

**Invitation of Expression of Interest (EOI)
From
Software Consultancy Organizations
For Development of
Laboratory Information Management Software (LIMS)
for laboratory services of the Bureau of Indian Standards (BIS)**



Bureau of Indian Standards (BIS)

Ref No: LPPD/9:1/LIMS/EOI

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TERMS EXPLAINED:

1. Applicant: The one who has signed the EOI document forms. The applicant should be the duly Authorized Represented, for which a certificate of authority should be submitted
2. Authority: The person or the office or officer who has the powers to do certain task.
3. Bureau: Bureau of Indian Standards
4. Consultant: The person or the agency of the organization, who shall provide services of designing, developing, implementing and maintaining the LIMS in the Bureau

1. Invitation to Expression of Interest (EOI)

1.1 Invitation

1.1.1 Bureau of Indian Standards (BIS), the National Standards Body of India, was established under The Bureau of Indian Standards Act, 1986 now repealed by the BIS Act 2016. It was earlier known as Indian Standards Institution (ISI) established in 1947. To protect the interest of consumers, the Bureau operates a variety of Conformity Assessment Schemes for manufacturers and service providers for a variety of goods and services. Under the Product Certification Scheme, the licensed manufacturers can use the Standard Mark, popularly known as the ISI mark, on their products which conform to the relevant Indian Standards. Under the Compulsory Registration Schemes, the Bureau registers the manufacturers for self-declaration of conformity whose products conform to the relevant Indian Standards as assessed through testing at the Bureau recognized laboratories. Both the Schemes require testing of products for quality evaluation against the respective Standards and therefore there is need for testing facilities. It is in this context that the Bureau has established a network of eight laboratories of its own in the country at Sahibabad, Mohali, Kolkata, Mumbai, Chennai, Bangaluru, Patna and Guwahati, to cater to testing of samples generated from its Conformity Assessment Schemes.

1.1.2 The Bureau operates Laboratory Recognition Scheme which is governed by the provisions under Contents 13 (4) of the Bureau Act 2016 and Contents 32 (2), (3) & (4) of the Bureau Rules, 2018. These statutory provisions confer upon the Bureau, powers to recognize any laboratory in India or outside India for carrying out testing of samples in relation to conformity assessment and such other functions as the Bureau may assign to it. The Rules also provide for issuance of guidelines for suspension or withdrawal, revocation or renewal of recognized laboratories. the Bureau also maintains record of such laboratories as are recognized by it for testing of samples of articles or processes in relation to relevant Indian Standards

1.2 Laboratory Recognition Scheme

1.2.1 It is neither physically possible nor economically viable for the Bureau laboratories to develop testing facilities for each and every product covered under various conformity assessment schemes of the Bureau. Accordingly, this Laboratory Recognition Scheme (LRS) has been formulated with the objective of having a sufficient number of outside laboratories in India and abroad, in addition to the Bureau labs to cater to the needs of various conformity assessment schemes of the Bureau. The Bureau has so far recognized 240 laboratories (known as Out Side Laboratory (OSL)) in group 1 and also empanelled 257 government laboratories for the purpose of utilizing their facilities and expertise as and when the need arises.

1.3 Through this EOI, the Bureau is interested in short-listing qualified Information Technology Consultancy Organizations for providing Laboratory Information Management Systems (LIMS),customize it as per the requirements of the Bureau, incorporating the features for its integration with the relevant modules of the e-BIS and the laboratories recognized by the Bureau and provide technical support for the operation of the LIMS as per mutually agreed Terms and Conditions. The selected

organization shall also be responsible for the complete turnkey implementation of the LIMS (software only) to ensure a minimum of 99.5% uptime availability of all the applications under this project.

