

Notice Inviting e-Tender

Government of West Bengal
Office of the Chief Medical Officer of Health
Department of Health & Family Welfare
South 24 Parganas

Administrative Building, M R Bangur Hospital Complex, 241, Deshapran Sashmal Road, Tollygunge, Kolkata 33.
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Memo No.-CMOH/(SPG)/NIT/ 8331

Dated:- 23.08.2021

Establishment of Waiting Hut for Pregnant Women in the inaccessible, remote and difficult to reach areas of the State through Public Private Partnership (PPP)

(Submission of Bid through *online*)

1. National Health Mission, Govt. of West Bengal has set up Waiting Hut for Pregnant Women at Gosaba RH in the District of South 24 Parganas, West Bengal.
2. The Chief Medical Officer of Health & Member Secretary, District Health & Family Welfare Samiti, South 24 Parganas District, West Bengal hereby invites Request For Proposal (RFP) from eligible and qualified Tenderers for Operation and Management of Waiting Huts for Pregnant Women at Gosaba RH in South 24 parganas District of WestBengal.
3. Intending Tenderer may download the tender document from the e-tender portal of Govt. of West Bengal at wbtenders.gov.in. The submission of bids should only be through online at wbtenders.gov.in, <https://www.wbhealth.gov.>, South 24 parganas <http://www.spghealthgov.in>.
4. Earnest money will be deposited by the bidder electronically online — through his Net Banking enabled Bank Account, maintained at any bank or through any bank by generating NEFT / RTGS challan from the e—tendering portal or c) The process may be followed as per memorandum of the finance Department Audit Branch bearing Memo No 3975-F(Y) dated 28th July 2016, (GRIPS) or through Bank Guarantee issued from any scheduled bank payable in favour of District Health & family Welfare Samity, South 24 parganas
5. Non statutory documents, Bid – A, Bid – B & Bid – C are to be submitted concurrently.

Chief Medical Officer of Health & Secretary,
Dist. Health and Family Welfare Samity
South 24 Parganas,

Table for Important Dates

Sl.	Items	Publishing date(s)
1.	Date of uploading of RFP Documents (online)/ Date of Issue	24.08.2021 at 10 am
2.	Documents download start date (Online)	24.08.2021 at 10 am
3.	Date of Pre bid Meeting with the intending Tenderers. Venue -	30.08.2021 at 2 pm at CMOH Office, South 24 parganas
4.	Bid submission start date (On line)	24.08.2021 at 10 am
5.	Documents download end date (Online)	06.09.2021 at 3 pm
6.	<p>Bid submission closing (On line)</p> <p>Bid submission includes:</p> <p>i) Non statutory documents to be submitted under <u>My Space</u> (Each sub-category item should be in multiple page single PDF file)</p> <p>ii) BID – A (Should be in multiple page single PDF file)</p> <p>iii) BID – B (Should be in multiple page single PDF file)</p> <p>iv) BID – C (BOQ and the Statement of Breakup of Duties and Taxes & Prices of consumables, spares etc.)</p> <p>Detailed list of documents annexed at Section V Check-List Form</p> <p>Non-statutory document (document uploaded in <u>My Space</u>), Bid – A & Bid – B constitute the technical bid and Bid – C is the financial bid.</p> <p><i>Any wrong or misleading information provided by the Tendered during submission of bids shall lead to summary cancellation of bid and may lead to blacklisting in DH&FW for at least 5 years.</i></p> <p>Each scanned documents should have an index page indicating the name of the documents enclosed with Page no.</p>	06.09.2021 at 3 pm
7.	<p>Last date of submission of all hard copies of the documents uploaded in e-tender during bid submission except BOQ at the registered office of the CMOH Office, South 24 parganas District in two separate envelopes.</p> <p>In one envelope: Earnest Money Deposit in the form of Payment Receipt Copy</p> <p>In the other envelope: The hard copies of the uploaded documents (except BOQ) arranged in the same sequence as given in the Check List and copy of acknowledgement generated by e-tender portal against the documents uploaded during bid submission. All the documents should be appropriately flagged.</p>	07.09.2021 within 3pm
8.	Bid opening date for Technical Proposals (Online) (Bid A & B)	08.09.2021 at 4 pm
9.	Bidders to remain present at CMOH Office South 24 Parganas for identification of the documents for the technical bid evaluation	08.09.2021 at 4 pm
10.	Submission of non-statutory Wanting document (if any)	06.09.2021 at 3 pm
11.	Opening of Financial Bid	To be notified later

General Instruction to the bidder

1. The Tenderer is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
2. Tenderers are cautioned to read the specifications carefully as there may be special requirements.
Tenderers are encouraged to advise the **CMOH & Member Secretary** if they disagree.

