

OFFICE OF THE
MANIPUR STATE AIDS CONTROL SOCIETY
IMPHAL, MANIPUR

N O T I C E

Imphal, the 17th June, 2025

No.CST-12057/1/2025-e-MACS: Sealed Tenders are invited from intending firms for transportation of HIV-1 Viral Load Sample for Manipur State AIDS Control Society. The terms and conditions etc. may be seen in tender documents which can be downloaded from www.manipursacs.nic.in and must be submitted on or before 10th July, 2025 up to 2.00 pm at the office Room no.209, 2nd Floor - New Secretariat Building, Western Block.

Sd/-

(Kengoo Zuringla)
Project Director
Manipur State AIDS Control Society
Imphal, Manipur

NOT TO BE PUBLISHED

No.CST-12057/1/2025-e-MACS:

Imphal, the 17th June, 2025

For kind advertisement of size 2 column X 10cm in Black & White for 2 (two) days (preferably in page 3). One copy of newspaper may be submitted along with the bill in triplicate.

Copy to:

1. The Editor,
Poknapham (Manipuri edition)
2. The Editor,
Sangai Express (English edition)

Digitally signed by
Kengoo Zuringla
(Kengoo Zuringla) 2025.06.17 17:26:43
Project Director
Manipur State AIDS Control Society
Imphal, Manipur

RFP for Hiring of Courier agency for HIV-I Viral Load Sample Transportation for Manipur State AIDS Control Society.

Important Dates and Bidding details	
Published date	25 -06-2025
Bid document download start date	26 -06-2025
Clarification start date	27 -06-2025
Bid submission start date	30 -06-2025
Bid submission end date	09 -07-2025
Date of Bid opening	10 -07-2025

K. Premchandra Singh

SECTION 1: INVITATION FOR PROPOSAL

1.0 INTRODUCTION

1.1 Background

The Manipur State AIDS Control Society is a registered society under the Societies Registration Act, 1860 which receives fund from Govt. of India under Domestic Budgetary Support for implementation of National AIDS Control Programs (NACP) in the state of Manipur.

Expression of interest is invited from eligible service providers for sample transport for HIV-I Viral Load testing under the National AIDS Control Program (NACP) in the state of Manipur. The service provider services related to biological specimen packaging and transportation from designated ART Centre (sample collection site) and their delivery to the testing laboratories as per the client approved linkage plan and timelines.

1.2 Objectives:

To purchase services for sample transportation of blood samples from ART Centres to designated Viral Load Lab for one year with effect from 1st October 2025 to 30th September 2026. This document defines the technical and operational requirements of packaging and transportation of biological samples i.e. plasma and Dried Blood Spot (DBS) for HIV-I Viral load testing under the national program

1.3 Invitation to Applicants

(i) The invitation is for Selection of Firm for sample transport for HIV-I Viral Load testing under the National AIDS Control Program (NACP) in the state of Manipur. The selected Firm will closely work with Lab Service Division of MACS for smooth transportation of sample to the designated Viral Load Lab.

(ii) MACS may, at its own discretion, extend the date for submission of proposals. In such a case all rights and obligations of MACS and Applicants previously subject to the deadline will thereafter be subject to the deadline as extended.

1.4 Due diligence by Applicants

Applicants are required to make themselves fully aware of the specification required for transportation of HIV-I Viral Load Sample to the designated Labs

1.5 Tender Document

Tender document will be made available to the applicants through MACS website www.manipursacs.nic.in prior to the Proposed Due Date. A signed declaration stating that no alteration has been made in any form in the downloaded document shall be enclosed with the Proposal.

1.6 The Selection Process

MACS have adopted a two-stage selection process (collectively the "Selection Process") in evaluating the Proposals comprising technical and financial bids submitted. In the first stage, a technical evaluation will be carried out, based on this technical evaluation, a list of short-listed applicants shall be prepared. In the second stage, financial evaluation will be carried out and the Lowest Bidder (LI) will be considered for Award of Work.

