



BUREAU OF INDIAN STANDARDS

**Request for Proposal (RFP) for
Designing, Developing, Implementing and Maintaining the LIMS in the Bureau of
Indian Standards Laboratories**

LABORATORY POLICY AND PLANNING DEPARTMENT

Bureau of Indian Standards

Manak Bhawan

9 Bahadur Shah Zafar Marg

New Delhi- 110002

Reference: LPPD/9:1/LIMS/RFP

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SECTION – I

1.1 INVITATION & SCHEDULE OF EVENTS

1.1.1 OVERVIEW

Bureau of Indian Standards (the Bureau) is a National Standards Body of India under the aegis of Ministry of Food, Public Distribution and Consumer Affairs as per the BIS Act 2016, Rules and Regulations there under. It has 33 branches, 5 Regional Offices and 8 Laboratories spread across India. the Bureau in addition to its main activity Standard Formulation also provides certification services ensuring quality of goods under certification. This covers product certification, Hall marking of Gold and Silver jewellery or articles, system certification etc. To support its certification activity testing of products is carried out in its 8 laboratories and 245 (approx.) recognized labs. the Bureau also provides certification services to foreign manufacturers.

1.1.2 OBJECTIVE

1.1.2.1. The Bureau operates various conformity assessment schemes. Under these schemes, the Bureau grants licenses or registrations to such manufacturers who are capable of producing goods conforming to relevant Indian Standards, on continuous basis. To support these schemes, which requires testing of products on regular basis for checking conformity to the relevant Indian Standards, the Bureau has established a network of eight laboratories.

1.1.2.2 The Bureau has so far recognized 245 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.

1.1.2.3 The Bureau intends to implement Laboratory Information Management Systems (LIMS) in all the laboratories owned, recognized and empanelled by it, using the latest IT and data analytics tools, to bring in greater efficiency and transparency in the functioning of its surveillance and testing operation. This RFP is floated with the objective of selecting an agency with expertise and experience in the field of developing and implementing the LIMS for this purpose.

1.1.2.4 The details about the Bureau Laboratories are available at the below link :

<https://bis.gov.in/index.php/laboratorys/laboratory-services-overview/>

1.1.3 RFP TERMINOLOGY

Definitions throughout this RFP, unless inconsistent with the subject matter or context:

1.1.3.2. DEFINITIONS

- i. **“the Bureau”**- Bureau of Indian Standards established under BIS Act, 2016.
- ii. **Bidder** – An eligible entity or firm submitting Proposal or Bid in response to this RFP
- iii. **LIMS Supplier or Service Provider or System Integrator** – Selected Bidder or Laboratory Information System implementing firm under this RFP. LIMS “Solution” or “Services” or “Work” or “System” or “IT System” means all services, scope of

work and deliverables to be provided by a Bidder as described in the RFP and include services ancillary to the development of the solution, such as installation, commissioning, integration with existing systems, provision of technical assistance, training, certifications, auditing and other obligation of the Supplier covered under the RFP.

- iv. **Proposal or Bid** – The Bidder’s written reply or submission in response to this RFP.
- v. **RFP** – The request for proposal (this document) in its entirety, inclusive of any Addenda or corrigendum that may be issued by the Bureau.
- vi. **Bill of Quantities** – The bill of quantities (sometimes referred to as 'BoQ' or 'BQ') is a document prepared that provides project specific measured quantities of the items of work identified by specifications in the RFP documentation
- vii. **Annual Maintenance Contract (AMC)** – It would be the annual cost of maintenance of Software solution or Service.
- viii. **Portal** – means a solution or website covering all features and functionalities given as (Scope) of this RFP.
- ix. **OIC** – Officer in-charge of Laboratory section
- x. **TA** – Technical Assistant (Testing Hand in Lab)
- xi. **LO** – Lab Officer
- xii. **TR** – Test Report
- xiii. **OSL** - Outside labs recognized by the Bureau
- xiv. **BO** – Branch Office
- xv. **L.C** – Least Count
- xvi. **CRM** – Certified reference material
- xvii. **QA** – Quality Assurance
- xviii. **ILC or PT** – Inter laboratory comparison or Proficiency Testing
- xix. **MCR** – Management control report
- xx. **LRS** – Laboratory Recognition Scheme
- xxi. **NC** – Non conformity
- xxii. **LPPD** - Laboratory Policy and Planning Department
- xxiii. **RO** – Regional Office
- xxiv. **IPR** – Intellectual Property Rights
- xxv. **IT** – Information Technology
- xxvi. **AMC** – Annual Maintenance Contract
- xxvii. **CPP** – Central Public Procurement
- xxviii. **EMD** – Earnest Money Deposit
- xxix. **MSE** – Micro & Small Enterprises
- xxx. **MSME** – Micro, Small & Medium Enterprises
- xxxi. **DIPP** – Department of Industrial Policy and Promotion
- xxxii. **JV** – Joint Venture
- xxxiii. **GST** – Goods & Service Tax
- xxxiv. **PAN** – Permanent Account Number
- xxxv. **PC** – Prevention of Corruption
- xxxvi. **RTGS** – Real-Time Gross Settlement

- xxxvii. **FDR** – Fixed Deposit Receipt
- xxxviii. **NEFT** – National Electronic Funds Transfer
- xxxix. **IFSC** – Indian Financial System Code
 - xl. **TAN** – Tax Deduction and Collection Account Number
 - xli. **SLA** – Service Level Agreement
 - xl.ii. **POT** – Power on Time
 - xl.iii. **PMT** – Preventive Maintenance Time
 - xl.iv. **DT** – Downtime
 - xl.v. **SRS** – Software Requirement Specification
 - xl.vi. **DIPP** – Department of Industrial Promotion & Policy
 - xl.vii. **OTP** – One Time Password
- xl.viii. **QR** – Quick Response
- xl.ix. **SPOC** – Single Point of Contact
 - l. **PSU** – Public Sector Unit
 - li. **GFR** – General Finance Rules

1.1.4 SCHEDULE OF EVENTS

The tentative schedule and critical dates are shown below:

Sl.No.	Event	Date or Place
i.	Date of uploading RFP on Central Public Procurement Portal	21-02-2020
ii.	Pre-Bid Meeting	02-03-2020 at 11.00 h, Venue: The Bureau of Indian Standard, Manak Bhawan, 9, BSZ Marg, New Delhi-110002
iii.	Bid Submission Start Date	21-02-2020
iv.	Bid Submission End Date	12-03-2020
v.	Opening of Technical Bids	13-03-2020
vi.	Contact details	Sc. F (Head LPPD), 9, BSZ Marg, New Delhi-110002 Email: clpolicycell@bis.gov.in Phone: 011-23230860

1.1.5 DISCLAIMER

1.1.5.1 The information contained in this Request for Proposal (RFP) for development, implementation and maintenance of LIMS for the Bureau activities or functions is provided to the Bidder(s) on the terms and conditions set out in this RFP document.

1.1.5.2 The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation agreed between the Bureau and any successful Bidder as identified by the Bureau, after completion of the selection process as detailed in this document.

1.1.5.3 No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of the Bureau with the Bidder.

1.1.5.4 The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct their own study or investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice.

