

Punjab State AIDS Control Society



NATIONAL AIDS CONTROL PROGRAMME
(Department of Health & Family Welfare)
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No. PSACS/2023-24/Proc./258

Dated: 08/12/2023

M/s Sequel Logistics Pvt Ltd
L-374 5th Lane, Sector-6 HSR Layout
Bangalore-560102
Email-info@sequel.co.in

Subject:- Work order for CD 4 Sample Transportation

This is with reference to the tender for hiring of courier agency for CD4 sample transportation and your rates quoted in tender, you are hereby given work order for following work/items at the rate specified against the items and as per specifications and terms and conditions given as under:-

Sr No	Work/Item	Rates Including Taxes	Work Details
1	Hiring of Courier Agency for CD4 Sample Transportation	32.45 per km	As per list of ART Centre collection sites, etc., Pick Up & route plan and guidelines provided by office given at Annexure- A,

Terms and Conditions:-

1. The service provider should have provisions for temperature and humidity-controlled logistics for Samples. **(Refer pick up plan Annexure-A).**
2. The responsibilities of the service provider extend from 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.
3. The sample handling as per temperature and humidity requirement should be compliant with the National packaging and transportation guidelines **Attached along with Annexure-B.**
4. Category of material: CD4 Samples. Details as per tender document.
5. Duration of sample transportation: As per the schedule given by the program division which is attached along with.
6. **Temperature maintenance during sample transportation:** Cold chain transport (2-8 °C).
7. **Packaging requirement:** The Service Provider should adhere to the national guidelines and applicable national and international guidelines such as triple layer, UN-3373 packaging for infectious agents and WHO guidelines for safe transportation.

8. Sample pick up site: Samples to be picked up from designated sites upto 1 pm in summers and upto 2 pm in winters. Firm should coordinate with the centre and in case after fixing an appointment firm does not turn up then payment for that batch would not be made. Sample collection sites identified by the client, sites can be changed as per PSACS decision.
9. Sample delivery site: Picked samples should be dropped at the designated linkage CD4 Labs as per Annexure-A.
10. The temperature data logger should be of the temperature range -10°C to 40°C and USFDA / CE/ BIS approved. The service provider is required to provide technical specifications (and approval status as above) of temperature data loggers to be used during transportation of sample.
11. All consumables and equipment required for specimen packaging and transportation should be provided by the Service Provider.
12. 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.
13. The management of all Bio Medical Waste generated during this activity in compliance to the Bio Medical Waste Management Rule 2016 is the responsibility of the service provider.
14. The Service Provider should engage qualified, trained and competent staff for sample packaging transportation.
15. The concerned nodal person of the sample collection site must be intimated through Phone before pickup person reaches sample collection site for pickup. The sample should not be delivered during non working hours, weekend or on holiday unless prior arrangement with the receiving laboratory has been made.
16. The service provider should have SOP for environment-friendly disposal mechanism of used packaging boxes & other materials used in logistics, adhering to the laws of land.
17. An online system of specimen tracking must be made available
18. **Packaging of Blood samples**
 - i) Use validated Transport boxes to maintain 2-8°C during the duration of shipment.
 - ii) 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. Gel-packs to be appropriately conditioned and decontaminated before usage.
19. **Transport of Blood samples**
 - a) The samples should be transported in temperature ranges between 2- 8 °C
 - b) 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) At the time of the delivery of the samples to the lab, the record of data logger/temperature indicator should be accessible to the lab and at the national level.
- f) Service provider shall pick up the sample from ART Centre up to 1:00 PM in summer and up to 2:00 PM in winter and ensure delivery of temperature controlled shipments to the very next day at linked CD 4 Labs. List of sample collection sites is attached at **Annexure-A**.
- g) Picked up samples should be dropped between 10:00 Am to 11:00 AM at designated CD4 labs. Detail of Linked CD 4 Lab is attached at **Annexure-A**.
- h) No. of pickups can be increased or decreased as per SACS decision.
- i) No. of identified CD4 labs can be changed according to SACS decision.
- j) No. of ART centers can vary and linkage CD 4 lab can vary.
- k) 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 agency on need basis.
- l) The samples should not be packaged and transported or delivered during non-working hours, weekends on holidays unless prior arrangement with the receiving laboratory has been made. Picked samples should be dropped at designated CD 4 labs.
- m) The Service provider is responsible for end to end monitoring of temperature during sample transportation.

20. Monitoring and evaluation

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

- a) Number of samples packaged and transported per month. Cumulative and facility wise disaggregated data for samples.
- b) Number of shipments per month. Cumulative and facility wise disaggregated data for samples.
- c) Average Turnaround Time from sample packaging and transportation to delivery at CD4 lab: Cumulative and facility wise disaggregated data for samples.
- d) Number of shipments that missed the Turnaround Time. Cumulative and facility wise disaggregated data for samples.
- e) Number of shipments not meeting the temperature requirements during samples transportation. Cumulative and facility wise disaggregated data
- f) The service provider must periodically monitor (internal audit) all the activities. This should be at least once in the 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 unannounced facility visits to check and verify the compliance to the requirements of the contract.

21. Performance Guarantee : Performance guarantee in the form of demand draft/banker's cheque/bank guarantee from a scheduled bank. The successful bidder

shall have to deposit performance guarantee within 15 days of issue of work order amounting to 5% of the annual contract price quoted by your firm. Failure to do so may entail cancellation of supply order and EMD will be forfeited. The performance guarantee shall be released after satisfactory completion of work. No interest would be payable for any period on performance guarantee or on any amount lying with the society. Otherwise in case tender is cancelled, the EMD is released to the bidders. No interest would be payable for any period on EMD or any other amount lying with the society. The EMD of the successful bidders will be released only after deposit of performance guarantee.

22. If all/any sample gets spoiled by the agency, deduction will be done from batch payment
23. The payment will be released only after the satisfactory report from respective head/Incharge of Centre. Advance payment will not be done to the hired agency.
24. This office will not be responsible for any damage/loss/accident or any kind of human/machinery loss during transportation/in transit. Any loss/damage of material will be recovered from firm/agency.
25. The firm has to enter into an agreement with PSACS within 15 days from the release of this work order.
26. All disputes are subject to Chandigarh Jurisdiction.
27. All infrastructure, labour, vehicles, loading/unloading, transportation, toll taxes, parking fee, damage/loss during in transit is responsibility of firm.
28. All other terms and conditions as per tender document.



**Additional Project Director
Punjab State AIDS Control Society**

C.C.

- CST Division
- Lab Services Division
- Finance Division
- Store Division



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