



REGIONAL CENTRE FOR BIOTECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY
MINISTRY OF SCIENCE & TECHNOLOGY, GOVERNMENT OF INDIA



United Nations
Educational, Scientific and
Cultural Organization



क्षेत्रीय जैव प्रौद्योगिकी केन्द्र
Regional Centre
for Biotechnology

**Notice Inviting e-Tender
for
‘Development of portal for online management of Post Graduate and
Post Doctorate programmes in Biotechnology.’**

Tender No. RCB/DBTHRDPMU_Portal/2021-22/NIT-01

**Regional Centre for Biotechnology
NCR Biotech Science Cluster
3rd Milestone, Faridabad-Gurugram Expressway
Faridabad-121001, Haryana
Phone: 0129-2848800**

REGIONAL CENTRE FOR BIOTECHNOLOGY

An Institution of National Importance and Statutory Organization
Established through an Act of Parliament by Department of Biotechnology, Govt . of India
under the auspices of UNESCO

NCR Biotech Science Cluster, 3rdMilestone, Faridabad-Gurugram Expressway,
Faridabad-121001, Haryana

Tender No. RCB/DBTHRDPMU_Portal/2021-22/NIT-01

Date: 03.12.2021

1. TENDER NOTICE

Online tenders are invited on behalf of the Executive Director, Regional Centre for Biotechnology (RCB), Faridabad under Two-Bid System (Technical bid and Financial bid) from reputed System Integrators for the work: **“Development of portal for online management of Post Graduate and Post Doctorate programmes in Biotechnology”** as per the schedule, specifications, terms and conditions mentioned in the tender/bid document. Note: “Neither off-line/physical bids shall be accepted, nor any such request will be entertained on any ground/reason”.

| | |
|-----------------------|--|
| Website | https://rcb.res.in https://dbt.euniwizarde.com |
| Address | Regional Centre for Biotechnology (RCB), NCR Biotech Science Cluster 3 rd Milestone, Faridabad - Gurugram Expressway Faridabad-121001, Haryana |
| Contact Details | Dr. Feroz Khan Suri Project Manager, DBT HRD Project & Management Unit, Phone:0129-2848800 Extn. (535) Email: feroz.suri@rcb.res.in |
| Name of Work | “Development of portal for online management of Post Graduate and Post Doctorate programmes in Biotechnology.” |
| Estimated Cost | Rupees Eighteen Lakhs Only (INR 18,00,000/-) |
| Earnest Money Deposit | Earnest Money Deposit (EMD) is exempted. BID SECURITY DECLARATION as per Annexure-XIII of the e-NIT to be submitted. |
| Selection Method | Quality-cum-Cost based system (QCBS) |

| | |
|----------------------------------|---|
| Tender Processing fees | To be deposited online through e-tender portal. |
| Tender Start Date | 03.12.2021 |
| Tender Closing Date & Time | 28.12.2021 at 1500 Hrs |
| Date of Pre-Bid Meeting | 17.12.2021 at 1500 Hrs at RCB, Faridabad or Online. |
| Date of Opening of Technical Bid | 28.12.2021 at 1530 Hrs |
| Date of Technical Presentation | Will be notified later on Website. |
| Date of Opening of Financial Bid | Will be notified later on Website. |

Regional Centre for Biotechnology reserves the right to reject any or all the bid in part or full without assigning any reason(s).

Registrar

2. QUALIFICATION CRITERIA

- 2.1 The Bidder must be a firm or company registered under Goods & Service Tax (GST) Regime of Government of India.
- 2.2 The bidding firm or company must have minimum five years of experience in the field of software development services.
- 2.3 The bidding firm or company should have completed,
 - 2.3.1. At least one similar work* of value not less than Rupees Fourteen Lakhs Forty Thousand (INR 14,40,000/-) in last three years. **OR**
 - 2.3.2. Two similar works* each of value not less than Rupees Ten Lakhs Eighty Thousand (INR 10,80,000/-) in last three years. **OR**
 - 2.3.3. Three similar works*, each of value not less than Rupees Seven Lakhs Twenty

Thousand (INR 7,20,000/-) in last three years.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid.

*Similar work experience includes development and management of portals for administration and monitoring of higher education programmes (Graduation and above) for students and universities/institutions in India, in last three years, in Central/State/IIT/NIT/autonomous institutions/universities with satisfactory completion rating. Last three years ends on the last day of the previous month of submission of tender.

