



**India Infrastructure Finance Company Ltd  
(A Govt. of India Enterprise)**

5<sup>th</sup> Floor, Plate B, Office Block 2, NBCC Tower, Kidwai Nagar (East), New Delhi  
110023

Phone: 91-11-24662777

Website: www.iifcl.org

**NOTICE INVITING TENDER (NIT)  
Tender Number: IIFCL:GAD:07/2019-20**

**TENDER FOR EMPANELMENT OF “PART TIME MEDICAL OFFICER” WITH INDIA  
INFRASTRUCTURE FINANCE COMPANY LIMITED, A GOVERNMENT OF  
INDIA ENTERPRISE**

<b>Date of Issue</b>	<b>January 15, 2020</b>
<b>Last date of submission of bid</b>	<b>February 05, 2020</b>
<b>Date of Opening of Technical bid</b>	<b>February 06, 2020</b>

## INSTRUCTION TO BIDDERS

1	Description	“Part Time Medical Officer-Physician MBBS, MD 1 No.” required for medical services at IIFCL office premises
	Work Duration	01 Hour (11AM to 12 Noon) on all working days
2	Tender Enquiry No	IIFCL:GAD:07/2019-20
3	Eligibility Criteria	(i) Qualification-MBBS,MD (ii) Must have a valid licence (iii) Should not be more than 68 years of age as on 01.01.2020. (iv) Candidates must have prior experience of working with RBI/NABARD/SIDBI/IIFCL/IFCI. (v) Candidate should have a minimum of 5 years of experience as a Medical Practitioner. (vi) Candidate should not have been barred/blacklisted by any organization (vii) Should have a valid PAN card/KYC documents
4	Period of Empanelment	Period of empanelment will be five year from the date of commencement of empanelment.
5	Termination of Empanelment	Empanelment shall be terminated with a notice period of three months on either side
6	Empanelment Selection Criteria	On meeting the technical qualification
6	Last Date for submission of bids	<b>Date: February 05, 2020 Time : 17.00 Hrs.</b>
7	Opening of Technical Bid Opening	<b>Date February 06, 2020 Time: 15.30 Hrs at IIFCL, 5th Floor, Plate B, Office Block 2, NBCC Tower, Kidwai Nagar (East), New Delhi 110023. Candidates shortlisted on the basis of technical bid should only be eligible to participate.</b>
8	Commencement of Empanelment	The empanelment shall commence immediately on issue of work order

### Preparation and submission of tender documents:

- (a) Interested candidates have to submit the tender document duly signed on all pages. Submission of wrong/ forged information/document will be liable to legal action and rejection of tender submitted by the candidate.
- (b) The tender should be submitted with technical proposal as per Annexure I
- (c) A candidate not in possession of valid statutory license/registrations is liable for rejections.
- (d) The tender submitted by the candidate shall remain valid for 60 days from the date of opening Tender for the purpose of acceptance and award of work. Validity beyond 60 days from the date of opening shall be by mutual consent.

## **Right of IIFCL**

(a) IIFCL reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the concerned parties.

(b) IIFCL reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and IIFCL's decision shall be final and binding on the tendered.

(c) IIFCL reserves the rights to suitable increase/reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses of the tender document or the Empanelment document, interpretation of the clauses by the IIFCL shall be final and binding on all parties.

## **Breach of Terms and Conditions:**

(a) The work order can be terminated by the IIFCL if it is felt that the work carried by the bidder is not satisfactory. The Empaneled doctor shall not be entitled for any compensation on account of such force closure/termination of Empanelment.

(b) In case of breach of any terms and conditions as mentioned above, IIFCL shall have the right to cancel the work order without assigning any reason thereof and nothing will be payable by IIFCL in that event the security deposit shall also stands forfeited.

## **Dispute Settlement:**

(a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Chief General Manager, IIFCL whose decision shall be final and binding on both the parties.

(b) It is also agreed that in case of any disagreements/disputes in connection with the Empanelment, the same shall be settled under the court of Law within its jurisdiction at New Delhi. The Empanelment will be interpreted under Indian laws.

# Annexure-I

INDIA INFRASTRUCTURE FINANCE COMPANY LIMITED (IIFCL)  
(A Govt. of India Enterprise)  
5th Floor, Plate B, Office Block 2, NBCC Tower,  
Kidwai Nagar (East), New Delhi 110023

## **TECHNICAL BID**

**(To be sealed and placed in separate envelop super scribe "Technical Bid")**

### **APPLICATION FORM FOR EMPANELMENT OF "PART TIME MEDICAL OFFICER" WITH INDIA INFRASTRUCTURE FINANCE COMPANY LIMITED, A GOVERNMENT OF INDIA ENTERPRISE**

