



Notice Inviting Tender No. 81 /2018-19

Tender Ref No. AHC/RHR-ER-2018-19

Dated: 09/07/2018

Sub: Enquiry regarding Annual Health Check-up/Pre-employment health check-up

Sealed tenders are invited from the Hospitals/Diagnostic Centres with multi specialities to provide services of annual health check-up and Pre-employment health check-up as per the terms & conditions of the tender document attached here with as Annexure.

The tender document along with terms and conditions can also be downloaded from our website www.balmerlawrie.com.

The offer against tender, complete in all respect should reach the office of the undersigned at the following address latest by **4 pm on 25.07.2018** in a sealed envelope, super scribing the Name & Tender reference No. and the last date of submission on the envelope.

The Chief Manager (HR)- RHR-East,
M/s Balmer Lawrie & Co. Ltd
(A Govt of India Enterprise)
21, N.S.Road, Kolkata 700 001.

Interested Hospitals/Diagnostic Centres with multi specialities are advised to quote their rate as per terms and conditions, specification and rate schedule(Annexure-3).

- Note: 1. Bids may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.**
- 2. Balmer Lawrie(BL) reserves the right to cancel the tender/offers without assigning any reason whatsoever.**
- 3. Party conforming with the tender conditions and quoting the lowest rates in totality based on estimated usage may be selected.**

In case of any clarification, you may contact the undersigned at telephone No.033 - 22225275 on all working days from Monday to Friday (10 am to 6 pm).

(Subrata Deb)
Chief Manager(HR)-RHR-East



Notice Inviting Tender: No. 81 /2018-19

Ref. No. AHC/ RHR-ER/2018-19

Date: 09/07/2018

1. Introduction

Established on 1st February, 1867, today, Balmer Lawrie(BL) is a Mini Ratna-I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas, Government of India with its Plants and Units located across India. Along with its five joint ventures in India and abroad, it is transnational diversified conglomerate with presence in both manufacturing and service sectors.

As a part of the Company Policy, executives in the age group of 40 years and above presently numbering 136 are required to undergo annual Health Check-up. In addition, pre-employment Health Check-up is also required for new incumbents joining the Company.

2. Eligibility

The company proposes to empanel Hospital(s)/Diagnostic Centre(s) for all its executives working at Kolkata with the following eligibility criteria

- Should have Hospital/Diagnostic Centre within Kolkata with multi specialities.
- Should be accredited by a recognized/ certifying body including NABL.
- Trade License and comply with all other statutory requirements

Notes: Bidders are requested to submit along with their bid, documentary proof with respect to para 2(a) to 2(c) above.

3. Scope

The Scope shall cover the following:

- For undertaking compulsory Health Check-up of **Executives** and **officers** in Eastern Region numbering 150 approximately. The exhaustive list of tests to be undertaken as a part of the Annual Health Check-up is attached as annexure-1
- Pre-employment health check-up for the new incumbents (50 approx.) joining the Company from time to time. The exhaustive list of tests to be undertaken as a part of the Pre-employment Health Check-up is detailed at Annexure 2.

Both 3(a) and 3(b) can be availed by the executive(s) and Officers only on production of authorized letter duly signed by the Competent Authority or any of his authorized representative. The bills in connection of the above shall be forwarded to the Company and shall be settled by BL within 30days of the receipt of the same.

The hospital/Diagnostic Centre shall also be required to provide to BL reports of all the test undertaken by each executive and officer as part of Annual Health Check-up along with Doctor's report on the results of such tests.

4. Term of Contract

The term of the contract shall be of 2 years which can be extended by a further period of 1(one) year subject to satisfactory performance.

5. Right of Acceptance/Rejection

- a) Tenders received after due date or found incomplete in any respect or conditional will not be considered.
- b) All the documents submitted should be duly self attested.
- c) BL reserves the right to accept or reject any or all the tenders without assigning reason(s) thereof.
- d) Mere issue of tender documents and submission of offer does not necessarily qualify for consideration of offer. BL reserves the right to accept or reject any or lowest tenderer either in part or in full or without assigning any reason whatsoever. Decision of the Company in this connection shall be final.

Note : Corrigendum, if any issued for the tender shall form part of the tender document. Corrigendum will be posted on the Company Website i.e. www.balmerlawrie.com only. Hence, bidders are requested to visit the website regularly and note the corrigendum/amendments to the tender without fail and submit the offer accordingly. BL is not responsible for ignorance of corrigendum.

6.

- (a) The bidders are requested to submit their quotations with regard to cost on account of 3(a) and 3 (b) above. If the bidder has chain of hospitals/diagnostic centres across Kolkata, the rate offered by the bidder shall apply to all branches of Hospital/Diagnostic Centre uniformly.
- (b) The bidder is required to provide a certificate in the Company letter head duly signed by the authorised signatory to the effect that " the Hospital/Diagnostic Centre accepts all the terms and conditions laid down in this tender document dated 09/07/2018.
- (c) The bid is required to be sent **by 4pm on 25/07/2018** to the undermentioned address in a sealed envelope as per proforma attached as Annexure-3 along with documentary proof required to be submitted as detailed under 'Note' to Sl. No.2 above.

The Chief Manager(HR)-RHR-East,
M/s Balmer Lawrie & Company Limited,
21, Netaji Subhas Road, Kolkata – 700 001.



Medical Tests/examinations to be undertaken for Annual Health Checkup for Executives

- 1) Complete Blood Count
- 2) Liver Function Test
- 3) Lipid Profile
- 4) Blood Sugar – Fasting & PP
- 5) Blood Urea
- 6) Blood Creatinine
- 7) Urine routine
- 8) Stool routine
- 9) X-Ray Chest (PA view)
- 10) Ultrasound of Whole abdomen (The Negative/film of ultrasound shall be provided to the Company)
- 11) Uric Acid
- 12) ECG
- 13) TMT(optional) or Echocardiography
- 14) PSA/PAP Smear
- 15) TSH
- 16) Cardiologist consultation
- 17) Physician consultation
- 18) Eye consultation
- 19) USG of breast(For women employees) only -Rate shall be quoted separately in Annexure 3.
- 20) Complementary Breakfast



Medical Tests/examinations to be undertaken for Pre-employment Health Checkup for Executives

- 1) Estimation of TC, DC, ESR, Hb, Blood group
- 2) Estimation of Fasting Blood Sugar, PP,
- 3) Blood Urea,
- 4) Creatinine
- 5) Lipid Profile
- 6) X-Ray of Chest and PA View
- 7) ECG
- 8) Eye Test
- 9) Hearing Tests
- 10) Hernia
- 11) Hydrocele
- 12) Abdomen
- 13) Skin Condition
- 14) AIDS Test



Proforma for submission of bid for empanelment of Hospital(s)/Diagnostic Centre(s) for undertaking Annual Health Check up and Pre-employment Health Check-up .

- I) For Annual Health Check-up (as per para3(a) read with Annexure-1 of this tender document)

a) Consolidated rate per Annual Health Check-up per Executive/ Officer except USG of breast (inclusive of all taxes)
(in figures) Rupees
(in words) Rupees

b) Rate per USG of breast (For women employees only)
(in figures) Rupees
(in words) Rupees

- II) For Pre-employment Health Check-up (as per para 3(b) read with Annexure-2 of this tender document)

Consolidated rate per each Health Check up (inclusive of all taxes)
(in figures) Rupees
(in words) Rupees

Signature :

Name :

Designation :

Name of the Hospital/Diagnostic Centre :

Official Seal & Date :