

**INSTRUCTIONS AND GUIDELINES TO BE FOLLOWED BY**  
**PROFESSIONAL SPECIALIST WISHING TO BID FOR SERVICE**  
**LOCATION WITH UPNHM**

Please carefully read and follow the instructions and guidelines below for applying for service locations for Specialist Doctors:

- (1) Eligible bidders wishing to apply for the service locations need to first successfully register themselves online. This shall require inputting of requisite personal, educational and experience details, and uploading of all prescribed supportings;
- (2) Bidders shall be allowed to apply and bid for maximum of 10 service location during each live 'Round of Solicitation of Proposal and Bids for Service location' for Specialist Doctors, which shall be open for 20 days;
- (3) Proposals uploaded by bidders shall be editable till the 20<sup>th</sup> or last day, of the bidding session. Bidders will be able to change the quotes till the last day of the solicitation cycle;
- (4) The lowest bidder, shall be offered the service location;
- (5) Indicative Performance Based Rewards (PBRs) for respective service locations shall only be payable on the achievement of desired milestones. Please refer to the PBRs for respective service locations uploaded on SAMS website along with deliverables;
- (6) Proposals submitted by bidders shall be considered eligible only, if they fulfil eligibility criteria as per the ToRs of the respective service locations;
- (7) It is mandatory for each bidder to fill the complete online form for further consideration;
- (8) Selected bidders shall be offered a one-year renewable service agreement with UPNHM;
- (9) A pool of waitlisted candidates shall be prepared with a ratio of 1:5;
- (10) In case of a tie between the two bidders in terms of their quotes, we will offer the service location on the priority criteria in the descending order:
  - a) Degree (preference shall be given over Diploma)
  - b) Number of years of Experience
  - c) Date of association.

In case, if the lowest bidders could still not be sorted, we shall try to explore with all the bidders with adjacent facilities/ district with the same quote.

- (11) The age bracket for the bidders shall be 21 to 64 years;
- (12) Any bid can be cancelled at any point of time without assigning any reason.