

INVITATION TO BID (ITB)

for

Selection of Agency for Providing Annual Maintenance Services for Equipment in various TB Labs

ITB No.: SAMS - FIND- EQUIPMENT AMC-01/2014

Country: INDIA

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| Issuance Date | 24 th January, 2014 |
| Pre-Bid Conference | 1400 hours on 3 rd February, 2014 at SAMS Pvt. Ltd. 1/1 B, Choudhary Hetram House, Bharat Nagar, New Friends Colony, New Delhi 110025, INDIA |
| Last Date and Time for receipt of request for clarifications | By 1700 hours 07 th February, 2014 <i>E-mail ID:</i> procurement@samsconsult.com |
| Last Date, Time and Place for receipt of Bids | 14.00 hours on 14 th February, 2014 at SAMS Pvt. Ltd. 1/1 B, Choudhary Hetram House, Bharat Nagar, New Friends Colony, New Delhi 110025, INDIA |
| Date, Time and Place for opening of bids | 14.30 hours on 14 th February, 2014 at SAMS Pvt. Ltd. |

Project Name: Procurement of Equipment, goods, works and services for GFATM Project [Foundation for Innovative New Diagnostics (FIND) Contract no. PA/GFATM/001/2013-14]

(Procurement Agent)

STRATEGIC ALLIANCE MANAGEMENT SERVICES PVT. LTD. (SAMS)
1/1 B, Choudhary Hetram House, Bharat Nagar,
New Friends Colony, New Delhi 110025, INDIA

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Section 1 : Letter of Invitation

ITB Ref No.: SAMS - FIND- EQUIPMENT AMC.-01/2014

Date: 24 January 2014

New Delhi (India)

Dear Sir/Madam,

Subject: Invitation to Bid for providing Annual Maintenance Services for Equipment available in Laboratories under RNTCP, Ministry of Health & Family Welfare, Govt. of India under GFATM Project.

The Strategic Alliance Management Services Pvt. Ltd. (SAMS), Procurement Agency appointed by Foundation for Innovative New Diagnostics (FIND) – an international not for profit Organization, is pleased to invite prospective bidders to bid in accordance with the requirements and process as set out in this Invitation to Bid (ITB).

The ITB consists of the following:

- Section I-Letter of Invitation;
- Section II -Instructions to Bidders ;
- Data Sheet to Instructions to Bidders
- Section III -Technical Proposal;
- Section IV -Financial Proposal;
- Section V -Terms of Reference;
- Section VI SAMS Short Form Maintenance Contract with Annexures

A complete set of the above bidding documents in English may be obtained from SAMS office at the address given below or by downloading the same from their website at <http://www.samsconsult.com>

The bidding documents may be obtained from SAMS office by paying a non-refundable fee of INR 1,000/- through Banker's cheque or DD drawn in favour of **STRATEGIC ALLIANCE MANAGEMENT SERVICES PVT. LTD.** at New Delhi.

Bidders who download the bid document from the website are required to enclose Banker cheque/DD of the prescribed fee in favour of SAMS along with their bid/proposal. Bidders are advised to read the bid document carefully and prepare their bid in accordance with the requirements and process as set out in this ITB and submit the same at SAMS's office by the Closing Date and time as set out in the Bid document in Section II of the ITB.

We look forward to receiving your bid.

Yours sincerely,
Associate Director (MCS)
STRATEGIC ALLIANCE MANAGEMENT SERVICES PVT. LTD.
1/1 B, Choudhary Hetram House, Bharat Nagar,
New Friends Colony, New Delhi 110025, INDIA
Ph. No. 8800257774, 9958994797
Fax No. +91-11-26312514
E mail ID: procurement@samsconsult.com

Section II- Instructions to Bidders

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1. Introduction

- 1.1 The Client named in the Data Sheet will select a Service providing firm/organization (the Agency) in accordance with the method of selection specified in the Data Sheet.
- 1.2 The Bidders are invited to submit a Technical Proposal and a Financial Proposal, marked as 'Technical' and 'Financial' proposal, sealed in separate envelopes and the two envelopes put in a single envelope/ packet superscribing with the names of recipient and bidder with full contact details alongwith Bid reference and date and time of opening on the envelope as detailed in the instructions to Bidders elsewhere, as specified in the Data Sheet, for services required for the assignment described in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Agency for the relevant schedule.
- 1.3 Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Bidders are encouraged to visit the project sites, if needed, before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Bidders should contact the Client's representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Bidders should ensure that these officials are informed of their visit much in advance to allow them to make appropriate arrangements.
- 1.4 The Client will timely provide at no cost to the Bidders the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Bidders shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal or all the proposals, and reserves the right to annul the selection process at any time prior to

Contract award, without thereby incurring any liability to the Bidders and without assigning any reason.

Conflict of Interest

1.6 SAMS policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

1.6.1 Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities

(i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

(ii) A Bidder (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not

purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

Conflicting relationships

- (iii) A Bidder (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to SAMS/FIND throughout the selection process and the execution of the Contract.

1.6.2 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.6.3 No agency or current employees of the Client shall work as Bidders under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

Unfair Advantage

1.6.4 If a Bidders could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall

make available to all other Consultants together with this ITB all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

**Fraud and
Corruption**

1.7 It is the SAMS's policy to observe the highest standard of ethics during the selection and execution of such contracts.¹ In pursuance of this policy:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice²" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice³" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - (iii) "collusive practices⁴" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) "coercive practices⁵" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) "obstructive practice"
 - (a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or

¹ In this context, any action taken by a consultant or a sub-consultant to influence the selection process or contract execution for undue advantage is improper.

² "Another party" refers to a public official acting in relation to the selection process or contract execution. In this context "public official" includes World Bank staff and employees of other organizations taking or reviewing selection decisions.

³ A "party" refers to a public official; the terms "benefit" and "obligation" relate to the selection process or contract execution; and the "act or omission" is intended to influence the selection process or contract execution.

⁴ "Parties" refers to participants in the procurement or selection process (including public officials) attempting to establish contract prices at artificial, non competitive levels.

⁵ "Party" refers to a participant in the selection process or contract execution.

threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(b) acts intended to materially impede the exercise of the FIND's inspection and audit rights provided for under sub-clause (e) below.

- will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- will cancel the portion of the Fund allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the Fund were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the FIND to address such practices when they occur;
- will sanction a Bidder, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a GFATM-financed contract if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a Donor-financed contract; and
- will have the right to require that, in contracts financed by a GFATM grant, a provision be included requiring Bidders to permit the Global Fund to inspect their accounts and records and other documents relating to the submission of proposals and contract performance and to have them audited by auditors appointed by the Global Fund.

