

**Minutes/ Clarifications of 2<sup>nd</sup> Pre-Proposal Conference for RFP No. SAMS - FIND- EQUIPMENT AMC-11/2015 (AMENDED RFP) dated 23<sup>rd</sup> June, 2015 for Selection of Agencies for providing Annual Maintenance Services for Equipment in various TB Laboratories under FIND, India Project**

The Pre-Proposal Conference was held on **29<sup>th</sup> June, 2015 at 1500 Hrs** in the conference room of Strategic Alliance Management Services Pvt. Ltd. (SAMS), New Delhi 110025.

**1. List of Participants:-**

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

**SAMS's Representatives:-**

1. Ms. Jyoti Singh – Senior Manager, Procurement
2. Mr. Dinesh Kumar – Procurement Officer

**FIND's Representatives:-**

1. Dr. Neeraj Raizada – Medical officer
2. Dr. Umesh Alavadi – Medical officer
3. Ms. Madhu Agarwal – Procurement Officer
4. Ms. Pooja Srivastava – Biomedical Engineer

**Prospective Consultants:-**

<b>Sl. No.</b>	<b>Name of Firm</b>	<b>Name of Representative</b>
1.	M/s Genaxy Scientific	a. Mr. Ravi Gera (Sales Manager) – North b. Mr. Vikas Jain (Asst. Manager) Admin & Services
2.	M/s Mehrotra Biotech	a. Mr. Sunil Kumar Dixit (Director)
3.	M/s Thermofisher Scientific	a. Mr. Maneesh Jetley b. Mr. Sanjiv Kavandikar c. Mr. Kumar Aishwarya d. Mr. Rajender Tomar e. Mr. S. Sreenivasulu
4.	M/s Technomed Services	a. Mr. Saurabh Agrawal (Asst. Manager)
5.	M/s Agile Life Science	a. Mr. T. Sarkar
6.	M/s Eppendorf India	a. Mr. Ankit Chandra (Technical Expert)
7.	M/s Consonova Healthcare Technologies	a. Mr. Brijesh Singh (Director) b. Mr. Amit Kumar

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

The Chairman welcomed the participants and asked Ms. Jyoti Singh to provide the details relating to RFP No. SAMS-FIND-EQUIPMENT AMC-11/2015 (AMENDED RFP) dated 23<sup>rd</sup> June, 2015 for Selection of Agencies for providing Annual Maintenance Services for TB Laboratories across India. It was informed that SAMS is acting as a procurement agent of Foundation for Innovative diagnostics (FIND), India and this RFP is issued on behalf of FIND.

It was further informed that this 2<sup>nd</sup> pre-proposal conference is conducted against amended RFP dated 23<sup>rd</sup> June, 2015 due to major amendment in the RFP document due to change in procurement procedure from World Bank Guidelines to GFR 2005, Government of India Guidelines. Therefore, earlier RFP dated 27<sup>th</sup> May, 2015, based on World Bank Procurement Guidelines stands withdrawn. Consultants were advised to refer this amended RFP for all practical purposes in relation to submitting their proposals in response to this RFP and submit their proposals as per the provisions, forms and formats given under amended RFP.

The Chairman sought to know from the prospective consultants as to whether they are comfortable with the provisions included in the amended RFP. The House was opened for seeking clarifications on the provisions included in RFP. The queries/ issues raised by prospective consultants and clarifications thereof is available at **Annexure-A**.

3. The Chairman further informed all participants to submit additional queries, if any by 1700 hrs. on 9<sup>th</sup> July 2015 and suitable clarifications shall be provided through mail/ posting on SAMS website. He also suggested for maximum participation by the capable agencies and assured SAMS fullest cooperation in a fair and transparent exercise.
4. The Pre-Proposal Conference ended with a vote of thanks to the Chair.

## Annexure-A

### Clarifications of Pre-Proposal Meeting regarding Selection of Agencies for Providing Annual Maintenance Services for Equipment in various TB Laboratories

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

2<sup>nd</sup> Pre-Proposal Meeting on- 29<sup>th</sup> June 2015

Sl. No.	Reference of RFP	Queries/Suggestions from Agencies	Clarifications provided by SAMS/ FIND
1	<b>Form TECH-6 (Section 3)</b> (Pg no. 27)	How many assignments/ job undertaken by proposed staffs are to be mentioned in the CV for Proposed Professional Staff (sl. no. 13. of Form TECH-6).	Details of all relevant and major assignments undertaken by each of the Proposed Professional Staff shall be provided in Form TECH-6, such details will be considered for technical evaluations.
2	<b>Form TECH- 7 and Form TECH-8</b> (Section-3)  (Pg nos. 29 & 30)	How to fill information in Staffing and Work Schedule given under standard formats i.e. Form TECH-7 and 8	Information in Form Tech-7 and Tech-8 needs to be given in respect of each of the schedule applied for by the prospective bidders.  Keeping in view that technical evaluations shall be done Schedule Wise and Category wise (Category A and B separately), the details in standard formats, Form TECH -5, Form TECH -6, Form TECH -7 and Form TECH -8 shall be provided schedule wise only, as applicable.
3	<b>Annexure-1 under Terms of Reference(TOR),</b> Section-5 (Pg. no. 66)	What are equipments and components of BSL-3 labs that will be covered under this AMC Contract.	Prospective bidders are advised to refer to tasks and activities to be carried out as specified under Serial No. 24 and 25 in the Annexure-1 to the Terms of Reference (Preventive Maintenance & Calibration Checklist) , wherein the details of equipments in the BSL 3 Labs to be covered under this AMC Contract is mentioned.
4	<b>FORM FIN-2,</b> (Section-4)  (Pg no. 34)	Whether it is mandatory to quote for both categories i.e. Category A and Category B under one Schedule or consultants can quote for any Category under one Schedule.	Agencies can quote for any one or both the categories under the respective Schedule, and accordingly two different agencies can be selected for Category A and Category B respectively under any one Schedule.  Selection would largely be based upon relevant experience of the prospective consultants for managing specific category of equipments, in line with evaluation criteria specified in RFP.

