



Bio-Resources Development Centre

(A Government of Meghalaya R & D Institution under Science & Technology, Planning Department)

5½ Mile, Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



www.megbrdc.nic.in |



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REQUEST FOR PROPOSAL

**ENGAGEMENT OF SERVICE PROVIDER
TO SUPPORT IN SETUP, OPERATION AND ACCREDITATION OF
THE QUALITY CONTROL AND ANALYTICAL LABORATORY,
BRDC EXPERIMENTAL FARM LAITMYNSAW, UPPER SHILLONG**

RFP Reference No.: BRD4/2024/Pt.III/37

Date: 27th March, 2026

**Bio-Resources Development Centre,
5½Mile, Upper Shillong, Opp. Indo-Danish Project,
Department of Animal Husbandry & Veterinary, Govt. of Meghalaya,
Meghalaya- 793009**

Contents

1.	Executive Summary	4
1.1	Objective	4
2.	Invitation for the Proposal	4
2.1	Issuer	4
2.2	Address for Submission of Proposals & Correspondence	4
2.3	Key Events, Dates and Important Information	5
2.4	Distribution of RFP Document	5
2.5	Pre-Proposal Conference	5
2.6	Amendment of RFP Document	6
2.7	Deadline for submission of Proposal	6
3.	Eligibility Criteria	6
3.1	Pre-Qualification Criteria	7
3.2	Technical Part	7
3.3	Financial Part	9
4.	Terms of Reference (TOR)	9
5.	Instruction to the Organization/Agencies	17
5.1	Procedure for Submission of Proposals	18
5.2	Authentication of Proposal	18
5.3	Validation of interlineations in Proposal	18
5.4	Cost of Bidding	18
5.5	Language of Proposals	18
5.6	Documents Comprising the Proposals	18
5.7	Proposal Prices	19
5.8	Firm Prices	19
5.9	Proposal Currency	20
5.10	Performance Security	20
5.11	Proposal Validity Period	20
5.12	Opening of Proposals	20
5.13	Evaluation of Technical Proposal and Commercial Proposal	20
5.14	Evaluation of Proposals	20
5.15	Evaluation of Technical Proposal	21
5.16	Evaluation of Financial Proposals	21
5.17	Rectification of Errors	21
5.18	Contacting the BRDC	21

5.19	Rejection Criteria	21
5.20	Concessions permissible under statutes	22
5.21	Income Tax Liability	23
5.22	GST Liability.....	23
6.	General Conditions of Contract	23
1.12	Ownership of Equipment.....	23
1.13	Payment.....	23
1.14	Payment Terms.....	23
1.15	Penalty	24
1.16	Force Majeure.....	24
7.	Format for Response to the Tender: Pre-Qualification Proposal	25
	Format 1 – Pre-Qualification Proposal Letter.....	25
	Format 2 - General Information about the Agency/Firm	26
	Format 3 - Declaration Regarding Clean Track Record	27
8	Format for Response to Tender: Technical Proposal.....	28
	Format 1 – Technical Proposal Letter.....	28
	Format 2 - Project Experience Details.....	30
9.	Financial Proposal: Standard Forms.....	31
	Annexure.....	32
	10. Annexure - I: Bidding Document Acknowledgement Form	32
10.1	Annexure – II: Proforma of Bank Guarantee towards Performance Security	33

1. Executive Summary

1.1 Objective

This document is a Request for Proposal (RFP) for engagement of Service Provider to support in setup, operation and accreditation of the Quality Control and Analytical Laboratory at BRDC, Shillong and to transform the Laboratory into a fully operational, accredited, commercially ready analytical testing facility aligned with national and international standards.

This engagement is structured to deliver:

- Fully functional analytical testing laboratory
- NABL ISO/IEC 17025:2017 implementation
- APEDA & FSSAI readiness accreditation
- Technical capability building of BRDC team
- Commercial stabilisation

2. Invitation for the Proposal

The Invitation of the Proposal is to identify a competent Organization/Agency to support in the setup, operation and accreditation of the Quality Control and Analytical Laboratory, BRDC experimental farm laitmysaw, upper shillong.

The Organizations/Agencies advised to study this RFP document carefully. submission of proposals shall be deemed to have been done after careful study and examination of this RFP document with full understanding of its implications.

2.1 Issuer

Bio- Resources Development Centre (BRDC) invites proposals for selection of Organizations/Agencies to support in the setup, operation and accreditation of the Quality Control and Analytical Laboratory, BRDC experimental farm laitmysaw, upper shillong, as per the Terms of Reference.

