

**University of Delhi, Delhi-110007
Department of Zoology**

Tender Document

Reference: BT/Shotgun/Metagenome_12/2018

Online Tender

(Only through e-tendring mode)

For

**Metagenome Sequencing of environmental DNA samples using Illumina HiSeq
2500/4000 or higher technology**

Table of Contents

Sr. No.	Content	Page No.
1.	Invitation for Tender	3
2.	Documents to be submitted by bidders	5
3.	Specifications of Sequencing technology	7
4.	Technical and Qualifying Criteria	8
5.	Instructions for Online Bid Submission	11
6.	Technical Bid	14
7.	Financial bid	15
8.	Acceptance Letter	16

**Invitation for Tender
University of Delhi,
Department of Zoology**

Reference: BT/Shotgun/Metagenome_12/2018

Date: 17-01-2019

On behalf of the University of Delhi, Delhi - 110007, the PI DBT project, Department of Zoology invites 'Online Tender' through two bid systems (Technical and Commercial) for Metagenome Sequencing of twenty five environmental DNA samples using Illumina Hiseq 2500/4000 or higher technology. Manual bids shall not be accepted.

1. Tender documents may be downloaded from DU web site www.du.ac.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in Critical Date Sheet as under.

Critical Date Sheet

Published Date	17-01-2019 (13:50 Hrs)
Bid Document Download Start Date	17-01-2019 (14:50 Hrs)
Bid Submission Start Date	18-01-2019, (10:00 Hrs)
Bid Submission End Date	07-02-2019, (14:50 Hrs)
Bid Opening Date	08-02-2019, (14:50 Hrs)

2. Bids shall be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app>.

Bidders/Vendors are advised to follow the instructions provided in the ‘Instructions for Online Bid Submission’ 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.

3. The tender must be valid for acceptance for at least a **period of 21 days** from the date of opening of the bids. However, this may be extended for the period approved by the University (subject to approval) with consent of the bidder.

4. Department of Zoology, University of Delhi reserves the right to accept or reject or cancel any tender or relax any part of the tender offer, without assigning any reason thereof.

5. Bids will be opened as per date & time as mentioned in the **Tender Critical Date Sheet**.

Dated: 17-01-2019

PI,
BT/Shotgun/Metagenome_12/2018
Department of Zoology
University of Delhi

Documents to be submitted by the Bidders:

Submission of Tender

The tender shall be submitted online in two parts (Technical Bid and Financial Bid).

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email/by hand shall not be considered. No correspondence will be entertained in this matter.

Technical Bid

The following documents are to be furnished (uploaded) by the bidder along with **Technical Bid** as per the tender document:

- i. Signed and Scanned copy of valid registration certificate of firm, PAN No. and Tender Acceptance Letter (as per Annexure 1).
- ii. Signed and Scanned copy of list of all clients from Central Govt. / State Govt./ PSUs/ CPSEs/ Govt. Educational Institutions with their contact details
- iii. Signed and Scanned Copy of Undertakings from the bidder as well as OEM should be enclosed showing that The Bidder as well as the OEM should not be involved in any Bankruptcy Filing or for protection from it.
- iv. Signed and Scanned Copy of Undertakings from the bidder as well as OEM should be enclosed showing that The Bidder as well as the OEM have not been blacklisted/debarred by the Government of India or its undertakings, any State Government or their undertakings previously.
- v. Signed and Scanned copy successfully executed international projects during preceding two years as on the date.
- vi. Signed and Scanned copy of documents showing that the Bidder must be either OEMs or their authorized business partners. In case the tenderer is an Authorized Partner or Service Provider, a valid Agency-ship/Dealership Certificate (MAF specific to this tender) to quote on behalf of OEM should also be enclosed along with the technical bid. The warranty provided by the bidder should have a back to back arrangement with the OEM. The declaration should also be a part of the Letter of Authorization and signed by competent authority at the OEM.

Note:

- a) If the bid is incomplete and / or non-responsive it will be rejected during technical evaluation. The bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.

- b) If any price details are found in the Technical Bid, the offer will be summarily rejected

PRICE BID

- i. Schedule of price bid in the form of Annexure III
- ii. The PRICE PART shall contain only schedule of rates duly filled in. NO stipulation, deviation, terms & conditions, presumptions etc. is permissible in price part of the bid. DU shall not take any cognizance of any such conditions and may at its discretion reject such price bid.