- 2.4 Copies of work contracts and respective work completion certificates should be submitted along with the tender/bid document.
- 2.5 Average annual financial turnover (duly certified by an authorized Chartered Accountant) should be at least Rupees Nine Lakhs (INR 9,00,000/-) in last three years.
- 2.6 A copy of authorization by all Proprietors / Partners / Directors of the bidding firm or company (as the case may be) in case the tender / bid documents are signed & sealed by authorized person(s).
- 2.7 The bidding firm or company should not have been blacklisted, debarred, declared non-performer or expelled from any work of Union Government/State Governments/ PSUs etc. in last five years (2016-17, 2017-18, 2018-19,2019-20 and 2020-21). Bidding firm or company should submit a self-declaration on the company letterhead confirming the same.
- 2.8 The details of current / previous clients are to be submitted as under mandatory requirement, the same may be used for seeking feedback of work done:
 - 2.8.1. Name of firm / company
 - 2.8.2. Contact person(s) with designation(s), telephone number(s) and Email ID(s).
 - 2.8.3. Contract Period with Value of work (in Indian Rupees), area/ projects covered and manpower deployed.
 - 2.8.4. Copies of Work Contract/ Agreement/ Work experience and Satisfactory Work Completion Certificate to be enclosed.
- 2.9 Earnest Money Deposit (EMD) is exempted. **BID SECURITY DECLARATION** as per Annexure-XIII of the e-NIT to be submitted.
- 2.10 Performance guarantee shall be at Three percent (3%) of tender value.
- 2.11 Work under this tender is to be completed and submitted to Regional Centre for Biotechnology (RCB), Faridabad within Four months of issue of work order, failing which a penalty of 2% per week of the value of work order (maximum up to 10%) will be imposed. Bidding firm or company is required to submit a PERT chart of

different activities.

- 2.12 The offer should be valid for a minimum period of 180 days from the date of opening of technical bid.
 - 2.12.1. Rates for various items should be quoted only in the format provided herewith in the Financial Bid. Rates should be inclusive of cost towards deploying manpower, software, all charges towards statutory compliance and all taxes from time to time, as applicable.
 - 2.12.2. Quoted rates should be in Indian Rupees (INR) and free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.
 - 2.12.3. There will be no escalation in the price during the entire period of work contract. Including the extended period, if any. Further, the rate of taxes, including GST must be entered in the financial bid.
- 2.13 Any losses to Regional Centre for Biotechnology (RCB), Faridabad, which are directly attributed to this tender/bid, shall be deducted from the bills or adjusted from the performance guarantee and payable to a new firm/ company, from which work will be completed.
- 2.14 In case of any dispute or difference arising in relation to meaning or interpretation of the contract/agreement, the same shall be dealt with as per the provisions of The Arbitration and Conciliation Act, 1996. The award of the arbitrator shall be final and binding on both the parties. Jurisdiction will be Faridabad, Haryana.
- 2.15 Any change in any duty/tax upward/downward as a result of any statutory variation taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the bidding firm or company. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be extended to the Regional Centre for Biotechnology, Faridabad by the bidding firm or company. All such adjustments shall include all reliefs, exemptions, rebates, concessions etc. if any, obtained by the bidding firm or company.
- 2.16 Solvency certificate from the bank shall be produced by the bidding firm or company for an amount not less than Rupees Seven Lakhs Twenty Thousand only (INR 7,20,000/).

3. REGISTRATION PROCESS

- 3.1 Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link “Bidder Enrolment”. Enrolment on the e-wizard Portal is free of charge.
- 3.2 Bidders to choose a unique user name 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 e-Wizard Portal.

- 3.3 Bidders to register upon enrolment of their valid Digital Signature Certificate (DSC Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- 3.4 Only one valid DSC should be registered by a Bidder. Please note that Bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.
- 3.5 Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC/e-Token.

4. TENDER DOCUMENTS SEARCH

- 4.1 Various built in options are available in the e-Wizard Portal, which is further synchronizing with CPP Portal to facilitate Bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- 4.2 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 key words etc. to search for a tender published on the Online Portal.
- 4.3 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 Online Portal to intimate the Bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- 4.4 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 of the e-Wizard portal.

5. BID PREPARATION

- 5.1 Bidder should take into account any corrigendum and addendum published on the tender document before submitting their bids.
- 5.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 5.3 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.
- 5.4 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 at least 100 dpi with black and white option and the scanned documents should be legible. Illegible bids will not be considered.

- 5.5 Copy of constitution or legal status of the Bidder / Sole proprietorship / firm /Agency etc.
- 5.6 Experience Certificates in line with the pre-qualification criteria mentioned in the tender document.
- 5.7 Copy of PAN Card and GST Registration.
- 5.8 Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
- 5.9 Earnest Money Deposit (EMD) is exempted. Performance guarantee shall be at Three Percent (03%) of Tender Value. Tender processing fee has to be paid by all the vendors as this fee is being charged by the Online Portal service provider directly.