3. Clarification of Bid Document

A prospective Tenderer requiring any clarification of the Bidding Documents shall contact **CMOH & Member Secretary** in writing.

4. Amendment of Bid Document

- a. At any time prior to the deadline for submission of bids, **CMOH & Member Secretary** may amend the Bid Document by issuing amendment to be uploaded in the e-tender portal.
- b. To give prospective Tenderers reasonable time in which to take an amendment into account in preparing their bids, **CMOH & Member Secretary** may, at its discretion, extend the deadline for the submission of bids.

Preparation of Bids

5. Tenderers are to prepare and submit the following:
 - i. Non statutory documents to be submitted under My Space
 - ii. **BID – A** (Should be in multiple page single PDF file)
 - iii. **BID – B** (Should be in multiple page single PDF file)
 - iv. **BID – C** (BOQ, Annexure III)

6. Cost of Bidding

The Tenderer shall bear all costs associated with the preparation and submission of its bid.

7. Language of Bid

The Bid, as well as all correspondence and documents relating to the bid exchanged by the Tenderer and **CMOH & Member Secretary**, shall be written in the English language. Supporting documents and printed literature that are part of the Bid, if submitted in any other language provided they are accompanied by an accurate translation of the relevant passages into English and duly authenticated.

8. Alternative Bids

Alternative Bids will not be accepted.

9. **Bid Prices**
- The prices in the BOQ shall conform to the requirements as specified in the tender.
 - Prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to variation on any account.
10. **Currencies of Bid**
The Tenderer shall quote in INR only.
11. **Documents Establishing the Conformity of the Related Services**
To establish the conformity of the related services to the Bidding Documents, the Tenderer shall furnish as part of its Bid the documentary evidence that the services conform to the said Requirements.
12. **Documents Establishing the Qualifications of the Tenderer**
As per Check-List of the bid document.

Submission and Opening of Bids

13. **The following are to be submitted:**

i) Non statutory documents to be submitted under My Document

(Each sub-category item should be in multiple page single PDF file)

Guidelines for uploading documents in My Document:

Sl. No.	Category Name	Document Name
1	CERTIFICATES	Copy of Registration Details of the Organization.
2	AGENCY DETAILS	Unique ID of NGO-DARPAN portal registration:
3	CREDENTIAL	Memorandum & Article of Association (if applicable).
4	DECLARATION	Copy of the audited Balance-Sheet / Income & Expenditure statement of the last two Financial Years ending March 2019 (i.e. F.Y. 2017 -18 and 2018 -19).
		Whether having experience of working in health programmes since last three calendar years (2017, 2018 & 2019) : (Yes / No)
		If Yes details of working in health programmes :
		Declaration duly Notarized (on Rs.100.00 Non Judicial stamp paper) stating : "This is to confirm that no litigation is pending on date and no penal measures were taken against (the Organization) under applicable Acts and laws"

(ii) Statutory Documents

(a) **BID – A** (Should be in multiple page single PDF file)

1. EMD (Scanned copy of the instrument through which EMD have been submitted)

(b) **BID – B** (Should be in multiple page single PDF file)

1	Annexure II
2	Annexure IV

Non-statutory document (document uploaded in My Space), Bid – A & Bid – B constitute the technical bid

iii) **BID – C [Bill of Quantity (BOQ) and Annexure III**

- a) BOQ in .xls format shall contain the financial quotes in respect of **Total monthly cost**
- b) **Annexure III** in PDF format

Detailed list of documents to be attached is mentioned in Check-List at the end of the bid documents.

N.B.

- a) Any wrong or **misleading information** provided by the Tenderer during submission of bids may lead to summary cancellation of bid, **blacklisting in DH&FWS for at least 5 years and forfeiture of EMD.**
- b) Each scanned documents should have an index page indicating the name of the documents enclosed with Page no.
- c) The EMD of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's furnishing of the Performance Security pursuant to Instructions to Tenderers.
- d) In case extension required, Bank Guarantees are to be renewed prior to 30 days of their expiry.

F. Evaluation and Comparison of Bids

14. Evaluation of Bids

(A) Technical Evaluation

During the tender evaluation process **Non-statutory document** (document uploaded in My Space), Bid – A & Bid – B constituting the **Technical Bid** will be opened first and evaluated.

B. Financial Evaluation

Financial Bids (**Bid - C**) of the technically qualified Bidders would only be opened. Comparison of Financial Bids would be based on the quote of a bidder in respect of **total monthly cost**. The bidder quoting lowest will be selected to Operate and Manage the Waiting Hut.

C. CMOH & Member Secretary, South 24 parganas District, West Bengal's Right to Accept Any B and to Reject Any or All Bids.

