

## RFP ADDENDUM #1

**Date of Addendum – 15<sup>th</sup> July 2024**

Request For Proposal (RFP) No. **DFY/GF/Lab Assessment/J/03/2024-25**

**Title** - Doctors For You invites the bids from agencies for the Laboratory Assessment required for all Public NAAT Laboratories within the per view of NTEP across 5 states of INDIA.

### **NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

### **For**

**Doctors For You invites the bids from agencies for the Laboratory Assessment required for all Public NAAT Laboratories within the per view of NTEP across 5 states of INDIA.**

### **Read As**

**Doctors For You invites the bids from agencies for the Laboratory Assessment required for all Public NAAT Laboratories on behalf of Hindustan Latex Family Planning Promotion Trust (HLFPPT), within the per view of NTEP across 5 states of INDIA.**

### **1. PROPOSAL SUBMITAL DEADLINE**

Last Date & Time for Submission of Bids	
15/07/2024 till 03.00 PM	<b>22/07/2024 till 03.00 PM</b>

### **2. RFP Page no. 3**

### **For**

1. Doctors For You (DFY), New Delhi, India (a not-for-profit Company Registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a pan India humanitarian organization with international presence and is working in various disaster hit zones since last 18 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situation, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering trainings and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of

race, class, caste, religion and gender. Doctors For You invites the bids from agencies for the Laboratory Assessment required for all Public NAAT Laboratories within the per view of NTEP across 5 states of INDIA. Initially 200 nos. of laboratories to be assessed which can be increased, depending upon the confirmation from NTEP.

2. The Category has been given in which assessment needs to be carried out Standard Operating Procedure and process of execution have been given in Annexure – 1.
3. DFY hereby invites bids (through email and hardcopy at given email id and address) from eligible and qualified Bidders for the Laboratory Assessment required for all Public NAAT Laboratories at 05 states as given in Schedule of the Bid Document.
4. Bidding will be conducted through 'Open Tender Enquiry' method and procedures as per DFY's procurement policy.
5. Bidders are required to submit Bid Security Declaration as per format provided in the Bid Document. Certain class of Bidders are exempted from submission of Bid Security. Details are given in Bid Documents.
6. The Bid Document can be freely downloaded from the website [www.doctorsforyou.org](http://www.doctorsforyou.org) and [www.devnetjobsindia.org](http://www.devnetjobsindia.org). Starting from 23/06/2024. Bidders shall be solely responsible for checking the above website for any addendum/amendment issued subsequent to publication of this Invitation for Bids and take the same into consideration while preparing and submitting their bids.
7. Bidders' representatives are invited to attend online pre-bid meeting at 11.00 AM on 28/6/2024 through above mentioned zoom link at the scheduled time and date of pre-bid meeting. Please note that non attendance at the pre-bid meeting will not be the cause of disqualification of bidders. Bidders who are unable to attend the pre-bid meeting (online or offline) can send their written requests for clarification, if any up to 04.00 PM till 02/07/2024 at email [procurement.gfund@doctorsforyou.org](mailto:procurement.gfund@doctorsforyou.org)
8. Bids must be submitted on or before 03:00 PM on 15/7/2024 by Bidders through email and hardcopy.
9. The Technical Bids will be opened on the same day at 03.30 PM.

### **Read As.**

1. **Hindustan Latex Family Planning Promotion Trust (HLFPPT)**, a trust promoted by HLL Lifecare Limited and registered under the Travancore-Cochi Literary, Scientific Charitable Societies "HLFPPT", hereinafter called as "Principal Recipient", for the implementing "SSHAKTI (Strategizing & Strengthening HIV/AIDS and TB Initiative)" Grant (GC7), under grant agreement (IND-C-HLFPPT) from 1st April 2024 to 31st March 2027.
2. Doctors For You (DFY), is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a pan India humanitarian organization with international presence and is working in various disaster hit zones since last 18 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situation, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering trainings and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.  
Doctors For You invites the bids from agencies for the Laboratory Assessment required for all Public NAAT Laboratories within the per view of NTEP across 5 states of INDIA. **laboratories to be assessed** Minimum of 200 labs and maximum of 2315 **which is depending upon the confirmation from NTEP.** The tool to be used for this is mentioned in annexure 2.
3. The Category has been given in which assessment needs to be carried out Standard

