

An Autonomous Institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India

## STORES AND PURCHASE SECTION

<b>E-mail</b>	spm@niab.org.in		<b>Address</b>
<b>Telephone</b>	+91 40 2304 9404		D. No: 1-121/1, 4 <sup>th</sup> & 5 <sup>th</sup> Floors, Axis Clinicals Building,
<b>Telefax</b>	+91 40 2304 2740		Miyapur, Hyderabad, Telangana,
<b>Website</b>	www.niab.org.in		India – 500049

## BID DOCUMENT

### NOTICE INVITING SEALED TENDERS/QUOTATIONS (SINGLE BID)

Director, NIAB, Hyderabad, invites sealed offers from reputed firms or their authorized agents for the supply/ installation / commissioning of the following items.

SN	Name of item	Qty.	Put this Ref. No. on the top of cover	Bid Type
1	<b>Whole transcriptome gene expression and data analysis for human and bovine genomes with chip based arrays for 6 human samples and 6 bovine samples. (<u>Detailed Specifications as per Chapter 2</u>)</b>	As per specification	NIAB/SP/2015-16/03	<b><u>SINGLE Bid</u></b>

<b>TENDER EMD (REFUNDABLE)</b>	<b>Rs 15,000 /-</b>	Tenders without TENDER FEES / EMD (if applicable) will be rejected.
<b>TENDER FEES (NON - REFUNDABLE)</b>	<b>Rs 500 /-</b>	
<b>MODE OF PAYMENT OF EMD/FEES</b>	<b>Demand Draft</b> of any nationalized/commercial bank.  Demand Draft must be enclosed along with the quotation. Please mention firm name & contact no, tender ref no backside of demand draft.	
<b>DD IN FAVOUR OF</b>	<b><u>National Institute of Animal Biotechnology</u></b> payable at Hyderabad.	
<b>TENDERS TO BE SUBMITTED TO</b>	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 <sup>th</sup> Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049	
<b>LAST DATE &amp; TIME FOR SUBMISSION</b>	<b>18-12-2015 up to 14.00 hrs</b>	Please strictly adhere to the dates / times mentioned in this document.
<b>DATE &amp; TIME FOR OPENING OF TENDER</b>	<b>18-12-2015 at 14.30 hrs</b>	
<b>PLACE OF OPENING</b>	Store and Purchase section - NIAB , Hyderabad	
<b>PRE-BID MEETING</b>	<b>No Pre-Bid meeting. (Contact information given at the end of this document for queries (if any) about tender.</b>	

The objective of Pre-Bid Meeting is to provide a platform for clarifying issues and clearing doubts, if any, about the specification and other allied technical / commercial details of the bid document. This is also an opportunity to question the bidding conditions and the bidding process. Bids should be submitted only after the PBM if any so as to take care of the changes made in the bidding document. The prospective PBC participants should inform their intention to participate and send written queries at the email [santosh@niab.org.in](mailto:santosh@niab.org.in), [spm@niab.org.in](mailto:spm@niab.org.in) sufficient before PBC date to enable us to keep the response ready. The changes made to the bidding document subsequent to the PBM shall be treated as amendment to this bidding document and the same shall also be hosted on NIAB website.

## **BID DOCUMENTS CHAPTERS**

**Chapter 1: Application Form to be submitted with Quotation.**

**Chapter 2: Specifications / Scope Of Work**

**Chapter 3: Important Terms and Condition**

**Chapter 4: Standard Forms, ( To be submitted by the bidders )**

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Please refer to the detailed specifications & important points / clauses / terms and conditions mentioned in this document as per above chapters. Please read all points of BID Document very carefully before submission of your bid.

### **This Tender/Bid shall be submitted in Single Bid**

Single bid means total offer/bid/Quotation with EMD / Tender Fees (if applicable), all terms and conditions, price quote & technical literature/details etc. required formats in and as one single document & in One Single Envelope.

Please Check and submit all forms and formats to be submitted with quotations as per chapter No 4. Offers/BID without this shall be summarily rejected.

