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**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, MEGHALAYA**
Directorate of Health Services, Red Hill, Upper New Colony, Health Complex, Laitumkhrah,
Shillong-793003, Ph-0364-2506460 Fax-0364-2504532 Email: nrhmmegh@gmail.com

DEPARTMENT OF HEALTH & FAMILY WELFARE
GOVERNMENT OF MEGHALAYA

TENDER ENQUIRY DOCUMENT FOR
(VIRAL LOAD TESTS)



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SECTION 1

NOTICE INVITING TENDERS (NIT)

Address: Mission Director, National Health Mission, Directorate of Health Services

Health Complex, Laitumkhrah, Shillong-793003, Meghalaya

URL: <http://nrhmmeghalaya.nic.in>

Email: www.nrhmmegh@gmail.com OR

bryanraphaelon@gmail.com

Telephone Phone: +913642504532 OR +919856026108

Tender Enquiry No. DHS/MCH&FW/NHM/VLT/36/2020/188

Dated: 27.January.2020

NOTICE INVITING TENDER

1. Mission Director, National Health Mission , Health Complex, Laitumkhrah, Shillong-793003, Meghalaya invites sealed tenders from eligible service providers for supply of services as given in Section-IV of this document for the period of 3years more or less or as per requirement.

2. Schedule of Events for Tender enquiry for **Viral Load Tests**

Sl. no.	Description	Schedule
1	Date of sale of Tender Enquiry Documents	29 th /January/2020
2	Place of Sale of Tender Enquiry Document	Office of Mission Director, National Health Mission, Directorate of Health Services, Health Complex, Laitumkhrah, Shillong-793003, Meghalaya. OR download from website: nrhmmeghalaya.nic.in
3	Cost of the Tender Enquiry Document	Rs.5,000/- (Non-refundable)
4	Closing Date and Time of Receipt of Tender	17 th /February/2020 up to 1:00pm
5	Time, Date and Venue of Opening of Technical Tender/Bid	To be intimate at a later date
6	Time, Date and Venue of Opening of Financial Tender/Bid	To be intimate at a later date



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3. Interested tenderers may obtain further information about this requirement from the above office selling the documents. Tender Enquiry Documents may be purchased on payment of non-refundable fee of Rs.5000/- per set in the form of account payee Demand Draft, drawn on a scheduled bank in India, in favour of "Mission Director, National Health Mission" Meghalaya, Health Complex, Laitumkhrah, Shillong-793003, Meghalaya" payable at Shillong.

4. If requested, the Tender Enquiry Documents will be mailed by Registered Post/Speed Post to the interested tenderers, for which extra expenditure per set will be Rs 100.00 for domestic post. The tenderer is to add the applicable postage cost in non-refundable fee mentioned in Para 3 above. The purchaser will not be responsible for late receipt/ non-receipt of tender document by the vendor.

5. Tenderer may also download the tender enquiry documents (a complete set of document is available on website) from the web site www.nrhmmeghalaya.nic.in and submit its tender by using the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above. The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.

6. All prospective tenderers may attend the Pre Tender meeting. The venue, date and time are indicated in Schedule of Events as in Para 2 above.

7. Tenderers shall ensure that their tenders, complete in all respects, are dropped in the Tender Box located at O/O Mission Director, National Health Mission, Health Complex, Laitumkhrah, Shillong- 793003, Meghalaya on or before the closing date and time indicated in the Para 2 above, failing which the tenders will be treated as late tender and rejected. The tenders sent by post/ courier must reach the above said address on or before the closing date & time indicated in Para 2 above, failing which the tenders will be treated as late tender and rejected.

8. In the event of any of the above mentioned dates being declared as a holiday / closed day for the purchase organisation, the tenders will be sold/received/opened on the next working day at the appointed time.

