



GOVERNMENT OF WEST BENGAL
OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
DEBEN MAHATA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PURULIA
 Main Road, Purulia, PIN: 723 101, Mail ID: pgmchmsvp@gmail.com

Memo No./DMGMCH

Dated: 06-02-2021

Notice inviting Expression of interest (EOI) FOR ROGISAHAYATA KENDRA

The Medical Superintendent cum Vice Principal (MSVP) of Deben Mahata Government Medical College and Hospital (DMGMCH), Purulia District, invites "expression of interest" from bonafied, eligible and qualified NGOs in connection with running of Rogi Sahayata Kendras 2 units (with eight (8) Rogi Sahayaks in each unit) at Deben Mahata Government Medical College & Hospital.

The first unit is already functioning and the second unit is to be made functional as per approval from P.O.-NHM, Dept. of H & F.W., Govt. of W.B. vide MEMO NO. hfw-27011/41/2018-NHM SEC -Dept. of H & FW / 2326 dated 07-12-2020.

The contract agreement will be continued only on satisfactory performance of work by the bidder. The contract period shall commence from the date of notification of award of contract for this tender.

2. Date and Time Schedule of Tender:

Sl. No.	Particulars	Date & Time (on working days only excluding Sundays and Holidays)
1	Date of publishing EOI. & other Documents	09/02/2021, 1.00 pm
4	Bid submission start date	10/02/2021, 10 am
6	Bid Submission closing date	18/02/2021, 4 pm
7	Bid opening date	19/02/2021, 11am

3. The Tender "**Expression of interest (EOI) FOR ROGISAHAYATA KENDRA**" should be addressed to **The Medical Superintendent cum Vice Principal, Deben Mahata Government Medical College and Hospital, District, Purulia**.

Bidders may download tender enquiry documents from the websites <http://purulia.gov.in>, www.pgmch.edu.in and www.wbhealth.gov.in

Any subsequent notice regarding this tender shall be uploaded on these websites only.

4. In the event of any of the above mentioned dates being declared as a holiday for the **Deben Mahata Government Medical College and Hospital, District, Purulia**, the tenders will be opened on the next working day at the appointed time.

Mode of application:-

NGO should submit applications online in their Office Pad (Official letter head) in enclosed proforma (Annexure-I) and send their applications along with requisite documents, sufficiently in advance. Deben Mahata Government Medical College & Hospital Committee will not be responsible for any delay or wrong applications.

Enclosures to the applications:-

NGO should enclose photocopies of the relevant certificates as mentioned below. Original certificates should not be enclosed

- a. Valid registration under Societies Act of 1961 or similar act.
- b. Annual return submitted to the Register of Societies for FY 2019-2020.
- c. Last three years external audit done.
- d. Work experience in health or other developmental sector.
- e. Registered office situated in the district.

TO whom to apply:-

The application should be submitted on or before the closing date and time as mentioned above.

The filled in application along with the required documents should be addressed

To,

The MSVP,

Deben Mahata Government Medical College & Hospital,

Main Road, P.O & P.S.-: Purulia , PIN: 723 101

Mail-pgmchmsvp@gmail.com

The application with requisite documents should be clearly mentioned **APPLICATION FOR ROGI SAHAYATA KENDRA.**

Terms of Reference:-

The following TOR may be applicable for the NGO selected:

1. The NGO would select and provide Rogi Sahayaks, as per the eligibility criteria, to the hospital.
2. The NGO would be responsible for the punctuality and attendance, and performance of the Rogi sahayaks.
3. NGO would fix one person from their organization for supervision of the work of the Rogi Sahayak Kendras and liaison with hospital authorities.

Responsibilities of the Rogi Sahayaks:

- Provide information sought for by the visitors in a friendly manner.
- Provide guidance to the visitors/patients.
- Maintain and update information database.
- Receive complaints/grievances/suggestions ,record them in appropriate registers, issue a receipt,and forward the complaints/grievances/ suggestions to the superintendent of the end of each shift .
- Maintain and update list of high-risk/serious patient.
- Take other necessary steps to ensure optimum functioning of Rogi Sahayata Kendra.
- Maintaining the checklist for doctors-party meet.
- Provide knowledge on different NRHM schemes to the mother on JSSK.
- Statutory announcement from time in public Address System.
- RSBY registration, reception and processing.

Invalid applications:-

Applications which suffer from any of the following deficiencies will be rejected:

- a) Application received after the closing date & time
- b) Application without signature or with signatures in capital letters.
- c) Application without official seal of the NGO.
- d) Application without valid enclosures will be invalid.

Operationalizing the Rogi Sahayata Kendra:

Time of functioning: Round the clock (24 hours) 365 days in 3 (three) shifts.

Counter attendants:

Number: Total 16 (sixteen) persons in two units comprising of 8(Eight) persons in each unit.

Qualifications:

1. Essential: Higher Secondary passed with Certificates course in Basic Computer.
2. Desirable: Bachelor's degree in any discipline.
3. Good communication and interpersonal skills.
4. Resident of the town where the hospital is located.
5. Preferably female.

A. Remuneration: Rs 7166/- , consolidated per month.

B. Identity: Uniform with monogram of the agency and ID card to be issued by the hospital authority.

Management:

Suitable NGO will be selected and agreement will be made with it to provide counter and be responsible for daily management of Rogi Sahayaka Kendra. Terms and condition will apply as per guideline for setting up RSKs under NRHM (Copy enclosed)

Budget Head	Unit Cost	No. of Units	Duration(month)
Recurring Cost			
Remuneration of each Rogi Sahayak.	7166	2	12

Selection Criteria:

Allocation of score will be made on the basis of memo number .HF/O/MS/W-03/13/Part-II/Part file dated 19.02.2015. The selection Criteria are as follows: -

- a. Number of years of work experience in health sector in the district.
- b. Number of years of work experience in other developmental sectors related to health-Education, Sanitation, Nutrition etc.
- c. Period of organizational setup in District.
- d. Annual Turnover in last two financial years.

