

Minutes/ Clarifications of Pre-Proposal Conference

RFP No. SAMS/FIND/Lab Equip/AMC/1/2016 dated 29th May, 2016

RFP Title- Selection of Agencies for Providing Annual Maintenance Services for BSL-3 Lab facility, BSC, Laminar Flow and TB Laboratory Equipment

The Pre-Proposal Conference was held on **13th June, 2016 at 1500 Hrs.** in the conference room of SAMS, Paharganj Office, New Delhi.

1. List of Participants:-

The following representatives participated in Pre-Proposal Conference, as was notified in RFP No. SAMS/FIND/Lab Equip/AMC/1/2016 for Selection of Agencies for Providing Annual Maintenance Services for BSL-3 Lab facility, BSC, Laminar Flow and TB Laboratory Equipment. Mr. Sanjay Rastogi, Director, SAMS chaired the conference.

CTD's Representative (Observer):-

- i. Dr. V. S. Salhotra, Addl. DDG, Central TB Division, DGHS, MOHFW, GoI

FIND's Representatives:-

- i. Dr. Umesh Alavadi – Medical officer
- ii. Ms. Pooja Srivastava – Biomedical Engineer

SAMS's Representatives:-

- i. Mr. Sanjay Rastogi, Director
- ii. Mr. Anil Kumar Bhutani – General Manager (Procurement)
- iii. Ms. Jyoti Singh – Sr. Manager (Procurement)
- iv. Mr. Dinesh Kumar – Procurement Officer
- v. Ms. Parul Koul – AMC Coordinator

Prospective Consultants Representatives:-

Sl. No.	Name of the Firm	Name of Representative
i.	M/s. Klenzaid's Contamination Controls Pvt. Ltd. Mumbai	Mr. Swapnil Khare – Project Engineer
ii.	M/s Consona Healthcare Technologies, Delhi	Mr. Niraj – Technical Expert
		Mr. Amit Kumar – Technical Expert
iii.	M/s Vision Diagnostics India Pvt. Ltd., Delhi	Mr. T. Sarkar
		Mr. Vansh Kohli
iv.	M/s Mehrotra Biotech Pvt. Ltd. Delhi	Mr. Harsh Kumar – Director
		Mr. Devesh Mehrotra
v.	M/s Magnus Enterprises, Delhi	Mr. Rajender Tomar
vi.	M/s Technomed Services, Delhi	Mr. R. Chauhan – Asst. Engineer
vii.	M/s Envision Biotech, Noida	Mr. Vishal Verma – Proprietor

(Copy of attendance sheet is attached herewith)

2. Pre- Proposal Conference:-

The Chairman welcomed the participants and asked Ms. Jyoti Singh to provide the details relating to RFP No. SAMS/FIND/Lab Equip/AMC/1/2016 issued for Selection of Agencies for Providing Annual Maintenance Services for BSL-3 Lab facility, BSC, Laminar Flow and TB Laboratory Equipment. 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 of FIND. The Chairman sought to know from the prospective consultants as to whether they were 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 are available at **Annexure-A** (attached).

3. The Chairman further informed all participants to submit additional queries, if any by 1700 hrs. of 20th June 2016 and assured that suitable clarifications would be provided to them through mail / posting on SAMS website. He also requested for maximum participation by the capable agencies and assured SAMS fullest cooperation in a fair and transparent consideration and evaluation.
4. Prospective Consultants were also requested to submit the **Bid Processing Fees** and **Earnest Money Deposits (EMD)** along with their proposals as per the clause no. 12 and 13 under Instructions to Consultants (Section 2.), it was again reminded that their proposal would be summarily rejected for non-submission of same.
5. The Pre-Proposal Conference ended with a vote of thanks to the Chair.

Clarifications on Terms & Conditions of RFP for Selection of Agencies for Providing Annual Maintenance Services for BSL-3 Lab facility, BSC, Laminar Flow and TB Laboratory Equipment at the Pre-Proposal Meeting held on 13.06.2016

RFP No.: SAMS/FIND/Lab Equip/AMC/1/2016

Pre-Proposal Meeting date- 13th June 2016

Date of Publication of RFP: 29/05/2016

Date of Bid Submission: 07.07.2016 (Extended)