- 1.8 Bidders, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the SAMS/ FIND/ other International Organizations in accordance with the above para. 1.7. Furthermore, the Bidders shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.
- 1.9 Bidders shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Bidder is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).
- Eligibility** 1.10 A firm declared ineligible by the SAMS/ FIND/ other International Organizations in accordance with the established guidelines / procedures on Preventing and Combating Fraud and Corruption in Projects Financed by Global Fund grants contract during such period of time as determined by the Global Fund.
- Eligibility of Sub-Consultants** 1.11 In case a Bidder intends to associate with Bidders who have not been shortlisted and/or individual expert(s), such other Bidder and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines.
- Origin of Goods and Consulting Services** 1.12 Goods supplied and Services provided under the Contract may originate from any country except if:
 (i) as a matter of law or official regulation, the Borrower's country prohibits commercial relations with that country; or
 (ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any imports of goods from that country or any payments to persons or entities in that country.
- Only one Proposal** 1.13 The Bidders may submit only one proposal. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

- Proposal Validity**
- 1.14 The Data Sheet indicates how long Bidders' Proposals must remain valid after the submission date. During this period, Bidders shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Bidders could submit new staff in replacement, who would be considered in the final evaluation for contract award. Bidders who do not agree have the right to refuse to extend the validity of their Proposals.
- 2. Clarification and Amendment of ITB Documents**
- 2.1 Bidders may request a clarification of any of the ITB documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders. Should the Client deem it necessary to amend the ITB as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.2 At any time before the submission of Proposals, the Client may amend the ITB by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 3. Preparation of Proposals**
- 3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Bidders and the Client, shall be written in the language (s) specified in the Data Sheet.
- 3.2 In preparing their Proposal, Bidders are expected to examine in detail the documents comprising the ITB.

Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3 While preparing the Technical Proposal, Bidders must give particular attention to the following:

- (a) If a Bidder considers that it may enhance its expertise for the assignment by associating with other Bidders in a joint venture or sub-consultancy, it may associate with Bidders if so indicated in the Data Sheet. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.
- (b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Bidders.
- (c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- (d) Documents to be issued by the Bidders as part of this assignment must be in the language(s) specified in the Reference Paragraph 3.1 of the Data Sheet. If Reference Paragraph 3.1 indicates two languages, the language in which the proposal of the successful Bidder will be submitted shall govern for the purpose of interpretation. It is desirable that the firm's Personnel have a working knowledge of the Client's national language.

Language

Technical Proposal Format and Content

3.4 Depending on the nature of the assignment, Bidders are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

- (a)(i) For the FTP only: a brief description of the Bidders' organization and an outline of recent experience of the Bidders and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Bidder's involvement. Information should be provided only for those assignments for which the Bidder was legally contracted by the client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Bidder, or that of the Bidder's associates, but can be claimed by the Professional staff themselves in their CVs. Bidders should be prepared to substantiate the claimed experience if so requested by the Client.
- (ii) For the STP the above information is not required and Form TECH-2 of Section 3 shall not be used.
- (b) (i) For the FTP only: comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
- (ii) For the STP Form TECH-3 of Section 3 shall not be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-para. 3.4 (c) (ii)).
- (c) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the

following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.

(ii) For the STP only: the description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.

(d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).

(e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.

(f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).

(g) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.

3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

Financial Proposals

3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4).

Taxes

- 3.7 The Bidder may be subject to local taxes (such as: value added or sales tax, Service Tax, social charges or income taxes on non resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will state in the Data Sheet if the Bidder is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 3.8 Bidders may express the price of their services in a maximum of three freely convertible currencies, singly or in combination. The Client may require Consultants to state the portion of their price representing local cost in the national currency if so indicated in the Data Sheet.
- 3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.

4. Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- 4.2 An authorized representative of the Bidders shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- 4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical

Proposal, the original governs.

- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the Loan/TA number and the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Loan, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE***[insert the time and date of the submission deadline indicated in the Data Sheet]*". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

5. Proposal Evaluation

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Bidders should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidder's Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and FIND/CTD issues its “no objection”.

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| Evaluation of Technical Proposals | 5.2 | The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, subcriteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the ITB, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet. |
| Financial Proposals for QBS Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS, and LCS) | 5.3 | -Deleted- |
| | 5.4 | After the technical evaluation is completed and the FIND, has issued its no objection (if applicable), the Client shall inform the Bidders about their qualifying technically for the proposed work. and shall notify those Bidders whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the ITB and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Bidders that have secured the minimum qualifying mark, the date, time and location for opening of the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Bidders' attendance at the opening of Financial Proposals is optional. |
| | 5.5 | Financial Proposals shall be opened publicly in the presence of the Bidder's' representatives who choose to attend. The Financial Proposal of the Bidders who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. |

These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Bidders and the FIND.

5.6 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the ITB, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the ITB, no corrections are applied to the Financial Proposal in this respect.

6. Negotiations

6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Bidder. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.

Technical negotiations

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Bidders to improve the Terms of Reference. The Client and the Bidders will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment.

The Client shall prepare minutes of negotiations which will be signed by the Client and the successful bidder (Agency).

Financial negotiations

6.3 If applicable, it is the responsibility of the Bidder, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Bidder under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability in the Client's country, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. In the Least-Cost Selection methods, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Bidders will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this ITB.

Availability of Professional staff/experts

6.4 Having selected the Bidder/ Agency on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

Conclusion of the negotiations

6.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a

Contract.

7. Award of Contract

7.1 After completing negotiations the Client shall award the Contract to the selected Agency will be uploaded on SAMS/FIND websites, and promptly notify all Bidders who have submitted proposals. After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.

7.2 **The Agency selected would provide Performance Bank Guarantee of the value of 10% of the Contract price.**

7.3 The **Agency** selected is expected to commence the assignment on the date and at the location specified in the Contract awarded.

8. Confidentiality

8.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the SAMS/FIND antifraud and corruption policy.

Instructions to Consultants

DATA SHEET

| Paragraph Reference | |
|---------------------|---|
| 1.1 | <p>Name of the Client: Foundation for Innovative New Diagnostics (FIND)</p> <p>SAMS will be handling the selection process as well as signing the contracts for this ITB on behalf of the Client. The Client will exercise all rights and obligations through SAMS for the purpose of this ITB.</p> <p>Method of selection: Least-Cost Selection (LCS)</p> |
| 1.2 | <p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>Name of the assignment is: Selection of Agencies for Providing Annual Maintenance Service of Equipment located in TB Laboratories across India</p> |
| 1.3 | <p>Pre-proposal conference: Yes Date: 3rd February 2014 Time : 1400 Hrs.</p> <hr/> <p>Final date and time of Bid submission 14th February 2014 at 1400 Hrs. Date and time of Bid opening 14th February 2014 at 1430 Hrs.</p> |
| 1.4 | <p>SAMS shall issue NOA/Contract containing detailed scope of work, details and quantity of equipment to be serviced, location, contact details, of lab In-Charge to Agency, against which AMC of equipment in the specified laboratories is intended for.</p> |
| 1.14 | <p>Proposals must remain valid for 120 days from the date of submission, i.e. until: 14th June 2014.</p> |
| 2.1 | <p>Clarifications may be requested by not later than seven days before the proposal submission date.</p> <p>The address for requesting clarifications is: STRATEGIC ALLIANCE MANAGEMENT SERVICES PVT. LTD. (SAMS) 1/1 B, Choudhary Hetram House, Bharat Nagar, New Friends Colony, New Delhi 110025, India Telephone: +91-11-26842162 Facsimile: +91-11-26312514 Email: procurement@samsconsult.com</p> |