2.2 Address for Submission of Proposals & Correspondence

Member Secretary
Bio-Resources Development Centre (BRDC)
5 ½ Mile, Upper Shillong – 793009

2.3 Key Events, Dates and Important Information

Sl. No	Event/Information	Details
1	RFP Reference No.	BRD4/2024/Pt.III/37
2	Tender Publication Detail	The Proposal document can be seen and downloaded from the website https://megbrdc.nic.in/
3	Date of Publishing of Proposals	27 th March, 2026
4	Last Date & Time of Receiving Queries	2 nd April, 2026 before 3:00 PM IST
5	Pre-Proposal Meeting	2 nd April, 2026, 3:00 PM IST Bidder are required to email brdcshillong@gmail.com for meeting link
6	Last Date and Time for Submission of proposals	10 th April, 2026 Before 3:00 PM IST
7	Date and Time of Opening of Pre-Qualification & Technical Proposals	To be notified
8	Date & Time for opening of Financial Proposals	To be notified later only to technically qualified agencies/firms
9	Proposal Validity Period	120 days
11	Performance Bid Security (PBG) Amount	3% of the contract value
12	Contact email	brdcshillong@gmail.com
13	Telephone No.	03642522077

2.4 Distribution of RFP Document

The proposal document can be downloaded from <https://megbrdc.nic.in/> portal free of cost.

2.5 Pre-Proposal Conference

Bio- Resources Development Centre (BRDC) shall organize a Pre-Bid Conference on the scheduled date and time in the Conference Hall of BRDC. The BRDC may incorporate any changes in the RFP based on acceptable suggestions received during the interactive Pre-Proposal Conference. The decision of the BRDC regarding acceptability of any suggestion shall be final and shall not be called upon to question under any circumstances. The prospective agencies/firms shall submit their questions in writing not later than date and time indicated under section 2.3 above. It may not be possible at the Pre-Proposal Conference to answer questions which are received late. However, prospective organizations/agencies are free to raise their queries during the meeting and responses will be conveyed to all the prospective organizations/societies (by way of hosting amendments/clarifications on the website i.e., at <https://megbrdc.nic.in/> The prospective participants have to inform the BRDC on the email id mentioned in Section 2.3 for attending the pre-bid conference

2.6 Amendment of RFP Document

At any time before the deadline for submission of Proposals, the BRDC may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by amendment. All the amendments made in the document would be published on the website <https://megbrdc.nic.in/>. The Organizations/Agencies are also advised to visit the website on regular basis for checking necessary updates. The BRDC also reserves the right to amend the dates mentioned in clause 2.3 of this RFP document

2.7 Deadline for submission of Proposal

The Proposal response shall be submitted in hard copy, not later than date and time specified in Section 2.3 of this document

3. Eligibility Criteria

The organization/agency must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the RFP document. Keeping in view the complexity and volume of the work involved, the following criteria are prescribed as Pre- Qualification criteria for bidder interested in undertaking the project. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the required support services sought by BRDC. The bids must be complete in all respect and should cover the entire terms of references as stipulated in the RFP document. The invitation for the proposal is open to all organizations/societies who qualify the eligibility criteria as given below:

The Lead Technical Expert of the Organization should meet the following requirements:

1. Minimum 30 years of professional experience and empaneled Lead Assessor for ISO/IEC 17025:2017
2. Must be a full-time employee of the consulting organization
3. Proven experience in consulting and training government and private food/analytical laboratories
4. Minimum 4 years' experience in supervisory/managerial role in an operational food laboratory
5. Prior work experience in Meghalaya, preferably with BRDC
6. In-depth knowledge of ISO/IEC 17025:2017 and experience in delivering official training programmes
7. Hands-on expertise in operation, calibration, and maintenance of advanced instruments such as HPLC, GC-FID, LC-MS/MS, HR-MS, GC-MS/MS, and ICP-MS

3.1 Pre-Qualification Criteria

Sl. No.	PQ Criteria	Documents required
1	The Bidder should be a Company registered under the Companies Act, 1956/ Proprietary Firm / Partnership Firm	(Certificate of incorporation/ certificate for commencement of business/valid trading license/ other relevant documentary proof should be submitted)
2	Attested copy of Company's PAN, GST and ITR details	Documentary proofs should be submitted
3	Average Annual Turnover of the Bidder during last three financial years 2022-23, 2023-24 and 2024-25 should be at least 4 (four) crores	Copies of the audited balance sheet of the company showing the same should be submitted
4	Experience in operating similar facilities	Certificates to be furnished
5	The Proposal should be accompanied with a comprehensive modality of operation and expected expenditure	Detailed proposal containing both Technical and Financial components to be provided
6	The Bidder should not be blacklisted by any Government department /PSUs/ Private sector	Self-declaration of the same to be furnished

3.2 Technical Part

Only organizations/agencies meeting the above minimum eligibility criteria shall be considered for technical evaluation. The selection of the firm shall be based on the following technical criteria

Sl. No.	Evaluation Parameter	Marks	Details
1	Technical Competency of the Bidder: Past experience in operating similar facilities	25	Highest mark will be awarded to most experience Bidder. Marking for the remaining will be done on <i>pro rata</i> basis.
2	Proposal on modalities of operating the Facility	30	Highest mark will be awarded to Bidder offering the most comprehensive Plan. Marking for the remaining will be done on <i>pro rata</i> basis.
3	Availability of competent skilled manpower for performing the services	15	Highest mark will be awarded to Bidder with maximum skilled manpower and the remaining will be

			done on <i>pro rata</i> basis.
4	Financial competency of the Bidder: Financial data of the last three years in prescribed format. Audited Balance Sheet, Profit & loss, Income Tax Clearance Certificate and original Bankers Solvency Certificate.	30	Highest mark will be awarded to most experience Bidder. Marking for the remaining will be done on <i>pro rata</i> basis.
Total		100	

**Minimum qualifying marks is 70 for opening of Financial Bid*

3.3 Financial Part

The Financial evaluation will be done only for the organizations/agencies who are technically qualified as per the minimum passing score of 70 marks. The agencies/firms need to provide the financial proposal as per the deliverables specified in **Section 4: Terms of References** no extra cost/payment will be done by the BRDC other than the amount that is quoted by the agency/firm.