			<b>Partial quote / proposal under Categories / Schedules are not allowed. The Prospective Bidder must bid for all Labs under the relevant Schedule. The Bidders cannot partially bid for Category A or/and Category B under the relevant Schedule.</b>
6	<b>Annexure-5,</b> Laboratory wise Inventory of equipment, (Section 5)	It was observed by consultants that some of the equipment in inventory list is under warranty and some are still unopened/ uninstalled. Whether such equipment shall also be covered under AMC	All equipments specified in the inventory list ( <b>Annexure-5</b> ) shall be covered under AMC Contract. Equipment which is Under Warranty would be covered after completion of warranty period and exceptionally during warranty period on need basis.  The equipments which are currently shown as uninstalled in the inventory shall be installed by their respective Suppliers/FIND or the concerned laboratories.
7	<b>TOR, Section-5</b> (Pg no. 39 to 47)	What will be the process of spare procurement, required for the repairing of equipment under AMC Contract. Whether separate Purchase Order (PO) shall be issued for each spare procurement under AMC Contract.	Prospective bidders are advised to refer Serial No. 8 (sub points a. to f.) of the <b>Work flow process for breakdown calls</b> under TOR, wherein the detailed process of spares procurement is given.  Separate PO shall be released for procurement of spares costing more than Rs. 5000/- if required in case of breakdowns, subject to three quotations to be obtained by the agency for non-manufacturer/non-OEM spares procurement.
9	<b>TOR, Section-5</b> (Pg no. 41)	Concern was raised by consultants that timelines for completion of breakdown calls under different calls categorization is very stringent, specially for Critical Calls and will be difficult to comply in case of requirement of spare replacement.	All possible efforts should be made by the selected AMC agency/ agencies to resolve breakdown calls issues within the timelines prescribed for each call category as per Serial No. 4. of the <b>Work Flow Process for Breakdown calls under TOR.</b>  Extension of timelines can be made only in documented exceptional cases as amply clarified in the point no. 8 (e) of <b>Work Flow Process for Breakdown calls under TOR</b> of the bid document.
10	<b>Annexure-1 under Terms of Reference (TOR), Section-5</b>	What will be the procedure for preventive maintenance, IQ/OQ/PQ and calibration of equipment under AMC.	Prospective bidders are advised to refer Annexure-1, Preventive Maintenance & Calibration Checklist given in RFP with detailed procedure of activities under PM/ calibration to be undertaken for each equipment under AMC  The bidders may suggest improvements in such services through their technical proposal.
11	ITC, Section-2 Clause no. 12. <b>EMD</b> (Pg nos. 10 and 11)	Whether EMD shall be same for each Schedule even bidders are quoting for one category or both categories under each Schedule.	EMD of Rs. 50,000/- for each Schedule under RFP shall remain same whether the Bidder prefers to quote for only one category or both categories under the Schedule.

12	<b>TOR, Section-5</b> (Pg no. 44)	What is the prospective Contract Period for this AMC Services.  Whether financial evaluation shall also consider the percentage increase price quoted by agencies for AMC of equipment for Yr 2 and Yr 3 in Form Fin-2.	The Bidders may refer to <b>Duration of the Assignment/ Contract</b> under TOR, wherein it is clearly mentioned that the duration of the contract will be for one (1) year initially which may be extended annually upto third year or as per the project needs, based on satisfactory performance of the agency.  The Bidders may refer to Form FIN-2, Financial evaluation shall be carried out considering total cost of AMC from Year one (1) to Year three (3) as proposed by the agencies in the Financial Proposal. In case annual increments are not indicated, the AMC cost quoted for Year one will be considered for next two years as well.
13	<b>TOR and Annexure-6, Section-5</b> (Pg no. 43 and 44)	Whether the services in respect of CMC quotations from the manufacturer / authorized dealers of AC and UPS shall be covered under Category A and/ or Category B under each Schedule	<b>Coordination or support services required for AC and UPS for CMC quotations from manufacturer / authorized dealers shall be covered under Category- A under each Schedule of RFP.</b>  Accordingly, the bidders interested in AMC services for <b>Category-A</b> under each Schedule shall include support services required for AC and UPS (detailed in Annexure-6 of RFP) in their proposal.  <b>Necessary amendments in the relevant sections of RFP shall be issued separately. Please refer subsequent amendments on the same.</b>
14	<b>Clause no. 3.6 of General Conditions of Contract (Section-6)</b> (Pg no. 215)	Whether selected agency/ agencies can sub-contract part of services under the awarded AMC Contract.	The selected agency may Sub-Contract part of services as per clause no. 3.6 of General Conditions of Contract (GCC) under Section-6 of RFP.
15	<b>Clause no. 4. Of ITC, part-II, Data Sheet</b> (page no. 16)	It was requested by some consultants to extend the deadline for submission of proposals against the RFP.	Extension of proposal submission deadline is not possible and therefore proposal submission deadline (Date and Time) remains the same.