



GOVERNMENT OF WEST BENGAL

Office of the Block Medical Officer of Health

Budge Budge-II Block Health & Family Welfare Samity

L.B.DUTTA RURAL HOSPITAL, MUCHISA,

BUDGE BUDGE-II, SOUTH 24 PARGANAS

Email:- lbduttaruralhospital@gmail.com

Memo. No.: BH&FWS/BB-II/11

Date: 11-01-2021

NOTICE

The Block Medical Officer of Health & Member Secretary Budge Budge-II Block Health & Family Welfare Samiti is hereby inviting Tender thorn eligible and qualified bidders for supply of spectacles for school Children and for Old person at Budge Budge-II Block of South 24 Parganas district, under National Programme for Control of Blindness. The details of the project/work, including the pre-requisites are as follows

1. Onsite Delivery with Screening and one follow up at different schools and supply of power glass of different size as requisitioned by the ophthalmologist /MT(Opt.)/PMOA at Budge Budge-II South 24 Parganas district under NPCB & YI Programme.
2. The period of tender will be initially for three years subject to yearly renewal on satisfactory performance.
3. The Tender Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.
4. **Date and Time schedule of tender:**

Sl. No.	Particulars	Date & Time
1.	Date of Publication	11.01.2021, 05.00 p.m.
2.	Documents available start date & place	11.01.2021, 05.00 p.m., office of the BMOH, Budge Budge-II Block, L B Dutta RH
3.	Pre-Bid Program Briefing meeting date, time & place	The BMOH Office Budge Budge-II Block, Dt: 14.01.2021 at 2 P.M.
4.	Bid Submission Start Date & Place	11.01.2021, 05.00 p.m.
5.	Bid Submission Closing Date & Place	18.01.2021, 12.00 noon
6.	Bid Opening Date, Time & Place	18.01.2021, 2.00 p.m. at ACMOH Sadar Office, South 24 Parganas

5. The tender application should be addressed to the BMOH, Budge Budge-II Block. Tender should be submitted in sealed envelope through registered post/courier service only superscripting "tender for supply of spectacles under NPCB Programme
6. Bidders may download tender documents from the websites of www.wbhealth.gov.in an <http://http://spghealthgov.in/> any subsequent notice regarding this tender shall be uploaded in the website only.
7. In the event of any of the above mentioned dates being declared as a holiday for the office of the BMOH, the tenders will be opened on the next working day at the appointed time.
8. Only qualified technical bid will be considered for opening of financial bid.

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Supra Bandyopadhyay
(COO)
BMOH

L B Dutta Rural Hospital
B. Budge-II, S 24 Pgs.

9. The amount of Earnest Money to be submitted shall be Rs. 4000/- (Rupees Four Thousand Only).
10. Registered SSI units participating in Go4. tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rules 47(A) (1) and 47(B)(7) of WBFR, vol.-I, read with Finance Dept. notification No. 10500-F Dt. 19.11.2004 and its clarification Vide memo. No. 4245-1- (Y) dated 20.05.2013. Bidders have to submit Earnest Money Deposit in sealed cover in the form of Demand Draft in favour of the Budge Budge-II Block Health & Family Welfare Samity or enclosed documents in support of exemption/relaxation claimed.
11. EM D of successful bidder (LI) will be converted into Security Deposit and shall be retained up to 6 (six) months after the date of completion of at1 contractual obligations by the contractor.
12. The selected bidder (LI) will have to produce sample of each item mentioned in the NIT and place before the TSC for necessary quality checking and approval before commencement of final work. In case of any dispute. decision of the Tender inviting authority will be final.
13. Final Quantity required may be changed based on requirement at the time of issuing of work order. In case of non-satisfaction with quality of sample produced by L1 bidder. the TIA will decide further course of action as per existing tender norms.
14. The bids shall be submitted as per the given format and should be devoid of any cutting, alteration and ambiguity. Tender form and undertaking should be filled and signed properly. It should be neatly typed without the use of eraser/white fluid etc. The documents/certificates by using eraser/white fluid etc shall not be entertained.