CMOH & Member Secretary reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Tenderers.

THE DECISION OF THE DH&FWS AUTHORITY WILL BE FINAL AND BINDING IN THIS MATTER.

G. Award of Contract

D. Award Criteria

- a. In the event of a Contract award, **CMOH & Member Secretary, DH&FWS** shall award the Contract to the Tenderer whose offer has been determined to be the lowest evaluated bid substantially responsive to the Bidding Documents, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily.
- b. Before the award of Contract, **CMOH & Member Secretary, DH&FWS** may inspect the performance of the lowest evaluated responsive Tenderer to assess his capability to successfully perform the Contract as per the terms and conditions specified in the NIT.

E. Publication of Award of Contract

CMOH & Member Secretary, DH&FWS shall publish the Award of Contract in e-tender portal and its web site wbenders.gov.in, [https://www.wbhealth.gov.in](http://www.wbhealth.gov.in), [https://www.spghelthgov.in](http://www.spghelthgov.in)

F. Period of validity of the bid price:

The bid price shall remain valid for a period of **3 (three)** years from the date of signing of the contract. **It will be renewable for another 2 (two) years based on satisfactory performance on selected indicators. The Vender may be terminated in exigency with one months notice in advance from either side in case of any services allegation & proof against the vender, the contract may be terminated by authority one side within 24 hrs notice.**

G. Details of Tender Schedule:

H.

SCHEME	QTY	NAME OF THE SITE OF WAITING HUT	PERIOD OF AGREEMENT
Waiting Hut for Pregnant Women	01	Gosaba RH; Gosaba Block	3 Years

INSIDE

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1. Backdrop

The Department of Health and Family Welfare (DoH&FW), Government of West Bengal (GoWB) has taken several initiatives in the last few years to meet the increasing demand and expectations for improved health care services by the community at large. The vision, driving the DoHFW, focuses on improving the availability, accessibility and quality of health care services for the people in the state in general **and for those, in particular, living in the remote and difficult to reach areas of the State.** This is in conformity with the 'Plan of action 2011-15' of the DoH&FW which inter alia focussed on the short term, medium term and long term goals of the Department.

It is a well known fact that accessibility to emergency health care services especially emergency obstetric care is a critical factor to contribute significantly to the improvement of basic health indicators like Infant Mortality Rate, Maternal Mortality Rate and increased levels of safe and institutional deliveries. In this context, it may be mentioned here that, overall, there have been substantial improvements in the present status of the above key public health indicators in the State compared to last five / six years

One of the key challenges for the State was to have greater access of Pregnant Women to the facilities for delivery and timely management of obstetric complications in the remote and hard to reach areas of the State where the Institutional Delivery Rate was low. Thus, the concept of "Waiting Hut" was established with a view to provide Institutional Delivery and quality obstetric care to pregnant women especially the high risk pregnant women.

The site for the existing and new Waiting Hut for Pregnant Women are as follows:

Sl. No.	Blocks / Municipality	District	Site of Waiting Hut	Status
1	Gosaba Block	South 24 Parganas	Gosaba RH	Operational

The DoH&FW has established and operates Waiting Huts within the premises of the Delivery Points in the 9 out of 10 health facilities as mentioned above in Public Private Partnership (PPP) mode where pregnant women are kept for observation seven to ten days prior to Expected Date of Deliveries (EDD) and during their stay at the "Waiting Hut" they are provided with free medicines, diet, diagnostic and referral services.

The Waiting Hut at Gosaba RH is a new one where the infrastructure is ready in all respect.

2. Purpose of the Scheme

The purpose of the scheme is to promote institutional deliveries and ensure timely management of obstetric complications for the pregnant women living in the inaccessible hard to reach areas of the State.

3. Features of the scheme

a. Nature of Partnership under this scheme

- i. The scheme would be governed by an **Agreement** with detailed terms and conditions to be signed with the organization selected through a clearly defined and transparent selection process by the competent authority of the DH&FWS for establishment of the Waiting Huts in the above stated Blocks.
- ii. The said agreement will be valid for a period of **three (3) years, renewable for another 2 (two) years based on satisfactory performance on selected indicators.**
- iii. An Organization may apply for establishment of Waiting Hut for each of the four health facilities if they meet the eligibility criteria for which the application has been submitted. However, Expression of Interest (Eoi) is required to be submitted **for each health facilities separately** as described under Section 8.

