

APPLICATION FORM FOR RUNNING SCHOOL CLINIC

To

The Principal
Delhi Public School
Mathura Road,
New Delhi-110003

Dear Sir,

I/We hereby apply for provision of running school clinic in your School from 01.07.2019 to 30.06.2020. I/We have gone through the terms and conditions and agree to the same. The details are as under:-

1. Name of Applicant : _____
2. Full Address : _____
3. Telephone Number : _____
4. Constitution (whether : _____
individual/ Firm/Company/
Co-operative Society)
5. Date of Establishment : _____
6. Registration No. : _____
7. a) GST No : _____
b) PAN No : _____
c) PF Code : _____
d) ESI No. : _____
8. Past Experience (Please attach
separate sheet)
a) Total Experience : _____
b) Experience in DPS : _____
c) Experience in other Schools : _____
9. Rates for the services (In figures) : Rs. _____
(In words) : _____

(Details must also be given separately)

10. Application Form Fee : Banker's Cheque to be issued Rs. 1000/- in

favour of Delhi Public School, Mathura Road, New Delhi.

Date: _____

Signature of Applicant with Stamp

(Please attach additional information/brochure/Price-list, if necessary)

NOTICE INVITING TENDERS FOR RUNNING SCHOOL CLINIC

1. Sealed tenders are invited by the Principal, Delhi Public School, Mathura Road, New Delhi for running School Clinic from 01st July, 2019 to 30th June, 2020.
2. The tender should be accompanied with application fee (non-refundable) of Rs. 1,000/- (Rupees one thousand only) in the form of Demand Draft/Pay Order in favour of the DPS Mathura Road, New Delhi, payable at New Delhi. The application form without accompanying the Application Fee shall not be considered.
3. The licensee shall deposit security deposit of Rs. 1 lakh (Rupees One lakh only) on award of work. The said deposit shall not bear any interest and will be refunded on termination of contract after adjusting dues/damages, if any.
4. The security deposit shall be forfeited in case the licensee does not comply with the terms and conditions of the contract.
5. The services shall include & cover provision of following:

A. Obligations of the Licensee:

1. **Staffing:** Following staff will be provided by the Licensee to run the School Health Centre/Clinic:
 - a. One Doctor MBBS/MD 24 x 7 (Preferred Lady Doctor)
(Provision of substitute Doctor to be made in case of regular Doctor is on leave even for a day)
 - b. Nursing Staff - **(Total 4)**
(6:00 am to 2:00 pm – **02**,
2:00 pm to 10:00 pm – **01**,
10:00 pm to 6:00 am – **01**)
 - c. Medical Attendants **(Total 3)**
(6:00 am to 2:00 pm – **01**,
2:00 pm to 10:00 pm – **01**,
10:00 pm to 6:00 am – **01**)
2. **Services:** Licensee will provide the following services:
 - a. **Ambulance Service:** For referring children/staff to hospitals **one Ambulance with Driver (24 x 7)** will be provided round the clock on all days of the week for exclusive use of sick students and staff. This Ambulance will be stationed at the Medical Centre within the School Premises.

In case of need, when the Ambulance is not available, licensee will make alternate arrangements for the same. In case the arrangement is not made, the school transport can be used by the licensee and the cost of the same shall be borne by him/them.

- b. **Admission of Sick Children:** Approximately 10 Beds for admitting sick children will be maintained. Linen etc. for the beds will be maintained by LICENSEE. Beds are available in the Medical Centre and will remain the Property of licensor. A detailed record of treatment given will be maintained in a Case Sheet. Doctor will perform anti-septic dressing and stitches etc. under local anesthesia.