- Operating Procedure and process of execution have been given in Annexure – 1.
4. DFY hereby invites bids (through email and hardcopy at given email id and address) from eligible and qualified Bidders for the Laboratory Assessment required for all Public NAAT Laboratories at 05 states as given in Schedule of the Bid Document.
  5. Bidding will be conducted through 'Open Tender Enquiry' method and procedures as per DFY's procurement policy.
  6. Bidders are required to submit Bid Security Declaration as per format provided in the Bid Document. Certain class of Bidders are exempted from submission of Bid Security. Details are given in Bid Documents.
  7. Interested agencies to provide their bid price on per unit basis. The final payment will be based on the actual number of units completed or assessed.
  8. The Bid Document can be freely downloaded from the website [www.doctorsforyou.org](http://www.doctorsforyou.org) and [www.devnetjobsindia.org](http://www.devnetjobsindia.org). Starting from **23/06/2024**. Bidders shall be solely responsible for checking the above website for any addendum/amendment issued subsequent to publication of this Invitation for Bids and take the same into consideration while preparing and submitting their bids.
  9. Bidders' representatives are invited to attend online **pre-bid meeting at 11.00 AM on 28/6/2024** through above mentioned zoom link at the scheduled time and date of pre-bid meeting. Please note that non-attendance at the pre-bid meeting will not be the cause of disqualification of bidders. Bidders who are unable to attend the pre-bid meeting (online or offline) can send their written requests for clarification, if any up to 04.00 PM till 02/07/2024 at email [procurement.gfund@doctorsforyou.org](mailto:procurement.gfund@doctorsforyou.org)
  10. **Bids must be submitted on or before 03:00 PM on 22/7/2024 by Bidders** through email and hardcopy.
  11. **The Technical Bids will be opened on the same day at 03.30 PM.**

### **3. SECTION– III: FINACIAL PROPOSAL - PRICE BID FORM (STANDARD FORMS)**

#### **For**

##### **Form FIN I - Price Bid Form**

3. Based on the above, our proposed Total Contract Price is Rs. inclusive of all applicable taxes i.e. GST for..... schedules (amount in words)

#### **Read As**

3. Based on the above, our proposed **Per Unit Price is Rs. \_\_ inclusive of all applicable taxes i.e. GST for..... schedules** (amount in words)

### **4. SERVICES CONTRACT**

#### **For**

**Page no. 28 - ENGAGING OF AN agency for the Laboratory Assessment required for all Public NAAT Laboratories within the per view of NTEP across 5 states of INDIA.**

#### **Read As**

**ENGAGING OF AN agency for the Laboratory Assessment required for all Public NAAT Laboratories on behalf of Hindustan Latex Family Planning Promotion Trust (HLFPPT), within the per view of NTEP across 5 states of INDIA.**

**For**

**6. CONTRACT PRICE AND PAYMENT**

**6.3 Total Cost of the Services:**

The total cost of the Services payable is a maximum of Rs. /- (In words)

**Read As**

**6. CONTRACT PRICE AND PAYMENT**

**6.3 Total Cost of the Services:**

The per unit laboratory assessment cost of services payable in a maximum of Rs/-  
\_\_\_\_\_ (in words) the total cost of the Services payable is a  
maximum of Rs. /- (In words).

**7. IV – Appendices**

**For**

Annexure 1

**NAAT Laboratories Assessment Checklist under the below mention heads**

Name of the NAAT Laboratory:

Address:

Contact Person:

Nodal person for maintenance:

S. No	Checklist	Availability Yes/No	Practice Compliance Yes/No	Provision of Compliance	Quantity if Applicable/Remarks
Legal Document					
<b>Infrastructure</b>					
External Quality Assurance and Calibration					
Inventory					
Manpower and Training					
Standard Operating Procedures					
Maintenance					
Usage and Downtime					
Outcomes (Last Quarter)					

<b>Recording and Reporting</b>					
<b>Waste Management</b>					
<b>Process Control</b>					

## 7. IV – Appendices

### Read As.

All the 2315 Laboratories to be assessed as per the mentioned criteria - **Annexure 1**.

### Annexure 1

#### Scoring Tool for Point of Care TB NAAT Labs

This scoring tool is designed to evaluate the capability and readiness of point of care TB NAAT (Nucleic Acid Amplification Testing) labs. The tool captures information on the availability of functional NAAT machines, the presence of trained lab technicians, sample load for NAAT, and whether Extrapulmonary Tuberculosis (EPTB) samples are already tested.

#### Scoring Categories

- Availability of Functional NAAT Machines**
- Presence of Trained Lab Technicians**
- Sample Load for NAAT**
- Testing of EPTB Samples**
- Infrastructure**

Each category will be scored based on specific criteria. The total possible score is 100 points.