b. Description of the scheme

1. Each Waiting Huts will accommodate 10 pregnant women and is established within the premises of the BPHC / RH / SDH / SGH.
2. Under this scheme, the DoH&FW has made infrastructural set up of the Waiting Hut. The ready to use Waiting Hut would be handed over to the selected Private Partner for each of the hut. **Electricity and water would be provided free of cost.**
3. The waiting huts would be handed over with required furniture and Inverter as alternative power back up. The list of furniture and other items are provided in **Annexure V.**
4. The private partner shall be totally responsible for the Operation and Management (O&M) of the hut inclusive of deployment of personnel for which they will receive Financial support from the DoH&FW.
5. The bidding parameter for selection of the eligible organisation shall be the **monthly operational cost** offered by the technically qualified applicants for operation and management of the Waiting Hut.
6. **The upper limit for the operational cost is 1,30,000 INR (Rupees one lakh thirty thousand only) per month (assuming 100% bed occupancy throughout the year i.e. 365 days). Any finance bid for operational cost exceeding this amount will be rejected. The lowest (L1) bidder within the said operational cost will be selected for this scheme.**
7. The operational cost shall include the following components which are the entire responsibility of the Private Partner.

Particulars
Deployment of Man power
Floor Manager – one (1)
GNM / ANM – Four (4)
Sweeper / support staff – Four (4)
Other staff - as required or if required
Food
Food for 10 pregnant women and one of her companion comprising of both vegetarian and non-vegetarian items (as per Govt. prescribed diet schedule) to the pregnant women and the same would include Breakfast, Lunch, evening Tiffin and Dinner. However, necessary changes may be effected, if required, in special cases and during management of obstetric complications. LPG and kitchen utensils as per requirement including replacement.
Contingencies
Contingency expenses – computer with stationeries etc.

8. The Private Partner shall provide necessary services as per **Annexure VI** to the pregnant women kept in the waiting huts seven to ten days prior to Expected Date of Delivery (EDD) for observation and waiting till delivery and shall be responsible for timely management of obstetric complications during this period with support from the attached Health Facility.
9. The Waiting Huts shall have provision for keeping up to ten (10) pregnant women at one point of time.
10. The Private Partner shall **not collect any user fees** from any of the pregnant women kept in the waiting huts under any circumstances.
11. The O&M Partner shall provide **Performance Bank Guarantee (PBG)** equivalent to **25%** of the **monthly operational grant** towards settlement of any pending claim. **The said PBG shall be kept in favour of "District Health and Family Welfare Samity.** The PBG shall be kept for the duration of 30 months from the date of the Agreement.
12. The approved financial support for operation and management of the Waiting Hut would be payable to the private partner upfront on monthly basis. Fifty (50) % of the applicable amount for each month would be made on auto release basis for food at the beginning of the month i.e. within 5th of each month while remaining billed amount would be paid later, on actuals, within 15 working days of submission of Bills / prescribed documents, correct in all respects, by the Private Partner on monthly basis. The Private Partner shall submit the Bills / prescribed documents not later than 7th of each month.
13. The Private Partner shall receive the payment from the MOIC / BMOH / Superintendent in the form of ECS / Cheque.

4. Role and Responsibilities of each Partner

a. Role and Responsibilities of the selected private partner

1. The Private Partner shall provide round the clock services to the pregnant women kept in the waiting hut seven to ten days prior to EDD for observation and waiting till delivery and shall be responsible for timely management of obstetric complications during these periods by getting the pregnant women examined and treated by on duty Medical officer of the health facility. A Doctors **call book** system to be maintained for this purpose.
2. The Private Partner shall be responsible for mobilization of pregnant women at the waiting hut before their EDD. The private partner shall collect list of women nearing EDD from ASHAs and ANMs and shall be required to undertake IEC activities e.g. calling up the families of the pregnant women at the 3rd trimester and informing them of the facilities of waiting hut. The Private Partner shall also be required to coordinate with free transport services under JSSK / alternate transport focal points to help the women reaching the waiting hut. The Private Partner may also distribute leaflets in the catchment areas for publicity. For the above activities, the Private Partner shall use their own resources for increased utilization of the waiting hut.
3. The Private Partner shall comply with the **prescribed services** for taking care of the pregnant women kept in the waiting hut as per **Annexure VI**.
4. The Private Partner shall maintain all operational activities including deployment of required personnel for running of the services under this scheme;
5. The Private Partner shall make necessary arrangements for training of its staff covering areas for obstetric care and such other areas which are essential to provide the prescribed services to the PW; identify complications and arrange for prompt treatment, if any.
6. The Private Partner shall coordinate with concerned authorities of the Health Facility and seek updates as required from the authorities.
7. The Private Partner shall provide food comprising of both vegetarian and non-vegetarian items (as per Govt. prescribed diet schedule) to the pregnant women and one of her companion and the same would include Breakfast, Lunch, evening Tiffin and Dinner. However, necessary changes may be effected, if required, in special cases and during management of obstetric complications.
8. The Private Partner will raise diet bills as per actual occupancy of the Waiting Hut.
9. The Private Partner shall be responsible for day to day maintenance of the waiting hut including cleanliness, privacy, safety and security.

