

Foundation for Innovative New Diagnostics
(FIND India)

Limited Tender Enquiry

For

**Supply, Installation, Testing, and Commissioning of
Server for Laboratory Information Management System
(LIMS) under FIND, India Project**

Bid Ref.No:

**SAMS/FIND,India/Supply/Proc./LT/17/RFP/2023/0003/00
12/2023**

Dated: 24/03/2023



(Procurement Agency)

STRATEGIC ALLIANCE

Management Services Pvt. Ltd.

B-18, Sector-6, NOIDA, G.B. Nagar, Uttar Pradesh - 201301

Email: procurement@samsconsult.com

Website: www.samsconsult.com

Key Information

The Strategic Alliance Management Services Pvt. Ltd. (SAMS) has been engaged by Foundation for Innovative New Diagnostics, India (FIND, India) for providing procurement consultancy services for equipment, goods, works, and services for use in Tuberculosis (TB) Laboratories in National Tuberculosis Elimination Programme (NTEP) across India under Global Fund (GF) Grant. Accordingly, SAMS on behalf of FIND, India is pleased to invite Quotation for the Supply of a **Server for Laboratory Information Management System (LIMS) under FIND, India Project.**

Procurement Method to be followed for evaluation and selection of agency: **Price-based System – Least Cost Selection (LCS)**

FIND India has introduced an e-Procurement process for sourcing goods and services for its projects in India. As a part of this initiative, FIND India has created a Vendor Portal to provide a platform for various vendors to offer their services. A vendor can be a legally registered business entity or an individual. Broadly speaking, this portal provides the following facilities to the vendors:

1. Register with FIND India for supplying goods or for providing services.
2. Sign up in a secure manner and manage their access password.
3. Create and manage a profile online.
4. Receive online and email notifications for RFPs for various procurements.
5. Submit electronic bids in response to RFPs issued by FIND India.

Vendors are requested to submit their proposals through FIND India E-procurement System only.

If not registered yet, kindly go through the attached “USER MANUAL” pdf below the link, for the process of vendor registration which will provide guidance for using this vendor portal and onward submission of the proposal.

Please find below the link for vendor registration

<https://procurementindia.finddx.org/Vendor/VendorRegistration.aspx>



FIND_UserManual_V
endorRegsitation.pdf

Checklist for bidders for submission of Proposal

(bidders are requested to fill the below checklist and provide all the required documents along with the technical proposal)

Sl. No.	Documents to be submitted along with Technical Proposal	Page No.	Remarks (if any)
A Documents required for Preliminary examination			
1	Forwarding letter clearly mentioning the authorized signatory, the total number of pages, the model quoted, and quotation validity undertaking of 3 months, which can be extended on mutual consent.		
2	The authorization letter for an officer of the bidders and verifying his signature, duly signed by the authorized signatory of the company/firm. Only such authorized officers of the bidders should sign the tender documents.		
3	Bidders should submit a signed and stamped copy of this RFQ confirming their acceptance of all terms and conditions (T&Cs) of the tender including delivery and payment terms.		
B Documents required for Technical Evaluation			
1	The purchaser will technically evaluate all quotations determined to be responsive after preliminary examination.		
2	Thereafter quotations of substantially technical responsive and acceptable will be compared to determine the lowest evaluated responsive bidder.		
3	Documents required for <u>Technical Evaluation and Post Qualification:</u>		
4	Technical compliance statement of the quoted item against required specifications of RFQ, as per format enclosed under repair requirement in Annexure-I .		
5	Please specify the make/model of the item quoted as per the proposed specifications.		
6	Copy of purchase order issued to your firm (at least one) showing the experience of the supplies of similar nature as given in this RFQ over the period of the last three years.		