This EOI document indicates the scope of work, qualifying requirements and forms & procedure for submission of proposal for interested Organizations. Please visit the Bureau website at www.bis.org.in or contact the following for more technical details:

Anuj Bhatnagar
Sc F & Head (LPPD)
Bureau of Indian Standards,
Manakalaya,
9, Bahadur Shah Zafar Marg, New Delhi -110002
Ph: 011-23230860, e mail: clpolicycell@bis.gov.in

1.4 METHOD OF SHORT LISTING:

Expression of Interest (EOI)

1. The Bureau invites Expression of Interest (EOI) only from experienced Software Consultancy Organizations with expertise in Software Development, Customization, Maintenance and User support for LIMS, preferably in the product testing sector.
2. The Bureau shall short-list only those organizations who fulfill the following criteria:
 - i. The applicant shall be a single entity, registered as a Company, Firm or Society or Autonomous Organization or Government Body under respective acts in India & should have been in existence in India **for the last Five years.**
 - ii. The organization must be registered in India with appropriate tax and other administrative authorities.
 - iii. The organization should have had an average annual financial turnover of at least Rs.2 Crores in the last three financial years from Software Consultancy Services, audited and certified by the Chartered Accountant of the Organization.
 - iv. Should have successfully executed at least any Two LIMS projects in the last five years.
 - v. The organization should have either **ISO 9001:2008 for Software Development or Software Maintenance or CMMI Level 3 Certification.**
 - vi. Should have technically qualified and well-experienced strong in-house resource base on company role.
 - vii. The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.
 - viii. Documentary Support for all the above, with copies of documents or purchase orders & letter of completion from customers for projects completed in the last five years.

3. The Bureau shall short-list the organizations, based on evaluation of the Expression of Interests submitted by them and shall circulate a detailed RFP among the short listed organizations.

2. Brief Introduction & Scope of Work

2.1 Introduction to the Bureau

The Bureau was established by the Government of India under the Bureau of Indian Standards Act 1986 passed by the Parliament in 1986(The Act has been repealed by BIS Act 2016).

The functions of the Bureau:

Keeping in view, the interest of consumers as well as the industry, the Bureau is involved in various activities as given below:

- Standards Formulation
- Product Certification Scheme
- Compulsory Registration Scheme
- Foreign Manufacturers Certification Scheme
- Hall Marking Scheme
- Laboratory Services
- Laboratory Recognition Scheme
- Sale of Indian Standards
- Consumer Affairs Activities
- Promotional Activities
- Training Services, National & International level
- Information Services

Head office

- New Delhi

Regional offices

- Mumbai,
- Kolkata,
- Chennai,
- Chandigarh and
- New Delhi

More information about the Bureau can be obtained from BIS's website www.bis.org.in

2.2 Scope of Work

2.2.1 The selected organization shall provide The Laboratory Information Management Systems (LIMS), customize it as per the requirements of the Bureau, incorporating the features for its integration with the relevant modules of the e-BIS and the laboratories recognized by the Bureau and provide technical support for the operation of the LIMS as per mutually agreed Terms and Conditions. The selected organization shall also be responsible for the complete turnkey operation of the LIMS (software only) to ensure a minimum of 99.5% uptime availability of all the

applications under this project and shall hand over the operation and management of it to the Bureau in accordance with the time-frame and conditions laid down in the RFP document.

2.2.2 The LIMS shall have the following features:

Web enabled software, integrated workflow management with data-updation on centralized server

i) Sample receipt or coding or de-coding or forwarding module. This module will be linked with Manakonline module :

- Distribution of sample from Sample Cell to testing Contentss (OIC)
- Distribution of samples from OIC to TA or LO
- Work load report of individual TA or LO
- Report generation from LIMS based on data entry by TA or LO and submission to OIC based on data entry directly from testing equipment's, wherever possible.
- Approval of OIC of the digitized test results and forwarding to Sample Cell
- Provision of correction in digitized report after approval of next higher authority
- Provision of sending digitized reports from Sample Cell to respective BOs after de-coding (through Manak online)
- Disputed Samples status
- Sample review and query sent for clarification feature
- Distribution of OSL & uploading of TRs by OSL (through Manak online)
- Provision may be provided to divert samples or part of sample to other the Bureau labs or OSLs in the event of breakdown or overload
- Provision may be provided to update the status of acceptance of samples and during non acceptance period sample may not be forwarded to concerned lab
- Provision for seeking clarification from sample cell by test Contents on the sample or test request
- Alert to BO about uploading of TR

ii). Equipment Management Module:

- Details of each equipment (like Sl.No., Manufacturer or brand, Range, L.C.)
 - Provision to add new equipment to the list
 - Provision to view added equipment in the list
 - Provision to edit equipment list
 - Provision to marks deleted in case item transferred out or auctioned or condemned
 - Provision to update list each service instance
 - Provision to view list of equipment due for calibration
 - Provision to update list when calibration is done
 - Provision to update equipment lit in case of any change in status of equipment serviceable or unserviceable or under repair
- Date of purchase and price of each equipment with its unique identification number and location
- Maintenance details

- Utilization details (Log book on LIMS)
- Owner of process
- Provision may be provided by which a reminder through email or SMS is sent to the concerned OIC regarding calibration validity one month before its due date
- Intermediate checks on equipment

iii). Store module :

- Provision of online updation of stock of chemicals or minor equipment available
- Stock of CRMs and their validity date
- Procurement need generation based on consumption
- Other store items-inventory, issue & stock details
- Provision may be provided by which a reminder through email or SMS is sent to the concerned OIC or Store in charge regarding validity CRM one month before its expiry date
- Online facility to raise indents for chemicals & other consumables and approval of them by the Head may be provided
- As separate store may not be feasible in all cases Contents-wise access may also be allowed

iv). Manpower module :

- Name of TA or LO
- Qualification
- Length of service in the Bureau (Lab)
- Training received
- Future training need identification
- Present workload
- Authorization for work activity detail
- Acceptance of sample allotted to TA or LO

v). QA module:

- Planning of QA Testing (Sample available for QA testing)
- Number of internal QA samples tested
- Details of test report of QA samples tested
- ILC/PT planning
- ILC/PT participation and report details
- NABL validity and related action
- Test report formats
- Comparison of repeat or replicate results
- Generation of range chart of parameters
- QA sample testing results & ILC/PT participation report details with a provision to monitor competency of testing personnel performed such testing

vi). Reporting module :

- Generation of MCR
- Workload planning
- Status of each sample received in the lab (Whether at sample cell, allotted to testing Contents, allotted to testing personnel, under test, reporting stage) to senior management so each sample can be traced through LIMS.
- Approximate date of completion of tests (entry by TA or LO)
- Provision may be provided for generation of HMD MCR (for Gold & Silver samples)
- Provision by which OICs can send reminders to TAs or LOAs to expedite testing of samples

vii). Purchase Module :

- Life span and replacement planning of existing equipment
- Need identification for Procurement of Equipment
- Stage monitoring of Procurement Process including tendering
- Installation and commissioning monitoring
- List of service provider or supplier, updation and deletion provision
- Evaluation of service provider or supplier

viii). Laboratory Recognition Scheme Monitoring:

- List of OSLs including Group-2 labs
- **Online application submission and Processing**
 - Online submission of Application and upload of documents by the applicant
 - There should be necessary checks if no document is uploaded and system must suggest applicant to upload necessary documents. There should be mandatory fields, so that applicant will not be able to upload where necessary (mandatory) documents or transactions like payment, Lab registration numbers etc are not provided during filing the application.
 - Integration with the payment gateway
 - Functionality to maintain a record of all the payments, dues, and credit notes of the individual account (as against the application id)
 - Integrated workflow management to route applicant to different stakeholders like Head Lab, OIC(LRS), Auditor, Applicant etc. for processing the application
 - Head (Lab), OIC (LRS), Auditor should be able to view the details entered by the applicant. They should be able to take action on application i.e. giving remarks, comments etc.
 - Should be able to generate and communicate the receipt to applicant in case payment by DD
 - SMS or Email based notifications or alerts to all stakeholders at different stages of the application
 - Provision to send messages to applicant through a communication interface
- **Audit Management**

