

EASTERN RAILWAY
MEDICAL DEPARTMENT, DIVISIONAL RAILWAY HOSPITAL, MALDA

**Terms & Conditions, and Instruction for doing Investigation:
(Pathology, ENT, Eye, EMG, NCV and Others.)**

- 1) **Firms/Diagnostics centres** – Should have NABL Accreditation or Non-NABL with good reputation and reliable, have proper and updated License, consent to operate and authorization from the Competent Authority and self attested photocopy of related documents shall have to be submitted along with the quotations.
- 2) **Credential** – Establishment more than five years well equipped (equipments should be of reputed make and not to be more than 5 years) with a good credential. Credentials/Satisfactory performance if any report shall have to be submitted along with the quotations.
- 3) **Service** – 24 X 7 hours service must be available and reasonable waiting time considering urgency of the case.
- 4) **Care of patient** – all necessary care should be taken to carry out the investigations. No refusal to the patient to be ensured.
- 5) **Reports** – should be in proper letter head and duly signed by concerned specialist at the earliest to the concerned Dept./Doctor or to the patient party under clear signature.
- 6) **Any incorrect report leading to wrong diagnosis & management** or any kind of infection or disease transmitted to the patient or any damage to the patient during the procedure, the responsibility including payment of legal charges or any sort of compensation to the patient shall have to be borne by the authorized diagnostic centre.
- 7) **Rates & number of investigations** – At per with CGHS rates in Kolkata 2014 (attached herewith) as updates from time to time and number of tests will depend on case load of the hospital.
- 8) **Mode of payment** – Bills to be generated for each patients and payment shall be made on Monthly basis through NEFT/Money Instrument as advised by the Administration. PAN card number, GST invoice number as applicable should be mentioned in all bills. Taxes as applicable shall be deducted from the bills as per extent rules.
- 9) **Period of contract** - Will be for **two** years from the date of commencement of work and the provision of contract is subject to further extension at the CGHS Kolkata rates, and terms and conditions at per discretion of Railway Administration.
- 10) **Memorandum of Understanding** to be signed before commencement of work.
- 11) **Railway Administration reserves the right** to change or modify the period of the contract as per administrative requirement & also to accept or reject any or all the offers without assigning any reason whatever.
- 12) **Submission of Expression of Interest (EOI)** – Letter of EOI for doing the investigations (as per list of Annexure 1 to 8) duly signed with office seal in a sealed envelope to be submitted to the Office of Chief Medical Superintendent, Divisional Railway Hospital, Malda Eastern Railway, Station Road, PO- Jhaljhalia, P.S. – English Bazar, Dist. – Malda, PIN – 732102 on working day between 10.00 hrs. to 16.00 hrs. (Monday to Friday) and 11.00 hrs. to 13.00 hrs. on Saturday (except holiday) from 01.02.2018 to 10.02.2018.
- 13) **Inspection of the Diagnostics centres** by medical team of Divisional Railway Hospital, Malda shall be done prior to finalization and offer of contract.
- 14) **Signature and office seal** must be on the pages of terms and conditions and respective annexure.

NOTICE: Railway shall be entitled to terminate the contract at any time by giving one month notice in writing. A prior notice of one (01) month in writing has to be given by the offerer for discontinuation or work.

Date: _____ **Signature/s of the Proprietor/s of diagnostic Centre**

Office seal

Name(s) in full.....
Name of the Firm.....
Full postal address.....
Dist. P.S., PIN-.....
Tele.No., FAX -