



RFQ No. SAMS/FIND/ Genetic consumables /Proc./LT/30/2017
Dated: 05/04/2017

Limited Tender for Procurement of consumables for Genome Sequencing

REQUEST FOR QUOTATIONS (RFQ)

To,

Dear Sir,

1. The **Strategic Alliance Management Services Pvt. Ltd. (SAMS)** has been engaged by Foundation for Innovative New Diagnostics (FIND), India for providing procurement consultancy services for equipment, goods, works and services for use in TB Laboratories across India under GFATM Project. Accordingly, SAMS on behalf of FIND is pleased to invite Quotation for Supply of **consumables** for Genome Sequencing as per detailed specifications enclosed at Annexure-I, on DDP-Final Destinations terms of delivery basis, as per schedule of requirement enclosed at Annexure-III.
2. The SAMS hereby request you to submit your Quotation giving in full specifications, name of the manufacturer, catalogue etc. as per our terms and conditions enclosed, latest by **25/04/2017 till 03.30 PM**.

Sl. No.	Name of Item	Total Quantity (nos.)
1	10X TE Buffer - 500ml	500ml
2	DNase RNase free water - 500 ml	500ml
3	Agarose (100 gms)	100 gm
4	10X TBE Buffer (Tris-borate-EDTA)-500ml	500ml
5	100bp DNA Ladder (consists of 13 fragments ranging from 100 bp-3000bp in increments, Recommended load:1-2 microlit/lane)	Set
6	Gel Loading Dye -5 ml	5 ml
7	Ethidium Bromide DNA gel stain -10ml	10ml
8	Storage Boxes, Autoclavable, reversible rack with cover, 96 places for 1.5/2.0 ml tubes	1x5 no.
9	PCR tubes - 0.2ml - 8 STRIP (250 Nos./Pack)	strips
10	PCR purification kit (250 columns / kit)	250 columns / kit
11	Primers for PCR & Sequencing	set

3. The quotations with at least 3 months of validity may be sent in double cover duly wax sealed and prominently subscribed "**RFQ No. SAMS/FIND/ Genome Sequencing consumables /Proc./LT/30/2017**" to be opened on **25/04/2017 at 04.00 PM.**
4. The quotations, which are not received duly sealed, mentioning this RFQ number and last date of receiving will not be accepted. **The firms must ensure that besides all these terms and conditions enclosed herewith, the following documents must be submitted in the chronological order (strict compliance) to show their credentials against required qualifications and to avoid rejection of tenders.**
 - i. Forwarding letter clearly mentioning the authorized signatory, total number of pages, the model quoted, quotation validity undertaking of 3 months, which can be extended on mutual consent.
 - ii. The instruments such as power of attorney, resolution of board etc., authorizing an officer of the bidder and verifying his signature, duly signed by the Authorized signatory of the company/firm. Only such authorized officer of the bidder should sign the tender documents.
 - iii. Certificate of authorized dealership and distributorship to quote and supply the quoted products.
 - iv. Copy of the incorporation / registration certificate issued by an appropriate authority
 - v. Technical compliance statement of quoted item against required specifications of RFQ, as per format enclosed under technical specifications at Annexure-I.
 - vi. Technical Catalogue / brochure of item quoted as per proposed specifications.
 - vii. Documents regarding quality standard (example ISO, BIS, CE, US FDA, electrical safety standards etc.) as per the quality criterion specified under Technical Specifications, if any.
 - viii. Copies of Purchase Orders issued to your firm, showing experience of the supply of at least two similar contracts for the items included in this RFQ over the period of last three years.
 - ix. Annual turnover statement for last 3 financial years (2013-14, 2014-15 & 2015-16) duly certified by the Chartered Accountant or Income tax return certificates or financial statement.
 - x. Authorization from Manufacturer

It should be addressed and submitted to the "Strategic Alliance Management Services Pvt. Ltd. (SAMS), B01-B03, Vardhman Diamond Plaza, Community Centre, D. B. Gupta Road, Paharganj, New Delhi – 110055, INDIA" and should reach this office **on or before 25/04/2017 till 03.30 PM.**

Yours sincerely,

For Strategic Alliance Management Services Pvt. Ltd.