Documents needed during submission:-

- a) Last Updated Trade License. (2020-21)
- b) GST Registration Certificate with last return.
- c) Pan Card Certificate.
- d) Professional Tax Certificate Last Paid Challan.
- e) One participant can drop only one bid.
- f) Credential Certificate at least Rs 30,000.00 (Rupees Thirty Thousand only) in last Three year (17-18,18-19,19-20) with Work Order copy, Experience in supplying similar articles to Govt. Sector / non-Govt. Sector shall be preferred
- g) IT Return AY-2019-2020.


BMOH & Secretary
Budge Budge-II BH & FW Samity

Memo. No.: BH&FWS/BB-II/11

Date: 11-01-2021

Copy forwarded for information and necessary action for wide circulation:

1. The Chief Medical Officer of Health, South 24 Parganas
2. The Chief Medical Officer of Health I, South 24 Parganas
3. The Dy. Chief Medical Officer of Health, IISouth 24 Parganas
4. The Sub Divisional Officer, Sadar Sub Division, South 24 Parganas
5. The ACMOH, Sadar Sub Division, South 24 Parganas
6. The BDO, Budge Budge-II Block
7. The Sabhapati, Budge Budge-II Panchayet Samiti
8. Office Copy


BMOH & Secretary
Budge Budge-II BH & FW Samity

GOVERNMENT OF WEST BENGAL
Office of the Block Medical Officer of Health

Budge Budge-II Block Health & Family Welfare Samity

L.B.DUTTA RURAL HOSPITAL, MUCHISA,

BUDGE BUDGE-II, SOUTH 24 PARGANAS

Email:- lbduttaruralhospital@gmail.com

GENERAL INSTRUCTION TO BIDDERS

**NOTICE INVITING TENDER FOR SUPPLY OF SPECTACLES FOR SCHOOL CHILDREN &
POWER GLASS UNDER NATIONAL PROGRAMME FOR CONTROL OF BLINDNESS AT BUDGE**

BUDGE-II BLOCK, DIST. South 24 Parganas

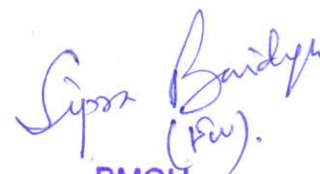
Tender is invited for supply of spectacles for School Children & Power glasses as will be requisitioned by the Ophthalmologist/MT(Opt.)/PMOA (On site delivery with screening and follow up at different schools) at Budge Budge-II Block South 24 Parganas district, of different size under National Programme for Control of Blindness, Budge Budge-II Block Health & Family Welfare Samity, South 24 Parganas. Tender has been called for the Spectacles with power Glass for school Children & power glass for Old person (Onsite Delivery with Screening and one follow up) for three years subject to yearly renewal on satisfactory performance.

1. Specification of supply of the spectacles and Rates areas per (Annexure-I&II) respectively

PART-A: ANNEXTURE-I

TECHNICAL SPECIFICATION AND APPROXIMATE REQUIRMENT OF THE ITEMS

ITEM	SPECIFICATION	REQUIREMENT
Spectacles for School Children	Spectacles for School children : Frame: Male and Female –Good Quality and proper size “cell frame” with flexible hinges i.e. spring side (size - 42 to 48) Lenses : Durable , Flexible and light weight CR 39 with hard coating i.e. scratches free with proper power. Box: Non Breakable box with selvet. Others: Product must carry tree months warranty for repair	(Opt.)/PMOA (Onsite delivery) at Budge Budge-II. block of South 24 Parganas district of different size. Consumption per year as per requirement.
Spectacles for old person	Spectacle for Old person: Frame Male and Female – Good quality and proper size “cell frame” with flexible hinges i.e spring side (Size : 44-56). Lenses: Durable, Flexible and lightweight CR39 with hard coating i.e scratches free . Power : Bifocal – Two distance optical powers Distant vision correction (Myopia , Hyperopia and or astigmatism) and addition for near vision correction . (Bifocal reading addition along with distance power) Box : Non-breakable box with selvet.	(Opt.)/PMOA (Onsite delivery) at Budge Budge-II block of South 24 Parganas district of different size. Consumption per year as per requirement.


(Pw).

