

National Centre for Sustainable Coastal Management
Ministry of Environment, Forest & Climate Change, Govt. of India
Anna University Campus, Chennai 600 025

PROVIDING SEQUENCING SERVICE
(Annual Rate Contract)

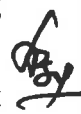
EOI No. NCSCM/2022/Sequencing

Date: 25-05-2022

1. INTRODUCTION

- a) National Centre for Sustainable Coastal Management (NCSCM) is an institution under the Ministry of Environment, Forest and Climate Change, Government of India. NCSCM is located in Anna University Campus, Chennai-600025. NCSCM is undertaking various studies and scientific research works for the better protection, conservation, rehabilitation, management and policy design of the coastal & marine areas in India.
- b) The purpose of this Expression of Interest is to seek the services of an experienced firm for providing Sequencing Service.
- c) The objective of this document is to provide indicative information about the scope and objective of this activity.

2. NOTICE INVITING EOI

- a) The NCSCM invites expression of interest from experienced firms desirous of and having proven track record of having provided similar work i.e. Sequencing Service.
- b) Interested firms who meet the criteria as mentioned above, may furnish their Expressions of Interest with all the necessary documents to the below address along with the covering letters duly signed by the authorized signatories. **6/06/2022**
- c) The Expressions of Interest must reach on or before **11.00 AM of 31st May, 2022** at the following address: 

The Director
National Centre for Sustainable Coastal Management,
Anna University Campus, Chennai-600025, Tamil Nadu

- d) The EOIs submitted by telegram / fax / e-mail, etc. shall not be considered.
- e) NCSCM shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.
- f) Any amendment/ modification shall be issued through corrigendum only and the same will be hosted in the office website www.ncscm.res.in only. The interested applicants are requested to check the same in the website only.
- g) The offers shall remain valid at least for a period of 90 (ninety) days from the last date of submission of EoIs.


DIRECTOR, NCSCM


3. CRITICAL INFORMATION

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1.	EOI No. and Date	NCSCM/2022/Sequencing dt 17/05.2022 25
2.	Last Date and Time for submission of EOI	31st May, 2022, 11.00 AM. 6/06/2022 APSP
3.	Address at which proposal in response to EOI is to be submitted	The Director National Centre for Sustainable Coastal Management, Anna University Campus, Chennai-600025, Tamil Nadu
4.	Date and Time of opening of EOIs	31st May, 2022, 11.30 AM 06/06/2022 APSP

4. ELIGIBILITY CRITERIA

The interested firms shall have to comply to the following criteria to participate in the tendering process –

- a) Must have at least 3 years of experience as on 31st March, 2022 of providing similar type of services to at least two Government/ Semi Government/ Public Sector Undertaking clients.

(Self-attested Work Orders/ Service Orders/ Agreements/ Completion Certificates/ Performance Certificates from the Employers to be furnished)

- b) Must have satisfactorily completed similar services over the period from 2019-20 to 2021-22 as follows –

Three similar completed services costing not less than Rs.4 Lakh each

or

Two similar completed services costing not less than Rs.5 Lakh each

or

One similar completed service costing not less than Rs.8 Lakh

(Self-attested Work Orders/ Service Orders/ Agreements/ Completion Certificates/ Performance Certificates from the Employers to be furnished)

- c) Must have a minimum Average Annual Turnover of Rs.3 lakh during the last 3 years i.e. 2018-19 to 2020-21.

(Self-attested Audited Profit & Loss Accounts and Balance Sheets/ Turnover Certificate in original issued by a Chartered Accountant as per the format at Annexure II to be furnished)

- d) Must not have been under any declaration of ineligibility by any authority.

(A declaration to the effect as per the format at Annexure III to be furnished)

The start-ups are exempted from the criteria mentioned in (a), (b) & (c) above. For such exemption, the bidder should enclose a self-attested copy of such registration certificate along with the Tender Document.

