



राष्ट्रीय मिथुन अनुसंधान केंद्र  
भारतीय कृषि अनुसंधान परिषद  
National Research Centre on Mithun (NRC-M)  
Indian Council of Agricultural Research (ICAR)  
Jharnapani, Medziphema, Nagaland-797106 INDIA



F.No.NRCM(S)414/2018

Date: 12.6.2018

**e-TENDER BIDDING DOCUMENT**

**Critical Date Sheet**

Tender No.	F.No.NRCM(S)414/2018
Date of release of Tender through e-procurement	13.6.2018 at 10:30 A.M.
Bid Submission start date & time	13.6.2018 at 10:30 A.M.
Last date of query/clarification by the bidder	12.7.2018 at 2:00 P.M.
Last date & time for submission of bid	12.7.2018 at 2:30 P.M.
Date & time for opening of technical bid	13.7.2018 at 3:00 P.M.
Address for Communication	Director, ICAR-National Research Centre on Mithun, Medziphema, Dimapur, Nagaland - 797 106



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**NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from interested Service Provider under two bid system for “**Whole Genome metagenomics sequencing of Mithun rumen microbiome**” at ICAR-NRC on Mithun, Medziphema, Nagaland.

The **CRITICAL DATE SHEET** of the e-tender is given below:

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Address for Communication	Director, ICAR-National Research Centre on Mithun, Medziphema, Dimapur, Nagaland – 797 106

1. The Tender form/bidding documents may be downloaded from the Institute website [www.nrcmithun.res.in](http://www.nrcmithun.res.in) and <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through **Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app)** is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. 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 reserves the right to accept or reject any or all the tenders.
4. The interested bidders are required to compulsorily deposit the **Earnest Money Deposit (EMD) of Rs.4,800/- (refundable)** in any of the following ways:
  - a) Demand Draft/FDR-TDR/BG from any of the Commercial bank in favour of **DIRECTOR - NRCM payable at SBI, Medziphema Branch, (Code – 06759)**. The Demand Draft/FDR-TDR/BG may be sent by speed post/Regd. Post or submit in

person to the Admin. Officer, ICAR-NRC on Mithun on or before the bid opening date & time as mentioned in the Critical Date Sheet. EMD submitted through Courier Services will not be accepted.

- b) Bank Transfer/Deposit in the Institute Bank A/c **No.11667721897, SBI, Medziphema Branch, IFSC -SBIN0006759.**
  - c) The EMD may also be deposited through the POS Machine available with the Cashier of the Institute.
5. The payment of the EMD by any of the above modes has to be invariably made on or before the bid opening date & time as mentioned in the Critical Date Sheet.
  6. Bidders need not come at the time of Technical as well as Financial Bid opening at ICAR-NRCM. They can view live bid opening after logging in on CPPP e-procurement portal at their remote end. If bidder wants to join bid opening at ICAR-NRCM then they have to come with bid acknowledgment slip that is generated after successfully submission of online bid.

Sd/-  
**Asstt. Administrative Officer**

## **PREPARATION OF BID**

### **I. The bid will comprise of two separate parts: Technical Bid and Financial Bid (BOQ). Document Comprising the Bid (The firms are required to upload scanned copies of the following documents):-**

#### **1.1 Technical Bid:**

1. Scanned copy of Earnest Money Deposit (EMD)/its exemption certificate, if any.
2. Scanned copy of Firm registration.
3. Scanned copy of PAN Card.
4. Scanned copy of GST allotted to the firm.
5. Scanned copy of Income Tax Statement for the last two/three years.
6. Scanned copy of duly filled and signed Annexure I.
7. Scanned copy of duly filled and signed undertaking Annexure II
8. Scanned copy of duly filled and signed Tender Acceptance Letter Annexure - III
9. Scanned copy of User List (if any)/Purchase Orders.
10. Scanned copy of Compliance Report of the Sequencing as per schedule of requirement Section - 1