1. Name in full (in block letters):

\_\_\_\_\_

2. Date of Birth \_\_\_\_\_

3. Gender \_\_\_\_\_

4. Medical Qualification and other post graduate Qualification

<b>University/Examination Board</b>	<b>Particulars of Examinations</b>	<b>Date of Examinations</b>

5. Medical Council registration No. \_\_\_\_\_

6. Full residential address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Email ID: \_\_\_\_\_ Phone No. \_\_\_\_\_

8. Have you ever been debarred/ penalized by the MCI/State Medical Council?  
Yes/No

9. Experience as General Medical Practitioner\*:

<b>Time Period</b>	<b>Name of the Hospital/Clinic with full address</b>	<b>Part time/full time practice at PSUs/PSBs/FIs/Centre Govt./State Govt. or equivalent</b>

From	To		

10. Details of empanelment with PSUs/PSBs/FIs/Centre Govt./State Govt. or equivalent

Name of the Organization	Location	Attach empanelment letters

11. Details of experience of working with RBI/NABARD/SIDBI

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## ANNEXURE - II

### Engagement of the services of Medical Consultant with fixed hourly remuneration - Terms and Conditions of Empanelment

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1. To attend IIFCLs' dispensary at Annex Building of IIFCL's Main Office Premises at 5th floor, Office Block 2, NBCC Tower, Kidwai Nagar (East), New Delhi-110023 with duty hours from 11.00 AM to 01 PM on week days (Monday to Friday) excluding IIFCL holidays.
2. IIFCL may use the services of the Medical Consultant at its officers residence located at residential colonies on requirement.
3. To give advice free of charge, prescribe medicines and administer injections free of charge to the members of the staff, the members of their families including dependent parents and retired employee members/their spouses who are members of the Medical Assistance Fund Scheme, who present themselves during the dispensary timings (duration may be changed as and when considered necessary by the IIFCL). You will be available for consultation at your private clinic in urgent cases in respect of employees of the IIFCL at any time with charges at the rate prescribed in the schedule. The Schedule of charges applicable to the Staff/Officers of the IIFCL would be made available on request.
4. To provide the facilities referred to in paragraph (3) above to the relatives of the employees who have been permitted to reside with them in the Staff Quarters and facilitate recovery of charges from the employees for credit to the IIFCL's account at the rates prescribed by the IIFCL from time to time.
4. To perform duties similar to those of a General Medical Practitioner irrespective of whatever post-graduate or other medical qualifications you may possess / acquire in future. It shall be your responsibility to ensure that the qualifications you hold or acquire in future do not restrict you in any manner from rendering the services required of a General Medical Practitioner and as per any stipulations by the Indian Medical Association, the qualification you hold or acquire as the case may be comes into conflict with the IIFCL's requirements as indicated above, to work as a general practitioner, you be required to ensure that liability or responsibility on this account devolves on the IIFCL under any circumstances and shall indemnify and keep indemnified the IIFCL at all times against the same. Your liability will be that of an independent Empanelmentor and not that of an agent of the IIFCL.
5. The duties at the IIFCL dispensary will also include, apart from other requirements as mentioned above:
  - (i) Treatment of minor and major illness for which the employees and their dependents may call on you.

(ii) Treatment of emergency cases brought to the dispensary or in the departments or in the IIFCL's premises or outside the IIFCL's premises and reference to appropriate Hospitals

Whenever called upon to attend even when such necessity arises outside your normal working hours.

(iii) Administration of all types of injections - The responsibility for administering all types of injections rests with you for any untoward reaction. As a rule, administration of injections by the Pharmacists in your absence is to be discouraged. You will be required to train the Pharmacists to administer routine and simple type of injections when the work is heavy.

(iv) Handling the important dressings.

6. To visit any member of the IIFCL's Staff staying in the Quarters whenever required to do so by the IIFCL and submit a report on their health. For such visits you will be paid visit fees as per the schedule of rates fixed by the IIFCL.

7. To issue certificate in support of leave on medical grounds wherever necessary and countersign the certificates produced by the employees from other qualified medical practitioners, if you are satisfied about the genuineness of the case.

8. To attend the officers and members of their family at their residence when required by them and will be entitled to charge them a visit fee or consultation fee, as fixed by the IIFCL having regard to the local conditions. The visit fee/consultation fee, so fixed, will be inclusive of charges for administration of injections, etc. No other charges should be levied by you for such visits.

9. If and when required to do so, you will certify in such form as may be prescribed by the IIFCL from time to time as to the state of health and / or fitness for service of any employee or any prospective employee who may be selected for appointment at any Office of the IIFCL.

10. To issue order forms (prescribed) on the approved chemists of the IIFCL for supply of special/costly drugs or injections required for curative purpose to the IIFCL's staff and forward copies thereof the IIFCL for payment of the relative bills.

11. To use your good offices for securing hospital facilities in case the employees of the IIFCL or their families (for indoor hospitalization under Direct Settlement facility) require such facilities in the hospital.