- Allocation of auditors by system based on pre-defined set of parameters
- List of selected team shall be viewable to the OIC(LRS) and Head Lab
- Provision to add or remove the selected team should be given to the OIC (LRS) and Head Lab
- Provision to set the timelines to complete the audit
- Intimation to the selected officers regarding the audit
- Applicant shall be notified regarding the audit team with the fee details
- Audit team will have provision to view the applications details (Sl.No., Appl number, Status all the documents submitted by the applicant etc)
- They will enter the details of the audit in a mobile app based interface enabled with features of geo-tagging and submit the report online
- Head Lab and other stakeholders shall be notified regarding the submission of the report for further processing at their end
- Applicant should have provision to view the NC report
- System should have provision to communicate the audit feed back to the applicant
- After the application has been approved at all levels, system should have a provision to generate the lab identification no. based on a pre-defined logic

- **Auditor Registration**

The Bureau appoints auditor & experts to undertake adequacy check, initial audit, surveillance audit or follow-up audit. The Bureau invites application from the Bureau officers to select auditor and experts. The key features include:

- Submission of online application form by the auditor
- An integrated workflow which would allow for the empanelment, evaluation and upgradation of auditors
- Workflow management to forward the application at various levels to LPPD officers, Head (Lab)
- Integration with email and SMS gateway to send alerts or notifications to applicant, granting officers (Head LPPD), applicant or auditor
- Communication interface in-built in the portal for communication with the applicant
- Managerial dashboard for viewing application pending for action, reports MCRs etc
- Provision to enter remarks or comments on the application
- Monitoring of Pending audits and audit allotment
- Auditors database maintenance
- Online recognition scope maintenance and updation
- Capacity monitoring and sample rotation based on current capacity
- Bill and invoice generation.
- Reminders by email or SMS to OIC (LRS) regarding surveillance audits pending for more than 6 months
- Provision for renewals, suspension and revocation of recognition and extension of scope may be provided.

ix). **Administration & Finance Module**

- Auto invoice generation
- Payment status
 - Purchase of goods or services
 - Outsourced services
 - Salary to contractual employees
 - Other payment & alerts, if not done

2.2.3 The Organization should have technically qualified and well experienced strong in-house resource base and shall provide support for bug fixes, feature enhancements, operational support, application & database backup and assistance to the Bureau. The services include:

(i) Bug-Fixes and End-User Problem Resolution:

The end user support would include all activities related to resolving the bugs or defects reported by application users. Every bug or defect should be logged and categorized on the severity levels. Consultancy Organization shall identify the solution and take necessary approvals from the Bureau and release the patch for User Acceptance Test (UAT) after fixing the defects. Consultancy Organization shall document defects or bugs encountered as well as document the resolution of the same and ensure re-installations, in the event of system crash or failures.

(ii) New Development and Enhancements:

LIMS or applications may require modifications or enhancements in the process and functionality. The enhancements or new development may also be required to fix some complex problem requests or defect fixes and upgrades the application performance.

Consultancy Organization shall ensure that correct version of the application or program units are being considered to carry out application enhancements or new development through configuration management plan for configuration management and version control using the version control software.

Consultancy Organization shall obtain the necessary approvals from respective stakeholders within the Bureau for the modifications or enhancements.

(iii) Configuration Management and Version Control:

As the application undergoes enhancements and modifications due to problem requests, defect fixes and change requests, it becomes increasingly important to keep the source code under version control and the system under configuration management. Consultancy Organization shall assist the Bureau in ensuring that a copy of the production environment is backed up and stored in the repository before the new or modified components are copied to Production.

(iv) Release Management:

As part of the release management, Consultancy Organization shall perform the following activities:

- Group the related change requests, assess their development progress and accordingly prepare a schedule for their release

- Prepare a detailed release plan for every release. This plan should include the release number and date of release. It should also contain details about the change request to be released.
- Provide Helpdesk support for the resolution of technical queries by end users
- Conduct Application training for the users in outstation locations as and when required.

(v) User Technical Support:

- Implementation support to users
- End-user problem resolution
- Training to users will be provided through the man power deployed without any extra cost. However, the Bureau shall arrange for the travel and boarding arrangements, as per its norms.