5. SCOPE OF WORK

The followings are the types of sequencing service required –

- Oligonucleotide/Gene Synthesis
- Sanger/16S rDNA sequencing
- Metagenomics with PICRUSt (high-throughput DNA sequencing)
- Metatranscriptomics (high-throughput RNA sequencing)
- Whole genome sequencing and analysis

6. TERMS OF REFERENCE

A. Oligonucleotide/ Gene Synthesis and Sanger /16S rDNA sequencing

- a) Samples would be submitted either as purified/ unpurified PCR product/ plasmid and bacterial culture
- b) Sequencing must be carried out using standard primers (II) client-specific primers
- c) QC report must be submitted
- d) Electropherogram of each reaction
- e) Sequences in Fasta format

B. Metagenomics with PICRUSt (high-throughput DNA sequencing) and Metatranscriptomics (high-throughput RNA sequencing)

- a) High Quality High Molecular weight DNA/RNA Extraction including Gel QC (suitable for NGS– illumina, nanopore and pacbio)
- b) Quality reports and RIN Numbers to be provided
- c) Library Construction
- d) Metagenomic/ Transcriptome Sequencing using NGS technology
- e) Sequencing run to obtain at least 60 million reads per Transcriptome
- f) Advanced Bioinformatics tools to support NGS data output such as PICRUSt (for metagenome), Differential Gene Expression analysis, Identification of novel transcripts, Denovo assembly of Transcriptome (genes and transcripts), Quantification of Transcriptome (genes and transcripts), Functional annotation of expressed genes (BLASTX based protein similarity, Gene function, Gene Ontology, Metabolic and other pathway annotation), Calculation and Identification of development related genes, transcripts and pathways, SSR identification in the genes and transcripts.

C. Whole genome sequencing and analysis

- a) High Quality High Molecular weight DNA Extraction including Gel QC
- b) TruSeq DNA good quality Lib preparation with QC on Bioanalyzer (250-300 / 400 - 700 bp) for Shot gun / PE sequencing
- c) Mate pair good quality library (3 kb / 5 kb/ 8 - 10 kb) preparation for Mate pair sequencing
- d) Illumina 150 bp PE sequencing with High quality (more than Q30) data per library - Raw data generation with QC
- e) Illumina Mate pair sequencing 150bp PE (38 Gb data Q30 passed)/ library
- f) Denovo Assembly and contig generation with illumina Shot gun sequencing data with each library data (with proven softwares)
- g) Scaffolding and generation of good quality scaffolds including statistics (with proven softwares)
- h) Gene annotation and prediction. Validation of Gene (BLASTx based protein similarity) Gene function, Gene ontology, Metabolic and other pathway annotation.
- i) Nanopore library preparation or Pac Bio library preparation

- j) Sequencing in Nanopore or Pac Bio
- k) Denovo assembly and Error correction with complementary platforms

7. IMPORTANT INSTRUCTIONS

The following points are to be followed while providing the above mentioned services –

- a) Samples for sequencing to be collected and transported from the Institute by the firm as and when required
- b) Turnaround time (after receipt of samples) – Approx. 10 days
- c) The company representative (s) would collect the samples and primers meant for sequencing in dry ice every time on a pre-decided day from NCSCM, Chennai at no extra charge.
- d) All the orders of sequencing from NCSCM, Chennai would be considered as one order.
- e) A blind control may be sent along with each batch for sequencing for validation of the sequence results which should not be considered for service charge.
- f) The hard and soft copies of the sequencing results should be handed over to the indenter only and confidentiality is to be maintained.
- g) Company would repeat all failed reactions without any additional cost. Reaction failed or not will be decided by indenter with justification based on the result of the blind control.
- h) Quality check of the samples is to be carried out by the firm before proceeding for sequencing at no extra cost. If samples are found unsuitable for sequencing, the same to be informed to the indenter before further processing.
- i) Results of sequencing must be supplied to the indenter in the form of Electropherogram Files with Phred score for all bases and compatible with all commonly used sequence visualization and processing softwares.
- j) The cloned cultures are to be returned back to the indenter.