4. Terms of Reference (TOR)

I. BACKGROUND

The Bio-Resources Development Centre (BRDC), Shillong, Government of Meghalaya, is a premier research and development Institution registered institution under the Meghalaya Society Registration Act XII of 1983 under the Department of Planning, Govt. of Meghalaya. It became operational during the year 2003. The registered office of the BRDC is located at 5½ Mile, Upper Shillong. The Centre is mandated to conserve, sustainably utilize, and add value to the State's rich biological resources. BRDC plays a critical role in promotion of sustainable agriculture, organic certification, documentation and validation of traditional knowledge (including medicinal plants), development of green technologies, and livelihood enhancement through bio-resource-based enterprises.

In accordance of this mandate, BRDC is establishing a state-of-the-art Quality Control & Analytical Laboratory (QCAL) equipped with advanced analytical and molecular biology facilities. The Laboratory is envisaged to perform testing of samples- matrices involving fruits, spices, vegetables, water and soil for parameter such as Proximate, Nutritional profiling, Chemicals, Heavy metals, Pesticide residue, Minerals, etc in compliance to Organic Certifications and marketing.

This laboratory will represent a strategic public investment aimed at strengthening scientific validation, quality assurance, and market credibility of bio-resources from Meghalaya and the wider North Eastern Region (NER). Additionally, the facility will support and synchronize biotechnological research potential to promote bio-manufacturing in the State.

2. Existing Infrastructure and Technical Capability

The QCAL is equipped with state-of-the-art infrastructure and sophisticated analytical instruments, including:

- High Performance Liquid Chromatography (HPLC)

- Ultra Performance Liquid Chromatography (UPLC-MS)
- Liquid Chromatography–Tandem Mass Spectrometry (LC-MS/MS)
- Gas Chromatography–Tandem Mass Spectrometry (GC-MS/MS)
- High Resolution Mass Spectrometry (HRMS)
- Inductively Coupled Plasma–Mass Spectrometry (ICP-MS)
- Microbiological testing facility
- Molecular testing facility using RT-PCR.

Details of the Quality Control and Analytical Laboratory (QCAL) is enclosed as *Annexure-I*

II. DETAIL SCOPE OF WORK

A. SCOPE OF WORK – Service Provider RESPONSIBILITIES

1. Deputation of Core Technical & Quality Manpower: Under the supervision of the Lead Technical Expert, the Service Provider should depute qualified competent Manpower to support the existing Technical Personnel in the following components of the Laboratory with the objective to establish technical command, system discipline, and excellence in execution:

Sl. No.	Section	Key Deliverables
1.	High-End Sections (LC-MS, GC-MS, HR-MS, ICP-MS)	<ul style="list-style-type: none"> • Method development & validation (ISO/IEC 17025) • Multi-residue analysis (pesticides, heavy metals) • Instrument calibration & maintenance • SOP development • Troubleshooting & performance optimization
2.	Proximate Testing Section	<ul style="list-style-type: none"> • Standardization of moisture, ash, protein, fat, fiber. etc., • Equipment calibration • Sample preparation SOPs • Routine QC checks
3.	Microbiological Section	<ul style="list-style-type: none"> • Pathogen testing (<i>E. coli</i>, <i>Salmonella</i>, etc.) • Sterile lab protocols & biosafety • Culture media preparation • Environmental monitoring • Hygiene & contamination control
4.	HPLC Section	<ul style="list-style-type: none"> • Method development (vitamins, toxins, additives) • System suitability testing (SST)

		<ul style="list-style-type: none"> • Detector calibration (UV/FLD) • Chromatographic data analysis
5.	GLP & Data Integrity	<ul style="list-style-type: none"> • Implementation of GLP • ALCOA+ data integrity principles • LIMS integration • Audit trail & documentation control • Internal audits & gap analysis

2. Training of existing Technical Personnel: To facilitate hands-on Training in APEDA recognized NABL accredited laboratories across the Country.