6. BID SUBMISSION

- 6.1 Bidder to 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 deadline. Bidder will be responsible for any delay due to other issues.
- 6.2 The Bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 6.3 Bidder to select the payment option as “Online” to pay the tender fee wherever applicable and enter details of the instrument.
- 6.4 A standard BoQ format (proforma of price bid) has been provided with the tender document to be filled by all the Bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- 6.5 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.
- 6.6 All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- 6.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6.8 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. along with the date & time of submission of the bid with all other relevant details.
- 6.9 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

7. ASSISTANCE TO BIDDERS

- 7.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the relevant contact person indicated in the Tender Inviting Authority, Regional Centre for Biotechnology (RCB), Faridabad.
- 7.2 Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact numbers for the helpdesk are 011-49606060, 011-23710092.

ELIGIBILITY CRITERIA FOR EVALUATION

It is essential that the Bidders provide documents as evidence in support of these criteria and demonstrate that during the presentation.

Criteria for evaluation: This Bid is based on Quality & Cost Based Selection(QCBS). The technical qualification parameters are:

| S.No. | Parameter | Score |
|--------------|---|-------|
| 1. | Company work experience and profile. | 30 |
| 2. | Performance report and timely completion of project | 40 |
| 3. | Technical Presentations including work plan and methodologies | 30 |
| Total | | 100 |

1. Company work experience and profile (30 Score)

| S.No. | Description | Score |
|--------------|--|-------|
| 1. | Minimum five years' experience threshold | 05 |
| 2. | For more than five years experience | 05 |
| 3. | Minimum 15 professionals (Name, Aadhaar and PAN no. of professionals duly certified by the Bidder), details must be provided along with Technical bid documents. | 05 |
| 4. | Experience in similar class of work i. 60% marks for minimum eligibility criteria of works ii. 100% marks for twice the minimum eligibility criteria iii. In between (i) and (ii) – on pro-rata basis | 15 |
| Total | | 30 |

2. Performance report and timely completion of project (40 Score)

| S.No. | Description | Score |
|--------------|--|-------|
| 1. | For timely completion of projects claimed as similar works based on the completion certificate/report. | 20 |
| 2. | Performance report (Quality of work) i. Outstanding/Excellent performance in minimum one similar work: 100% Marks ii. Very good performance in minimum one similar work: 70% Marks iii. Good performance in minimum one similar work: 50% Marks iv. Poor performance in minimum one similar work: 0% Marks (NIL) | 20 |
| Total | | 40 |

3. Technical Presentations (30 Score)

| S.No. | Description | Score |
|--------------|--|-----------|
| 1. | Presentations on the workflow of the ‘‘Development of portal for online management of Post Graduate and Post Doctorate programmes in Biotechnology.’’ Demonstration on the product that fits RCB, deployment architecture, delivery schedule, one year warranty and service support, security, back up & archive policies, hosting and security audit, disaster recovery mechanisms to be put in place and the solution proposed/developed to handle such scenarios. | 30 |
| Total | | 30 |

The formula for determining the financial bid scores shall be as mentioned below:

Lowest Bidder –30 marks,

Marks to second-lowest & other Bidder– (30 x Price of lowest Bidder / Price of Second lowest Bidder) & so on.

The weightage given to the technical and financial proposals shall be as under:

Quality cum Cost Based Selection (QCBS) ratio would be 70 (technical): 30 (financial)

Technical bid marks=70% of the technical bid including technical presentation

Financial Bid Marks=30%

Note: Only those Bidders who will secure 60% marks on the evaluation of their Technical Bids and Technical presentation by the duly constituted Technical Evaluation Committee will be eligible for opening their commercial bids; otherwise their financial bid will not be opened. The Bidder who secure highest marks on their technical and financial bids put together, i.e.H-1, shall be awarded the work. No negotiation will be held with other Bidders securing H-2, H-3 and so on.

