

# Tender Document Outsourcing the Optical Services at Sitapur Eye Hospital Trust, Sitapur

Date of Issue: 28 Oct 2017

Due Date: 15 Nov 2017 / 5.00 PM.



Sitapur Eye Hospital,  
Civil Line, Sitapur -261001, UP

Sir/ Madam,

Sitapur Eye Hospital wishes to procure a competitive bidding to appoint an Optical-Shop Vendor to provide Optical services at Sitapur Eye Hospital, Civil Line, Sitapur- 261001. In this regard, the Management of the Sitapur Eye Hospital Trust would like to invite your organization to submit Tenders as outlined in this Tender Document and the terms and conditions contained herein.

### **Request for information**

Any query concerning this invitation must be forwarded by email at [info@sitapureyehospital.org](mailto:info@sitapureyehospital.org) and the response for the same will be given within 2 working days.

### **Due date and time for submission of the Tenders**

Sealed Tenders must be submitted latest by 15 Nov 2017, 3.30 PM. Tenders received after the stipulated date and time will not be considered and will be declared invalid.

### **How to Apply**

Sealed Tenders should be submitted in duplicate, in Hindi/English and shall be sealed in 1 outer envelope and 1 inner envelope indicating the bidder's name, address.

Yours sincerely,

CMO

Sitapur Eye Hospital

## **BACKGROUND TO THE ORGANIZATION:**

Sitapur Eye Hospital is a tertiary care Eye hospital with international quality eye care. It has been a leading eye institute in India since 1927 with a mission to work with community to achieve eye care equity, especially for those who are vulnerable and economically marginalized to its fullness. It serves more than 200,000 patients every year and more than 400,000 patients between all its branches in the two state of Uttar Pradesh and Uttarakhand.

Sitapur Eye Hospital had a very humble beginning in a small town of Khairabad, 5 miles from Sitapur in the year 1926. Dr. Mahesh Prasad Mehray (Padma Bhusan, Padma Shree, Rai Bahadur, Rai Sahib, Dr B.C Roy, Rustam Ji Marwani Ji Alpaiwala) , founder of this hospital was Medical Officer incharge of District Board Dispensary at Khairabad. He was very much moved by the suffering of eye patients, as till then there was no suitable arrangement for treatment of eye patients. Gradually he started taking more and more interest in Eye work and started attracting eye patients from all over Uttar Pradesh and surrounding provinces of India. Eye Hospital Khairabad became known all over India. The eye work expanded so much that temporary thatched huts had to be constructed in hundreds for accommodating eye patients. The eye patients started coming in large number. It became impossible to accommodate them in these temporary huts at a small town of Khairabad. The next best thing that could be done was to shift the hospital to District headquarter of Sitapur.

Foundation of present Eye Hospital building was laid down in the year 1943. An Eye Hospital Trust was created with an initial donation of Rs. 10,000/- (Silver Coin) given by Srimati Naraino Devi. The good work was recognised by public and the Government grants and donations started coming.

This hospital has latest equipment and instruments for investigations and treatment. It is one of the best equipped Eye Hospitals of India.

With growing facilities for eye treatment and demand of eye treatment centres, the State Government introduced Zonal Eye Relief Scheme in the year 1951 with a view to demarcate areas of operation of different eye organisations and Medical Colleges. Eye Hospital, Sitapur was originally given 23 districts of this province

having population of 40 million for organising eye relief work. Eye Hospital, Sitapur gradually started district eye hospital in each district as branch of the parent body. The first branch hospital was started in Faizabad in the year 1949. Now each district within Sitapur Zone has got a full-fledged eye hospital. They are under the charge of highly qualified and experienced ophthalmic surgeons and paramedical staff. Bigger branch hospitals have 2 or 3 surgeons. Every branch hospital has got all facilities for investigation and treatment. The bed strength of these District Eye Hospitals varies from 25 to 200 according to the requirement of the hospital.

### **Scope of Work:**

WHEREAS the Sitapur Eye Hospital intends to make more efficient Optical service arrangements for providing Best Quality & Cost-effective Frames and Optical Lenses to the valuable customers of the Hospital.

AND WHEREAS for administrative convenience and expediting wishes to engage the services of a Outsourced Vendor for the above said services, on annual contract basis subject to review during the year for quality assurance and statutory compliance.

Sitapur Eye Hospital reserves the right to terminate the contract in case of any breach of terms & conditions of the agreement (MOU), which will be executed between Contractor / vendor and Sitapur Eye Hospital.

**Eligibility for participation in Tender:** The tenderer should have the following qualification to participate in the bidding process

- Have 3 years and more of experience in Optical services management.
- Should possess all necessary licenses/registrations for supply of man power.
- PAN Number
- Trade License
- Service Tax Registration
- GSTN
- PF/ESI registration documents to be submitted in technical bid

## Documents to be submitted in Technical Bid

1. Vendor's Details in the below Format:
  - a. Name of the Vendor
  - b. Registration No
  - c. Year of Registration
  - d. PAN No.
  - e. Trade License Certificate
  - f. Service Tax Registration No
  - g. GSTN
  - h. Last 3 Years (Balance Sheet)
  - i. Details of Clientele & Branches
  - j. EMD Details.
2. Copy of the registration certificate of the agency for providing Optical services.
3. Copy of the PAN card.
4. Copy of Service Tax Registration Certificate.
5. Copy of GSTN
6. Copy of PF registration.
7. Copy of ESI registration letter.
8. Attested Copies of balance sheet and profit and loss account for the previous three years along with copies of IT Returns.
9. Copies of documents in support of experience have to be enclosed with the bid. Originals will be called subsequently for verification.
10. EMD of Rs. 10,000/- (Rs. Ten Thousand Only) in form of DD/Banker's Cheque in favor of **The Secretary, Sitapur Eye Hospital Trust, Sitapur** along with Bid documents. Bids received without EMD will not be considered.
11. The tender form will be issued on receipt nonrefundable demand draft of Rs-1000.00/-(One Thousand Rupees Only) in Favor of **The Secretary, Sitapur Eye Hospital trust, Sitapur** between 10:30 am to 5:00pm on all working days or the tender document can be downloaded from our website [www.sitapureyehospital.org](http://www.sitapureyehospital.org) . The dealers downloading the tender

documents from the website will deposit the tender fee of Rs-1000.00/- (One Thousand Rupees Only) in from of demand draft along with their offer.

## 12. Experience Certificate

Originals will be checked for verification. In case of non-availability of any these above-mentioned documents the bidders will have to apply for it immediately before/on award of the contract.

### Terms & Conditions

1. The Sitapur Eye Hospital shall permit the use of its presently running Optical services.
2. The tools of the trade will be provided by the vendor to his employees.
3. That the vendor shall further ensure proper compliance to the Rules made under the Prevention of Sale and Trade Act.
4. Bidders should have all necessary licenses/registrations for providing outsource services in Optical Business.
5. Outsourcing of Optical services of Sitapur Eye Hospital, Sitapur shall be on revenue sharing basis between Vendor & Sitapur Eye Hospital.
6. The successful bidder shall deposit a Security deposit in the form of FDR/ Bank guarantee/Demand Draft, agreed as per MOU.
7. **Financial Bid:** Vendor shall submit a financial bid in sealed envelope superscribed as "Financial Bid for providing Optical services at the Sitapur Eye Hospital, Sitapur".