- **Participants:** 17 Analyst

Sl. No.	Training Component	Key Deliverables (Per Staff Competency)
1.	Advanced Instrument Operation (LC-MS/MS, GC-MS/MS, HRMS, ICP-MS, IC, HPLC)	<ul style="list-style-type: none"> • Independent operation of instruments • Routine calibration & system suitability testing • Basic troubleshooting capability
2.	Sample Preparation & Contamination Control	<ul style="list-style-type: none"> • Correct sample extraction & cleanup techniques • Matrix handling (food, water, biological samples) • Cross-contamination prevention practices
3.	Method Development & Validation	<ul style="list-style-type: none"> • Hands-on method development • Validation parameters: accuracy, precision, LOD, LOQ, linearity • Documentation of validation reports
4.	IQ/OQ/PQ Documentation & Execution	<ul style="list-style-type: none"> • Understanding of installation, operational & performance qualification • Ability to execute IQ/OQ/PQ protocols • Documentation compliance
5.	Data Integrity & ALCOA+ Principles	<ul style="list-style-type: none"> • Proper data recording practices • Audit trail review & compliance • Error-free documentation culture
6.	NABL Documentation & Record Control	<ul style="list-style-type: none"> • SOP writing & implementation • Record maintenance (logs, reports, formats) • Internal audit participation
7.	PT/ILC Participation & Interpretation	<ul style="list-style-type: none"> • Participation in proficiency testing • Interpretation of z-scores/results • Corrective action implementation

8.	Commercial Lab Discipline & TAT Management	<ul style="list-style-type: none"> • Time-bound sample analysis • Workflow management • Client-oriented reporting practices
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3. QMS Design & Implementation:

Standards to be covered:

- NABL ISO/IEC 17025:2017
- FSSAI
- APEDA – Organic

Scope

- Quality Manual
- SOPs & technical procedures
- Risk registers & decision rules
- Data integrity & traceability systems
- Internal audit & MRM framework

Key deliverables: A fully documented and implemented Quality Management System (QMS) aligned with NABL ISO/IEC 17025:2017, FSSAI, and APEDA (Organic) requirements, ensuring technical competence, data integrity, traceability, and audit readiness for accreditation and regulatory compliance.

4. NABL ISO/IEC 17025:2017 Implementation: Implementation aligned to ISO/IEC 17025:2017 clause sequence:

- Clause 4 – General Requirements
- Clause 5 – Structural Requirements
- Clause 6 – Resource Requirements
- Clause 7 – Process Requirements
- Clause 8 – Management System Requirements

Detailed Scope of Activities

- Scope finalisation (test & matrix-wise)
- Completion of remaining equipment installation
- IQ, OQ & PQ for all instruments
- Method development & selection
- Method validation as per ICH Q3D principles:
 - Specificity
 - Linearity
 - Accuracy

- Precision
- LOD / LOQ
- Robustness
- Method optimisation & matrix extension
- Measurement uncertainty calculations
- Range establishment & corrections
- Record formats & document control
- Annual calibration plan
- Organisation structure & job descriptions
- Authorisation & competency matrix
- Vendor qualification & evaluation
- Risk management & decision rule implementation
- Result interpretation protocols
- Appointment & authorisation of Technical & Quality Managers
- Internal audits & Management Review Meetings (MRM)
- QMS training to all staff
- NABL application (The detailed timeline is provided in the table below)
- Audit preparation:
 - Document review
 - Pre-assessment
 - Final assessment
- Closure of non-conformities (if any)

NABL Application Submission Schedule:

Sl. No.	Section	Timeline
1.	Proximate Testing Unit Parameters	August- September, 2026
2.	Remaining Units- High End and Biological(Microbiological & Molecular Testing) parameters	December, 2026- January, 2027

5. Microbiology & Molecular Biology Lab Setup & Operationalization

Detailed Scope:

- Finalisation of microbiology & Molecular Biology laboratory personnel/material flow
- Area validation including clean zoning, pressure differentials and environmental monitoring
- Implementation of microbiology-specific SOPs (pathogens, indicators, hygiene parameters)
- Biosafety practices, contamination control and waste management
- Method validation for food, water, environmental microbiology & GMO parameters
- Media preparation, sterility checks and growth promotion testing
- Training of microbiology analysts on aseptic techniques and result interpretation
- Participation in PT/ILC programs
- Integration of microbiology tests into NABL scope
- Operationalisation and commercial readiness

Key deliverables: Establishment of a fully compliant, NABL-ready, and commercially operational Microbiology & Molecular Biology laboratory with validated systems, trained personnel, and accredited testing capabilities.

B. SCOPE OF WORK- QUALITY CONTROL & ANALYTICAL LABORATORY, BRDC RESPONSIBILITIES

QCAL, BRDC shall ensure the following:

1. Availability of adequate Infrastructure (Laboratory Layout is enclosed as *Annexure-IIA*) and equipment (List of available equipment is enclosed at *Annexure-IIB*)
2. Availability of qualified manpower for laboratory testing activities (List of recruited Manpower is enclosed at *Annexure-III*).
3. Timely procurement of chemicals, consumables, Certified Reference Materials (CRMs), and microbial cultures, as applicable.
4. Provision of uninterrupted power supply and Grade I laboratory water.
5. Maintenance of Annual/Comprehensive Maintenance Contracts (AMC/CMC) for major equipment and timely external calibrations.
6. Financial support for participation in ILC/PT programs, regulatory compliance requirements, and external audits.
7. Maintaining compliance with Environment, Health & Safety (EHS) standards.
8. Adequate administrative and technical support staff for sample handling, analysis, booking, reporting, invoicing, and marketing activities.
9. Availability of ancillary equipment, temperature monitoring/control systems, and access control mechanisms.