**BMOH
L B Dutta Rural Hospital
B. Budge-II, S 24 Pgs.**

GOVERNMENT OF WEST BENGAL
Office of the Block Medical Officer of Health
Budge Budge-II Block Health & Family Welfare Samity
L.B.DUTTA RURAL HOSPITAL, MUCHISA,
BUDGE BUDGE-II, SOUTH 24 PARGANAS

PART-A:ANNEXTURE—II
MAXIMUM RATE BIDDER CAN CLAIM

Sl. No.	Name of Work	Rate Bidder can claim maximum
1.	Supply of Spectacles for School Children	Rs.350/-per spectacle per Student
2.	Screening and free spectacles for near work to old person	Rs.350/-per case (new initiative)

Rates quoted above shall be inclusive of all charges and taxes including GST, onsite delivery with screening and follow up charges, duties, cess loading unloading, carriage, etc, and nothing more shall be added to the quoted price at the time of billing.

4) Procedure for selection:

The Office of the BMOH, Budge Budge-II Block, South 24 Parganas shall be the authority to select and appoint Agencies at the block level. Committee constituted under the BMOH, South 24 Parganas would comprise:

- 1) A.C.MOH, Sadar Sub Division, South 24 Parganas
- 2) Savapati, Budge Budge-II, Panchayat Samity
- 3) B.D.O, Budge Budge-II Block
- 4) BMOH, Budge Budge-II Block
- 5) Janaswathya Karmadhakshya, Budge Budge-II, Panchayat Samity
- 6) Ophthalmologist —Nominated by CMOH
- 7) MT (Optometric)- Nominated by CMOH
- 8) Ophthalmic

5) At the time of submission of bid bidder has to clearly mention for which block they are interested for supply the spectacles at Govt. specified rate mentioned above in the expression of interest. One Bidder can submit one bid.

6) Selected Agency has to sign a MOU with BH & FWS, Budge Budge-II acting through the BMOH, Budge Budge-II Block on appropriate value non judicial stamp paper after award of contract for supply of spectacles to School Children & Person of the Budge Budge-II Block as laid down in NPCB guidelines.

General Terms and Conditions:

- 1) Tender Document should be submitted for separated envelope 1.) Technical document and 2) financial document. (2bid System)
- 2) The Spectacles are intended to be supplied to School Children & Old Person of the Budge Budge-II Block. The equipment should be suitable for use in Indian condition.

3) The Spectacle should have good aesthesis, study construction and without sharp edges.

4) The Spectacles are to be provided free of cost to school children & old person referred by Optometrist Assistant. The supplier shall have to deliver spectacles to the Budge Budge-II Block Ophthalmologist /MT(Opt.)/PMOA on the basis of requisition placed.

5) The supplier would submit the required documents at the end of each month for the payments to be made by the Budge Budge-II BH & FW Samity and payment would be made within 30 days of receipts of bills.

5. TERMS OF SUPPLY & PAYMENT: -

a. The payment will be made within 30 days of the receipt of the items and after completion of all formalities. No advance payment will be made.

b. The firm will be bound to supply the items within stipulated period, failing which action will be taken to debar the firm from taking part in future purchases of Secretary Block Health F.W. Samity & BMOH, Budge Budge-II and proceedings will be constituted against the firm to blacklist them.

6. PENALTIES:-

If a bidder withdraws from the bid or fails to submit the required documents within the specified time or owing to any other reason, he is unable to undertake the contract, his contract will be cancelled. He will also be liable for all damages sustained by the purchaser including the liability to pay any difference between the prices accepted by him and those ultimately paid for the procurement of the articles concerned. Such damages shall be assessed by the Secretary Block Health & F.W. Samity & BMOH, Budge Budge-II whose decision shall be final in the matter.

8) If any information furnished by the bidder/supplier is found to be incorrect at any time the tender/contract/agreement/supply order is liable to be terminated/cancelled and Secretary Block Health & F.W. Samity & BMOH, Budge Budge-II may forfeit Earnest Money Deposit and or security deposit as the case maybe.

9) How to Apply

(a) Bidder has to submit an application in his letter pad addressing the BMOH & Member Secretary, Budge Budge-II Block and write in detail for which block he is interested in supplying Supply 01 Spectacles For School Children Screening and free spectacles for near work to old person.

(b) Has to enclose all the documents.