A. TECHNICAL SPECIFICATIONS

| TECHNICAL SPECIFICATIONS | | |
|--------------------------|--|--|
| S.No. | Parameters | Requirements |
| A. | Overall Scope of Work | <p>Supply, Customization, Installation, Integration, Implementation, Testing, Training, Maintenance, back up, archives, hosting, Cert-in security audit trail with 1 year warranty and service support for “Development of portal for online management of Post Graduate and Post Doctorate programmes in Biotechnology.”</p> <p>One main common portal is to be developed through which separate online administration and programme management for all three programmes are to be administered. From the main portal, each of the three programmes (briefly described below) will have their own separate home pages, functionalities and user profiles, which will be independent of each other. Overall requirements for each of the three programmes are briefly described below.</p> |
| B. | Place of supply | Regional Centre for Biotechnology (RCB),Faridabad, Haryana |
| C. | Brief Description of programmes for development of portal. | |
| C.1. | DBT supported Post Graduate (DBT-PG) Programme in Biotechnology (M.Sc/M.Tech. courses etc.) | <p>A portal is to be developed for managing a prominent Government of India Post Graduate (PG) Programme in Biotechnology and allied sciences. The Post Graduate Programme is of two years (24 months/4 semesters) duration. Overall requirements are enlisted below:</p> <ol style="list-style-type: none"> (1) Register and create user profiles and IDs for about 100 universities and education institutes in India, Government departments and their designated users. Provision for mock admin logins. Security Audit trail. (2) Provision for uploading documents (in different formats-word, pdf, jpg, excel, powerpoint, etc.) round the clock by designated users of universities and institutes and government departments for managing and monitoring regular progress of the programme/courses, including regular fund management process. (3) Generation of MIS reports and data, searches and lists, in different formats (for download, save and print) as required from time to time for maintaining Government of India records for evaluation and monitoring purposes. Formats shall be provided from time to time. (4) Dashboard with different graphical and tabular reports as per formats provided with data export feature. (5) Develop User Guide and Training Manual on portal. Train designated personnel on the use of portal for the Post Graduate Programme. Provide hands on training to designated users from time to time. (6) There should be provision for enhancing the user interface of the portal as and when new requirements are provided by Department of Biotechnology (DBT), Govt. of India. |
| C.2. | Post Doctorate (DBT RRF) Programme | <p>A portal is to be developed for managing a prominent Government of India Post Doctorate Fellowship Programme. The Fellowship Programme is of five years (plus) duration.</p> <ol style="list-style-type: none"> (1) Register and create user profiles and IDs for about 400 Post Doctorate fellows receiving yearly fellowship until 5 years and |

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| | | <p>above. Logins for Government departments and their designated users. Provision for mock admin logins. Security Audit trail.</p> <p>(2) Provision for uploading documents (in different formats-word, pdf, jpg, excel, powerpoint, etc.) round the clock by fellows and their guides for managing and monitoring regular progress of the Post Doctorate programme.</p> <p>(3) Manage yearly selection process of new fellows.</p> <p>(4) Generation of MIS reports, data, searches and lists, in different formats (for download, save and print as per instructions) as required from time to time for maintaining Government of India records for evaluation and monitoring purposes.</p> <p>(5) Dashboard with different graphical, tabular reports and formats of KPIs together with data export feature.</p> <p>(6) Develop User Guide and Training Manual. Train designated personnel on the use of portal.</p> <p>(7) Other requirements to be developed from time to time as required by Department of Biotechnology (DBT), Govt. of India.</p> |
| D. | Other requirements to be developed from time to time as required by the Tender Inviting Authority (Regional Centre for Biotechnology, Department of Biotechnology, Government of India.) | |

Note:

1. Scope of work includes deployment on RCB designated Server along with security audit and SSL certificate.
2. Regional Centre for Biotechnology (RCB) is using Wildcard SSL Certificate for most of their major websites. Hence this portal must be integrated with the same Wildcard SSL certificate if RCB domain will be used. If new domain will be registered, procurement of SSL Certificate & its integration will be under the scope of the Bidder. Requisite documentation will be arranged by RCB for issuing of SSL Certificate.
3. Automatic regular backup, security audit and archive of the application as well as database must be taken care under the scope of the work.

B. ROLES AND RESPONSIBILITIES

1. Tender Inviting Authority (Regional Centre for Biotechnology)

- i. To provide information related to the Scope of Work.
- ii. To provide list of users with hierarchy and desired roles and privileges to be uploaded to the system.
- iii. Provide administrator access to the server for application installation and configurations.
- iv. Server/VMs/OS and power availability and physical safety.
- v. Provide internet connectivity for accessing the application.

2. Bidder

- i. Deployment and implementation plan.
- ii. Install the integrated application as per scope.
- iii. Hosting Application / C-panel etc. will be under scope of the bidder.

- iv. Provide the teams as shown in technical approach for implementation of workflow, scope of work and Candidate management.
- v. Configure backup, logs and archives, hosting on RCB designated server.
- vi. Cert-In Security audit of the e-Portal by the govt. empaneled agency shall be valid during the whole contract period after successful implementation, acceptance of the application and User Acceptance Testing (UAT).
- vii. Training and User Manual / Guidelines on system operating usage for identified personnel.
- viii. A written contract shall be signed between RCB and Bidder.

C. PRE-BID MEETING

The Pre-bid meeting will be held online or at Regional Centre for Biotechnology (RCB) Campus to clarify the doubts of the intending Bidders, if any, as per schedule. In case, after pre-bid meeting (wherever applicable) any modification(s)/ addition(s)/deletion(s) or any alternation in the requirement(s)/ specification(s)/ condition(s)etc., the same will be placed only on Centre website-www.rcb.res.in and <https://dbt.euniwizarde.com/> therefore all the Bidders are advised to visit the above websites before the filling of the e-Tender.