9. The Tender Enquiry Documents are not transferable.

10. All Tenders must be accompanied by EMD as mentioned against each item. Tenders without EMD shall be rejected.

Director of Health Services (MCH&FW)
Cum Jt. Mission Director National Health Mission,
Meghalaya, Shillong



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SECTION 2

INSTRUCTIONS TO BIDDER

1. General Instructions

- a) The bidder should prepare and submit its offer as per instructions given in this section.
- b) The tenders shall be complete with all documents. Those submitted by telex, telegram or fax shall not be considered.
- c) The tenders which are for only a portion of the components of the job /service shall not be accepted. (The tenders /bids should be for all components of the job /service.)
- d) The prices quoted shall be firm and shall include all taxes and duties. This shall be quoted in the format as per attached Appendix 'F' only.
- e) The tenders (technical and financial) shall be submitted (with a covering letter as per Appendix 'E') before the last date of submission. Late tenders / bids shall not be considered.

2. Inspection of Site

The interested bidder may inspect the respective locations where the services are to be rendered during 10.00 AM TO 4.00 PM on all working days till last date of sale of tender as given in the tender schedule. The Mission Director, NHM shall not be liable for any expenditure incurred in such inspection or in the preparation of the bid(s).

3. Earnest Money Deposit (EMD)

- a) The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs.90,000/- as specified in the Notice Inviting Tender (NIT) in the shape of Bank Draft / Bankers cheque from any Schedule Bank in favour of "Mission Director, National Health Mission, Meghalaya payable at Shillong
- b) It may be noted that no tendering entity is exempt from deposit of EMD. Tenders submitted without EMD shall be rejected.
- c) The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the resultant contract subject to the receipt of a written application addressed to the Mission Director, NHM, Meghalaya. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of contract.
- d) EMD of a bidder may be forfeited without prejudice to other rights of the purchaser, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information /documents furnished in its tender is incorrect, false, misleading or forged. In addition to the aforesaid grounds, the successful bidders' EMD will also be forfeited without prejudice to other rights of purchaser, if it fails to furnish the required performance security within the specified period.



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4. Preparation of Tender

The bids shall be made in TWO SEPARATE SEALED ENVELOPES as follows:

I. The first envelopes shall be marked in bold letter as "TECHNO COMMERCIAL BID" which shall be sent forwarding letter ("Appendix-E") and shall include the following in addition to the eligibility criteria:

- 1) Receipt regarding payment of Tender Cost if purchased from the office of the authority.
- 2) Bank Draft / Bankers Cheque towards E.M.D. DD/ Banker's cheque towards the cost of tender document to be attached in case bid document is downloaded from the website.
- 3) Confirmation regarding furnishing Performance Security in case of award of contract.
- 4) Original tender document duly stamped and signed in each page along with the Forwarding Letter confirming the performing the assignment as per "Appendix E".
- 5) Particulars of the bidder as per "Appendix-D"
- 6) Copy of the Income Tax Returns acknowledgement for last two financial years.
- 7) Power of attorney in favour of signatory to tender documents and signatory to Service Provider Authorisation letter.
- 8) Copy of the certificate of registration of EPF, ESI and Service Tax with the appropriate authority.
- 9). Trading License from KHADC/JHADC/GHADC must produce before any work involving Trade is issued (The successful bidder has to furnish Trading License from the concerned District Council as mentioned above in case the same was not furnish during submission of Tender document).
- 10) PAN/TIN Card, GST registration of the firm
- 11) A declaration from the bidder in the format given in the "Appendix-H" to the effect that the firm has neither been declared as defaulter or black-listed by any competent authority of a government department, government undertakings, local bodies, authorities.
- 12) Self attested copy of a Cancelled Cheque of the Firm clearly indicating Bank Name, Branch, Account Number, IFSC.
- 13) Eligibility criteria Section-5

In addition to the above documents,

- 1) The bidder shall provide an authorization letter as per perform given in "Appendix -B".
- 2) The bidder shall provide certificate of other similar services provided in private/public sector in last three years and user's certificate regarding satisfactory completion of such jobs as per



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proforma given in "Appendix -C".

3) Minimum 1 crore Turnover of last three financial years

II. The second envelope shall contain the financial proposal and shall be marked in bold letters as "FINANCIAL BID". Prices shall be inclusive of all taxes & duties and quoted in the proforma enclosed at "Appendix F" as per scope of work / service to be rendered.

5. Tender Validity Period

The tenders shall remain valid for 60 calendar months for acceptance and the prices quoted shall remain for the duration of the contract. The contract may be extended for another term with mutual consent.

