

Ranchi University, Ranchi



Open Tender for Providing' Dispensary Services' at Ranchi University, Ranchi

Website:<https://www.ranchiuniversity.ac.in>

NOTICE INVITING TENDER

Ranchi University, Ranchi invites tender from experienced interested reputed Hospitals under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for providing “Dispensary Services at Ranchi University, Ranchi.

The schedule and other details of Tender are as under:

Tender Name	Providing Dispensary Services at Ranchi University, Ranchi
Tender Enquiry No.	RU/Dispensary/25-26
Currency	INR-
Estimated Cost	INR 1,50,000.00 per month
EMD	INR 36000.00
Bid Document download start date	Tender document can be obtained by downloading it from the website https://www.ranchiuniversity.ac.in from 18 April 2025.
Bid Document download end date	28 April 2025.
Last date & time for receipt of Bid	28 April 2025.03:00PM
Date of Opening of Technical Bid	28 April 2025.03:30PM
Date of Opening of Financial Bid	28 April 2025.04:30PM
Bid Security/EMD (Earnest Money Deposit)	The bidder shall furnish the bid EMD through DD in favour of “Registrar, Ranchi University, Ranchi” payable at “Ranchi” In case of MSME registered bidder, the submission of EMD will be waived on submission of certificate.
GST	GST registration should be from the state of Jharkhand in a similar services if applicable for the service provider.
Performance Guarantee	<u>PERFORMANCE GUARANTEE:</u> -Successful Bidders must have to submit the performance security @ 3% of the work order value or contract value in the form of Fixed Deposit, Bank guarantee from a schedule commercial bank and will be retained up to the contract period.
Location of the service	Ranchi University, Ranchi, Morabadi Campus-834008
Contact Person Name	Dr Sudesh Kumar Sahu, DSW, Ranchi University, Ranchi
For site visit	Any working day
Period of Contract	Initially for a period of three years which shall be extended on mutual terms and conditions.

Tender document can be obtained by downloading it from the website (<https://www.ranchiuniversity.ac.in>) . Please submit the bid through offline only at **Office of the DSW**, Ranchi University, Ranchi-834001. The address and contact numbers for seeking clarifications regarding this OPEN TENDER are given below –

Queries to be addressed to:

Shri Dr Sudesh Sahu

Dean Student Welfare, Ranchi University, Ranchi,

Contact No. 9934140129 and CCDC 9693188432

This OPEN TENDER is divided into four Parts and five Annexure as follows:-

- A. **Part I** Contains general information and instructions for the Bidders about the OPEN TENDER such as the Procedure for submitting Tender, Registration, time, place of submission and Opening of tenders, validity period of tenders, Eligibility, etc.
- B. **Part-II**. Contains essential details of the services required, such as the schedule of requirements (SOR) & Technical specification which will be treated as technical bid.
- C. **Part-III**. Contains standard conditions of OPEN TENDER, which will form part of the contract with the successful Bidder.
- D. **Part-IV**. Contains special conditions applicable to this OPEN TENDER and which will also form part of the contract.

Annexures

Annexure-A-BID PROPOSAL SHEET

Annexure-B- Scope of work

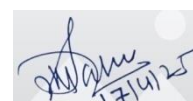
Annexure-C-Affidavit regarding blacklisting/non-blacklisting from taking part in govt. tender by GOI/State Govt. Dept.

Annexure-D-Price Bid

Annexure-E- Technical' BID FORMAT

- 2. This OPEN TENDER is being issued with no financial commitment and Ranchi University reserves the right to change or vary any part thereof at any stage. Ranchi University also reserves the right to withdraw the OPEN TENDER, should it become necessary at any stage.

No tender document shall be sold by the institute. Prospective bidder may download the tender paper from the institute website before the tender closing date and time.