Note:

90% of the bases in the DNA sequence (excluding the initial primer length of not more than 30-40 bases) should have a Phred score of not less than 20. If less than 90% of the bases have a Phred score of 20, then the reaction would be considered as failed and should be repeated without any charge. On second failure of the sequencing reaction, no charges will be paid for the reaction.

8. RATE

- a) The rate should be quoted in Indian Rupees only.
- b) The rates should be inclusive of all charges such as handling charges, transportation charges, etc., but exclusive of GST. However, applicable GST rate should be indicated.
- c) The rates should be quoted in the Price Bid Format as at **Annexure I**.
- d) The rate contract is for one year. However, the rate contract may be extended further with the same terms & conditions subject to the requirement, satisfactory completion of the initial rate contract and mutual agreement between NCSCM, Chennai and the Rate Contract Holder.
- e) The agreed prices shall remain unchanged during the contract period.

9. EVALUATION

Total Rate Excluding GST as in the Price Bid at **Annexure I** shall be taken into consideration for evaluation.

10. AWARD OF CONTRACT

- a) Contract shall be awarded to the bidder whose proposal will be determined to be substantially responsive and who has offered the lowest evaluated rate excluding GST as at **Annexure I**.
- b) Contract shall be awarded to the bidder whose quotation will be determined to be substantially responsive and who has quoted the lowest evaluated rate excluding GST as at **Annexure I**.
- c) In case two or more technically qualified Firms quote the same lowest evaluated rate excluding GST as at **Annexure I**, the Firm with the higher average annual turnover during the last 3 years i.e. 2018-19 to 2020-21 shall be awarded the contract.
- d) Firms/ Agencies registered under SSI/ MSME are eligible for price preference of up to 15% over the non-MSE units as per directives of Ministry of Micro Small and Medium Enterprise. The bidder should enclose a copy of such registration under SSI/ MSME along with the Tender Document.
- e) Local Suppliers shall be given purchase preference up to 20% as per the "Public Procurement (Preference to Make in India) order 2017 of GOI, Dept of DIPP". The bidder should enclose a self-certification in this regard.
- f) In case of participation of both MSE and Local Suppliers, MSE bidder will be given preference to match with L1 bidder as per Public Procurement Policy

for MSEs Order 2012. MSE Bidders will be evaluated with L1+15% bracket whereas Local Suppliers will be evaluated with L1+20% bracket as MSE doesn't fall under Public Procurement (Preference to Make in India) Order 2017 as per Public Procurement Policy for MSE Order 2012 and Public Procurement (Preference to Make in India) Order 2017 is not applicable for MSEs.

- g) Bidders declaring Local supplier/ MSE status to seek benefits of only one policy of the two. Bidders are not be allowed to change their status from MSE to Local supplier & vice versa.
- h) Any effort by an applicant to influence NCSCM in its decision on evaluation or award of contract may result in rejection of the offer of the applicant.
- i) Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- j) The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.
- k) The successful applicant shall not disclose any information related to NCSCM without the prior consent of the NCSCM officials.

11. PERFORMANCE SECURITY

- a) The successful bidder will have to submit Performance Security for ₹10,000/- (Rupees Ten Thousand) only in shape of Account Payee Demand Draft/ Pay Order from any Nationalized/ Scheduled Bank in favour of National Centre for Sustainable Coastal Management, payable at Chennai.
- b) If the successful bidder fails to submit the Performance Security, the bidder may be debarred from participating in the tenders relating to Sequencing Service by NCSCM, Chennai for three years.
- c) The Performance Security of the successful bidder will be returned to the bidder without interest only after successful completion of the contract period.

12. PAYMENT

Payment shall be made after satisfactory completion of the each assigned sequencing work and receipt of the report by the indentor in the form of soft copy (CD), hard copy and e-mail.

