

Minutes/ Clarifications of Pre-Proposal Conference for RFP No. SAMS - FIND- EQUIPMENT AMC-11/2015 dated 27th May, 2015 for Selection of Agencies for providing Annual Maintenance Contract

The Pre-Proposal Conference was held on **05th June, 2015 at 1100 Hrs in the conference room of Alliance India Office, Alliance Conference Centre 6 Community Centre, Zamrudpur, Kailash Colony Extension, New Delhi 110048.**

1. List of Participants:-

The following individuals participated in Pre-Proposal Conference as was notified in RFP No. SAMS-FIND-EQUIPMENT AMC-11/2015 for Selection of Agencies for providing Annual Maintenance Contract. Mr. Sanjay Rastogi (Associate Director, SAMS) chaired the conference.

SAMS's Representatives:-

1. Mr. Gautam Nath - Managing Director
2. Ms. Jyoti Singh – Senior Manager Procurement
3. Mr. Dinesh Kumar – Procurement Officer
4. Ms. Parul Koul – AMC Coordinator

FIND's Representatives:-

1. Dr. Neeraj Raizada – Medical officer
2. Dr. Manoj Toshniwal – Programme Coordinator
3. Dr. Umesh Alavadi – Medical officer
4. Dr. Tarak Shah – Medical officer
5. Ms. Madhu Agarwal– Procurement Officer
6. Ms. Pooja Srivastava – Biomedical Engineer

CTD's Representatives:-

1. Dr. V. S. Salhotra, Addl. DDG, Central TB Division, DGHS

Prospective Consultants:-

1. M/s Eppendorf India
 - a) Mr. S. Sunil Kumar – Service Manager
 - b) Ankit Chnadra - Technical Expert
2. M/s Consonova Healthcare Technologies
 - a) Mr. Brijesh Singh – Director
 - b) Mr. Niraj – Technical Expert
3. M/s Agile Lifescience Technologies India Pvt. Ltd.
 - a) Mr. T. Sarkar
4. M/s Mehrotra Biotech
 - a) Mr. Harsh Kumar – Director
5. M/s Envision Biotech
 - a) Mr. Vishal Verma
 - b) Mr. Avinash Kumar

2. **Pre- Proposal Conference:-**

The Chairman welcomed the participants and asked Ms. Jyoti Singh to provide the details relating to RFP No. SAMS-FIND-EQUIPMENT AMC-11/2015 dated 27th May, 2015 for Selection of Agencies for providing Annual Maintenance Services for TB Laboratories across India. It was informed that SAMS is acting as a procurement agent of Foundation for Innovative diagnostics (FIND), India and this RFP is issued on behalf FIND. The Chairman sought to know from the prospective consultants as to whether they are comfortable with the provisions included in the RFP. The House was opened for seeking clarifications on the provisions included in RFP. The queries/ issues raised by prospective consultants and clarifications thereof is available at **Annexure-A**.

3. The Chairman further informed all participants to submit additional queries, if any by 1700 hrs. on 19th June 2015 and suitable clarifications shall be provided through mail/ posting on SAMS website. He also suggested for maximum participation by the capable agencies and assured SAMS fullest cooperation in a fair and transparent exercise.
4. The Pre-Proposal Conference ended with a vote of thanks to the Chair.

Annexure-A**Clarifications of Pre-Proposal Meeting regarding Selection of Agency for Providing Annual Maintenance Services for Equipment in various TB Laboratories**

RFP No.: SAMS - FIND- EQUIPMENT AMC-11/2015

Pre-Proposal Meeting on- 5th June 2015

Sl. No.	Reference of RFP	Queries/Suggestions from Agencies	Clarifications provided by SAMS/ FIND
1	E. Data Sheet: Section 21.1 Evaluation Criteria-B, Sub-point (iii) under b) Work Plan and Annexure- 4 of TOR (Section 7) (Pg nos. 22 and 76)	The prospective bidders raised concern about the requirement of providing Spare Part Price List as per Annexure-4 of RFP. They reflected inability in obtaining spare part price from the OEM, as most of them generally desist from sharing spares price list without any business association.	Based on the suggestion of prospective agencies, the requirement of providing spare part price list, as part of Technical Proposal, as per Annexure-4 of TOR (Section 7 of RFP) shall be deleted from the RFP.
2	Section 7. Terms of Reference- Workflow process of breakdown Calls (sl. No. 8) (Pg no. 47)	Whether it is mandatory to maintain stocks of spare parts, required for repairs of equipments under RFP.	It was clarified that once the AMC activity progresses, and depending upon experience of breakdowns calls handled by AMC agency, it would be good to maintain small inventory of spares regularly being used to attend breakdown calls. This would reduce the turnaround time and would result in timely handling of breakdown / preventive maintenance. No such condition has been placed in RFP. It is also informed that agencies require maintaining good coordination with manufacturer/ authorized dealers of equipment under Contract to ensure availability of spares as and when required. Please refer Sl. No. 8. Under Workflow process of breakdown Calls under TOR for more clarity on the same.
		Whether spare part cost required for the repairing of equipment shall be included in the AMC contract cost.	No, the agencies are not required to include cost of spares in the AMC Contract cost.