1.7 Communications

All communications including the submission of proposal should be addressed to:

The Project Director

Manipur State AIDS Control Society

Old Secretariat, Imphal, Manipur.

Email: manipursacs@gmail.com

The bids will be opened at Office Chamber of PD MACS on 10th July, 2025 at 2 pm.

The official website of MACS is: www.manipursacs.nic.in

All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

"Tender for sample transport for HIV-I Viral Load testing for Manipur State AIDS Control Society"

Section 2: **Scope of Work**

The scope of work includes biological packaging and transportation from the designated ART Centre (sample collection site) and their delivery to the testing laboratories as [per the client approved linkage plan and timelines. The service provider should have provisions for temperature and humidity-controlled logistics for plasma and DBS samples (Refer Annexure-C)

The responsibilities of the service provider extend from supply chain management of materials (consumables and equipment) required biological specimen packaging and transportation, provision of temperature and humidity-controlled transportation and deployment of competent personnel for carrying the work

2.1 Minimum Eligibility Criteria

- Registered logistic service provider having valid license.
- The service provider's capacity of having provisions for temperature and humidity-controlled Logistics for plasma and DBS samples.
- The capability of the service provider in terms of supply chain management of materials (Consumables and equipment) required for biological specimen packaging and transportation, provision of temperature and humidity-controlled transportation and deployment of competent personnel for carrying out the work.
- The capacity in terms of adequate physical infrastructure, robust processes, air & land connectivity network, appropriate tools to capture and share information on sample movement and qualified/trained team i.e. experienced in handling large projects involving vast geographies and scale.
- Years of experience and prior work experience of providing similar services.

2.2 Operational requirements for shipment of biological samples for HIV-I test

- a. The sample handling as per temperature and humidity requirements should be compliant with the National HIV-I Viral Load Guidelines
- b. **Materials to be transported:** Biological sample (Plasma & DBS)
- c. **Category of material:** Biological substance Category B-UN3373
- d. **Duration of sample transportation:**
 - i. Plasma: Delivery of samples to the testing lab at the earliest however not later than 5 days of sample collection
 - ii. DBS: Delivery of samples to the testing lab at the earliest, however not later than 10 days of sample collection maintaining the requirements for humidity control.
- e. **Temperature maintenance during sample transportation:**
 - i. Plasma: cold chain transport (2-8⁰ C) ii. DBS:
 - ii. Ambient temperature and controlled humidity

- f. **Packaging requirement:** The service Provider should adhere to the National HIV-I Viral Load Guidelines (Ref: NACO website) and applicable national and international guidelines such as Triple layer, UN-3373 packaging for infectious agent and WHO guidelines for safe transportation of materials.
- g. **Sample pick up site:** Sample collection sites identified by the client, refer **Annexure-A**
- h. **Sample delivery site:** Viral Load Labs, refer **Annexure-B**
- j. All consumables and equipment required for specimen packaging and transportation should be provided by the Service provider.
- l. The safe storage of all the consumables (including the personal protective equipment) and equipment required for above activities is the responsibility of the Service Provider.
- m. The management of all Bio Medical Waste generated during this activity, in compliance to the biomedical waste management rules 2016, is the responsibility of the service provider

2.3 Technical Requirements for shipment of biological samples for HIV-I test

- a. The Service Provider should have adequate experience and expertise to carry out Packaging and transportation of plasma and DBS samples.
- b. The Service Provider should engage qualified, trained and competent staff for sample packaging and transportation.
- c. The concerned nodal person of the sample collection site must be intimated through email/SMS before pick up person reaches sample collection site for pick up. The samples should not be delivered during non-working hours, weekends or on holidays unless prior arrangement with the receiving laboratory has been made.
- d. The service provider must have all necessary license and approvals for the work undertaken.
- e. The service provider should have SOP for environment-friendly disposal mechanism of used packaging boxes & other materials used in logistics, adhering to the local/State and laws.