D. CORRIGENDUM / ADDENDUM

Corrigendum/Addendum, if any, would be displayed on www.rcb.res.in and <https://dbt.euniwizarde.com/only> and shall not be advertised in the newspapers. All the prospective Bidders are thereafter advised to keep themselves updated for such corrigendum/ addendum before as well as after the submission of bids. The Tender Inviting Authority-Regional Centre for Biotechnology (RCB), Faridabad will not be responsible if the prospective Bidder do not update themselves as mentioned above.

E. PENALTY CLAUSE

1. The entire work to be completed within Four (4) months of issue of work order otherwise penalty of 2% per week of the value of work order (maximum upto 10%) will be imposed.
2. The time schedule should be strictly followed by the Bidding firm or company. If the services are not completed within stipulated time/ dates, the penalty will be imposed as may be deemed fit in the circumstances.

F. PAYMENT DETAILS

“Development of portal for online management of Post Graduate and Post Doctorate programmes in Biotechnology.” (with minimum one-year warranty and service support, configure and back up, logs and archives of database, hosting on RCB designated server and security audit etc.)

PART – A (Development and deployment of the Application)

| Milestone | Payment Terms |
|-----------------|---------------|
| Advance Payment | Nil |

| | |
|--|------|
| After Successful Implementation, acceptance of the application and User Acceptance Testing (UAT). | 60% |
| After successful implementation of software for a period of 3 months. | 20% |
| Transfer of Source Code to Tender Inviting Authority-Regional Centre for Biotechnology (RCB), Faridabad (after completion of the development) and further changes/ updation will be made through RCB only. | 20% |
| Total | 100% |

PART – B (Security Audit)

| Milestone | Payment Terms |
|---|---------------|
| Advance payment | Nil |
| The payment shall be released after issuing security audit certificate by the govt. empaneled agency for the period of security audit valid and same would be applicable for consecutive years till contract valid. | 100% |

PART – C (Warranty period)

| Milestone | Payment Terms |
|---|-----------------------------|
| Advance payment | Nil |
| Payment shall be made on quarterly basis after getting satisfactory support & service during the whole contract period. | 100% (for every quarter) |

Note: For part A, B and C, the security Deposit from each running bill @10% will be deducted and shall be released upon completion of warranty period (i.e.) 12 months starting from date of User Acceptance Testing (UAT).

G. PERIOD OF SUPPORT

1. The contract is valid for 1 (One) year after completion and handing over of the project to Regional Centre for Biotechnology.
2. During the contract period, the needful changes for better functionality & performance of the applications will be the responsibility of the bidder without additional cost to the Tender Inviting Authority- Regional Centre for Biotechnology (RCB), Faridabad.

H. General Terms & Conditions

1. Splitting of work / consortium will not be allowed.
2. For new development after completion of the above said work, based on mutual discussion between shortlisted bidder and subject matter experts from Regional Centre for Biotechnology (RCB), total work or man-hours will be estimated. The cost of the man-hours will be considered based on NICS rate contracts.
3. Development and Hosting Technology would be preferred, Open Source only.
4. The entire work to be completed within Four (4) months from the date of issue of work order and handed over to Regional Centre for Biotechnology.

5. All the pages/documents of the Tender document should bear the dated signature of the tenderer with the stamp of the Firm. All the entries by the tenderer / bidding firm should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.
6. Rates should be quoted in Indian Rupees (INR) both in figures as well as in words. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final. Please ensure to specify about the taxes if any.
7. Centre reserves the right to reject or accept any or all application(s) without assigning any reason(s).
8. Conditional tenders are liable to be rejected.
9. Centre reserves the right to increase or decrease services in Tender/ bid document.
10. The payment will be released after bill submission, data handover and satisfactory performance report signed by concerned department up to satisfactory level of Regional Centre for Biotechnology (RCB), Faridabad, as per payment schedule prescribed in the bid document.
11. The Bidding firm/company should undertake to train RCB team and other designated personnel.
12. The Bidder shall prepare the required steps for installation and Regional Centre for Biotechnology (RCB), Faridabad shall provide the required infrastructure, environment and other support.

I. TERMINATION

Regional Centre for Biotechnology (RCB), Faridabad reserves the right to terminate the Contract at any time by serving one-month notice. The Contract shall be terminated, if,

1. The service of the Bidding firm or company is not found satisfactory or the Agency changes the rate of Contract during the Contract period. The Bidder will be responsible for any loss or damages occurred due to such cancellations.
2. In case the agent fails to execute the job as per the terms and conditions of the agreement, the balance / total work will be executed through any other Agency at the Agency's risk and cost.
3. If found quarrelling or misbehaving with anyone or involved in any kind of anti-social activity, the Contract may be cancelled forthwith by the Centre.
4. The Centre shall have the right to terminate the Contract, arising out of finalization of this TENDER, in part or in full in any of the following cases:
 - (i) The delivery of the material/ services is delayed for causes not attributable to Force Majeure for more than 15days after the schedule date of delivery.
 - (ii) The Service Provider is declared bankrupt or becomes insolvent.
 - (iii) The delivery of material/ service delayed due to cause of Force Majeure by more than 15 Days provided Force Majeure clause is included in the Contract.
 - (iv) As per decision of Arbitrator/Tribunal.
 - (v) When both parties mutually agree to terminate the Contract.