6. Tender Submission

The two envelopes containing both technical and the financial bid shall be put in a bigger envelope, which shall be sealed and superscripted with "TENDER NO DHS/MCH&FW/NHM/VLT/36/2020/..... dt.....". The offer shall contain no interlineations or overwriting except as necessary to correct errors, in which cases such correction must be initialled by the person or persons signing the tender. In case of discrepancy in the quoted prices, the price written in words will be taken as valid.

7. Opening of Tenders:

The technical bid will be opened at the time & date specified in the schedule. The bidders may attend the bid opening if they so desire.



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SECTION 3

EVALUATION OF TENDERS

1. Scrutiny of Tenders

The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions and whether the bidder is eligible and qualified as per criteria laid down in the Tender Enquiry Documents. The bids, which do not meet the aforesaid requirements, are liable to be treated as non-responsive and may be ignored. The decision of the purchaser as to whether the bidder is eligible and qualified or not and whether the bid is responsive or not shall be final and binding on the bidders. Financial bids of only those bidders, who qualify technical bid, will be considered.

2. Infirmary / Non-Conformity

The purchaser may waive minor infirmity and/or non-conformity in a tender, provided it does not constitute any material deviation. The decision of the purchaser as to whether the deviation is material or not, shall be final and binding on the bidders.

3. Bid Clarification

Wherever necessary, the purchaser may, at its discretion, seek clarification from the tenderers seeking response by a specified date. If no response is received by this date, the purchaser shall evaluate the offer as per available information.



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SECTION 4

JOB DESCRIPTION

I. RESPONSIBILITIES OF THE SERVICE PROVIDER:

- a. In all PHC's, CHC's and DH's OR as decided by the Authority and bidder shall have no objections whatsoever. The service provider shall arrange for samples collection once daily from PHC, CHCs and twice daily at DH and will ensure their safe transport, analysis and reporting of results within the time frame attached in Appendix-I. The service provider shall continue to provide the services as in (b) for the entire duration of the contract.
- b. State authority shall provide an information matrix for services required from the private service provider as per Appendix - A.

II. SCOPE OF THE WORK.

The obligations of the service provider/firm under this service contract shall include following service activities and commitments. The details of various services required at different locations and type of facilities is given in Appendix 'A'

1. Service provider shall follow Standard Operating Procedures (SOPs) as approved by the authority.
2. Engagement of delivery of services agreed to be provided by the service provider; medical, technical and other personnel for operating and managing of centres where samples shall be sent for analytical purposes will be ensured by the Service provider. The state health authority reserves the right to add/delete/modify the list of tests prescribed at various levels of public health facilities and to add/reduce the total number of facilities for which contract has been signed.
3. All the operational cost related to functioning of equipment, Human Resource, materials required for transportation and consumables at all laboratories when samples shall be sent for analytical purposes shall be borne by Service Provider.
4. The service provider shall be required to provide for sample collection by a trained personnel from PHCs/ CHCs/ Area Hospitals/ District Hospitals as and when instruction is received from the authority to implement the services. The service provider shall be responsible for collection, centrifuge and storage of samples in the facility and its safe transport subsequently.



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5. The Service provider shall provide logistic systems for sample transfer, reporting of tests and a Dashboard for monitoring collections and reporting of tests (dashboard approval is required to be obtained from the authority). The Viral load tests reports shall be reported by the service provider electronically within the stipulated time frame. The provision of IT peripherals, connectivity for downloading laboratory reports and printing shall remain the responsibility of the Service provider. The Service provider shall declare all logistic capability, number of people deployed for logistics, mode of transport, Standard Operating Procedures (SOP's), for sample collection, transport, storage and preservation of the sample from the collection point to the laboratory.

6. Service provider shall provide a signed report from qualified Micro-Biologist or as applicable having an MCI recognized Post Graduated degree.

7. Time frame for reporting of all results shall be as per attached Appendix - I. All critical results shall be reported within 24 hours of dispatch of sample from the facility using IT support. Critical tests results shall also be communicated to the concerned facility telephonically. Records of actions taken in case of critical results shall be maintained by the provider. These include date, time, and responsible laboratory staff member and examination results. IT support systems along with connectivity for transmission of all results to corresponding health facility shall be the responsibility of the service provider.

