



वन आनुवंशिकी एवं वृक्षप्रजनन संस्थान
ICFRE-INSTITUTE OF FOREST GENETICS & TREE BREEDING

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार का एक स्वायत्तिकाय
An Autonomous Body of

Ministry of Environment, Forest and Climate Change, Govt. of
India

फॉरेस्ट केम्पस, काउलीब्राउन रोड, आर.एस.पुरम, कोयम्बतूर – 641002 (T.N)
Forest Campus, Cowley Brown Road, R.S. Puram, Coimbatore – 641002
(T.N)

PH: 0422-2484100, FAX: 2430549, www.ifgtb.icfre.gov.in



No: 6-20(2)/2023-24/Procurement General

**OPEN TENDER ENQUIRY
(Two Bid System)**

TENDER No: 01/IFGTB/2023-24/Sequencing

Sequencing Services

1. Service No. 1: “Low Depth Genome Sequencing of Eucalyptus”
2. Service No. 2: “Low Depth Genome Sequencing of Sandalwood”
3. Service No. 3: “Transcriptome Sequencing Of Root Sample in Sandalwood”

**NOTICE INVITING TENDERS
(National Competitive Bidding)**

**ICFRE-Institute of Forest Genetics and Tree Breeding
(Indian Council of Forestry Research and Education)
R.S. Puram, Coimbatore – 641 002.
Phone No.2484100, 131
Website: <http://ifgtb.icfre.gov.in>**

TENDER No: 01/IFGTB/2023-24/Sequencing

Online Tenders are invited from the reputed firms for “**Sequencing services**” for this Institute. The details of the above services and other Terms and conditions etc., are available in the Tender Documents. The tender document with specifications is available at website: <http://ifgtb.icfre.gov.in> and **CPPP** site: <https://eprocure.gov.in/eprocure/app>

**Director
ICFRE-IFGTB,
Coimbatore.**

NOTICE INVITING TENDERS

TENDER No: 01/IFGTB/2023-24/Sequencing

1. Tenders are invited under Two Bid Systems through Online mode for Sequencing Services as described below

BRIEF DESCRIPTION OF TENDER

Work Description	Open Tender Enquiry for “Sequencing services”
Quantity	3 No.
Cost of Tender Document	590/-
Warranty	Nil

CRITICAL DATES OF TENDER:

Name of Organization	Institute of Forest Genetics and Tree Breeding, Coimbatore
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open Tender Enquiry
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Buy
Product Category (Civil Works/Electrical Works/Equipment (Scientific/IT/Office)	Sequencing Analysis
Date of Issue/Publishing	14/06/2023 (09:00 Hrs)
Document Download/Sale Start Date	14/06/2023 (10:00 Hrs)
Document Download/Sale End Date	04/07/2023 (10:00 Hrs)
Last Date and Time for Uploading of Bids	04/07/2023 (10:00 Hrs)
Date and Time of Opening of Technical Bids	05/07/2023 (10:00 Hrs)
Tender Fee & EMD	Rs.590/- (For Tender Fee) Rs.5200/- (For EMD) (To be paid through RTGS/NEFT. IFGTB Bank details are as under: Name of the Bank A/C : The Director, IFGTB UBI A/C No. : 502602010101949 Name of the Bank : Union Bank of India, IFSC Code : UBIN0550264 MICR Code : 641026006
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	240 days (From last date of opening of tender)

Address for Communication	The Director, Institute of Forest Genetics & Tree Breeding, P.B.No.1061, R.S.Puram, Coimbatore – 641 002.
Contact No.	+91-422-2484100
Fax No.	+91-422-2430549
Email Address	dir_ifgtb@icfre.org

1. The bidder must read the prescribed terms & conditions and accept the same to proceed further for submission of bids.
2. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as required; in case of non-submission of documents bid shall be rejected.
3. Submission of tender document confirms that bidder has unconditionally accepted all terms and conditions stipulated in the tender document.
4. The bidder has to submit the tender document well in advance before the prescribed time to avoid any delay or problem during the submission process
5. In case the date of opening of tenders declared is a holiday or off day, the tenders shall be opened on the next working day at given time.

PROCEDURE FOR SUBMISSION OF BIDS

Bids shall be submitted online only at CPPP Website: <https://eprocure.gov.in/eprocure/app> tenderers/Bidder are advised to follow the instructions provided in the “Instructions to the tenderers/Bidder” for the e-submission of the bids online through the Central Public procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

E-Tender Fees & EMD is to be submitted thro’ RTGS Account No. 502602010101949 in favour of the Director, IFGTB, Coimbatore and the scanned copy / soft copy of the RTGS receipt shall be uploaded along with the Technical bid. Offers / bids without e-Tender fees and Earnest Money Deposits shall be rejected.