1.1.5.5. The Bureau gives no warranty and shall not incur any liability under any law, statute, rules or regulations regarding to the accuracy, reliability or completeness of this RFP.

1.1.5.6. The Bureau may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. Such revisions to the RFP or amended RFP if, any, will be made available on the website the Bureau and Central Public Procurement (CPP) Portal.

1.1.5.7 The Bureau will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that the Bureau is bound to select a bidder or to appoint the selected bidder, as the case may be, for the services and the Bureau reserves the right to accept or reject any or all of proposals submitted in response to RFP document at any stage without assigning any reasons whatsoever. the Bureau also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted RFP Application.

SECTION – II

1.2 INSTRUCTION TO BIDDERS

1.2.1 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?page=Home&service=page>

Bidder should be responsible for registering his company at Central Public Procurement Portal and seeking all necessary approvals required to upload the bid.

The Bureau reserves the right to amend the document, tentative schedule and critical dates. It is the sole responsibility of prospective bidders to go through Central Public Procurement Portal or the Bureau Website from time to time for any updated information.

1.2.2 REGISTRATION ON CPP PORTAL

- i. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app?page=Home&service=page>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. 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.
- iv. 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 or nCode or eMudhra etc.), with their profile.
- v. 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.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID or password and the password of the DSC or e-Token.

1.2.3 SEARCHING FOR RFP DOCUMENT

- i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders or RFP by several parameters. These parameters could include tender or RFP ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tender or RFP 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 or RFP published on the CPP Portal.

- ii. Once the bidders have selected the tender or RFP they are interested in, they may download the required documents or tender Annexes. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS or e-mail in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique tender or RFP ID assigned to each tender; in case they want to obtain any clarification or help from the Helpdesk.

1.2.4 PREPARATION OF BIDS

- i. Bidder should consider any corrigendum published on the RFP document before submitting their bids.
- ii. Bidder should go through the tender advertisement and the RFP 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.
- iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the RFP document or Annex and generally, they can be in PDF or XLS or RAR or DWF or JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv. 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.

1.2.5 SUBMISSION OF BIDS

- i. 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.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the RFP document.
- iii. Bidder has to select the payment option as "offline" to pay the RFP fee or EMD as applicable and enter details of the instrument.
- iv. Bidder should prepare the EMD as per the instructions specified in the RFP document. The original should be posted or couriered or given in person to the concerned official, latest by the last date of bid submission or as specified in the RFP documents. The details of the NEFT or 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.

- v. 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 or RFP 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, enable Macro in the excel sheet and complete the 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.
- vi. 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.
- vii. 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 or bid openers public keys. Overall, the uploaded RFP documents become readable only after the tender or RFP opening by the authorized bid openers.
- viii. The uploaded tender or RFP documents become readable only after the tender opening by the authorized bid openers.
- ix. 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.
- x. 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.

1.2.6 ASSISTANCE TO BIDDERS

- i. Any queries relating to the RFP document and the terms and conditions contained therein should be addressed to the RFP Inviting Authority for a RFP or the relevant contact person indicated in the RFP.
- ii. 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

1.2.7 TERMS & CONDITION

- i. The Invitation for Bids is to be uploaded on two bids basis i.e. Technical Bid and Financial Bid.
- ii. It is the responsibility of the Bidder to ensure that the bids are up loaded on time within the deadline through www.eprocure.gov.in. A scanned copy of the EMD needs to be uploaded at the Central Public Procurement Portal and the original instrument of EMD shall be submitted before the closing date and time 12-03-2020, till 15.00 h. Head (LPPD), 9, Bahadur Shah Zafar Marg, New Delhi-110002. Registered Micro & Small Enterprises (MSEs) as defined in MSEs Procurement Policy, 2012 issued by Department of Micro, Small & Medium Enterprises (MSME) or as registered with the Central Purchase Organisation or the concerned Ministry or Department or Start-ups recognized by Department of Industrial Policy and Promotion (DIPP) are exempted from payment of EMD on production of valid certificate of registration with the authority or agency as indicated in the policy.
- iii. All bids shall remain valid for 180 days from the last date of submission of bids.
- iv. The Bureau reserves the right to solicit additional information from Bidders.
- v. The Bureau reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) who, in the sole opinion, best meet the interest of the Bureau.
- vi. Although negotiations are severely discouraged, the Bureau also reserves the right to negotiate with the bidders placed as H1 bidder in the interest of the Bureau.
- vii. The Bureau reserves the right not to accept bid(s) from agencies resorting to unethical practices or on whom investigation or enquiry proceedings have been initiated by Government investigating Agencies or Vigilance Cell.
- viii. All information contained in this RFP or bid, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information shall be shared by the bidder with any other organizations or agencies.
- ix. The successful bidder will submit the schedule plan to the Bureau.

SECTION – III

1.3 ELIGIBILITY CRITERIA

The invitation to proposal is open to all bidders who qualify the eligibility criteria as given below:

Sl. No.	Specific Requirement	Evidence
i.	The bidder company should be a company registered in India under companies Act 1956. Joint venture and consortium bidding is not allowed.	Certificate of registration as company or firm
ii.	It should be registered with the Goods & Services Tax Authorities	Goods & Services Tax Registration certification
iii.	It should be operating in India for the last three years	Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor
iv.	It should not have been blacklisted by any of the State or Central Government Department or Ministry or organizations under the administrative control of the Central or State Government.	Undertaking on letter head (Refer Annex 1.10.1)
v.	It should not have been found guilty of any criminal offence by any Court of law.	Undertaking on letter head (Refer Annex 1.10.2)
vi.	Compliance with the code of integrity as specified in the bidding document	Undertaking on letter head (Refer Annex 1.10.3)
vii.	PAN	Valid Copy
viii.	It should have had an average business turnover of at least Rs.2 Crores in the last three years from Software Consultancy Services In case of Micro and Small Enterprises and startups, the requirement of average turnover will be Rs 1 Crore (refer Office Memorandum no 1(2)(1) or 2014-MAPart dated 10-03-2016)	Certificate from the Chartered Accountant of the Organization and Audited Balance sheets for last three years. Certificate of Registration as Micro and Small Enterprise or certificate of registration as startup with organizations under the administrative control of the central or state government.
ix.	It should have successfully executed at least	Letter from Customers indicating

	one LIMS Projects in the last three years, within or outside India.	value of the services provided for the project, work order copies, completion certificates and a Form II (filled up).
x.	It shall have either ISO 9001:2008 for Software Development or Software Maintenance or CMMI Level 3 or above Certification	Copy of Certificate
xi.	It should have a sufficiently strong core team of professionals with expertise & experience in field of software development & data analysis.	Certificate from Head (HR) or Company Secretary along with CVs of resources to be deployed for the project as per the Annexure 1.10.10
xii.	The bidder shall submit the details of the personnel on its payroll on regular or contractual basis, to be required for the implementation of the project, including support and maintenance after the rollout of the LIMS.	A statement showing the details of the personnel shall be enclosed.
xiii.	The bidder should clearly spell out the ownership of the software after the contract period is over, and also in case, the contract is terminated in the course of implementation of LIMS.	Declaration to be provided by the bidder
xiv.	No sub-contracting of the work is permitted.	Undertaking into this affect shall be given by the bidder.

