

National Backward Classes Finance & Development Corporation

(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)

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Ref: NBCFDC/(Planning)/Medical Camps/CSR/2019-20

Dated: 03/06/2019

Notice for empanelment of institutions for organizing General Medical Camps (GMC) & School Medical Camps (SMC)

1. National Backward Classes Finance and Development Corporation (NBCFDC), is a Govt. of India Undertaking under the aegis of Ministry of Social Justice & Empowerment. The Corporation was incorporated on 13th January, 1992 as a Company not for profit under Section 25 of the Companies Act, 1956 (now under Section 8 of the Companies Act, 2013), with an objective to promote economic and developmental activities for the benefit of members of Backward Classes living below double the poverty line through State Channelizing Agencies (SCAs) and RRBs / PSBs. Under its CSR activities, NBCFDC plans to organize two types of medical camps viz **General Medical Camps and School Medical Camps** on Pan India basis specially in/around clusters where its target group namely 'Other Backward Classes' and other such marginalized communities are residing.

Broadly the camps are required to provide the following medical attention:

GMC : In these camps, experienced & qualified Doctors atleast four Doctors namely one physician, one Eye specialist, one Lady doctor and one Dermatologist / ENT (as per need) should be deputed along with paramedic, as per details in financial Bid (Table C- Annexure II). The free health check up should invariably include blood pressure, sugar test, ECG, Eye testing and providing basic medicines free of cost and near vision spectacles.

SMC : Similarly in the case of SMC, experienced & qualified atleast three doctors namely one physician & two dentists should be deputed along with paramedic, as per details in financial bid (Table D of Annexure II). The free health check up should invariably include Eye testing, dental fillings, HB test and providing free distance vision spectacle.

During the last two years 43 General & 06 School Medical Camps (approx. 17000 registration) have been conducted. During the next two years it is purposed to organize similar component of camps on discretion of NBCFDC, based on our requirement and availability of budget.

2. Bids in two parts (Technical Bid in Annexure-I (a) to I (e) and Financial Bids (for General Medical Camps in Table A and for School Medical Camps in Table B) in Annexure – II, alongwith breakup of its costs in Table (C) & (D) respectively, are invited from institutions for empanelment with NBCFDC for organizing medical camps under its CSR initiatives on Pan India Basis (minimum 4 States/ UTs). Interested institutions, who fulfill the following criteria and experience may apply for empanelment with NBCFDC.

3. **Eligibility:** All types of institutions (Government/non-government), which are duly registered under any statute in India are eligible for empanelment, who fulfill the following criteria:

S. N.	Eligibility
i)	The institutions/Body/Trust/Societies/Hospital/Medical College etc. should be atleast 5 years old as on 31.3.2019. It should be having valid registration certificate under the relevant statute, under which it had been incorporated. It should have Governing Council/Board of Directors.
ii)	Its accounts should have been audited upto 31.3.2018, by a firm of Chartered Accountants.
iii)	It should not be black-listed or declared insolvent at any point of time.
iv)	Voluntary organizations/NGOs should be mandatorily registered with the Niti Ayog, Govt. of India (NGO Darpan Portal) and have a UID No.
v)	It should have a valid PAN Number, GST number (if applicable).
vi)	It should have 'not-for-profit'/charitable/welfare objects.
vii)	It should have average annual gross receipts income of Rs.50.00 lakhs during the last three financial years viz (2015 – 16 to 2017 – 18). It should not have incurred/deficit/loss during 2017-18, as per audited accounts.
viii)	It should have organized atleast 50 medical camps during 2016-17 to 2018-19, out of which atleast 15 camps should have been held it atleast in 4 States/UTs during 2018-19.
ix)	It should have ownership of atleast one 'Ambulance' in the name of your institution.
x)	It should produce at least one <u>satisfactory performance letter</u> of sponsoring Institutions viz specifically Central or State Government/ or their autonomous bodies or a PSU for organizing similar medical camps during period 2016-17 to 2018-19.
xi)	It should have atleast 7 Doctors on its panel for organizing such camps, out of which there must atleast one General Physician, a Eye-Surgeon, a ENT specialist, a Lady Doctor, a Dermatologist and two Dentists .

xii)	It should be willing to work on PAN India basis <u>in atleast four states</u> for organizing medical camps. Further, in case it is unable to work in certain States/UTs, the names of such States / UTs should be clearly mentioned.
xiii)	It should provide Authority letter in favour of Authorized Signatory to the Bid.
xiv)	It should deposit applicable tender fee and EMD, as per terms in the Tender.
xv)	It should give consent to organize both types of camps namely GMC & SMC, as may be required by NBCFDC.