#### Availability of Functional NAAT Machines (20 points)

Criteria	Score
More than 3 functional NAAT machines	20
2-3 functional NAAT machines	10
1 functional NAAT machine	5
No functional NAAT machines	0

#### Presence of Trained Lab Technicians (20 points)

Criteria	Score
More than 3 trained lab technicians	20
2-3 trained lab technicians	10
1 trained lab technician	5
No trained lab technicians	0

### Sample Load for NAAT (20 points)

Criteria	Score
High sample load (>50 samples per week)	20
Medium sample load (20-50 samples per week)	15
Low sample load (<20 samples per week)	10
No samples processed	0

### Testing of EPTB Samples (20 points)

Criteria	Score
Regularly tests EPTB samples	20
Occasionally tests EPTB samples	10
Does not test EPTB samples	0

Infrastructure (20 Points)	
lab space(min two workbenches)	5
ventilation	2
GeneXpert with UPS and Airconditioning	3
Biosafety cabinet	2
Tissue homogeniser	2
Biosafety centrifuge	2
Vortex	2
PPE	2

### Interpretation of Total Score

**80-100:** Excellent - The lab is highly capable and well-prepared for TB NAAT testing.

**60-79:** Good - The lab has strong capabilities but may need minor improvements.

**40-59:** Fair - The lab has moderate capabilities and requires significant improvements.

**0-39:** Poor - The lab is not adequately prepared for TB NAAT testing and needs substantial enhancements.

This scoring tool provides a structured approach to evaluate and enhance the readiness of point of care TB NAAT labs, ensuring they meet the necessary standards for effective TB diagnosis and management.

**Thus, those labs scoring as Excellent/Good will be assessed further as per Annexure 2.**

In case minimum 200 labs are not reached for further assessment through this scoring mechanism, then labs with Fair score will be assessed as per annexure 2.

**Read As.**

Nos. 200 of Laboratories have to be assessed as per the criteria mentioned in the **Annexure 2**, the laboratories can be increased for assessment, **which is depending upon the confirmation from NTEP.**

**Annexure 2**

**NAAT labs Assessment Checklist**

Name of the NAAT Laboratory:

Address:

Contact Person:

Nodal person for maintenance:

S. No	Checklist	Availability Yes/No	Practice Compliance Yes/No	Provision of Compliance	Quantity if Applicable/Remarks
<b>Legal Document</b>					
	Legal entity- Authority and Documentation				
<b>Infrastructure</b>					
	Total Number of <b>CBNAAT/Truenat</b> machines				
	Total number of modules (No functional)				
	Is Separate area for available for sample receipt				
	Is Sample Transport Mechanism in place?				
	Number of days between <b>specimen collection</b> and result reported last 6 month. (Patient TAT)	<b>Average: Range:</b>			
	Number of days between <b>specimen receipt</b> and result reported as per Last 6 Month (Test TAT)	<b>Average: Range:</b>			
	Number of days between <b>specimen tested</b> and result reported as per last six month (Reporting TAT)	<b>Average: Range:</b>			
	Is Power backup available for 2 hours? Please mention				

	Solar/UPS/online (applicable for CBNAAT facilities only )				
	Is AC available and in working condition? (applicable for CBNAAT facilities only )				
	If Telephone available for Communication				
	Is <b>thermohydrometer/thermometer/temperature gauge</b> available?				
	Availability of <b>refrigerator/cold storage for cartridges</b> , consumables/ dedicated area for storage of Truenat Chips				
	Are temperature logs maintained for both the lab and for refrigerator/cold storage?				
	Is a dedicated desktop/Computer System available with CBNAAT machine / for reporting?				
	Is anti-virus updated?				
	Is internet connectivity available?				
	Are lab consumables for CBNAAT /Truenat available for next two months/90 Days ?				
	Is CBNAAT/True NAAT lab utilized to its full capacity ( <b>Approx 12/10 tests per working day for a 4 module machine</b> )?				
	Are theft prevention measures in place?				
<b>External Quality Assurance and Calibration</b>					
	Were all CBNAAT /Truenat machines validated during installation				
	Date of last <b>calibration (CBNAAT- annual or 2,000 tests/module whichever is sooner) (Truenat- once in 6 months). Check the physical copy of calibration</b>				
	Date of Last Preventive Maintenance along with Frequency. <b>Check the physical copy of calibration</b>				
	IQC/EQAS Monitoring Process and record				
	If EQAS Program in place performance of last three cycle (Check NAAT EQA report by NTI Bangalore)				
<b>Inventory</b>					



