

PANIPAT THERMAL POWER STATION
(A Unit of Haryana Power Generation Corporation Limited)

(Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula)

Corporate Identity No. U45207HR1997SGC033517

Website:- www.hpgcl.org.in



(An ISO 9001, 14001 & OHSAS 45001
Certified Company)

TENDER DOCUMENT
FOR

**Carrying out Health Care Activities i.e. “To Set-Up, Run & Maintain First Aid Centre,
PTPS Panipat along –with Ambulance service round the clock (24x7)” and
“ To run Health Care Activities at Health Centre PTPS Panipat & City Dispensary Panipat”**

NIT No. 01/TRG-245B/Vol.-I/PTPS/2024

Dated : 04/11/2024


**Executive Engineer/Training,
For CHIEF ENGINEER/PTPS PANIPAT
PANIPAT THERMAL POWER STATION,
HPGCL, PANIPAT**

TELEPHONE NO. 9355869410

PANIPAT THERMAL POWER STATION,PANIPAT (A Unit of Haryana Power Generation Corporation Ltd.) (Corporate Identity Number: U45207HR1997SG033517) Website: www.hpgcl.org.in , Email.: xentrg.ptps@hpgcl.org.in
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	<p align="center">PANIPAT THERMAL POWER STATION, PANIPAT (A Unit of Haryana Power Generation Corporation Ltd.) (Corporate Identity Number: U45207HR1997SG033517) Website: www.hpgcl.org.in, Email.: xentrg.ptps@hpgcl.org.in</p>
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NOTICE INVITING TENDER (E-TENDER)

E-tender in two parts is invited on behalf of CE/PTPS, HPGCL, Panipat for the Health Care Activity as detailed under:-

NIT No.	01/TRG-245B/Vol.-I/PTPS/2024 dated: 04/11 /2024
Description of Work	Carrying out Health Care Activities i.e. “To Set-Up, Run & Maintain First Aid Centre, PTPS Panipat along –with Ambulance service round the clock (24x7)” and “ To run Health Care Activities at Health Centre PTPS Panipat & City Dispensary Panipat.
Period of Contract	Two Year with Provision of three months extension.
Start date and time of e-tender uploading	04 /11/ 2024 at 17:00 Hrs
Last date for submission/uploading of e-tender	03/12/2024 at 17:00 Hrs
e-Tender Technical Bid Opening (Part-I)	06/12 /2024 at 15:00 Hrs
e-Tender Document Fee (Non –refundable)	Rs. 1180/-
e-service Fees (Non –refundable)	Rs.1180/-
Earnest Money (Refundable)	Rs. 2,42,000 /-
Estimated Cost	Rs. 120.80 Lacs (Inclusive of all taxes)
Contact Information	Executive Engineer/Training, PTPS, HPGCL, Panipat-132105 Mb. No. 9355869410

Information Regarding Online Payment of Tender Document, e Service & EMD Fee.

The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in>

The Bidders shall have to pay for the Tender documents, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS/NEFT.

NOTE: If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the firm.

The Tenderers can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Tenderer's Stage	Start date and time	Expiry date and time
1	Tender Authorization & Publishing	Downloading of Tender Documents, Bid Preparation & Bid submission -	04 /11 / 2024 at 17:00 Hrs	03 /12/2024 at 17:00 Hrs
2.	-	Last date of submission of EMD online	03 /12 /2024 at 17:00 Hrs	
3.	Technical Opening (Part-I)	-	06/12/2024 at 15:00 Hrs	-
4.	Short listing of Technical bids & Opening of Financial Bid		Will be intimated to the firms on their e-mail	

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HPGCL, Panipat

Instructions to bidder on Electronic Tendering System

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on centralized e-Procurement portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager/Post Master/Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website <https://etenders.hry.nic.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate.

2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney/lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.6 In case of any change in the authorization, it shall be the responsibility of management/partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/user on behalf of the firm/company. The procedure for application of a digital certificate however will remain the same for the new user.

2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Opening of an Electronic Payment Account:

Tender document can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://etenders.hry.nic.in>.

4 Pre-requisites for online bidding:

In order to bid online on the portal <https://etenders.hry.nic.in>, the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.

5 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e Procurement system on the Home Page at <https://etenders.hry.nic.in>.

6 Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>.

7 Key Dates: The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8 Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees and Submission of Bid Seal of online Bids:

8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The payment for Tender Document Fee and eService Fee can be made by eligible bidders/contractors online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card/online payment authorization networks.

8.2 The bidders shall **upload** their technical offer containing documents, qualifying criteria, technical specification and all other terms and conditions except the rates (price bid).

The bidders shall **quote** the prices in price bid format.

8.3 Submission of bids will be completed by submission of the digitally signed & sealed bid as stated in the time schedule (Key Dates) of the Tender.

9 Tender Closing:

After the submission of bid by the bidders, the bidding round will be closed. Once the online tender is closed, no new Vendor can bid in the tender.

NOTE:

- (A) If bidder fails to complete the Online Bid Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.
- (B) From the starting date of tender downloading to final date of submission of bid, the bidder can rework on his bid number of times he wants. If bidder submits the revised bid including price bid, original bid will automatically deleted and this revised bid will become original bid. No revised bid will be submitted after Part-I (Technical Bid) is opened.
- (C) Complete bid will only be submitted after realization of tender document's fee and EMD.
- (D) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to..?' to download the file.

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INSTRUCTIONS TO THE BIDDERS**1. Pre Qualifying Requirements (PQRs)/Eligibility Conditions for the Bidders:**

The bids will be accepted from those reputed firms who fulfill the following conditions:

- a) The bidder should be maintaining/running a hospital which is on the approved list of Govt. of Haryana/HPGCL/HVPL/UHBVNL/DHBVNL.

OR

Bidder should be a qualified doctor (minimum MBBS) and maintaining/running own hospital/or a Charitable Trust Hospital in Haryana/Punjab/Delhi/Chandigarh since last one year ending 31st March 2024.

b) Experience of Execution of Work Order:

Bidders must have successfully executed the Purchase Order(s) / Work Order(s) for the same or similar item(s) / work(s) during last 5-years ending 30th SEPTEMBER 2024, having minimum order value as under:

Single order of the value not less than Rs. 42.02 Lacs/- or

Two orders of the value not less than Rs. 26.26 lacs/- each or

Three orders of the value not less than Rs. 21.01 Lacs /- each.

c) Turnover

Bidders must have average annual turnover in last 3 consecutive financial years (i.e. during FY 2021-22, FY 2022-23, FY 2023-24) ended prior to financial year FY 2024-25 in which the applications are invited shall not be less than Rs. 53.69 lacs.