| | |
|---------|--|
| 3.1 | Proposals shall be submitted in English language only |
| 3.4 | The format of the Technical Proposal to be submitted is: <u>Full Technical Proposal (FTP)</u> |
| 3.4 (g) | Training is a specific component of this assignment: No |
| 3.6 | <p>When invited, for submitting financial proposal to carry out the AMC for a particular Laboratory/package, the Bidder must quote fixed fee in Indian rupees. Proposals with variable price will be treated as non responsive and summarily rejected.</p> <p>The total AMC fee for each laboratory should be inclusive of all the taxes, expenditure on manpower such as daily allowances, traveling expenses etc. The Bidder should estimate the approximate duration of stay of their Personnel at each laboratory Premise and include the expenditure (including remuneration, travel costs and other out of pocket expenses) thereof in the total lump-sum AMC fee quoted against each schedule. Service tax shall be extra as applicable.</p> |
| 3.7 | Selected Agency(ies) (Foreign and/or Domestic) is/are responsible for payment of all taxes as applicable in India. Bidders are requested to consult Tax consultants for details. |
| 3.8 | Bidders to state local cost in the national currency: Yes |
| 4.3 | Bidder must submit the two original copies and one soft copy (in CD) each of the Technical Proposal and Financial Proposal in separate sealed envelopes . These proposals must be put in another sealed envelope, and the name of the project, its reference, recipient and bidder's contact details must be mentioned on the top of the Envelope otherwise proposal will not be considered. |
| 4.5 | <p>The Proposal submission address is: Associate Director (MCS), STRATEGIC ALLIANCE MANAGEMENT SERVICES PVT. LTD. 1/1 B, Choudhary Hetram House, Bharat Nagar, New Friends Colony, New Delhi 110025, India Telephone: +91-11-26842162 Facsimile: +91-11-26312514 Email: procurement@samsconsult.com</p> <p>Proposals must be submitted not later than the following date and time: Date: 14th February 2014 Time: 1400 Hrs.</p> |

| | |
|---------|--|
| 5.2 (a) | <p>Qualification Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p style="text-align: right;">Points</p> <p>(i) Specific experience (national & international) of the consultants⁶ relevant to the assignment of carrying out Maintenance/calibration/validation services of the equipment (ongoing or completed inspection service contracts in related field in last five years). It will include scores of 5 for those who have valid NABL accreditation. Total points for criterion (i): 20</p> <p>(ii) Adequacy of the proposed methodology in responding to the Terms of Reference: a) Technical approach and methodology 20 b) Organization and staffing 20 Total points for criterion (ii): 40</p> <p>(iii) Key professional staff qualifications and competence for the assignment: a) Team Leader 16 b) Technical Expert 8 c) Technical Expert 8 d) Technical Expert 8 Total points for criterion (iii): 40</p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following two sub criteria and relevant weightage:</p> <p>1) General Qualifications 35% 2) Adequacy for the assignment 65% Total weight: 100%</p> <p>Total points for the three criteria: 100 The minimum technical score (St) required to pass is: 75 Points</p> |
| 5.3 | Deleted |
| 5.6 | Financial Proposals should be submitted separately as per Formats given in Section-4, Financial Proposal standard forms. |
| 5.7 | Deleted |

⁶ This does not include experience of group/sister companies

| | |
|-----|---|
| 6.1 | Deleted |
| 7.2 | Expected date for commencement of consulting services: Within two weeks of issue of notification of award (NOA). |

Section 3. Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the ITB for Standard Forms required and number of pages recommended.

| | |
|---|----|
| Form TECH-1: Technical Proposal Submission Form | 27 |
| Form TECH-2: Consultant's Organization and Experience..... | 27 |
| A - Consultant's Organization | 28 |
| B - Consultant's Experience | 29 |
| Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client..... | 30 |
| A - On the Terms of Reference..... | 30 |
| B - On Counterpart Staff and Facilities | 31 |
| Form TECH-4: Description of Approach, Methodology for Performing the Assignment | 32 |
| Form TECH-5: Team Composition and Task Assignments | 33 |
| Form TECH-6: Curriculum Vitae (CV) supported with Training / Experience certificatesfor Proposed Professional Staff | 34 |
| Form TECH-7: Staffing Schedule..... | 36 |
| Form TECH-8 Work Schedule (to be submitted upon award of work) | 37 |

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To:

Associate Director (MCS),
STRATEGIC ALLIANCE MANAGEMENT SERVICES PVT. LTD.
1/1 B, Choudhary Hetram House, Bharat Nagar,
New Friends Colony, New Delhi 110025, India

Dear Sirs:

We, the undersigned, offer to provide the Annual Maintenance Services (AMC) for Equipment at various IRL/NRL Labs (as per list enclosed) in accordance with your ITB Ref. No SAMS - FIND- EQUIPMENT AMC-01/2014 dated 24th January 2014 and our Proposal. We are hereby submitting our Bid, which includes this Technical Bid.

We hereby declare that all the information and statements made in this Proposal are true and accept that any / misrepresentation or false information contained in it may lead to our disqualification. Our Bid is binding upon us and will be valid for 120 days from the date of submission of Bid.

We undertake, if our Bid is accepted, to initiate the maintenanceservices related to the assignment not later than the date indicated in Paragraph 7.2 of the Data Sheet.

We understand you are not bound to accept any or all the Bids you receive.

We remain,

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Form TECH-2: Bidder's Organization and Experience
A-Bidder's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Bidder's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]

| | |
|--|---|
| Assignment name: | Approx. value of the contract (in Indian Rupees): |
| Country: Location within country: | Duration of assignment (months): |
| Name of Client: | Total Number of staff-months of the assignment: |
| Address: | Approx. value of the services provided by your firm under the contract (in Indian Rupees): |
| Start date (month/year): Completion date (month/year): | Number of professional staff-months of value of services provided by associated Consultants: |
| Name of associated Consultants, if any: | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project: | |
| Description of actual services provided by your staff within the assignment: | |
| Kindly indicate whether your agency has been blacklisted/ debarred by any client in the past. If yes, kindly provide complete details. | |

Firm's

Name:

Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Purchaser (SAMS)

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

No counterpart Staff will be provided by the client

Form TECH-4: Description of Approach, Methodology for Performing the Assignment

Technical approach, methodology and work plan are key components of the Technical Bid. You are suggested to present your Technical Bid divided into the following **two** chapters:

a) Technical Approach and Methodology

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Organization and Staffing,

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Form TECH-5: Team Composition and Task Assignments

| 1. Professional Staff | | | |
|-----------------------|-------------------|-------------------|---------------|
| Name of Staff | Area of Expertise | Position Assigned | Task Assigned |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Form TECH-6: Curriculum Vitae (CV) supported with Training & Experience Certificates for Proposed Professional Staff

1. Proposed Position [only one candidate shall be nominated for each position]:

2. Name of Staff [Insert full name]:

3. Date of Birth: _____ Nationality: _____

4. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

5. Membership of Professional Associations:

6. Other Training [Indicate significant training since degrees under 5 - Education were obtained]:

7. Countries of Work Experience: [List countries where staff has worked in the last ten years]:

8. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

9. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer

Positions held:

Form TECH-7: Staffing Schedule

Deleted

Form TECH-8 Work Schedule

To be submitted in case selected for the assignment

Section 4. Financial Bid- Standard Forms

[Comments in brackets [] provide guidance to the Bidders for the preparation of their Financial Bids; they should not appear on the Financial Bid to be submitted.]

Financial Bid Standard Forms shall be used for the preparation of the Financial Bid according to the instructions provided under Para 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in Para 4 of the Letter of Invitation.

| | |
|---|----|
| Form FIN-1: Financial BidSubmission Form | 39 |
| Form FIN-2: Summary of Costs | 40 |
| Form FIN-3: Breakdown of Costs by Individual Schedule | 41 |
| Form FIN-4: Breakdown of Remuneration | 43 |

Form FIN-1: Financial Bid Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the maintenance services **for Providing AMC of Equipment** in accordance with your ITB at various IRL/NRL labs (as per list enclosed) dated [Insert Date] and our Technical Bid. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the local taxes.