4. Procedure for Empanelment:

- i) NBCFDC officials would open and scrutinize the Technical Bid in the presence of the bidders/their authorized representatives and those institutions who qualify the eligibility criteria as mentioned in para 3 above shall be shortlisted and would be eligible for opening of their Financial Bid. The Financial Bid of only Technical Qualified Bidders shall be opened in front of shortlisted bidders. Subsequently, all those who would accept the Terms and Conditions and the Internal Standard Fee Structure (ISFS) of NBCFDC may be empanelled.
- ii) The number of institutions to be empanelled shall be determined by the NBCFDC based on the requirement.
- iii) Bidders must submit complete financial bid (Annexure-II Table (A) to (D) for organizing both GMC & SMCs failing which the Bidders would be disqualified.

5. Terms and Conditions for empanelment and charges payable to the empanelled institution.

- i) The empanelled institution shall hold GMC in which experienced & qualified Doctors atleast four Doctors namely one physician, one Eye specialist, one Lady doctor/Gynaecologist and one Dermatologist / ENT (asper need) should be deputed alongwith paramedic, asper details in financial Bid (Table C- Annexure II). The free health check up should invariably include blood pressure, sugar test, ECG, Eye testing and providing basic medicines free of cost. Similarly in the the case of SMC experienced & qualified atleast three doctor namely one physician & two dentists should be deputed alongwith paramedic, as per details in financial bid (Table D of Annexure II). The free health checkup would invariably include general checkup, dental, hemoglobin & Eye testing. Restricted medicines shall not be distributed in any Camp.
- ii) Any liability/claims arising due to organizing of camps shall be that of the empanelled institution. It will be the sole responsibility of the institution/agency to ensure that the treatment/attention offered to the beneficiaries are safe and proper.

- iii) Empanelled institution will comply with other terms and conditions as per the Letter of Intent (LOI) to be issued by NBCFDC & such other terms as may be specified therein. NBCFDC may at its discretion assign work and venues to any one or more of the empanelled institution(s), depending upon its requirement, subject to fund availability.
- iv) NBCFDC plans to sponsor holding of GMC at any place(s) in the country specifically in/around places where OBC (Backward Classes) and other marginalized clusters are located or where the members of the target groups are assembled for awareness, mobilization etc. SMCs will be sponsored specifically in schools catering to the education of under privileged children including in locations having presence of poor OBC and other marginalized communities.
- v) The charges payable to the empanelled institution shall be in accordance with the limit prescribed in the 'Internal Standard Fee Structure' (ISFS) of NBCFDC. The said fee shall be non-negotiable. Only in exceptional circumstances if it is required, NBCFDC may increase consider modification of fee for a particular camp/assignment. The decision of NBCFDC shall be final and binding in this regard. The institution shall be reimbursed on the basis of proper invoice for the services rendered by it. The invoice should be supported by a brief report of the medical camp, details of Doctors, number of patients examined and highlight cases where serious diagnosis were made and referred for further surgical/other interventions (Copies of photographs to also be shared with NBCFDC).
- vi) The institution will also give due publicity in respect of NBCFDC and its schemes during the camps and if required, also facilitate participation of NBCFDC and its stakeholders for spreading awareness on the schemes. The time of Camp 'GMC' usually would be from 9.00 am to 2.00 pm. In case SMC, the Camps would be held in consultation with School Authorities.
- vii) You would be required to send monthly Bills in duplicate after holding of the Camp. The payment would be released after satisfactory Completion of camp and submission of photographs with a report.
- viii) It shall be institution's responsibility to make all physical/other arrangements tentage etc. at your cost including give adequate publicity in nearby areas of the camps and take approval of the local authorities for organizing medical camps, if any required.
- ix) Transport: The vendor may be required to visit the camp site at their cost before the date of holding camp to finalize the arrangement and for publicity arrangements at the venue.
- x) Period of empanelment: The empanelment for both camps will be valid for a period of two (2) years w.e.f. the date of your acceptance, which may be reviewed by the NBCFDC on a yearly basis or earlier. After satisfactory completion of two years, the agreement may be extended for another one year by NBCFDC. If the

performance is not found satisfactory, the NBCFDC reserves the right to cancel the empanelment of the institution.