Notes: -

- A committee nominated by HPGCL shall evaluate all the bids for fulfillment of qualifying criteria.
- Originals of any / all documents submitted by bidders while tendering, may be asked for verification at the time of evaluating the tender or anytime thereafter.
- Decision of HPGCL regarding fulfillment of pre qualification requirement shall be final and binding upon the bidders

2. Disqualification of the Bidder:

- i) Even though the bidders meet the above Qualifying Criteria, they are subject to be disqualified, if they have made misleading or false representations in the forms, statements and attachments submitted in the proof of the qualification requirements.
- ii) The Bidders shall supply partnership deed in case of partnership firm/Memorandum of Association and Article of Association in case of a company.
- iii) Notwithstanding anything stated above, Haryana Power Generation Corporation Ltd. reserves the right to assess the Bidder's capacity to perform the contract should the circumstances warrant such assessment in the overall interest of the Haryana Power Generation Corporation Ltd. In this regard the decision of corporation will be final.
- iv) The firm should submit a certificate that the firm is not blacklisted in last 05 years in any organization.
- v) Decision of HPGCL regarding fulfilment of pre-qualification requirement shall be final and binding upon the bidders.

3. The Tender Document can also be seen on website www.hpgcl.org.in.

4. Before submitting tenders the instructions may be read carefully regarding submission of tender. If any bidder finds discrepancies or omissions in the tender documents or is in doubt as to the true meaning of any part, he shall clarify same from tender issuing office in writing before the due date and time of submission of the bid.

5. The tender shall only be submitted on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>.

6. The tenderer shall submit their tender in two parts- the first part containing documents for qualifying criteria, technical specification/documentation and all other terms and conditions except the rates (price bid), and the second part containing the rates (price bid) quoted for

- each item as well as other related terms like freight, Works tax, GST, price escalation, profit etc.
7. The bidder shall bear all costs including bank charges, if any, associated with the preparation and submission of his bid, and HPGCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 8. The whole work against this tender shall be awarded to a single firm whose overall quoted/equated prices are lowest for the complete package that will be final L-1.
 9. Rate Negotiation will be held as per negotiation policy of HPGCL and amendment there of applicable from time to time.
 10. The Bidders will quote their rates strictly as per details of price quoting sheet.
 11. Tenders through Fax/E-mail/telegraphic tenders shall not be considered. Incomplete, obscure or irregular tender is liable for rejection. If the Bidder deliberately gives wrong information in his tender, HPGCL reserves the right to reject such tender at any stage.
 12. **The validity of the tender/quotation should be at least for 120 days from the date of opening of price bid.**
 13. No deviation from the terms & conditions of tender shall be accepted. Once bidder submits the tender online, it is presumed that all the terms & conditions are accepted including payment terms.
 14. The bidders/contractors shall observe the highest standard of ethics during the submission of tender, procurement and execution of the contract. In case of evidence of cartel formation by the bidder(s), EMD is liable to be forfeited.
 15. The bidder shall bear all costs associated with the preparation and submission of his bid, and HPGCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 16. Unless exempted specifically, tenders not accompanied with the prescribed EMD/Cost of tender shall be rejected. EMD/Cost of tender shall be in the prescribed mode of payment as asked in the NIT otherwise; the tender shall be liable to be rejected.
 17. **Earnest Money:**

The Bidder shall deposit requisite Earnest Money along with the tender to ensure that the Bidder takes up the contract in right earnest. An EMD amounting to **Rs. 2,42,000/- (Rs. Two Lac Forty Two Thousand only)** is applicable which is to be paid online through RTGS/NEFT.

 - i) The EMD of the successful Bidder will be adjusted against security deposit in the event of placement of order. EMD of unsuccessful Bidder will be refunded after finalization of contract.
 - ii) No interest shall be payable on Earnest Money Deposit.
 - iii) HPGCL reserves the right to forfeit Earnest Money Deposit or part thereof in circumstances which may indicate that the contractor is not earnest in executing the contract. EMD shall also be forfeited in case the bidder does not come forward for execution of the contract agreements and submission of balance security deposit.
 - iv) If the Bidder withdraws his tender at any stage during the currency of his validity period, the earnest money shall be forfeited in full in such cases.
 18. Chief Engineer, PTPS , HPGCL, Panipat reserves the right to amend/cancel the e-NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason.
 19. The bidders are advised to visit the site in order to acquaint him with all the connected information. Ignorance of site conditions will not be accepted as a basis of claim for any compensation of any nature.
 20. No bidder shall be permitted to tender for the works where any of his relatives is posted to deal with the day to day duties including passing of bills etc. and who is working in any capacity requiring him to give instruction advice and in particular any officer/official of the corporation including the members of the corporation. Any breach of this condition by any one shall render

him liable to be removed from the list of the contractors for the HPGCL and the work entrusted to him may be terminated thereof without any compensation whatsoever.

Note: By the term near relative is meant wife/husband, parent and grandparents, children brothers and sisters, uncles and cousins and their corresponding in laws.

21. The tender for the work shall not be witnessed by another Bidder(s) who himself/themselves has/have tendered or who may and have tendered for the same work. Failure to observe these conditions would render the tender of the person tendering as well of the witness liable to summary rejection.
22. **INCOME TAX, WORK CONTRACT TAX AND OTHER TAXES**
 - i) The income tax, work contract tax and other taxes as applicable under the relevant tax acts shall be deducted at source from bills of the agency.
 - ii) LOCAL TAXATION: The prices bid by the agency shall include all customs duties, import duties, business taxes, income and other taxes that may be levied in accordance with the laws and regulations on the contractors equipment, plant, materials and supplies acquired for the purpose of the contract and on the services performed under the contract. Nothing in the contract shall relieve the contractor from his responsibility to pay any tax that may be levied in the principal employer's country on profits made by him in respect of the contract.
23. **PROCESS TO BE CONFIDENTIAL:**

Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of a contract shall not be disclosed to the bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the principal employer's processing of bids or award decisions may result rejection of the bidder's bid.
24. On acceptance of the tender due intimation in the form of letter of acceptance shall be communicated. The name of the accredited representative(s) of the Bidder who would be responsible for taking instructions from the Engineer-in-Charge or his representative shall be communicated to the Engineer-in-Charge.
25. No escalation/price variation or any other extra payment of any kind and on any account shall be allowed during the period of contract.
26. If the work is not started with in 7 days of the LOI by the successful Bidder or in case of any failure on his part to honour his commitment given in the tender, or with draw his tender at any stage during period of validity or does not comply with work order, it will constitute a default and in that event, his earnest money will stand forfeited by HPGCL.
27. No sub-letting of any kind to any body in respect of the contract so awarded to the successful Bidder is allowed at any stage without the prior permission of the Chief Engineer, PTPS , Panipat.
28. The tenderer shall sign each page of the tender document in token of the fact that he has carefully read all terms & conditions and upload the same along with tender bid.