J. ARBITRATION CLAUSE

In case of any dispute between the Bidding firm or company and Regional Centre for Biotechnology (RCB), Faridabad, arising out of or in relation to the agreement,

the dispute shall be referred to a sole arbitrator to be appointed by the Executive Director, RCB. The award of the said arbitrator shall be final and binding on both parties. The seat of the arbitration shall be at District Faridabad, Haryana.

In additions to clauses above, other terms & conditions, which have not been mentioned in the Tender, can be added and the same will be mentioned in the award of work. If the Agency does not agree with any terms/ clause, which has been included later on, they may communicate in writing before accepting the offer. After acceptance, no protest will be considered.

K. FORCE MAJEURE

Should any force majeure circumstances arise, each of the Contracting party shall be excused for the non- fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 14 days of its occurrence informs in a written form to the other party. Force majeure shall mean fires, floods, natural disasters or other acts as war, turmoil, strikes, sabotage, explosions and quarantine restriction beyond the control of either party.

L. RIGHT OF ACCEPTANCE OF OFFER

- (a) RCB reserves the right to accept partly or reject any offer without assigning any reason thereof.
- (b) In respect of enquiries, which call for procurement of more than one item, RCB reserves the right to consider and accept the offer of any of the items in enquiry reserving the right to utilize the offer for balance items at a later stage within the validity of offer.

M. LIQUIDATED DAMAGES(LD)

Bonds/ Guarantees/ Documents or/and supply/performance the items/services as per Delivery schedule specified in the Contract, the completion of the Contract. The price of the delayed/ undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than the value of delayed stores/ services.

N. CANCELLATION OF CONTRACT

Regional Centre for Biotechnology (RCB), Faridabad shall have the right to terminate the Contract, arising out of finalization of this tender, in part or in full in any of the following cases:

- a. The delivery of the material or start of works is delayed for causes not attributable to Force Majeure for more than 15 days after the scheduled date of delivery.
- b. When both parties mutually agree to terminate the Contract.
- c. At any stage without assigning any reason thereon.

O. MODIFICATION AND WITHDRAWAL OF BIDS

The Bidders may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to the deadline prescribed for submission of bids. A withdrawal notice may be sent by email but is to be followed by a signed confirmation copy by post not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline

for submission of bids and expiry of the period of specified bid validity. Withdrawal and modification of bid during this period will result in forfeiture of Bidder's Bid Security.

P. WARRANTY/SUPPORT

The agency shall provide 01 (One) year warranty support (Onsite or Offsite) after completion and handing over the project to Regional Centre for Biotechnology (RCB). Hosting on RCB designated server, security audit, back up and archives and logs of database to be automatically provided.

Q. REQUIREMENT OF REGISTRATION

Any bidder from a country which shares a land border with India will be eligible to bid only if the bidder is registered with the Competent Authority and the bidder should be in compliance with the F.No.6/18/2019-PPD dated 23rd July 2020 of Department of Expenditure, Ministry of Finance, Government of India and certificate to be submitted as per ANNEXURE-XII (Certificate for tender).

ANNEXURE-I

Certificates/Documents to be submitted in the Technical Bid.

Note: If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

| S.No. | Description | Technical Compliance (Yes/No) |
|-------|--|-------------------------------|
| 1. | Undertaking for adherence of Two-Bid System.(Non-violation of Two-Bid System) | |
| 2. | Clarification with regard to manufacturer or their accredited agent. | |
| 3. | BID SECURITY DECLARATION as per Annexure-XIII of the e-NIT to be submitted. | |
| 4. | GST registration certificate | |
| 5. | PAN Card | |
| 6. | Fall clause declaration | |
| 7. | Non-black listing declaration | |
| 8. | Declaration reg. Proprietorship/partnership/ Pvt. Limited firm | |
| 9. | Certificate of Financial Turnover duly signed and issued by Chartered Accountant for the last three years as per eligibility criteria. | |
| 10. | Solvency certificate from Bank with bank name and complete addresses per eligibility criteria | |
| 11. | Proof of similar Work Experiences | |
| 12. | Proof of Company profile (Team size & team profile details) | |
| 13. | Undertaking for adherence and acceptance to all Tender Terms as per Schedule-‘A’(No Deviation of Tender Terms) | |
| 14. | Data sheets, as per technical specification mentioned. | |