SECTION – I INSTRUCTIONS TO BIDDERS

A. INTRODUCTION	
1. Documents Establishing conformity of Goods and Services to Bidding Documents	1.1 The Bidder shall furnish as part of its Bid the documentary evidence whichever is specified.
2. Qualifications of the Bidder	<p>2.1 The bidder should submit the following supporting documents pertaining to its firm in the technical bid (zipped folder) and meet the qualification requirement as mentioned to qualify for the technical assessment:</p> <ul style="list-style-type: none"> (i) Forwarding letter clearly mentioning the authorized signatory, the total number of pages, the item quoted, and quotation validity undertaking of 3 months, which can be extended on mutual consent. (ii) Technical compliance statement of the quoted item against required specifications of RFQ, as per format enclosed under Technical Specification at Annexure-I. (iii) Technical Catalogue/brochure of the item quoted as per proposed specifications. (iv) Copy of Purchase Orders issued to your firm (at least one) showing the experience of the work of similar nature as given in this RFQ over the period of the last three years. Confirmation for acceptance of all Terms & conditions of the RFQ (v) Confirmation for acceptance of bid validity for 90 days.
3. Cost of Bidding	3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs.
B. THE BIDDING DOCUMENTS	
4. Clarification of Bidding Documents	4.1 A prospective bidder requiring any clarification regarding specification, required services, and conditions of contract/agreement, etc. given in the document may submit a written request for clarifications to SAMS by email up to 17:00 hours on 29/03/2023 at procurement@samsconsult.com
C. PREPARATION OF BIDS	
5. Documents Constituting the Bid & Bid Submission	<p>5.1 The Bid shall comprise a single zip folder containing the technical bid that will be uploaded to the procurement software.</p> <p>5.2 At first, the documents listed in ITB Para 5.4 below shall be evaluated by the Purchaser as per the qualification criteria specified in ITB para 2. The Bids which do not conform to the specified requirements will be rejected as technically non-responsive / disqualified Bids.</p>

	<p>5.3 Thereafter, the Price Bids uploaded in the procurement software by all technically qualified bidders, shall be evaluated and compared by the Purchaser. A contract shall be awarded to the Bidder who has been determined to be the lowest evaluated substantially responsive Bidder.</p> <p>5.4 The Technical Bid submitted by the Bidder shall comprise the following:</p> <ol style="list-style-type: none"> 1. Forwarding letter clearly mentioning the authorized signatory, the total number of pages, the item quoted, and quotation validity undertaking of 3 months, which can be extended on mutual consent. 2. Technical compliance statement of the quoted item against required specifications of RFQ, as per format enclosed under Technical Specification at Annexure-I. 3. Technical Catalogue/brochure of the item quoted as per proposed specifications. 4. Copy of Purchase Orders issued to your firm (at least one) showing the experience of the work of similar nature as given in this RFQ over the period of the last three years. Confirmation for acceptance of all Terms & conditions of the RFP 5. Confirmation for acceptance of bid validity for 90 days. <p>The Financial Bid should be submitted in the price format provided in the Procurement software.</p> <p>Note: Please refer to important instructions for bid submission & filling data in procurement software.</p>
<p>6. Bid Prices</p>	<p>6.1 The Bidder shall indicate on the Price Schedule as per the price format in the procurement software.</p> <p>6.2 The prices quoted by the bidder should be on a firm and fixed basis during the performance of the contract, except for duties and taxes on finished goods & services. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.</p>
<p>7. Currencies of Bid</p>	<p>7.1 Prices shall be quoted in Indian Rupees only.</p>
<p>8. Period of Validity of Bids</p>	<p>8.1 Bids shall remain valid for the period of 90 days after the date of bid submission specified in the document.</p> <p>8.2 In exceptional circumstances, prior to the expiry of the original bid validity period, the Purchaser may request that the Bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing.</p>
<p>9. Alternative Proposals by Bidders</p>	<p>9.1 Alternative bids shall not be accepted. The bidder should not submit more than one bid.</p>
<p>10. Format and Signing of Bid</p>	<p>10.1 The Bidder shall submit the online bids as per the instruction provided in the e-procurement portal of FIND India.</p> <p>10.2 The bids consisting of the documents listed in this document shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.</p> <p>10.3 Any interlineations, erasures, or overwriting to correct errors made</p>