8. Service provider shall declare all the empanelled/ contracted/outsourced laboratories where the test would be done.

9. Service provider shall declare list of all the equipment in position and station where they are placed, all Human Resources including Laboratory specialist and Laboratory technicians.

10. The service provider should keep a record of Notifiable Infectious Diseases and Communicable diseases the information of the same to be sent to the medical record department within 12 hours of report generation and to keep a record of the same.

11. The Service provider shall manage the following records:

(a) Daily patients register. (b) Report register

(c) Critical value Reporting Test register (d) Turnaround time (TAT) register (e) Dashboard with all necessary data as suggested by the authority and full access of data should be given to the authority at all time.

12. Specific Laboratory Services Through Hub and Spoke Model:

Under this model, the samples are collected at peripheral facilities/collection centres and safely transported to a central laboratory which will act as the Hub. The Hub can be a District Hospital Lab/Medical College/or a public laboratory set up for the purpose or a Private Laboratory, with results reported to the originating facility on the same day or as specified in the TAT.



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SECTION 5

ELIGIBILITY CRITERIA

1. The Bidder shall be a sole provider (Company/Society/Trust) or a group of companies (maximum 3) coming together as Consortium to implement the Project. The principal partner should have at least 51% stake of the consortium and must also have all legal liabilities. The bidder cannot be an individual or group of individuals. The Service provider should be registered as a legal entity such as company registered under Companies Act, Societies Registration Act, Trust Act or an equivalent law applicable in the region/state/country. A bidder cannot bid as a sole provider as well as a partner in a consortium. No bidder can place more than one bid in any form. In support of this, the bidder's letter shall be submitted as per proforma in Appendix 'B'.
2. The Bidder shall have at least three years experience in carrying out similar type of assignment / services in public or private sector. In support of this, a statement regarding assignments of similar nature successfully completed during last three years should be submitted as per proforma in Appendix 'C'. Users' certificate regarding satisfactory completion of assignments should also be submitted. The assignment of Govt. Depts. / Semi Govt. Depts. should be specifically brought out. (The decision of the Purchaser as to whether the assignment is similar or not and whether the bidders possess adequate experience or not, shall be final and binding on the bidders.)
3. The Bidder shall currently have at least two Laboratory Service Centres (with fully trained service personnel) and provides viral load reports for a minimum of 30,000 tests per annum in one or more States of India.
4. Affidavit on Non-Judicial Stamp paper of Rs.100 attested by Public Notary that the Bidders are not presently blacklisted by any State Govt. or Govt. of India or any organizations.
5. NABL Accredited Laboratories having a minimum average annual turnover of Rs.3 crores (Rupees Three Crores) during the last three financial year. Firms will have to submit audited financial statement for the above three years in support of annual turnover. Turnover should be in respect of firm submitting the tender. Group turnover will not be considered for determining the eligibility and such tenders will be rejected summarily.
6. The bidder should have NABL accreditation for conducting the quoted tests. The testing platform and kits used for testing should be USFDA or CE-IVD approved.
7. Bidder should provide evidence i.e. 100% of the tests required in past two years or 50% in past one year.
8. A certificate from the Chartered Accountant certifying that the bidder has been conducting the tests enumerated during previous year i.e. 2018-19



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SECTION 6

TERMS AND CONDITIONS

1. Signing of Contract

The authority shall issue the Notice for Award of Contract to the successful bidder within the bid validity period. And the successful bidder will be required to sign and submit the contract unconditionally within 15 days of receipt of such communication.

2. Modification to Contract

The contract when executed by the parties shall constitute the entire contract between the parties in connection with the jobs / services and shall be binding upon the parties. Modification, if any, to the contract shall be in writing and with the consent of the parties. Services shall be valid for a period of 1 year from the date of approval by the Authority and it could be cancelled at any time after providing an opportunity of hearing by the Service provider, in case the Service provider does not follow the rules, regulations and terms and condition of the contract. The contract may be extended for another year subject to satisfactory performance and approval of the R.O.P in the successive year.

3. Performance Security

a) The successful bidder shall furnish a performance security in the shape of a Demand Draft/Bank Guarantee issued by a Nationalised Bank in favour of Tender Inviting Authority for an amount of 5% of total tender cost. The Bank guarantee shall be as per proforma at "Appendix G" and remain valid for a period, which is three months beyond the date of expiry of the contract. This shall be submitted within 15 days (minimum) of receiving of Notice for Award of Contract, failing which the EMD may be forfeited and the contract may be cancelled.