(Dinesh Kumar)
Procurement Officer

TERMS & CONDITIONS AND INSTRUCTIONS TO THE BIDDER (RFQ)

1. Sealed tender superscribed "**Limited Tender for supply of consumables for genome sequencing under FIND Project**" are invited as details provided in the Schedules (attached herewith) to be submitted to the "Strategic Alliance Management Services Pvt. Ltd. (SAMS), B01-B03, Vardhman Diamond Plaza, Community Centre, D. B. Gupta Road, Paharganj, New Delhi – 110055, INDIA".
2. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required in bidding documents or submission of a bid, not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
3. The tender is to be submitted along with duly signed Terms & Conditions & RFQ in a sealed cover which must be clearly marked with the "**Limited Tender for consumables for genome sequencing under FIND Project**" and the due date for its opening. The cover should be addressed to **Strategic Alliance Management Services Pvt. Ltd. (SAMS), B01-B03, Vardhman Diamond Plaza, Community Centre, D. B. Gupta Road, Paharganj, New Delhi – 110055, INDIA.**
4. The bid shall contain no interlineations erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.
5. Each bidder is entitled to submit only one tender wherein the can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by him will be liable to rejection.
6. In the event of the space on the prescribed form being insufficient for the required purposes, additional page must be numbers of consecutively bear the tender number and be fully signed by the bidder. In such cases reference to the additional pages must be made in the tender form.
7. The tender must reach this office strictly not later than **25/04/2017 till 03.30 PM** & the bid must be received by the address specified & no later than the time and date specified in the invitation for bids. In the event of the specified date for the submission of bids being declared a holiday for the purchaser, the bids will be received up to the appointed time on the next working day.
8. It is the responsibility of the bidders to see that the complete bidding documents, whether sent by post or by courier or by person are received by the time and date stipulated for receipt failing which the bid would be considered late and rejected.
9. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.
10. The bidder may modify or withdraw its bid after the bid's submission provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.
11. No bid may be modified subsequent to the deadline for submission of bids.

12. All supplies should be subject to inspection on receipt and purchaser shall have full discretion to accept or reject. Rejected supply should be removed within 15 days from date of intimation otherwise it will be disposed off in any manner deemed fit by the FIND/ Consignees.

13. Delivery schedule – Delivery should be completed within thirty (30) days of the receiving of confirmed Purchase Order from SAMS. Bidder should clearly mention about the delivery period, if supplier is unable to supply the goods before stipulated time shall be treated as non-responsive. Delivery of goods to be carried out as per the **Consignee Distribution List** (Enclosed at **Annexure III**).

14. Terms of Delivery-

DDP- final place of destination as per Consignee Distribution List.

- a. The responsibility of arranging all required documents for supply of goods till final place of destinations, including Road Permits, unloading of goods and shifting inside laboratory etc. is of the Supplier. The SAMS may only facilitate the Road Permits/ declarations for the same.
- b. The payment of any kind of taxes, entry tax, local taxes etc. shall be the responsibility of supplier and should be included in the financial quote.
- c. Delivery of Lab Materials / Consumables as per the Consignee Distribution List is the responsibility of supplier.

15. BID PRICES:

- a. The bidder shall indicate on the appropriate Price Form attached to these, the unit prices and total Quotation/tender prices of goods it proposes to supply under the contract. Price should be quoted only in INR in the specified format attached in **Annexure II**.
- b. Total Price till final Place of Destination, as quoted by the bidders should be inclusive of all applicable taxes and duties (Excise Duty, Custom Duty, Entry tax, Road Tax and other local taxes etc.), only VAT/ CST to be quoted separately, as applicable. Octroi exemption certificate / declaration shall be provided from SAMS / FIND for those sites who are octroi free. It should also include that all goods shall be duly insured up to the final place of destination.

16. Bid currency

The prices should be quoted only in Indian National Rupees (INR).

17. Document establishing bidder's eligibility and qualifications:

The documentary evidence of the bidder's qualifications to perform the contract if its bid/tender is accepted, shall establish to the purchaser's satisfaction:

- a. That, in the case of bidder offering to supply goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized by the good's manufacturer to supply the goods in India (dealership/ distributorship certificate).
- b. The bidder shall furnish, as part of its bid, documents as stated in Para 4 (i) to (x) to establish the bidder's eligibility to bid/tender and its qualifications to perform the contract if its bid/tender is accepted.

- c. The documentary evidence of the bidder's eligibility to bid/tender as submitted above shall establish to the purchaser's satisfaction that the bidder, at the time of submission of its bid, is eligible.

18. Period of validity of bids:

- a. Bids shall remain valid for 3 months after the date of bid/Tender opening prescribed by the purchaser, A bid/tender valid for a shorter period shall be rejected by the purchaser as non-responsive.
- b. In exceptional circumstances, the purchaser may solicit the bidder's consent to an extension of the period of bid/tender validity. The request and the responses thereto shall be made in writing (or by cable or by telex).