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HPGCL, Panipat

DETAILED SCOPE OF WORK

Scope Of Work For the Health Care Activities Comprises Of:

- (1) **To Set-Up, Run & Maintain First Aid Centre, PTPS Panipat along-with Ambulance service round the clock 24/7 which includes providing services of :-**
- i) Male Medical officer (Doctor) from 9:00 AM to 5:00 PM- all working days.
 - ii) Male Nurse from 9:00 AM to 5:00 PM- all working days.
 - iii) Round the Clock (24/ 7) Male Pharmacists/Nurses.
 - iv) AMBULANCE:- One No. Ambulance along-with Drivers round the clock (24/ 7).
- (2) **“To Run & Maintain Health Care Activities at Health Centre Thermal Colony Panipat and Panipat City Dispensary Panipat”** which includes providing services of :-
- (i) Male Pharmacist for attending the Male Patients from 9:00 AM to 5:00 PM- all working days.
 - (ii) Female Pharmacist for attending the female Patients from 9:00 AM to 5:00 PM- all working days.
 - (iii) Male Pharmacists/Nurses round the Clock (24/ 7).
 - (iv) Male/Female Pharmacist at City Dispensary Panipat City.
 - (v) Male/Female Medical officer (Doctor) from 9:00 AM to 5:00 PM- all working days.
- (3) **“To Run & Maintain Health Care Activities related to OPD/IPD Billing Section of Health Centre Thermal Colony Panipat and Panipat City Dispensary Panipat”** which includes providing services of :-
- (i) Male/Female Medical Record Assistant/Helper to look after the medical billing section at Health Centre Thermal Colony Panipat from 9:00 AM to 5:00 PM- all working days.
 - (ii) Male/Female Medical Record Assistant/Helper to look after the medical billing section at City Dispensary Panipat from 9:00 AM to 5:00 PM- all working days
- (4) **Rest of the work includes to provide the necessary Setup & Maintenance of Equipments, Material etc. for First Aid Centre & Ambulance as per Annexure-I of e-NIT.**

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GENERAL TERMS AND CONDITIONS**01) Qualification & Experience requirements for the concerned personnel to perform the Health Care Activities :-**

Sr. No.	Designation	Minimum Qualifications & Experience
1.	Male/ Female Doctor	The Medical Officer / Doctor to be deployed should have minimum qualification of MBBS degree with minimum 02-years of experience from a reputed hospital (Minimum 20 Bedded) after being registered as a Medical Practitioner under MEDICAL COUNCIL of INDIA. The doctor should be familiar with traumatic injuries and First Aid practices (including 06 month experience should be of handling Emergencies/trauma set-up or centre have to be furnished out of total 02 year experience).
2.	Male/Female Pharmacists	The Pharmacist should be either registered as Pharmacy Diploma Holder or Graduate in Pharmacy from a recognized University. A minimum of two years of experience after diploma or one year after degree qualification is required from a reputed hospital (Minimum 20 Bedded). Certificate of good behavior & conduct is essential from such hospital duly endorsed.
3.	Male Nurse	The Nurse should be either registered as ANM from a recognized University with minimum of two years of experience after attaining desired qualification and/or should be either registered as GNM from a recognized University with minimum of one year of experience after attaining degree qualification is required from a reputed hospital (Minimum 20 Bedded).
4.	Male/Female Medical Record Assistant	a) The Medical Record Assistant should have minimum qualification of Higher Secondary (10+2) and must have knowledge of window based package/applications. b) Hindi/Sanskrit upto Matric. c) Minimum of one year of experience of managing OPD/IPD billing work- after above qualification is required from a reputed hospital (Minimum 20 Bedded). Certificate of good behavior & conduct is essential from such hospital duly endorsed.
5.	Male Driver for ambulance vehicle	Driver must possess appropriate valid driving license for LMV Vehicle with minimum 01 year experience of operating emergency LMV vehicle like ambulance- vehicle in a Reputed Hospital (Minimum 20 Bedded).

NOTE:- The maximum age of the Pharmacists, Nurse, Medical Record Assistant and Drivers to be deployed should not exceed in any case - 50 years & in case of Doctor should not exceed in any case - 60 years at the time of deputing at PTPS Panipat.

02) Responsibility of Contractor:

- a) The agency shall arrange gate passes for the complete staff i.e. Doctor, Pharmacists, Nurses, Medical Record Assistant, Drivers and shall get them renewed time to time well in advance.
- b) Dress Code & Identity Card: The Contractor must ensure that all deployed staff must maintain proper dress code, as agreed upon by SMO Or Consultant-General, Health

Centre, PTPS Panipat and must wear proper Identity card to be issued by HPGCL. However, No any extra charges will be paid to the Contractor for providing & maintain Dress code of the deployed Staff.

- c) The monthly duty roster for Doctor, Pharmacists, Nurse, Medical Record Assistant & drivers for FIRST AID CENTRE, HEALTH CENTRE and CITY DISPENSARY PANIPAT shall be prepared and maintained by the agency. The duty roster can be changed from time to time depending upon the need of the Corporation and proper substitute will be engaged in case of leave/absence of any of the staff deployed.
- d) The staff deployed should be of good character & antecedent and maintain cordial relations amongst themselves & with the patients. They will create an atmosphere of sympathy, care and concern for the welfare of patients & their attendants. A feeling shall be generated that patients are safe & well cared by team of Doctor & paramedical staff.
- e) It will be at the sole discretion of PTPS HPGCL Panipat authorities to consider the suitability of Male Or Female Pharmacists to be deployed by the contractor.
- f) All the staff will report to Consultant-General, Health Centre PTPS Panipat. He/She will decide & verify the eligibility criteria of each deployed staff
- g) Accommodation:-
Free Accomodation (01 Number Only) for Doctor (Suitable type, Unfurnished) will be provided in the PTPS Thermal Colony. However, Electricity & other Charges will be paid by the Doctor/Firm on their Own. Suitable available accommodation for other Staff/Drivers if required by agency will be provided on Chargeable basis as per PTPS HPGCL Panipat policy. **Note:-** It is Mandatory for One of the doctor deployed to remain present in the PTPS Colony after duty hours to meet out any emergency 24 /7.
- h) Deployment of Substitute:-
The contractor shall ensure deployment of required no. of staff i.e. Doctor, Pharmacists, Nurse, Medical Record Assistant , Drivers at the First Aid Centre, Health Centre & Panipat City Dispensary after submitting & verification of original documents to SMO Or Consultant-General, Health Centre PTPS, Panipat. If the above persons remain absent on any day, the contractor shall make immediate arrangement of deploying a substitute having the requisite minimum qualification & experience after submitting the original documents to SMO Or Consultant-General, Health Centre PTPS, Panipat for deciding suitability. The decision of Officer Incharge/SMO Or Consultant-General, Health Centre PTPS, Panipat in this regard shall be binding and will not need assigning reasons to the agency. Also absence will be treated as per Absence/deduction of salary as penalty clause. It will be responsibility of the agency to provide rest & leaves to the deployed staff as per statutory acts.
- i) Transportation arrangement:-
The agency shall make their own arrangement for transportation of the deployed Doctor, Pharmacists, Nurse, Medical Record Assistant , Drivers within the plant & outside the plant and/Or Panipat City Dispensary in routine basis. However transportation will be provided by HPGCL depending upon the availability of vehicle only in the case if the of services of the deployed staff is shifted to some other place for meeting need based emergency.