For more details, kindly go to through the guidelines "Rogi Sahayaka Kendra under Nation Rural Health Mission" at <http://www.purulia.gov.in> , <http://www.pgmch.edu.in> and webhealth.gov.in contact office of the Medical Superintendent Cum - Vice Principal, Deben Mahata Govt. Medical College & Hospital on any working day.

- Enclo. :**
1. Annexure-I
 2. Guideline for setting up RSKs under NRHM
 3. Memo number .HF/O/MS/W-03/13/Part-II/Part file dated 19.02.2015.

S/d
**Medical Superintendent cum Vice- Principal
Deben Mahata Government Medical College & Hospital**

For more details, kindly go through the guidelines "Rogi Sahayaka Kendra under Nation Rural Health Mission" at <http://www.purulia.gov.in>, <http://www.pgmch.edu.in> and webhealth.gov.in contact office of the Medical Superintendent Cum - Vice Principal, Deben Mahata Govt. Medical College & Hospital on any working day.

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Sd/-
Medical Superintendent cum Vice- Principal
Deben Mahata Government Medical College & Hospital
Purulia

Memo No. 203/1(17)/DMGMCH

Dated: 06/02/2021

Copy for information & N.A Please to:

1. Shri Shantiram Mahato, Honorable MIC, Paschimanchal Unnayan Parishad and Chairperson, RKS of DMGMCH, Purulia.
2. The Sabhadhipati, Purulia Zilla Parishad, Purulia.
3. The Director of Medical Education & ex-officio Secretary, Department of H&FW, Swasthya Bhawan, Salt Lake City, Kol-91
4. The M.D., NHM, Department of H&FW., Swasthya Bhawan, Salt Lake City, Kol-91
5. The P.O. - NHM, Department of H&FW., Swasthya Bhawan, Salt Lake City, Kol-91
6. The Principal, DMGMCH, Purulia.
7. The District Magistrate, Purulia.
8. The Chief Medical Officer of Health, Purulia.
9. The District Information & Cultural Officer, Purulia with request for publishing in one each (two languages) daily news papers.
10. Officer in charge - NIC, Purulia with request to upload in NIC web portal.
11. The Deputy Superintendent, DMGMCH, Purulia.
12. The Accounts Officer, DMGMCH.
13. The all concerned members of the purchase & Tender Committee, DMGMCH, Purulia.
14. IT Cell, Dept. of Health & Family Welfare, Swasthya Bhawan, Kol-91 with request to upload in the official website of the department (www.wbhealth.gov.in)
15. The DSM & IT Manager, Purulia District for uploading in district health website.
- ✓ 16. DMGMCH Website.
17. Office copy.

ENCLO : ANNEXURE - I
SELECTION CRITERIA

✓
Medical Superintendent cum Vice- Principal
Deben Mahata Government Medical College & Hospital
Purulia
M.S.V.P.
Purulia Govt. Medical College & Hospital
Purulia

Annexure-I

The following proforma is to be submitted by the willing NGOs in their own official Letterhead

To
The MSVP,
Deben Mahata Government Medical College & Hospital,
Purulia- 723101

Sir,
In response to the Notice inviting Expression of interest as desired by your office Memo:
_____ dated: _____ our organization

Namely _____ registered

Under _____ at _____ dated on _____

Would like to express our interest in participating the project of Operationalization of the ROGI SAHAYATA KENDRA
[‘MAY I HELP YOU’ COUNTER] AT Deben Mahata Government Medical College & Hospital, Purulia- 723101

We confirm the following facts:

That our organization has

1. Experience of work on Health sector in the District for _____ years.
2. Experience of work on other development sector e.g. Education, sanitation, Nutrition etc. in the District for _____ years.
3. Annual turnover(RS) in aggregate of the last two financial year ending march 2020 is _____ (in Lakh)
4. Regular office setup at _____ Block(s)/ Municipality under _____ Sub-Division, Purulia District for _____ years.

That our organization is here by submitting the following documents:

1. Proof of registration under Societies act of 1961 or similar act.
2. Copy of receipts of Annual Return; submitted to the registrar of societies FY 2017-18, FY 2018-19 and FY 2019-20 Copy of executive summary of audit reports of last three years external audit done
3. Copy of credential/ work experience in Health of other Department sector
4. Proof of office address (es) of registered office situated in the District. (In case of non availability of the same , the following undertaking needs to be executed separately in their own letter head pad; We hereby confirm that our organization will be in a position to submit the proof of office address at _____ to your office before execution of MOU/Contract if gets selected for the assignment. The office address will be fully operational for the complete period as per contract)

Signature of authorized
Signatory of the N.G.O

Sl. No.	Selection Criteria	Marks	Maximum Possible Marks
1	Experience of the Organization in Health Sector	a) >2-5 years=8 marks b) >5-8 years=12 marks c) >8years=15 marks	15
2	Working experience of the organization in the education, Sanitation, nutrition etc.	a) >1-3 years=3 marks b) >1-7 years =6 marks c) >7-10 years or more = 10 marks	10
3	Annual Turnover (in Rs) of the Organization in aggregate of the last two financial years ending March 31,2020.	a) >50 Lacs =15marks b) >25 Lacs =10 marks c) >10 Lacs and up to 25 Lacs =5 marks	15
4	The Organization has regular operational set up (office)	a) Within the District = 5 marks b) Within the Subdivision = 10 marks (where DMGMCH located)	10
	Total		50

Contract period of RSK is for one year initially from the date of signing of the contract and may be renewed further on satisfactory implementation of the same.