	Total number of cartridges /chips received since inception				
	Total number of cartridges /chips used till last reporting quarter				
	Current stock of cartridges/chips with their date of expiry				
	How many cartridges /chips expired?				
	Is FEFO principle being followed?				
	Average lead time between request for new cartridges /chips and receipt of requested cartridges/chips for last reporting quarter				
<b>Manpower and Training</b>					
	Number of Staff with Qualification				<b>List of Staff along with Qualification</b>
	Is number of staff sufficient with workload				
	Number of lab personnel trained in CBNAAT/Truenat				
	Quality of training (ongoing Plan and Record)				
	Supervisory review for Competency of Scientific Staff				
<b>Standard Operating Procedures</b>					
	Is CBNAAT/Truenat - SOP/guidance/ Diagnostic algorithm document displayed and followed?				
	Quality of Sample Received in Last 6 Month (Check lab register and calculate no of samples received and rejected)			<b>Type of EP Sample with Number:</b>	
	Is sample adequately Processed /liquefied? What is the average time for liquefaction of sputum sample/Ready for test other sample. <b>IF applicable</b>				
	How many samples were rejected (Last Six Month) due to deficiency in Sample i.e. presence of blood in fluid sample, food particles, Improper labelling, and leakages before the test is run?				
	Is the Test request form (Annexure 15A) filled (at least critical details on patient identifiers, classification of patient/ type of sample/ collection facility/ contact details				
	How many samples were rejected after the test is run due to equipment error or insufficiency of				

	sample for repeat test ? (check no of invalid/ errors/ DNA extraction error/ RIF indeterminate)				
	Is the LT adding the required volume of processed sample / DNA to the cartridge/ chips before the test is run				
<b>Maintenance</b>					
	Is the CBNAAT/Truenat workbench dust free?				
	Frequency of cleaning of fan filter				
	Frequency of cleaning of instrument surface				
	Frequency of cleaning of plunger				
	Any issues with use of GeneXpert/Truenat software? If yes, please specify the no. of Incidence & reason and how it was resolved			Descriptive	
	Frequency of data backup				
	Contingency Plan if equipment breakdown for longer				
	Is the work bench cleaned daily with appropriate disinfectant (70% Alcohol/ Hypochlorite)				
<b>Usage and Downtime</b>					
	Average number of tests done per module per day				
	Number of modules replaced since inception				
	Is a log book being maintained for recording the downtime of modules?				
	Average time taken for module replacement				
	Was module replacement done by authorized personnel?				
	Availability of Service report				
<b>Outcomes (Last Quarter)</b>					
	Total number of Presumptive TB samples tested				
	Total number of tests with MTB+				
	Total number of tests with RIF resistance detected				
	Total number of tests with MTB+/Rif- Indeterminate				
	Number of EPTB samples tested				
	Total number of tests with MTB+				
	Total number of tests with RIF resistance detected				
	Total number of tests with MTB+/Rif- Indeterminate				
	Number of Ped samples tested				

	Total number of tests with MTB+				
	Total number of tests with RIF resistance detected				
	Total number of tests with MTB+/Rif- Indeterminate				
	If Sample Rejection Criteria available				
	No of DNA extraction errors in Truenat (Total/ EPTB/ Ped-enumerate nos from Lab register)				
	Number of MTB+/Rif <b>Indeterminate Retested</b>				
	Number of Rif <b>Indeterminate retested using additional sample</b>				
	Number of MTB not detected (MTB-)				
	Number of tests with Invalid results				
	Number of Invalids retested				
	Number of Invalids retested using additional sample collected?				
	Number of tests with "No results"				
	Number of "No results" retested				
	Number of tests with "other Errors"				
	Number of Errors retested				
	List the type of errors reported along with their frequency				
Completion of diagnostic algorithm					
	Of the MTB +, how many were sent to CDST labs for LPA (1 <sup>st</sup> & 2 <sup>nd</sup> line)				
<b>Recording and Reporting</b>					
	Are CBNAAT/Truenat laboratory indicator maintained? (check the entry of results as on date)				
	Is CBNAAT/Truenat stock register available?				
	Is the sample received with Ni-kshay ID from periphery? (check from total received in a month, how many received with Ni-kshay ID)				
	Average no of Ni-kshay IDs generated by NAAT LT in a month (take average of previous 1 Qtr)				
	Mechanism of reporting NAAT results (Whatsapp/ Annexure 15A/ Ni-kshay)				
	Is facility to report results in Ni-kshay available in ANAT facility and performed (if yes, who is the responsible person)				
	Quality of data recording and reporting (check the NAAT EQA				

	report for transcriptional errors/ Strike through in lab register for change of results)				
<b>Waste Management</b>					
	Foot operated bin with lid (containing 5% phenol) (Disposal of Cartridges, Disposal of sputum containers) (ask whether disinfectant is freshly prepared daily; is the procedure for preparation displayed)				
	Is Bio-medical waste management in place/deep burial pit/segregation?				
	Is Bio Medical Waste followed for pretreatment and their records are maintained along with Procedure.				
	Is Staff adequately trained on BMW practice as per local/regional/central guidelines.				
<b>Process Control</b>					
	Is any schedule and record of Supervisory review of Process by the STLS/ DTO. (Check the monthly visit report by STLS )				
	Record of Supervisory review				

**8. For - SECTION VI**  
**Read as – Schedule - 6**