(c) Bidder Has to enclose Tender Application form, Technical Proposal, Financial Proposal duly signed by the bidder and EMD

(d) Sample of spectacle has to submit at the time of Technical bid opening.

SECTION III: TENDER APPLICATION FORM

To,
The BMOH & Secretary
Budge Budge-II Block
L B Dutta Rural Hospital
South 24 Parganas

Ref: Your tender document No.....Dated:.....

Be, the undersigned have examined the above e-tender document, including amendment/corrigendum number _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to render services in conform it with your above referred document for the sum, as shown in the price schedule/Bill or Quantity attached herewith and made part of this bid.

We hereby declare that all data and documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and beliefs.

If our bid is accepted, we undertake to tender the services as mentioned above, in accordance with the schedule and terms and conditions as specified in thee-tender document, including amendment/corrigendum if any.

We further confirm that, if our bid is accepted we shall provide you with a performance security of required amount in terms of GCC, for due performance of the contract.

We agree to keep our bid valid for acceptance as required, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that. until a formal contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

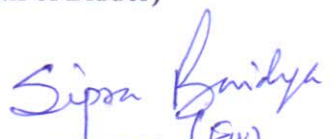
We confirm that we do not stand deregistered/banned/black listed by any Government Authorities/Organization/Institution/local bodies etc in last two years. Brief of court/legal cases pending if any, are following:

We would authorize and request any Rank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by you to verify this statement.

(Signature with date)

(Name, designation, seal of authorized person to sign bid for and on behalf of Bidder)

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BMOH (Fw)
L B Dutta Rural Hospital
B. Budge-II, S 24 Pgs.

FINANCIAL/PIECE BID

Name, Address & Contact No. of the bidder:

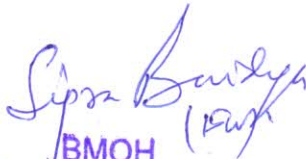
Rate Quote:

Sl. No.	Item	Quantity	Rate per piece including GST
1.	Supply 01 Spectacles For School Children	01 Piece	
2.	Screening and free spectacles for near work to old person	01 Piece	

Note:

- 1) Rate should be quoted including applicable GST and delivery charges. No additional delivery charges & handling charges will be entertained. If we agree to all the terms and conditions lay down by the BMOH & Secretary, Budge Budge-II BH & FWS, South 24 Pgs. in their notice for supply of spectacles for school Children and for Old person for FY 2020-21.

Full signature of the bidder


BMOH
L B Dutta Rural Hospital
B. Budge-II, S 24 Pgs.



Govt. of West Bengal

Directorate of Health Services

Ophthalmology Wing

National Programme for Control of Blindness & Visual Impairment

Swasthya Bhawan, 'A' - Wing, 2nd Floor, G.N. - 29,

Sector - V, Salt Lake City, Kolkata - 700 091;

E. Mail: adhsophth@gmail.com, Tel: 033 2357 4074/2333 0204



Memo No: - HFW-27022/54/2019-ADMIN SEC(DHS)(HFW)-Dept. of H&FW/49/4 Date: 27/08/2020

To

1. The Chief Medical Officer of Health- All Districts & Health Districts,
2. The Director, RIO, *Centre of Excellence* for NPCB&VI for the State, Kolkata,
3. The Medical Superintendent Cum Vice Principal-All MCHs
4. The Superintendent- SN Pandit Hosp.

Sir/Madam,

The blindness is a major public health problem in India with an estimated 1.5 crore of blind persons in the country at any given point of time. But 80-90% of the blindness is either curable or avoidable. To tackle this, India was the first country to launch the National Program for Control of Blindness (NPCB) in the year 1976. The program had set a target to reduce the prevalence rate of blindness to 0.3% by the year 2020 through the development of eye care infrastructure, human resources, improving accessibility & quality of the eye care services. With an idea to expand the gamut of this program, GoI has re-named the program as the National Program for Control of Blindness & Visual Impairment (NPCB & VI) in 2018.

The Rapid Assessment survey for the Avoidable Blindness (RABB: 2015-19) in India has shown that the prevalence in West Bengal in its sample districts of Birbhum and Howrah was 1.73% and 1.58% respectively against a National average of 1.99% in the persons aged 50 years and above. The cataract, refractive errors, glaucoma, diabetic retinopathy and the corneal blindness were the major causes of Blindness.