OR

5% to be deducted as Performance security from each invoice submitted by the service provider.

b) If the firm/ contractor violate any of the terms and conditions of contract, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the Purchaser and the contract may also be cancelled.

c) The authority will release the Performance Security without any interest to the firm / contractor on successful completion of contractual obligations subject to receiving of a written application.

4. Compliance of Minimum Wages Act and other statutory requirements

The bidder shall comply with all the provisions of Minimum Wages Act and other applicable labour



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laws. The bidder shall also comply with all other statutory provision including but not limited to provisions regarding medical benefit and eligibility criteria of human resources used by the bidder for providing the services, biomedical waste management, bio-safety, occupational and environmental safety. Legal liability to the extent of reporting for each reported case provided by the service provider.

The Service provider shall maintain confidentiality of medical records and shall make adequate arrangement for cyber security.

5. Income Tax Deduction at Source

Income tax deduction at source shall be made at the prescribed rates from the bidder's bills. The deducted amount will be reflected in the requisite Form, which will be issued at the end of the financial year.

6. Periodicity of Payment

The payment will be made subject to availability of fund or as and when the service provider submitted the invoices monthly/quarterly. The bidder will raise its invoice on completion of services during the period duly accompanied by evidences of services provided. The payment will be subject to TDS as per Income Tax Rules and other statutory deductions as per applicable laws.

8. Damages for Mishap/Injury

The authority shall not be responsible for damages of any kind or for any mishap/injury/accident caused to any personnel/property of the bidder while performing duty in the purchaser's/consignee's premises. All liabilities, legal or monetary, arising in that eventuality shall be borne by firm/ service provider.

9. Termination of Contract:

The purchase may terminate the contract, if the successful tenderer withdraws its tender after its acceptance or fails to submit the required Performance Securities for the initial contract and or fails to fulfil any other contractual obligations. In that event, the purchaser will have the right to purchase the same services from next eligible bidder and the extra expenditure on this account shall be recoverable from the defaulter. The earnest money and the performance security deposited by the defaulter shall also be recovered to pay the balance amount of extra expenditure incurred by the purchaser. After completion of the tenure of tender, the Service provider will be allowed to vacate the space within a period of 15 days, in all the facilities where provider was providing the services.



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10. Arbitration

a) If dispute or difference of any kind shall arise between the purchaser and the firm/contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

b) If the parties fail to resolve their dispute or difference by such mutual consultations within thirty days of commencement of consultations, then either the purchaser or the firm/contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided. The applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In that event, the dispute or difference shall be referred to the sole arbitration of an officer to be appointed by the Mission Director, National Health Mission, Govt. of Meghalaya as the arbitrator. If the arbitrator to whom the matter is initially referred is transferred or vacates his office or is unable to act for any reason, he / she shall be replaced by another person appointed by Mission Director, National Health Mission, Govt. of Meghalaya to act as Arbitrator. Such person shall be entitled to proceed with the matter from the stage at which it was left by his predecessor. The award of the provision that the Arbitrator shall give reasoned award in case the amount of claim in reference exceeds Rupees One Lac (Rs.1,00,000/-).

c) Work under the contract shall, notwithstanding the existence of any such dispute or difference, continue during arbitration proceedings and no payment due or payable by the Authority or the firm / contractor shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration.

d) Reference to arbitration shall be a condition precedent to any other action at law.

e) Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued.