j) **DUTY TIMINGS:-**

Duty timing for Doctor, Pharmacists, Nurse, Medical Record Assistant , Drivers shall be as under:

Morning shift	6.00AM to 2.00 PM
Evening shift	2.00PM to 10.00 PM
Night shift	10.00PM to 6.00 AM
General shift	9:00 AM to 5:00 PM

(Lunch hour for general shift) As per PTPS Panipat Timings

However, these timings can be changed/modified as per need by the SMO/Consultant-General/Officer-in-Charge and as per PTPS/HPGCL/Panipat rules.

k) **Bio-Medical Waste Storage, Maintenance & Disposal:-**

Safe disposal of bio-medical waste along with swabs, syringes etc. shall be the responsibility of the agency as approved by Pollution Control Boards to the satisfaction of the Officer-in-Charge. The firm will Submit the Contract Proof with a Authorized Bio-Medical Waste collecting Agency for the contract execution period. No payment shall be made to the agency on this account. Bio medical waste rules shall be followed for proper disposal.

l) Any disruption in services on account of failure to abide by contract conditions may result in sudden cessation of health care facilities shall be viewed seriously. It may invite any action including blacklisting/termination of contract and continuing these services through other agencies at the contracting agency's risk & cost.

m) Emergency Numbers & Mobile Sets:-

The contractor has to provide **one number Mobile Phone with proper recharge** which shall be kept in FIRST AID CENTRE, PTPS Plant and **another one number mobile phone with proper recharge** which shall be kept in Health Centre, PTPS to meet out emergency and contact number of the same be intimated to Engineer-in-Charge. The mobiles must be always in working conditions & if the same is not found in working condition a penalty of Rs.500/- (Rs. Five hundred only) shall be imposed on each occasion & deduction shall be made from the running bills of the agency.

n) The contractor has to deposit the contribution with Dy. Labour Commissioner, Panipat by way of Cheque/Demand Draft in favour of "WELFARE COMMISSIONER HARYANA" along with the list of labours".(As per the provision of Punjab Labour Welfare Fund (Haryana Amendment) Act, 2001, every employee is required to contribute Re.10/-per month to the fund and every employer, in respect of each employee is required to contribute Rs.20/- per month to the Fund. The Punjab Labour Welfare Fund Act, 1965 is applicable to the state of Haryana") & the receipt of the same should be submitted to the office.

o) The contractor shall be responsible for all the risks involving liabilities and obligations arising out of this contract and under pay provision of law in force from time to time.

p) The Contractor must carried out & provide necessary record/documentation pertaining to Health Check-up, Re-fresher Training (either online/offline) of all the deployed Medical, Para-Medical & Other Staff at-least once in a year to Engineer-in-Charge. No payment shall be made to the agency on this account.

03 AMBULANCE Related Responsibility:-

- a) The ambulance vehicle should be registered as ambulance vehicle in the name of firm Or under contract with firm/agency/Hospital with duly signed MoU between both parties, of model not older than 2020 registered or newer, with proper registration, valid fitness certificate, permits, comprehensive insurance cover inclusive of passengers, proper tools and tackles for handling breakdown under emergency condition along with all requisite documents of the vehicle including pollution control certificate.
- b) The Ambulance vehicle to be provided should have materials/equipments etc. in the ambulance as per list attached – POINT-II, Annexure -I and should be meeting Euro Norms of pollution Control Board and well maintained in excellent road worthy condition, throughout the contract. Before putting the vehicle to service it will be offered for inspection.
- c) The hiring rates shall be lump-sum per month including all taxes/ duties/levies by covering all expenses towards running and maintenance of ambulance, cost of consumable, insurance fee, parking charges, toll tax other charges etc.
Only the Petrol/Diesel for the Ambulance vehicle shall be provided by PTPS Panipat considering vehicle mileage @12 km/litre. (If any Difference in mileage arises on account of any problem of ambulance or on account of any other issue, than difference of fuel shall be paid/provided by contractor on its own, the corporation is not liable to meet such expenses.)
- d) The driver has to ensure that speed limit in plant area is being strictly implemented. If it is found that vehicle plies beyond speed limit, penalty will be imposed on every occasion.
- e) If Oxygen is not found in Oxygen Cylinders at First Aid Centre/Ambulance And/Or any Other Ir-regularity is found in the First Aid Centre/Ambulance, a penalty of Rs 500/- (Five hundred only) shall be imposed on each occasion & the same shall be deducted from the running bills of agency.
- f) Contractor shall have to obtain necessary passes for ambulance & drivers etc. for entering into plant.
- g) During the contract period, if ambulance is seized/ detained/ impounded by police/transport official or any other authority for any reasons whatsoever, it will be at the sole risk/ responsibility of the contractor. The contractor shall immediately provide another ambulance in lieu thereof.
- h) The ambulance deputed will have comprehensive insurance cover inclusive of passengers and the Corporation shall not be responsible for any damage whatsoever to the ambulance driver or to the third party.
- i) In case ambulance fails to report for duty due to break down of the ambulance or any other reason, the contractor will be responsible to provide alternate ambulance within one hour failing which the corporation will be within its rights to make alternate arrangement at the risk and cost of the contractor.
- j) All duties/taxes/fee levied / cess/permit charges whatsoever payable in consideration of the trade or otherwise for or relative there of shall be at the cost of contractor. Corporation is not liable to meet such expenses.
- k) The rate to be quoted for Ambulance shall cover all expenses towards running & maintenance of ambulance including all set-ups of emergency Vehicle, consumables, insurance/permit charges, renewal charges etc.
- l) The ambulance registered in the name of serving employees of the Corporation or his family member will not be engaged on duty under this contract.
- m) If there is any increase in existing taxes or new taxes are levied by the Govt. during the period of contract, no extra claim shall be paid and all the expenses shall be borne by the contractor. The corporation is not liable to meet such expenses.
- n) The contractor shall obtain all the necessary permits from RTO or any Govt. or Municipal or any other authority that may be required in connection with the hiring of ambulance by us. On this account HPGCL shall not be liable for any such requirement. The contractor shall indemnify HPGCL from any claim whatsoever from statutory authorities.
- o) The contractor shall produce all the requisite documents of the ambulance, which he intends to ply for verification and approval before placement on duty.

