

Tender Document

GARGI COLLEGE

UNIVERSITY OF DELHI



DEEP VIRAL (HUMAN IMMUNODEFICIENCY VIRUS) SEQUENCING

E-TENDER DOCUMENT

GARGI COLLEGE

SIRI FORT ROAD, NEW DELHI-110049

Phone: 91-11-26497697

Email: gargicollege7@gmail.com

E- TENDER NOTICE

Gargi College, University of Delhi invites tenders under Two Bids System (Technical and Financial) from reputed & eligible service providers through e-Tender for HIV Viral Enrichment and Genome Sequencing Services.

Item Details/Date

Bid Document Download Start Date	12-02-2019
Bid Submission Start Date	12-02-2019
Bid Submission End Date	18-02-2019
Technical Bid Opening Date	19-02-2019
Financial Bid Opening Date	19-03-2019

1. Name of Work: **HIV VIRAL ENRICHMENT AND GENOME SEQUENCING**
2. Technical Pre-Qualification : **MUST HAVE BIO-SAFETY LEVEL- 3 or More**
3. Time allowed for completion: **30 Days**
4. Security Deposit: **Not Applicable**
5. Name & Address of Service Provider:-
6. Address at which the quotations are to be submitted: ***The Principal, Gargi College, Siri Fort, Road, New Delhi-110049.***
7. Place of opening quotations: ***The Principal, Gargi College, Siri Fort Road, New Delhi-110049.***
8. Defects liability period: ***6 Months after handing over of work.***
9. Validity of offer: **90 Days**

In case the date of opening of bids is declared as a holiday, the bids will be opened on the next working day at the same time.

The Principal, Gargi College has the right to accept/reject any/ all bids without assigning any reasons.

Notes:

- (i) All details regarding the subject tender are available on our websites, www.gargi-du.ac.in, www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) Manual bids shall not be accepted.
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>. Tender document's cost and EMD should reach the The Principal, Gargi College, Siri Fort Road, New Delhi-110049 ,before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidder, however have to attach scanned copies of tender cost along with their e-tender.
- (iv) Clarifications/ queries, if any, can be addressed to The Principal, Gargi College, Siri Fort Road, New Delhi-110049, on phone no ; 011-26497697; 011-40195464; email: gargicollege7@gmail.com

PRINCIPAL

Notice inviting online tender from Gargi College invites sealed Quotations for **Viral RNA Extraction, Enrichment and Whole Genome Deep Sequencing** per enclosed specification, and terms and conditions by the Principal, Gargi College, Siri Fort Road, New Delhi-110049.

TERMS, CONDITIONS & TECHNICAL SPECIFICATIONS OF THE CONTRACT/WORK:

1. Infectious Sample (HIV) sample Transportation
2. Viral RNA Extraction and Enrichment
3. HIV Genome Deep Sequencing (250x depth or more)
4. Bioinformatics - Raw Data QC and filtering Viral genome, De- Novo Assembly of viral Genome, Genome Annotation , Comparative Genome Analysis and reporting.
5. 10Hrs Onsite Bioinformatics support after delivering the Annotated data.
6. Results delivery time 4-8 Weeks after receiving samples.

1. Bid Submission

“Technical Bid” shall be submitted as per Annexure I

“Financial Bid” shall be submitted as per Annexure II

Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.

Tenderer/contractor are advised to follow the instructions provided in the „Instructions to the Contractor/Tenderer“ for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Tenderer who has downloaded the tender from the Gargi College website www.gargi.du.ac.in, University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Gargi College.

Intending tenderers are advised to visit again University website www.gargi.du.ac.in, www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

2. OPENING OF FINANCIAL BID AND EVALUATION

Financial bids of eligible and technically qualified bidder will be opened. The lowest financial bid in respect of the said work will be considered for the award of work.

