

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310

PUR/ENQ/QA/HEALTH/KD/ 1648

Date : 21.10.2024

WHOEVER IS CONCERNED

Sub : Health Checkup Program

We invite quotation for Health Check up of about 400 no of employees of Mother Dairy Calcutta. The program will be conducted in November, 2024.

Offers are required to reach our office within **14.00 hours** on **01.11.2024**.

For the job, sealed quotations with credentials, list of qualified medical personnel, list of instruments for each tests etc. are to be submitted.

Essential condition for filling the Tender Form

1. Offer should be submitted in the enclosed Offer Form only.
2. You are requested to keep ready the self-attested photocopies of the following documents. They need to be submitted on demand.

I) GST Registration Certificate

II) PAN

III) Income Tax Return Certificate for AY 2023-24

IV) Valid Trade License

3. Self-attested copies of the following documents are also to be enclosed with quotation.

- i) **List of experiences or similar assignments (present / past) handled**
- ii) **List of qualified personnel**
- iii) **List of instruments of tests involved**

4. This contract is governed by the General Terms & Conditions enclosed herewith. The bidder shall read carefully all the terms and conditions and submit a copy of the same along with their offer duly signed and sealed on all pages as a token of their acceptance.

5. Over-writing in the offer will not be accepted and such offers will be straightway rejected.

6. The enquiry document is not transferable.

7. The envelope containing the offer and the required enclosures must be sealed, addressed to our Chief General Manager, and must be super-scribed with this tender no. & date, name & address of the party, and the due date.

8. Offer submitted by fax, e-mail, etc. shall not be accepted.

9. All sealed offers shall remain valid for the period of three months from the due date and may have to be extended further, if required by the Mother Dairy Calcutta.

con....P/2

10. The Chief General Manager reserves the right to accept any or reject any or all offers without assigning any reason whatsoever, and also reserves the right to amend / alter the contract during the contract period if needed.

If you seek any clarification regarding submission of your Quotation, you may contact our In-charge (QA) at our Dankuni Plant on any working day.

Thanking you,

Yours faithfully,
for Mother Dairy Calcutta


M. S. M.
21/10/24

In-charge, Purchase

Encl : General Terms & Conditions
Offer Form
Format of certificate

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310

GENERAL TERMS & CONDITIONS

1. The awardee of the contract will conduct the required medical examinations of the listed employees of Mother Dairy Calcutta and the contractors' workers who are directly connected with the processing, procuring, packaging and distribution of milk and milk products of the Dairy.
2. The test will consist of:
 - (a) Examination of Stool for Protozoal and Helminthic infestation for those parasites which are transmitted by ingestion and for the presence of Salmonella, Shigellaecis species and Vibrio Cholerae
 - (b) Examination of Urine
 - (c) Examination of Blood for Venereal diseases
 - (d) Sputum test for Tuberculosis
 - (e) Clinical examination of health – Physical examination, Eye Test (only for drivers), Skin examination.
3. (a) The Health Check up of the employees shall be done at our Dankuni Plant in the Recreation Club building at the Quarter Campus in batches that may suit you best in consultation with us.
3. (b) If any employee remains absent on those days of such examination, he / she will be sent to you by us and be examined at your end.
4. You shall start Health Check Up Program in August 2024 from a mutually convenient date and will complete the same within five days. Documentation, submission of reports and such other documentary evidence in connection with the Health Check-up Program will be made by you within 15 days from the close of the Health Check Up Program.
5. You will be required to examine the employees daily as per the list provided by Personnel & administration Section during the period from 10.00 hrs. to 16.30 hrs. **A registered medical practitioner should be present during the examination hours.**
6. You are to provide sterilized bottles / test tubes to the listed employees and make necessary arrangements for brining stool and urine samples by the concerned employees with proper identification mark.
7. You will provide all necessary instruments, chairs, tables, beds, sanitizers and other essentials for conducting the Health Check- Up program at your own cost.
8. You will issue Certificate of Examination (in duplicate) as per enclosed format for each of the listed employees examined and duly certified by the Registered Medical Practitioner with his / her Registration no. written on the certificate.

9. Payment will be made towards the testing charges for all the tests and medical investigations, analysis, examination and certification all inclusive on actual number of tests reports. Payment will be made by Account Payee Cheque on satisfactory completion of work and submission of your bill (in duplicate) reports, certificates (in duplicate) etc. subject to statutory deductions like Income tax etc. as may be applicable.

10. No costs will be borne by the Mother Dairy Calcutta for transportation, lunch, tiffin etc. to your staff.

11. You shall dispose all waste materials suitably and shall keep the place in a clean and hygienic condition as per the WB Bio- Medical Waste Disposal Regulations.

Mother Dairy Calcutta
P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310

OFFER FORM

SL. NO.	EXAMINATION	RATE / HEAD (ALL INCLUSIVE)
1.	Examination of stool to Protozoal and Helminthic infestation for those parasites which are transmitted by ingestion, and for the presence of Salmonella, Shigella species and Vibrio cholerae	Rs _____
2.	Examination of Urine	Rs _____
3.	Examination of blood for Venereal diseases	Rs _____
4.	Sputum Test for Tuberculosis	Rs _____
5.	Clinical Examination of health (Physical examination, Eye test (for drivers only) and Skin examination)	Rs _____
	TOTAL (including GST & other charges)	Rs _____

Signature of bidder with
official stamp & date

FORMAT of CERTIFICATE

Medical Fitness Certificate for Food Handlers

[See para 10.1.2, Part II, Schedule 4 of FSS regulation, 2011]

This is certified that Shri employed with Mother dairy Calcutta coming in direct contact with food items has been carefully examined# by me during Health Check-up camp held on and from to Based on the medical examination conducted, he is found free from any infectious or communicable diseases and the person is fit to work in the above mentioned food establishment.

SL. NO.	EXAMINATION	OBSERVATION
1.	Examination of stool to Protozoal and Helminthic infestation for those parasites which are transmitted by ingestion, and for the presence of Salmonella, Shigella species and Vibrio cholerae	
2.	Examination of Urine	
3.	Examination of blood for Venereal diseases	
4.	Sputum Test for Tuberculosis	
5.	Clinical Examination of health	

Date -

Name & Signature with seal of
Registered Medical Practitioner
/ Civil Surgeon