- p) The contractor has to ensure that the timings for this emergency vehicle may be complied strictly. The late arrival of the ambulances shall be viewed seriously and a penalty of Rs. 500/- will be imposed on each occasion, if the reason of late arrival is unsatisfactory absence of ambulance driver will also be treated as un-availability of ambulance and same penalty shall be levied.
- q) The log-book will be maintained by the driver of ambulance for filling up the journeys and countersigning the same by the officers /officials along with their name designation & Mobile number for counter-verification.
- r) The up-keep & maintenance of ambulances in a timely manner including oils, spares, consumables and lubricants will be the responsibility of the contractor.
- s) The contractor shall be responsible for all the risks involving liabilities and obligations arising out of this contract and under pay provision of law in force from time to time.
- t) The ambulance should be parked at specified location at First Aid Centre, PTPS Panipat site . In case of parking-negligence by the driver deemed penalty as decided by office-In Charge will be imposed.
- u) Accuracy of meter-may be checked by the authority officer of HPGCL and reserve the right to get the meter calibrated or checked at any time at his sole discretion and in the event of error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted and any other penal action as decided by HPGCL may be taken.
- v) Entry fee/Toll Tax etc. for other State if levied will be reimbursed on production of receipt provided that the ambulance was sent by officer in-charge for emergency duty.
- w) The contractor must provide the ambulances duly registered as per vehicles Act anywhere in Haryana, Punjab, U.T. of Chandigarh or Delhi and having Pollution Control Certificate.
- x) Mis-behavior of the drivers and not parking of the ambulance at the assigned place will be viewed very seriously and the corporation reserve the right to impose any penalty as it may deem fit in such cases which will be recoverable from the contractor from his dues. In case, officer-in-charge finds that the driver attached with the ambulance is not suitable, the contractor will replace the driver on instruction of officer-in-charge.
- y) **The contractor shall make alternative arrangements for Leave-reserve of round the clock – Para-Medical staff & drivers and also when on rest days or on leave and for the ambulance when on servicing or under repairs due to break down. No extra payment will be made on this account. The bidder must taken the same in to account while quoting the item-wise rates on-line.**

04 CONTRACT AGREEMENT:-

The contractor shall execute a contract agreement in the prescribed format (to be provided at the time of award of work) with HPGCL on a Non Judicial Stamp Paper of appropriate value Not Less than Rs. 100/- within 07 days of receipt of work order.

05 RATE/CONTRACT PRICE

- a) Rate shall be quoted by the bidder, after going through complete e-NIT document and strictly as per rate quoting sheet available on-line. The rates of work order shall remain "FIRM" for the entire duration of contract including extension period of contract, if any. No increase in rates shall be allowed during the pendency of contract even if there is any increase in the price index. No extra payment shall be made in lieu of any statutory taxes/levies etc. and the quoted prices shall be inclusive of all such statutory taxes/levies.
- b) Negotiation will be held as per negotiation policy of HPGCL and amendment there of applicable from time to time. **The work will be awarded to overall L-I bidder.**
- c) The rates quoted including approved escalation shall remain FIRM during the contract period including extension period excluding taxes as applicable. The tenderer's acceptance of this condition should be indicated along with the Bid. Ordinarily the deviation in terms shall not be considered.

06 MOBILISATION PERIOD:-

The work shall be started immediately but not later than 07-days from the date of notice/LOI/W.O. However, the actual date of commencement for the purpose of calculation of contract period and application of penalty clause shall be notified by Xen/In charge of the work i.e. XEN/Training Divn.

07 EARNEST MONEY AND SECURITY DEPOSIT

- a) The earnest money furnished by the successful tenderers on whom the work order is placed shall be converted into security deposits as a guarantee for faithful and satisfactory execution of the work order.
- b) The Security Deposit shall be 10% of the Contract value in all the cases. The deduction of the security deposit shall be regulated according to the nature of the contract. The security deposit of the contractor shall be retained by HPGCL for faithful execution of the contract. Security deposit shall be released only after completion of the entire period of the contract, on the certificate of Engineer In-charge/EIC for successful completion and submission of requisite documents like last EPF/ESI return etc. by the contractor. Security only be released after issue of the final labour Law Clearance Certificate by the Labour Welfare Officer as well as submission of latest documents i e. returns' challans by the contractor towards EPF, ESI etc.
- c) The earnest money/security deposit shall be forfeited in part or in full under the following circumstances:-
 - i) If the tenderer withdraws his tender at any stage during the currency of validity period.
 - ii) If the W.O. has been issued but the contractor refuses to comply with it irrespective of the fact that HPGCL sustains any loss on account of such default or not.
 - iii) In the event of a breach of contract in any manner.
 - iv) In case of evidence of cartel formation by the bidder(s).
 - v) If the contractor fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the HPGCL to forfeit either in whole or in part, in its absolute discretion, the EMD/security deposit furnished by the contractor.
- d) The forfeiture of EMD/security deposit shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages as admissible under the law, under payments or over payments made to the contractor under this contract or any other contract as well as to take such administrative action against the contractor as blacklisting etc.
- e) If the contractor fails or neglect to observe or perform of his obligations under the contract it shall be lawful for the HPGCL (in its absolute discretion) to forfeit either in whole or in part of the security deposit in addition to earnest money so furnished/deposited by the contractor.
- f) The forfeiture of the security deposit as well as earnest money shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages under payments or overdue payments made to the contractor under this contract or any other contract.

08 PAYMENT TERMS

Payment shall be released on monthly basis, after statutory deductions like Income Tax etc. In addition, 10% amount shall be deducted on account of security deposit, till the total amount of security deposit becomes equivalent to 10% of total contract value, for faithful execution of contract.

09 MODE OF PAYMENT

- a) Payment shall be released by the Sr. Accounts Officer/Accounts Officer, PTPS , Panipat through RTGS/NEFT only in the bank account of the firm - after submission of Bills in triplicate along with all requisite documents.
- b) The Bills shall be submitted by the contractor in triplicate to the officer-Incharge before 07th date of each month completed in all respects .The monthly Payment released will be made after making necessary deduction on account of security, penalty, other deductions whatsoever applicable (if any)
- c) No bank charges of any kind shall be paid by the HPGCL i.e. all the bank charges, if any, shall have to be borne by the contractor/firm.

10 COMPLETION PERIOD

- a) The period of contract shall be for TWO Years from the date of commencement of work with a provision to extend the contract further for 3 months on same rates, terms & conditions at the sole discretion of HPGCL.
- b) The work shall be started within 7 days of issue of LOI/Work Order, whichever is earlier, unless otherwise directed by the issuer of tender.
- c) The contract can be short closed partially or fully at any time by HPGCL without assigning any reason.

11 PENALTY:-

- a) In case of emergencies, a suitable substitute for any of the deployed staff i.e. Doctor, Pharmacists, Nurse, Medical Record Assistant , Drivers as agreed by the Officer-in-charge or Consultant General Health Centre PTPS Panipat may be allowed but requests should be limited. In case of any absence or negligence on duty of any of the deployed staff:-
Deduction for one day absence of Doctor, Pharmacists, Nurse, Medical Record Assistant , Drivers =
 $(\text{Monthly payment in Rupees of the staff} / \text{No. of days in the particular month}) \times 1.5$
- b) A penalty of minimum Rs. 500/- (Five Hundred only) shall be imposed on each occasion, for any type of Ir-regularity found in Ambulance /First Aid Centre/Health Centre/Panipat City Dispensary On-Account of Man/ Material/Other Observation (if any) & the same shall be deducted from the running bills of the contractor.
- c) Penalty for non-timely payment of wages, deposit of EPF, ESI etc. shall be imposed as per penalty clause of HPGCL and applicable statutory acts.