12. To inspect the office premises/Staff Quarters and Officers' Quarters once a month and report whether they are kept in a sanitary any hygienic condition.

13. To do prophylactic inoculations for typhoid, etc. and vaccination for small-pox whenever necessary.

14. To submit an annual report as on the 30th June in the prescribed form on the general health of the staff.
15. Responsibilities for the proper storage of medicines and their distribution and you will arrange the maintenance of all necessary records for the purpose.
16. To advise on drug indents, and to counter-check the drug stock-balance and Consumption.
17. To give professional opinion including reasonableness of the cost of treatment pertaining to the various items of medical claims as and when the same are referred to you.
18. To attend to any other work assigned by the IIFCL from time to time relating to administration of IIFCL's Medical Facilities Scheme and Medical Assistance Fund Scheme including dispensary facility as are generally performed / required to be performed by a General Medical Practitioner.
19. You will be under the administrative control of the General Manager, General Administration Department (GAD).
20. Your Empanelment will be valid for a period of 3 years from the date of engagement subject to your accepting the above terms and conditions and observing the code of conduct of the IIFCL as given in Annex - II.
21. The engagement under the Empanelment is temporary. No claim shall lie for regular employment on that basis at any stage or for pay and perks payable to regular employees.
22. The Empanelment will be terminable during the period of Empanelment, on three months' notice on either side or three months' remuneration in lieu thereof.



## ANNEXURE III

### Code of Conduct for Medical Consultants whose services are engaged on Empanelment on hourly basis with fixed remuneration

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1. Every Medical Consultant shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.
2. Every Medical Consultant shall maintain the strictest secrecy regarding the IIFCL's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the IIFCL's Staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his duties.
3. Every Medical Consultant shall serve the IIFCL honestly and faithfully and shall use his utmost endeavor to promote the interests of the IIFCL, and shall show courtesy and attention in all transactions.
4. No Medical Consultant shall take an active part in politics or in any political demonstration, or stand for election as member for a Municipal Council, District Board or any Legislative Body.
5. Medical Consultant shall become or continue to be a member or office-bearer of, or be otherwise directly or indirectly associated with, any trade union or a federation of such trade union or resort to, or in any way abet, any form of strike or participate in any violent, unseemly or indecent demonstration in connection with any matter pertaining to his/her terms and conditions of Empanelment.
6. No Medical Consultant may contribute to the press anything relating to the affairs of IIFCL of India without the prior sanction in writing from the IIFCL or publish any document, paper, or information which may come into his possession in his capacity as Medical Consultants of the IIFCL.
7. A Medical Consultant shall not solicit or accept any gift from any employee.
8. A Medical Consultant shall not absent from his duties without the permission from the IIFCL and making alternate arrangement acceptable to the IIFCL during his absence. Such alternate arrangement shall not exceed five days at a time.
9. A Medical Consultant shall not outsource his service to the IIFCL.
10. A Medical Consultant will -
  - a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may, for the time being, happen to be;

- b) not be under the influence of any intoxicating drink or drug while on duty and shall also take care that performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- c) Refrain from consuming, in a public place, any intoxicating drink or drug;
- d) Not appear in a public place in a state of intoxication;
- e) Not use any intoxicating drink or drug to excess.

Explanation: The term "public place" would include clubs even exclusively meant for members where it is permissible for the members to invite non-members as guests, bars and restaurants, public conveyances and all other places to which the public have or are permitted to have access, whether on payment or otherwise".

12. The Empanelment is liable to be terminated if a Medical Consultant is arrested for debt or on a criminal charge or is detained in pursuance of any process of law.

13. Medical Consultant shall not give, solicit or receive nor shall offer to give solicit or receive, any gift, gratuity, commission or bonus in consideration of or return for the referring, recommending or procuring of any patient for medical, surgical or other treatment. You shall not directly or indirectly, participate in or be a party to act of division, transference, assignment, subordination, rebating, splitting or refunding of any fee for medical, surgical or other treatment.

14. The provision at 13 above shall apply with equal force to the referring, recommending or procuring by him or any person, specimen or material for diagnostic purposes or other study/ work.

15. The Empanelment is liable to be terminated in case a Medical consultant commits a breach of the code of conduct of the IIFCL mentioned above or the terms and conditions of the Empanelment accepted by him/her, displays negligence, inefficiency or indolence, or knowingly does anything detrimental to the interests of the IIFCL or in conflict with its instructions or is guilty of any other act of misconduct.

## **DECLARATION**

I, \_\_\_\_\_, a candidate interested for empanelment with India Infrastructure Finance Company Limited, a Government of India Enterprise as “Part time Medical Officer” declare that the particulars given above are true and correct to the best of my knowledge and belief. I have read and understood the terms & conditions of service and agree to abide by them if empanelled.

Date:

Signature

Place: