



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007

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July 28, 2023

REQUEST FOR PROPOSALS (RfP) FOR OPERATING SRCC BASIC HEALTH CARE UNIT (BHCU)

Shri Ram College of Commerce (SRCC) invites sealed Bids from reputed Nursing Homes/ Hospitals/ Medical Centers operated by highly qualified and experienced Doctors, based in Delhi, for operating the Basic Health Care Unit (BHCU) of the college for a period of one year and providing medical/ dispensary services from the BHCU for approximately 3000 students, staff and residents of SRCC, as per the following requirements:

Providing Consultancy through visiting Doctors/ Consultants for 2-3 hours' sitting per day (10:00 AM to 12:00 noon/ 1:00 PM) as under:

General Physician:	Thrice a week (on alternate days)
Orthopedic Specialist:	Once/ Twice a week

Minimum Qualification & Experience of Doctors/ Consultants:

MD with minimum 5 years' experience OR MBBS with minimum 10 years' experience in respective field/ specialization.

Proposal along with the following documents must be submitted in a non-window sealed envelope superscribing 'RfP for operating Basic Health Care Unit (BHCU)':

1. Technical Bid and Financial Bid in separate covers as per proformas given in Annexures - I and II, respectively.
2. Certificate with respect to registration and accreditation of the Hospital/ Nursing Home/ Doctor with the Directorate of Health Services, Govt. of Delhi/ NABH/ Medical Council of India, as applicable under relevant law/ regulations.
In case of practising Doctors, they must have been associated with Hospital(s) of repute in their career and should be able to provide immediate medical assistance in case of emergency.
3. Certificates of Qualifications & Experience with respect to visiting Doctors/ Consultants.
4. Documents in support of services provided to the public at large and/ or Govt.'s Research/ Academic Institutions/ Departments/ Ministries/ University of Delhi or its colleges during the last 5 years.
5. EMD of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi/ New Delhi in a separate sealed envelope.

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6. Duly signed Undertaking as per Annexure-IV.

Interested Hospitals/ Nursing Homes/ Highly qualified and experienced Practising Doctors who fulfill the terms and conditions as stated in Annexure-III may submit proposals in a non-window sealed cover superscribed on the top right hand side with 'Request for Proposals for Operation of SRCC-BHCU' and complete in all respects as stated above to **The Principal, Shri Ram College of Commerce (University of Delhi), Maurice Nagar, Delhi - 110007, latest by 1600 hrs on August 12, 2023.**



[Handwritten signature in green ink]

PRINCIPAL

प्राचार्य / Principal
श्री राम कॉलेज ऑफ कॉमर्स
Shri Ram College of Commerce
दिल्ली विश्वविद्यालय / University of Delhi
दिल्ली / Delhi-110007



TECHNICAL BID

1	Name of the Hospital/ Nursing Home/ Medical Center of Practising Doctor	
2	Address for communication	
3	Particulars of EMD submitted	
4	Registration Number (with the Directorate of Health Services, Delhi Govt./ Medical Council etc.) <i>(Self-attested copy to be provided)</i>	
5	Details of Accreditation by NABH	
6	Name & Designation of the authorized representative	
7	Specimen signature of the authorized representative/ signatory	
8	Contact number	
9	Email	
10	Details of providing medical services to the public at large and/or government departments/ institutions/ PSU/ University/ colleges served during the last 5 years <i>(documents/ certificates in support to be provided)</i>	
11	Details of Qualifications & Experience of the visiting Doctors/ Consultants	
12	Facilities/ Resources available	Availability
		Yes
		No
	Medical Specialities	
	OPD & IPD Facilities	
	Resources (Doctors, Pharmacy, Pathology and Diagnostic Tools & Machineries etc.)	
Existence of Supervision Methodology by Specialist Doctors		
Proposed Backup plan in case of Emergency		
13	Average Annual Turnover (for last 3 Financial Years)	

Date: _____

Signature of the Bidder _____

Place: _____

Name _____

Designation _____

Address _____

Seal

FINANCIAL BID

Name of the Hospital/ Nursing Home/ Medical Center of Practising Doctor _____

Name & Designation of the authorized representative _____

Specimen signature of the authorized representative _____

S. No.	Particulars	Charges
Doctors [<i>Charges to be quoted in Rs./ per visit</i>]		
1	General Physician <ul style="list-style-type: none"> • Name • Qualifications • Experience (No. of Years) 	Charges (per visit)
	Days of visit	
	Time of visit	
2	Orthopedic Consultant <ul style="list-style-type: none"> • Name • Qualifications • Experience (No. of Years) 	Charges (per visit)
	Days of visit	
	Time of visit	

Date: _____

Signature of the Bidder _____

Place: _____

Name _____

Designation _____

Address _____

Seal

TERMS AND CONDITIONS

A. TECHNICAL BID

1. Technical Bid is to be submitted duly filled and signed as per prescribed proforma in Annexure - I in a separate sealed cover. 'TECHNICAL BID' should be mentioned clearly on the right hand corner of the covering envelope.
2. Bid can only be submitted in the prescribed respective format.
3. Technical Bid should be properly signed by the authorized representative of the bidder firm and his/ her capacity as the signatory should be specifically stated. Bids should also bear stamp of the bidding organization/ firm.
4. The technical bids shall be evaluated based on the available documents submitted by the bidder. During the examination, evaluation, comparison of the bids and qualification of the bidders, the college may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder which is not in response to the request by the College shall not be considered.
5. If a bidder does not provide clarification sought in respect of its bid, the bid is liable to be rejected by the College.
6. Conditional bids with deviations from the conditions laid down by the College, bids not meeting minimum eligibility criteria, technical bids not accompanied with EMD of the requisite amount or any other requirements, stipulated in the tender document are liable to be rejected.
7. The bidder(s) which qualifies the technical evaluation stage shall only be eligible for opening of financial bids.