1.4 COMMERCIAL CONDITIONS

Apart from the above, each bidder is required to fulfil the following terms and conditions:

1.4.1 EARNEST MONEY DEPOSIT

- i. Each bidder is required to submit INR **Rs.25,00,000or-** -(Twenty five lakh in words) as interest-free Earnest Money Deposit (EMD) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form (in case of payment online, the bidder shall have to upload scanned copy of the transaction document showing transaction code or RTGS No. etc.) in favour of Bureau of Indian Standards, New Delhi, payable at New Delhi. A scanned copy of EMD also needs to be uploaded along with the bid at the Central Public Procurement Portal. The original instrument (Demand Draft, FDR, Banker's Cheque or Bank Guarantee) of the EMD must reach the authorised officer of the Bureau before the closing date. In the event of non-receipt of the original instrument before closing date, the bid will be considered as non-responsive and such bid shall not be evaluated. For the purpose of online payment of EMD, the bank details of the Bureau are as follows:
 - Syndicate Bank, Bureau of Indian Standards, 9 Bahadur Shah Zafar Marg, New Delhi.
 - IFSC or NEFT Code: SYNB0009084, Account No.: 90841010000018, Email id: dac@bis.gov.in, PAN No. AAATB0431G, GSTIN : 07AAATB0431G1ZD
- ii. EMD should be submitted along with Technical Bid.
- iii. No interest shall be payable for the sum deposited as Earnest Money Deposit.
- iv. EMD of the unsuccessful bidders would be returned to them after expiry of the final bid validity and latest on or before the 30 days after the award of the contract.
- v. The EMD shall remain valid for a period of forty-five days beyond the final bid validity period.
- vi. If EMD is forfeited for any reason, the concerned bidder may be debarred from participation in the RFPs or tenders floated by the Bureau in future as per its sole discretion.
- vii. Registered MSEs & Start-ups (Micro and Small enterprises (MSEs) as defined in MSE procurement policy issued by Department of MSME or are registered with the Central Purchase organisation or the concerned ministry or department or start-ups as recognised by DIPP) are exempted from payment of EMD provided proof of registration is submitted.

1.4.2 PERFORMANCE SECURITY DEPOSIT

- i. The successful bidder will have to submit a Performance Security equivalent to 10% of the total contract value of job for one and half year in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form; in

favour of the Bureau, New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. For the purpose of online payment of PERFORMANCE SECURITY DEPOSIT, the bank details of the the Bureau are as follows:

- Syndicate Bank, Bureau of Indian Standards, 9 Bahadur Shah Zafar Marg, New Delhi.
- ii. IFSC or NEFT Code: SYNB0009084, Account No.: 90841010000018, Email id: dac@bis.gov.in, PAN No. AAATB0431G, GSTIN : 07AAATB0431G1ZD
- iii. The successful bidder has to renew the bank guarantee or draft in case of extension period, if any.
- iv. Performance Guarantee would be returned only after successful completion of job assigned to them after adjusting or recovering any dues recoverable or payable from or by the Supplier on any account under the contract.

1.4.3 PERIOD OF CONTRACT

The contract will be for a period of a year and a half for development of the LIMS and support after LIMS has been made operational. The development and rollout of LIMS shall be completed in 6 months from the date of issue of work order:

Sl.No.	Milestone	Timeline
i.	Development and roll out of LIMS	6 months from date of issuance of work order.
ii.	Handholding, and proper support of the LIMS solution for a period of one year after the development and roll out of LIMS	Up to one year after the development and success full roll out of the LIMS.

1.4.4 PRICES

- i. The bidder shall quote a total cost in INR which would include all charges. Taxes as applicable shall be payable by the Bureau.
- ii. The bidder has to ensure that the above bid amount quoted is inclusive of all manpower support required for the project execution and continuous support during the entire contract period. No manpower or Hardware will be provided by the Bureau towards the development of LIMS to the bidder.
- iii. No increase in the prices would be allowed during contract period.

1.4.5 AMENDMENT OF RFP DOCUMENT

At any time before the submission of bids, the Bureau may amend the RFP document by issuing an addendum or corrigendum in writing or by announcing it through e-procurement portal and its website. The addendum or corrigendum shall be binding on all the agencies. To give the Agencies reasonable time in which to take an amendment into account in their bids, the Bureau may, if the amendment is substantial, extend the deadline for the submission of bid.

1.4.6 CONFLICT OF INTEREST

The Contractor is required to provide professional, objective and impartial advice and at all times hold the Bureau's interest's paramount, strictly avoid conflicts with other assignment or jobs or their own corporate interest and act without any consideration for future work.

Without limitation on the generality of the foregoing, contractor, and any of their affiliates, shall be considered to have a conflict of interest and shall not be appointed, under any of the circumstances set forth below:

- i. A contractor or any of its affiliates, engaged to provide consulting assignment or job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.
- ii. A contractor (including its affiliates) shall not be hired for any assignment or job that, by nature, may be in conflict with another assignment or job of the contractor to be executed for the same or for another Employer.
- iii. A contractor that has a business or family relationship with a member of the Bureau staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bureau throughout the selection process and the execution of the Contract. Contractor has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Bureau, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the contractor fails to disclose said situations and if the Bureau comes to know about any such situation at any time, it may lead to the disqualification of the contractor during bidding process or the termination of its contract during execution of the assignment.

1.4.7 PAYMENT

The total cost of the Services payable is set forth as per the successful bidder proposal to Bureau of Indian Standards (the Bureau) and as negotiated thereafter, if considered so.

Payments under this contract shall not exceed the amount specified in Financial Bid. Payments, if any, shall be made subject to deductions of TDS and such other taxes as may be applicable from time to time.

For claiming these payments, the following documents are to be submitted by the bidder:

- i. Invoice
- ii. Proof of compliance to statutory requirements (PF or ESI etc.)
- iii. The bidder shall be fully responsible for all claims made by any third party and shall also be responsible for all expenses incurred by the Bureau in any litigation initiated by any third party
- iv. The time schedule will have to be strictly adhered to for commencement and completion of the project. Any delay will not be accepted, and penalties will be levied at the rate specified in the contract.

1.4.7.1 PAYMENT MILESTONES

the Bureau shall make payment on the following basis:

Sl.No.	Condition	Payment Terms
i.	Development of LIMS as per the scope defined in this RFP .	50 % payment of total work order will be released after the LIMS has been fully developed and approved by the Bureau
ii.	Successful roll out of LIMS	25 % payment of total work order will be released after successful roll out of LIMS
iii.	Handholding, and proper support of the LIMS solution	Remaining 25% will be released in two equal instalments on half yearly basis
iv.	AMC Charges (to be Quoted separately)	AMC Charges (if AMC is carried out by the Bureau) will be payable in 2 instalments on half yearly basis subject to successful provision of AMC by the supplier.