xi) **Arbitration:** Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of the of intent or the validity or the breach therefore shall be settled by arbitration by a sole arbitrator to be appointed by Managing Director of NBCFDC. The provisions of Arbitration and conciliation act, 1996 shall apply to such arbitration proceedings and Delhi being the place of jurisdiction.

xii) **Deductions & Penalty:** If there is any deficiency in the services, the deduction of the said doctor / service will be made from the invoice @ 1.5 times, the rate indicated in ISFS, as finalized by NBCFDC. In case tentage is made available free of cost to vendor, the charges of same as per Internal Standard Fee Structure (ISFS) would not be payable by NBCFDC. In case of GMC & SMC, the bills of vendor would be proportionately increased, in case the actual number of spectacles (near/distance), dental fillings, HB checkup kits & Sugar checkup kits are more than the numbers stipulated in the details of financial bid (Table C or D of Annexure II) .

6. Submission & Evaluation of BIDS:

i) Technical Bid {Annexure I (a) to (e)}, Financial Bid (Annexure-II Table A to D) and Expression of Interest (all pages) along with supporting documents must be duly signed by the Authorized Signatory. The entire set of documents are required to be sent by post to Senior General Manager (Planning), National Backward Classes Finance & Development Corporation, 5th Floor, NCUI Building, August Kranti Marg, New Delhi-110016 on or before 01.07.2019 (9.30 AM to 6.00 PM) or can be dropped in the tender box available in the office premises during working days (9.30 am to 6.00 pm.)

ii) In the event of any doubt or difference of opinion regarding the terms and conditions of empanelment, the decision of the NBCFDC shall be final and binding. NBCFDC reserves the right to amend, modify and change the terms and conditions of empanelment as deemed necessary.

iii) The financial bids are being invited from all the applicants and the lowest responsive offers separately for GMC & SMC will be considered as the "Internal Standard Fee Structure," which will be offered to all the technically qualified bidders for their acceptance. The institutions giving their acceptance will be empanelled by NBCFDC.

iv) Please note that the Empanelment process can be cancelled by National Backward Classes Finance & Development Corporation (NBCFDC) on its discretion.

v) **Tender Fee:** Tender Fee of Rs. 1,000/- (Rupees one thousand only) will be charged, which may be

submitted along with the Technical Bid in the form of Demand Draft, from any of the Scheduled Bank drawn in favour of National Backward Classes Finance and Development Corporation payable at New Delhi. The MSME agency/units shall be exempted from submission of Tender Fee on production of proof of current registration certification from MSME/NSIC for the tendered item.

vi) EMD: The Earnest Money Deposit (EMD) amounting to Rs. 10,000 (Rupees Ten Thousand Only) should be necessarily submitted along with the Technical Bid in the form of Demand Draft, from any of the Scheduled Bank drawn in favour of National Backward Classes Finance and Development Corporation payable at New Delhi and valid for a period of 60 days. Bids not accompanied by tender fee or EMD or without proper validity will be summarily rejected. The MSME agency/units shall be exempted from submission of EMD on production of proof of current registration certification from MSME/NSIC for the tendered item. The EMD shall be refunded (without interest) in respect of unsuccessful bidders. In the case of successfully empanelled institutions, the EMD shall be continued to be kept as a Performance Security (without interest), which shall be refunded to such institution after the end of the empanelment period or satisfactory completion of assigned work whichever is later.

vii) Validity: The bid should be valid for a period of 120 days from the date of opening of financial bid.

viii) Important Dates:

Sl. No.	Activity	Timeline
1.	Pre-bid meeting	14.06.2019 at 3.00 pm
2.	Issue of clarification of query by NBCFDC on website	19.06.2019
3.	Last Date & Time for receipt of Bids	01.07.2019 (6.00 PM)
4.	Opening of Technical Bid	02.07.2019 (11.00 AM)

Note: For any further announcements please visit NBCFDC website: www.nbcfdc.gov.in, regard to the bid **including opening of financial bids.**

Technical Bid: Annexure - I (a)