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- c. **Minor Operation Theatre:** One minor operation theatre in the School Premises, which will perform anti-septic dressing and stitches etc. under local anesthesia, will be maintained with sterilization facilities.
- d. **Emergency Wing:** One Emergency Bed with necessary basic life-supporting equipment.
- e. **Health Check-up:** All school students will get a health check-up once in a year. Health Check-up Reports will be handed over to the School for dispatch to parents. Hostel students will have health check-ups at least three times in a year. Any direction received from DPSS/Health Department shall also be complied by the licensee.
- f. **Stationery:** Medical Records, Health Reports, Stationery and prescription pads etc. will be provided by the licensee.
- g. **Medical Equipment:** Necessary Medical Equipments will be provided and maintained by the licensee. These will be taken back on expiry of the contract and will remain the property of the licensee. A list of all such equipments will be provided by the licensee to the School.
- h. **Medicines:** Medicines & Drugs of generic divisions of reputed drug companies like CIPLA, RANBAXY, MAX & SCHERING etc. will be provided to students for which no payment will be charged. Other medicines as per list enclosed (**Annexure A**) will also be provided by licensee. The licensee shall ensure to keep sufficient stock of valid medicines and injections in the clinic. The licensee is not supposed to keep any outdated, expired or any other medicine or injection banned by the IMA or appropriate Govt in the clinic.
- i. **Activity Report:** Daily activity report of the Medical Centre/Clinic will be given to the Principal by the licensee. Any other report asked by the Licensor/DPS Society shall also be provided by the licensee.
6. **The Licensor (School) shall provide the following:-**
- a. Accommodation for Medical Centre, Water Cooler, Air-Conditioner, if required, will be provided by the licensor at the health Centre/Clinic. Telephone at the Medical Centre, will also be provided and telephone charges will be borne by the licensor. General maintenance of the Clinic will be provided by the licensor. The electricity and water charges for the school clinic shall be borne by the licensee.
- b. Residential Doctors will be provided free accommodation by the licensor. However, Electricity & Water charges for the accommodation and clinic will be paid to the licensor by the licensee as per actual monthly readings. Doctor may avail the facility of messing on payment basis at the rate applicable to the boarders.
7. The Licensee has no objection to the security personnel frisking its staff.
8. a. The licensee will provide professionally qualified Doctors and other staff to run the Medical Centre. Bio-Data and copies of certificates of professional qualifications of staff employed by the licensee will be given to the licensor from time to time. The licensor will have the right to ask the LICENSEE to withdraw/replace any of the staff of the licensee if the conduct/working of such staff members is not found to be desirable by the licensor or for any reason whatsoever. The Uniform of the staff will be provided and maintained by the licensee. The licensee shall also

submit latest copy of the police verification report of the staff deployed in the clinic/health centre to the licensor and shall stand fully responsible for its staff/workers antecedents.

- b. This agreement shall be valid for a period of one year.
- c. The licensee will submit monthly bill completed in all aspects to the licensor. Payment for such bills shall be made by the licensor after deducting income tax as per rules and adjustment of other dues, if any. The licensee shall submit copy of wages register, PF & ESI challans and ECRs alongwith the monthly bill.

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- d. All emergency cases shall be referred to the nearest Hospitals/Nursing Homes by the licensee subject to the condition of the patient. Payment of such emergency cases will be the responsibility of licensor and charges thereof will be reimbursed by the licensor to the licensee after receipt of bill & other related documents.
- e. The Doctors and staff of licensee will report to the Principal or any other official nominated by the Principal with regard to running of the Medical Centre.
- f. Running of Medical Health Centre at the School shall be the responsibility of the LICENSEE and LICENSEE would take due care for providing medical aid to all students & staff. The licensee will bear complete responsibility for fatalities/serious emergencies among students, boarders & staff arising out of medical negligence.
- g. Licensee will maintain an attendance register which will be kept under the supervision of the official of licensor. The staff of licensee shall mark their attendance in the register. In case of absenteeism of any staff, licensee will ensure to make alternate arrangements to provide substitute. In case the alternate arrangements are not made, licensor will make proportionate deduction of the same from their monthly bill.
- i. The LICENSEE shall not be allowed to make any further alterations without the permission of licensor.
- j. Not to alter the original colour of the outside of the stipulated space or de-face front elevation nor erect any screen, not to paste any bills, advertisements, posters, notices, cuttings, etc. and not permit the same to be made, affixed or altered or erected in any circumstances. The licensee shall not make any advertisement/endorsement of its brand or products, if any. In case of violation, the licensor reserves the right to charge for the same.
- k. To forthwith remove or cause to be removed any goods, articles or exhibited or exposed for sale or being sold in the stipulated space, which in the opinion of the licensor are obnoxious, obscene or undesirable.
- l. Not to store or cause to be stored any hazardous, combustible or dangerous goods in stipulated space.
- m. Not to display/affix paint or exhibit any name or writing of anything upon the exterior of the stipulated space without obtaining prior written consent of the licensor.
- n. Not to employ for work or otherwise allow any person at the stipulated space who is not of a good character and behaviour and is suffering from any contagious/infectious disease or is not suitable or otherwise unsuitable to be seen in the premises of Delhi Public School.
- o. Both the parties shall not employ (full time or part time) any of the staff provided by the licensee for a period extending to six months after termination of this agreement.
- p. A Committee constituted by the licensor can anytime visit the clinic for inspection. The

