospital
Balangir - 767001



Appendix-II: Commercial Bid

Form 9: Compliance Sheet for Financial Proposal

RFP NO: _____, Date: _____

Please check whether following have been enclosed in the respective covers, namely, Financial Bid.

- a. Bid Letter (Financial) (In the format attached at Form 10)
- b. Financial Proposal (In the format attached at Form 11)

Signature of witness Date:

Place:

Signature of the Bidder Date:

Place:

Company Seal

M/2mDa

Superintendent
Bhima Bhoi Medical College & Hospital
Balangir - 767001



OFFICE OF THE SUPERINTENDENT BHIMA BHOI MEDICAL COLLEGE & HOSPITAL

At/PO/Dist – Balangir, PIN – 767001 (Odisha)

E-mail: gmchospitalbalangir1@gmail.com



Form 10: Bid Letter (Financial Bid)

To

The Superintendent, Bhima Bhoi Medical College & Hospital,
Balangir.

Subject: Submission of the financial bid for Supply of manpower.

Dear Sir/Madam,

We, the undersigned, offer to provide our services for supply of manpower for in accordance with your Request for Proposal << RFP No. >>dated<<Date>> and our Proposal (Technical and Financial Proposals). Our Financial Proposal is attached in Form 11. This amount quoted is exclusive of any taxes and duties.

1. **PRICE AND VALIDITY** All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period 180 days from the date of opening of the Bid. We hereby confirm that our prices do not include any taxes and duties. We understand that the actual payment would be made as per the existing tax rates during the time of payment.
2. **UNIT RATES** We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.
3. **TENDER PRICING** We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.
4. **QUALIFYING DATA** We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.
5. **BID PRICE** We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. These prices are indicated Commercial Bid attached with our Tender as part of the Tender. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive. We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief. We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you, Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Name of Firm:

Address:

Location, Date>

M. Pande

Superintendent

Bhima Bhoi Medical College & Hospital
Balangir - 767001



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E-mail: gmchospitalbalangir1@gmail.com



Form 11: Financial Proposal

RFP NO: _____, Date: _____

i. Name of Tendering Manpower Service Provider:

ii. Rate per person per month:

Sl. No	Post/Jobs	Consolidated remuneration	Employee's contribution		Total per person	Employers contribution		Service charge	Any other statutory deduction	Total No. of posts	Total in INR's
			EPF	ESI		EPF	ESI				

M. Pandey

Superintendent
Bhima Bhoi Medical College & Hospital
Balangir - 767001



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At/PO/Dist – Balangir, PIN – 767001 (Odisha)

E-mail: gmchospitalbalangir1@gmail.com



Appendix III:
Other Formats Form 12:
Performance Bank Guarantee

To

The Superintendent,
BBMC&H, Balangir

Whereas, ◇ (hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. ◇ dated ◇ to provide services for ◇ to the Superintendent, Bhima Bhoi Medical College & Hospital, Balangir (Hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, ◇ a banking company incorporated and having its head/registered office at < > and having one of its office at ◇ have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.◇ (Rupees ◇ only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs.◇ (Rupees ◇ only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until ◇)
Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs◇ (rupees ◇ only).
- II. This bank guarantee shall be valid up to◇)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before ◇) failing which our liability under the guarantee will automatically cease. Seal & Signature of the authorized officer of the Bank Name & Designation of the Officer Date: Seal, Name & address of the bank & address of the branch.



OFFICE OF THE SUPERINTENDENT BHIMA BHOI MEDICAL COLLEGE & HOSPITAL
At/PO/Dist – Balangir, PIN – 767001 (Odisha)
E-mail: gmchospitalbalangir1@gmail.com



Form 13: Bidder's Query

(To be sent through official e-mail of the authorized representative of the bidder only)

Sl. No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of clarification

Note: Bidder shall fill up all the columns. Validity of offer is for a period of one (1) year from the date of letter of intent.

M. Panda
11.08.2023
Superintendent
Bhima Bhoi Medical College & Hospital
Balangir - 767001