10. The private partner shall send all information to the concerned authorities under the DoH&FW in prescribed formats (admission – discharge register with necessary details) at the end of each month.
11. The private partner shall not collect any user fees from the pregnant women kept in the waiting hut.
12. The private partner shall arrange for LPG and kitchen utensils as per requirement including replacement as and when necessary.

b. Role and Responsibilities of the DoHFW

1. The DoH&FW would hand over the entire space required for establishment of the waiting hut to accommodate ten pregnant women at one point of time for the duration of the agreement.
2. All necessary furnishing and refurbishing will be done by the DoH&FW before handing over the premises to the selected private partner.
3. The DoH&FW shall undertake necessary repairing and major maintenance of the premises as and when required.
4. Electricity and water will be supplied from Govt. source. However, safe drinking water will be arranged by the private partner.
5. The DoH&FW shall make payments for the agreed operational cost in accordance with the terms described under Section 3b.
6. The DoH&FW shall institute monitoring mechanism to ensure compliance of service standards by the private partner.
7. Diet Schedule will be as per prescribed Govt. norms.

5. Monitoring Mechanism

1. The DoH&FW would provide a monthly grant for Operation and Management of the Waiting Hut for providing the standard services as per terms of the scheme.
2. The quantum of grant would be decided based on the **amount fixed after bidding** from the interested applicants.
3. The grant would cover the operational expenses for running of the Waiting Hut.
4. The Private Partner shall receive the payment from the MOIC / BMOH / Superintendent in the form of cheque / ECS.

6. Policy on payment

1. The DoH&FW would provide a monthly grant for operation and management of the Waiting Hut for providing the standard services as per terms of the scheme.
2. The quantum of grant would be decided based on the **amount fixed after bidding** from the interested applicants.
3. The grant would cover the operational expenses for running of the Waiting Hut.
4. The private partner shall receive the payment from the MOIC / BMOH / Superintendent in the form of ECS / Cheque.
5. **If, it is observed during supervisory surprise visit that the Human Resources or Services are not conforming to the agreed norms, Rs.10,000.00 (rupees ten thousand only) would be deducted for that month as penalty and for successive defaultation of services the contract may be cancelled at any time without any prior notice.**
6. **After one year, there would be a provision of 5% increment in the remuneration of the manpower deployed.**

7. Causes for Termination of the Agreement

Any of the following events may constitute an event of default by the O&M partner entitling DoH&FW to terminate this agreement:

1. Failure by the private partner to commence operation within **two months** of signing the agreement.

2. Criminal indictment of the key personnel engaged by the private partner.
3. Failure to comply with the requirements for delivering prescribed services (**Annexure VI**) grossly affecting the performance record based on performance indicators and quality indicators.
4. Collecting user charges in violation of the terms of the agreement.
5. Use of the premises for any other purpose other than the approved scheme.
6. Less than 30% occupancy for first 3 (three) consecutive months. Benchmark occupancy rate may vary, therefore it can be re-assessed by the principal partner (DoHFW) after 3 (three) months.
7. Failure on part of the private partner to perform any other deliverables as per terms of agreement.

Upon occurrence of any of the defaults, the **DH&FWS** would follow the procedures of issuing Notice / Show Cause before deciding on termination of the agreement. The decision of the **DH&FWS** shall be final and binding on the private partner.

8. Process of selection of private partner

a. Selection Committee

The **DH&FWS** shall form a Selection Committee (SC) to undertake selection of the Private Partner for operation and management of the three Waiting Huts.

b. Eligibility Criteria of the Organization for submission of application

The eligibility criteria for application of interested organizations for consideration of selection for operation and management of the Waiting Hut under PPP are provided as under:

1. An Organization (**NGO / Trust**) compulsorily registered under The Indian Trust Act, 1882 / The Societies Registration Act, 1860 / The West Bengal Societies Registration Act, 1961 / Section 25 of The Companies Act 1956 (as amended thereafter) and having an **aggregated** turnover of Rs. 20,00,000.00 (Rupees Twenty Lakhs) in the Financial Year 2017 - 18 and 2018 - 19 and having experience of working in health programmes since last three calendar years (2017, 2018 & 2019).