	by the Bidder should be initiated by the person or persons signing the bid.
D. Submission of Bids	
11. Sealing and Marking of Bids	<p>11.1 Bidders need to submit their bids through procurement software.</p> <p>Under the two Bid Systems, the bidder shall submit their bids following the single bid system comprising of: -</p> <p>Technical bid (in a ZIP folder) consisting of all technical details along with commercial terms and conditions; and containing all the relevant documents listed in para 5.4.</p> <p>Financial bid -as per price format in the procurement software.</p>
12. Deadline for Submission of Bids	<p>12.1 Bids must be submitted online before the given deadline i.e., 15:00 hours on 10/04/2023 by Procurement software through registered vendor id.</p> <p>12.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids.</p>
13. Modification and Withdrawal of Bids	13.1 The bids can't be withdrawn or altered after the due date and time for the submission of bids.
E. OPENING AND EVALUATION OF BIDS	
14. Bid Opening	<p>14.1 The financial bids shall be opened by the Bid Opening Committee, through an online platform, by the Purchaser in the presence of the Bidders' authorized representatives who choose to be present, enabling them to participate in the proceedings. Details of the same will be shared with the technically qualified bidders.</p> <p>The Bidder's attendance at the opening of the proposal is optional and is at the Bidder's choice.</p>
15. Clarification of Bids	15.1 During the evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted, except to correct arithmetic errors identified by the Purchaser in the evaluation of the bids.
16. Examination of Technical Bids and Determination of Responsiveness	<p>16.1 The Purchaser's determination of the responsiveness of a Technical Proposal is to be based on the contents of the Technical Proposal itself.</p> <p>16.2 The Purchaser will examine the technical bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.</p> <p>16.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.</p>

17. Evaluation and Comparison of Bid (Refer to Para 2 and 5.4 also for same)

Preliminary Evaluation of Bids

- a. The Purchaser shall examine the Technical Proposal to confirm that all documents and technical documentation requested in RFQ have been provided and to determine the completeness of each document submitted.
- b. The Purchaser shall confirm that the required documents and information have been provided in the Technical Proposal.
- c. Likewise, following the opening of Price Proposals, the Purchaser shall examine the Price Proposals to confirm that all documents and financial documentation have been provided and to determine the completeness of each document submitted.

Documents required for Preliminary examination

- Forwarding letter clearly mentioning the authorized signatory, the total number of pages, the model quoted, and quotation validity undertaking of 3 months, which can be extended on mutual consent.
- The authorization letter for an officer of the bidders and verifying his signature, duly signed by the authorized signatory of the company/firm. Only such authorized officers of the bidders should sign the tender documents.
- Bidders should submit a signed and stamped copy of this RFQ confirming their acceptance of all terms and conditions (T&Cs) of the tender including delivery and payment terms.

Technical Evaluation

- The purchaser will technically evaluate all quotations determined to be responsive after preliminary examination.
- Thereafter quotations of substantially technical responsive and acceptable will be compared to determine the lowest evaluated responsive bidder.
- Documents required for **Technical Evaluation and Post Qualification:**
- Technical compliance statement of the quoted item against required specifications of RFQ, as per format enclosed under repair requirement in **Annexure-I.**
- Please specify the make/model of the item quoted as per the proposed specifications.
- Copy of purchase order issued to your firm (at least one) showing the experience of the supplies of similar nature as given in this RFQ over the period of the last three years.

Evaluation of Price Bids

- a. The Purchaser shall evaluate the Price Proposals of each Bid for which the Technical Proposal has been determined to be responsive.

- b. The Purchaser’s evaluation of a bid will take into account the total cost of the requirement inclusive of all duties, transportation costs, taxes, and other charges on DDP- final destination basis
- c. The contract shall be awarded only to the bidder who is the substantially technically responsive lowest bidder.
- d. The Purchaser shall compare all substantially responsive bids to determine the lowest evaluated bid.

F. AWARD OF CONTRACT

18. Award Criteria	18.1 The purchaser will award the Contract to the Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid for all the items.
19. Purchaser’s Right to Accept Any Bid and to Reject Any or All Bids	19.1 The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders. No reason for such action of Purchaser shall be given.
20. Purchaser’s right to vary quantities during the currency of the contract	20 The purchaser reserves the right to increase or decrease the scope of services/quantity of goods&services to the extent of 25% at the time of issuing the PO/contract and during the PO timelines & contract period