13. PENALTY

- a) The soft copies, hard copies and e-mails of the sequencing results should be handed over to the indenter within 7 days from the date of issue of a particular Work Order, failing which, Liquidated Damage will be charged @ 1% per week or part thereof on the approved rate for the delayed reports, subject to a maximum of 4% of the approved rate, which will be deducted from the payment due.
- b) If the successful bidder fails to execute the order within 35 days of issue of a Purchase Order, the Performance Security of the bidder will be forfeited and action may be initiated to blacklist the firm.
- c) NCSCM, Chennai shall have the discretion to terminate the contract at any time by giving 15 days' notice whereupon the agency will immediately cease the provision of the services and submit a bill for the reports already submitted as per the Work Order (s) up to the date of termination.

14. DISCRETION OF AUTHORITY

NCSCM, Chennai reserves the right:

- a) To reject the entire tender, without assigning any reason.
- b) To cancel the Work Order in the event of unsatisfactory service/ delay in submission of the reports/ non-observance of the relevant clauses of the bid document.

15. SETTLEMENT OF DISPUTES

- a) NCSCM, Chennai and the service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- b) If, after thirty (30) days, the parties fail to resolve their disputes or differences by such mutual consultation, then NCSCM, Chennai or the service provider may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Arbitration proceedings shall be conducted by a sole Arbitrator, in accordance with Arbitration and Conciliation Act, 1996. The Sole Arbitrator should be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian Council of Arbitration. The arbitration proceedings if any shall be held in Chennai. All legal disputes are subject to the jurisdiction of Chennai courts only.

16. SUBMISSION OF EOI

The EoI shall be submitted in a single sealed envelope and super scribed as “EoI for Providing Sequencing Service” and EOI No. NCSCM/2022/Sequencing dt.xx/05/2022. This envelope should contain signed hard copy of EoI along with the supporting documents in proof of the eligibility criteria as mentioned at Para 4 above.

17. EOI PREPARATION COST AND RELATED ISSUES

- a) The applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in preparation of EoI, participation in meetings/ discussions. The NCSCM in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the EoI process.
- b) This EoI does not commit NCSCM to award a contract or to engage in negotiations. Further, no reimbursable cost should be incurred in anticipation of award or for preparing this EoI.
- c) All materials submitted by the applicant shall become the property of NCSCM.

Annexure I

PRICE BID

Sl. No.	Particulars	Rate per Sequencing (Excluding GST) (Rs.)	GST (%)
1	2	3	4
1.	Oligonucleotide synthesis		
2.	Oligonucleotide synthesis- DNA Chip		
3.	Sanger /16S rDNA sequencing		
4.	Metagenome-Illumina		
5.	Metagenome-Nanopore		
6.	Metatranscriptome- Illumina		
7.	Whole genome sequencing		
	Total		

Rate Excluding GST (in Words):

(Rupees _____) only

Note

If there is a discrepancy between words and figures, the amount in words shall prevail.

Date:

Place:

Signature of the Bidder

TURNOVER CERTIFICATE

I hereby certify that M/s. _____
(Name _____ & _____ address _____)
_____)
is having the following annual turnover and the statement is true and correct-

Signature of the Bidder:

Sl. No.	Financial Year	Turnover
1.	2018-19	₹ (Rupees _____) only
2.	2019-20	₹ (Rupees _____) only
3.	2020-21	₹ (Rupees _____) only

Date:

Signature of Auditor/ Chartered Accountant

Membership No.:

Seal:

Declaration

To

The Director

National Centre for Sustainable Coastal Management,

Chennai

I/We _____ have carefully read the tender document and confirm my/ our eligibility as required. I/ We solemnly declare that I/ we have never been convicted by any court of law or blacklisted/ debarred on financial/ administrative/ techno-legal ground by any appropriate authority. By submitting this bid, I/ we assure my/ our agreement to the terms and conditions of tender and will abide by the same if contract is awarded to me/ us.

Currently running criminal/civil suits against my/ our firm are:

(Write "NIL" if no court case pending otherwise give the list and enclose case details)

Signature of the bidder
with seal

NOTE: To be given in ₹100/- non-judicial stamp paper.