OR

2. A **Self Help Group (SHG)** constituted and registered with the appropriate authority not later than 01.01.2015 and having an operative bank account in the last 2 calendar years (2018 & 2019) and having experience of working in health programmes since last three calendar years (2017, 2018 & 2019).
3. No litigation is pending on date and no penal measures were taken against the applicant under applicable Acts and Laws (**Declaration duly Notarized needs to be submitted by the applicant on Rs.100.00 Non Judicial stamp paper**).
4. As per mandate of NITI Aayog, GOI, all NGOs / Trust / VOs, must be registered in the portal NGO-DARPAN and have a unique ID. For this purpose NITI Aayog has developed the NGO-Partnership System Portal (NGO-DARPAN) (URL: <http://ngo.india.gov.in/auth/default.php>).

Applicants failing to fulfil any of the above-mentioned Eligibility Criteria will not be considered for selection.

c. Selection Process of Applicants

1. Selection process would involve short-listing of applicants based on eligibility criteria. It may be mentioned here that an Organization may be considered for operation and management of more than one Waiting Hut, if selected. However, the Organizations need to make separate applications for each of the Waiting Huts.
2. After short-listing of applicants as mentioned above, final selection of the Organization from the short-listed applicants would be made on the lowest offer made by an applicant for financial grant in the application for Operation and Management of the Waiting Hut through PPP **on Monthly basis**.
3. The Selection Committee can call for any further clarifications or information or documents at any point of time. The applicant may also be called for explaining or clarifying issues, if there be any.

4. The Selection Committee, at its own discretion, will evaluate the performance of Self Help Groups to be qualified.
5. Decision of the Selection Committee regarding selection of the Organization for operation and maintenance of the three Waiting Huts will be final.
6. Tender inviting Authority has Right to Accept Any Bid and to Reject Any or All Bids, authority reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Tenderers.

ANNEXURES

Annexure I:

Instruction to interested Organizations regarding submission of application

Annexure II:

Application Form for selection of the Organization for Operation and Management of Waiting Hut

Annexure III:

Format for the Monthly cost to be offered by the Organization for operation and management of the Waiting Hut (to be submitted by the applicant in the letter head of the organization)

Annexure IV:

Draft of the covering letter to be submitted in the Letter Head of the Organization along with the application and other documents

Annexure V:

List of furniture and fixtures to be handed over to the Private Partner

Annexure VI:

Services to be provided from Maternity Waiting Huts by the Private Partner

Annexure I

Instruction to interested organizations relating to submission of application

1. Please read the scheme before submission of the application.
2. An Organization may be considered for operation and management of more than one Waiting Hut, if selected. However, Organizations need to make separate applications for each of the Waiting Hut.
3. Each application must accompany Earnest Money Deposit (EMD) of Rs.17000/- (Rs Seventeen thousand) only by **The process may be followed as per memorandum of the finance Department Audit Branch bearing Memo No 3975-F(Y) dated 28th July 2016, (GRIPS)**
4. The EMD of the unsuccessful bidders (whose financial bid was opened) shall be returned as early as possible upon the successful bidder's furnishing of the Security Deposit / PBG. The EMD may be forfeited if the applicant withdraws its BID during the period of BID validity. The EMD of the selected applicants may be forfeited if the organization fails to sign the contract in accordance with the terms and conditions and / or fails to furnish Security Deposit / PBG as per the terms and condition.
5. The application is to be submitted in the prescribed format given in Annexure-II.
6. Format for the Finance Bid is provided in Annexure-III
7. Draft of the covering letter is provided in Annexure-IV.
8. List of furniture and fixtures to be handed over is provided in Annexure-V.
9. Services to be provided by the private partner are provided in Annexure-VI.
10. The application in the prescribed format in Annexure II along with all supporting documents as called for under Annexure II should be sealed in an envelope and super scribed '**Annexure II – Application Form for O&M of Waiting Hut**'. Similarly the prescribed documents under Annexure III should be sealed in another envelope and super scribed '**Annexure III – Monthly Cost for O&M of Waiting Hut**'. The Demand Draft / Pay Order of Rs.15000/- (Rupees Fifteen thousand) only as Earnest Money Deposit (EMD) should be sealed in another envelope and super scribed '**Earnest Money Deposit for O&M of Waiting Hut**'.

All these 3 (three) sealed envelopes along with the covering letter as per Annexure IV should be put in one sealed envelope super scribed '**Application for Operation and Management of Waiting Hut at Gosaba Block under PPP**' and addressed to: --The CMOH & Member Secretary, District Health & Family Welfare Samiti, South 24 Parganas District.

11. The applications should be submitted at CMOH Office, South 24 Parganas District within the stipulated date and time mentioned in the bid document.
12. The applications submitted by post, fax, telex, or e-mail **shall not be entertained** and shall be rejected.
13. If any of the documents as asked for are not submitted along with the application, the application form submitted by the applicant may be rejected.

Annexure II

Application Form for selection of the Organization for Operation and Management of Waiting Hut

Application for selection of Waiting Hut at _____ (Health Facility) in _____ Block /
Municipality in District _____.