1.4.8 PENALTY

- i. The detail Agreement will be signed with successful supplier. Any breach in agreement will lead to penalty and later termination of the contract. All the documents or code or application etc. prepared and developed by the supplier will be the property of the Bureau. All designs, reports, other documents and software submitted by the supplier pursuant to this work order shall become and remain the property of the Bureau, and the supplier shall, not later than upon termination or expiration of this

work order, deliver all such documents and software to the client, together with a detailed inventory thereof.

- ii. If at any given point of time it is found that the supplier has made a statement which is factually incorrect or if the supplier doesn't fulfil any of the contractual obligation, the the Bureau may take a decision to cancel the contract with immediate effect. Further, performance security of the supplier may also be forfeited if the performance of the supplier is not satisfactory.
- iii. In case of late services or no services on a specific activity, in which the Supplier fails to deliver the services within the period fixed for such delivery or at any time repudiates the contract, the Supplier shall be liable to pay Liquidated Damages which will be imposed @ 0.25% of per week of the cost of contract value up to maximum of 5% of the contract value for the quarter. - The Bureau will have the right to terminate the contract at any time without assigning any reason thereof after giving thirty days' notice.
- iv. The supplier will maintain logs for each of the service provided and shall provide necessary reports which will help in ascertaining the service levels and calculation of Non-performance deduction.

1.4.8.1 DOWNTIME CALCULATION

The downtime for scheduled maintenance would need to be mutually agreed between the Bureau and the LIMS supplier. To reduce this time, various maintenance activities can be clubbed together with proper planning. "POT" means the Power on Time (in Hours) i.e. Total hours over the measurement period i.e. one quarter (24 * number of days in the quarter).

"PMT" means the Preventive Maintenance time (in Hours) would be zero in this case.

"DT" means Downtime (in Hours) and shall be calculated as follows:

Total downtime (DT) shall be Resolution Downtime + Recovery Downtime + additional Preventive maintenance time.

% uptime: $\{(POT - PMT - DT) * 100\} / (POT - PMT)$

For calculation of the time lost due to any of the following causes shall not be included in calculating "Fix or Work Around Available Time" or "Resolution Time". The causes are:

- i. Time lost due to power or environmental failures
- ii. Time taken to recover the equipment because of power or environmental failures
- iii. Time lost due to damage or malfunction of the equipment or any of the units thereof due to causes attributable to the Bureau, such as attachment of additional devices, making alteration to the system, participate in maintenance of the system, etc., without Supplier's consent.
- iv. Time taken for scheduled maintenance or troubleshooting (including back-up and restore times) either for preventive purposes or improvement in function or other purposes
- v. Time taken for reconfiguration or other planned downtime situations

- vi. Scheduled shutdowns as required by Bureau. Supplier may also request Bureau for a shutdown for maintenance purpose, which request will not be denied unreasonably by Bureau.
- vii. Time taken for booting the systems
- viii. Time taken to get approval from all stakeholders for the exclusive availability of system for support activities where the prospective solutions can be tested prior to promotion into production.
- ix. Time taken by Bureau to approve the work around or fix.
- x. Time taken by the third-party agency and service providers for fixing a product related fault or defect, replacement of part(s), or responding to clarification

SECTION – IV

1.5 INDICATIVE SCOPE OF WORK

Scope of Work

1.5.1 The selected organization shall provide The Laboratory Information Management Systems (LIMS), and customize and or configure it as per the requirements of the Bureau, incorporating the features for its integration with the relevant modules of the e-the Bureau and the laboratories recognized and empaneled 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 the Bureau in accordance with the time-frame and conditions laid down in the RFP document.

1.5.2 The LIMS shall have the following features:

- Web enabled software, integrated workflow management with data-updating on centralized server
- Responsive solution capable of working on mobile platforms
- Scalable for integration with multiple laboratories as brought out under the folds of the Bureau in future
- Configurable for the coverage of new products & processes
- Preferable open source solution
- Hosted on NIC or Government Server as decided by the Bureau and able to meet all necessary security audits
- Technology used should be capable of being updated or aligned with advancements in future
- Provision for Public testing of samples
- Provision for handling of Complaints
- Provision for tracking progress on planned budget expenditure
- Data Analytics facility
- Security of data including encryption
- AI based report generation
- Export tool to export or generate reports in other formats like csv, excel, etc.
- History or log management (to ensure that all the actions or events are stored in the system and can be referred when required)
- The LIMS developed should be able to fulfil the requirements of software validation as per IS/ISO/IEC 17025.

1.5.3 The LIMS shall have the following modules:

1.5.3.1 Sample receipt and coding and de-coding and forwarding module:

- Integration with Manakonline to receive data on samples collected for factory or market surveillance.
- Receiving the samples and alerts on delay
- Distribution of sample from Sample Cell to testing sections (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. Provision of putting digital signature at every stage
- 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 section on the sample or test request
- Alert to BO about uploading of TR
- Generation & Scanning of barcode on samples for sample details
- Provision for withdrawal of samples
- Provision for remnants receipt or disposal

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 for Condemnation of equipment's
 - 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 updating 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 section-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 or PT planning
- ILC or 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 or 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 section, 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 LOs 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 including by the Government Labs empanelled by the Bureau
 - 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 including following provisions of GST.
- Payment status
 - Purchase of goods or services
 - Outsourced services
 - Salary to contractual employees
 - Other payment & alerts, if not done

1.5.4 A mobile app for conducting LRS audit and sealing or detailing of sample is also a part of the LIMS module. The mobile app should work on both android and ios platforms. All the LIMS module along with the mobile app shall be integrated with relevant modules of the Bureau, National laboratory directory created by the Bureau (www.labdirectory.bis.gov.in) and other the Bureau IT modules .

1.5.5 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. LIMS provider shall identify the solution and take necessary approvals from the Bureau and release the patch for User Acceptance Test (UAT) after fixing the defects. LIMS provider 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.

LIMS provider 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.

LIMS provider 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. LIMS provider 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, the bidder 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 for its employees, 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.

1.6 CHANGE MANAGEMENT PROCEDURE

- i. A change identified at any stage of the assignment which requires the deliverable to deviate from the then current baseline or the approved deliverable of the previous baseline to be modified, will be conveyed by the Bureau to Supplier or vice versa in the form of a Change Request document. The request for change will then be assessed by Supplier to evaluate its impact on feasibility, time schedules, technical requirements in consequence of the proposed change and cost. Supplier will present this assessment to the Bureau for its approval within a reasonable time period. Supplier will incorporate the change after receiving the Bureau written approval.
- ii. These changes will be evaluated jointly by the Bureau and Supplier.
- iii. The supplier shall agree to enhancements requested by the Bureau from time to time during implementation that will arise during the iterative process of development.

1.7 MANPOWER REQUIREMENT

- i. The supplier shall appoint a SPOC (Single point of contact) for all activities related to this project for communication with the Bureau
- ii. The SPOC (Single point of contacts) assigned with the activity should have the requisite domain expertise and should have worked in testing or manufacturing for deeper understanding of the processes
- iii. The Single point of contact (SPOC) assigned with above competency shall be available for day to day coordination during working hours and also during the emergent exigencies outside the working hours.
- iv. The LIMS supplier is expected to respond quickly, resolve issues on priority and work with Agility to changing needs of the Bureau, since this project is highly time bound.