Not more than one tender shall be submitted by one tenderers/ bidder having business relationship. Under no circumstances will father and his sons(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s) /director(s) are common) be allowed to tender for the same contract as separate competitors. A breach or this condition shall render the tenders of both parities liable to rejection.

Tenderers/bidder who has downloaded the tender form the <http://ifgtb.icfre.org> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender shall be rejected and tenderers/bidder is liable to be blacklisted from doing business with IFGTB in future.

The supplier and its subcontractors shall have the nationality of an eligible country. A supplier or Subcontractor shall be deemed to have the nationality of a country. If it is a citizen or constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. Nationality must be disclosed by the supplier.

The Purchaser (IFGTB) requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in ANNEXURE A.

Prices shall be quoted as specified in each Price Schedule (BOQ) as provided. The disaggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser’s right to contract on any of the terms offered. Prices shall be entered in the following manner.

- (i) The price of the Goods / Services quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off the-shelf, as applicable), including all excise duty and sales and other taxes already paid or payable on the components and raw material used in the manufacturer or assembly of the Goods / Services to be quoted in BOQ.
- (ii) Any Sales tax/VAT and other taxes payable on the Goods / Service to be quoted in BOQ, if the contract is awarded to the Bidder and Intending tenderers/bidders are advised to visit again IFGTB website. <http://ifgtb.icfre.gov.in> and CPPP website <https://eprocure.gov.in/eprocure.app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment.
- (iii) Bids will be opened as per data/time as mentioned in the Tender Critical Data Sheet.

CONDITIONS OF CONTRACT

Submission of Tender

The tender shall be submitted / uploaded online in two parts viz., Technical Bid and Financial Bid.

The offers submitted by Hardcopy/Fax/email shall not be considered. No correspondences will be entertained in this matter.

All the pages of the bid being submitted/uploaded must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

Cover 1: Technical bid

Following documents are to be furnished by the tenderers'/Bidder along with **Technical Bid** as per the tender document.

Qualifying documents:

- (i) **Tender Fee: The Tender form downloaded from above website must include Rs.590/- (including 18% Service tax) and Earnest Money Deposit are to be deposited thro' RTGS in favor of The Director, IFGTB, Coimbatore and scanned copy of the same should be uploaded in the Portal.**
- (ii) Signed and scanned copy of Authorization certificate, if applicable
- (iii) Signed and scanned copy of PAN number
- (iv) Signed and scanned copy of Tender Acceptance Letter
- (v) Signed and Scanned copy of Declaration regarding acceptance to the terms and conditions of the tender (ANNEXURE I)
- (vi) Signed and scanned copy of Affidavit of partnership deed, if required
- (vii) Signed and scanned copy of audited Balance sheet of last three years
- (viii) Signed and scanned copy of affidavit in non-judicial stamp paper of Rs.10/- by the firm that it has never been black-listed / debarred / banned by any Govt. Department / Public sector must be attached along with the Bid, failing which the Bid shall be rejected.
- (ix) Scanned and signed copy of tender document.

Note: During the preparation of technical proposal, in addition to technical details of the services along with scanned copies of documents in the required format and information as required in the list of the 'Qualifying Documents' of the bid document must be uploaded in CPP Portal as signed and scanned copy.

Cover 2: Price Bid

Hard copies of financial and technical bid should not be submitted physically in this institute. The Financial proposal must be submitted / uploaded in the Schedule of price bid in the form of BOQ_.xls separate of each item. Full details of business terms and conditions e.g. packing and forwarding, delivery period, GST sales tax/Trade tax (whether provincial or Central), other Taxes/charges, if any, the Validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. **The Price bid undertaking and schedule of price bid in the form of BoQ_1.xls must be filled as per format given in ANNEXURE-B: Price Bid Schedule.**

Proposal Evaluation

Clarification of Bids

To assist in the examination, evaluation, comparison of the bids, and qualification of the Bidders, the Purchaser, at its discretion, may ask any Bidder for a clarification of its Bid. The Purchaser's request for clarification and the response shall be in writing by post/email/fax etc. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors noticed by the Purchaser in the Evaluation of the bids.