12 GST & Other Taxes:-

For the same, the contractor will provide a copy of GST No. and accounting code /category of service under which his firm is registered with the service tax department . The contractor will also mention his GST No. and accounting code on all the bills/invoices. In addition to above, it may also be ensured that the contractor /firm submit their bills / invoices from printed and numbered bill book containing all the information regarding PAN No. , TIN No., GST NO. with accounting code etc. instead of submitting bills on firm's letter head.

However, GST is exempted presently on Health Care Services).

13 FAILURE & TERMINATION OF CONTRACT

If the contractor fails to adhere to the time schedule or if his services are found to be unsatisfactory, the PTPS will be entitled at its option either:

To cover damages as per penalty clause mentioned at S.No.11 above if the said delay is not covered by the force majeure reasons.

OR

To get the work done fully or Partially from any other agency after serving a notice of **07-days** on the contractor at his risk and cost and without prejudice to the provision of the work order.

OR

To cancel the contract & forfeit the security.

14 RISK AND COST

The performance of the agency shall be reviewed by Xen/Training regularly at the end of the month and if found un-satisfactory, the contract can be terminated and security deposited by the contractor shall be forfeited. The Xen/Training, PTPS, HPGCL Panipat however reserves the right to get the work done, fully or partially, from any other contractor till expiry of contract period at their sole risk and cost. However, before termination of the contract, a notice of 7-days shall be served upon the defaulting contractor. In such events, it shall be lawful upon HPGCL to forfeit any balance amount / security deposit or both which may otherwise be due to the agency. If the dues are not sufficient, it will be lawful for HPGCL to recover the amount through the court of law.

15 DOCUMENTATION

- i) Contractor shall submit monthly bill duly serially numbered and bearing date of issue (in triplicate) to the executive in-charge along with the following:-
 - a) Contractor's EPF code, ESI code, PAN & GST No.. A photo copy of the EPF code, ESI code, Labour licence, PAN & GST registration number shall be attached with the 1st running bill for reference and record.
 - b) Self attested copy of the deposit challan of EPF & ESI contribution, labour welfare fund deposited by the contractor for the labour engaged for the work duly validated with dossier of workers and their account number in the appropriate prescribed performa.
 - c) Self attested copy of the attendance sheet, wages register and evidence of wage payment/ wage slips/Copy of the pass books of saving account of deployed staff (Having Salary transferred entry for the particular month).
 - d) Salary/Wages slips be issued by the contractor on monthly basis and EPF statements on annual basis to the manpower deployed against respective contractors.
- ii) The work order along with the terms and conditions as mentioned in the tender documents will form the contract agreement between HPGCL and the contractor. Accordingly, the contractor is required to execute/submit the contract agreement with HPGCL on a non-judicial stamp paper of the appropriate value as required under Indian stamp act within 15 days of the receipt of LOI or award of work. The cost of stamp paper shall be borne by the contractor. No bill shall be processed and no payment will be made till requisite agreement is executed.
- iii) The agency/firm shall indemnify the department against all obligations of labour rules and regulations such as minimum wages act, EPF act etc.
- iv) The contractor shall have to produce before the officer in charge all the requisite documents of the staff posted at First Aid Centre at PTPS in original for verification.

- v) The contractor shall have to produce, along with bill - copy of wage sheet, attendance sheet, payment details of EPF, ESI and LWF etc.
- vi) The supply of staff is liability of contractor to all intents & purposes. The staff will not have any claim to be employees of HPGCL. An undertaking in this regard on NJSP (Non Judicial Stamp Paper) of minimum Rs.20 from the persons deployed shall be submitted to officer-in-charge by the contractor.
- vii) The contracting agency shall ensure the required deduction of EPF/ESI & other deductions on their prescribed rates as per statutory Govt. Guidelines -from the salaries / wages of the deployed staff i.e. Doctor, Pharmacists, Nurse, Medical Record Assistant , Drivers so employed (if applicable) and further depositing the same along with his own contribution (being the employer) in his own EPF code number, the receipt challan of which has to be submitted in duplicate along with the monthly bills in case of any short deposit, if there, it will be the sole responsibility of the contracting agency.
- viii) In case of continued / repeated absence of the deployed staff from duties, HPGCL reserves the right to take appropriate action against the contractor including termination of contract.

16 FORCE MAJEURE:

Officer in charge may consider the request for reasonable extension/permission to waive off penalties levied, if he is satisfied that delay/suspension of work is due to force majeure reasons like strikers, lookouts, nature calamities commissioning/omission on the part of PTPS or labour problems etc. which are beyond the reasonable control of the contractor.

17 WATCH & WARD:

The watch & Ward of T&P & other material will be the responsibility of the contractor.

18 INSURANCE OF WORKERS:-

The contractor will be solely responsible for any liability for his workers in respect of any accident, injury arising out and in course of contractor's employment. To meet his aforesaid obligation under the workmen Compensation Act, The contractor may obtain General W.C. Policy from the Insurance Company for all the persons/staff deployed by him for carrying out the work. The premium payable for the aforesaid Insurance Policy shall be borne by the contractor. The contractor shall ensure that the said Insurance Policy of this insurance cover is required to be submitted by the contractor to Engineer-in-charge of work immediately after issue of LOI, but before the start of work.

19 STATUTORY DEDUCTIONS:

Statutory deduction on account of Income Tax, Works Tax & Sales Tax etc. including surcharge shall be made at source from the bills of the contractor at the prevailing rates.

20 FACTORY ACT/MINIMUM WAGES ACT/INSURANCE ACT/EPF ACT ETC.

Strict adherence of various applicable labour laws like the Factories Act, Minimum Wages Act, ESI Act, Payment of Wages Act, the Workman's Compensation Act, EPF Act, Contractor labour (Regulation & Abolition) Act, 1970 and all other statutory requirements as amended from time to time to the entire satisfaction of Central/State Govt. Authorities, shall be the responsibility of the Contractor and he shall have to make good loss, if any, suffered by HPGCL on account of default in this regard by the contractor. EPF/ESI contributions will be deposited by the contractor in his own EPF/ESI code no. in the respective account of the

workers. The contractor shall make the payment of wages to its labour in their saving account. Documentary evidence thereof shall be submitted along with the running bills.

21 SAFETY RULES:

Agency shall have to comply with all the provisions of safety rules. The chief safety officer shall impose penalty of Rs. 500/- per day per head if workers of contractor are found to be working carelessly and/or violation of use of proper protective equipments. Against violation of any other clause, a penalty of Rs.500/- per violation (minimum) shall be levied. In case of repeated violation of very serious nature resulting in any serious accident or direct loss to the corporation/threatens to cause service consequence, higher penalty rate may be imposed including suspension/termination of the contract. Following undertaking is also required to be submitted by the contractor:

I/we have gone through all terms and conditions on safety regulations and undertake to strictly enforce the same during the execution if this work including mobilization period, if any, in case of violation of these terms and conditions, the HPGCL is free to take action as deemed fit.