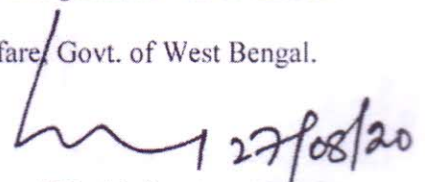
The key activities under the NPCB&VI are the cataract surgery, the screening for the refractive errors in the school children and also in the old persons followed by the distribution of the free spectacles to them, the management for glaucoma and the 'other eye diseases' including the low vision conditions, the collection of eye ball/cornea from the deceased at the Hospitals (HCRP: Hospital Cornea Retrieval Program) and also at the Household level under the eye-banking services followed by the cornea grafting etc.

About FIVE percent of the school children suffer from visual impairment due to refractive errors. This, if remains uncorrected, might hamper their learning abilities. Presbyopia, a problem with the near vision, comes naturally with the advancing age. More than SIXTY percent of the population above the age of FORTY years, suffer from this condition. The problem of uncorrected presbyopia greatly affects the quality of life and the occupation that needs good near acuity like reading/ cooking/sewing/other daily routine activities. Besides cataract, presbyopia is one of the common causes of the visual impairment in the adults.

To ensure an uniformity in the desired quality and to attain a beneficiary satisfaction with the assured use of the spectacles distributed freely under NPCB&VI as per the medical advice, a State guideline has been framed for procurement of the Spectacles including for its quality checking.(enclosed). Henceforth, a strict adherence to this guideline will be desired.

This has an approval from the higher authority, Department of Health & Family Welfare/ Govt. of West Bengal.

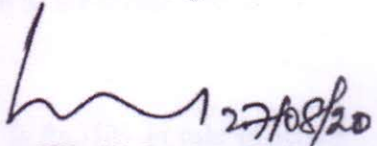
Sincerely yours,
Encl: State Guideline


Assistant Director of Health Services (Ophth.)
& State Programme Officer (NPCB & VI)
Govt. of West Bengal

Memo No: - HFW-27022/54/2019-ADMIN SEC (DHS)(HFW)-Dept. of H&FW/49/4(21) Date: 27/08/20

Copy forwarded for information and necessary action to the:-

1. Director of Health Services, Department of Health & Family Welfare, Govt. of West Bengal.
2. Director of Medical Education Services, Department of Health & Family Welfare, Govt. of West Bengal.
3. Additional MD-NHM & Joint Secretary, Department of Health & Family Welfare, Govt. of West Bengal.
4. Sabhadhipati, Zilla Parishad – All districts with a request to kindly ensure to get the NPCB&VI reviewed periodically at all the *Janaswasthya* meetings at the district at every level.
5. District Magistrate – All districts with a request to kindly arrange to get the activities under NPCB&VI reviewed periodically at DH&FWS and at all other levels taking the caregivers (public/NGO & Private-under MOU) on to it to optimize the quantity as well as the quality reach for the Blindness Control services provided by the public as well as by our NGO/private partners.
6. Program Officer-I, NHM, Department of Health & Family Welfare, Govt. of West Bengal.
7. Program Officer-II, NHM, Department of Health & Family Welfare, Govt. of West Bengal.
8. Jt. DHS (NCD), Department of Health & Family Welfare, Govt. of West Bengal.
9. SFWO & Jt. DHS, Department of Health & Family Welfare, Govt. of West Bengal.
10. Dy. DHS (HAB), Department of Health & Family Welfare, Govt. of West Bengal.
11. ADHS (MCH), Department of Health & Family Welfare, Govt. of West Bengal.
12. ADHS (RBSK/RKSK), Department of Health & Family Welfare, Govt. of West Bengal.
13. Director, IPGMER & SSKMH, Kolkata.
14. Principal- All the Medical College & Hospitals.
15. Head of the Department (Ophthalmology)-All the Medical College & Hospitals.
16. CMOHs are requested to kindly to spread out the services to the remote areas of his different blocks/urban areas, to facilitate the MT (opto) to arranging the same at distant areas, arrange to review the program with a fixed periodicity, to ensure the involvement from the teachers and also from the other staff at the health dept. CMOH will ensure that the Quality monitoring Committee will use the weekly sitting together opportunity to do a brief discussion on the program issues too apart from quality checking of the spectacles.
17. Dy. Chief Medical Officer of Health-II and the District Program Manager-NPCB & VI -all Districts and all the Health Districts, with a request for doing the intense continuous monitoring for all the components of the NPCB&VI through supportive supervision to the facility-/community-based activities, through the periodical review meetings with the care-givers/care-managers/health workers/key stakeholders.
18. Program Manager, SIGHTSAVERS India, Salt Lake City, Kolkata
19. Sr. PA to Principal Secretary, Department of Health & Family Welfare, Govt. of West Bengal.
20. Sr. PA to MD-NHM & Secretary (PHP), Department of Health & Family Welfare, Govt. of West Bengal.
21. Office Copy.