**The competent authority in NIAB will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender as per Policy/Committee recommendations of NIAB for which no claim from whomsoever will be entertained.**

Sd /-  
Manager (Stores & Purchase)  
For Director, NIAB

## Chapter 1: Application Form to be submitted with Quotation.

**The following form should be filled / printed, stamped/attested by firm and to be submitted along with quotation.**

APPLICATION FORM FOR NIAB TENDER																				
TENDER NO - NIAB/SP/2015-16/03 dt 01-12-2015																				
1	<b>1. Name of the Company/Firm :</b> <b>2. Name of Authorized Person</b> <b>(Who signs on the tender document) :</b> <b>3. Office Address :</b> <b>4. Phone No. :</b> <b>5. e-mail address :</b> <b>6. Mobile No. :</b>																			
2	Status (Whether Company/ Proprietary/ Firm/ Individual/Any other )																			
3	Annual Turnover of Last 03 years <div style="text-align: right;">                     2011-12                      2012-13                      2013-14                 </div>	<b>(Proof to be attached )</b>																		
4	<b>Sales Tax registration Number</b> <b>Permanent Account Number</b> <b>VAT/TIN Number</b> <b>Service tax Registration Details</b>	<b>(Proof to be attached )</b>																		
5	Certificate of Authorized distributors of the products/service is submitted?	<b>Yes / No</b>  <b>(Proof to be attached )</b>																		
6	List of equipment/Instruments/facility /manpower required for this services owned by Firm.	<b>Yes / No</b>  <b>(Proof to be attached )</b>																		
7	Hyderabad based local service support available? <b>If Yes, give all following details.</b> Location /Address of Service Centre ,Name of Technical /In charge Person / Qualification, Phone/Fax/Email	<b>Yes / No</b>																		
8	A list of organizations where the supplier has supplied the items/services covered in the tender is required. Past experience in this field & client list of the same item supplied is submitted?  Client List for the same item (Write first client of Hyderabad/AP ( if any) & then other part of india). <b>(Proof to be attached )</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr No</th> <th style="width: 50%;">Name of client</th> <th style="width: 40%;">Location /Contact Details</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td><td></td></tr> </tbody> </table>	Sr No	Name of client	Location /Contact Details	1			2			3			4			5		
Sr No	Name of client	Location /Contact Details																		
1																				
2																				
3																				
4																				
5																				
The above information provided is true and in case if it is found incorrect/false, my participation in this tender will be cancelled.																				
Competent Authority to sign: Name, Designation: Date with stamp & seal of organisation:																				

**Chapter 2:**  
**Specifications / Scope Of Work**

Name of Service required	Whole transcriptome gene expression and data analysis for human and bovine genomes with chip based arrays for 6 human samples and 6 bovine samples.
Specification/ Technical & other requirement / Scope of Work	<ol style="list-style-type: none"> <li>1. The technology should enable to evaluate whole-transcriptome gene expression in 6 human samples and 6 bovine samples.</li> <li>2. The Human array should have comprehensive transcriptome coverage covering &gt; 29,000 coding transcripts and &gt; 10,000 long intergenic non-coding transcripts while the Bovine array should have &gt; 22,000 transcripts.</li> <li>3. The genes should have exonic level coverage.</li> <li>4. The array content should be built on latest database.</li> <li>5. Total RNA input requirement per sample should not exceed 250 ng.</li> <li>6. The vendor should perform other important steps of Experimental workflow on microarray platform including RNA Sample QC check, Target preparation, Hybridization, automated washing and staining, followed by scanning.</li> <li>7. Vendor would provide raw data, quality passed data and provide data analysis.</li> </ol> <p><b><u>Bioinformatics Analysis:</u></b></p> <p style="padding-left: 40px;">Raw Data file QC report Scatter and Volcano plot List of differentially expressed genes Details of transcript at different fold change Heat Map</p>
Platform	Microarray Platform
No of Samples	6 human samples and 6 bovine samples.
Timeline	6 Weeks.
Other important points	In case run failed experiment will be repeated without any extra cost. Good quality RNA samples to be collected from NIAB, Hyderabad at firms cost. Quotation should be submitted accordingly.