2.4 Packaging of Plasma samples:

- a. Use validated Transport boxes to maintain 2-8⁰ C during the duration of shipment
- b. It is desirable that the service provider has a network of multiple cold-rooms and freezers, for conditioning and decontamination of Gel-packs, box preparation and for Gel-pack replenishment. The Gel-packs to be appropriately conditioned and decontaminated before usage.

2.5 Transport of Plasma samples

- a. The samples should be transported in temperature ranges 2-8⁰ C within five days of collection.

- b. The documentation required for sample transportation is the responsibility of the service provider. A copy of documentation should also be provided to the in-charge of the sample collection site for record.
- c. The data logger/temperature indicators should be provided in each transportation box for temperature monitoring during sample transportation.
- d. In-transit status and key milestones shall be updated and made available by the Service provider, on the real time basis.
- e. Service provider shall have Pan-India logistic network connectivity
- f. Service provider shall ensure delivery of temperature-controlled shipments within five days of sample collection.
- g. At the time of the delivery of the sample to the lab, the record of the data logger/temperature indicator should be accessible to the lab and at the national level.
- h. If there is change in the approved linkage plan due to reasons such as non-functional lab, etc., a revised connectivity plan will be provided by the client on need basis.
- i. The samples should not be packaged and transported or delivered during non-working hours, weekends or on holidays unless prior arrangement with the receiving laboratory has been made.
- j. The service provider is responsible for end-to-end monitoring of temperature during sample transportation.

2.6 Packaging for DBS Specimens

- a. The Zip-lock bag containing the DBS cards from the sample collection site should be packed inside a water proof padded envelope.
- b. Place the Test Requisite Form (TRF), and the completed sample transportation log in the envelope.
- c. Label the envelope with Viral Load Lab address and sender's address with contact details
- d. Seal the envelope and label envelope with Biohazard label.

2.7 Transport of DBS Specimen

- a. The envelope containing the DBS cards should be transported to the linked Viral Load Lab at ambient temperature and humidity-controlled conditions (with humidity indicator and desiccant)
- b. The consignment should reach the Viral Load Lab not later than ten days of sample collection

2.8 Monitoring and Evaluation

The Service provider will submit a monthly report on the following performance indicators:

- a. Numbers of samples packaged and transported per month. Cumulative and facility wise disaggregated data for DBS and Plasma sample.
- b. Number of shipments per month. Cumulative and facility wise disaggregated data for DBS and Plasma.

- c. Average Turnaround Time from sample packaging and transportation to delivery at Viral Load Lab. Cumulative and facility wise disaggregated data for DBS and Plasma
- d. Number of shipments that missed the Turnaround time. Cumulative and facility wise disaggregated data for DBS and Plasma
- e. Number of shipments not meeting the temperature requirements during Plasma transportation.
Cumulative and facility wise disaggregated data
The service provider must periodically monitor (Internal Audit) all the activities. This should be at least once in a year but at the start of operations more frequent internal audits must be done. The internal audit report with CAPA should be made available to the client on request. The client will have a system of scheduled and announced facility visits to check and verify the compliance to the requirements of the contract.

List of Annexure

- 1. **ANNEXURE A: List of sample collection sites with PLHIV Load.**
- 2. **ANNEXURE B: List of Viral Load Testing Centres.**

Section 3: Instructions to Applicants

2.1 Right to Accept or Reject any Proposal:

MACS reserves the right to annul the Tendering process, or to accept or reject any or all the proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Applicant(s) or any obligation to inform the affected Applicant (s) of the grounds for such decision. MACS also reserve the right to award the work to more than one company.

2.2 Preparation of Proposal:

The Applicant must comply with the following instructions during preparation of Proposals:

- A. The Applicant is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the Tender document. Failure to furnish all the necessary information as required by the Tender document or submission of a proposal not substantially responsive to all the requirements of the Tender document shall be at Bidder's own risk and may be liable for rejection.
- B. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialled by the authorized person signing the Proposal.
- C. The Proposal shall be in indelible ink and shall be signed by the Applicants or duly authorized person(s) to bind the Applicant to the Contract. The letter of authorization shall be indicated by written power of attorney and shall accompany the Proposal.