National Backward Classes Finance & Development Corporation

S.N.	Details		
1.	Name of Institution		
2.	Date of incorporation		
3.	Registered Address		
4.	Address for Correspondence		
5.	Telephone No.		
6.	Mobile No.		
7.	Email Id		
8.	CEO :- Name & Contact details		
9.	Brief Activities of Bidder during 2018-19 highlighting medical camp etc.		
10.	Eligibility	Documentary Evidence (self-certified) to be enclosed.	Page No.
i)	The institutions /Body /Trust /Societies /Hospital /Medical College etc. should be atleast 5 years old as on 31.3.2019. It should be having valid registration certificate under the relevant statute, under which it had been incorporated. It should have Governing Council/Board of Directors.	a) Copy of the Registration Certificate and its renewal certificate showing validity. b) List showing name, designation and addresses etc of the Board / Council members, as per Annexure I (e).	
ii)	Its accounts should have been audited upto 31.3.2018 by a firm of Chartered Accountants.	a) A copy of the Audited accounts for the year 2017-18 along with Auditors Report. b) A copy of Annual Report/Activities of the institution for 2017-18 be also provided.	
iii)	It should not be black-listed or declared insolvent at any point of time.	Self-certified certificate signed by the Head of the Institution/authorized signatory.	
iv)	Voluntary organizations/NGOs should be mandatorily registered with the Niti Ayog, Govt. of India (NGO Darpan Portal) and have a UID No.	Evidence of Unique ID and Registration of the portal.	

v)	It should have a valid PAN Number, GST number, (if applicable).	Copy of PAN CARD & GST Registration Certificate (if applicable)	
vi)	It should have 'not-for-profit'/ charitable /welfare objects	Copy of Bye-laws quoting the relevant clause number of the objects.	
vii)	It should have average annual gross receipts income of Rs.50.00 lakhs during the last three financial years viz. 2016-17 to 2018-19. It should not have incurred/deficit/loss during 2017-18, as per audited accounts	A certificate from CA specifying year-wise (2016-17 to 2018-19) gross receipt/income. Alternatively copy of audited accounts be submitted for 2015-16 to 2017-18 alongwith provisional compilation of Accounts of 2018-19 duly signed by the authorized signatory and the Chartered Accountant of the organisation.	
viii)	It should have organized atleast 50 medical camps during 2016-17 to 2018-19, out of which atleast 15 camps should have been held in atleast 4 states/UTs during 2018-19.	Summarized statement of Year-wise medical camps organized during 2016-17 to 2018-19 as per Annexure I (b) and I (c).	
ix)	It should have ownership of atleast one 'Ambulance.	Copy of the Registration Certificate of 'Ambulance' in the name of your institution.	
x)	It should produce atleast one <u>satisfactory performance letter</u> of sponsoring Institutions viz specifically Central or State Government/ or their autonomous bodies or a PSU for organizing similar medical camps during the period 2016-17 to 2018-19.	Copy of satisfactory performance letter (atleast one) from the sponsoring body i.e. specifically from Central Govt. /State Govt. / PSUs / autonomous Bodies of Govt. relating to holding of similar camps duly period 2016-17 to 2018-19.	
xi)	It should have atleast 7 Doctors on its panel for organizing such camps, out of which there must be a General Physician, a Eye-Surgeon, a ENT specialist, a dermatologist and a lady doctor & two dentists.	List of Doctors may be provided with their names, qualification and registration No. etc as per Annexure I (d)	

xii)	It should be willing to organize both GMC & SMC on PAN India basis in atleast four states. Further, in case it is unable to work in certain States/UTs, the names of such states / UTs should be clearly mentioned.	Undertaking to this effect duly sign by the authorized signatory.	
xiii)	Name, Address & contact detail of Authorized Signatory to the Tender	Original letter of authority from the bidding institution with requisite details of authorized signatory and his attested signatures.	

Declaration:

I hereby declare that above information submitted by me is true, correct and nothing is concealed and in the event it is found that any information is false or concealed or incomplete, NBCFDC can take action against me including cancellation of my empanelment.

Date:

(Signature of Authorized Signatory)

Place:

Name.....

Designation.....

Technical Bid: Annexure - I (b)

National Backward Classes Finance & Development Corporation

Summarized Statement of Medical Camps organized during 2016-17 to 2018-19 {for compliance of 3 (viii)}

Bidder's Name.....

Sl. No.	Year	Names of States/UTs Covered	No. of Medical Camps organized
1.	2016 - 17		
2.	2017 - 18		
3.	2018 - 19		
4.	Total (1 to 3)		

Date:

(Signature of Authorized Signatory)

Place:

Name.....

Designation.....

Technical Bid: Annexure - I (c)

National Backward Classes Finance & Development Corporation

Detailed statement of Medical Camps organized by the Bidder during 2016-17 to 2018-19 {for compliance of Eligibility 3 viii}

(Bidder's Name.....)