#### **I.2 Financial Bid:-**

1. Price Bid as BoQ .xls (As per instruction contained in Section – 2).
2. Bid sent by fax/telex/cable shall be rejected.
3. **Price Bid or any other documents exhibiting the price should not be attached with the Technical Bid.**

### **II. Terms & conditions:**

1. The Service provider should have an adequate experience in providing sequencing service including necessary bioinformatics analysis (as evidenced by references in articles in high-impact peer reviewed science journals) and /or experience in carrying out similar kind of work in other organizations.
2. The Service provider should arrange for collection and free shipment of the samples from the institute laboratory i.e. NRCM, Medziphema, Nagaland.
3. The Service provider should have sound reputation & expertise in handling and processing in the samples (DNA, RNA etc.).
4. The Service provider should provide free re- sequencing and bioinformatics service of the sample if the reaction fails or results do not meet the quality standards (at no extra cost).
5. Director, ICAR-NRCM Medziphema, Nagaland reserves the right to enhance/reduce the quantity of the demanded items and accept/reject entire or a part of the tender (S) submitted, without assigning any reasons, thereof.
6. If the sequencing and bioinformatics services results do not meet the required standards, ICAR-NRC on Mithun would have the liberty to stop the outsourcing of sequencing to the awarded service provider and choose any other service provider.

7. In case of any dispute, the decision of the Director, NRCM, Medziphema, Nagaland shall be final and binding on either side.
8. Prices quoted shall be on FOR, Medziphema, Nagaland and kept open for at least 90 days from the date of opening of tenders.
9. The successful tenderer will have to deposit 5% (Five percent) of the total cost of the item as security money (SMD). Earnest money deposit (EMD) deposited with the tender will be refunded.

### **III. Price structure:**

- a. The tenderer shall quote for the complete requirement of the services and for the full quantity as shown against a serial number in the List of Requirements in Annexure – 1.
- b. The rates and prices quoted shall be in Indian Rupees only.
- c. All duties, taxes and levies payable by the service provider under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.
- d. The rates and prices quoted by the Service Provider 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.
- e. ICAR-NRCM is exempted from payment of Central Excise/Customs Duty.

### **IV. Receipt of goods & Terms of payment:**

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

### **V. Paying Authority:**

Director, ICAR-National Research Centre on Mithun, Medziphema, Nagaland – 797 106.

### **VI. Liquidated Damage Clause:**

- a. If any time during the performance of the contract, the supplier/service provider encounters conditions hindering timely delivery of the services, the service provider shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of Service Provider's communication, the purchaser shall decide as to whether to cancel the contract for the un-serviced portion after the existing service period, or to extend the service period suitably by issuing an amendment to the contract. If the service provider fails to 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 completion period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half percent) of the delivery price of the delayed 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 percent) of the contract price of the delayed services.
- b. Further, during such delayed period of performance, the service provider 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.
  - c. The purchaser's letter (to the service provider, with copies endorsed to others concerned) extending the service period will be subject to the above conditions.

**VII. Dispute Resolution Mechanism:**

1. If any dispute or difference arises between the purchaser and the Service Provider 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 service provider may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. 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, shall conduct the arbitration the venue of the arbitration, shall be the place from where the contract is issued.
2. The firm/agency should fulfill the following conditions for participation in the e-procurement tender.
  - a. The firm/agency must be currently registered with any Govt. organization.
  - b. The supplier/Service Provider 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 goods or any part thereof, with respect to the goods quoted by the supplier/Service Provider in its offer. The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English. The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
  - c. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
  - d. The quotation/offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offers.
3. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.