Terms & Conditions:

1. The agreement shall remain valid for a period of **12 (Twelve) months**, extendable based on satisfactory performance.
2. The financial implications for performing the above scope of work shall be **quoted clearly with specific timelines against each activities**.
3. Applicable government taxes (currently **GST @ 18%**) shall be charged extra, as per prevailing regulations.
4. Any services rendered beyond the defined scope of work shall be treated as additional assignments and billed separately upon mutual agreement.

1. Instruction to the Agencies/firms

1.1 Procedure for Submission of Proposals

Technical Proposal (Envelope 1): The documents comprising of the pre-qualification documents and technical documents need to be enclosed in a separate envelope which is properly sealed and inscribed as *“Technical Proposal for Engagement of Service Provider to support in setup, operation and accreditation of the Quality Control and Analytical Laboratory, BRDC experimental farm laitmysaw, upper shillong”*

Financial Proposal (Envelope 2): The documents comprising of the financial Proposal need to be enclosed in a separate envelope which is properly sealed and inscribed as *“Financial Proposal for Engagement of Service Provider to support in setup, operation and accreditation of the Quality Control and Analytical Laboratory, BRDC experimental farm laitmysaw, upper shillong”* Do not open before date and time of opening of financial Proposal

Main Envelope: The technical envelope (**envelope 1**) and financial envelope (**envelope 2**) should be put into a single envelope which is properly sealed and marked as **“Engagement of Service Provider to support in setup, operation and accreditation of the Quality Control and Analytical Laboratory, BRDC experimental farm laitmysaw, upper shillong”** – *Do not open before date and time of opening of Technical Proposal*

The proposal should be submitted to the office of the:

Member Secretary
Bio-Resources Development Centre (BRDC)
5 ½ Mile, Upper Shillong – 793009

1.2 Authentication of Proposal

The response proposal shall be signed by the bidder or a person or persons duly authorized to bind the agency/firm to the contract. A letter of authorization shall be supported by a written Power-of-Attorney accompanying the Proposal. All pages of the Proposal, except for un-amended printed literature, shall be initialed and stamped by the person or persons signing the Proposal.

1.3 Validation of interlineations in Proposal

The Proposal shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the agency/firm, in which case such corrections shall be initialed by the person or persons signing the Proposal.

1.4 Cost of Bidding

The agency/firm shall bear all costs associated with the preparation and submission of its proposal including cost of presentation for the purposes of clarification of the proposal, if so desired by the BRDC. The BRDC will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.

1.5 Language of Proposals

The Proposals prepared by the agency/firm and all correspondence and documents relating to the Proposals exchanged by the agency/firm and BRDC, shall be written in English language. Any printed literature furnished by the bidder may be written in another language so long the same is accompanied by a duly attested English translation in which case, for purposes of interpretation of the bid, the English translation shall govern

1.6 Documents Comprising the Proposals

The Proposal prepared by the agency/firm shall comprise the following components. The Proposals not conforming to the requirements shall be summarily rejected

Pre-Qualification Proposal

In support of eligibility, agency/firm must submit the following documents (besides the other requirements in Section 3.1), original copies or attested copies, as the case may be, in the absence of which the bid will be rejected.

- Section 7 – Format 1: Pre-qualification Proposal Letter
 - Section 7 – Format 2: General information about the Organization/Agency
 - Section 7 – Format 3: Declaration regarding Clean Track Record
- All required document for eligibility criteria mentioned at Section 3.1

Technical Proposal

The Technical Bid, besides the other requirements of the Tender, shall comprise the following:

- Section 8 – Format 1: Technical Proposal Letter
 - Section 8 – Format 2: Deviations from the Tender Terms & Conditions
 - Section 8 – Format 3: Project Experience Details
- All necessary data sheets and any other documents

Financial Proposal

The Financial Proposal, besides the other requirements of the Tender, shall comprise the following:

- Filled Bill of Quantity with price quotation – Section 9 - Format for Response to Tender: Financial Proposals

1.7 Proposal Prices

The Bidder shall prepare the proposal based on details provided in the tender document. It must be clearly understood that the terms of references is intended to give the bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by the BRDC. The bidder shall carry out all the tasks in accordance & due diligence and it shall be the responsibility of the bidder to fully meet all the requirements of the tender document.

1.8 Firm Prices

Prices quoted in the proposal must be firm and final and shall not be subject to any upward modifications on any account whatsoever. However, the BRDC reserves the right to negotiate the prices quoted in the proposal to effect downward modification.

1.9 Proposal Currency

Prices shall be quoted in Indian Rupees (INR)

1.10 Performance Security

The successful organization/agency should submit 3% of the contract value as a performance security valid for a period of 8 months.

1.11 Proposal Validity Period

Period of validity of Proposals shall remain valid for 120 days after the date of opening of Proposals prescribed by the BRDC. A Proposal valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation. The prices of components quoted in the Financial Proposal by the agency/firm shall remain valid for the project period. Extension of period of validity in exceptional circumstances, BRDC may request the agency/firm for an extension of the period of validity. The request and the responses thereto shall be made in writing.