Our Financial Bid shall be binding upon us, up to expiration of the validity period of the Bid, i.e. before the date indicated in Paragraph Reference 1.14 of the Data Sheet.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988.

Commissions and gratuities paid or to be paid by us to agents relating to this Bid and Contract execution, if we are awarded the Contract, are listed below²:

| Name and Address of Agents | Amount and Currency | Purpose of Commission or Gratuity |
|-------------------------------|------------------------|--------------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

We understand you are not bound to accept any or all the Bids you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under Total Cost of Financial bids in Form FIN-2.

2 If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."

Form FIN-2: Summary of Costs

| Item | Costs |
|--|-------|
| Schedule wise Cost of Financial Bid ¹ | |

- 1 The Bidder must quote fixed price in Indian rupees towards cost of services to be carried out in the individual laboratory as set out in individual schedule. The Bidder can quote any no. of/ all schedules. Variable price proposals will be treated as non responsive and summarily rejected. **However the service tax element may be defined separately alongwith service tax registration no. (copy to be enclosed).**
- 2 Bidder to enclose copy of PAN Card also.

The total AMC fee for each laboratory should be inclusive of all the taxes including the service tax, expenditures on third party validation if needed, and expenditure on manpower such as daily allowances, traveling expenses etc. The Bidder should estimate the approximate duration of stay of Personnel at Laboratory's Premises and include the expenditure thereof in the total AMC fee of each laboratory quoted. Laboratory will not provide any facilities (like guest house or vehicles) apart from allowing the AMC of the equipment.

Form FIN-3: Breakdown of Costs by individual Schedules

The Bidder must quote fixed price in Indian rupees towards cost of services to be carried out in the individual laboratory as set out in individual schedule. Variable price proposals will be treated as non responsive and summarily rejected. However the service tax element may be defined separately alongwith service tax no.

| For Schedule(Annexure 1) items (Laboratory equipment) | | | |
|--|---------------------|--------------------|-----------------------|
| Category 'A' Lab | | | |
| Sl. No. | Schedule No. | Name of Lab | AMC total cost |
| 1 | Schedule 1 | Hyderabad | |
| 2 | Schedule 2 | Guwahati | |
| 3 | Schedule 3 | Patna | |
| 4 | Schedule 4 | Raipur | |
| 5 | Schedule 5 | Ahmedabad | |
| 6 | Schedule 6 | Jamnagar | |
| 7 | Schedule 7 | Karnal | |
| 8 | Schedule 8 | Ranchi | |
| 9 | Schedule 9 | Bangalore | |
| 10 | Schedule 10 | Thiruvanthapuram | |
| 11 | Schedule 11 | Indore | |
| 12 | Schedule 12 | Bhopal | |
| 13 | Schedule 13 | Nagpur | |
| 14 | Schedule 14 | Mumbai | |
| 15 | Schedule 15 | Pune | |
| 16 | Schedule 16 | NDTBC | |
| 17 | Schedule 17 | Cuttack | |
| 18 | Schedule 18 | Ajmer | |
| 19 | Schedule 19 | Jaipur | |
| 20 | Schedule 20 | Chennai | |
| 21 | Schedule 21 | Pondicherry | |
| 22 | Schedule 22 | Lucknow | |
| 23 | Schedule 23 | Agra | |
| 24 | Schedule 24 | Kolkata | |
| Category 'B' Lab | | | |
| 25 | Schedule 25 | Vizag | |
| 26 | Schedule 26 | PGI Chandigarh | |
| 27 | Schedule 27 | Dharampur(LPA+ SC) | |
| 28 | Schedule 28 | NTI Bangalore | |
| 29 | Schedule 29 | Hubli | |
| 30 | Schedule 30 | AIIMS | |
| 31 | Schedule 31 | LRS | |
| 32 | Schedule 32 | Patiala | |

| | | | |
|-------------------------|-------------|---------------------|--|
| 33 | Schedule 33 | NIRT | |
| 34 | Schedule 34 | JALMA | |
| 35 | Schedule 35 | Dehradun(LPA+ SC) | |
| Category 'C' Lab | | | |
| 36 | Schedule 36 | Aurangabad(LPA+ SC) | |
| 37 | Schedule 37 | Jodhpur(LPA+ SC) | |
| 38 | Schedule 38 | IMS, BHU, Varanasi | |

| For Schedule (Annexure 2) (AHU, BSC and Laminar flow including third party validation) | | | |
|---|--------------|--------------|----------------|
| Sl. No. | Schedule No. | Name of Zone | AMC total Cost |
| 39 | Schedule 39 | Central | |
| 40 | Schedule 40 | North | |
| 41 | Schedule 41 | South | |
| 42 | Schedule 42 | East | |
| 43 | Schedule 43 | West | |

Consignee details are given at Annexure 3

Form FIN-4: Breakdown of Reimbursable Expenses

1 Actual cost towards procurement of spares required at the time of maintenance, should be procured from authorized dealer and the cost will be reimbursed at actual together with 5% overhead against submission of original bills. The details of activities to be carried out for each equipment are given in Annexure 1.

Section 5 Terms of Reference

1. Background

Global Fund for Aids, Tuberculosis and Malaria (GFATM) has given grant for equipping and maintaining of Laboratories for diagnostic of tuberculosis in patients with Central TB Division, Ministry of Health & Family Welfare, Government of India as Principal Recipient (PR) and Foundation for Innovative New Diagnostics (FIND) as Sub Recipient (SR).

SAMS is acting as Procurement Agent to Foundation for Innovative New Diagnostics (FIND) for rendering Procurement Consultancy Services. SAMS, on behalf of FIND intends to engage agencies to carry out Annual Maintenance Services of the equipment available in TB Laboratories across India. The agency will be responsible for the services detailed in Schedule (Annexure 1) including calibration and validation wherever specified of the equipment available in individual laboratory as set out in individual schedule (Annexure 2) as per terms & conditions of 'Notification of Award (NOA)'/Contracts.

2. Schedules (Annexure 2):

The job work at the divided in schedules based on equipment except Laminar Flow, Biosafety Cabinet (Class II B1)/Class II A, AHU Unit & Validation of BSL 3 Lab available in individual lab. In case of Laminar Flow, Biosafety Cabinet(Class II B1)/Class II A, AHU Unit & Validation of BSL 3 Lab, scheduling have been made on the basis of geographical locations of the labs i.e. five schedules based on East, West, North, South & Central India have been devised for the convenience of the bidders.

3. Objective:

SAMS on behalf of Foundation for Innovative New Diagnostics intends to hire the services of agencies to carry out Annual Maintenance of the equipment including calibration and validation wherever specified in Annexure 1 and available in the individual laboratory contained in the list Annexure 2.

4. Tasks to be carried out: (Refer Annexure 1)

On receipt of NOA, the agency will carry out following tasks:

- 1) To visit the laboratory with prior intimation (Name of the contact person and his contact number is provided) to lab and FIND
- 2) To ensure that the services are conducted as per Standard Operating Procedure with pre-defined protocols
- 3) To carry out initial inspection of each equipment in the individual laboratory and prepare a schedule for carrying out services.
- 4) To identify the assistance required from the laboratory
- 5) To share the schedule as well as the type of assistance required from the laboratory to the designated representative of the laboratory and seek their convenience

- 6) To carry out maintenance of each equipment on the pre-defined protocols (to be shared with the laboratory) as per manufacturer's directions.
- 7) To carry out calibration of the parameters wherever specified against National/ International Standards
- 8) To carry out the validation of equipment wherever specified as per WHO / International Standards
- 9) To generate report after each visit and provide the activities carried out including the traceability of the standards used.
- 10) Wherever required the Agency is required to change the spare for a cost not exceeding Rs.500/- (Rupees Five Hundred only) and such cost based on your estimate to be included in the quote. In case of major breakdown, the Agency will prepare an estimate and submit it to the Laboratory and SAMS.
- 11) To carry out a minimum of two maintenance calls on six monthly basis and breakdown calls as needed

Please see the Annexure 1 for further details

5. Duration of the Assignment

The duration of the assignment/contract will be for one year initially which may be extended further based on necessity and satisfactory performance of the agency.