In case of any fatal/non fatal accident or any other violation of factory act 1948 Pb. & Hr. Factory rules 1952 or under any other industrial or labour act are made by/with the worker of the contractor and if prosecution is launched by chief inspector or factories Chandigarh against occupier/factory manager or any other authority of HPGCL the contractor shall be liable to deposit the amount of fine/penalty decided by the court on the same day. In case of default the amount will be recovered from the outstanding dues/liabilities of the contractor against this contract or any other contractor at PTPS besides other action as the HPGCL deem fit like black listing of the firm etc.

The liability of the injured person shall be borne by the contractor who has got issued gate pass, whether accident is occurred at any other site of the plant, the responsibility shall remain with the original contractor until the gate pass is cancelled.

22 ARBITRATION:

All the matters, questions, disputes, differences and/or claims arising out of and/or concerning and/or in connection and/or relating to this contract whether or not obligations of either or both parties under this contract be subsisting at the time of such dispute and whether or not this contract has been terminated or purported to be terminated or completed, shall be referred to the Sole Arbitrator to be nominated by Managing Director/HPGCL. The Award of the Arbitrator shall be final and binding on the parties to this contract.

23 LAWS GOVERNING CONTRACT

All contracts shall be governed by the laws of India for the time being in force. Irrespective of the place of delivery, place of performance or place of payment under a contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

24 JURISDICTION OF COURTS

The contract shall be deemed to have entered into at Panipat and all causes of actions in relation to the contract shall, therefore, be deemed to have arisen within the jurisdiction of the court of Distt. Panipat- Haryana only.

25 SET OFF

Any sum of money due and payable to the agency under the contract (including security-deposit returnable to the supplier) may be appropriated by the HPGCL and set-off against any claim of the Corporation for the payment of a sum of money arising out of under that or any other contract entered into by the agency with the HPGCL.

26 SUBLETTING and ASSIGNMENT

The Supplier shall not, sublet, transfer or assign the contract or any part thereof or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the officer In-Charge.

27 TERMINATION:

The corporation (HPGCL) reserves the right to terminate the contract at any time without assigning any reason.

28 Environmental Safety: The firm shall ensure the disposal of waste, if any, keeping in view the Environmental Health & Safety norms. Being an ISO certified organization we seek your co-operation to enable us to achieve excellence in our quality management & environment management systems. Kindly ensure that (i) Only quality products & services are provided & you are following environmental protection norms. (ii) Your products & services shall take care of environmental health & safety precautions.

29 COVID-19 Guidelines:- The firm shall ensure strict compliance of COVID -19 guidelines to avoid the spread of COVID-19 at work place. All necessary precautionary & safety material have be provided by the firm for the use at PTPS site & for use of deployed staff- as & when required/desired by the authorities of PTPS HPGCL Panipat. No any extra payment will be made on this account by PTPS HPGCL Panipat.

for Executive Engineer/Training,
Chief Engineer/PTPS ,
HPGCL, Panipat

STATEMENTS OF BIDDERS

(To be Uploded as duly filled, signed & scanned copy)

1. Name of Bidder _____
2. Address of Head Office _____
3. Correspondence Address _____

4. Legal status _____
5. PAN & TIN Number of the Bidder (attached self attested photocopies)
PAN _____ TIN _____
GST No. _____.
6. Bank Details (attached signed cancelled cheque)
 - i) Bank Name & Address _____
 - ii) Bank Account Number _____
 - iii) Bank Branch Code _____
 - iv) IFSC Code of Branch _____
 - v) Nature of account (current/saving/OD/CC) _____
7. Main lines of Business
 - i. _____ since _____
 - ii. _____ since _____
 - iii. _____ since _____
8. Annual Turnover of past three year
 - i. _____
 - ii. _____
 - iii. _____
9. Past Experience:-

Name of Organization	Period	Reference of Contract	Order Value contract wise

10. Any other _____

Signature & Stamp of Bidder

Name & Designation of Authorized Bid Signatory _____

SECTION-VII

Acceptance Certificate

I _____ Designation _____

Of (Name of the Company/Firm/Hospital)

—

Here by accept the terms and conditions given on page No. 01 to 29 of the tender document (NIT no. 01/ TRG-245B/ Vol.-I/PTPS/2024 dated: 04/11/2024)

For M/s _____

SECTION-VIII**TECHNICAL CHECK LIST FORMAT
(To be filled by the bidder)**

Sr. No.	Technical Specification	Bidders response Yes Or No
1	Earnest Money Deposit (Rs. 2,42,000/-).	Yes or No
2	Acceptance of all terms & conditions of tender i.e. SECTION-I to Section-VIII and Annexure-I, II.	Yes or No
3 (a)	Bidder should be maintaining/running a hospital which is on the approved list of Govt. of Haryana/ HPGCL/ HVPNL/ UHBVNL/ DHBVNL. Upload self certified scanned copy of Order. OR	Yes or No
	Bidder should be a qualified Doctor (minimum MBBS) maintaining/running own hospital/or a charitable Trust Hospital in Haryana/ Punjab/ Delhi/ Chandigarh since last one year ending 31.03.2024. Upload Self Certified Scanned copies of Valid proof.	Yes or No
3(b)	Bidders must have successfully executed the Purchase Order(s) / Work Order(s) for the same or similar item(s) / work(s) during last 5-years ending 30th SEPTEMBER 2024, having minimum order value as under: Single order of the value not less than Rs. 42.02 Lacs/- or Two orders of the value not less than Rs. 26.26 lacs/- each or Three orders of the value not less than Rs. 21.01 Lacs /- each. Upload Self Certified Scanned copies -of POs/WOs with completion certificate.	Yes or No
3 (c)	Bidders must have average annual turnover in last 3 consecutive financial years (i.e. during FY 2021-22, FY 2022-23, FY 2023-24) ended prior to financial year FY 2024-25 in which the applications are invited shall not be less than Rs. 53.69 lacs. Upload Scanned copy Proof of Audited Balance Sheets duly Audited by a Registered Chartered Accountant.	Yes or No
4	Copy of PAN No. / TAN No. - Upload SCANNED COPIES.	Yes or No
5	Authority letter in the name of the Authorized Person who has signed the Tender Document / Price Bid on behalf of the Contractor / Company.	Yes or No
6	Self Certificate of Non- Blacklisting (during Last 5 years by this organization/any similar Organisation-HPU, Central/State Govt./Undertaking) - Upload Scanned Copy.	Yes or No
7	Self Undertaking for No-Default in Labour Laws Compliance - as per Annexure-II of e-NIT- Upload Scanned Copy.	Yes or No

PRICE BID

(To be filled online; for reference only)