D. In addition to the identification, the envelopes containing the Proposal shall mention the name, address and telephone number/email address of the Applicant to enable the Proposal to be returned in case it is declared late pursuant, and for matching purposes.

E. No Applicant is allowed to modify, substitute, or withdraw the proposal after its submission.

2.3 Submission of Proposal: Applicants shall submit their Proposals in sealed envelope with properly mentioning "**Tender for sample transport for HIV-I Viral Load testing for Manipur State AIDS Control Society**".

2.4 Format of Proposal should be as per following:

The proposal should contain two separate parts, viz.:

Technical Bid: The bidding agencies are required to submit documents as detailed in Annexure I. Only the bids complying with the Minimum Eligibility Criteria shall be allowed to participate in the technical bid.

Financial Bid: to be submitted in the format as given in **Annexure II**.

2.5 Evaluation of Proposals:

The Bid will be opened as per the schedule mentioned in the Data Sheet. Authorized representatives of the Applicants may be present during the Bid Opening, if desired. MACS may constitute Evaluation Committee to evaluate the Proposals submitted by Applicants for a detailed scrutiny.

2.6 Financial round:

1. Only the firms who qualify the TechnicalEvaluation round will be eligible to participate in the financial bidding round.
2. No change in financial bids is allowed after the last date of submission of tender documents.
3. After evaluation of financial bids, the LI (lowest responsive financial bid) bidder will be awarded the contract.

3.7 Payment Terms:

- a) No advance payment will be made towards the service provider. Payment will be made on monthly basis, only after the submission of:

- (i) Three Copies of the Contractor invoice showing contract number, details of the samples transported, No. of samples transported, from and to points, District in which the place comes under, etc.
- (ii) Acknowledgment of receipt of goods from the Designated Viral Lab, with the name, Designation, and the office seal.
- b) Payments towards the transportation of Blood Sample (Plasma) will be made strictly as per rules of the Manipur State AIDS Control Society.
- c) No claims shall lie against the Manipur State AIDS Control Society in respect of interest on Earnest Money Deposit or on Security Deposit, if any.

Section 4: General Terms & Conditions

NOTE: Applicants should read these conditions carefully and comply strictly while submitting the Proposals

- 4.1 Tender received after closing date and time will not be entertained.
- 4.2. MACS reserve the right to extend the last date and time for submission of the bids as its own discretion.
- 4.3. The bidder/agency shall bear all costs associated with the preparation and submission of its bids and MACS will in no way be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. It is also clarified that no binding relationship will exist between any of the respondents and MACS until execution of a contractual agreement.
- 4.4. Failure to furnish all the required information may result in rejection of the bid.
- 4.5. Agencies applying for the tender will submit a certificate that the information submitted by them is correct and they will abide by the decision of MACS. In case the information submitted by the firm is found to be false and/ or incorrect in any manner, the agency can be suspended and/or debarred.
- 4.6. To assist in Technical evaluation, MACS reserves the right to call for any clarification from any/ all bidder/ agency during the evaluation of the bids. Such clarification should be submitted only in writing. However, no other correspondence on bids will be entertained.
- 4.7. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.

- 4.8. MACS shall have the sole proprietary rights over the content created/edited/provided by the agency who has been awarded the contract through this tender.
- 4.9. In all matters related to dispute relating to this tender, the decision of this office will be final and binding upon the firm/agency.
- 4.10. MACS reserve the right to accept or reject any or all proposals without assigning any reasons. No tenders shall have any cause or claim against MACS for rejection of his proposal.
- 4.11 Agency must procure and provide all the hardware required to its project team to enable them to meet the target assignment.
- 4.12 MACS require that the company engages professionals who are in the field of cold chain Installation to undertake the project and reserves the right to call for the resumes, documents relating to their professional background, expertise and their achievements.
- 4.13 **No Subcontracting:** The bidder/agency so selected should have the capability to perform the entire scope of the work without outsourcing the same to any third party in any manner.
- 4.14 The agency selected through this tender must provide MACS access to all the source code & material/data utilized for the scope of this tender.
- 4.15 Notwithstanding any of the provisions mentioned above, for rates and other terms and conditions, in case of any disagreement etc., decision of MACS will be final and binding on all bidders participating in this bid.

