


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

STORES AND PURCHASE SECTION

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

BID DOCUMENT

NOTICE INVITATING 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/Service.

SN	Name of item	Qty.	Put this Ref. No. on the top of cover	Bid Type
1	RNA Sequencing (<u>Detailed Specifications as per Chapter 2</u>)	9 Nos	NIAB/SP/2016-17/02	<u>SINGLE Bid</u>

TENDER EMD (REFUNDABLE)	Rs Nil /-	Tenders without TENDER FEES / EMD (if applicable) will be rejected.
TENDER FEES (NON - REFUNDABLE)	Rs 500 /-	
MODE OF PAYMENT OF EMD/FEES	Demand Draft 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.	
DD IN FAVOUR OF	<u>National Institute of Animal Biotechnology</u> payable at Hyderabad.	
TENDERS TO BE SUBMITTED TO	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 th Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049	
LAST DATE & TIME FOR SUBMISSION	25-07-2016 up to 14.00 hrs	Please strictly adhere to the dates / times mentioned in this document.
DATE & TIME FOR OPENING OF TENDER	25-07-2016 at 14.30 hrs	
PLACE OF OPENING	Store and Purchase section - NIAB , Hyderabad	
PRE-BID MEETING	No Pre-Bid meeting. (Contact information given at the end of this document for queries (if any) about tender.	

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, 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)

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/2016-17/02 dt 04-07-2016																				
1	1. Name of the Company/Firm : 2. Name of Authorized Person (Who signs on the tender document) : 3. Office Address : 4. Phone No. : 5. e-mail address : 6. Mobile No. :																			
2	Status (Whether Company/ Proprietary/ Firm/ Individual/Any other)																			
3	Annual Turnover of Last 03 years <div style="text-align: right; margin-right: 20px;"> 2011-12 2012-13 2013-14 </div>	(Proof to be attached)																		
4	Sales Tax registration Number Permanent Account Number VAT/TIN Number Service tax Registration Details	(Proof to be attached)																		
5	Certificate of Authorized distributors of the products/service is submitted?	Yes / No (Proof to be attached)																		
6	List of equipment/Instruments/facility /manpower required for this services owned by Firm.	Yes / No (Proof to be attached)																		
7	Hyderabad based local service support available? If Yes, give all following details. Location /Address of Service Centre ,Name of Technical /In charge Person / Qualification, Phone/Fax/Email	Yes / No																		
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). (Proof to be attached)	<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																				
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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	RNA Sequencing of 09 samples
Specification/ Technical & other requirement / Scope of Work/other details	<ol style="list-style-type: none"> 1. Quotation required for RNAseq of viral genomes, the sample is nonzoonotic virus quantity: 9 samples. 2. The size of the viral RNA genome is around 15 Kb and the sequence of reference virus is available in GenBank. 3. Quotation is required at the earliest indicating the total cost (Shipment of RNA from NIAB to vendor's sequencing center, RNA quantification, quality control of RNA (Bioanalyzer and Qubit), RNAseq, data analysis by bioinformatics (assembly and annotation) and any other costs including tax) while also mentioning the time frame that will be required to complete this project. 4. Read Length should be minimum 100bp single end and must generate atleast 50X coverage of total genome of each strain. 5. Work-in progress report must be submitted weekly until project completion. 6. Bioinformatics analysis of the data need to be performed by an experienced person and the bioinformatics support will be required until manuscript preparation and if required even to clarify reviewers' comments. 7. Raw data, high quality assembled data and any other files related to this project must be provided in appropriate formats. 8. Upon project completion, a detailed report on methodology followed, raw data, analysed data and final results must be submitted. 9. Quantity of viral RNA required for sequencing should be mentioned while quoting. 10. Details of protocols/methods for sequencing must be provided while applying for this tender. 11. Turnaround time should be mentioned while quoting. Payment terms/conditions and confidentiality of this project along with previous experiences in this area in the form of publications or proof of working with government institutes on similar projects must be submitted while applying to this tender call. 12. Proof of in house facility with installation certificate should be provided. 13. Samples/ data should not be outsourced at any stage without consent from NIAB scientist.
Platform	RNA sequencing platforms: Roche 454, Illumina, Helicos, PacBio, SOLiD etc. Either single molecular based or ensemble based. Platforms with low sequencing error rate (<1%) are preferred.
No of Samples	09 Samples
Timeline	2-3 Months

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 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/ detailed presentation if required 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 can 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 contact , 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/TECHNICAL 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 & seal of organisation:

PERFORMANCE STATEMENT/ CLIENTELE /LIST OF USER

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 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 & 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 Item Name /Reference No. /Last Date For Submission Of Tender/Date Of Opening Of Tender /Firm's Name & Address	
2	TENDER FEES / EMD if applicable is Enclosed	
3	Demand draft is/are in favour of National Institute of Animal Biotechnology payable at Hyderabad. Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs.	
4	Quotation has been duly signed and stamped by the Authorized & Competent 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.

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:

FOR ANY QUERY	
Contact Details of NIAB for this tender	
Send email	santosh@niab.org.in spm@niab.org.in
call on	040 – 23049404 (S & P section)
<u>Please take print of this full tender Document and submit this duly signed & 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>	