Deliverables

6. The agency shall issue reports, immediately after the completion of activities, to the Laboratory with copies to:
 - FIND
 - Incharge Procurement/SAMS
 - Finance/ SAMS
 - Any other agency as directed by SAMS

7. Schedule for completion of tasks:

1. The agency will have to initiate the process within 15 days of receiving inspection NOA.
2. The agency will have to issue report within one week of the completion of all activities.

8. Data to be provided by the SAMS

SAMS shall provide a copy of NOA/Contract placed by SAMS, against which AMC is intended for.

9. Assistance to be provided by the Laboratory

The Laboratory would facilitate the agency for carrying out the AMC / required activities in their office hours

10. Review of the Agency work

The performance of the Agency will be reviewed by SAMS from time to time. If the performance of the Agency is found to be unsatisfactory at any time during

the tenure, the contract of the agency may be cancelled. The following is list of parameters which will be considered while reviewing the performance of agency:

- Delay by agency to initiate the job work & completion within scheduled time
- Delay by agency to issue reports after completion of all activities
- Number of cases of final rejection after joint inspection with FIND representative.

11. Payment terms;

- 20% advance on signing on contract after submission of Bank Guarantee of 10% and submission of performance BG of 10%
- 35% on completion of 1st round of preventive maintenance service on pro-rata basis supported by relevant documents.
- 35% on completion of 2nd round of preventive maintenance service on pro-rata basis supported by relevant documents
- 10% of on completion of AMC period supported with relevant documents..

12. Accreditation for Quality Management System:

The Agency accredited by NABL with a valid copy of the certificate issued by NABL shall be given extra advantage in scores at the time of evaluation.

13. LIST OF KEY PROFESSIONALS AND THEIR QUALIFICATION & EXPERIENCE REQUIREMENTS:

| S. No. | Key Position | Professional Qualification | Experience Desired |
|--------|--|--|--|
| 1 | Team Leader | B. Pharma / B. Tech in Bio Medical /Engineering / M.Sc. in Microbiology or equivalent | Ten Years Experience in Calibration and Validation of equipment |
| 2 | Technical Expert (Maintenance and Calibration of analytical equipment) | B. Sc. With Biology/ B.Tech/B.E. / M Sc (Chemistry) / B. Pharma, ITI or Diploma equivalent | Five Years experience in maintenance and calibration of equipment as per National/International standards. |
| 3 | Technical Expert (Maintenance and Calibration of analytical equipment) | | |
| 4 | Technical Expert (Maintenance and Calibration of analytical equipment) | | |

Note: -Qualification/experience and composition of the team described in TOR is only "desirable" and the invited consultant may propose the team as they deem fit.

Annexure 1

DETAILED ACTIVITIES TO BE CARRIED OUT FOR EACH EQUIPMENT

(The details regarding the reimbursable expenses in respect of replacement of spares necessitated in individual equipment are given in Form FIN 4:- Breakdown of Reimbursable Expenses)

1. Centrifuge (Refrigerated and Non Refrigerated)

- Complete and thorough cleaning of centrifuge.
- Inspection and greasing / oiling at tuners, hinges, locks and all moving parts.
- External cleaning of condenser capillaries/ coils of refrigeration system.
- Checking functions of all switches and checking all connections.
- Checking of refrigeration system current consumption.
- Inspection, calibration and validation of Temperature, sensors (speed, temperature, imbalance) and time measurement. For non refrigerated centrifuge, calibration and validation of sensors (speed, imbalance) and time measurement. with devices traceable to National/International Standards.
- RPM and Timer.
- Noise level detection & remedial measures for optimal performance
- Checking of general performance of centrifuge.

2. Microliter Centrifuge

- Cleaning of centrifuge.
- Inspection and greasing / oiling at tuners, hinges, locks and all moving parts.
- External cleaning of condenser capillaries/ coils of refrigeration system.
- Checking functions of all switches and checking all connections.
- Checking of refrigeration system current consumption.
- Inspection, calibration and validation of sensors(speed, imbalance) and time measurement with devices traceable to National/International Standards.
- Calibration and validation of RPM and Timer with devices traceable to National/International Standards..
- Noise level detection & remedial measures for optimal performance
- Periodic checking of airflow velocity, uniformity, static pressure etc. should be done
- Checking of general performance of centrifuge.

3. Bio Safety Cabinet II:

- Complete and thorough cleaning of working Area of cabinet.
- Cleaning of exhaust filter from the top to eliminate and external clogging or disturbance and inspection of ducting.
- Cleaning and oiling of sliding sash movement system.
- Checking of switches, tube lights and UV light fittings.
- Checking of airflow and exhaust system
- Calibration and validation of Magnehelic Gauges

- Validation of BSC: Particle count test, DOP (Filter Integrity test for prefilters, ULPA filter, HEPA filters), Laminar air velocity and face velocity test, Pressure test as per ISO 14644-1, NSF 49 with devices traceable to National/International Standards.
- Checking of general performance of cabinet.

4. Deep Freezers/ Freezers:

- Complete and thorough cleaning and defrosting of Freezer.
- Cleaning and oiling of door movement and door lock assembly.
- Checking of switches, compressor connections.
- Checking current consumption of each compressor.
- Inspection and cleaning of condenser coil, condenser fan air filter and refrigeration system.
- Calibration of Temperature and its mapping in the freezer chamber with devices traceable to National/International Standards.
- Check of temperature pull down
- Checking of general performance of freezer.

5. Refrigerators.

- Complete and thorough cleaning of Refrigerator.
- Cleaning and oiling of door movement and door lock assembly.
- Checking of switches, compressor connections.
- Inspection and cleaning of condenser coil, condenser fan, filter and refrigeration system
- Calibration of Temperature in chamber with devices traceable to National/International Standards..
- Checking current consumption of each compressor
- Check of temperature pull down
- Checking of general performance of Refrigerator

6. Thermocycler

- Complete and thorough cleaning of Thermocycler
- Check and cleaning of heating chamber and PCR blocks.
- Cleaning of exhaust fan assembly.
- Checking of switches and board connections.
- Calibration of Temperature with reference sensor with devices traceable to National/International Standards. .
- Time validation
- Peltier element efficiency validation (Checking heating and cooling time/regimes/rates of block)
- Thermal block validation using PCR validation kit.
- Checking general performance of unit.

7. Universal Oven/Oven/ Hot Air Oven

- Complete and thorough cleaning of oven
- Cleaning oiling of door movement and lock assembly.
- Checking of switches, heater connections.
- Calibration of Temperature in chamber with devices traceable to National/International Standards.
- Air velocity should be checked for Hot Air oven.
- Checking general performance of unit.

8. Micropipette

- Cleaning of all parts of pipette.
- Greasing for moving parts of pipette.
- Checking of all parts of pipette.
- Calibration and validation of pipette(liquid dispensing volume).
- Checking general performance of pipette.