(vi) Administration Support

- Latest source code, application deployment files, configuration files for entire solution
- System
- Storage
- Security
- Database
- Backup or restore etc.

3. Instructions to Applicants

3.1 Authorized Signatory

The ‘Applicant’ mentioned in the EOI document shall mean the one who has signed the EOI document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

Every sheet and all forms complete in all respects shall be signed by the person or persons duly authorized to sign on behalf of the applicants with affixing the applicant’s rubber stamp. The Power (s) of Attorney supporting or authorizing of the signatory shall be enclosed with the offer on non judicial stamp paper. Any or all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

3.2 Sealing of Envelopes & Submission

- a) The Expression of Interest along with Demand Draft is sealed in an envelope super scribing "Expression of Interest – LIMS for the Bureau Labs".
- b) This envelope shall be addressed to **Anuj Bhatnagar**

Sc F & Head (LPPD)
Bureau of Indian Standards,
Manakalaya,

9, Bahadur Shah Zafar Marg, New Delhi -110002, INDIA and submitted on or before 21/01/2020 by 3.00 pm.

- b) The Expression of Interests will be opened on **22/01/2020 at 03.00 pm.** in presence of the bidders who may wish to be present.
- c) The Bureau reserves the right to reject any or all the EOIs without assigning any reasons.

3.3 Documents to accompany EOI

The applications shall be complete with the following documents:

- 1. Letter of Authorization.
- 2. Each page of the EOI document duly seal and signed by the authorized person.
- 3. Expression of Interest in Form – I.
- 4. Details of experience in development and implementation of LIMS in Form-II.
- 5. Affidavit or Self declaration in Form –III.
- 6. Pre-qualification eligibility criteria form along with supporting documents.
- 7. Any other information likes to provide.

The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach; methodology & work plan for the assignment. The work plan shall include full justification for procedures to be adopted.

3.4 Amendment to EOI

At any time prior to the last date for receipt of proposals, the Bureau, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals. the Bureau may, at its discretion, extend the last date for the receipt of proposals and or make other changes in the requirements set out in the EOI.

The applicant is required to visit the Announcements Contents of the Bureau website for any changes or amendments in the EOI before submitting their Expression of Interests.

3.5 Preliminary examination for the applications

- a) The Bureau shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.
- b) Prior to detailed evaluation formalities, the Bureau shall determine the substantial responsiveness of each application to the Invitation documents. A substantially responsive proposal is one, which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one, which limits in any way responsibilities and liabilities of the bidder or any right of the employer as required in this document. Non -responsiveness shall run the risk of rejection.

- c) The evaluation shall be carried out on the basis of data available in the application documents received from the agency in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the consultant agency. However, the Bureau reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.

3.6 Evaluation

The procedure of evaluation of the applications is indicated below:

- a) The Bureau has specified the Pre-Qualification Criteria (Section 4) in the EOI document with minimum qualifying requirement for each of the criteria i.e. minimum years of experience, minimum number of assignments executed, minimum turnover etc. The applicant shall submit the proposals in the same sequence indicating the qualification criteria on each certificate.
- b) The Bureau shall short list all the consultants who meet the minimum requirement as specified.
- d) After completion of EOI evaluation, the qualified bidders shall be provided with further details of the project in an RFP and through a Pre-bid meeting, to enable them to submit a detailed technical and financial proposal for the services desired in the project.

3.7 Presentation

As a part of Evaluation of Expression of Interests submitted by the applicants, the Bureau may seek further information or a presentation from the Organizations at a short notice for evaluation purposes.

3.8 Rejection of EOI

The application is liable to be rejected if:

- a) The application is not covered in proper sealed cover with superscription as indicated in Section 3.2 above.
- b) Not in prescribed forms and not containing all required details.
- c) Not properly seal and signed as per requirements.
- d) Received after the expiry of due date and time.
- e) Offer is received by fax, telegram or e-mail.
- f) Missing of any supporting document(s) with the EOI

3.9 Disclaimer

- a. The Bureau shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- b. The Bureau reserves the right
- To reject any or all applications without assigning any reasons thereof.
 - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Bureau without assigning any reasons thereof.