1.12 Opening of Proposals

As specified in Section 2.3 of the RFP document

1.13 Evaluation of Technical Proposal and Commercial Proposal

- A two-stage procedure will be adopted for evaluation of Proposals, with the technical evaluation at first stage and financial evaluation at second stage
- Technical Proposals will be evaluated as per technical Proposal evaluation criteria and a technical score will be given to the technically qualified agencies/firms
- The commercial Proposals of only the technically qualified Agencies/firms will be opened and evaluated as per specified criteria
- Conditional Proposals are liable to be rejected

The evaluation process of the Tender, proposed to be adopted by BRDC is indicated under the clauses 5.14 - 5.18. The purpose of these clauses is only to provide the agencies/firms an idea of the evaluation process that BRDC may adopt. However, BRDC reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever and without any requirement of intimating the Agencies/firms of any such change.

1.14 Evaluation of Proposals

The Agency shall be selected through a Least Cost Bidding (LCB) process. A two-stage selection process will be adopted in evaluating the proposals. In the first stage, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out of only the technically qualified bidders. The L1 (lowest financial quote) agency shall be selected while the L2 agency will be kept in reserve

1.15 Evaluation of Technical Proposal

Technical Proposal will be evaluated on the basis of parameters mentioned above. Only those Applicants whose Technical Proposals score 70 marks or more out of 100 marks shall qualify for further consideration of financial evaluation

1.16 Evaluation of Financial Proposals

On opening the financial bids, the Evaluation Committee shall read out the financial bids to all the technically qualified bidders and note the same. All the financial bids shall then be ranked according to the financial bid in increasing order with the bidder quoting the least amount ranked L1, bidder quoting next higher figure as L2 and so on. In case there is any tie in financial bids of one or more bidders, the bidder having the higher technical score will be given better ranking. In case the technical scores are also equal, all the technically qualified bidders shall be asked to resubmit the financial bid. However, in this case, the revised financial bids should be less than the lowest financial bid quoted earlier by the technically qualified bidders. L1 will be declared as successful bidder and his offer will be processed further.

1.17 Rectification of Errors

Arithmetical errors in the Financial Proposal will be rectified on the following basis.

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- If there is a discrepancy between words and figures, the amount in words shall prevail. Note: In any other case of discrepancy, BRDC reserves the right to pick the value which it considers as beneficial to the Government.

1.18 Contacting the BRDC

Contact by Writing: No Bidder shall contact BRDC on any matter relating to its Proposal, from the time of Proposal opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of BRDC, it should be done in writing.

Rejection of Proposal: Any effort by a Bidder to influence the BRDC in its decisions on Proposal evaluation, Proposal comparison or contract award may result in rejection of the Bidder's Bid.

1.19 Rejection Criteria

Besides other conditions and terms highlighted in the tender document, Proposals may be rejected under following circumstances:

Pre- Qualification Rejection Criteria:

- Proposals which do not conform to unconditional validity of the Proposal as prescribed in the Tender.
- Pre-Qualification Proposal containing commercial details
- If the information provided by the bidder is found to be incorrect / misleading at any stage / time during the tendering process.
- Any effort on the part of a bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Proposals received by BRDC after the last date prescribed for receipt of Proposals
- Proposals without signature of person (s) duly authorized on required pages of the bid
- Proposals without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Failure to furnish proofs for information provided.

Technical Rejection Criteria:

- Technical bid containing commercial details.
- Revelation of prices in any form or by any reason before opening the commercial bid
- Failure to furnish all information required by the RFP document or submission of a bid not substantially responsive to the tender document in every respect
- Failure to furnish proofs for information provided
- Organizations/Agencies not quoting for the complete scope of work as indicated in the tender documents, addendum (if any) and any subsequent information given to the bidder.
- Agencies/firms not complying with the technical and general terms and conditions as stated in the RFP Document other than the deviations
- The bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the scope of work of this tender
- If the bid does not confirm to the timelines indicated in the bid

Commercial Rejection Criteria:

- Incomplete price bid
- Price Proposals that do not conform to the tender's price bid format
- Total price quoted by the bidder does not include all statutory taxes and levies applicable.

Important: -

Rejection of Proposals: BRDC reserves the right to reject any or all proposals or cancel/withdraw the invitation of RFP without assigning any reasons whatsoever thereof. The applicants are cautioned that not giving complete information called for in the RFP or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being rejected.

1.20 Concessions permissible under statutes

Bidder, while quoting against this tender, must take cognizance of all concessions permissible under the statutes including the benefit under Central Sale Tax Act, 1956, failing which it will have to bear extra cost where Bidder does not avail concessional rates of levies like customs duty, excise duty, sales tax, etc. BRDC will not take any responsibility towards this. However, BRDC may provide necessary assistance, wherever possible, in this regard.

1.21 Income Tax Liability

The Bidder will have to bear all Income Tax liability both corporate and personal tax.

1.22 GST Liability

The Bidder will have to bear all GST.