PROFORMA OF PRICE BID

The rates to be quoted online for each item of the Price Bid/BOQ in Indian Rupees, both in figures and words for the execution of work including all the required taxes, duties and levies for the complete work, as per Scope of Work, Specifications and approved processes. The Price Schedule with rates and amount duly filled in and shall be uploaded in the desire format, as given in Instructions to Bidder.

| S.No. | Item of Work/Description | Qty. | Rate per unit | Applicable Taxes in% | Tax Amount | Total amount (with Tax) |
|-------|--|------|---------------|----------------------|------------|-------------------------|
| 1. | Integrated application for ‘Development of portal for online management of Post Graduate and Post Doctorate programmes in Biotechnology.’ (with minimum one-year warranty and service support, security trail, back up, archive, log of database, hosting on RCB designated server/cloud and security audit.). | 1 | | | | |
| 2. | Security Audit by the govt. empaneled agency during 1st year warranty period. | 1 | | | | |
| 3. | SSL Certificate during 1st year warranty period. (optional) | 1 | | | | |
| | TOTAL (A) in Figures Rupees | | | | | |
| | TOTAL (A) in Words Rupees | | | | | |

Important Note:

- In addition to the above, the cost of Security audit and SSL Certificate will be considered while identifying the L-1 vendor, however, this will be treated as an optional component, which may or may not be taken and separate work order may be placed if needed.
- Price quoted should be inclusive of the taxes / duties. The applicable taxes should be mentioned in the relevant column provided for the purpose. In case space provided for the Tax remain blank, it will be presumed that either no tax is payable or prices are inclusive of all taxes. RCB is a Public Funded Research Institution and registered with the Department of Scientific and Industrial Research (DSIR). Tax exemption may be applicable on the respective services.

APPLICATION FORM

[NOTE: On the letterhead of the applicant including full postal address, email address, telephone no. and fax no.]

Date: _____

To,
The Executive Director,
Regional Centre for Biotechnology (RCB)
NCR Biotech Science Cluster,
3rd Milestone Faridabad– Gurgaon Expressway,
Faridabad 121001, Haryana

Sir/Madam,

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies to be pre-qualified by yourselves as a tenderer for award of work(s): “Development of portal for online management of Post Graduate and Post Doctorate programmes in Biotechnology.”

1. Attached to this letter are copies or original documents defining:
 - (a) the applicant’s legal status
 - (b) the principal place of business
 - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
2. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. Your Agency and its authorized representatives may contact the following persons for further information on general, personnel, technical and financial enquiries.

Contact 1: Name, email and Phone no.

Contact 2: Name, email and Phone no.

4. This application is made with the full understanding that:
- (a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of the Contract / bid under this project; in such event, bids will only be called from pre-qualified Bidders who meet the revised requirements; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
 - (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the applicant.
5. The undersigned declares that statements made and the information provided in the duly completed application are true and correct in every detail.

Signed and Sealed, Name

For and on behalf of

ANNEXURE-IV

GENERAL INFORMATION

| | |
|--|---|
| Name of Firm | |
| Head office address | |
| Telephone | Contact No |
| | |
| Fax. No. | Email ID |
| | |
| Place of Incorporation/registration | Year of incorporation/registration |
| | |

Signature and seal of the Authorized Signatory of the Bidder

FINANCIAL CAPABILITY

| Financial Year | Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet |
|-----------------------|--|
| 2018-19 | ₹ |
| 2019-20 | ₹ |
| 2020-21 | ₹ |

NOTE: The above data is to be supported by audited balance sheets

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (**2018-19, 2019-20 & 2020-21**). Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.
2. Attach recent solvency certificate from bankers. The certificate should be not more than one-year- old from the date of submission of bid.

Signature and seal of the Authorized Signatory of the Bidder

ANNEXURE-VI

(To be submitted on Company Letter Head)

AUTHORIZATION LETTER

We _____ (name of the Bidder) hereby authorize Shri / Smt. _____ (name of the authorized person) to sign and submit the bid to RCB, Faridabad against their tender No.: _____

Date:

Shri / Smt. _____ (name) is also authorized to negotiate the terms and conditions pertaining to the said tender on behalf of M/s _____

_____ name of Bidder) . The specimen signature of

Shri/Smt. (name) _____ is appended below.

Specimen Signature:

Name:

The undersigned is authorized to delegate the authority on behalf of M/s _____ (name of Bidder), as stipulated above.