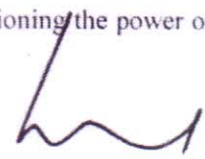

Assistant Director of Health Services (Ophth.)
& State Programme Officer (NPCB & VI)
Govt. of West Bengal

GUIDELINES IN CONNCTION WITH THE FREE DISTRIBUTION OF THE SPECTACLES FOR THE EYE-SCREENING FOR THE SCHOOL STUDENTS AND FOR THE NEAR-WORK TO OLD PERSONS SUFFERING FROM PRESBYOPIA UNDER THE NATIONAL PROGRAM FOR CONTROL OF BLINDNESS & VISUAL IMPAIRMENT (NPCB &VI), WEST BENGA, Year : 2020

1. **Existing vendor** either for block level or district level or MCH/other hospital level selected by the Blocks/Districts / Health Districts/MCHs/Hospitals will remain valid **up to the 10th November 2020**.
2. Henceforth vendors will be selected through the **Block-(for its health facilities only)/Facility-wise (above the level of BPHC/RH)** selection process. It will have to be completed **within the 10th November 2020**.
3. The vendor selected through the tender process will remain valid for supply for next **three years w.e.f. 11th November 2020** or till the time when the approved rate under NPCB&VI gets changed whichever is earlier.
4. Formation of the Block / MCH / Hospital level **vendor selection/tender committee**:
 - i) BMOH/MSVP for tertiary Hospitals /Director-RIO/ Superintendent of the DH/SSH/SDH/SGH...Chairman.
 - ii) One other Medical Officer to be nominated by the MSVP/Superintendent /BMOH...Member.
 - iii) One Ophthalmologist/ Faculty from Deptt. of Ophthalmology of the Tertiary Hospital (nominated by the CMOH/MSVP)...Member.
 - iv) Two MT (Opto)s : Senior-most MT (Opto) of the block another one nominated by the CMOH from the neighboring blocks/other hospital. Where there is no MT (Opto) in the block, the two will be nominated by the CMOH from the neighboring blocks/other hospital. For Hospitals within the district, the two will be nominated by the CMOH in consultation with the Hospital Superintendent. For the District-based MCHs, the CMOH and MSVP will mutually decide the MT (Opto)s. For the Kolkata-based MCH/RIO/Other hospitals, the MSVP/Director will finalize the MT (Opto)s in consultation with the Head-Ophthalmology Department....Member.
 - v) BAM of the Block/ one Accounts Personnel from the other facilities...Member.
 - vi) ACMOH of the respective Sub-division, on behalf of the District CMOH, will be the invitee member of the committee.
5. Present Prevailing **maximum admissible Rate** of the spectacles under NPCB&VI is Rs.350/- in case of school children as well as for the spectacles for the adults.