1.8 PERFORMANCE REVIEW

The supplier will submit a process of Performance Review on periodic (six monthly) basis which will be appropriated and suitably amended (if required) and implemented.

SECTION – V

1.9 EVALUATION OF BID

From the time the bids are opened to the time the contract is awarded, the agencies should not contact the Bureau on any matter related to its Technical and or or Financial bid except for seeking clarification which shall be through the e-procurement portal. Any effort by the agencies to influence the Bureau in the examination, evaluation, ranking of bids and recommendation for award of contract may result in the rejection of the bidder's bid. A duly constituted Evaluation Committee will scrutinize and evaluate the bids for selection of a bidder.

1.9.1 CRITERIA FOR EVALUATION OF TECHNICAL BID

The Evaluation Committee shall evaluate the Technical bids on the basis of their responsiveness to the qualification criteria. The qualification of the bidder and the evaluation criteria for the technical bid shall be as defined below.

- a) Normalization process for technical scores: The criteria defined in Annex 1.10.8 would be followed for evaluation of technical bids. Only Agencies obtaining a total score of 60 (on a maximum of 100) or more on the basis of criteria for evaluation given in Annex 1.10.8 would be declared technically qualified. The best technical proposal with highest technical score (T_m) will be given a technical score (S_t) of 100 points. The technical scores (S_t) of the other Technical Proposals will be determined using the following formula: $[S_t = 100 \times T/T_m]$, in which S_t is the technical score, T_m is the highest technical score, and T is the technical score of bidders under consideration.
- b) Normalization process for financial scores: The lowest financial proposal (F_m) will be given a financial score (S_f) of 100 points and for this purpose. Annex 1.10.7 only will be considered. The financial scores (S_f) of the other Financial Proposals will be determined using the following formula:

$[S_f = 100 \times F_m / F]$, in which S_f is the financial score, F_m is the lowest price, and F is the price of the proposal (in INR) under consideration].

- c) Combined score

Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores (Combined score = S) using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal). The weights given to the Technical and Financial proposals will be 0.8 and 0.2 respectively: ($S = S_t \times 0.8 + S_f \times 0.2$). The assignment would be awarded to the bidder with the highest combined score.

- d) Negotiations

Normally there should be no post RFP negotiations, it would be only on exceptional circumstances, if considered necessary, shall be held only with the Bidder who shall be placed as H-1 (in terms of score) bidder after combined evaluation of the Technical and Financial bids, as indicated above. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Bidder.

e) General

- (i) Bids once submitted cannot be amended.
- (ii) Any Bid which does not quote for all items will be determined to be non-responsive and may be rejected.
- (iii) No sub-contracting of the work is permitted .
- (iv) Technical bids and financial bids will be opened, in the presence of Bidders' representatives (One for each bidder), who wish to be present.

1.9.2 ARBITRATION

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

1.9.3 LABOUR LAWS AND SAFETY MEASURES

- a) Contractor shall comply with all the provisions of labour law related legislation acts as enacted by Government from time to time and in case of any prosecution or penalty, the contractor shall be liable for the same.
- b) Contractor shall be liable for payments of duties viz. P.F etc. including any compensation payable under Workmen Compensation Act. the Bureau shall have no responsibility or financial or other liabilities towards professional employed by agencies. Contractor will take all safety measures or precautions during the work. Any accident due to negligence or any other reason will be to contractor account.

1.9.4 APPLICABLE LAW AND JURISDICTION

This contract, including all matters connected with this contract, shall be governed by the India laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Delhi Court, if required.

1.9.5 INSURANCE AND MEDICAL

It is the responsibility of the contractor to insure their staff and equipment against any exigency that may occur at site. Agencies will also take insurance cover for third party

liability, which might occur due to damages caused to their manpower, equipment etc. the Bureau shall not be responsible for any such damages. Medical facilities (as per law) for professional including insurance of the professional onsite will be provided by the agencies.

1.9.6 INDEMNITY

- a) The contractor appointed shall at all times indemnify and keep indemnified the Bureau against all claims or damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under this work order.
- b) The contractor shall at all times indemnify and keep indemnified the Bureau against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (contractors) employees or caused by any action, omission or operation conducted by or on behalf of contractor.
- c) The contractor shall at all times indemnify and keep indemnified the Bureau against any and all claims by employees, workman, suppliers, agent(s) employed engaged or otherwise working for contractor, in respect of their wages, salaries, remuneration, compensation or the hike.
- d) All claims regarding indemnity shall survive the termination or expiry of the work order.

1.9.7 FORCE MAJEURE

If at any time during the continuance of the Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within 21 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Director General of the Bureau as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract.

1.9.8 FAILURE & TERMINATION CLAUSE

- a) Time and date of delivery and period of execution shall be essence of the contract. If the Supplier fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of

such periods, the Bureau may without prejudice to any other right or remedy available to him to recover damages for breach of the contract: -

- b) Recover from the Supplier as liquidated damages which will be charged by way of penalty, as specified in the Clause 1.4 (Penalty Clause).
- c) Cancel the contract or a portion thereof by serving prior notice to the Supplier.
- d) The Bureau may take a decision to cancel the contract with immediate effect or debar or blacklist the bidder from bidding prospectively for a period of 3 years or as decided by the Bureau or take any other action as deemed necessary.

1.9.9 SUPPLIER CODE OF CONDUCT AND BUSINESS ETHICS

The Bureau is committed to its 'values & beliefs' and business practices to ensure that Supplier, who provides services, will also comply with these principles.

1.9.9.1 BRIBERY & CORRUPTION

Agencies are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity or indulging in any corrupt practice in order to obtain or retain a business or contract.

1.9.9.2 INTEGRITY, INDEMNITY & LIMITATION

Agencies shall maintain high degree of integrity during the course of its dealings with business or contractual relationship with the Bureau. If it is discovered at any stage that any business or contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the competent authority of the Bureau. For avoidance of doubts, no rights shall accrue to the Supplier in relation to such business or contract and the Bureau or any entity thereof shall not have or incur any obligation in respect thereof. The Supplier shall indemnify in respect of any loss or damage suffered by the the Bureau on account of such fraud, misrepresentation or suspension of material facts. The supplier will be solely responsible for the omission and commission of the employees deployed by them.

SECTION – VI

1.10 ANNEXURES

1.10.1 DECLARATION REGARDING BLACK-LISTING AND OR LITIGATIONS AND AUTHENTICITY OF THE DOCUMENTS OR CERTIFICATES PRODUCED

I or we hereby declare that our firm or agency is not black listed by any Ministry or Department of Central Government or State Government or PSU or other bodies under the Central Government or State Government. I or we further declare that no criminal case is registered or pending against the firm or company or its owner or partners or directors anywhere in India.

I or we hereby declare that I or we will abide by any penal action of the Bureau for disqualification or blacklisting or termination of contract or any other action as deemed fit, taken by the Bureau against me or us, in the event of any of the contents of this application or bid, statements, documents, certificates etc. produced by me or us with intention to demonstrate my eligibility as per this RFP, are found to be false or fabricated, without any liability on part of the Bureau.

I or we further declare that we have not abandoned any work in the past before its completion.

