



भा. कृ. अनु. प.- केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद्)

(Indian Council of Agricultural Research)

नीलगंज, बैरकपुर, कोलकाता-700 120, पश्चिम बंगाल

NILGANJ, BARRACKPORE, KOLKATA-700120, WEST BENGAL

(An ISO 9001:2015 Certified Institute)



F. No.:17-29/B.M./S/2018-19/

Dated: 05.10.2018

NOTICE INVITING TENDER THROUGH E-PROCUREMENT TOWARDS WHOLE GENOMIC SERVICES

We have requirement for the Genomic services as per Annexure-II, Tender is being invited towards the same and you are requested to submit your most competitive bid. All the relevant details are given below.

The tender document contains the following:-

Annexure-I – “Terms for Delivery”

Annexure II – “Guiding specification and other Technical details”

Annexure-III – “Instructions for Online Bid Submission”

IMPORTANT NOTES:-

- i. Tender Documents can be downloaded from ICAR-CRIJAF website www.crijaf.org.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website : www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
- ii. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
- iii. ICAR-CRIJAF reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
- iv. ICAR-CRIJAF will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
- v. Any change / corrigendum / extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
- vi. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app> . Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.
- vii. Tenderers / bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

- viii. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute/ICAR reserves the right to accept or reject any or all the tenders.

The Firms are required to furnish the following undertaking.

- I. We agree to supply the above Whole Genomic services. We confirm that the same will meet the description, specification and other technical details as mentioned in the tender enquiry.
- II. We conform that we agree to all other terms and conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision if required.
- III. We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

- IV. **We confirm that our offer will remain valid for acceptance for one year after the date of opening of tenders.**

(.....)

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i. Terms of delivery: Annexure-I

Delivery at site viz.— Original to be provided to the concerned Scientist of ICAR-CRIJAF, Barrackpore through USB Drive/mail /FTP Download/Result with a brief note submitted to Store.

ii. Delivery period for services: within 45 days from the date of the purchaser's signing the contract. As mentioned in the service / work order.

iii. Price structure:

a) The tenderer shall quote for the complete requirement of services, sample as shown against in Annexure –III/BOQ.

b) The rates and prices quoted shall be in Indian Rupees only.

c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.

Discount / Special Discount : Maximum possible extent should be allowed and indicated Exclusively in your offer.

d) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

iv. Receipt of result and terms of payment:

a) Payment term for providing required services (as and if applicable) :-Immediately on receiving the result through mail / CD at site, the concerned Scientist will verify the list of results / quantities / samples as specified in the PO / delivery challan / invoice of the supplier. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.

The paying authority shall release the full payment to the supplier as due in terms of the contract, within thirty working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

PAYING AUTHORITY: THE DIRECTOR, ICAR-CRIJAF NILGANJ, BARRACKPORE, KOLKATA-700120, WEST BENGAL

v. Liquidated Damage Clause:

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the services, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably issuing an amendment to the contract. If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed services or unperformed services for each week of delay or part thereof until actual

delivery or performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed services.

Annexure-II

Further, during such delayed period of supply and/or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the services, supplied during the period of delay.

i) Dispute Resolution Mechanism

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or differences by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.

1. **You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.**
2. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods and services as specified in the list of requirements, without any change in the unit price or other terms and conditions.
3. Please furnish a certified copy of your latest ITCC (INCOME TAX CLEARANCE CERTIFICATE).
4. Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
5. Please state whether business dealings with you presently stand banned by any Government organization and, if so, furnishes relevant details.
6. The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the services or any part thereof, with respect to the services quoted by the supplier in its offer.
7. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
8. **The quotation / offer shall remain valid for acceptance for a period of One year.**

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderer.

(.....)

Sd/-

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Annexure – III

Technical Specifications for Whole GENOMIC Services

Sl. No	Particulars	Specification		
1.	Genomic Library Preparation from Microbial Culture, whole Genome Sequencing and Data Analysis.	Nucleic Acid DNA isolation, purification & size selection to be done from the pure culture sample provided by the indenter. NGS Library preparation for HiSeq(Illumina Platform) with paired end 2x150 bp average read length. QC analysis of library to be communicated to indenter before proceeding with further work. Sequencing of the NGS library with at least 5GB raw read data per sample. The final report should include standard primary bioinformatic analysis such as raw read statistics, base calling, filtering & trimming. Raw read data in USB drive along with final report to be submitted.		

To establish the credentials, the bidders need to enclose all the documents like,

- 1. Registration certificate of the firm.**
- 2. Chartered Accountant certified copies of the profit and loss account and balance sheet of the firm for last 2 years i.e. 2015-16,2016-17.**
- 3. IT clearance of last 2 years i.e. 2015-16,2016-17,.**
- 4. Work orders at least from two Govt. Organizations / Institutions during the last two financial years i.e. 2015-16,2016-17.**
- 5. The interested Firms are required to Deposit EMD for Rs.3,000.00 by way of DD from any of the Commercial Banks in favour of ICAR-unit-CRIJAF, payable at Kolkata. The DD may be submitted to The Assistant Administrative Officer (Stores), ICAR-CRIJAF, Barrackpore, Kolkata on or before bid opening date and time as mentioned in the Critical Data Sheet.**
- 6. Tender Fee of Rs.500/- (Non-Refundable) by way of DD from any of the Commercial Banks in favour of ICAR-unit-CRIJAF, payable at Kolkata. The DD may be submitted to The Assistant Administrative Officer (Stores), ICAR-CRIJAF, Barrackpore, Kolkata on or before bid opening date and time as mentioned in the Critical Data Sheet.**
- 7. Copy of PAN, GST Registration Certificates (mandatory).**
- 8. Bank mandate form.**

9. Scanned copy of Earnest Money Deposit (EMD) and tender cost/ its exemption, if any.

10. Tender acceptance letter.

11. Self-declaration of non-blacklisting to be submitted on letter head.

- 1. All the items in each category are evaluated together for least quote.**
- 2. The firm should be providing Genomic services for the last 2 years i.e.2015-16 & 2016-17 from reputed R&D Institutions/ University's in India (upload at least 2 Institutes/ University's work orders)**
- 3. Data needs to be delivered within forty five days of collecting samples.**

(.....)

Sd/-

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INSTRUCTIONS FOR ONLINE BID SUBMISSION:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 4) The serve time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

(.....)

Sd/-

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TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)