SAMPLE SHEET

	Name of Work: " Carrying Out Health Care Activities at PTPS First Aid Centre, Thermal Colony Health Centre & Panipat City Dispensary".			
	Tender Inviting Authority: < XEN/TRAINING, PTPS PANIPAT>			
	This Rate Quoting sheet must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for the tender.			
Number #	Text #	Number #	Text #	Number #
S No	Description of Item to be provided	Quantity	Unit	Total lump Sum quoted rates for 24 months -Itemwise in Rs. - Inclusive of Taxes & Duties (if any)
1	Male Medical officer (Doctor) from 9:00 AM to 5:00 PM- all working days at First Aid Centre. (01 No.)	24	months	(To be filled online; only)
2	Male Nurse from 9:00 AM to 5:00 PM- all working days at First Aid Centre. (01 No.)	24	months	(To be filled online; only)
3	Round the Clock (24 / 7) Male Pharmacists/Nurses at First Aid Centre. (01 No. in each shift)	24	months	(To be filled online; only)
4	To provide Necessary Setup & Maintenance of Equipments, Material etc. for First Aid Centre & Ambulance as per Annexure-I of e-NIT	24	months	(To be filled online; only)
5	One No. Ambulance as per terms & conditions of e-NIT, along-with Drivers round the clock (24/7) at First Aid Centre. (01 No. Driver in each shift)	24	months	(To be filled online; only)
6	Male Pharmacist for attending the Male Patients from 9:00 AM to 5:00 PM- all working days at Thermal Colony Health Centre. (01 No.)	24	months	(To be filled online; only)
7	Female Pharmacist for attending the female Patients from 9:00 AM to 5:00 PM- all working days at Thermal Colony Health Centre.(01 No.)	24	months	(To be filled online; only)
8	Male Pharmacists round the Clock (24 / 7) at Thermal Colony Health Centre. (01 No. in each shift)	24	months	(To be filled online; only)
9	Male/Female Pharmacists/Nurses from 9:00 AM to 5:00 PM- all working days at Panipat City Dispensary. (01 No.)	24	months	(To be filled online; only)
10	Male/Female Medical officer (Doctor) from 9:00 AM to 5:00 PM- all working days Thermal Colony Health Centre Or City Dispensary Panipat. (01 No.)	24	months	(To be filled online; only)
11	Male/Female Medical Record Assistant from 9:00 AM to 5:00 PM- all working days at Thermal Colony Health Centre. (01 No.)	24	months	(To be filled online; only)
12	Male/Female Medical Record Assistant from 9:00 AM to 5:00 PM- all working days at Panipat City Dispensary.(01 No.)	24	months	(To be filled online; only)

Note: a) The lump-sum rates for 24 months itemwise should be quoted (online only) after considering the minimum wages & /Or Other statutory Govt. Guidelines (as applicable at present & revisions to be made from time to time in future) etc. terms & conditions of e-NIT.

b) The bidder whose total quoted rates for all above mentioned items are minimum will be considered as L-1 bidder.

d) GST is presently exempted being Health Care Services.

(Sign.& Stamp of contractor)

Annexure-I

“ Necessary LIST OF ITEMS for FIRST AID CENTRE & Ambulance to be provided & maintained by the Contractor/Firm”

POINT-I

“ Necessary LIST OF ITEMS for First Aid Centre to be provided & maintained by the Contractor/Firm”

<u>S. No.</u>	<u>Description of Items</u>
1	A table with a smooth top at least 180 cms x 105 cms.
2	One Number Almira for keeping all records & necessary documents.
3	Means for sterilizing instruments -like Auto-Clave.
4	One Oxygen Cylinder with Complete attachments.
5	One number small size refrigerator (Minimum 165 Ltrs.) for keeping injectables/medicines only.
6	One standing stretcher, One Detachable stretcher, one no. wheel stretcher and one no. foldable wheel Chair for emergency.
7	Two simple buckets or Bin- containers with close fitting lids.
8	Two rubber hot water bags.
9	Six plain wooden splints 900mm x 100mm x 6mm.
10	Six plain wooden splints 350mm x 75mm x 6mm.
11	Six plain wooden splints 250mm x 50mm x 12mm.
12	Four woolen blankets.
13	Four artery forceps.
14	One bottle of spirituous Ammonia Aromatics (120 ml).
15	Smelling salts.
16	Two medium size sponges.
17	Six hand towels.
18	Four kidney trays.
19	Sufficient quantity of Liquid antiseptic soap.
20	Two glass tumblers and two wine glasses.
21	Two tea spoons.
22	Two graduated (120 ml) measuring glass.
23	Two minimum measuring glass.
24	One wash bottle (one litre) for washing eyes.
25	One wash bottle (one litre) carbolic lotion 01 in 20.
26	Three steel chair with arms for patient attendants & two nos. revolving steel stool for patients .
27	Two nos. standing screen.
28	One small hand torch.
29	Two nos.first Aid boxes or cupboards stocked to standard prescribed under C of Haryana Factory rule 69.
30	Three Nos. Color Coded baskets for proper storage of Bio-Medical Waste.
31	Surgical scissors-three.

32	Needle holder 02 nos. and one number needle cutter..
33	Knife Holder 2 nos.
34	Suturing needles and necessary material.
35	Dissecting forceps-three.
36	Dressing forceps-three.
37	Scalpels-three.
38	Steel Spatula and wooden spatulas.
39	Stethoscope-one.
40	Rubber bandages, Pressure bandages, Crab bandages, Dinaplaste, Micropore tapes and paper tapes.
41	Cotton bandages, cotton rolls and sterilized cotton pack.
42	One number Digital Thermometer with proper calibration record.
43	One number Dial type B.P. apparatus with proper calibration record
44	I/V sets and cannulas- 18 number, 20 number, 22 number & 24 number etc.
45	Folice Catheters – 10 number, 12 number, 14 number and 16 number, Urine bags.
46	Necessary setup of Suction Machine & Suction Catheters.
47	Bio Medical Waste Storage /disposal- Color Coded Bins, Waste Collection Poly Bags & other necessary related material etc.
48	Nebulizer, FOLDABLE – Patient Beds with Mattresses and Pillow, Pulse Oxy-Meter-

POINT –II-

“ Necessary LIST OF ITEMS for Ambulance to be provided & maintained by the Contractor/Firm”

S. No.	Description of Items
1	One Oxygen Cylinder with Complete attachments
2	One number Digital Thermometer with proper calibration record.
3	One number B.P. apparatus with proper calibration record
4	One no. Stethoscope.
5	Hand Gloves (disposable), PPE-kits disposable etc.
6	Disposable Syringes.
7	I/V Sets.
8	Adhesives/ Paper-Tapes/ Cotton-pack/gauges sterilized.- plus All type of Bandages- Disposable bags.
9	Cannulas of various numbers.
10	Sufficient nos. of Splints.
11	Pulse OxyMeter, Nebulizer, Ambu Bag, CPR Kit.

Executive Engineer/Training,
For Chief Engineer/PTPS,
HPGCL, Panipat.

Annexure-II

Self-Undertaking for No-Default in Labour Laws Compliance.

"It is hereby certified that I/We i.e. M/s is not under any default towards compliances under any of the labour laws presently, however in case at a later stage such certification found wrong then it will lead to misrepresentation of the facts and I/We i.e. M/s shall be treated as blacklisted on this ground and action shall be taken as per regulation 36 & 37 of the HPGCL Works & Purchase Regulations,2015 ."

(Sign.& Stamp of contractor)