Date the day of 20...

Signature of Bidder_____

Name & Address of Bidder_____

Seal of the Firm or Company

**1.10.2 DECLARATION REGARDING NOT INVOLVING IN ANY
CRIMINAL OFFENCE BY ANY COURT OF LAW**

I or we hereby declare that our firm or agency has not been found guilty of any criminal offence by any Court of Law.

Date the day of 20...

Signature of Bidder_____

Name & Address of Bidder_____

Seal of the Firm or Company

1.10.3 DECLARATION FOR ABIDING BY THE CODE OF INTEGRITY IN PUBLIC PROCUREMENT

I or we hereby declare that I or we will abide by the Code of Integrity for Public Procurement (CIPP) as envisaged and prescribed in General Financial Rules, 2017.

I or we hereby further declare that in case of any transgression of this code, my or our name shall not only be liable to be removed from consideration for the present RFP and from the list of registered suppliers or contractors or consultants or service providers (if already registered), but I or we will be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India as provided in the GFR, 2017.

Date the day of 2020

Signature of Bidder_____

Name & Address of Bidder_____

Seal of the Firm or Company

1.10.4 INTEGRITY PACT GUIDELINES

"The Bureau" and "The Contractor" hereby agree not to indulge in any corrupt practices including without limitation any activity or action to influence the transaction on any aspect of contract and commit to take all measures necessary to prevent corruption maintaining complete transparency and fairness in all activities related to the Bureau. Users agree to follow and adhere with the Integrity Pact guidelines as under:

Preamble

The Bureau values full compliance with all relevant laws of the land, regulations, economic use of resources and of fairness or transparency in its relations with its Contractor (s).

Section 1 Commitments of the Bureau.

1. The Bureau commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Bureau, personally or through family members, will in connection with the bid for, or the execution of a person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Bureau will during the bid process treat all bidders with equity and reason. The Bureau will in particular, before and during the bid process, provide to all Contractor(s) the same information and will not provide to any Contractor(s) confidential or additional information through which the Contractor(s) could obtain an advantage in relation to the process or the contract execution.
 - (c) The Bureau will exclude from the process all known prejudiced persons.
2. If the Bureau obtains information on the conduct of any of its employees which is a criminal offence under the IPC or PC Act, or if there be a substantive suspicion in this regard, the Bureau will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 Commitments of the Contractor(s)

1. The Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the bid process and during the contract execution.
 - (a) The Contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Bureau's employees involved in the bid process or the execution of the contract or to any third person any material or other benefit which he or she is not legally entitled to, in order to obtain in exchange any advantage before or during the execution of the contract.
 - (b) The Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(c) The Contractor(s) will not commit any offence under the relevant IPC or PC Act; further the Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the the Bureau as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

(d) The Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2. The Contractor(s) (s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 Disqualification from bid process and exclusion from future contracts

1. If the Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Bureau is entitled to disqualify the Contractor(s) from the bid process or take action as per the related provisions of the RFP document.

Section 4 Compensation for Damages

1. If the Bureau has disqualified the Contractor(s) from the bid process prior to the award according to Section 3, the Bureau is entitled to demand and recover the damages equivalent to Earnest Money Deposit or Bid Security.

2. If the Bureau has terminated the contract according to Section 3, or if the Bureau is entitled to terminate the contract according to Section 3, the Bureau shall be entitled to demand and recover from the Contractor damages of the amount equivalent to Performance Bank Guarantee.

Section 5 Previous Transgression

2. The Contractor declares that no previous transgressions occurred in the last three years with any Government Organization that could justify his exclusion from the bid process.

3. If the Contractor makes incorrect statement on this subject, he can be disqualified from the bid process and action can be taken as per the related provisions of the RFP document.

BUYER BUREAU OF INDIAN STANDARDS, NEW DELHI	BIDDER SIGNATURE & SEAL
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1.10.5 AGREEMENT

AGREEMENT dated **between Bureau of Indian Standards,**
Manak Bhavan, 9 Bahadur Shah Zafar Marg New Delhi – 110 0002 hereinafter referred to as
“the **Bureau**”
and

Here on after referred to as the Supplier. the Bureau is the National Standards Body of India and is engaged in harmonious development of the activities of standardization, marking and quality certification of goods and wishes to **implement the LIMS in the Bureau of Indian Standards Laboratories**

. Ms is engaged in the business of and desires to provide its services to the Bureau. Whereas in pursuance of RFP notice No. Dated for Designing, Developing, Implementing and Maintaining the LIMS in the Bureau of Indian Standards Laboratories Supplier, Mssubmitted their Bid. After due process of consideration and selection, the Bureau hereby appoints Ms for carrying out the above activity and in order to meet the overall objective of the project, both parties are entering in to an Agreement which is as below

OPERATIVE PROVISIONS

1.10.5.1INTERPRETATION

- i. In this agreement, unless the context otherwise requires: “FORCE MAJEURE” means, in relation to either party, any circumstances beyond the reasonable control of that party (including without limitation, any strike, lock-out or other form of industrial action) or if either party shall be prevented or substantially hindered in performing its obligations hereunder by any regulations, law, decree, act of state or any other action of Government.
- ii. “INTELLECTUAL PROPERTY” means any patent, copyright, registered design, content, service mark or other industrial or intellectual property rights subsisting in India in respect of the foregoing.
- iii. ‘MONTH’ means a period of each English calendar month ending on the last day
- iv. ‘ELECTRONIC FORM’ Information recorded in a manner that requires a computer or other electronic device to display, interpret, and process it. This includes documents (whether text, image, graphics, spread sheet, videos etc.) generated by a software as well as electronic mail.
- v. Any reference to this agreement to ‘writing’ or cognate expressions includes a reference to telex, cable, facsimile transmission, Registered post or comparable means of communications.

1.10.5.2 APPOINTMENT OF SUPPLIER

- i. the Bureau hereby assigns the work of Designing, Developing, Implementing and Maintaining the LIMS in the Bureau of Indian Standards Laboratories to the selected supplier.
- ii. The Supplier undertakes to protect the copyright of the contents provided by the the Bureau.
- iii. The work allotted through this Agreement shall be personal to the Supplier. They shall not be entitled to authorize any other person to exercise the same.

1.10.5.3 RIGHTS AND DUTIES OF SUPPLIER

- i. The Supplier shall supply the LIMS to the Bureau as detailed in this RFP with all due care and diligence. They shall cultivate and maintain good relations in accordance with sound commercial principals.
- ii. Subject as provided in this Agreement, the Supplier shall be entitled to perform the duties hereunder in such manner as the Supplier may think fit.
- iii. The Supplier shall comply with all applicable laws, regulations and conditions from time to time in force which in any way relate to the work agreed through this Agreement.