SECTION II. General Conditions of Contract/Order

1. Delivery Schedule	1.1 The Supply of Servers for LIMS should be completed within 30 days of receipt of the Supply Order.
2. Payment Terms	<p>2.1 The method and conditions of payment to be made to the Supplier under this tender, shall be as follows:</p> <p>i) On Delivery to Consignee: Ninety (90) percent of the supply order of the Goods&Services delivered to the Consignee shall be paid within 60 days (two copies) of submission of the following documents:-</p> <p>a. Commercial invoice, indicating the SAMS as the Purchaser on behalf of FIND India, the PO number; Goods&Services description, quantity, unit price, and total amount. Invoices must be signed in original and stamped or sealed with the company stamp/seal.</p> <p>b. Original/ copy of Consignee Receipt Certificate (CRC) issued by the authorized representative of the consignee as per format given in Annexure II.</p> <p>ii) On satisfactory installation, testing & commissioning: Ten (10) percent of the supply order of Goods&Services received shall be paid within Sixty (60) days of satisfactory installation & commissioning of the Goods&Services and completion of training of the concerned personnel on operation and maintenance the Goods&Services, upon submission of an invoice (indicating the SAMS as the Purchaser on behalf of FIND India, the PO number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the satisfactory installation, training & commissioning Certificate or Final Acceptance Certificate (FAC) issued by the Consignee as per format given at Annexure-III</p>
3. Prices	3.1 Prices charged by the Bidder for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Bidder in its bid for the duration of the Contract. Prices shall be fixed and firm for the duration of the Contract. However, GST (as and when applicable) payable shall be paid as applicable at the time of supply.
4. Liquidated Damages	4.1 If the Supplier fails to deliver any or all of the Goods & Services or to perform the Services within the period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the contract prices as liquidated damages, a sum equivalent to the 0.5 percent per day of the delivered price of the delayed goods unperformed services for each week of delay on pro-rata basis until actual delivery or performance up to a maximum deduction of 10% (ten) percent of the delayed goods or services

	contract price. However, the purchaser may consider termination of the contract or emergency purchases once the time specified is over.
5. Warranty Obligations / After-Sales Services:	<p>5.1 The firm should provide on-site services for obligations under Warranty and After Sales Services, as detailed below: -</p> <ul style="list-style-type: none"> a) The supplier warrants that the goods & services supplied under the contract are new, unused, and of the most recent of current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials, or -workmanship (except insofar as the design or material is required by the purchaser's specifications) or from any act or omission of the supplier that may develop under normal use of the supplied goods in India, i.e., the counter of final destination. b) The warranty shall remain valid for 36 (Thirty- six) months on the goods & services or any portion thereof as the case may have been delivered to the final destination and installed, commissioned, and taken over by the consignee to the entire satisfaction of the purchaser. c) The consignee shall promptly notify the supplier in writing of any claim arising under this warranty. Upon receipt of such notice, the supplier shall, with all reasonable speed, repair or replace the defective goods & services or parts thereof, free of cost at the ultimate destination. The supplier shall elicit over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the consignee for the replaced parts/goods thereafter. The cost of any spares required for the repair of equipment/device is included in the equipment/device cost during the warranty period. d) If the supplier, having been notified, fails to remedy the defects within a reasonable period, the consignee may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract. e) Supplier will pay customs duty and all expenses up to the destination for the replaced parts.
6. Jurisdiction	6.1 All disputes arising out of the contract shall be subject to the jurisdiction of the appropriate court in New Delhi, India, only.

Section - III

Schedule of Requirements and Technical Specification

A. List of Goods & Services required:

Sl. No.	Name of Site	Description of Goods and Services	Quantity to be supplied (Nos.)
1	IRL Kozhikode	Server for LIMS (Supply, Installation, Testing, and Commissioning of server for LIMS with three years onsite warranty period)	1
2	IRL Goa		1
3	IRL Agra		1
4	IRL Chennai		1
Total Quantity			4

Consignee-wise Quantity Distribution of Server for LIMS:

Sl. No.	Name of Site*	Quantity to be supplied (Nos.)
1	IRL Kozhikode	1
2	IRL Goa	1
3	IRL Agra	1
4	IRL Chennai	1

**Detailed address of consignees will share at the time of issuing of supply order to the recommended bidder.*

Technical Specifications

- Make: Dell/HP/Lenovo Tower Server Processor: Intel 3.5GHz,4C
- RAM: 16GB
- HDD: 1 no. 1 TB SATA 3.5"
- SSD/NVME: 1 no. 256 GB
- RAID Inbuilt
- Single Power Supply, 300W VGA port
- HDMI
- OS: Academic and Nonacademic
- (Windows Server 2019)
- 3 Year Onsite Warranty

Price Bid Form

[The Bidder shall fill in the Price Schedule Form for Goods&Services in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods/Services specified by the Purchaser in the below table and may be appropriately modified as per the requirement of particular Goods/Services].