Registrar

Ranchi University,
Ranchi

Part-I:GeneralInformation

1. **Last Date and Time for submitting the tender is 28 April 2025.03:00PM.** The sealed bids (containing both technical and commercial in separate sealed envelope) should be submitted offline in the office of DSW, Ranchi University, Ranchi before the tender closing date and time. The responsibility to ensure this lies with the bidder.
2. **Manner of Depositing the Bids.** All the Technical document duly signed on each page with the specific tender documents should be submitted to D.S.W., Ranchi University, Ranchi offline. A hard copy of technical and financial bid sealed in separate envelope is required to be submitted by **28 April 2025.03:00PM.**
3. **Time and Date for Opening of Bids 28 April 2025.03:30PM.** (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer through e- mail).
4. **Place of Opening of the Bids.** In the Office Chamber of D.S.W. Ranchi University, Ranchi-834001
The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.
5. **Two-Bid System.** Technical Bid would be opened and the tenders found eligible will go for opening of Commercial Bid on the day as decided by the competent authority and Ineligible tender commercial bids will not be opened .Date of opening of commercial bids shall be intimated to the bidders over mobile telephone.
6. **Clarification Regarding Contents of the OPEN TENDER.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 22 April 2025. Clarification if any shall be notified on the Ranchi University, Ranchi website in the form of Corrigendum and no separate paper publication shall be made. Bidders are advised to check the Ranchi University, Ranchi website time to time.
 - a) **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke rejection with forfeiture of EMD. Conditional tenders will be rejected.
 - b) **Validity of Bids.** The Bids should remain valid till **90** days from the date of opening of the commercial bid.
 - c) **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs36000.00/-. The EMD may be submitted in the form of demand draft, EMD is to remain valid for a period of 90 days. EMD of the unsuccessful bidders will be returned to them at the earliest. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

S.N	Minimum Eligibility Criteria	Bidder's Response
1	Hospital blacklisted at any stage or by govt. of Jharkhand or any other Govt. Agency need not apply Affidavit to be submitted as per Annexure-C	
2	The bidder should have 3-years' experience in running hospital.	
3	The Bidder has to submit following document with technical bid:	
	1. The bidder should have 3-years' experience in running hospital .(Work Experience Certificates)	
	2. The hospital must be operational for the last 5years	
	3. It is desirable that the hospital should have a minimum of 20 Bedded infrastructures in Ranchi having all the latest amenities in house rated to the medical services (Supporting documents must be submitted)	
	4. List of Organizations/Customers dealt with	
	5. Copies of Income Tax Return Form last 3 Years	
	6. PAN Details	
	7. The GST registration certificate if applicable is to be provided by the bidder and it Should be from the state of Jharkhand	
	8. Registration certificate of Hospital	
	9. Certificate of NABH/NABL accreditation if available	
	10. Hospital must have facilities of X Ray, Scan, Diagnostic, Pathology Diagnostics & Treatment. Preference will be given to those hospitals which are within 15km from Ranchi University, Ranchi. The proposer shall be a hospital who has a fully functional center for providing secondary medical facilities	

*Tenders/bids not meeting any of the above "Eligibility Criteria "shall be rejected.

Part-II:EssentialDetailsofItems/Servicesrequired

1. Schedule of Requirements Technical Details / Scope of work

List of items/services required is mentioned in **Annexure-B**

Note: All equipment/tools/accessories in concern will be provided by the firm.

2. Consignee Details. Registrar, Ranchi University, Ranchi-834001 Rate for Health Services including investigation at the parent hospital of the bidder should be provided as per Jharkhand Hospital Services rates or CGHS rate whichever is lower.

PART - III-STANDARDCONDITIONSOFTENDERENQUIRY

1. The Bidder is required to give confirmation of their acceptance of the Standard Condition which will be automatically be considered as part of the Contract concluded with the successful Firm (i.e. Bidder in the Contract) as selected by the Client. Failure to do so may result in rejection of the Bid submitted by the Firm. The standard conditions of the contract may be perused in the office of tenderer prior to submission of quotation.
2. **Arbitration.** All disputes or differences arising out of or in connection with the tender shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the performance, which cannot be settled amicably, may be resolved through arbitration. In case of arbitration with the firm and this unit on any issue the final decision would be of The Vice-Chancellor, Ranchi University, Ranchi. The arbitration will be governed by following: -
 - a. All disputes or differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof should be settled by bilateral discussions.
 - b. Any dispute, disagreement of question arising out of or relating to this contract or relating to performance (except as to any matter the decision or determination whereof is provided for by these conditions), which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole Arbitrator.
 - c. Within sixty (60) days of the receipt of the said notice, an arbitrator shall be nominated in writing by the authority agreed upon by the parties.
 - d. The sole Arbitrator shall have its seat in Ranchi.
 - e. The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 and the award of such Arbitration Tribunal shall be enforceable in Indian Courts only.
 - f. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.
 - g. The parties shall continue to perform the irrespective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.
3. **Non-disclosure of Contract Documents.**