The Cost of Tender of Rs. 2500/- (Rupees Two Thousand Five Hundred only), non refundable, must reach the Principal, Gargi College, Siri Fort Road, New Delhi–110007 before the end date of bid submission. Bidders, however have to attach scanned copies of tender cost along with the e-tender.

Tenders with no earnest money deposit and cost of tender document will be summarily rejected. In case of successful bidder of the financial bids, the earnest money deposit will be returned on submission of performance Bank Guarantee.

In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

3. FINAL DECISION MAKING AUTHORITY

The Principal Gargi College reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the college to the bidder(s).

4. SUMMARY REJECTION OF TENDER:

The tenders not accompanied with Earnest Money Deposit, Cost of Tender Document shall be summarily rejected. Similarly, if the bidder proposes any alterations in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any additional conditions mentioned, etc., his tender is liable to be rejected.

5. AMENDMENT OF TENDER DOCUMENT:

Before the deadline for submission of tender, the University may modify the tender document by issuing addendum/corrigendum.

6. Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the Gargi College website (www.gargi.du.ac.in), University website (www.du.ac.in) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

7. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection there with (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Principal or any other person as approved by the Principal, Gargi College, University of Delhi. There will be no objection for any such appointment on the ground that the arbitrator is an Employee of Uni. of Delhi or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as University of Delhi Employee he/she has express views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. The arbitrator may from time to time with the consent of parties change the time for making and publishing the award. Subject to India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

8. TERMS OF PAYMENT

PAYMENT MODE: After, the award of the contract, the Contractor has to submit the bill on fortnightly basis. The Payment will be released through RTGS/By Cheque after providing of job performance certificate with verification of measurements of the actual work completed.

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

- 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 “On-line bidder Enrolment” on the CPP Portal which 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 / 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 DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 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” 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

- 1) 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) 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.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- 6) 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.
- 7) 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 125 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), 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.
- 10) 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.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) 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.

Annexure-I

TECHNICAL BID

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail)
3. Contact person Name and mobile number
4. (a) The number of years of experience in providing Sequencing Services

(b) Total value per year of Business during the last three years (Attested certificate from Chartered Accountant should be attached.)

5. (a) Registration Number

(b) GST number

(c) PAN Number

(d) Service Tax Number

(c) Remark/Specification About the Work –

NOTE: - PRICES TO BE OFFERED F.O.R., Gargi College, Siri Fort Road, University of Delhi, New Delhi-110049.

Document Confirmation

S.No.	Document	Whether attached
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1. Whether the firm is in existence for three years or more in the trade in Central/State Govt. /Autonomous bodies. If yes necessary documents should be Attached.
2. Have you attached copies of the audited balance sheet of last three financial years and Income Tax Clearance certificates.
3. Have you attached a copy of authorization certificate in case of a Pvt Ltd firm / Ltd firm.
4. Have you attached a certificate/ relevant documents showing your firm as original manufacture of Prefabricated Porta Structure materials i.e. Wall, Roofing systems etc and have experience in fabrication and installation.
5. Have you attached a copy of Service Tax Registration Certificate, GST, Registration Certificate and PAN Certificate
6. Have you attached details of complete address of the company office and service centre with names of contact person (s) and their telephone/mobile/fax numbers
7. Have you attached a letter that company/vender has not been blacklisted by any state/central government/public section undertaking/university in India in the last 3 years
8. Have you attached a copy of the tender acceptance letter

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

Authorized Signature

With Seal of Company

ANNEXURE II

Financial Bid

Gargi College (University Of Delhi) , Siri Fort Road, New Delhi

S.No.	Kind of Work	Qty	Amount per Qty	Total Value
1	Viral RNA Extraction	25		
2	Genome Amplification	25		
3	Deep Sequencing & Bioinformatics	25		

Grand Total (item no's 1+2+3) =
Total Amount In words =
TAX =
DISCOUNT IF ANY =

SEAL & SIGNATURE OF THE SERVICE PROVIDER

Annexure-III

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition 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 / organization too has 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 it's totality/entirely.
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/organization 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)