1. Name of the Organization:
2. Status of the Organization: (NGO /SHG/Trust):
3. Nature of Activities of the Organization:
 - a.
 - b.
 - c.
 - d.
4. Complete address:
5. Phone & Fax number:
6. E-Mail ID:
7. Web site (if any):
8. A. Registration details of the Organization:
(Registered under The Trust Act / Society Act etc.)
B. Registration details under FCRA, if registered:
C. Unique ID of NGO-DARPAN portal registration:
9. Whether having experience of working in health programmes since last three calendar years (2017, 2018 & 2019) : (Yes / No)
10. If Yes to '9' above, details of working in health programmes :

11. Aggregated turnover of the Organization in the last two Financial Year 2017 – 18 and 2018 - 19:
12. If selected, proposed deployment of human resource for operation and management of the Waiting Hut at this Rural Hospital under Public Private Partnership (PPP):

Deployment of Human Resource at the Waiting Hut		
Category of Staff	Numbers	Remarks, if any
Total Number of staff		

16. List of documents submitted with the application (please tick)
- i. Copy of Registration Details of the Organization.
 - ii. Unique ID of NGO-DARPAN portal registration:
 - iii. Memorandum & Article of Association (if applicable).
 - iv. Copy of the audited Balance-Sheet / Income & Expenditure statement of the last two Financial Years ending March 2019 (i.e. F.Y. 2017 -18 and 2018 -19).
 - v. Documents in support of statements made under points 9 and 10.
 - vi. Declaration duly Notarized (on Rs.100.00 Non Judicial stamp paper) stating :
 "This is to confirm that no litigation is pending on date and no penal measures were taken against -
 ----- (the Organization) under applicable Acts and laws"

Signature:

Name in full:

Designation:

Date:

Annexure III

Format for the monthly cost for operation and management of the Waiting Hut at _____ (Health Facility) in _____ Block / Municipality in District _____

under PPP to be submitted by the applicant.

(in the letter head of the organization)

To,

The CMOH & Member Secretary,

=====

Sub: Cost per month for operation and management of Waiting Hut at _____ (Health Facility) in _____ Block / Municipality in _____ District through PPP

Dear Sir,

With reference to your advertisement dated _____ for operation and management of Waiting Hut at _____ (Health Facility) in _____ Block / Municipality, _____ District through PPP, given below is the total monthly cost offered by our Organization for operation and management of the Waiting Hut for providing the services in accordance with the provision of the scheme.

Total Monthly Cost: Rs..... (both in figures and words)

The above cost includes the following:

- Salary, stipend & other remuneration for the staff
- Food for ten pregnant women and one companion in accordance with the provision of the scheme
- Contingencies

This is to confirm that we agree to provide the prescribed services at the monthly cost mentioned above i.e Rs. _____ (in both figures and words) per month

Signature of the applicant:

Name in full:

Designation:

Date:

Annexure IV

Draft of the covering letter to be submitted in the Letter Head of the Organization along with the application and other documents

To,

The CMOH & Member Secretary,

=====

Sub: Application and BID in response to your Advertisement dated _____ for operation and management of the Waiting Hut at _____ (Health Facility) in _____ Block / Municipality, District _____

Dear Sir,

With reference to your Advertisement dated _____ for selection of Organization for operation and management of the Waiting Hut at _____ (Health Facility) in _____ Block / Municipality Block, District _____ under PPP, we beg to submit our Application and BID for your consideration.

As per instructions provided in Annexure I of the scheme, we enclose sealed envelopes containing the following documents along with this letter:

1. Application Form as per Annexure II of the scheme duly filled in. along with copies of the following documents in sealed envelope and super scribed "**Annexure II – Application Form for O&M of Waiting Hut**"
 - a.
 - b.
 - c.
 - d.
2. Operational cost per month quoted by us in the prescribed format as per Annexure III of the scheme in sealed envelope super scribed "**Annexure III – Monthly Cost for O&M of Waiting Hut**".
3. The Demand Draft / Pay Order of **Rs.15000/- (Rs Fifteen thousand)** only as Earnest Money Deposit (EMD) sealed in another envelope and super scribed '**Earnest Money Deposit for O&M of Waiting Hut**'.

Yours faithfully,

Signature with rubber stamp

Encl: as stated

(Name and Designation of the signatory)

Annexure V

List of furniture and fixtures to be handed over to the private partner.

1. Iron Bed with mattress, pillows, pillow cover, bed sheets, mosquito net for PW – 12 sets.
2. Iron Bed with mattress, pillows, pillow cover, bed sheets, mosquito net for Staff – 3 sets.
3. Bed side ward locker – 12 nos.
4. Wooden / steel cabinet with lock and key – 10 nos.
5. Bed side stool wooden / steel – 2 per bed.
6. Table - 2
7. Chairs - 6
8. Steel Almirah - 3
9. Plastic chairs (20) and plastic table (2) for group discussion.
10. Floor mat (*madur*) – 2 big size.
11. IEC materials – JSY, JSSK, SBA protocols.
12. Stethoscope, Sphygmanometer, Foetal Doppler, Uristix, Glucometer, Haemoglobin colour scale.
13. Inverter – as alternate power back up.

N.B. - Kitchen utensils and LPG – as per requirement – to be arranged by Private Partner.

Annexure VI

Services to be provided from Maternity Waiting Huts by the Private Partner

1. Health Services:

Prenatal Care -

- On admission - history taking & full obstetric check-up of the Pregnant Women (PW).
- Physical examination including vital signs of mother & foetal well being at least twice daily by GNM / ANM & daily round by Medical Officer of the concerned Rural Hospital.
- Administering IFA tablets & Calcium with Vitamin D3 tablets as appropriate.
- Providing Tetanus Toxoid injection - if not already taken.
- At start of labour pain - shift the pregnant women to Labour Room of attached Rural Hospital / Sub Divisional Hospital.
- For those PW with obstetric or medical complications - shift to attached Rural Hospital / Sub Divisional Hospital. For complications requiring higher level obstetric care - planned referral to higher CEmOC centre by JSSK vehicle. If shifting to health facility not required - keep in waiting hut with close monitoring including 24 hours nursing care, as advised by Medical Officer.
- Laboratory Tests - All essential tests including Blood group (if not done), Hb%, Bl sugar, Urine for sugar & albumin, USG (if facility available in attached RH / SDH) – to be done through the Rural Hospital under JSSK (Janani Sishu Suraksha Karyakram).

2. Health Education: using videos, flip charts, group discussion

- Childbirth Classes.
- Advice / counselling on Newborn care including breastfeeding, hypothermia prevention, Kangaroo Mother Care, immunization, cord care, eye care, and danger signs of new born; also on postpartum care including hygiene, diet, rest, IFA supplementation Calcium supplementation & danger signs. Discussion on prevailing good and bad practices in the community related to newborn care & postpartum care.
- Discussion on available services and entitlements e.g. JSY, JSSK etc.
- Family Planning Counselling.
- Advice on child care in general, including feeding, nutrition, growth and development, prevention of diarrhoea and infectious diseases, immunization etc.
- Advice on hygiene & sanitation including environmental cleanliness, hand washing, toilet use, safe water, food hygiene etc.

3. Other services for pregnant women at the Waiting Hut:

- Proper diet & safe drinking water.
- Clean toilets.
- Laundry services.
- Facilitate Free Referral Transport by JSSK vehicle (Nischay Yan) to higher centre, if required, & drop back home after delivery (linked to the Rural Hospital / SDH)

Form: CHECK-LIST

[Please fill in and include with your Bid]

Note 1: It is essential that all documents in hard copy are to be placed before the Committee and arranged in the same sequence as given in the Check List. All the documents should be appropriately flagged.

Note 2: If any document is written in any language other than English, an English translation of the document duly authenticated is to be submitted.

Note 3: All the documents mentioned below are essential for qualifying in the technical evaluation.

Note 4: After opening of the technical bids, if it is found that any of the documents required to be submitted with the bids is wanting, WBH&FW shall reserve the right to allow late submission of such document at its discretion within a specified time limit.

Non statutory documents to be submitted under <u>My Document</u>				
Sl. No.	Activity	Yes/No/NA	Page No in the Bid	Remark
1	Copy of Registration Details of the Organization.			
2	Unique ID of NGO-DARPAN portal registration:			
3	Memorandum & Article of Association (if applicable).			
4	Copy of the audited Balance-Sheet / Income & Expenditure statement of the last two Financial Years ending March 2019 (i.e. F.Y. 2017 -18 and 2018 -19).			
5	Whether having experience of working in health programmes since last three calendar years (2017, 2018 & 2019) : (Yes / No)			
6	If Yes to '5' above, details of working in health programmes :			
7	Declaration duly Notarized (on Rs.100.00 Non Judicial stamp paper) stating : "This is to confirm that no litigation is pending on date and no penal measures were taken against ----- ----- (the Organization) under applicable Acts and laws"			
BID - A				
Sl. No.	Activity	Yes/No /NA	Page No in the Bid	Remark
8	Earnest Money Deposit (EMD)			
BID - B				
Sl. No.	Activity	Yes/No/NA	Page No in the Bid	Remark
9	Annexure II			
10	Annexure IV			