2. General Conditions of Contract

1.12 Ownership of Equipment

The BRDC shall own all the equipment, Licenses and any solution supplied by the Bidder arising out of or in connection with this Contract.

1.13 Payment

The fee amount will be equal to the amount specified in format for Tender Response – Commercial Bid

1.14 Payment Terms

Payments shall be released subject to acceptance of deliverable by the client as per the Term of Reference (TOR) :

- a) Payment will be made to successful bidder as per above mentioned schedule
- b) Penalty as per the RFP terms and conditions will be calculated and adjusted from the bill.
- c) All payments to successful bidder will be made subject to deduction of TDS (Tax deduction at Source) as per the income Tax Act, 1961, applicable penalty and other taxes, if any, as per Government of India rules.
- d) If there is any deficiency in the performance of contractual obligations on the part of the Bidder, the Bidder shall be liable for imposition of appropriate penalties as specified in the RFP and BRDC shall be entitled to deduct such penalties at source while making payment to the Bidder for the services provided as mentioned & forfeit the guarantee submitted (if required)

1.15 Penalty

- a) Failure to execute the entire contract within the project period from the date of signing of the contract will attract a penalty of 1% per 15 days (0.5% per week), on the full value of the contract up to a maximum of 10%. Delays beyond that period will be viewed as violation of the contract terms and will be dealt accordingly.
- b) The response time for attending the complaint raised by BRDC has to be within 48 hours and resolution time for the same has to be within the next 48 hours. Failure to comply with the above timeline will attract a penalty of Rs.1000/- per day.
- c) Any delay on the part of BRDC should be intimated and sorted out immediately without affecting the progress of works

1.16 Force Majeure

Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Bid and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract.

The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. BRDC will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the bidder in performing any obligation as is necessary and proper to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

3. Format for Response to the Tender: Pre-Qualification Proposal

This section provides the outline, content and the formats that the Organizations/ Agencies are required to follow in the preparation of the Pre-Qualification Proposal.

Format 1 – Pre-Qualification Proposal Letter

To

.....,
.....,
.....,

Subject: “Engagement of Service Provider to support in setup, operation and accreditation of the Quality Control and Analytical Laboratory, BRDC experimental farm laitmysaw, upper shillong”

Reference: RFP No: <RFP REFERENCE NUMBER> Dated <DD/MM/YYYY>

Sir,

We, the undersigned Agencies/firms, having read and examined in detail all the Tender documents, do hereby propose to provide the services as specified in the Tender document number <RFP REFERENCE NUMBER> Dated <DD/MM/YYYY> along with the following:

1. CONTRACT PERFORMANCE GUARANTEE BOND

We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed in Annexure II of Section 10.

We hereby declare that our Proposal is made in good faith, without collusion or fraud and the information contained in the Proposal is true and correct to the best of our knowledge and belief.

We understand that our Proposal is binding on us and that you are not bound to accept a Proposal you receive.

Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Seal:

Date:

Business Address:

Format 2 - General Information about the Organizations/Agency

Details of the Agency/Firm (Company)				
1	Name of the Organizations/Agency			
2	Address of the Organizations/Agency			
3	Status of the Company (Public Ltd/ Pvt. Ltd)			
4	Details of Incorporation of the Company	Date:		
		Ref. #		
5	Details of Commencement of Business	Date:		
		Ref. #		
6	Valid Goods and Service Tax (GST) registration no.			
7	Permanent Account Number (PAN)			
8	Name & Designation of the contact person to whom all references shall be made regarding this tender			
9	Telephone No. (with STD Code)			
10	E-Mail of the contact person:			
11	Fax No. (with STD Code)			
12	Website			
13	Financial Details (as per audited Balance Sheets) (in crore)			
14	Year	2022-2023	2023-2024	2024-2025
15	Net Worth			
16	Turn Over in INR			

Format 3 - Declaration Regarding Clean Track Record

To

.....,

.....,

.....,

.....,

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. _____] regarding engagement of Service Provider to support in setup, operation and accreditation of the Quality Control and Analytical Laboratory, BRDC experimental farm laitmysaw, upper shillong. I hereby declare that my company has not been debarred/black listed by any Government/Semi-Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:

8 Format for Response to Tender: Technical Proposal

Format 1 – Technical Proposal Letter

To

.....,
.....,
.....,
.....,

Subject: “Engagement of Service Provider to support in setup, operation and accreditation of the Quality Control and Analytical Laboratory, BRDC experimental farm laitmysaw, upper shillong”

Reference: RFP No:<RFP Reference Number>Dated <dd/mm/yyyy> Sir,

We, the undersigned Agency/Firm, having read and examined in detail all the Tender documents do hereby propose to provide the services as specified in the Tender document number <Tender Reference Number>Dated <dd/mm/yyyy>along with the following:

1. Deviations

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations, assumptions and deviations, all of which have been detailed out exhaustively in the following statements, irrespective of whatever has been stated to the contrary anywhere else in our Tender:

- Statement of Deviations from Tender Terms and Conditions is as specified in General Terms and Conditions

Further, we agree that additional conditions or assumptions, if any, found in the Tender documents other than those stated in deviation schedule shall not be given effect to.