11. General Terms and Conditions:

a. Service provider shall commence the proposed services within the 30 days of signing the agreement.

b. The Authority shall finalize the Standard Operating Procedures (SOPs) for each of the services to be followed by the Service provider.

c. With regard to the doubtful observations, a repeat investigation will be carried out at the cost of service provider.

d. Yearly review of performance and observance of terms & conditions including quality of tests shall be carried out by the Authority. The service provider shall furnish a third party report of calibration of laboratory equipment used by the provider for providing the services, yearly to the authority. Documentation of the same should be done. A third party audit by an NABL Accredited laboratory shall be conducted at the cost of



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service provider every year. The Service provider shall also check a define number of samples per month in another NABL Accredited Laboratory for external quality assurance programme. In case the results of external quality assurance is not acceptable the amount equal to three times multiplied by total number of tests for that matter shall be forfeited.

e. Service provider shall make alternative arrangements for reporting all of the cases at the approved rates in case there is breakdown which extends for more than 72 hours (3 days) of the sample collection. If the breakdown in the services extends beyond 15 days the contract may be cancelled. Between 3 days and 15 days if arrangement with alternate service provider is not in place, the authority shall deduct cost equivalent to the total number of tests multiply by volume of test prescribed in the 15 days period starting from 8. 00 Am on the day of commencement of shut down.

f. The service provider shall provide a list of all laboratory equipment used along with serial numbers and locations.

g. Use of the allocated space by the service provider for any other purpose other than the approved scheme shall not be permitted.

h. After completion of the tenure of tender, the Service provider will be allowed to vacate the space within a period of 15 days, in all the facilities where provider was providing the services.

i. The cost reimbursed to Service Provider shall be cost/reported sample (tests).

k. The Service provider will also comply with confidentiality and privacy laws relevant to patient details.

l. 95% of the samples shall be reported within the stipulated time frame as mentioned in the Annexure - I. In the event of more than 5% of samples not being reported within stipulated time frame, no cost shall be paid for all samples reported beyond the stipulated time frame in the given month.

m. All the operational cost within the declared scope of work including the cost of deployment of the personnel will be borne by the Service provider.

n. The service provider will be penalized in cases of increased TAT and if the delay is one hour then 5% per hour of the payment per test shall be deducted.

o. NABL Accreditation is not an essential but desirable criterion. In case of a non NABL Service Provider being selected for the purpose of this contract, the bidder shall



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Obtain NABL accreditation within 3 years of signing of the contract and ISO certificate within 3 months of signing of the contract. In either case the bidder shall have third party performance annual audit done by a NABL Accredited laboratory.

12. Applicable Law and Jurisdiction of Court:

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. The Court located at the place of issue of contract shall have jurisdiction to decide any dispute arising out of in respect of the contract. It is specifically agreed that no other Court shall have jurisdiction in the matter.



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Appendix-A

SECTION 7

DESCRIPTION OF SERVICES REQUIRED

Type of facility	Total no. of facilities	Indicative No. of facilities Requiring for outsourcing of Viral Load Tests services	Name of tests to be outsourced
DH	10	10	Viral Load Test
CHC	28	28	
24X7 PHC	49	49	
PHC	60	60	



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NATIONAL HEALTH MISSION, MEGHALAYA**

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Email: nrhmmegh@gmail.com

**List of District Hospitals where outsourcing Of Viral Load test are
currently required**

Sl.No	District name	Name of hospital (name are indicative only)
1	East Khasi Hills	Ganesh Das Hospital
2		Civil Hospital, Shillong
3	East Garo Hills	Williamnagar DH
4	West Jaintia Hills	Jowai District Hospital, Ialong
5	Ri Bhoi	Nongpoh Civil Hospital
6	South Garo Hills	Baghmara Civil Hospital
7	West Garo Hills	Dist. Maternity & Child Hospital
8		Civil Hospital, Tura
9	West Khasi Hills	Nongstoin DH
10		Mairang DH

Please note, the nos. and name of centre for providing Viral Load tests services should be implemented by the service provider only after the instructions is receive from the authority. Any centres/facility implemented without the instruction from the authority shall not be considered by the authority and no payment will be made for the same. The name or numbers of centres may be increase or decrease as decided by the authority.



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Appendix-B

BIDDER'S AUTHORISATION LETTER (To be submitted by authorized agent)

To

Mission Director, National Health Mission,
Directorate of Health Services, Health Complex,
Laitumkhrah, Shillong-793003, Meghalaya.

Ref. Your TE document No.-----
dated-----

Dear Sirs,

We,..... are the suppliers of

----- (name of services(s) and hereby
conform that;

1. Messrs. ----- (name and address of the agent)
is our authorized agents for -----

2. Messrs. ----- (name and address of the agent) have fully
trained and experienced service personnel to provide the said services.