B. FINANCIAL BID

1. Financial Bid is required to be submitted in separate sealed cover as per prescribed proforma in Annexure - II. 'FINANCIAL BID' should be mentioned clearly on the right hand corner of the covering envelope.
2. Bid can only be submitted in the prescribed respective format.
3. Financial Bid should be properly signed by the authorized representative of the bidder firm and his/ her capacity as the signatory should be specifically stated. Bids should also bear stamp of the bidding organization/ firm.
4. Financial bid is required to be indicated both in words and figures. No overwriting or cutting is permitted in the financial bid. Such bids with overwriting or cutting will be summarily rejected.
5. Charges per visit of the Doctors to be clearly quoted along with GST, if applicable, etc. to be also stated clearly.
6. Financial bids of only technically qualified bidders shall be opened.
7. Absence of bidders or their authorized representative while opening of bids shall not impair the legality of the process.
8. In case of two or more bidders quote same charges, then the bidder having higher average annual turnover during last three years will be considered as L-1 (lowest) bidder.
9. Consequent to award of the contract, rates/ charges etc. as stated in the Financial Bid shall remain valid throughout the period of contract and there shall be no revision thereto.



C. EMD

1. EMD of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of Principal, Shri Ram College of Commerce, payable at Delhi shall be required to be submitted in a separate sealed envelope along with the bid.
2. Bidders should mention the agency's name and contact number of the authority representative on back of the Demand Draft/ Pay Order.

D. GENERAL

1. The successful bidder will be required to provide medical/ dispensary services for approximately 3000 students, staff and residents of SRCC campus for a period of one year. The contract may be renewed for another year if services are found satisfactory. Two such extensions of contract may be done.
2. The successful bidder will be required to deposit Rs. 30,000/- (Rupees Thirty Thousand only) towards *refundable Performance Security* deposit in the form of Demand Draft/ Pay Order/ Bank Guarantee/ FDR drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi, within 7 days from the date of receipt of communication from the college regarding award of the contract. No interest shall accrue on the submitted Performance Security.
3. The successful bidder will be required to arrange Ambulance Services to ferry patient to Hospital and on-the-site Doctor facility, as and when required in case of emergency. Cost of the said emergency service shall be borne by SRCC.
4. SRCC will provide necessary infrastructure facilities/ equipments/ furniture etc. and medicines for the BHCU.
5. The successful bidder shall be responsible for the treatment given, maintenance of all equipments and stock of medicines.
6. The successful bidder will be required to stock necessary equipments and medicines in the BHCU and will be responsible for maintenance of Stock Registers.
7. The bidder must be a registered and accredited Hospital/ Nursing Home/ Medical Center of a Practising Doctor of repute having good experience of providing medical/ dispensary services.
8. Registration and Accreditation of the bidder Hospital/ Nursing Home/ Practising Doctor with the Directorate of Health Services, Government of Delhi, NABH and/ or Medical Council of India, under relevant laws and regulations, is mandatory and relevant documents to this effect are required to be attached with the bid.
9. The award of contract for operating the BHCU will be reviewed after the first quarter (completion of first three months) and if the performance of services by the successful bidder is not found satisfactory, the contract may be revoked/terminated.
10. The successful bidder shall be liable to provide substitute Doctors/ Consultants in case the regular Doctor remains absent from duty so that functioning of the BHCU may not be affected. In case substitute Doctor is not provided, necessary deductions towards deficiency in services shall be made from the bill for monthly payment.



11. The college reserves the right to include any medical service within the ambit of services to be provided by the successful bidder during the period of contract charges of which will be decided afresh, with mutual consent of both the parties.
12. Payment of doctors' charges shall be made according to actual number of visits paid by the Doctors, after deduction of TDS, if applicable, by the 7th day of every month on raising the bill.
13. Bid should be submitted strictly in accordance with the information given in Bid Information Table.
14. The college reserves the right to reject any or all bids without assigning any reasons thereof.
15. Bids received after last date for submission and Conditional bids are liable to be summarily rejected.
16. Bids submitted in response to this notice shall remain valid for a period of 90 days from the last date for submission of bids.
17. Technical bids will be opened first and Financial bids of only those bidders will be opened who qualify according to the Technical Bid.
18. The decision of the college shall be final and binding on the bidder.
19. Under no circumstances the successful bidder/ agency can appoint any sub-contractor or transfer/ assign/ pledge/ sub-let the contract. In the event of contravention of this condition, the College shall be entitled to place the contract elsewhere on the contractor's risk & cost and the successful bidder/ agency shall be liable for any loss or damage, which the college may sustain in consequence or arising out of such replacement of the successful bidder/ agency.
20. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
21. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement, or otherwise the matter shall be referred to the Arbitrator as appointed by the Chairman, Governing Body of the college who shall have jurisdiction in connection with any dispute/ litigation arising out of this contract.



UNDERTAKING

The Principal
Shri Ram College of Commerce,
Maurice Nagar,
Delhi-110 007.

Madam,

I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender document and hereby undertake to agree and comply with them in entirety.

The information/ documents furnished along with the bid are true and correct to the best of my knowledge and belief.

I/ We understand that in case of furnishing false information or any forged/ fabricated document would render the bid liable to be rejected at any stage besides liabilities towards prosecution under appropriate law.

I/ We also understand that for breach of any of the terms and conditions committed on our part, the contract for operating the BHCU of SRCC, if awarded to us, will be liable to be terminated along with imposition of appropriate penalties.

Date: _____

Signature of the Bidder _____

Place: _____

Name _____

Designation _____

Address _____


