

**INSTRUCTIONS TO BIDDERS**

The bidders are requested to read the instructions/criteria stated below carefully. Incomplete BIDs will not be accepted.

**1. ELIGIBILITY & EXPERIENCE**

Please refer to Bid Evaluation Criteria (Annexure VII).

**2. COST OF BIDDING**

The bidder shall be solely liable to bear all costs and expenses associated with the preparation and submission of its bid, and BIRAC will in no case be held responsible or liable for payment of any costs associated with the preparation or submission of the said bids irrespective of the outcome of the bidding process as also in case the entire bidding process or part thereof is nullified/ cancelled due to any reason whatsoever.

**3. BID DOCUMENT**

**4.1** The services required, bidding procedures and contract terms are prescribed in the Bid Document.

**4.2** The bidders are expected to examine all instructions, forms, terms & specifications in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a Bid not substantially responsive to the Bid Document to the satisfaction of the BIRAC in every respect will be at Bidder's risk and responsibility and may result in the rejection of its Bids.

**4.3** Transfer of Bid Document – Non Transferable.

**4. CLARIFICATION ON BID DOCUMENT**

**4.1** A bidder requiring any clarification of Bid Document should notify BIRAC in writing at the address provided in the NIT. Clarifications, if any, shall in no case be sought later than 5 days prior to the deadline prescribed herein for the submission of Bids.

**4.2** Amendments and Addendum of BID Document

(i) At any time prior to the deadline for submission of bids, BIRAC may at its own discretion and for any reason whatsoever whether at its own initiative or in response to a clarification requested by a bidder modify the Bid Documents by notifying any such amendment as may be drafted / incorporated to the original bid documents.

(ii) The amendment and addendum, if any will be hosted on website of BIRAC. All the bidders are hereby requested to regularly visit the website of BIRAC for any amendments with regard to the tender document.

(iii) In order to allow the bidders reasonable time to take the amendment into account in preparing their bids, the BIRAC may at its discretion, extend the deadline for the submission of Bids and any such extension will be notified on the Website.

## **5. PREPRATION OF BID**

### **5.1. Language of BID**

The bid prepared by the bidder and all correspondence and documents exchanged between the bidder and BIRAC relating to the Bid submitted shall be in English language. However, printed literature furnished by the bidder may be in any other language so long as it is accompanied by an English translation of all its contents. In such a case for the purposes of the interpretation of bid, English translation shall prevail.

### **5.2 Documents Comprising the BID**

- (i) All documentary evidences establishing the eligibility of the bidder to bid and its qualification to perform the contract, if its bid is accepted.
- (ii) All exceptions the bidder wishes to take to any of the conditions specified in the general and special conditions contained in any of the bid documents other than those contained in the Bid Evaluation Criteria (BEC). Any requests for deviation from BEC will not be entertained by BIRAC.
- (iii) Any other information / documents mentioned in the terms of reference and Bid Evaluation Criteria (BEC).
- (iv) The Check List for Compliance to Bid Conditions at Annexure-IV to be submitted in the prescribed format.

### **5.3 Signing the BID.**

The bid shall be signed by the bidder or a person duly authorized to bind the bidder to the contract. The authorization shall be indicated by written power of attorney / board resolution / agency agreement etc. accompanying the bid. The person or persons signing the bid documents shall initial all pages of the bid, except for un-amended printed literature.

## **6. PRICE BID**

**6.1** The Bidder shall complete the price schedule furnished in the bidding document.

**6.2** Prices quoted by the successful bidder shall be held firm during its performance of the contract and will not be subject to variation on any account.

Bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price quotations are to be strictly in accordance with bid. Conditional bid is liable to be rejected.

**6.3** All duties, taxes and other levies payable as per the statute should not be included in the bid. The price shall be quoted exclusive of the above mentioned aspects.

- 6.4** The bidders will not indicate separate discount. Discount if any should be merged in the quoted rates. Discount of any type indicated separately will not be taken into account for evaluation purpose. In case, however the bidder is evaluated as lowest bidder (without considering its discount) and contract is awarded by BIRAC, in that case BIRAC will place LOA considering the quoted discount and will avail the discount while actually paying for the rendered services.

## **7. PERIOD OF VALIDITY OF BIDS**

- 7.1** Bids shall remain valid for 90 days after the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the BIRAC.
- 7.2** In exceptional circumstances, BIRAC may solicit the bidder's consent to an extension of the period of validity. In case of agreement to the request, the bid Bond provided as per above-mentioned para shall also to be suitably extended. The bidder will not be permitted to modify its bid within the extended validity period.

