



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**(Tuberculosis Control Unit)**  
**District Tuberculosis Centre**  
**Jalpaiguri-735101**

Email : dtowbjpg@rntcp.org Phone: 03561228805



Memo No: CMOH /RNTCP/JAL / 974

Date: 30.11.2017

**Notice for Expression of Interest**  
**"Sputum Collection & Transportation System" Scheme from NGO**

Expression of Interest is invited from eligible Non Government Organisations for partnership with District Health & Family Welfare Samity (RNTCP). Eligible Non Government Organisations (NGOs) are invited to submit proposals for partnership to support Revised National Tuberculosis Control Programme for "Sputum Collection & Transportation System" Scheme.

Organisations that wish to participate in this Call for Expression of Interest are requested to send their submission in a sealed envelope clearly marked "NGO Call for Expression of Interest for "Sputum Collection & Transportation System" Scheme 'at the following address:

To  
The Chief medical Officer of Health, Jalpaiguri  
Administrative Building,  
1<sup>st</sup> Floor,  
Hospital Para  
Jalpaiguri 735101

**Section 1: Background**

1.1 RNTCP mandate	To provide the service near to door step by providing Sputum Collection at non DMC PHI & Transportation to the nearest DMC/CBNAAT site to facilitate the early examination as per RNTCP guideline.
1.2 Cooperation from NGO & grant in Aid	<ol style="list-style-type: none"><li>1. Collection of the sample &amp; transport to designated laboratory</li><li>2. Collection of the report &amp; dissemination<ol style="list-style-type: none"><li>a. For Routine Sputum Examination in RNTCP<ol style="list-style-type: none"><li>a. For Tb suspect (2 Sputum samples in each case):- Rs. 10 per sample collected and Rs. 25 per sample transported to the nearest DMC/CBNAAT, maintaining RNTCP guideline, following the condition that at least 5% of the diagnostic patients should be diagnosed as Bacteriologically Positive TB case. If less, payment will be made on pro rate basis.</li><li>b. For follow-up Examination (1 Sputum Sample per follow-up patient):- Rs. 10 per sample collected &amp; Rs. 25 per sample transported (100% payment will be made &amp; no conditionality of positivity rate will be applicable here)</li><li>c. 30% extra in difficult areas like Hilly, Tribal, islands etc as per RNTCP norms.</li></ol></li></ol></li></ol>



- d. Rs. 350 for sputum collection box (for One time only).
- e. 15% of (a+b+c) as extra overhead expenditure to NGO

B. For MDR/XDR/ Drug resistant TB suspect/ Patient (Minimum 5% positivity is not applicable to this group of patients)

- a. For MDR/XDR/DRTB Suspect- Rs. 50 per sample collection of Sputum (2 Samples/ Suspect).
- b. For Follow-up Sputum of MDR/XDR Patient – Rs. 50 per sample collection of Sputum (1 sample/ patient).
- c. For transportation of Sputum under cold chain for C&DST –Rs. 30/ Sample+ Actual Travelling expenditure from DMC to District HQ/CBNAAT site
- d. 15% of (a+b+c) as extra overhead expenditure to NGO
- e. For transportation , cold chain box will be arranged by MOTC & Packing of samples in the cold chain box, done by LT/STLS

#### Mode of Payment:

1. The payment will be made at end of each quarter after submission of performance Report & bill.
2. The NGO volunteer should maintain the Sputum collection & Transportation Register & bill should be prepared accordingly.
3. The payment of the performance part of the Bill to the working volunteer & 15% overhead expenditure part is for the NGO.

## Section 2: Application requirements and timelines

2.1 Documentation required for the submission	The expression of interest shall include the following documentation: <ul style="list-style-type: none"> <li>• Application in NGO letter head</li> <li>• Photocopy of NGO registration with valid registration number</li> <li>• Annexure I</li> <li>• Annexure II</li> </ul>	
2.1 Indicative timelines	Pre EOI Submission Meeting	04.12.2017 (3PM) (Venue District Conference hall , DRS Building, Sadar Hospital Campus Jalpaiguri)
	Deadline for submission of EOI	12.12.2017



### Section 3: Process

3.1 Selection criteria	Proposal relevance, quality and coherence	Includes review of the proposed programme: <ul style="list-style-type: none"><li>• Experience of activity in related field</li><li>• Relevance of proposal to achieving expected results;</li><li>• Clarity of activities and expected results;</li><li>• Sustainability of intervention;</li></ul>
	Institutional capacity and sustainability	Includes a review of the NGO: <ul style="list-style-type: none"><li>• Expertise and experience in the sector/area;</li><li>• Local experience, presence and community relations;</li><li>• Management ability;</li></ul>

It should be noted that the District Health & Family Welfare Samity (RNTCP) has the final authority to approve or reject any proposed partnership.



Chief Medical Officer of Health  
Jalpaiguri

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1. Addl. DHS (TB) and STO, Department of Health & Family welfare, Govt. of West Bengal
2. Jt. DHS (TB) and Director STDC, Department of Health & Family welfare, Govt. of West Bengal
3. District Magistrate and Executive Vice-person DH&FW Samiti, Jalpaiguri
4. Deputy CMOH-I/II/III/ZLO/DMCHO, Jalpaiguri
5. ACMOH-Sadar / Mal, Jalpaiguri
6. Superintendent-Jalpaiguri DH/ Mal SD Hospital
7. Dr. Quazi Toufique Ahmed, WHO, consultant
8. Dr. J. Roy MO-DTC, Jalpaiguri
9. BMOH-All
10. Office file



District TB Officer  
Jalpaiguri & Alipurduar



## ***Annexure II – NGO Identification Profile (to be completed by NGO Applicant)***

The purpose of this profile is to provide key contact references to DH & FWS (RNTCP) field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s). Information provided in this form will be used to inform the review and evaluation of NGO .

Section 1. NGO information		
1.1 Organization information	Organization Name	
	Acronym	
	Category of NGO	
	Address	
	Registration number	(copy of registration to be attached)
	Telephone	
	Website	
1.2 Head of Organisation	Name, Surname	
	Function	
	Email	
	Telephone	
1.3 Contact person (if different from 1.2)	Name, Surname	
	Function	
	Email	
	Telephone	



1.4 Programme Proposal title(s) submitted with Application		
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## Section 2. NGO expertise and experience in the sector area

2.1 NGO mandate,  
sector area and  
geographic  
coverage

2.2 Available  
expertise and  
specialists

2.3 Key results  
achieved over the  
past 3 years

## Section 3. Local experience, presence and community relations

3.1 Ongoing  
programmes in  
sector area

3.2 Knowledge of  
the local context

3.3 Existing  
networks