

National Housing Bank (NHB) is a Statutory Body under Govt. of India. The Bank has its head office in New Delhi.

As per the extant procurement policy, Bank may adopt the list of empanelled suppliers/vendors /service providers of Government Institutions / Reserve Bank of India.

In this regard, NHB intends to engage a registered medical practitioner (Doctor) as Bank's Medical Officer (BMO) on contract basis from the list of empanelled BMO's of Reserve Bank of India, at its head office for a period of 3 years subject to yearly review. The major responsibilities of a BMO shall be as under:

1. BMO shall visit Bank's office for two hours per day (preferably between 2:00 PM - 4:00 PM) 3 days a week (excluding Saturday, Sunday & Bank Holiday).
2. The BMO should attend NHB officers for their health-related problems/issues (if any) and issue necessary advisory on prescription.
3. The BMO should inspect / verify the hospitalization expenses bill submitted by NHB officers towards hospitalization of self or their dependents for approval of such expenses.
4. If required, BMO has to visit the officer's residence for his/her medical check-up and preparation of medical report thereafter.
5. The BMO shall carry out necessary medical tests for issuance of medical fitness certificate for the new recruits of the Bank.
6. Any other work in respect of Bank's medical officer may be assigned by the Bank from time to time.

You have to submit the **sealed quotation** by filling in required details in the enclosed format at Annexure - A (Commercial Bid) and the same should reach at NHB head office by May 16, 2024 before 5:00 PM. The address of the Bank where tender bids are to be submitted is as follows:-

**Sh. Sourav Seal**  
**General Manager**  
**National Housing Bank**  
**5<sup>th</sup> Floor, Core 5-A**  
**India Habitat Centre**  
**Lodhi Road, New Delhi-110003**

The bids will be opened on May 17, 2024 at 4:00 noon at Bank's Head Office. The concerned bidders may attend the bid opening physically/ online or send their representatives to attend the said bid opening if they chose so.

The commercial bid is to be filled as per the prescribed format given in **Annexure - A**. Filling details in any other format will disqualify the bid. Further, following documents are to be attached with commercial bid:

- 1. Copy of registration certificate of the doctor**
- 2. Copy of one photo identity proof**

The payment terms for this purpose shall be as follows:

- A. The payment will be made after receipt of bill in original on monthly basis after completion of the respective month.

Annexure - A

Format for Commercial Bid

S. No.	Particulars	Amount/Rate(In Rs.)
1.	<b>Consolidated monthly remuneration towards attending Bank's Head office for 2 hours, 3 days a week</b>	
2.	<b>Other Charges</b>	
	a. Charges towards attending any patient, outside Bank's Head Office	
	b. Charges for conducting medical test for recruitment of officers in the Bank (per candidate)	
<b>Total:</b>		

B. The bidder has to submit the commercial bid only in the above format. All taxes and duties shall be inclusive.

C. For computation of L1 bidder, following criteria shall apply:

*Sr. No. 1 X .90 (i.e. 90% weightage has been given to consolidated monthly remuneration) + Sr. No. 2 X .10 (i.e. 10 % weightage has been given to other charges as mentioned under 2a & 2b)*

**Note: Providing commercial proposal other than this format may reject the bid.**

**(Sign and Stamp)**

Name of the Doctor.....

Registration No. ....