Item Description			Total Cost						
Sl. No.	Item	Specifications with capacity (wherever applicable) and warranty as specified by Manufacturer Proposed Makes / Manufactures	Proposed Makes / Model/ Manufactures (wherever applicable)	Unit	Qty. (a)	Unit Price, (b)	Total Price, (c) = (a) x (b)	GST, as applicable (d)	Total Price, inclusive of taxes (e)=(c) + (d)
1	Server for LIMS (Supply, Installation, Testing, and Commissioning of server for LIMS with three years onsite warranty period)			No.	4				-
Subtotal									-

Total Price in figures and words: _____

Place: _____

Date: _____

Name _____

Signature of Bidder _____

Seal of the Bidder _____

CONSIGNEE RECEIPT CERTIFICATE (CRC)

ACKNOWLEDGEMENT OF RECEIPT OF GOODS & SERVICES

CRC No.

Date

To
Strategic Alliance Management Services Pvt. Ltd,
B-18, Sector-06, NOIDA
Gautam Budh Nagar (U.P.)- 201301

This is to certify that the Goods/Services as detailed below have been received duly inspected in good condition in accordance with the Technical specifications and conditions of the NOA and amendment if any.

Project Name	Procurement Services to Foundation for Innovative New Diagnostics (FIND India)
Purchaser	Strategic Alliance Management Services Pvt. Ltd, on behalf of FIND India
PO No. & Date	
Description of Goods Supplied Name of Goods & Services: Model: Serial No.:	
Packing and labeling details	
Quantity supplied in Numbers	
Name of Supplier	
Invoice No. and Date	
Date of Delivery at Consignee Destination site	
Consignee full Address Name Address Contact No. Fax No.	

Seal Signature of Designated Consignee**Name :****Designation:****Seal:****Contact No:****Fax No. :****Copy To: (with Original Stamp and signature)**

1. To Supplier
2. Procurement Officer, Foundation for Innovative New Diagnostics (FIND India), Flat No. 6 & 8 – 14, 9th Floor, Vijaya Bank Building, 17, Barakhamba Road, New Delhi -110001, India

FINAL ACCEPTANCE CERTIFICATE (FAC)**FAC No.****Date:**

To
Strategic Alliance Management Services Pvt. Ltd,
B-18, Sector-06, NOIDA
Gautam Budh Nagar (U.P.)- 201301

Project Name	Procurement Services to Foundation for Innovative New Diagnostics (FIND India)
Purchaser	Strategic Alliance Management Services Pvt. Ltd., on behalf of FIND India
Contract i.e. Purchase Order No. & Date	
Description of Goods Supplied Name of Goods&Services: Model: Serial No.:	
Name of Supplier	
Quantity Supplied in Numbers	
List with the name of all or any accessories as per the contract supplied with the goods&services	
Date of Installation, testing, and commissioning	
Is successful Installation, testing, and commissioning of Goods&Services supplied, upto the satisfaction of the User did or not (Yes/No)	
Whether training provided to all users upto the satisfaction or not (Yes/No)	
Date of Final Acceptance	
Invoice No. and Date	
Date of entry in the Asset register	
Consignee full Address Name Address Contact No. Fax No.	

CERTIFICATE

This is to certify that we have received Goods&Services as detailed above in good condition in accordance with the Technical specifications and conditions of the NOA/ Contract and the same has been successfully Installed and Commissioned (if, applicable) on _____ to the satisfaction of all users and entered in the Asset/Consumable/Non-Consumable Register at page no. _____ on _____

**Seal & Signature of Designated
Consignee
Name:
Designation:
Contact No:
Fax No:**

Copy To: (with Original Stamp and signature)

- (1) To Supplier
- (2) Procurement Officer, Foundation for Innovative New Diagnostics (FIND India), Flat No. 6 & 8 – 14, 9th Floor, Vijaya Bank Building, 17, Barakhamba Road, New Delhi -110001, India.