4.16 BLACK-LISTING OF DEFAULTING CONTRACTORS:

- a) **In the event of a successful bidder being blacklisted by any State / Central Government for the failure of the quality of a particular product / product, after the date of the submission of the bids, action will be initiated against the Service Provider as per the Tender Conditions after getting the relevant details.**
- b) The Purchaser reserves the right to BLACK LIST any Contractor either in whole or in part limiting to specified product / products, for breach of any of the Terms and Conditions of the tender.

The Purchaser reserves the right to BLACK LIST any bidder for the following reasons:

- i. Abnormal under-quoting to sabotage the process.
 - i. Non-executing of agreement and the Security deposit when his offer/s is/are accepted.
 - ii. Submission of false documents to get declared as responsive.
 - iii. Canvassing through whatever means to get his tender approved.
 - iv. Indulging in corrupt practices like offering incentives / inducements / coercion etc. to seek favour of approval.
 - v. Interfering in the process of evaluation through submission of false documents on other bidder/s.
 - vi. Bringing extraneous pressure on the officers or officials to get his tender declared responsive.
 - vii. Any other activity which would affect / interfere with the evaluation process.
 - viii. Recurrent delay in transportation of blood sample (Plasma).
 - ix. The service provider who has been notified as BLACKLISTED by the Central or any State Government is not eligible for participation in this tender. Such tenders will be rejected even if received.
- c. If the Tendering authority comes to know of such Blacklisted status of the Service Provider subsequent to the opening of the Tender / Acceptance of the Tender / Awarding of the Contract, all the deposits and dues of such Bidders/ Contractors shall be forfeited to the MACS and such Service Providers will be liable for Blacklisting.
- 4.17 **Agreement deed:** The successful bidder shall execute an agreement for the fulfilment of the contract on 100/- non-judicial stamp paper within 15 days from the date of award of the contract. The incidental expenses of execution of agreement/Contract shall be borne by the successful bidder.
- 4.18 **Penalty Clause:** If at any future point of time it is found that the bidder has submitted information which is factually incorrect or if the bidder does not fulfil any of the contractual obligations, MACS may take a decision to cancel the contract with immediate effect, and/or debar the bidder from bidding prospectively in this and all other tender procedures for a period to be decided by MACS and take and other action as deemed necessary. The penalty with respect to its time period shall be quantified by MACS at its own discretion/satisfaction.
- 4.19 The applicant shall furnish the following documents at the time of submission of the bid:
- i. Attested copy of Partnership Deed in case of Partnership Firms/JV or Memorandum of Association in case of Limited Company.
 - ii. Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
 - iii. Address of residence and office, telephone numbers in case of Sole Proprietorship.

- iv. Registration issued by Registrar of Companies in case of Company.
- v. GST, if any, as imposed from time to time will be borne by the Applicant.
- vi. Latest GST clearance Certificate.

DETAILS OF DOCUMENTS TO BE SUBMITTED (Annexure I)

- Earnest Money Deposit (EMD) of Rs.... in the form of Demand Draft.
- Registration Certification of the firm or agency
- Copy of the PAN Card
- Undertaking or declaration required, if any
- Copy of Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.
- Copies of award of contracts along with Certificate of satisfactory performance from Central Ministries/ Departments/private organizations of repute.

4.20 Termination: The Contract can be terminated at any time by the MACS, if the services are not up to the satisfaction after giving an opportunity to the selected Applicant of being heard and recording of the reasons for repudiation. The Purchaser may without prejudice to any other remedy for breach of Terms and Conditions of Tender, by written notice of one month, terminate the contract either in whole or part, stating reasons thereof.