19. Format and signing of bid

- a. The bidder shall prepare two copies of the bid, clearly making each "**Original Bid**" and "**Copy of Bid**" as appropriate. In the event of any discrepancy between them, the original shall govern.
- b. The original and all copies of the bid/tender shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the contract. All pages of the bid, except for unammended printed literature, shall be initialed by the person or person's signing the bid.
- c. The bid/tender shall contain no interlineation, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

20. Preliminary examination

- a. The purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, whether the bid/ tender validity is as required and whether the bids are generally, in order.
- b. Bids from agents without proper authorization from the manufacturers/ distributor/ dealer shall be treated as non-responsive and shall be rejected.
- c. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors, its bid/ tender will be rejected. If there is a discrepancy between the words and figures, the amount in words shall prevail.
- d. Prior to the detailed evaluation purchaser will determine the substantial responsiveness of each bid/tender to the bidding documents. For purpose of these clauses, a substantially responsive bid/tender is one which, conforms to all the terms and conditions of the bidding documents without material deviations. The purchaser's determination of a bid's responsiveness is to base on the contents of the bid/tender itself without recourse to extrinsic evidences.

- e. A bid/tender determined as not substantially responsive will be rejected by the purchaser and may not subsequently be made responsive by the bidder by correction of the non-conformity.
- f. The purchaser may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice and affect the relative ranking of any bidder.

21. Evaluation and comparison of bid

- a. The purchaser will technically evaluate all bids previously determined to be responsive and compare the bids previously determined to be substantially responsive and are acceptable.
- b. The comparison of price shall be considering, delivery of goods as per DDP-till final place of destinations i.e. at consignee's end.
- c. The Purchaser's evaluation of a bid will take into account the total unit cost of the item at the consignee's destination inclusive of all kind of duties, taxes and other charges.
- d. The contract shall be awarded only to the bidder who are substantially responsive, offer competitive rates, and meet the qualification requirement stipulated in the bidding documents.
- e. Deviations in the delivery schedule and Payment schedule are not permitted.
- f. The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with evaluation criteria mentioned in this bidding document.

22. Award of Contract (Pre-qualification)

- a. Notwithstanding the 'Qualification Requirements' set out in terms & condition the purchaser will determine to the satisfaction whether the bidder selected as having submitted the lowest evaluated responsive bid/tender is qualified to satisfactorily perform the contract.
- b. The determination will take into account the bidder's financial and technical capabilities. It will be based upon the examination of the documentary evidence of the bidder's qualifications submitted by the bidder, as well as such other information as the purchaser deems necessary and appropriate.
- c. **Technical Demonstration of Lab Material / Consumables**

Prior to contract award, the bidder may be required to arrange for demonstration of offered items and submit one sealed pack at desired location, intimated later by SAMS, at their own cost, either directly or through authorized Dealer /Distributors, as the case may be, for verification by the SAMS/ FIND, whether the Lab Materials/ consumables offered meets the accuracy and other quality parameters as indicated in Technical Specifications at Annexure-I. **The bidder should be prepared to do so by keeping sample unit of the quoted items of same make/model ready at its disposal.**

In case, the offered Lab Materials/ consumables does not meet the quality requirements, the bid would be deemed to be non-responsive and SAMS reserves a right to move to next lowest evaluated responsive bidder.

- d. An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid/tender in which event the purchaser will proceed to the next lowest evaluated bid/tender to make a similar determination of the bidder's capabilities to perform satisfactorily.

23. Award criteria

Subject to clause 24, the purchaser will award the contract to the successful bidder/ bidder whose bid/tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

24. Purchaser's right to vary quantities at time of award

The purchaser reserves the right at the time of award to increase or decrease up to 25% of the quantity of goods and services specified in the '**Schedule of requirements**' without any change in prices or other terms and conditions.

25. Purchaser's right to accept any bid/tender and to reject any or all bids

The purchaser reserves the right to accept or reject any bid/tender and to annul the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder/bidders of the grounds for the purchaser's action.

26. Payments Terms

The method and conditions of payment to be made to the Supplier (Payments will not be made to any other party) under this tender, shall be as follows:

Payment (100 percent of the Contract Price of the Goods delivered to the Consignee) shall be made within 30 days of submission of following documents

- a. Three copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- b. Consignee Receipt Certificate in original (duly signed and stamped) issued by the authorized representative of the consignee **confirming Delivery and Satisfactory Acceptance of supplied Lab Materials / consumables under contract.**

- 27. Liquidated damages-** Subject to other clauses, if the supplier fails to deliver any or all of the goods or perform the services within the time period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods unperformed services for each week of delay or part of thereof until actual delivery or performance up to a maximum deduction of 10% (ten) percent of the delayed goods or services contract price. However, the purchaser may consider termination of the contract or emergency purchases once the time specified is over.

28. Return of rejected items of suppliers

The firm will take back the rejected Materials / Consumables from the consignee's place and replace with fresh stock duly inspected within a reasonable period stipulated in the notice issued to the firm at their own cost up to the consignees or depots upon payment of testing charges, etc. The rejected stocks will be handed over by the respective consignees to the firm and payment of cost of the rejected stocks by the firm to the consignee. Failure of the firm may amount to the breach of contract on the part of the firm & firm shall be liable for recovery of consequent damages besides other remedies and rights available to the purchaser.