9. Shaker Incubator:

- Complete and thorough cleaning of incubator.
- Cleaning, oiling of shaking mechanism of unit.
- Checking switches and connections of unit.
- Calibration and validation of speed, temperature and time measurement. with devices traceable to National/International Standards.
- Checking general performance of unit.
- Noise level detection & remedial measures for optimal performance

10. Ultrasonic Bath

- Complete and thorough cleaning of ultrasonic bath.
- Checking switches and connections of unit.
- Calibration of frequency, amplitude and time measurement with devices traceable to National/International Standards..
- Checking general performance of unit.

11. Laminar Flow

- Complete and thorough cleaning of working Area of Laminar Flow.
- Cleaning of exhaust filter from the top to eliminate and external clogging or disturbance and inspection of ducting for any leakage or any other issue.
- Cleaning and oiling of sliding sash movement system.
- Checking of switches, tube lights and UV light fittings.
- Checking of airflow and exhaust system
- Validation of BSC: Particle count test, DOP(Filter Integrity test for prefilters, ULPA filter, HEPA filters),Laminar air velocity and face velocity test with devices traceable to National/International Standards..
- Periodic checking of airflow velocity, uniformity, static pressure etc. should be done
- Checking of general performance of Laminar Flow.

12. Analytical/ Precision/ Weighing Balance

- Complete and thorough cleaning of Balance.
- Checking switches and connections of unit.
- Calibration weight measurement with NPL certifies weight box.
- Checking general performance of unit

13. pH Meter:

- Complete cleaning of pH Meter.
- Checking switches and connections of unit.
- Calibration and validation of temperature with devices traceable to National/International Standards. .
- pH calibrations with buffer solutions, two point calibration at 4, and 9 to be done against NIST Standard Buffers.
- Checking general performance of unit

14. Densitometer

- Complete cleaning of Densitometer.
- Checking switches and connections of unit.
- Calibration against McFarland Standards in respect of Transmittance and Absorbance
- Calibration and validation of Densitometer as per manufacturer.
- Checking general performance of unit

15. Inspissator

- Complete cleaning of Inspissator.
- Checking of switches, control panel and connections of unit.
- Checking the functionality of heating unit.
- Calibration and validation of temperature and time measurement with devices traceable to National/International Standards checking general performance of unit

16. Incubator/ BOD Incubators

- Complete cleaning of Incubator.
- Checking of switches, heating unit, compressor and connections of units.
- Inspection and cleaning of condenser coil, condenser fan and filter.
- Calibration and validation of temperature and time measurement with devices traceable to National/International Standards..
- Checking general performance of unit

17. Autoclave: Horizontal and Vertical

- Complete cleaning of Autoclave.
- Checking of switches and connection units.
- Leak detection before calibration to be done.

- Calibration and validation of temperature and pressure with devices traceable to National/International Standards.
- Checking the efficacy of aseptic process with Biological Indicator
- Checking general performance of unit

18. Fluorescent Microscope

- Complete cleaning of Microscope.
- Checking of switches, aperture, objectives, nosepiece, filters, lamp and connection units.
- Alignment, cleaning of lens and illumination should be checked.
- Checking general performance of unit

19. Bottle Washing Machine

- Complete cleaning of Bottle Washing Machine
- Checking of switches and connection units.
- Checking general performance of unit
- Replacement of brush

20. BSL 3 Lab AHU Unit: (Schedule 39 to 43)

Complete servicing and maintenance of BSL 3 lab including Control panel, AHU unit with BMS(Software and LED Indicator), calibration and validation of temperature control, magnehalic gauges, AHU control panel as per standard traceable to National/ International Standards.

21. Validation of BSL 3 Lab (Schedule 39 to 43)

Validation of BSC: Particle count test, DOP(Filter Integrity test for prefilters, ULPA filter, HEPA filters),Laminar air velocity and face velocity tests as per NSF 49standardswith devices traceable to National/ International Standards.

N.B. In case it is called for the service provider will carry out replacement of the spare or fill the refrigerant wherever required and raise a separate bill on actual cost basis if it is certified by the Incharge of the Laboratory. However, spare costing less than Rs. 500 should be factored in the quote provided for individual lab.

List of testing Instruments:

Calibration, validation and traceability certificate to be provided for each equipment at the time of preventive maintenance/ calibration and validation is done.

| Sl. No. | Testing Instruments | Make | Model | Reference/ Tolerance Range |
|---------|---------------------|------|-------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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Annexure 2 **SCHEDULES**

SCHEDULES are proposed to be made on the basis of equipment (minus Biosafety Cabinets) available in the individual laboratory. In case of Biosafety Cabinet, it is proposed to make five schedules based on geographical locations clubbed regionally (North, West, East, South and Central).

| Category 'A' Lab* | |
|--------------------------|--------------------|
| Schedule No. | Name of Lab |
| Schedule 1 | Hyderabad |
| Schedule 2 | Guwahati |
| Schedule 3 | Patna |
| Schedule 4 | Raipur |
| Schedule 5 | Ahmedabad |
| Schedule 6 | Jamnagar |
| Schedule 7 | Karnal |
| Schedule 8 | Ranchi |
| Schedule 9 | Bangalore |
| Schedule 10 | Thiruvanthapuram |
| Schedule 11 | Indore |
| Schedule 12 | Bhopal |
| Schedule 13 | Nagpur |
| Schedule 14 | Mumbai |
| Schedule 15 | Pune |
| Schedule 16 | NDTBC |
| Schedule 17 | Cuttack |
| Schedule 18 | Ajmer |
| Schedule 19 | Jaipur |
| Schedule 20 | Chennai |
| Schedule 21 | Pondicherry |
| Schedule 22 | Lucknow |
| Schedule 23 | Agra |
| Schedule 24 | Kolkata |

* Details of the equipment are given below

| Category 'B' Lab* | |
|--------------------------|--------------------|
| Schedule No. | Name of Lab |
| Schedule 25 | Vizag |
| Schedule 26 | PGI Chandigarh |
| Schedule 27 | Dharampur(LPA+ SC) |
| Schedule 28 | NTI Bangalore |
| Schedule 29 | Hubli |
| Schedule 30 | AIIMS |
| Schedule 31 | LRS |
| Schedule 32 | Patiala |
| Schedule 33 | NIRT |
| Schedule 34 | JALMA |
| Schedule 35 | Dehradun(LPA+ SC) |

* Details of the equipment are given below

| Category 'C' Lab* | |
|--------------------------|---------------------|
| Schedule No. | Name of Lab |
| | |
| Schedule 36 | Aurangabad(LPA+ SC) |
| Schedule 37 | Jodhpur(LPA+ SC) |
| Schedule 38 | IMS, BHU, Varanasi |

* Details of the equipment are given below

List of Equipment for Annual Maintenance

Category A - High Load Lab with LPA, LC and Solid (so more equipment of each category)