6. Maximum Priority will be given to the **quality of frame and lens & ensuring proper fitting** during hand over. The best quality and the lowest rate sample supplying bidder, within Rs. 350/- (Including All Tax), would be accepted.
7. The vendor must provide **hard plastic box/case** with soft cloth with each spectacles.
8. This box/case will have **embossed** (preferably)/**sticker** fixed on it on either of the following two (number 'i' will be **a must**) or all of the three logos :--- (i) NPCB&VI logo (ii) NHM logo (iii) Biswa-bangla logo and there would remain the dotted space for writing the name of the beneficiary after supply. This would enhance program publicity, beneficiary ownership and also the tracking during field visit by frontline Health Workers/RBSK team/others.
9. **Specifications of spectacles frame:**-Good quality of cell frame (cellulose acetate) with spring side. Frame should be fitted with face and nose properly (shape and size). Different Colours of the frame may be made available. Vendor will take the colour choice from the student. Sample of the frames to be preserved at the facility for checking in future.
10. **Specification of the Ophthalmic Lens:**-good quality of CR-39 glasses for students and presbyopic patients (scratches and bubbles free), high index glasses in case of more than 4D power of the students. Bifocal glasses should be according to power (distance & near) prescribed by MT (optometry). PD should be strictly maintained. Sample of the lenses to be preserved at the facility for checking.
11. **Defective spectacles** detected during hand over to the beneficiary should be changed free of cost.
12. THREE months **warranty** period for the spectacles frame (replace or repair) should be there without any additional cost involvement.
13. Optician, from the vendors' end, **will need to remain present as a mandate** during the OPD/Outreach sessions (if is needed so) and during SES program sessions for distribution of the spectacles to the beneficiaries to check its proper fittings etc.
14. Refractive error should be determined for **students up to the age of 12 years**, only at the Eye OPD of the nearest Hospital/Vision Centre at the RH/BPHC in presence of the MT (Opto) for testing of the refraction under the use of cycloplegic drugs etc.
15. If any student requires **bifocal glass** e.g., in post-operative cases of the congenital cataract, the vendor will provide the same according to the prescription.
16. Each beneficiary will get a **written paper**, in the prescription-equivalent mode, mentioning the power of the glasses s/he has been supplied with.



17. Necessary instructions may be given to the **RBSK teams and Headmaster/Headmistress** of the schools for carrying out primary screening of the students. These students may be checked by the MT(Opt) during his/her School program. Where required these students may be referred to the nearest Vision Centre. Any student attending the Vision Centre directly who wants to take free spectacles will need to produce a certification from the Headmaster/Headmistress. If students are brought from the schools in groups to the Vision Centre, they must have the certification from the Headmaster/Headmistress and they will need to be escorted by the some authorized staff from the school.

18. **Quality Assurance:** A strict and dynamic continuous quality check and monitoring mechanism will remain in place. Each district CMOH will set up a **Quality monitoring committee**, for the free spectacles, at the office of the CMOH which will have an Eye Surgeon (preferably from the District Hospital), Two of the senior-most MT (Opt)s (preferably one from the DH & one from the nearby blocks), District Program Manager-NPCB&VI cum Dy. CMOH-2 on it. This committee will sit together every week, preferably on a fixed day/time under the supervision from the CMOH, after the routine Hospital OPD hours to check the quality for the spectacles supplied from the Block and also from the Secondary & tertiary level health facilities within the concerned district. CMOH will also ensure that the ACMOH (preferably by weekly rotation from all the subdivisions), RBSK MO at District HQs, DPHNO will also remain present, from time to time, during the sittings of this committee. DEO-NPCB&VI will remain present in all these sittings to coordinate it on behalf of DPM. Similarly, for the Kolkata-based public hospitals, the same quality check activity will be done by a three-member committee under the leadership of the Director-RIO/HOD-Ophthalmology or of the Head of the Institutions concerned.

The HOD/Super/BMOH or their authorized person at the District-based MCH/SSH/DH/SDH/SGH/ Other hospitals, as the case may be, **will pick up one adult spectacles and one student spectacles every month RANDOMLY** to send it to the district quality committee at the office of the CMOH for the quality check. The records for this specimen/sample will be kept well maintained and the beneficiary/guardian will be properly counseled that s/he would get it after the quality check latest within next 3 weeks. The specimen will reach the office of the CMOH through local arrangement. Kolkata-based MCHs/other hospitals will have this quality check mechanism at their institutional levels. The reports for this quality check will be sent to the State/district, as the case may be, along with the monthly performance reports.