- To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

3.10 Dispute Resolution:

- In case of any dispute that cannot be resolved amicably the same shall be referred to sole Arbitrator appointed by Director General, Bureau of Indian Standard, whose decision shall be final and binding upon both the Bureau and the Applicant. The provision of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable.

3.11 Jurisdiction:

- The Hon'ble Courts at Delhi alone shall have the jurisdiction to try and decide the suit arising out of this EoI

3.12 Applicable Law:

- The EoI shall be governed and interpreted under Indian Laws.

4. Pre-qualification Criteria

Eligibility Criteria and supporting documents required for Submission of Expression of Interest

| S.No | Eligibility Criteria | Supporting Document Required | Yes or No and Deviation, if any |
|-------------|---|---|--|
| 1 | The organization shall have developed LIMS which could be customized for the Bureau requirements. | Proof of LIMS developed and implemented shall be provided | |
| 2 | The applicant shall be a single entity, registered as a Company, Firm or Society or Autonomous Organization or Government Body under respective acts in India & should have been in existence in India for the last Five years | Company Incorporation Certificate or Registration Certification from ROC or suitable document indicating its status | |
| 3 | The agency must be registered in India with appropriate tax and other administrative authorities. | GST Registration PAN Card or other suitable document indicating its registration status | |
| 4 | The organization should have had an average business turnover of at least Rs.2 Crores in the last | Certificate from the Chartered Accountant of the Organization. | |

| | | | |
|---|--|---|--|
| | three years from Software Consultancy Services | Audited Balance sheets for last three years. | |
| 5 | Should have successfully executed at least any Two LIMS Projects in the last five years. | Letter from Customers indicating value of the services provided for the project, work order copies, completion certificates and a Form II (filled up) | |
| 6 | Shall have either ISO 9001:2008 for Software Development or Software Maintenance or CMMI Level 3 Certification | Copy of Certificate | |
| 7 | Should have technically qualified and well - experienced strong in - house resource base on company rolls | Resumes of key resources available on company rolls, including their PF or EPF no. | |
| 8 | The applicant should furnish an undertaking to the effect that the firm has not been black listed in India. | Letter of undertaking as in Form III | |

5. Formats for Submission

FORM I

EOI Letter Performa

To

**Anuj Bhatnagar
Sc F & Head (LPPD)
Bureau of Indian Standards,
Manakalaya,
9, Bahadur Shah Zafar Marg, New Delhi -110002, INDIA**

Sub: Expression of Interest for short-listing of Consultancy Organizations for Operations & Management Support to IT activities of the Bureau

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

| S.No | Description | Response |
|-------------|--|-----------------|
| 1. | Name of the Consultancy Organization | |
| 2. | Address | |
| 3. | Name, designation & address of the person to whom all references shall be made | |
| 4. | Telephone (with STD code) | |
| 5. | Mobile No. of the contact person | |
| 6. | E-mail of the contact person | |
| 7. | Fax No. (with STD code) | |

We have enclosed the following documents:

1. Letter of Authorization.
2. Form I should be submitted on the company's letter head duly seal and signed by the authorized person.
3. Pre-qualification eligibility criteria Form.
4. Details of experience in LIMS in Form-II.
5. Affidavit or Self Declaration of eligibility in Form- III.
6. Self Attested copies of Supporting Documents.

I or We hereby declare that my or our EOI is made in good faith and the information contained is true and correct to the best of my or our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date: _____ Place _____

Witness by - Signature:

Name :

Address:

Date : _____

FORM-II

DETAILS OF EXPERIENCE IN LIMS

Customer References related to LIMS Projects that the applicant has been engaged during the last Five years:

| S.No. | Name & Address of The client | Date of start Of the work | Date of Completion | Website Address | Value of the Project |
|-------|------------------------------------|------------------------------|-----------------------|--------------------|-------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

Note:

Please also note that the copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above.