1.10.5.4 RIGHTS AND DUTIES OF THE BUREAU

- i. the Bureau shall provide relevant information on processes, provide suitable direction, approvals in due course of the project.
- ii. The data generated by the digital tools shall be owned by the Bureau and shall be shared with any outsiders including other government departments only after written permission from the Bureau

1.10.5.5 SCOPE OF WORK

PLEASE REFER TO SECTION IV FOR DETAILED SCOPE OF WORK

1.10.5.6 INTELLECTUAL PROPERTY

- i. The Supplier shall promptly and fully notify the Bureau of any actual or threatened or suspected infringement of any Intellectual Property of the Bureau which comes to the Agencies' notice.
- ii. Nothing in this Agreement shall give the Supplier any rights in respect of any trademarks or service marks used by the Bureau in relation to the work entailed in this Agreement.
- iii. The Supplier shall not without the prior written consent of the Bureau use or permit to be used by any person under its control any Intellectual Property of the Bureau or any Intellectual Property so resembling the Intellectual Property of the Bureau.

- iv. The Supplier shall take all such steps as the Bureau may reasonably require to assist the Bureau in maintaining the validity and enforceability of the Intellectual Property of the Bureau during the continuance of this Agreement.

1.10.5.7 QUALITY REQUIREMENTS

- i. The Supplier agrees to get all the activities approved, in writing before proceeding with execution. the Bureau agrees to give its approval or non-approval within next working day on a case to case basis.

1.10.5.8 FORCE MAJEURE

- i. If either party is affected by force majeure it shall forthwith notify the other party of the nature and extent thereof.
- ii. Neither party shall be deemed to be breach of this Agreement, or otherwise be liable to the other, by reason by any delay in performance, or non-performance, or any of its obligations hereunder to the extent that such delay or non-performance is due to any Force Majeure of which it has notified the other party; and the time for performance of obligations shall be extended accordingly.
- iii. If the Force Majeure prevails for a continuous period in excess of twelve months, the party shall enter in to a bona fide discussions with a view to alleviating its effects or to agreeing upon such alternative agreements as may be fair and reasonable.

1.10.5.9 COMMENCEMENT OF THE AGREEMENT, EXTENSION ANDTERMINATION

1. The Agreement shall commence from the date it is made and shall continue for a total period of one and half year (total 6 month for software development and go live and further 1 year for handholding and support after the software has been made operational and go live). AMC charges for further one year (after completion of contract period of one year and six months) has to be quoted by the supplier and the Bureau may grant the AMC to the supplier for one year on the quoted rates.
2. **Termination of Contract by the Bureau** It shall also be lawful for the Bureau to terminate the Agreement at any time without assigning any reason, by giving the Supplier thirty [30] days' notice in writing by the Bureau for such termination. Any such termination shall be without prejudice to any other right of the Bureau under the Contract. In such case if supplier suffers loss due to mid-way termination, supplier may be permitted to negotiate the terms of contract for mutual benefit.

3. Termination of Contract by Supplier

- a. If the Supplier decides to terminate the Contract before the end of contract period, the Supplier shall give an advance intimation of at least three [3]

months. If the Supplier terminates the contract or Agreement without prior notice of three [3] months , then the entire amount of Performance Security or Performance Bank Guarantee or the performance amount withheld by the Bureau shall be forfeited to the Bureau.

- b. In case the supplier terminates the contract in accordance with clause a above before the entire digital solution is implemented and made operational on All India Basis, the supplier shall not be entitled to receive any agreed payments upon termination of the contract.

4. This Agreement may also be terminated by the Bureau forthwith if at any time

- a. Should any part of the Agreement be illegal or unenforceable the remaining provisions shall so far as they are capable of being performed and observed, shall continue in full force and effect.
- b. In case of any matter relating to terms and conditions not specified in this Agreement, the same shall be decided by mutual agreement of the “the Bureau” and the “Supplier”.

1.10.5.10 INDEMNITY

- i. The Supplier shall be responsible for any injury to the workmen and to persons or things and for all damages to the structural and or decorative part of property which may arise from the operations or neglect of himself or any of his employees whether such injury or damage arise from carelessness, accident or any other causes whatsoever in any way connected with carrying out of this contract.
- ii. The Supplier shall indemnify and keep indemnified the Bureau against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the Contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto under the provisions of various labour laws as amended from time to time.
- iii. The Supplier shall indemnify, protect and save the Bureau against all claims, losses, costs damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements. The Bureau shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges, and expenses arising or accruing from or in respect of any such claim or damages from any sums due or to become due to the Supplier.

1.10.5.11 CONFIDENTIALITY

The Supplier shall not divulge or disclose proprietary knowledge obtained while delivering Goods and services under this Contract to any person, without the prior written consent of the Bureau.

1.10.5.12 PUBLICITY

Any publicity by the Supplier in which the name of the the Bureau is to be used, should be done only with the explicit written permission from the the Bureau.

1.10.5.13 DISPUTES & ARBITRATION

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

1.10.5.14 MODE OF SERVING NOTICE

- i. Communications between Parties which are referred to in the Contract are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act).
- ii. All notices shall be issued by the authorized officer of the Bureau, unless otherwise provided in the Contract. In case, the notice is sent by registered post to the last known place or abode or business of the Contractor, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.

1.10.5.15 GOVERNING LANGUAGE

Governing language for the entire contract and communication thereof shall be Hindi and English only.

1.10.5.16 LAW

The contract shall be governed and interpreted under Indian Laws.

1.10.5.17 LEGAL JURISDICTION

No suit or other proceedings relating to performance or breach of Contract shall be filed or taken by the Supplier in any Court of law except the competent Courts having jurisdiction within the local limits of New Delhi only.

1.10.5.18 AGREEMENT AND WARRANTY

- i. Nothing in this Agreement shall create, or be deemed to create, a partnership or the relationship of employer and employee between the parties.
- ii. Each party acknowledges that, in entering into this Agreement, it does not do so on the basis of, and does not rely on, any representations, warranty or other provisions except as expressly provided herein, and all conditions, warranties or other terms

implied by statute or common law are hereby excluded to the fullest extent permitted by law.

- iii. All the documents like RFP notice, RFP document, and scope of work, eligibility criteria, other terms & conditions mentioned in the RFP forms part of this contract agreement(other documents such as: RFP, Minutes of pre-bid meetings, clarifications, the Conditions of Contract, Letter of Acceptance, any other correspondence exchanged between the parties in connection with the contract, the Contractor's Offer shall also form the part of the agreement.)

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in RFP document.