Specifications for sequencing

Minimum technical specifications for the sequencing to be done by service providers interested to participate in the tender should provide their proposal based on the specifications given below:

1. Technology to be used: Illumina Hiseq 2500/4000 or higher technology with given advantages.
 - i. Application: Metagenome sequencing of 25 samples minimum 12 Gb each sample of metagenomic samples
2. Sample Type: Environmental Metagenomic DNA
3. No of samples: 25 (Metagenomic samples)
4. Library Type: (minimum 100x coverage for metagenomic samples)
5. Average Read Length:
 - i. High output mode: 2 x 150 bp (Illumina sequencing)
6. Detail technical note should be provided for Bioinformatics Analysis:
 - a. Primary Bioinformatics: Base Calling, Filtering, Trimming
 - b. Final report should contain
 - i. Statistics of raw reads
 - ii. Raw data QC
 - iii. Statistics of clean and filtered reads
 - iv. Statistics after error correction
 - v. Customized analysis as per project requirement
7. Detailed write-up of materials and methodology employed should be provided.
8. The vendor should be able to support data analysis till publication. This might include reanalysis during manuscript compilation and to address reviewer's comments.
9. Service provider should have atleast co – authored 20 metagenome Sequencing publication or the data has been acknowledged in the publication and must have completed international metagenomic sequencing projects.

Technical and Qualifying Criteria

- (i) The sequencing company must have completed 25 metagenome using Illumina 2500/4000 or higher sequencing platform and data must have been published in peer reviewed journal. Attach list of the article published
- (ii) Their clientele should include reputed research laboratories of India and International laboratories which are associated with genome and metagenome sequencing. Please provide purchase orders only associated with and Illumina sequencing platform.
- (iii) Time lines to complete the project are 45 days from the time of handing over the DNA.
- (iv) Quote should include price for Sample preparation, Library Preparation, Quality control of Library, and Sequencing for twenty environmental metagenomic samples but the samples will be provided in batches, so the quote must be provided per sample.
- (v) Please provide purchase orders as a proof of working with reputed institute where your services were used in last one year as of date to generate Illumina Hiseq 2500/4000 higher Sequencing of environmental DNA samples.
- (vi) The quote should include all taxes including service tax.
- (vii) Data should be delivered through secured server.
- (viii) Payment will be done only after satisfying results.
- (ix) Scanned copies of registration certificates for all applicable taxes and PAN certificate have to be attached with the Technical Bid.
- (x) The bidder shall indicate the complete address of the Company Office and Service Centre along with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers. A scanned copy of the document must be attached with the technical bid.
- (xi) The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Section Undertaking/University in India in last 3 years. A scanned copy of the certificate must be attached with the technical bid.

1. Bid Submission

“**Technical Bid**” shall be submitted as per **Annexure II**

“**Financial Bid**” shall be submitted as per **Annexure III**

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 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 tempered/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 Delhi University.

Intending tenderers are advised to visit again University website 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 will be considered separately for award of work.

3. FINAL DECISION-MAKING AUTHORITY

The University 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 university to the bidder(s).

4. SUMMARY REJECTION OF TENDER:

The tenders not accompanied with Earnest Money Deposit (if any), Cost of Tender Document shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any 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.

Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the 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.

6. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any other person as approved by the Vice-Chancellor, University of Delhi. There will be no objection for any such appointment on the found that the arbitrator is an Employee of University 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.

7. EMD and Tender Fee

A tender fee of Rs.500 is to paid offline in favour of Registrar, Delhi University (non-refundable and non-exemptible). An Earnest Money Deposit (EMD) of Rs. 10000/- is to be made favouring Registrar, Delhi University. A bidder registered with MSME, Government of India will be exempted from paying the EMD.

8. **TERMS OF PAYMENT**

PAYMENT MODE: After, the award of the contract, the vendor has to submit the bill for the samples sent for sequencing after obtaining a certificate of completion from the buyer. No payment will be made if the sequence is not of good quality. The Payment will be released though RTGS after providing of job performance certificate from concerned departments/branches/offices.

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 “**Online 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 /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) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 4) 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e, after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) 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.

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 dealing sequencing business. _____
 (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 TIN number:
 (c) PAN Number _____
6. Technical details of Illumina Hiseq 2500/4000 and PacBio RS II or higher Sequencing technologies: as per details given under Specifications of sequencing to be done (Please attach as Annexure II).

7. Confirm the Attachment: -

S.No	Document	Whether attached
1	Have you attached a copy of authorization certificate	
2	Have you attached copies of registration of all applicable taxes GST TIN Registration Certificate and PAN Certificate	
3	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	
4	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	
5	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**

FINANCIAL BID

S.No.	Description of Items	Qty	Unit cost	Total cost
1	'Illumina Hiseq 2500/4000 or higher sequencing for environmental samples:	25		
The price quoted shall be for per sample as the samples can be sent in batches of 1 (one).				

**Authorized Signatory
With seal of company**

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 have 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/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 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)