

# **General Instructions and Guidelines for Specialist Doctors (Psychiatrist)**

## **National Health Mission, Uttar Pradesh**

**Eligible candidates, interested in bidding for Psychiatrist's service locations, are requested to read and follow the below instructions and guidelines carefully:**

### **Online Registration and Bidding:**

(1) Eligible bidders wishing to bid for the service locations need to register themselves online at <http://psychiatrist.dr bidsams.com>;

(2) After completing the registration process, bidders need to complete the Online Bidding Application Form where bidders are required to fill in his/ her personal details, details of qualification, registration, experience and key skills and attributes;

(3) Bidders will be required to upload scan copy of key document credentials (e.g. MCI/ State Medical Council Registration, Essential Qualification Marks Sheet, Age Proof, Photograph, Signature, NOC for applicants who are presently working with **NHM, UP**, etc.)

**(Note: Any Medical Council registration shall be essential at the time of bidding, Uttar Pradesh Medical Council registration of MD/ DNB/ Diploma need to produce by Specialist Doctor (Psychiatrist) at the time of Joining or within a month of joining);**

(4) The age bracket for the bidders shall be 21 to 65 years;

(5) Incomplete bid or bids submitted without photograph, signature, or supporting documents shall be rejected based on lack of information;

(6) Bidders can bid for maximum of **3 districts/ facilities** during each round of bid and may bid up to the maximum permissible approved honoraria for any specific District/ Facility;

(7) A self-Declaration shall be taken from the applicants to consider her/him for only one district/facility (top preference) as the final, in case any applicant has been selected **L1** for multiple districts/ facilities;

(8) Bidders may update/ withdraw the bids till the last date of bidding cycle as stipulated.

### **Screening/ Scrutinizing the Bidder Details:**

(1) All online bids shall be scrutinised based on the key qualification and registration criteria as mentioned in the **Scope of Work**, and if bidders would meet these criteria, his/her financial quote shall be considered for further evaluation and preparation of shortlist;

(2) Bidders not meeting with essential qualifications prescribed for the position shall be disqualified;

(3) Compliance with prescribed qualifications shall be taken reference from the documents uploaded by the candidate. Candidates failing to upload documents in the relevant sections of Online Bidding Application Form shall be disqualified.

### **Preparation of Shortlist for Personal Interaction:**

(1) After completing the scrutiny of all the online bids, a list shall be prepared for allotment of service location based on the financial quote and preference of the service location of the bidders;

(2) The lowest bidder (**L-1**) shall be provisionally selected for the further selection process;

(3) A bidder shall be shortlisted for only one District/ Facility for personal interaction;

(4) If any bidder is found **L-1** for multiple District/ Facility, in the event of this based on preference as provided by bidder at the time of bidding, top preference shall be considered for personal interaction and for remaining Districts **L2** shall be treated as **L-1** and considered for personal interaction;

(5) In case of a tie between the two bidders in terms of their bids, **L-1** shall be decided on the priority criteria as listed below in the descending order:

**(a)** Preference shall be given to MBBS with M.D./DNB in Psychiatry/Diploma in Psychiatric Medicine (DPM).

**(b)** Preference shall be given to the eldest candidate.

(6) **L1** shall be called for personal interaction; in the event of **L1** remains absent or not found suitable in personal interaction, **L2** shall be deemed as **L1** for the particular District/ Facility and the

same shall be repeated till **L3** level and may be called for Personal Interaction as per approval of Management.

**Personal Interaction and Final Allotment of Service Location:**

- (1) All eligible **L-1** bidders shall be invited for personal interaction;
- (2) Before the personal interaction, all the relevant document shall be validated by **SAMS**, thereafter, the bidder shall be sent for personal interaction; In case any candidate is not found eligible based on approved document validation SOP, candidates shall not be allowed to attend the personal interaction;
- (3) A candidate has to obtain a minimum 33% marks in the aforesaid assessment process for final award of service location; Candidates scoring below 33% marks in personal interaction shall not be recommended for the position.
- (4) After successful completion of personal interaction process, selected bidders shall be offered a one-year renewable service agreement with **NHM, U.P.**