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nrhmmegh@gmail.com

Yours Faithfully

[Signature with date, name and designation]

For and on behalf of Messrs

[Name & Address of the Service provider]

Note:

- 1. This letter of authorization should be on the letterhead of the service provider and should be signed by a top executive of the firm.**
- 2. Original letter shall be attached to the tender.**



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Appendix-C

ASSIGNMENT OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST THREE YEARS

1. Attach users' certificates (in original) regarding satisfactory completion of assignments. Note:
Attach extra sheet for above Performa if required.

Signature.....

Name

S.No.	Assignment Contract No. & date	Description of Work/ Services provided	Contract Price of Assignment	Date of Commencement	Date of Completion	Was Assignment satisfactorily completed	



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nrlhnmegh@gmail.com

Appendix-D

PARTICULARS OF THE BIDDER'S COMPANY

(To be submitted by all tenderers / bidders)

1. Name
2. Type of Organisation
: Prop./Partnership/Company/Consortium/Trust/ Not for Profit Organization
3. Address of Service centres in the region:
 - (a) Total No. of services personnel at the existing centres:
 - (b) Total No. of locations where organization currently has centres:
4. Number of service personnel:

Name	Qualification	Experience (Similar Service)
		use extra sheet if necessary

5. Whether the bidder has NABL/NABH/ISO or any other accreditation?
(If yes/ whether documents attached with techno commercial bid).
6. Registration. Nos.
 - (a) EPF
 - (b) ESI
 - (c) GST
 - (d) Audited Accounts Statement for past three financial years
 - (e) Copy of Income Tax Return for past three financial years
 - (f) Experience certificate of Bidder
7. Brief write-up about the firm / company. (use extra sheet if necessary)

Signature of Bidders

Date:

Name

Place:

Office Seal



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nrhmmegh@gmail.com

Appendix - E

Forwarding Letter for Technical Bid

(To be submitted by all tenderers / bidders in their letterhead)

To

Mission Director, National Health Mission, Directorate of Health
Services, Health Complex, Laitumkrah, Shillong-793003, Meghalaya

Sub: Tender for specific Lab. services under Tender No....

Sir,

We are submitting, herewith our tender for providing lab. Services.....

We are enclosing Receipt No..... or Bank Draft/Bankers Cheque
No....., Dated.....(Amount Rs) towards tender cost/fee (if
documents have been downloaded from website) and Bank Draft / Bankers Cheque
No..... Dated..... (Amount Rs.....) towards Earnest Money Deposit
(EMD), drawn on..... Bank in favor of Mission Director, National Health
Mission, Meghalaya. We agree to accept all the terms and condition stipulated in your
tender enquiry. We also agree to submit Performance Security as per Clause No. 3 of
Section VI of Tender Enquiry document.

4. We agree to keep our office valid for the period for the period stipulated in your tender
enquiry. Enclosures:

- 1.
- 2
- 3
- 4
- 5

Signature of the Tenderer.....

Seal of the Tenderer.....



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Appendix - F

FINANCIAL BID

(To be submitted by all tenderers / bidders in their letterhead)

1. Name of the Tenderer

2. Prices Quoted per Viral load test :-

Cost per test at district level; Rs.....

If the above financial bid rate is Rs.X, then at PHC the cost reimbursed would be Rs.X + Rs.0.2 of X;
at CHC it would be Rs.X + 0.1 of X and at DH it would be Rs.X (the quoted amount).

The bidder quoted the lowest rate i.e. Rs.X, will be awarded with the contract.



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Appendix - G

PROFORMA FOR BANK GUARANTEE

To

Mission Director, National Health Mission,
Directorate of Health Services, Health Complex,
Laitumkhrah, Shillong-793003, Meghalaya

WHEREAS.....(Name and address of the Service Provider) (Hereinafter called " the service provider" has undertaken, in pursuance of contract No..... dated (Herein after "the contract") to provide specific laboratory services.