## **8. SUBMISSION OF BIDS**

- a) Offers are to be submitted in sealed covers.
- i. The first inner sealed cover should contain all the documents pertaining to Essential Eligibility Criteria (EEC) as prescribed under Bid Evaluation Criteria. This cover will clearly be super scribed with "**EEC**" along with tender number.
  - ii. The second sealed inner cover will contain only the price schedule duly filled in and signed and will be clearly super scribed with "**Price Bid**" along with tender number.
  - iii. These two covers shall be put into outer cover and sealed. The outer cover should duly bear the Tender number and date of closing/opening prominently underlined, along with the address of this office.
- b) The right to ignore any offer which fails to comply with the above instructions is reserved with BIRAC.
- c) Bids received by post without proper superscription of Tender number & Bid Closing Date on the outer cover may not be considered.
- d) Only one bid should be included in one cover.
- e) Price bids, which remain unopened with BIRAC, will not be returned to the concerned bidders.
- f) Any change in the price after opening of the bids will not be considered.
- g) Deadline for submission of bids -

The Bid must be received by the BIRAC at the address specified in NIT not later than **1400 Hrs** (IST) on the notified date of closing of the tender. Offers sent by hand

delivery should be put in the Tender Box at the specified office not later than **1400 Hrs. (IST)** on the specified date. All out-station tenders, if sent by post, should be sent under registered cover.

- h) Late bids - Bidders are advised in their own interest to ensure that bid reaches the specified office well before the closing date and time of the bid. BIRAC will not be responsible for the loss of the bid or delay in postal transit. Any bid received after dead line for submission of bid, will be rejected and returned unopened.

#### **9. DELIVERY OF THE BIDS**

- (i) Bid should be delivered at the following address so as to reach not later than 1400 hrs. of \_\_\_\_\_ the closing date of the bid:

**HEAD (HR & ADMINISTRATION)**  
**Biotechnology Industry Research Assistance Council,**  
**1st Floor, MTNL Building 9, CGO Complex,**  
**Lodhi Road New Delhi-110003**

- (ii) Timely delivery of the bid is the responsibility of the Bidder. Bids must reach BIRAC not later than the closing date & time specified in the forwarding letter. Any bid received by BIRAC after the closing date and time, will be rejected and/or returned unopened to the Bidder. BIRAC will not be responsible for the loss of bid or for any delay during the postal transit or otherwise.
- (iii) The bid papers shall be complete in all respects and submitted together with requisite information and annexures, if any. It shall be complete and free from any ambiguity, changes or interlineations.
- (iv) Bidders shall indicate their complete postal and fax/e-mail address along with their present telephone contact at the time of quoting against this bid.

#### **10. BID OPENING AND EVALUATION**

- (i) Opening of Bids by BIRAC:

BIRAC will open the Bids first in the presence of Bidders at 1500 Hrs on the date of opening as indicated in NIT or their authorized representative, who choose to attend at the date, time and place mentioned in the forwarding letter. **However, the Bidder's representative must produce an authorization letter** from the Bidder at the time of opening of Bids.

- (ii) Bid evaluation & comparison of bids will be as per provisions of BEC at Annexure VII.

**11. CLARIFICATION OF BIDS**

To assist in the examination, evaluation and comparison of bids, the BIRAC may, at its discretion, ask the Bidders for certain clarifications. The request for clarifications and the response shall be in writing.

**12. BIRAC'S RIGHT TO ACCEPT OR REJECT BID**

The BIRAC reserves the absolute right to accept or reject all Bids, at any time, prior to the award of Contract, without assigning any reason.

**13. SPECIAL CONSIDERATIONS FOR MSME**

If the bidding entity is registered under Micro & Small Enterprises at District Industry center or Khadi and Village Industry Board or Coir Board or National Small Industry Corporation or Directorate of Handicrafts and Handlooms or any other body specified under "Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012". Similar concessions will also be given to Micro and Small Enterprises owned by Scheduled Castes or Scheduled Tribes as stated above.

The participating Bidders who qualifies above aspect shall be allowed **10%** relaxation in the Price Bid for the purpose of evaluation. After giving such relaxation, if more than one Bidder stand on equal Price Quote, then the Bidder satisfying the above criteria will be given preference.

The Bidder should submit relevant proof in this regard.

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