4. The purchaser will evaluate and compare the quotations, which are substantially responsive, i.e. which are properly prepared & signed and meet the required terms, conditions, specifications etc. The purchaser will award the contract to the supplier/Service Provider whose quotation will be determined to be responsive and offering the best evaluated price.
5. Successful Bidder will have to submit SMD/Performance Security of 5% of the quoted value within 14 days from the dated of instruction issued by this office. On receipt of the Performance Security, EMD will be refunded. Failure to submit Performance Security within the time limit, the EMD stands forfeited and the contract stands cancelled. Besides, the successful service provider will also be liable for primitive measures as per provisions of General Financial Rules 2017 and Manual of procurement of consultancy and other services 2017 (available in Govt. Portal).
6. The successful bidder must be able to complete and deliver the sequencing services as per Section 1 (List of Requirements as mentioned at page 8 of the tender document) **within 2-4 months** from the date of award of the contract.
7. 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 tenderers.

Signature of the Purchaser

Asstt. Administrative Officer  
(for and on behalf of Director, ICAR- NRCM)  
Telephone No: 03862-247327

## **SECTION - 1**

### **LIST OF REQUIREMENTS**

#### **“Whole Genome metagenomics sequencing of Mithun rumen microbiome”**

<b>Sl. No.</b>	<b>Description of goods/services</b>	<b>Quantity</b>
1.	Wet Lab work includes:  (Isolation of whole microbiodata DNA from sample, initial quality control, library preparation for whole genome metagenomic sequencing (prokaryotes, eukaryotes, fungi, virus), NGS Illumina True sequencing platform.	06
2.	Data analysis & bioinformatics work:  (Quality reads, de nova genome assembly, alpha and beta diversity analysis, taxonomic profiling, phylogenetic analysis. Gene ontology search, functional gene annotations, full reports with bioinformatics information and publication ready analysis work.	



**SECTION-2**

**PRICE BID**

**To be quoted separately in the excel sheet provided as BOQ (Financial Bid)  
and uploaded in the CPP Portal**

**IN THE FIRM LETTER HEAD**

Name of the Firm\_\_\_\_\_

Registered/Postal Address\_\_\_\_\_

1.	Permanent Account Number (PAN)	
2.	Service Tax Registration No., if applicable	
3.	Bank Details	
(i)	Bank Name	
(ii)	Branch Address	
(iii)	Account Number	
(iv)	Type of Account: (Current/Saving)	
(v)	MICR No.	
(vi)	RTGS/NEFT code	

Date: Name of the Authorized Signatory

Place: Stamp & Signature

**UNDERTAKING (to be submitted in Agency/firm's letter pad)**

I/We have read and understood ICAR-NRC on Mithun's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR-NRC on Mithun.

I/We do hereby also accept ICAR-NRC on Mithun have the right to accept or reject this application and not to issue invitation to tender me/us.

I/We undertake to communicate promptly to ICAR-NRC on Mithun any change in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized, he/she represent. I/We authorized ICAR to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature.....

Name:.....

Designation:.....

Address:.....

Place:.....

Date:.....

**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,

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).

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 lime annexure(s), etc. which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

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

I/W hereby unconditionally accept the tender conditions of above mention tender documents/corrigendum(s) in its totality/entirely.

I/We do hereby declare that our Firm has not been black-listed/debarred by any Govt. Department/Public Sector Undertaking.

I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject that 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)

## **Instructions for Online Bid Submission**

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**

- 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 '**Online Bidder Enrollment**' on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 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.
- 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/nCode/eMudhra etc.) with their profile.
- 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 DSC's to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their users ID/password and the password of the DSC/e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 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.
- 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.
- 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**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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.
- 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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' or 'other important Documents' 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**

- Bidder should log into the site well in advance for bid submission so that they can 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessarily submit their financial bids in the Format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cell 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.

- The server 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.
- 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. Any bid document that is uploaded to the server is subjected to symmetric, encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after clicking 'Freeze Bid Submission' in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- The bid summary has to 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.

#### **ASSISSTANCE TO BIDDERS**

- Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- **Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Nos. 0120-4200462/0120-4001002 or Mobile No. +91 8826246593.**

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