For _____ (name of Bidder)

ANNEXURE-VII

(To be submitted on Company Letter Head)

TENDER ACCEPTANCE LETTER

Date: __

To,
The Executive Director
Regional Centre for Biotechnology (RCB),
3rd Milestone, Faridabad–Gurugram Expressway,
Faridabad– 121001, Haryana

SUB: Acceptance of Terms & Conditions of Tender Reference No: _____

Name of Tender/Work: ‘Development of portal for online management of Post Graduate and Post Doctorate programmes in Biotechnology.’

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the website(s) namely: www.rcb.res.in and <https://dbt.euniwizarde.com> as per your NIT / 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 (including all documents like annexure(s), schedules(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 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 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 Bidder terminate the Contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized signatory
(Signature of the Bidder, with Official Seal)

ANNEXURE-VIII

NON-BLACK LISTING DECLARATION

(Format of undertaking, to be furnished on Company letterhead with regard to blacklisting/
Non-Debarment by Organization)

To,
Executive Director
Regional Centre for Biotechnology (RCB)
NCR Biotech Science Cluster,
3rd Milestone, Faridabad-Gurgaon Expressway,
Faridabad-121001
Haryana

We hereby confirm and declare that we, M/s-----
-----, is not
blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/
Private Sector/ or any other Agency for which we have Executed/ Undertaken the works/ Services
during the last Five (5) years.

For

Authorized Signatory

Date:

ANNEXURE-IX

EXPERIENCE OF COMPLETION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

(During three years ending last day of month previous to the one in which applications are invited)

| S.No | Name of the organization with complete postal address | Name & designation of the Contract Person with Tel/Mobile No (s) | Date from which the Contract was awarded | No of persons deployed by your firm |
|-------------|--|---|---|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

NOTE: Please attach supporting documents (completion certificates along with order copies) for the above information.

Signature and seal of the Authorized Signatory of the Bidder.

ANNEXURE-X

FORM OF AGREEMENT

This Agreement made on theday of2021 between Regional Centre for Biotechnology (RCB), Faridabad-Haryana for entering into the work(s): "Development of portal for online management of Post Graduate and Post Doctorate programmes in Biotechnology."

herein after called "The Employer" who enters into this Agreement of the one part and M/s _____ (hereinafter called "The Contractor") of the other part.

Whereas the Employer is desirous that certain works should be executed by the Contractor, viz. _____ ("the Works") and has accepted a Bid by the Contractor for the execution and completion of the works and the remedying of any defects therein.

Now this Agreement witnessed as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Letter of Award;
 - (b) The said Bid;
 - (c) The General Conditions of Contract;
 - (d) Pre qualification document
 - (e) Instructions to Tenderers and Specific Conditions of Contract;
 - (f) The Specification;
 - (g) The Drawings;
 - (h) The Priced Bid
 - (i) Any other relevant documents referred to in this Agreement or in the aforementioned documents
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of this work.

4. One year warranty.
5. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein the Contract Price or only such other sums as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year first before written.

Signed, Sealed, and Delivered by the Said

Binding Signature for and on behalf of RCB-Faridabad Binding Signature of Contractor _

In the presence of: -

Witness (1):

Witness (2):

ANNEXURE-XI

SERVICE LEVEL AGREEMENT (Acceptance of SLA to be submitted on Company Letter Head)

| SEVERITY LEVEL | MAXIMUM PRIMARY RESPONSE TIME | | RESOLUTION / EXECUTION TIME |
|--------------------|---|---------|-----------------------------|
| Level 1- Critical | Portal down due to any kind of software bug | 2 hours | Within same Business Day |
| Level 2 – High | Application / Database error | 4 Hours | Next Business Day |
| Level 3 - Moderate | Change request | 1 day | Within three Business Days |

Note: The severity level may be enhanced if large number of users are impacted due a small error.

ANNEXURE-XII

CERTIFICATE / DECLARATION FOR TENDER

(IN COMPLIANCE WITH THE F. NO. 6/18/2019-PPD DATED 23RD JULY
2020 OF DEPARTMENT OF expenditure, MINISTRY OF FINANCE,
GOVERNMENT OF INDIA)

I/We have read the clause regarding restrictions on procurement from a bidder of a country, which shares a land border with India. I/We certify that as a bidder, I/We are fulfilling the requirements/conditions mentioned in the OM no. F. No. 6/18/2019-PPD dated 23rd July 2020 of Department of Expenditure, Ministry of Finance, Government of India and not barred to be considered in the bid process.

Signature of Tenderer with Name, Designation, Seal & Date

ANNEXURE-XIII

BID SECURITY DECLARATION
(on letter head of the firm)
To be uploaded on e-Wizard Portal

I/We hereby undertake that we will abide by the terms and conditions of the bid document. If I/We withdraw or modify our bids during the period of validity, I/We shall be liable to be suspended/debarred from participating in the present bid and in any bid of Government Organization for the period of One Year.

(Signature of Authorized Representative with seal and stamp)