19. For the spectacles for the school children, the vendor will submit the supply to the MT (Opto) at the RH/BPHC/ Hospital concerned for a preliminary checking (power, quality of frame/glasses etc.) by him. Then after the approval from the MT (Opto), the BMOH/Hospital authority/HOD will allow the vendor to deliver these checked spectacles to the schools. Before that, the BMOH/Hospital authority/HOD or his authorized person (MO/pharmacist/store-keeper/PHN/ANM/other nursing staff) will pick up a sample randomly from the lot on which the quality check will be done by the district quality committee located at the office of the CMOH. Thereafter the Headmaster or his authorized school-teacher **will officially receive the supplies** from the vendor with a detailed list of students & the frame, lens details. He will sign the received voucher with mobile number and with official rubber seal. Two receipt copies of *Challan* may be handed over to the vendor to claim the reimbursement bill. The sample that was picked up will reach its beneficiary within next 3 weeks through local arrangement if/after it passes through the quality check at the district committee.
20. **Adherence** to constant use of the spectacles may be checked by the teachers/visiting RBSK Team In-Charges.
21. **Presbyopia spectacles will be received at the RH/BPHC/PHC/DH/SDH/SGH/ SSH/MCH/other hospitals** by the store-keeper/pharmacist/staff looking after the stores **in presence of the MT (Opto)** attached to that health facility.
22. MSVP/Superintendent/BMOH will keep **record/line-list of beneficiaries** (SES & Presbyopia) with detailed address, photo identity (with the spectacles on) if possible and phone No. (beneficiary/guardian/ Head teacher), power of glasses, details of the frame & Lens, date of supply *as per the State-prescribed formats* (excel sheet format will be supplied shortly).
23. (i) **Physical Monitoring**:--- The ASHA/ANM/other frontline workers will be desired to do it randomly during their routine house visits. Others from any tier too will look into during their community/facility visit. (ii) **Tele-monitoring**:--- The health personnel will make random telephone calls every week to the free-spectacle beneficiaries/their guardians at their respective areas to enquire about the *nature of the box/case, embossing/sticker on it, prescription-equivalent with it, receipt, constant use, improvement in vision, overall satisfaction with spectacles given etc.* as follows :---ANM/HS/Sr. PHN/PHN/MO-PHC/MO-RBSK at BPHC & RH/BMOH:--at least to 1 student beneficiary and 1 old person/presbyopia beneficiary; HOD-Ophthalmology, MCH/his authorized person other than MT (Opto) like PGT/HS/ Intern/other trainees/MO-RBSK at ULB/UPHC/HO-ULB:--- at least to 2 students and 2 old persons, Hospital Superintendent/DPHNO/DMCHO/Dy. CMOH-3/ACMOH:--- 2 children and 2 old persons per week. DPM-NPCB&VI cum Dy. CMOH-2:---at least to 3 students and 3 old persons of the districts.

SPO-NPCB&VI will at least to 4 students and to 4 old persons of the state. DPM will arrange to share the area wise beneficiary (student as well as adult) list, from whom the randomly chosen ones will be called, with all concerned. The information will remain documented in the dedicated registers arranged and will be maintained locally. This registers will be checked during monitoring visits. (excel sheet format for registers will be supplied shortly). This report is to be sent to the State along with the monthly performance reports.

24. The spectacles will need to **be supplied latest within 10 days** after receiving the work-order from the authority.
25. Vendors will need to submit the documents for **claims for the payments i.e., bills etc** to the office of the concerned authority (MSVP/Superintendent/BMOH) **within SEVEN days** from the date of delivery. He will collect one receipt for this submission for claims.
26. The **payments** will be made as and when Govt. fund will become available with the concerned local authority. When the fund is available, the payments will be cleared within a month from the receipt of the claims. The payment will be made only after being sure that all the documents are in order and all the essential processes have been maintained. Payments will only be in the DBT mode. Expenditure will need to be booked in the FMR for the month of payment made after maintaining all the financial norms. The District Health authority/representatives will have frequent sample-checks on this payments made and on the processes followed.
27. Decision taken by the Govt. authority in connection with the **defects** of any spectacles & error of glasses will be the final and by no means can it be challenged by the vendor.
28. The other norms for the routine tender processes will be followed as per the latest State guidelines. The **tender/contract for supply may be terminated** at any time during the contract period with a two months notice from both the sides.