AND WHEREAS it has been stipulated by you in the said contract that the service provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give such a bank guarantee on behalf of the service provider;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the service provider, up to a total of..... (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the service provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the service provider before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 15 (fifteen) months from the date of signing of contract i.e. up to..... (indicate date) (Signature with date of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch



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Appendix - H

DECLARATION BY BIDDER

I / We agree that we shall keep our price valid for a period of one year from the date of approval. I / We will abide by all the terms & conditions set forth in the tender documents No. /

I / We do hereby declare I / We have not been de-recognized / black listed by any State Govt. / Union Territory / Govt. of India / Govt. Organisation / Govt. Health Institutions.

Signature of the bidder:

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary Public in Rs.50.00 stamp paper.



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Appendix - I

TURN AROUND TIME

S. N	Name of Test	Reporting Time Frame
	Clinical Bio-Chemistry	
1.	Viral Load test	Up to 6days



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CONTRACT FORMAT

CONTRACT FORM FOR SELECTIVE LABORATORY SERVICES

Mission Director, National Health Mission, Directorate of Health Services, Health Complex,
Laitumkhrah, Shillong-793003, Meghalaya)

Contract No. _____ dated _____

This is in continuation to this office's Notification for Award of contract No dated .

Name & address of the Service Provider:
.....
.....

Reference: (i) Tender Enquiry Document No Datedand subsequent Amendment No
....., dated (if any), issued by the Tender Inviting Authority (ii) Service provider's
Tender No Datedand subsequent communication(s) No Dated (if
any), exchanged between the supplier and the purchaser in connection with this tender.

THIS AGREEMENT made the Day of 2016 between (name of tender inviting
authority) (hereinafter called the Procurer) of one part and (name of service provider)
(Hereinafter called the Service Provider) of the other part:

WHEREAS the Procurer is desirous that certain services should be provided by the Service
Provider, viz, (brief description of services) and the Procurer has accepted a tender
submitted by the Service Provider for the Services for the sum of (Contract price
in words and figures) (Hereinafter called the Contract Price),

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form part of and be read and
constructed as integral part of this Agreement, viz.:

- (i) Terms and Conditions of the Tender document;
- (ii) Location and Description of specifications;
- (iii) Job Description;
- (iv) Service Provider Authorization Form (if applicable to this tender);
- (v) SOPs



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(v) Purchaser's Notification of Award.

2. In consideration of the payments to be made by the Procurer the Service Provider hereby covenants to provide the Services conformity in all respects with the provisions of the Contract.
3. The Procurer hereby covenants to pay the Service Provider in consideration of the services the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed in the Contract.
4. The bank guarantee valid till _____ [(fill the date) 2 months after expiry of entire SERVICE period] for an amount of Rs. _____ [(fill amount) equivalent to 5% (minimum) of the cost of the contract value] shall be furnished in the prescribed format given in the TE document, along with the signed copy of Annual SERVICE within a period of 15 (fifteen) days of issue of Notice for Award of Contract failing which the EMD shall be forfeited.
5. Payment terms: The payment of Annual SERVICE will be made against the bills raised to the Procurer by the Provider on weekly basis after satisfactory completion of said period, duly certified by the designated official. The payment will be made in Indian Rupees.
6. Paying authority: _____ (name of the Procurer i.e. Office, Authority)

(Signature, name and address of
authorized official) For and on behalf
of _____

Received and accepted this contract
Signature, name and address of the supplier's
executive duly authorized to sign on
behalf of the provider

Witness:

Witness:

Date: _____

Place: _____



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nrhmmegh@gmail.com

No. DHS/MCH&FW/NHM/ VLT/36/2020/188

Dated Shillong the 27th/January/2020

NOTICE INVITING TENDER

National Health Mission (NHM), Meghalaya are inviting Tender from the interested firms for appointing Service provider for Viral load Tets in the state. The details of specification, Terms and conditions etc can be downloaded from <http://nrhmmeghalaya.nic.in>.

Date of Sale of Request For Proposal (RFP) Document : 29th/January/2020
Closing date and time of receipt of RFP Document : 17th/January/2020
Time and date of Technical & Financial bid opening : To be intimate at a later date

Any changes or any further notifications in respect to the above Tender Enquiry (TE) Document shall be made available only at the above mentioned website. Hence respective bidders are advised to visit the website regularly for the above purpose.

For any query Contact : Procurement Officer
Contact no : +919856026108

Sd/-

**Director of Health Services (MCH&FW)
Cum Jt. Mission Director, NHM**