Except with the written consent of one party, the other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

4. **Notices**

Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by email or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

5. **Premature Termination of Contract**: A contract may be terminated in the following circumstances: -

- When the FIRM fails to honor any part of the contract including failure to render services in time.
- When the FIRM is found to have made any false or fraudulent declaration or statement to get the contract or he is found to be indulging in unethical or unfair trade practices.
- When both parties mutually agree to terminate the contract with two months 'notice.
- Any special circumstances, which must be recorded to justify the cancellation or termination of a contract.
- The FIRM is declared bankrupt or becomes insolvent.

6. **Amendments**. No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

7. **Taxes and Duties**. All the rates quoted should be Exclusive of all taxes.

PART-IV–SPECIAL CONDITIONS

1. **Payment Terms**. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT/RTGS mechanism instead of Payment through cheque. No Advance payment will be Made. Payment will be done on satisfactory completion of work.
2. **Paying Authority**. The payment of bills will be made by RANCHI UNIVERSITY, RANCHI within 30 days of submission of the following documents by the BIDDER to the Paying Authority:
 - a. 03 ink-signed copies of Commercial invoice/BIDDER's bill
 - b. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in contract).

ANNEXURE-A
BID PROPOSALS SHEET
(ON THE LETTER HEAD OF THE BIDDER)

To
The Registrar
Ranchi University,
Ranchi

Subject: Providing Dispensary Services at Ranchi University, Ranchi

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the requirement as specified in this document in respect of **Providing Dispensary Services at Ranchi University, Ranchi** do hereby propose to supply the required products and services.

Tender No.					
EMD submitted	Yes/No (Please strike off what ever is not applicable)				
	Amount	Mode	Transaction Details	Name of Bank	Valid up to

- I. **ADDITIONAL WORK ORDER:** We understand that the Ranchi University in case of the requirements may also place additional work order. In such cases, we shall accept and execute all the work order placed on us by Ranchi University, Ranchi
- II. **BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Work Order as per the requirements of RANCHI UNIVERSITY, RANCHI
- III. **QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- IV. **CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of Demand Draft/Fixed Deposit for the amount of 3% of the total order value.
- V. **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

VI. CERTIFICATE AND DECLARATION:

- a. I/We certify that no addition/modification/ alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document. I/We will abide by the terms and conditions contained in the original tender document, failing which RANCHI UNIVERSITY, RANCHI reserves the right to reject the tender and/or cancel the contract
- b. It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RANCHI UNIVERSITY, RANCHI is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
- c. In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, RANCHI UNIVERSITY, RANCHI is authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- d. I / We assure the Institute that neither I /We, nor any of my /our workers, will do any act which is improper / illegal during the execution, in case the tender is awarded to us.
- e. I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
- f. Our Firm / Company / Agency is not being blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- g. I/We certify that, I have understood all the terms & conditions, as indicated in the tender document, and hereby accept all the same completely.
- h. I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
- i. I/We here by declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.
- j. I/We certify that the submitted quotation is duly page numbered and contains from page no. **1** to.....

Date:

Signature and Seal of the Bidder

ANNEXURE 'B'

Scope of work:

1. Details of staff to be deployed

A. Timing of the Clinic: 10:00AM to 4:30PM on all working days of the University

B. Doctor(One)

- a) Qualification: MBBS or more in general medicine
- b) Experience: at least 3 (three) years of experience
- c) Working Hours: **10:30.AM-1:30PM** on all working days of the University

C. Nurse(One)

- a) Experience: Trained Nurse
- b) Working Hours: **10.00 AM- 4:30.PM** on all working days of the University

D. Compounder/Technician :(One)

- a) Trained Compounder/Technician
- b) Working Hours: **10.00 AM- 4:30.PM** on all working days of the University

E. Basic infrastructure such as beds with beds cover (minimum two beds or more), Oxygen cylinder duly filled with its accessories, Lifesaving drugs, emergency medicines, bandages etc. is to be provided in the dispensary for which no additional cost will be paid. An ambulance service shall also be provided with driver and fuel at the dispensary during the working hours without any extra cost.