			<p>The cost of spares are separately reimbursable, and It was clarified that Purchase Order shall be released for spares required for repairs, in terms of procedure defined under the Workflow process of Breakdown Calls described in the TORs. Agencies may refer the same to understand detailed procedure of repair/ spare replacement services.</p> <p>Attention is invited towards Clause 16.1 of Data Sheet (page no. 20 of RFP) wherein it is clearly mentioned that Spares Cost shall be reimbursed on actual basis upon submission of required documents.</p>
3	<p>E. Data Sheet: Section 21.1, Evaluation Criteria-A</p> <p>(Pg. no. 22)</p>	<p>Whether it is mandatory to have In-house validation and calibration facility/ NABL accredited equipment testing laboratory for agencies responding to this RFP.</p>	<p>It is expected that agencies must have the common master calibrators for at least some of the regular equipments in the Labs for routine calibration activities.</p> <p>The agencies are not required to have in-house validation and calibration facility/ NABL accredited equipment testing laboratory for all the equipments.</p> <p>Wherever, validation/ calibration have to be undertaken through third party, agency should showcase their regular arrangements/ tie up with such calibration agencies to highlight their strength in this respect.</p>
4	<p>FORM-TECH 1 and FIN 2</p> <p>(Pg nos. 26 and 37)</p>	<p>Is it possible that two different agencies could be selected for different categories of equipment i.e. Category A and Category B under one Schedule.</p>	<p>Two different agencies could be selected for Category A and Category B respectively under any one Schedule. Selection would be based upon their relevant experience for managing specific category of equipments, in terms of evaluation criteria specified in RFP.</p>
6	<p>Section 7. TOR- List of Key Professionals and their Qualification & Experience Requirement</p>	<p>Whether it is mandatory to submit CV's of all proposed staffs under each Schedule.</p>	<p>It was clarified that list of Key personnel given in RFP is Category wise for each schedule (given separately) and the no. of staff required should be multiplied with no. of Schedules quoted under each category.</p> <p>It is mandatory to enclose CV of each proposed staff under each schedule quoted in the Technical Proposal by the</p>

	(Pg no. 52)		agencies.
7	FORM- FIN 2 (Pg no. 37)	<p>Whether financial evaluation shall also consider the percentage increase price quoted by agencies for AMC of equipment for Yr 2 and Yr 3 in Form Fin-2.</p> <p>Concern was also raised that it is very difficult for the bidders to give a projected cost for future years, as the cost of equipment repair increases with time and also it is difficult to predict the cost of lodging/boarding in future.</p>	<p>Please refer Form Fin-2, the conditions remain same. Financial evaluation shall be carried out considering total cost of AMC from Year one (1) to Year three (3) as proposed by the agencies in the Financial Proposal.</p> <p>In case annual increments are not indicated, the AMC cost quoted for Year one will be considered for next two years also.</p> <p>Agencies may forecast their AMC Fees for three year period and propose percentage increase if any in the financial proposal.</p>
9	Section 7. TOR- Payment Terms and SCC: GC Clause no. 41.2 -Payment Schedule (Pg nos. 51 and 239)	It was requested by agencies to reduce the performance bank guarantee amount, considering that the payment terms are also very stringent and all the payment shall be made to consultants only after actual execution/ completion of services, supported by relevant documents.	As per the request of prospective bidders, it is being planned to reduce Performance Bank Guarantee,
10	Instructions to consultants: Clause 31. Earnest Money Deposit(EMD) (Pg nos. 16 & 24)	<p>By when the EMD amount shall be released to the agencies.</p> <p>It was requested by one of the agency to reduce the Bid Security amount.</p>	<p>EMD of unsuccessful bidders will be returned within one month of Award of Contract.</p> <p>No reduction in Bid Security amount is possible; the consultants shall deposit EMD in terms of Clause no. 31 under Data Sheet (Instruction to Consultants).</p>