### **Chapter 3: Important Terms and Condition**

1. The Service provider should arrange for collection and free shipment of the samples from the institute.
2. The Service provider should have a web based system of tracking the movement and progress of the samples.
3. The Service provider should provide free re- analysis and bioinformatics service of the sample if the reaction fails or the results do not meet the quality standards. If the s results do not meet the standards /specification, NIAB would have the liberty to stop the outsourcing of services to the awarded service provider and choose any other service provider.
4. For consistency, the whole work would be awarded to a single firm only. The contract will be awarded to technically qualified L1 firm. The Technical Qualification will be based on firms experience and documentary proof submitted with application form mentioned above. The detailed service proposal /presentation can be provided with bid.
5. TDS shall be applicable as per applicable norms for these kinds of services. Please find about the TDS applicability on these services from your auditors before quoting the prices.
6. Methodology, deliverables, time-frame, milestones – if any must be clearly mentioned in your Bid.
7. Please mention whether this analysis work will be carried out in India or offshore. Work in India is to be preferred.
8. No intellectual property / knowledge / insight / information generated during the course of rendering such services can be retained or shared with any third party by the service provider / vendor. Such IPR / knowledge remain the property of NIAB. Samples / data / reports shall remain the property of NIAB and vendor shall have to furnish the non-disclosure agreement with NIAB as regards to ensuring the secrecy of these samples / data / reports. The service provider will have to furnish an undertaking that the data generated out of the work will not be utilized for any purpose any time by the service provider on a Rs. 100.00 non-judicial stamp paper and will be handed over to NIAB before undertaking the work.
9. The firm must provide evidence of satisfactory services related to this requirement rendered to various customers.
10. The service provider will have to provide detailed report files/ raw data/ results/annotation File and work sheet as well as all the photographs and pictorial data regarding quality Check and sample processing etc. Complete with interpretations and bioinformatics analysis upon completion of the study.
11. Service provider should also make presentation with all the details and work plan before NIAB regarding all the analysis would be done to achieve the results before starting the work and after completion.
12. Time line to complete the work: As per Specification
13. Payment term: - Cheque/wire transfer after completion of work. No Advance payment.
14. The bid validity :- 120 Days
15. The rate quoted must be inclusive of all taxes and other charges up to NIAB, Hyderabad.
16. Firm must have past experience of supply of items/service as per this tender requirement. Proof of the same is required.

I/We \_\_\_\_\_ have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.  
Signature of the Bidder with Name, seal of organisation.

Competent Authority to sign:  
Name, Designation :

Date with stamp & seal of organisation:

**Chapter 4: Standard Forms, ( To be submitted by the bidders )**

***(form to be submitted on firm letterhead and in original by the bidders)***

**FORM -1**

*form must be submitted on firm letterhead and in original*

**BID COVERING LETTER**

The Director,  
National Institute of Animal Biotechnology (NIAB),  
D. No. 1-121/1, 4th & 5th Floors,  
Axis Clinicals Building, Opp. to Talkie Town,  
Miyapur, Hyderabad, Telangana, India - 500 049

Sir,

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contract, specified in the tender Document

Our bid shall be valid for the period from the date fixed for the bid submission deadline, and it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender. If our bid is accepted, we commit to provide a performance security for due performance of the Contract as per NIAB policy and warranty-guarantee as per tender specification or agrees as per contract.

