

 **KANAGALA – 591225**

**HLL/BGM/HR/** **Medical Officer /2020-2021 Date: 29.12.2020**

**TENDER NOTIFICATION**

Sealed Tenders are invited from **Experienced Doctors / Medical Practitioner** Services for **Occupational Health Centers** requirement in our Factory at Kanagala - 591225 on monthly contract basis by engaging Medical Officer for a period of **ONE** Year. The general terms and conditions will be applicable as per the Annexure - A enclosed herewith.

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Particulars** | **No of Requirement** |
| 1 | Medical Officer | 1 |

1. The completed tenders should reach the undersigned along with all relevant documents at HLL Lifecare Limited on or before **12.01.2021(Tuesday) 17:00** Hrs.
2. The tender will be opened on **13.01.2021 (Wednesday) at 11:00 AM**. Or if the tender will not open on said date the convenient date will be communicated to the tenderer.
3. Preference will be given to L1 party. However, HLL reserves the rights to allot the contract to the other parties other than L1.
4. Interested candidates may apply in the prescribed proforma (Annexure I) (in type-written format only) and self-attested copies of their educational certificates and other documents etc. have to send to the below mentioned address.

**General Manager (Operations) / Unit Chief,**

**HLL Lifecare Ltd.,**

**Kanagala – 591225.**

**Belagavi (District)**

**Karnataka (State)**

Date and time of Interview will be informed by post / email.

**Manager (HR)**

**A. Work Profile:**

* Maintenance of health records and extending Medical consultation to our employees.
* Analysing Annual/periodical medical checkup reports and taking preventive/corrective actions and submitting the feedback to the management.
* Follow up with the employees for management of Diabetics, heart Diseases & other serious ailments.
* Medical counseling to employees whenever required.
* Assist the outside medical team during medical checkup of our employees.
* To offer interpretations/ comment on the medical claim of the employees.
* To help / provide medical supervision to our employees & look after prevention of EPIDEMICS (Advance action), drastic action against HIV & AIDS Prevention, Drug Alcohol abuse prevention.
* Improvement in home hygiene factors to all our employees.
* Improvement in strict prevention of diseased candidate coming as new employees.
* To give information on medical matters referred to by the management, comply the legal & statutory requirement.
* To assist the company in maintaining the statutory & mandatory records/conduct statutory /Medical checkup as per Factory Act/ various ISO certification bodies from time to time.
* Internal / External audit attending, assisting and compliance.
* Attending and assisting in any other medical related work that may arise from time to time and not include in the above list.

**B. Education Qualification & Experience:**

*The* ***Factory Medical Officer*** *Should has* **MBBS Degree with 0-5 Years of Post Qualification experience in any Government Hospital / any reputed Hospital. The Doctor should have also undergone** *Certificate of Training in Industrial Health of minimum three months duration recognised by the State Government or the doctor should be ready to undergo the training for the same during the contract period.*

**Place: Signature of Applicant**

**Date: Full Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNEXURE-I**

**Recent Photograph**

**Application Form for Appointment of Doctors**

**(Factory Medical Officer) at HLL, KFB**

|  |  |
| --- | --- |
| 1. Advertisement / Tender Ref No |  |
| 2. Name in Block Letters  |  |
| 3. Father’s/Husband’s Name  |  |
| 4. Date of Birth  |  |
| 5. Age on closing date  |  |
| 6. Permanent Address with Pin code |  |
| 7. Correspondence Address with Pin code  |  |
| 8. Mobile No. |  |
| 9. Email address, if any |  |
| 10. Education Qualification UG/PG As applicable |  |
| 11.Certificate of Training in Industrial Health If applicable |  |
| 10. Brief particular of experience  a separate sheet may be enclosed. |  |

**CHECK-LIST OF DOCUMENTS DULY SELF-ATTESTED**

1. Matriculation Mark sheet/ Certificate for Date of Birth
2. UG/PG Degree (as applicable)
3. Registration Certificate from Medical Council
4. Offer Letter / Appointment Order / Experience Letter
5. *Certificate of Training in Industrial Health of minimum three months duration recognised by the State Government, if applicable.*

**DECLARATION**

I, solemnly declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my contract is liable to be rejected and I shall be bound by the decision of the HLL Lifecare Limited. I have read the guidelines and ready to accept all the terms and conditions for engagement of Medical Officer.

**Place: Signature of Applicant**

**Date: Full Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Medical Officer Fee Schedule**

1. Name & Address of the Tenderer**:**
2. Fee Schedule

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Service Particulars** | **Monthly Charges****in (Rs.)** (Inclusive of All)\*\* |
| **1** | Medical Officer\* |  |

Note:

*\*The Tenderer should enclose self-attested Educational Qualifications and Experience Certificate, Address and ID Proof, PAN Card, and all relevant documents etc.*

*\*\*TDS, if applicable.*

**Seal & Signature of Applicant**

**Full Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place:**

**Date:**

**Annexure – A**

**General Terms and Conditions:**

1. Section 101 (Exemption of Occupier or Manager from liability) of Chapter X under the Factories Act 1948 (All LXIII f 1948) (23rd Sept.1948) is applicable.
2. The above Tender / Subsequent Work order is liable to be suspended or cancelled at any time at the discretion of the General Manager (Operations) & Unit Chief, HLL Lifecare Ltd, Kanagala - 591225 with or without assigning any reason and his decision will be final and binding on all concerned parties.
3. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the tenderer shall supervise the work.
4. Medical Officer engaged by you for aforesaid contract shall be Service only and not Employee of HLL Lifecare Ltd, Kanagala.
5. There will not be any Employee Employer relationship between HLL Lifecare Ltd and the persons employed for aforesaid work.
6. HLL Lifecare Ltd will not be liable for any accident happened while on work during the contract period.
7. The Medical Officer will not have any lien or right of employment as regular employees of HLL Lifecare Ltd.
8. In case of any damages caused to our property while executing the job, the cost of the same shall be recovered from the monthly bill.
9. The tenderer should have PAN number and other statutory relevant documents, if applicable. All statutory deductions will be applicable.
10. Company reserves the right to incorporate any left out clause subsequently that will be binding on the Medical Officer. The Medical Officer should follow the suggestion / instruction given by HLL Lifecare Ltd Representative time to time for the same.
11. Sub contract is not allowed. On award of contract the Medical Officer should execute an **agreement** with HLL Lifecare Ltd., in the prescribed manner.
12. The tender should be complete in all respects. Incomplete tenders are liable to be rejected.
13. Unsealed Tenders are liable to be rejected and this will be at the sole risk of the tenderer.
14. In case more than one tenderer quote the same rate in the price bid, the decision of HLL Lifecare Ltd will be final and binding on all the bidders.
15. The Management (HLL Lifecare Ltd) also reserves the right to allot the work to the L-2 or L-3 parties at the L-1 rates respectively if required.
16. The tenderer should comply with the Safety and Quality policy of the Company.
17. In case of back out from the commitment, monthly payment will be forfeited followed by blacklisting, if applicable.
18. Issue of Tender Form is solely at the discretion of the Management.