2. Contract Performance Guarantee Bond

We hereby declare that in case the contract is awarded to us, we shall submit the Contract Performance Guarantee Bond in the form prescribed in the RFP.

3. Proposal Validity Period

We agree to abide by this Bid for a period of 120 days after the date fixed for Proposal opening or for any further period for which Proposal validity has been extended and it shall remain binding upon us and Proposal may be accepted at any time before the expiration of that period.

We hereby declare that our Proposal is made in good faith, without collusion or fraud and the information contained in the Proposal is true and correct to the best of our knowledge and belief.

We understand that our Proposal is binding on us and that you are not bound to accept a Proposal you receive.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:

Format 2 - Project Experience Details

Sl. No.	Item	Details
General Information		
1	Customer Name/Government Department	
2	Name of the Contact Person and Contact details for the project	
Brief description of scope of project		
Size of the project		
3	Contract Value of the project (in crore)	
4	Capital Expenditure involved (by the govt./ client)	
5	Total cost of the services provided (by the Bidder)	
6	Please provide copies of Work Order or Certificate of Completion.	
Project Details		
8	Name of the project	
9	Start Date and End Date	
10	Current Status (work in progress, completed)	
11	Contract Tenure	
12	No. of locations	
13	Man-month effort involved	
14	Type of Project	
15	Solution architecture deployed & core Components	
16	Scope	
17	Any other necessary information	

9. Financial Proposal: Standard Forms

Details of financial proposal for the RFP

Please note the price quoted in Column C and specified in words would be considered for Financial Evaluation.

A- Total Cost of Services in INR	
B- Total Taxes in INR	
C- Total Cost in INR	
D- Total Cost (as per C) in words	

We agree to the following:

- a. The above cost includes all costs of travel, logistics, accommodation, professional cost and any other cost. No additional cost would be charged to the Department.
- b. We understand the budget specified in the RFP; our bid is subjected to rejection in case there is deviation from budget.
- c. We also understand that the Bio- Resources Development Centre (BRDC), may seek written clarifications from us, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bid document. If, after evaluating the price analyses, Bio- Resources Development Centre (BRDC), determines that the bidder has substantially failed to demonstrate the capability to deliver the contract at the offered price, Bio- Resources Development Centre (BRDC) may reject the proposal.

Date: Signature: Name:

Company Seal:

Annexure

10. Annexure - I: Bidding Document Acknowledgement Form

To

Dated:

.....,
.....,
.....,
.....,

Dear Sir,

We hereby acknowledge receipt of a complete set of Bidding Documents consisting of Annexure (along with their Appendices) enclosed to the "Invitation for Bid" pertaining to providing of _____ services against tender no..... .

We have noted that the closing date for the receipt of the tender by the BRDC is _____ at <> hrs. (IST) and opening at <> hrs. (IST) on the same day.

We guarantee that the contents of the above said Bidding Documents will be kept confidential within our organization and text of the said documents shall remain the property of the BRDC and that the said documents are to be used only for the purpose intended by the BRDC.

Our address for further correspondence on this tender will be as under: Tel.

No:

Fax. no: Telephone no:

Personal attention of:

..... (if required)

Yours faithfully,

(Bidder)

Note: This form should be returned along with offer duly signed

10.1 Annexure – II: Proforma of Bank Guarantee towards Performance Security
PERFORMANCE GUARANTEE

Ref. No. _____ Bank Guarantee No _____

Dated _____

To

.....,
.....,
.....,
.....,

Dear Sir,

1. In consideration of Bio- Resources Development Centre (BRDC), having its office at 5th Mile Upper Shillong-793009 (hereinafter referred to as ` BRDC`, which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) after receipt of the work order dated with M/s _____ all its successors, administrators, executors and assignees) and BRDC having agreed that the CONTRACTOR shall furnish to BRDC a performance guarantee for Indian Rupees for the faithful performance of the entire CONTRACT.
2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee _____ and undertake to pay immediately on first demand in writing any /all moneys to the extent of _____ Indian Rupees. _____ (in figures) _____ (Indian Rupees (in words)) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by BRDC on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by BRDC in writing.

This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that BRDC at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that BRDC may have in relation to the CONTRACTOR's liabilities.
4. The Bank further agrees that BRDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time-to-time exercise of any of the powers vested in BRDC against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of BRDC or any indulgence by BRDC to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of BRDC under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till BRDC discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of BRDC or that of the CONTRACTOR.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to IndianRupees (in figures) (Indian Rupees (in words)) and our guarantee shall remain in force until . (Indicate the date of expiry of bank guarantee) Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of BRDC under this Guarantee will cease. However, if such a

claim has been received by us within the said date, all the rights of BRDC under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this.....day of20 at.....

WITNESS NO. 1

(Signature)
Full name and official
Address (in legible letters)

(Signature)
Full name, designation and
address (in legible letters)
with Bank stamp

Attorney as per power of
Attorney No.....

WITNESS NO. 2

Dated.....

(Signature)
Full name and
official
Address (in legible letters)