If a Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, their bid shall be rejected.

Unresponsive bids

The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Bid Document. **The bids are liable to be treated as non-responsive and shall be rejected if bidder does not upload qualifying and technical documents as required in the Bid Document.**

Minor Informality/Irregularity/Non-Conformity

If during the preliminary examination, the purchaser find any minor informality and/or irregularity and /or non-conformity in a bid, **the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the bidders.** Whenever necessary, the purchaser will convey its observation on such 'minor' issues to the bidder asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that bid may be ignored.

A two-stage procedure will be adopted in evaluating the proposals.

(i) **Technical Evaluation:**

(a) **Evaluation of Qualifying Documents:** Tenders shall be scrutinized and evaluated by the Technical Committee or a Committee constituted by competent authority with reference to parameters prescribed in the Bid document. First of all, the qualifying documents of the bid will be checked and in absence of any of qualifying documents, the bid shall be rejected. For high value goods/services quality based evaluation will be done.

(ii) **Financial Evaluation:** Financial bids of only technically qualified bidders shall be opened online for further scrutiny and **evaluation on a date notified.**

The Purchaser shall evaluate the technically qualified financial bids for deciding lowest bidder (L1) on the basis of ultimate landing cost. **Wherever, against a requirement, both indigenous as well as imported offers are received,** the offers for imported stores

will be evaluated on the basis of the total landed cost after including the custom duty and other levies, etc as may be applicable from time to time for taking purchase decision.

GENERAL TERMS & CONDITIONS

1. The Director, Institute of Forest Genetics and Tree Breeding (Indian Council of Forestry Research & Education), Govt. of India, Coimbatore invites online offers under Two Bid System for sequencing services from authorized dealers who fulfill the minimum eligibility criteria prescribed in the E-Tender Document. There will be no manual submission of documents.
2. E-Tender documents can be downloaded from IFGTB e-Procurement Portal. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-Procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure./app>.
3. E-Tenders must be electronically submitted through on line within the prescribed data and time as mentioned in the e-Procurement Portal. Hard copy of the E-Tender documents will not be accepted.
4. The data of sequencing has to be delivered at this Institute.
5. The number and quantity mentioned in the above E-Tender Notice is the probable number and the same may be increased/decreased according to the requirement. The Director, IFGTB Reserves the right to order or not to order any number of samples (or) quantity of any instrument/Equipment.
6. **All the required documents like technical documents/product brochure/user-list, performance certificate/installation certificates/user certificate, supply order to other institutes, accreditation to quality management, PAN, TAN, GST, income tax, small scale industries exemption certificates, import license, authorization from principal supplier/manufacturer, etc. along with E-Tender document should be uploaded and attached against the above E-Tender. If failed to upload and attach, the bid shall be rejected.**
7. **Technical bid:** E-tenderers shall furnish complete technical specification in the format as prescribed in **ANNEXURE-A** and should be duly signed along with the seal failing which E-Tender shall not be accepted.
8. The following scanned documents (Self-attested with rubber seal, in case of photocopies) should be uploaded along with the technical bid. In case of photocopies, original documents for the following should be produced whenever required; failing which E-Tender submitted shall be rejected at any moment.
 - a. Brochures of the Model/Equipment (or) documents for the services supporting the specifications quoted.
 - b. Authorization certificate of the concerned company in favour of the e-tenderers or the Principal dealer if the e-tenderers are a sub agent to sell/service/give annual maintenance service for the items quoted.
 - c. Document supporting both past and present status of the services by both the Manufacturer and Supplier.
 - d. Valid proof of any orders received from various Govt. /Semi-Govt./P.S.U. etc. for services rendered.

- 11. Financial bid:** The e-tenderers should use Financial/Price schedule format as provided in website (or) **ANNEXURE-B** and the rates offered should be entered in the allotted space only and submitted after filling the relevant columns. Any financial bid not given in the prescribed format shall be summarily rejected.
- (i) The rate should be valid for a minimum of 1 Year from the date of opening of the E-Tender.
 - (ii) Price list of the company, if any should be uploaded along with the bid.
- 12.** ICFRE, the parent body of the IFGTB, Coimbatore is registered with the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India, New Delhi for the purpose of availing customs duty exemption in terms of Government Notification No. 51/96- Customs dated 23-7-1996 and central excise duty exemption in terms of Government Notification No 10/97-Central Excise dated 1st March, 1997. Therefore the parties may offer their rates without including Customs and Central excise duty.
- 13.** