



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi - 110007  
Phone: 27667905, 27666519 • Fax: 27666510  
Website: www.srcc.edu • email: srcc@srcc.edu

December 15, 2015

## REQUEST FOR PROPOSALS FOR OPERATING BASIC HEALTH CARE UNIT (BHCU) IN COLLEGE

Shri Ram College of Commerce (SRCC) invites sealed Bids from reputed Nursing Homes/ Hospitals/ highly qualified and experienced Doctors, preferably operating for operating Basic Health Care Unit (BHCU) of the college for a period of one year, starting January, 2016, and providing medical/ dispensary services from BHCU for approximately 2700 students, staff and residents of SRCC, as per following requirements :

1. Providing one full-time qualified and trained Nurse from 9:00 AM to 5:00 PM on all working days (Monday - Saturday) and 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

2. 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 emergency.

Bid 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 & Financial Bid in separate covers as per proformas given in *Annexures - I and II*, respectively.
2. Certificate with respect to registration of the hospital/ nursing home/ doctor with the Directorate of Health Services, Govt. of Delhi/ Medical Council of India.
3. Documents in support of services provided to the public at large and/ or Govt.'s Research/ Academic Institutions/ Departments/ Ministries/ Delhi University or its colleges during the last 5 years.
4. Duly signed Undertaking as per *Annexure-IV*.

Interested Hospitals/ Nursing Homes/ Highly qualified and experienced Doctors who fulfill the terms and conditions as stated in *Annexure-III* may submit proposals complete in all respects as stated above to **The Principal, Shri Ram College of Commerce (University of Delhi), Maurice Nagar, Delhi - 110007, latest by 1700 hrs December 30, 2015.**



  
PRINCIPAL

## TECHNICAL BID

1	Name of the Hospital/ Nursing Home/ Doctor	
2	Address for communication	
3	Registration Number (with the Directorate of Health Services, Delhi Govt./ Medical Council)	
4	Name of authorized representative	
5	Specimen signature of the authorized representative/ signatory	
6	Contact number	
7	Email	
8	Details of providing medical services to the public at large and/or government departments/ institutions/ PSU/ University/ colleges served during the last 5 years (documents/ certificates in support also to be provided)	
9	List of facilities/ equipments/ specializations available	

## FINANCIAL BID

Name of the Hospital/ Nursing Home/ Doctor \_\_\_\_\_

Name of the authorized representative \_\_\_\_\_

Specimen signature of the authorized representative \_\_\_\_\_

S. No.	Particulars of facility	Charges (in Rs./ per month)



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**TERMS & CONDITIONS**

1. The successful bidder will be required to provide medical/ dispensary services for approximately 2700 students, staff and residents of SRCC campus for a period of one year starting January, 2016. The contract may be renewed if services are found satisfactory.
2. SRCC will provide necessary infrastructure facilities/ equipments/ furniture etc. and medicines for the BHCU.
3. The successful bidder shall be responsible for the treatment given, maintenance of all equipments and stock of medicines.
4. The successful bidder will be required to stock necessary equipments and medicines in the BHCU and will be responsible for maintenance of Stock Registers.
5. The bidder must be a hospital/ nursing home/ doctor of repute having good experience of providing medical/ dispensary services.
6. The bidder will be required to arrange and provide Ambulance service to ferry patient to nearest hospital and on-the-site doctor facility in case of any emergency. Cost of the said emergency services shall be borne by SRCC.
7. Registration of the bidder hospital/ nursing home/ doctor with the Directorate of Health Services, Government of Delhi and/ or Medical Council of India, under relevant law, is mandatory and relevant documents to this effect are required to be attached with the bid.
8. 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.
9. The successful bidder shall be liable to provide substitute Doctors/ Consultants/ Nurse in case the regular Doctor/ Nurse remains absent from duty so that functioning of the BHCU may not be affected. In case substitute Doctor/ Nurse is not provided, necessary deductions towards deficiency in services shall be made from the bill for monthly payment.
10. 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.
11. Payment of charges shall be made, after deduction of TDS, by the 7<sup>th</sup> day of every month on raising of bill by the successful bidder.



*[Handwritten signature]*

12. Bids received within the stipulated time shall be opened as per schedule given in the Bid Information Table. The bidders may send their representatives on the stipulated date and time.
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. Technical bids will be opened first and Financial bids of only those bidders will be opened who qualify according to the Technical Bid.
17. The decision of the college shall be final and binding on the bidder.

#### BID INFORMATION TABLE

1	Bid reference	<b>RfP- For operating Basic Health Care Unit (BHCU)</b>
2	No. of covers	<b>Two separate covers for Technical and Financial Bids.</b>
3	Bid Submission starts	<b>December 16, 2015 (1000 Hrs.)</b>
4	Last date for submission of bid	<b>December 30, 2015 (1700 Hrs.)</b>
5	Venue, date and time for opening of bids	<b>Committee Room of the college; December 31, 2015 (1100 Hrs.)</b>
6	Address for submission of bids	<b>The Principal Shri Ram College of Commerce (University of Delhi) Maurice Nagar, Delhi - 110 007.</b>



UNDERTAKING

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

Sir,

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.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the Bidder \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