- 2. To organize health camps on regular basis.
- 3. To provide with medical consultancy services, in addition to basic dressing and emergency medical management. Any services beyond those specified shall constitute paid services and will be collected from the stakeholder directly. University will not reimburse these costs.
- 4. An ambulance service shall be provided by the agency at the dispensary with driver and fuel during the working hours of the dispensary. In case of emergency, the patient shall be carried to the Sadar Hospital/RIMS or any designated Hospital for which no extra cost will be paid.
- 5. Category 'D' support staff to ensure cleanliness and hygiene in and around the University Dispensary shall be provided by the University during the working hours.

Criterion for Selection of Hospital

The final selection shall be done on the basis of recommendations made by an internal committee constituted by the competent authority for this purpose.

Terms and Conditions:

1. Proposer have to quote lump sum price for the services as detailed in **Annexure-B**.
2. The Work order/Mo U will be done with the hospital who will meet the requirement.
3. Deployment of Doctors and Staff nurse shall be done within 10 days from the date of issuance of work order/ Mo U at RANCHI UNIVERSITY, RANCHI to make the health center function. In case of deployed medical staff is absent, Hospital has to make alternate arrangement for the same.
4. Payment will be made to the hospitals on monthly basis towards the deployment of medical as per the actual attendance.

Details to be filled by Hospital:

S.no.	Particular	Response of Bidder
1.	Name of Hospital	
2.	Whether registered Under the Jharkhand Clinical Establishment (Control and Regulations) Act. (Please provide necessary document)	
3.	Details list of Doctors , Nurses and other supporting staff on payroll.	
4.	Contact Person, contact No. And email	

ANNEXURE 'C'

**AFFIDAVIT REGARDING BLACK LISTING /NON-BLACKLISTING FROM TAKING
PART IN GOVT. TENDER BY GOI/GOVT. DEPT**

**(To be executed on Rs.100/-Stamp paper & attested by Public
Notary/Executive Magistrate by the bidder)**

I/We Proprietor/Partner(s)/Director(s) of M/S----- here by declare that the firm/company namely M/S.-----has not been blacklisted or debarred in the past by RANCHI UNIVERSITY, RANCHI or any other Government organization from taking part in Government tenders.

Or

I/We Proprietor/Partner(s)/Director(s) of M/S. ----- hereby declare that The firm/company namely M/S ----- was blacklisted or debarred by RANCHI UNIVERSITY, RANCHI, or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on----- and now the firm/company is entitled to take part in Government tenders. In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by RANCHI UNIVERSITY, RANCHI, and EMD/SD shall be forfeited. In addition the above RANCHI UNIVERSITY, RANCHI, will not be responsible to pay the bills for any completed/ partially completed work.

Signature.....

Name.....

..... Capacity in which assigned:

**..... Name & address of
the firm:.....Date:**

Signature of Bidder with seal.

Annexure‘D’
(In a separate sealed envelop marked-as Price Bid)

‘Q’BIDFORMAT

Sl No	Particulars	Price Quote (INR)
1.	Total Lump sum chargesfor providing the Dispensary on Monthly basis as per the running dispensary detailed in Annexure-B	
2.	Rate of discount on all paid services to all stakeholders including admission, operations and investigations at the hospital	As per State Govt rate or CGHS rate whichever is lower

Total Cost (in Words).....

Note:

1. All rates must be filled by the bidder (incomplete bid will be summarily rejected).
2. GST (if applicable) will be extra as per actual at the time of billing. Successful bidder will be the tenderer that will quote lowest rates for one-month.
3. There would be no increase in rates during the Contract period including extension period.
4. Other terms & conditions will be remained the same as per tender documents.

Signature of Bidder with seal

Annexure ‘E’

‘Technical’ BIDFORMAT

<u>S.No</u>	<u>Description</u>	<u>YES/No</u>	<u>Proof of Documents Attached</u>
1.	Similar work experience		Appendix-I (copy of Work Order)
2.	Black Listed by any Govt. Agency		Appendix-II (Affidavit)
3.	Hospital Registration certificate and Certificate Of NABH/NABL accreditation		Appendix-III (copy of registration)
4.	Availability of Technical and Financial strength to undertake the work		Furnish Details in Appendix-IV
5.	Income Tax return for last 3-years		Appendix-V
6.	List of organization/customer dealt		Appendix-VI
7.	GST Registration Certificate (in Jharkhand State)		Appendix-VII