observations made thereto shall be strictly complied by the Licensee.

9. The bill of the licensee for the monthly services should reach in the Estate Office latest by 10th of each month alongwith all necessary documents like attendance, PF & ESI details etc.

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10. The licensee is liable to obtain and keep in force all permissions and licenses which may be required by law for use of the stipulated space and to comply with any conditions which may be attached at any stage of permission or licenses as allowed and approved by the concerned authorities. The licensee will be responsible for all matters relating to, Sales Tax, PF, Labour Laws etc.
11. The licensee shall submit all necessary records concerning ESI, EPF Challans & ECRs etc. deposited with the concerned government authority from time to time and as and when required by the licensor. However, the monthly return of such deposits towards EPF/ESI along with specific ESI/EPF numbers, allotted to each employee shall be provided to the licensor by the licensee.
12. The licensee will be fully responsible for any mishappening/accident occur with its staff engaged during the currency of the agreement. He/they will ensure to make necessary insurance of the staff and other equipments provided at the health centre/clinic. The copy of such insurance shall also be submitted by the licensee to the licensor.
13. The licensee will have to strictly comply with the terms of the agreement and provide for the best medical facilities mentioned therein. The licensor shall constantly monitor the services rendered by the licensee and in case of any deficiency, licensee will be held responsible. In case the licensee fails to rectify the deficiency/deficiencies or violates any of the terms of this agreement or in any way, acts in a manner which is not in the interest of the licensor, the agreement shall be terminated at the sole discretion of the licensor by giving one month notice to the licensee. Proportionate amount of such deficiencies shall be recovered from licensee by the licensor.

However, in case of severe lapses on the part of the licensee, the agreement can be terminated by the licensor forthwith with prior notice of one month to the licensee. The licensor also reserves the right to terminate the contract without assigning any reasons and giving one month notice.

14. All differences or disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such differences are not resolved by discussions and negotiations then the same shall be refereed to the arbitration of Chairman of the School/Society whose decision shall be final & binding & shall not be questioned in any court of law.

15. The forms completed in all aspects should reach the **Principal, Delhi Public School, Mathura Road, New Delhi-110003** through Speed/Regd. Post only latest by **18th June 2019**. Forms received after due date shall not be considered.

List of Medicines

The medicines, which will be issued to students, are as follows:

1. Antibiotics both in the form of Tablets/Capsules/Injections/Syrups.
2. The antihistaminics like cetrisen Terefenadine etc.
3. The anti-inflammatory like Painkillers, Brufen, Voveran, Piroxicam, Indocid, Disprin etc.
4. Vitamins, Mineral both the form of Tablet/Syrups.
5. Ointments-all kinds-of like Antibiotics, Anti-inflammatory, Anti-fungal etc.
6. Up to date medicines will be kept in the School Clinic.
7. Basic emergency medicine will be kept in School Clinic.
8. Basic Anti Hypertensive Medicines.