In case of termination of the contract, all data, reports, logs, methodology of operation etc. assigned for or produced for this project will become the property of MACS and the Agency will not have any claim on it.

4.21 Disputes/Jurisdiction:

Any dispute, difference or disagreement whatsoever, arising between the Applicants/Firm and MACS, out of or relating to the Installation meaning, scope, operation or effect of Project under this Tender document, or the validity or breach thereof, of Terms and Conditions or covering anything herein contained or arising out of this Tender document, shall be settled through mutual consultation at the level of Project Director MACS and the decision of the Project Director shall be final

Annexure A: Sample Collection and Transportation Schedule for 11 ARTCs in Manipur.

Sl. No.	Name of the ARTC	No. of PLHIV alive on ART (as of May 2025)	Distance between VL Lab and ARTC (in Km)	Travel Time	No. of sample to be collected in ARTC per day	No. of times sample to be collected in a week	No. of sample to be collected in ARTC per week	Sample collection day per week	Day of sample transportation to VL Lab	No. of sample transportation per week
1	JNIMS Imphal East	3353	5	10 minutes	30	4	120	Mon, Tue, Thu, Fri	Wed, Sat	2
2	pCoE-JNIMS Imphal East	349	5	10 minutes	5	4	20	Mon, Tue, Thu, Fri	Wed, Sat	2
3	Shija Hospitals	11	3	6 minutes	5	3	15	Tue, Wed, Thu	Fri	1
4	DH Thoubal	709	25	1 hour	20	3	60	Tue, Wed, Thu	Fri	1
5	DH Chandel	592	71	3 hours	20	3	60	Tue, Wed, Thu	Fri	1
6	DH Bishnupur	602	30	1 hours	20	3	60	Tue, Wed, Thu	Fri	1
7	DH Churachandpur	3250	65	3 hours	30	4	120	Mon, Tue, Thu, Fri	Wed, Sat	2
8	CHC Moreh	107	110	4 hours	20	3	60	Mon, Tue, Wed	Thu	1
9	DH Ukhrul	1301	82	4 hours	20	3	60	Tue, Wed, Thu	Fri	1
10	DH Tamenglong	145	160	7 hours	10	3	30	Mon, Tue, Wed	Thu	1
11	DH Senapati	674	64	2 hours	20	3	60	Mon, Tue, Wed	Thu	1

Annexure B:

Sample delivery site - Viral Load Testing Center RIMS, Lamphel, Imphal West

K. Premchandra Singh

Annexure - II

FINANCIAL BID FORMAT

Rate for HIV-I Viral Load sample transportation from ART Centres to Designated Viral Load Labs for Manipur State AIDS Control Society including all taxes and expenditures.

(Rate should be per trip to the ART Centres once a week)

Total Cost.....

The above rates are inclusive of all taxes as applicable for HIV-I Viral Load sample transportation from ART Centres to Designated Viral Load Labs as per the specification and requirements given by Manipur State AIDS Control Society.

Date.....

Signature/ Designation

K. Premchandra Singh

Continued..... Annexure - II

Financial Bid

Name of Firm:.....

Sl. No.	LOCATION	SAMPLE TO BE DELIVERED AT	FREQUANCY OF TRANSPORTATION	UNIT PRICE per trip	GST (Applicable)	PRICE PER MONTH	AMOUNT (Annual)
1	JNIMS Imphal East	VL LOAD LAB RIMS - IMPHAL					
2	pCoE-JNIMSImphal East						
3	Shija Hospitals						
4	DH Thoubal						
5	DH Chandel						
6	DH Bishnupur						
7	DH Churachandpur						
8	CHC Moreh						
9	DH Ukhrul						
10	DH Tamenglong						
11	DH Senapati						
TOTAL AMOUNT							

Date:.....

Signature/ Designation

K. Pramchandra Singh