Category B - Average work load Lab with LPA, LC and Solid

Category C - low work load Lab

| Sl.No. | Item Description | Category A | Category B | Category C |
|--------|--|-------------------|-------------------|-------------------|
| | | Equipment per lab | Equipment per lab | Equipment per lab |
| 1 | Thermocycler, 96 positions for 0.2 ml tubes | 2 | 1 | 1 |
| 2 | Microliter Centrifuge | 2-3 | 2 | 2 |
| 3 | Flexible thermometer for thermocycler and Twincubator validation | 3-4 | 2 | 2 |
| 4 | Ultrasonic Bath | 1 | 1 | 1 |
| 5 | 1-channel pipette, variable from 1 - 10 ul | 5-7 | 4-5 | 3-4 |
| 6 | 1-channel pipette, variable from 20 -200 ul | 5-7 | 4-5 | 3-4 |
| 7 | 1-channel pipette, variable from 100 - 1000 ul - Gilson/Hain | 5-7 | 4-5 | 3-4 |
| 8 | 1-channel pipette, variable from 20 -200 ul - Generic | 5-7 | 4-5 | 3-4 |
| 9 | 1-channel pipette, variable from 100 - 1000 µl – Generic | 5-7 | 4-5 | 3-4 |
| 10 | Analytical Balance/Precision Balance/ Weighing Balance | 2-3 | 1-2 | 1-2 |
| 11 | Bench top pH meter/pH meter | 3-4 | 2-3 | 1-2 |
| 12 | Water bath | 2 | 1-2 | 1 |
| 13 | Magnetic stirrer with heating plate | 2 | 1-2 | 1 |
| 14 | Densitometer | 2 | 1-2 | 1 |
| 15 | Refrigerated bench top centrifuge | 2-3 | 2-3 | 1-2 |
| 16 | Universal oven | 1 | 1 | 1 |
| 17 | Inspissator | 2-3 | 2-3 | 1-2 |
| 18 | Non Refrigerated Centrifuge | 2-3 | 2 | 1-2 |
| 19 | Incubator(37°C, 42°C,BOD), Cooling incubator | 3-4 | 2-3 | 2-3 |
| 20 | Shaker/ Incubator Shaker | 1 | 1 | 1 |
| 21 | Bottle Washing Machine | 1-2 | 1-2 | 1 |
| 22 | Hot air oven | 1-2 | 1-2 | 1-2 |
| 23 | Distilled Water Plant | 1-2 | 1 | 1 |
| 24 | Laboratory Freezer(-20C) | 2-3 | 1-2 | 1-2 |
| 25 | Deep Freezer(-86°C) | 1-2 | 1-2 | 1-2 |
| 26 | Horizontal Autoclave | 1-2 | 1 | 1 |
| 27 | Vertical Autoclave | 1-2 | 1 | 1 |
| 28 | Flourescent Microscope | 2-3 | 1-2 | 1-2 |
| 29 | Refrigerator 300L | 3-4 | 2-3 | 1-2 |

Schedule 39

| Zone | Sl. No. | Lab Category | State | Lab |
|----------------|----------------|---------------------|----------------|------------|
| Central | 1 | A | Madhya Pradesh | Indore |
| | 2 | A | Uttar Pradesh | Lucknow |

Schedule 40

| Zone | Sl. No. | Lab Category | State | Lab |
|--------------|----------------|---------------------|--------------|----------------|
| North | 3 | A | Haryana | Karnal |
| | 4 | A | New Delhi | NDTBC |
| | 5 | B | Chandigarh | PGI Chandigarh |
| | 6 | B | New Delhi | AIIMS |

Schedule 41

| Zone | Sl. No. | Lab Category | State | Lab |
|--------------|----------------|---------------------|-----------------|------------------|
| South | 7 | A | Andhra Pradesh | Hyderabad |
| | 8 | A | Karnataka | Bangalore |
| | 9 | A | Kerala | Thiruvanthapuram |
| | 10 | A | Tamil Nadu | Chennai |
| | 11 | A | Union Territory | Pondicherry |
| | 12 | B | Karnataka | NTI Bangalore |

Schedule 42

| Zone | Sl. No. | Lab Category | State | Lab |
|-------------|----------------|---------------------|--------------|------------|
| East | 13 | A | Assam | Guwahati |
| | 14 | A | Bihar | Patna |
| | 15 | A | Orissa | Cuttack |
| | 16 | A | West Bengal | Kolkata |

Schedule 43

| Zone | Sl. No. | Lab Category | State | Lab |
|-------------|----------------|---------------------|--------------|------------|
| West | 17 | A | Gujarat | Ahmedabad |
| | 18 | A | Gujarat | Jamnagar |
| | 19 | A | Maharashtra | Mumbai |
| | 20 | A | Maharashtra | Pune |
| | 21 | A | Maharashtra | Nagpur |
| | 22 | A | Rajasthan | Ajmer |
| | 23 | A | Rajasthan | Jaipur |

| List of Equipment for Annual Maintenance | | | | |
|---|--|-------------------|-------------------|-------------------|
| Category A - High Load Lab with LPA, LC and Solid (so more equipment of each category) | | | | |
| Category B - Average work load Lab with LPA, LC and Solid | | | | |
| Category C - low work load Lab | | | | |
| Sl.No | Item Description | Category A | Category B | Category C |
| . | | Equipment per lab | Equipment per lab | Equipment per lab |
| 1 | Laminar Flow | 2 | 1-2 | 1 |
| 2 | Biosafety Cabinet(Class II B1)/Class II A | 5-7 | 4-5 | 2-3 |
| 3 | Maintenance and Validation of BSL 3 Lab including AHU Unit* | 1 unit | 1 unit | 1 unit |

***AHU Unit (Twin Supply and Exhaust) {Motor (Supply + Exhaust+ Emergency exhaust)}, AHU (Blower (Supply + Exhaust + Emergency exhausts), Pre Filters: G4; F7;F9, Condensing Unit, AHU Control Panel with BMS(Software and LED indicator based)**

Section 6. Standard Forms of Contract and Annexure

CONTRACT FOR PROVIDING MAINTENANCE SERVICES

THIS CONTRACT ("Contract") is entered into this [insert starting date of assignment], by and between [insert Client's name] ("the Client") having its principal place of business at [insert Client's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address].

WHEREAS, the Client has received a grant from the GFATM towards the cost of the Services and intends to apply a portion of the proceeds of this grant to eligible payments under this Contract,

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services
 - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services.
 - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."
 - (iv) The Consultant shall perform the services as per the Annex D
 - (v) The Consultant shall submit the details of inspection/test carried out as per Annex-E.
2. Term Valid Up to **<insert date>**.
3. Payment
 - A. Ceiling
For Services rendered pursuant to Annex A, SAMS on behalf of the Client shall pay the Consultant an amount of Rs. [insert amount] inclusive of service tax.
 - B. Payment will be made by SAMS 1/1 B, Choudhary Hetram

House, Bharat Nagar, New Friends Colony, New Delhi-110025, India within 30 days of receipt of the bill on prorated value basis along with copy of Report and the details of activities as per Annexure-E. While claiming payment, a certificate of correctness of carried out activities must be given along with bill as under: -

“Services included in the Notification of Award bearing No. - ----- dated -----, supported by amendments, if any, and in accordance with the terms and conditions of the contract. Accordingly, we hereby undertake our responsibility for correctness of aforesaid each report generated by us and its contents in accordance with stipulated requirements and if any discrepancy found therein and/or subsequently found contrary to the claim by the laboratories, we shall be fully responsible for refunding of the fee paid to the consultant/agency for the relevant services.”

Three copies of Bill (Original + 2 copies) should be submitted to the Incharge Procurement SAMS for payment.

4. Project Administration

A. Coordinator.

The Client designates Associate Director MCS, SAMS as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, “Consultant's Reporting Obligations,” shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written

consent of the Client.