FORM III

AFFIDAVIT

I, _____, S/o Sh. _____, resident of _____, working as _____ in _____, do hereby solemnly declare and affirm as under:

1. that the information and statements in the Eol for development of Laboratory Information Management Software (LIMS) for laboratory services of the Bureau of Indian Standards, are given by me as I am competent to sign the Eol;
2. that my application shall be excluded from the selection procedure, if it is found by the Bureau that I was, either before the submission of Eol or after acceptance of my Eol, bankrupt.
3. (The other declarations are to be suitably inserted)
4.
5.

DEPONENT

VERIFICATION:

I, _____ S/o _____, further declare that my above statement is true and complete to the best of my knowledge and nothing has been concealed therein.

DEPONENT

AFFIDAVIT OR SELF-DECLARATION

Ref: Call for Expressions of Interest for short listing of Software Consultancy Organizations by the Bureau

Candidates shall be excluded from participation in the selection procedure if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They have been convicted for an offence concerning their professional conduct by judgment, which has the force of res judicata;
3. They have been guilty of grave professional misconduct proven by any means, which the contracting authority can justify;
4. They have not fulfilled obligations in respect of payment of social security contribution or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is performed;
5. They have been the subject of a judgment, which has the force of res judicata for fraud, corruption, and involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
6. Following another procurement procedure or grant award procedure financed by the community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In response to your call for expression of interest, I or We hereby declare that I or we:

1. Am or are not in any of the situations excluding me or us from participation contracts)
2. Agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;
3. Will inform the Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;
4. Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my or our exclusion from this or other contracts funded by the Authority.

(Signature of the applicant or of authorized representative with company seal)

List of Abbreviations used

| | | |
|-------|-----------|--|
| i) | OIC | Officer in-charge of Laboratory section |
| ii) | TA | Technical Assistant (Testing Hand in Lab) |
| iii) | LO | Lab officer |
| iv) | TR | Test Report |
| v) | OSL | Outside labs recognized by the Bureau |
| vi) | BO | Branch office |
| vii) | L.C. | Least Count |
| viii) | CRM | Certified reference material |
| ix) | QA | Quality Assurance |
| x) | ILC or PT | Inter laboratory comparison or Proficiency Testing |
| xi) | MCR | Management control report |
| xii) | HMD | Hall Marking Department |
| xiii) | LRS | Laboratory Recognition Scheme |
| xiv) | NC | Non conformity |
| xv) | LPPD | Laboratory Policy and Planning Department |

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>.

1. Registration

- Bidders are required to enrol 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
- As part of the enrolment process, the bidders will be required to choose a unique username 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 CPP Portal.
- 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/eMudra etc.), with their profile.
- 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.
- 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.

2. Searching For EoI Documents

- There are various search options built in the CPP Portal, to facilitate bidders to search active EoI by several parameters. These parameters could include EoI ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for EoI, 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 EoI published on the CPP Portal.
- Once the bidders have selected the EoI they are interested in, they may download the required documents/EoI schedules. These EoI can be moved to the respective ‘My EoI’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the EoI document.

- The bidder should make a note of the unique EoI ID assigned to each EoI, in case they want to obtain any clarification/help from the Helpdesk.

3. **Preparation of Bids**

- Bidder should take into account any corrigendum published on the EoI document before submitting their bids.
- Please go through the EoI advertisement and the EoI 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.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the EoI document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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 and keep it as a repository.
Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

4. **Submission of Bids**

- 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.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the EoI document.
- Bidder has to select the payment option as “offline” to pay the EoI fee/EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the EoI document. The original should be posted/ couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the EoI documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details

available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 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 EoI 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.
- 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.
- 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 128 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 EoI documents become readable only after the EoI opening by the authorized bid openers.
- The uploaded EoI documents become readable only after the EoI opening by the authorized bid openers.
- Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 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.

5. **Assistance To Bidders**

- Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to the EoI Inviting Authority for a EoI or the relevant contact person indicated in the EoI.
- 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 Nos. 0120-4200462, 0120-4001002