29. Taxes & Duties

Supplier shall be entirely responsible for all taxes, duties, fees, levies, entry tax, local taxes etc. incurred until delivery of the contracted goods till the final place of destination.

30. VAT/PAN: Copy of number allotted should also be submitted.

For Strategic Alliance Management Services Pvt. Ltd.

**(Dinesh Kumar)
Procurement Officer**

Annexures:

- i. Technical Specifications
- ii. Price Form
- iii. Schedule of Requirement- Consignee wise Distribution and Contact Details

Technical Specification

Sl. No.	Name of Item	Unit
1	10X TE Buffer - 500ml	500ml
2	DNase RNase free water - 500 ml	500ml
3	Agarose (100 gms)	100 gm
4	10X TBE Buffer (Tris-borate-EDTA)-500ml	500ml
5	100bp DNA Ladder (consists of 13 fragments ranging from 100 bp-3000bp in increments, Recommended load:1-2 microlit/lane)	set
6	Gel Loading Dye -5 ml	5 ml
7	Ethidium Bromide DNA gel stain -10ml	10ml
8	Storage Boxes, Autoclavable, reversible rack with cover, 96 places for 1.5/2.0 ml tubes	1x5 no.
9	PCR tubes - 0.2ml - 8 STRIP (250 Nos./Pack)	strips
10	PCR purification kit (250 columns / kit)	250 columns / kit
11	Primers for PCR & Sequencing	set

Important Note: Pack size given above in the technical specifications are preferable, bidders may quote as per their company/ manufacturers standard pack size. However, total quoted quantity should remain same as required in the bid and also they must be able to supply goods as per quantity required by each consignee mentioned in Annexure-III (Schedule of requirement- Consignee distribution list).

Quality Standard Requirement:

Bidders must submit following supporting documents for quality standards of offered items wherever applicable, for the award of contract under this bidding process.

- 1. Manufacturing and QC protocols of the product**
- 2. Certificate of Analysis from the manufacturer**
- 3. Guidance document on use and testing protocol from the Manufacture**
- 4. Material safety Datasheet, if applicable**

Price Form

[The Bidder shall fill in this Price Form in accordance with the instructions given below]

BIDDER'S PRICES FOR Lab Material (Price to be entered by Bidder):						
DESCRIPTION	UNIT/ pack	Total Quantity (nos. of Box). (a)	INR			
			UNIT PRICE (per piece), (b)	TOTAL PRICE, (c) = (a) x (b)	VAT/CS T (d)	TOTAL PRICE, FINAL Place of Destination* (e)=(c) + (d)
10X TE Buffer - 500ml	500ml	2				
DNAase RNAase free water - 500 ml	500ml	10				
Agarose (100 gms)	100 gm	3				
10X TBE Buffer (Tris- borate-EDTA)-500ml	500ml	15				
100bp DNA Ladder	set	2				
Gel Loading Dye -5 ml	5 ml	2				
Ethidium Bromide DNA gel stain -10ml	10ml	2				
Storage Boxes	1x5 no.	10				
PCR tubes - 0.2ml - 8 STRIP (250 Nos. / Pack or 300 Nos. per pack)	Strips	2000				
PCR purification kit (250 columns / kit)	250 columns / kit	7				
Primers for PCR & Sequencing	set	2				
<p>*Total Price, till Final Place of Destination for quoted items should be inclusive of all applicable taxes and duties (Excise Duty, Custom Duty, Entry tax, Road Tax, and any other local taxes etc.), only VAT/ CST to be quoted separately, as applicable. Octroi exemption certificate / declaration provided from SAMS / FIND for those sites who are octroi free. It should also include that all goods shall be duly insured up to the final destination.</p>						

Annexure-III

Schedule of Requirement- Consignee wise Distribution and Contact Details

Sl. No.	State	Consignee details	Item Description	Quantity (In Nos.)
1	Karnataka	National Tuberculosis Institute, Ministry of Health & Family Welfare, Directorate General of Health Services, "Avalon", 8 Bellary Road, Bangalore – 560003 Contact Person:- Dr Lakshmi Rajagopalan NRL Microbiologist, NTI- Bangalore:- 09731677226, Office Ph, 88-60487616; Email ID:- Nti@ntiindia.org.in;	10X TE Buffer - 500ml	2
			DNAase RNAase free water - 500 ml	10
			Agarose (100 gms)	3
			10X TBE Buffer (Tris-borate-EDTA)-500ml	15
			100bp DNA Ladder	2
			Gel Loading Dye -5 ml	2
			Ethidium Bromide DNA gel stain -10ml	2
			Storage Boxes	10
			PCR tubes - 0.2ml - 8 STRIP (250 Nos. / Pack or 300 Nos. per pack)	2000
			PCR purification kit (250 columns / kit)	7
			Primers for PCR & Sequencing	2