Signature of Authorised Representative of the Supplier Name : Designation: Address: Seal of the firm or Company	Signature of Authorised Officer of the Bureau of Indian Standards Name : Designation Address: Seal of the Bureau of Indian Standards
Witness: Signature: Name of witness: Address:	Witness: Signature: Name of witness: Address:
Witness: Signature: Name of witness: Address:	Witness: Signature: Name of witness: Address:

1.10.6 TECHNICAL BID FORMAT

Particulars	Filled by Bidder	
1. Name of the Bidder		
2. Whether brief profile of the supplier is enclosed (Max 2-3 pages)		
3. Address of the Bidder	Tel.	Fax.
4. Year of establishment		
5. Type of Organisation (Proprietorship or Public Sector Unit or LLP or Private Limited or Public Limited) (Attach MSES certificate if relevant)		
6. Registration Details: PAN No. (Copy to be enclosed)		
7. GST (Copy to be enclosed)		
8. The bidder must have experience in developing & delivering LIMS and must have done at least one LIMS project in the last three years, within or outside India. (Project value to be indicated).		
9. The bidder must have an in-house Software Development & Management Team who has developed digital solutions of similar nature		
10. Documents confirming qualification and experience of Key Personnel (Annex 1.10.10)		
11. It should have had an average business turnover of at least Rs.2 Crores in the last three years from Software Consultancy Services In case of Micro and Small Enterprises and startups , the requirement of average turn over will be Rs 1 Crore (refer Office Memorandum no 1(2)(1)or2014-MAPart dated 10-03-2016) (Certificate from the Chartered Accountant of the Organization and Audited Balance sheets for last three years. Certificate of Registration as Micro and Small Enterprise or startup with organizations under the administrative control of the central or state		

Particulars	Filled by Bidder			
government.)				
12. Declaration regarding blacklisting (Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner or partners anywhere in India (If no, attach an undertaking to this effect on letter head). (Annex 1.10.1)				
13. Declaration regarding not involving in criminal offence (Annex 1.10.2)				
14. CIPP (Annex 1.10.3)				
15. Integrity Pact (Annex 1.10.4)				
16. Details of EMD (Registered MSES exempted)				
(i) Amount				
(ii) Draft No				
(iii) Date				
(iv) Issuing Bank				
17. Whether terms and conditions mentioned in the RFP document are acceptable (say 'Yes' or 'No') & if yes, please enclose the self-declaration of acceptance on letter head (Annex 1.10.9).				
18. Name, Designation and address of the officer to whom all references shall be made regarding this RFP.	Tel:	Mobile:	Fax:	Email:

Apart from above all requisite papers mentioned in the RFP document are also enclosed.

Authorized Signature (in full and in initials)

Name and Address and Title of the Signatory

Date

1.10.7 FINANCIAL BID FORMAT

To
Head (LPPD)
9, Bahadur Shah Zafar Marg, New Delhi – 110002

Siror Madam,	
We, the undersigned on behalf of (name of the firm), offer to respond to (title of project) in accordance with your RFP document dated (insert Date). Our Financial Bid against the Scope for work in Section – IV as well as details defined in the RFP document is as mentioned below.	
	Rs.
Designing, Developing, Implementing and Maintaining the LIMS in the Bureau of Indian Standards Laboratories for a period of one year after the LIMS has been successfully rolled out and made go live.	
AMC charges for further 1 year for LIMS	
Total amount	
Amount in words:	

The total amount quoted above shall be exclusive of taxes. The applicable Taxes will be extra.

Our bid shall be binding upon us up to period of validity as indicated in clause 1.2.7. We understand you are not bound to accept any bid you receive. We remain,
Yours sincerely,
Authorized Signatory [In full and initials] Name and Title of Signatory
Name & Address of Firm
Date:

1.10.8 EVALUATION CRITERIA (TECHNICAL)

The point system for evaluation of technical bid will be as follows:

Sl. No.	Evaluation Criteria	Max Score	Supporting Documents
1)	<p>Firm or Company or Organization Profile</p> <p>The bidder having an average business turnover of at least Rs. 2 Crores in the last three years from Software Consultancy Services and in case of Micro and Small Enterprise or start up, an average business turnover of at least Rs. 1 crore in the last three years from Software Consultancy Services will be awarded score of 10</p> <p>The bidder having an average business turnover of 2 crore to Rs. 4 Crores in the last three years from Software Consultancy Services and for Micro and Small Enterprise or Start up, an average business turnover of 1 to 1.5 crore in the last three years from Software Consultancy Services will be awarded score of 15</p> <p>The bidder having an average business turnover of more than Rs. 4 Crores in the last three years from Software Consultancy Services and for Micro and Small Enterprise or Start up, an average business turnover of more than Rs. 1.5 Crores in the last three years from Software Consultancy Services will be awarded score of 20</p>	20	<p>Certificate from the Chartered Accountant of the Organization and Audited Balance sheets for last three years.</p> <p>Certificate of Registration as Micro and Small Enterprise with organizations under the administrative control of the central or state government or certificate of registration as start-up from appropriate government department.</p>
2)	<p>Domain expertise of the Bidder.</p> <p>Completion of one LIMS project will be awarded 10 marks, 15 marks for completion of two projects and 20 for more than two projects.</p>	20	Documentary evidence in form of Purchase Order or Completion Certificate or any other document from customer
3)	Understanding the requirements and scope of work.	25	Technical Proposal assessment and Presentation
4)	Technology, approach and Methodology of solution	35	Technical Proposal

Sl. No.	Evaluation Criteria	Max Score	Supporting Documents
			assessment and Presentation
	Total	100	

1.10.9 RFP ACCEPTANCE LETTER

(To be given on Firm or Company or Organization Letter Head)

Date:

To

Sub: Acceptance of Terms & Conditions of RFP.

RFP Reference No: _____

Name of RFP or Work: -

Dear Sir,

1. I or We have downloaded or obtained the RFP document(s) for the above mentioned 'RFP or Work' from the web site(s) namely:

As per your advertisement, given in the above-mentioned website(s).

2. I or We hereby certify that I or we have read the entire terms and conditions of the RFP documents from Page No. _____ to _____ (including all documents like **Annex**(s), schedule(s), etc.), which form part of the contract agreement and I or we shall abide hereby by the terms or conditions or clauses contained therein.

3. The corrigendum(s) issued from time to time by your department or organization too have also been taken into consideration, while submitting this acceptance letter.

4. I or We hereby unconditionally accept the RFP conditions of above-mentioned RFP document(s) or corrigendum(s) in its totality or entirety.

5. I or We do hereby declare that our Firm has not been blacklisted or debarred by any Govt. Department or Public sector undertaking.

6. I or We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect or untrue or found violated, then your department or 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)

1.10.10 HUMAN RESOURCE POOL

To
Sc F (Head LPPD)
Bureau of Indian Standards
Manak Bhawan
9 Bahadur Shah Zafar Marg
New Delhi- 110002

Sir,

I or We hereby certify that our resource pool for **Proposal (RFP) for Designing, Developing, Implementing and Maintaining the LIMS in the Bureau of Indian Standards Laboratories** is accordance with the Terms and Conditions as well as Scope of work.

Our Resource Pool is:

The curriculum vitae (cv) of each key personnel & subject matter expert is given below:

Position:

Name of firm:

Name of staff:

Contact details:

Areas of expertise:

Date of birth:

Total years of experience:

Education:



Profile Picture

College or university and other specialized education	Giving names of institutions	Degree obtained	Date of obtainment

Training:

Sl. No	Training	Year of Completion

Countries of Work Experience:

Sl. No	Country	Duration

Languages:

Language	Speaking	Reading	Writing

Employment Record:

From [Year]	To [Year]	Employer	Position held

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

Name of Assignmentorjob or	
----------------------------	--

project	
Year	
Location	
Client	
Main project features	
Positions held	
Activities performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

Signature:

1.10.11 PRE – BID QUERY FORMAT

Ref: RFP Notification no <xxx> dated <ddormmoryyyy>

Name of the Bidder:

Contact Number and Address of the Bidder:

Sl.No.	Section Number	Clause Number	Page Number	Query	Remarks