We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of Order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Competent Authority to sign:  
Name, Designation :  
Date with stamp & seal of organisation:

**FORM -2**

*form must be submitted on firm letterhead and in original*

**TECHNICAL COMPLIANCE STATEMENT**

The Director,  
National Institute of Animal Biotechnology (NIAB),  
D. No. 1-121/1, 4th & 5th Floors,  
Axis Clinicals Building, Opp. to Talkie Town,  
Miyapur, Hyderabad, Telangana, India - 500 049

Sir,

Please find attached technical compliance statement as required vide this Tender No \_\_\_\_\_ dt \_\_\_\_\_  
For the item \_\_\_\_\_

Sr No.	Tender Specifications	Bidder's Specifications/remark	Compliance (Yes/No)	Remarks/Deviation ( If any)

Competent Authority to sign:  
Name, Designation :  
Date with stamp & seal of organisation:

Please note:

**An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications must be provided. If any deviation is proposed by the Bidder, the same must be clearly indicated and enclosed as deviation as per given format. Compliance/Deviation statement comparing the specifications of the quoted model to the required specifications should also give the page number(s) of the technical literature where the relevant specification is mentioned. Bids must have supporting documents ( technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.**



**DETAILS OF LOCAL / ANY OTHER SERVICE SUPPORT**

Location /Address of Service Centre :-

Name of Technical /In charge Person/Qualification :-

Phone/Fax/Email :-

Office Hours :-

Service Facilities /list of similar type equipment's serviced in the past 3 years:-

Competent Authority to sign:

Name, Designation :

Date with stamp &amp; seal of organisation:

**PERFORMANCE STATEMENT/ CLIENTELE /LIST OF USER**

The Director,

National Institute of Animal Biotechnology (NIAB),

D. No. 1-121/1, 4th &amp; 5th Floors,

Axis Clinicals Building, Opp. to Talkie Town,

Miyapur, Hyderabad, Telangana,India - 500 049

Sir,

Please find attached herewith our list of clients to whom we have supplied the same /similar ITEMS as required vide this Tender No \_\_\_\_\_ dt \_\_\_\_\_

Name & Address of purchaser	Order No. and date	Description of work	Date of delivery as per Contract/Actual	Date of installation/completion of work	Contact Person along with Tel. NO., Fax No. & e-mail address

Competent Authority to sign:

Name, Designation :

Date with stamp &amp; seal of organisation:

Note:-Please provide details of at least last 3 yrs with supporting documents if any.

**Checklist**

Before sending Tender, Please Check once that you fulfil the following Points.		Point Noted & complied
Sr No	Point	Mark ✓
1	Following things are mentioned on the main (outer) envelope <b>Item Name /Reference No. /Last Date For Submission Of Tender/Date Of Opening Of Tender /Firm's Name &amp; Address</b>	
2	TENDER FEES / EMD if applicable is <b>Enclosed</b>	
3	Demand draft is/are in favour of <b>National Institute of Animal Biotechnology</b> payable at Hyderabad. <b>Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs.</b>	
4	Quotation has been duly signed and stamped by the <b>Authorized &amp; Competent</b> person. All cuttings/over writings have been duly checked, initialled and stamped. (if applicable) date is mentioned on quotation	
5	This full Notice Inviting Tender (NIT) should be printed and hard copy to be submitted along with Technical BID. Tender Document with each page duly signed by the Bidder as token of acceptance. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document.	
6	All the forms required as per the tenders are submitted on letter head of the firm.	

## DECLARATION BY BID SUBMITTING FIRM

This is to certify that we have offered the maximum possible discounted price to you for the Item required as per this Tender. We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates than those being offered to NIAB to any other customer nor we will do so till the validity of offer or execution of purchase order, whichever is later.

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*I/We the undersigned, have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.*

Competent Authority to sign:  
Name, Designation:  
Date with stamp & seal of organisation:

<b>FOR ANY QUERY</b>	
Contact Details of NIAB for this tender	
Send email	<a href="mailto:santosh@niab.org.in">santosh@niab.org.in</a> <a href="mailto:spm@niab.org.in">spm@niab.org.in</a>
call on	040 – 23049404 ( S & P section )
<b><u>Please take print of this full tender Document and submit this duly signed &amp; stamped each page of this document as a token of acceptance of its conditions with above declaration and submit along with your quotation/bid</u></b>	