

**Minutes of Pre-Bid Meeting for Limited Tender for Supply of Lab Consumables-Bar Code Labels & Wax Resin Ribbons (RFQ No. SAMS/FIND/Consumables/Proc./LT-RE/30/2018 dated 20/07/2018)**

The Pre-Bid Meeting was held on 24/07/2018 at 11:00 Hrs. in the office of Strategic Alliance Management Services Pvt. Limited (SAMS), B01-B03, Vardhman Diamond Plaza, Community Centre, D.B. Gupta, Paharganj, New Delhi 110055. The following were present in the pre-bid meeting:

**SAMS officials:**

- 1) Ms. Jyoti Singh Sr. Manager (Procurement)
- 2) Mr. Dinesh Kumar, Procurement Officer
- 3) Ms. Savita Chandna, Procurement Executive

**FIND officials:**

- 1) Dr. Vidyanidhi, Sr. Microbiologist
- 2) Ms. Madhu Agarwal, Procurement Officer

**Bidders' representatives:**

- 1) Mr. Vikas Malhotra (Marketing Manager), M/s Vijay Laxmi Labels Pvt.Ltd., New Delhi
- 2) Mr. Rachit Malhotra (Director), M/s International Scientific Instrument Co., New Delhi.

**Proceeding of the pre-bid meeting are as follows:**

- 1) At the outset, SAMS made a briefing about the purpose of the pre-bid meeting and major terms and conditions of the tender.
- 2) Thereafter, prospective bidders were requested to put up their queries related to scope and terms and conditions given in the Bid Document.
- 3) The queries from prospective bidders were appropriately responded.
- 4) The queries sought from prospective bidders as asked during the pre-bid meeting and purchaser's responses / amendment against each query is summarized in the table given at **Annexure-A**.

The Pre-Bid Meeting ended with vote of thanks.



**Jyoti Singh  
Sr. Manager (Procurement)**

**Annexure-A**

**Responses / Clarifications with regard to queries/suggestions received against Limited Tender for Supply of Lab Consumables-Bar Code Labels & Wax Resin Ribbons under RNTCP across India.**

**(RFQ No. SAMS/FIND/Consumables/Proc./LT-RE/30/2018 dated 20/07/2018)**

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per RFQ	Query/Suggestions	Response / Clarifications
1	Annexure-I Technical Specification (page no. 8)	Make..... Code/identification no:.....	Please confirm if you want to use any particular brand of paper or we can quote the price of labels in any brand as per your specification.	Yes, bidder can quote any brand in compliance with technical specification provided in the tender.  The physical verification and evaluation of quoted items of lowest evaluated bidder will also be carried before award of contract.
2.	Clause No.15. Delivery schedule Annexure-III (Schedule of Requirement-Consignee Wise Distribution) Page No.4 & 10	Delivery should be completed within forty-five (45) days of the receiving of confirmed Purchase Order from SAMS. Bidder should clearly mention about the delivery period, if supplier is unable to supply the goods before stipulated time shall be treated as non-responsive. The consignee wise distribution list is given at Annexure-III.	Please clarify that bidders have to bill to Strategic Alliance Management Services Private Limited and dispatch the material according to the list given in tender.	Billing should be in the name of 'Strategic Alliance Management Services Private Limited on the behalf of FIND' and Ship to 'consignees' as per tender document.  Delivery to be carried out as per Annexure-III (Schedule of Requirement-Consignee Wise Distribution) given in the tender.
3.	Clause No.16 Terms of Delivery- DDP- final place of destination as per Consignee Distribution List at Annexure-III. Page No.4	Terms of Delivery- DDP- final place of destination as per Consignee Distribution List at Annexure-III.  a. The responsibility of arranging all required documents for supply of goods till final place of destinations, including Road	Whether SAMS or FIND will provide any documentation required for dispatching the material to consignees.	The SAMS/ FIND will only facilitate the Road Permits/ declarations from the consignees, if required.

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Permits, e-way bill, unloading of goods and shifting inside laboratory etc. is of the Supplier. The SAMS may only facilitate the Road Permits/ declarations for the same.

b. The payment of any kind of taxes, octroi, entry tax, local taxes etc. shall be the responsibility of supplier and should be included in the financial quote.

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