Sl. No.	Reference section of RFP	Queries / Suggestions from Agencies	Clarifications provided by SAMS/ FIND
1.	Workflow process for breakdown calls -Terms of Reference (Amendment no. 1 to RFP)	It was suggested that lab/FIND/SAMS should maintain a minimum stock of standard HEPA filters centrally or region wise in consultation with the service providing agency to reduce down time for BSL -3 Labs.	It was clarified that maintaining minimum required stock of spares/ items at their own risk and cost under AMC services to reduce down time of BSL-3 labs/ equipment would be the responsibility of AMC agencies. It was also informed 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 breakdowns.
2.		It was suggested that breakdown call resolving timeline should also include additional time taken by customer to approve procurement of any part to make the BSL-3 lab operational.	Refer clause no. 8 of work flow process for breakdown calls of TOR for BSL 3 facility, biosafety cabinet, laminar flow cabinet and other TB laboratory equipment for the same (Amendment no. 1 to RFP). Time taken by SAMS/FIND for approval of any requirement of spares (OEM spare quotation/ three quotations for requirement of other spares) is not included in the given timelines for completion of breakdown calls by AMC agencies.
3.		Whether spare part cost required for the repair of equipment would be included in the AMC contract cost or would be borne entirely by customer (SAMS/FIND)?	The AMC agencies are not required to include cost of spares in the AMC Contract cost. 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.


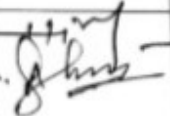

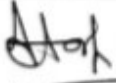

			<p>Agencies may refer the same.</p> <p>Bidder should submit quotes for spare part of equipment from Manufacturers and also for common spare part within first quarter after signing of Contract for finalization of pre-approved spare part list. Rate of these spares should be match with standard spare price list of manufacturer.</p> <p>Attention is invited towards Form FIN-4- Breakdown of Reimbursable Expenses (page no. 45 of RFP) wherein it is clearly mentioned that Spares Cost shall be reimbursed at actuals against documentary evidence.</p>
4.	<p>Scope of Work for AMC Services - Terms of Reference (Amendment no. 1 to RFP)</p>	<p>Bidder would like to know whether calibration during PM of equipment needs to be carried out by service provider at site only, except Pipettes.</p> <p>They also wanted to know whether calibration of equipment needs to be carried out and certified by NABL accredited lab / NABL certified engineers only</p>	<p>It is clarified that the calibration of equipment should be done onsite only, except pipettes.</p> <p>The master calibrators for calibration of TB lab equipment should be NABL certified and valid traceability certificate for master calibrators should be submitted to labs and FIND/SAMS. Preference will be given to bidder having NABL Accredited lab/NABL certification for testing laboratory and calibration.</p> <p>The calibration of pipettes should be done offsite, at NABL accredited lab only. The cost of decontamination, packaging and transportation of pipettes from Govt. lab to AMC agency's lab and back should be considered in the AMC proposal cost of agency.</p> <p>Please refer clause no. 5 and 6 of Scope of Work for AMC Services of BSL3 laboratories and TB Laboratory Equipment for the standards to be followed for calibration/ validation procedures.</p>
5.	<p>Terms of Reference- (Amendment no. 1 to RFP)</p>	<p>Bidder queried whether third party validation for BSL-3 labs are mandatory</p>	<p>It was clarified that validation of BSL-3 facilities should be done by third party only, competent validation agencies.</p>
6.	<p>Schedules- Annexure-2</p>	<p>Some of the prospective bidders requested for bifurcation of the requirement of AMC of other TB laboratory equipment (Schedules IX-XIII) also as per regional schedule.</p>	<p>It is clarified that the scheduling of other TB Laboratory Equipment from Schedules IX to XIII will remain unchanged.</p>