Sl. No.	Year 2016-17 to 2018-19	State/UT	Venue of Camp (District/ Village/Town Name)	Type of Medical Camp (General / Eye)	No. of patients registered	Name of the Sponsoring institution, if any
1						
2-50						

Note: The details of atleast fifty camps held to be endorsed in above format alongwith some photographs.

Date:

(Signature of Authorized Signatory)

Place:

Name.....

Designation.....

Technical Bid: Annexure - I (d)

National Backward Classes Finance & Development Corporation

List of seven doctors in the panel of Bidder for compliance (for Eligibility 3 xi)

S.N.	Doctors	Name	Qualifications	Registration No.
1	General Physician			
2	Ophthalmologist			
3	Dentist -1			
4	Dentist - 2			
5	ENT			
6	Dermatologist			
7	Lady Doctor/Gynaecologist			

Date:

(Signature of Authorized Signatory)

Place:

Name.....

Designation.....

Technical Bid: Annexure - I (e)

National Backward Classes Finance & Development Corporation

List of Governing Body of Bidder as on 31.05.2019

S.N.	Name	Designation	Occupation other than (3) if any	Address (Residential)	Contact Nos
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					
5....					

Date:

(Signature of Authorized Signatory)

Place:

Name.....

Designation.....

National Backward Classes Finance & Development Corporation

Table (A) (General Medical Camp, Financial Bid) *

S. N.		Amt. Per Camp (Rs.)
1	Bidder's Name:	
2	Consolidated charges per Medical camp at any location within India (charges shall include all types of expenses and professional charges for organizing the camp & other incidental expenses). (Breakup of quoted cost is given in Table C)	
3	Taxes extra, if any (applicable rate)	
4	Total (2+3) per camp.	

Rs. (Rupees-only) per camp

Table (B) (School Medical Camp, Financial Bid) *

S. N.		Amt. Per Camp (Rs.)
1	Bidder's Name:	
2	Consolidated charges per Medical camp at any location within India (charges shall include all types of expenses and professional charges for organizing the camp & other incidental expenses). (Breakup of quoted cost is given in Table D)	
3	Taxes extra, if any (applicable rate)	
4	Total (2+3) per camp.	

Rs. (Rupees-only) per camp

***Note : The above quotes one not for evaluation but fee fixation of the ISFS by NBCFDC.**

Table (C) Breakup of GMC Costs – Financial Bid *

Required Services & Doctors during the General Medical Camp (Per Camp):

S.N.	Details	Unit	Quantity	Per Camp Rate (Rs.)	Amt. Per Camp (Rs.)
1	General Physician	Nos.	1		
2	Eye Surgeon	Nos.	1		
3	ENT / Dermatologist (As per need)	Nos.	1		
4	Lady Doctor	Nos.	1		
5	Registration / Coordinator	Nos.	2		
6	Optometrist & Spectacles Technician	Nos.	3		
7	Pharmacist	Nos.	1		
8	BP Technician	Nos.	1		
9	Sugar Technician	Nos.	1		
10	ECG Technician	Nos.	1		
11	Medicines	Lump sum	Per Camp		
12	Spectacles	Nos.	Upto 100		
13	Sugar check kit	Nos.	Upto 60		
14	Tentage (Payable only if not arranged by NBCFDC or its partner)	Lump sum	Per Camp		
15	Miscellaneous	Lump sum	Per Camp		
	Total cost Per Camp				

*** Note : In case of non provision of any of the services the deductions will be made in terms of clause 5 (xi).**

Table (D) Breakup of SMC Costs – Financial Bid *

Required Services & Doctors during the School Medical Camp (Per Camp):

S.N.	Details	Unit	Quantity	Per Camp Rate (Rs.)	Amt. Per Camp (Rs.)
1	General Physician	Nos.	1		
2	Dentist	Nos.	2		
3	Registration / Coordinator	Nos.	2		
4	Optometrist (2) & Spectacles Technician (1)	Nos.	3		
5	Haemoglobin Technician	Nos.	1		
6	Haemoglobin checkup	Nos.	Upto 20		
7	Spectacles Distance Vision	Nos.	Upto 30		
8	Dental fillings	Nos.	Upto 50		
9	Miscellaneous	--	Lump sum		
	Total cost Per Camp				

Rs. (Rupees only) per camp.

*** Note: The validity of rates is 120 days after opening of financial bid.**

(Signature of Authorized Signatory of Bidder)

Name: Designation.....

Contact Cell No..... Email ID.....

Note : In case of non provision of any of the services the deductions will be made in terms of clause 5 (xi).