- 7. Ownership of Material Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- 8. Consultant Not to be Engaged in Certain Activities The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance The Consultant will be responsible for taking out any appropriate insurance coverage. Client does not have any obligations on this account
- 10. Assignment The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language The Contract shall be governed by the laws of India, and the language of the Contract shall be English.
- 12. Dispute Resolution Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of India with New Delhi as jurisdiction.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

List of Annexes

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Personnel

Annex C: Consultant's Reporting Obligations (as per Clause 5 of TOR)

Annex D: Contract Details

Annex E: Format for reporting (Details of Inspection done)

Annex D

Contract Details

| S. No. | Contract No. date, Name of firm | Description | Schedule | Approx. Value of the order (Rs.) |
|---------------|--|--------------------|-----------------|---|
| | | | | |

Details of AMC of equipment carried out

| S.N. | Contract No. & date | Date of Call Letter | Sch. No. | Name of the equipment | Qty. as per Contract | Qty. taken up for AMC | Qty of equipment where AMC completed | Qty. still due | Time taken for In AMC | | I.C. No. & date |
|---|---------------------|---------------------|----------|-----------------------|----------------------|-----------------------|--------------------------------------|----------------|-----------------------|-------------------|-----------------|
| | | | | | | | | | Start of AMC | Completion of AMC | |
| Name of the laboratory (Schedule -----) | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

**Annexure 3
Consignee Details**

| List of Labs | Name of consignee | Postal code |
|---------------------|---|--------------------|
| Hyderabad | State TB Training and Demonstration Centre Campus, Besides AP Chest Hospital, Erramnuma (SR Nagar) | 500 038 |
| Guwahati | Intermediate Reference Laboratory Gauhati Medical College Narakasur Hill Top Guwahati-32, Assam | 781 032 |
| Patna | IRL, Patna TBDC, Agamkuam, Patna | 800 007 |
| Raipur | State TB Training and Demonstration Center Regional Leprosy Training and Research Institute Campus Lalpur, Opp. MMI Hospital Raipur- 492001, Chhattisgarh | 492 015 |
| Ahmedabad | State TB Demonstration & Training Centre(STDC), Campus of B.J. Medical College & Civil Hospital, Asarva | 380016 |
| Jamnagar | C & DST LAB - Jamnagar M.P. Shah Medical College, Department of Microbiology, Near Mental Hospital, Vikas Gruh Road, Jamnagar 361 008 | 361 008 |
| Karnal | Haryana Govt.Public Health Laboratories,Karnal,Haryana | 132001 |
| Ranchi | State TB Training and Demonstration Centre – Ranchi Itki TB Sanatorium Ranchi-835301, Jharkhand | 835301 |
| Bangalore | National Tuberculosis Institute, Ministry of Health & Family Welfare, Directorate General of Health Servies, "Avalon", 8 Bellary Road, Bangalore | 560 003 |
| Thiruvanthapuram | State TB Demonstration and Training Centre - Thiruvananthapuram State TB Cell Campus, State TB Cell, Red Cross Road, Nr. General Hospital, Trivandrum | 695035 |
| Indore | State TB Training & Demonstration Centre MRTB Hosp./Chest Centre KEH Compound Opp.Gokuldas Hospital Indore - 452 001 | 452001 |

| | | |
|-------------|---|---------|
| Bhopal | Brig. (Dr). K.K.Maudar, Director, BMHRC Department of Microbiology, Bhopal Memorial Hospital and Research Centre, Raisen Bypass Road, Karond, Bhopal, Madhya Pradesh | 462038 |
| Nagpur | State TB Demonstration and Training Centre – Nagpur Govt. Medical College, Ajni Road Nagpur-440003 Maharashtra | 440003 |
| Mumbai | Department of Microbiology, Grant Medical College, J.J. Hospital – Mumbai, Grant Medical College, J.J. Hospital, Byculla, Mumbai | 400 008 |
| Pune | State TB Demonstration and Training Centre Aundh Chest and General Hospital, Aundh Camp, Pune | 411027 |
| NDTBC | New Delhi TB Centre - Delhi Jawaharlal Nehru Marg, Delhi Gate | 110 002 |
| Cuttack | Anti TB Demonstration & Training Centre, S.C.B. Medical College Cuttack-753007, Orissa | 753 007 |
| Ajmer | Kamala Nehru State Training & Demonstration Centre (STDC) Near Soochana Kendra, In front of Church, Jaipur Road, Ajmer- 305 001 | 305001 |
| Jaipur | Department of Microbiology, SMS Medical College, JLN Road, Jaipur | 302 005 |
| Chennai | STDC/IRL , ITM Campus, Spurtank Road, Chetpet, Chennai | 600 031 |
| Pondicherry | State TB Training & Demonstration Centre - Pondicherry Government Hospital for Chest Diseases Intermediate reference Laboratory Gorimedu | 605 006 |
| Lucknow | IRL- Lucknow IRL, TB Laboratory, Department of Microbiology, Chhatrapati Sahuji Maharaj Medical University(KGMC), Lucknow Chowk, Lucknow | 226 003 |
| Agra | State TB training & Demonstration Center, Medical College Campus, Moti Katra Road, Agra | 282002 |

| | | |
|-----------------------|--|---------|
| Kolkata | State TB Training & Demonstration Centre - Kolkata Dr. B.C. Roy Polio Clinic & Hospital for Crippled Children 38 Badan Roy Lane, Behind Beliaghata ID Hospital, Beliaghata, Kolkata, West Bengal | 700 010 |
| Vizag | Culture & DST Lab, Govt. Hospital for (TB) Chest & Communicable Diseases, Paddawaltar, Vishakhapatnam-530017 Andhra Pradesh | 530 017 |
| PGI Chandigarh | Mycobacteriology Lab, Deptt. of Medical Microbiology, Research Block-A, PGIMER, Chandigarh | 160012 |
| Dharampur(LPA+ SC) | Intermediate Reference Laboratory, Dharampur Govt. TB Sanatorium, Tehsil-Kasauli, Distt-Solan, Himachal Pradesh | 173209 |
| NTI Bangalore | National Tuberculosis Institute, Ministry of Health & Family Welfare, Directorate General of Health Services, "Avalon", 8 Bellary Road, Bangalore | 560 003 |
| Hubli | KIMS, Hubli, Karnataka | 580022 |
| AIIMS | All India Institute of Medical Sciences, Ansari Nagar, New Delhi | 110 029 |
| LRS | Lala Ram Sarup Institute of Tuberculosis and Respiratory Diseases, Sri Aurobindo Marg, New Delhi | 110 030 |
| Patiala | State Training and Demonstration Center, TB Hospital, Lahori Gate, Patiala, Punjab | 147001 |
| NIRT | National Institute for Research in Tuberculosis (NIRT-NRL), 1, Sathyamoorthy Road, Chetpet, Chennai | 600 031 |
| JALMA | National Jalma Institute for Leprosy & Other Mycobacterial Diseases- Taj Ganj Agra | 282 001 |
| Dehradun(LPA+ SC) | State TB Training & Demonstration Centre, Directorate of Medical, Health & Family Welfare, 107, Chandar Nagar, Dehradun Uttaranchal Dehradun248001 | 248 001 |

| | | |
|-----------------------|--|--------|
| Aurangabad(LPA+ SC) | DTC Aurangabad District Tb Center, Near Amkhas Maidan Aurangabad | 431001 |
| Jodhpur(LPA+ SC) | LPA Lab. IDI Block (Part of Department of Microbiology, SNMC, Jodhpur) Kamla Nehru Chest Hospital, Pal link road, Jodhpur | 342003 |
| IMS, BHU, Varanasi | Dept. of Microbiology, Institute of Medical Sciences, Banaras Hindu University, Varanasi | 221005 |