7.	Schedules-Annexure-2 and Laboratory wise Inventory-Annexure-3	Some of the prospective bidders requested to shift labs of Ajmer and Jaipur (Rajasthan) in North Region from current West Region Schedules under RFP, as these two cities are within the range of 250-350 km from Delhi.	Ajmer and Jaipur lab (both in Rajasthan) are agreed to be shifted to Northern Region Schedules (Schedules-I and V) from current Western Region Schedules (Schedules-IV and VIII) under RFP. Accordingly inventory of equipment of these two laboratories may also be treated as shifted under Schedules-I and V . Please also refer <u>Amendment no.-02</u> to the RFP along with this minutes of Pre-Proposal meeting for the same.
8.	Schedules-Annexure-2	Bidders wanted to know whether bids could be submitted for any one or few of laboratories under any one schedule for AMC services	It was clarified that Bidders has to quote for AMC services for all the laboratories and equipment under the same schedule. It is not allowed to quote for part of schedule, such proposal shall be treated as non-responsive and summarily rejected.
9.	Laboratory wise Inventory-Annexure-3	Bidders requested for providing capacity of each autoclave given under inventory for AMC services, if available with SAMS/ FIND (Schedule-IX)	It was clarified that Make and model of each autoclave is given under inventory in the RFP. Interested consultants may refer manufacturer's catalogues and website for further details. Consultants are also suggested to visit labs or talk over phone to concerned lab officials to get such technical data about the equipment installed in the laboratory. The contact details of concerned lab officials is already given in RFP at Annexure-5.
10.	ITC Clause no. 3 and GCC no. 1.7 and 10 (iv)	Whether consultants can opt for Joint Venture/ Consortium/ Association to apply against this RFP	Joint Venture/ Consortium/ Association is allowed under this RFP as per Instruction to Consultants (ITC) clause no. 3. and GCC Clause ref no. 1.7 and 10 (iv). Consultants are required to give desired information about Joint Venture/ Consortium/ Association in the format given under Form TECH-02 and wherever else required as per ITC Clause no. 9.
11	Annexure-3, laboratory wise Inventory	What is the meaning of NA mentioned under different columns (Model, Serial no. warranty status etc.) of inventory list. Also confirm whether AMC proposals for such equipment is required or not?	Here the ' NA ' means ' Not available ', this means required information of Model, Serial no. warranty status etc. of some equipment under inventory list is currently not available, however AMC proposal is required for all the equipment included in the inventory list under RFP.

ATTENDANCE SHEET



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Name of Client:	Foundation for Innovative New Diagnostics (FIND)
Scheduled Date and Time	13 th June, 2016 at 15:00 Hrs. (IST)
Address of Venue	Strategic Alliance Management Services Pvt. Ltd., B01-B03, Vardhman Diamond Plaza, Community Centre, D. B. Gupta Road, Paharganj, New Delhi - 110055

A. Representative of Bidders

Sl. No.	Name & Designation	Name & Address of the Bidding Firm	Mobile No.	E-Mail ID	Signature
1	Swarnil Khare Project Engineer	Klemzaid, A-21, MIDC, Street 3 Anandnagar, Mumbai 400092	9899446175	Swarnil@Project • Klemzaid. an info@klemzaid .com	
2	ARAJ KUMAR Amit Kumar	Consona healthcare Technologies -	9042940999 9555471175	nicoy@ consonahealthc. .com amit@consona healthcare.com	
3	VANSH KOHLI T. SARKAR	Vision Diagnostics India Pvt Ltd A-10, Acharya Niketan, Mayapuri Vishva - I.	9999745300. 9899982221 987150593	Vansh@ Vision-grants .com t.sarkar@ Vision-grants .com	
4	DEVESH MEHOTRA HARSH KUMAR	Mehotra Biotech P. Ltd. New Delhi.	9654785885 9839014323	harsh@mehotra biotech.com	
5	Rajender Tomar Majhvs Enterprises	Majhvs Enterpr Delhi.	9250937714 920880857	Majhvsadupur206 @gmail.com	

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Sl. No.	Name & Designation	Name & Address of the Bidding Firm	Mobile No.	E-Mail ID	Signature
6	Rajiv Chaudhary Arch. Engineer	Technomind Services Bilota Road, Delhi - 110015	9716761150	technomind.tmr@gmail.com	
7	VISHAL VERMA Proprietor	ENVISION BIOTECH NOIDA	9811792234	envisionbiotech@gmail.com	
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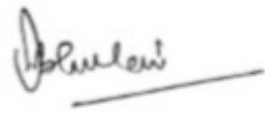



B. Representatives of Ministry and FIND as Observer

Sr. No.	Name & Designation	Mobile No.	E-Mail ID	Signature
1	Dr. V. S. Salhotra	8800475879	salhotrav@rnkp.org	
2	Dr. Umesh Akavadi	9788999993	umesh.akavadi@findc.org	
3	Pooja Srinivasa	8130100088	pooja.srinivasa@finddx.org	
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C. Representatives of SAMS

Sr. No.	Name & Designation	Mobile No.	E-Mail ID	Signature
1	Ah. BHUTANI	9717515649	ahbhaniah@samsconsult.com	
2	SANDAY RASTOGI	8800257971	srastogi@samscon.in	
3	Jyoti Singh	9958579794	Singhj@samsconsult.com	
4	Dinesh Kumar	8800257774	Kumard@samscon.in	
5	Paul Koul	9958994794	Koulp@samsconsult.com	Paul Koul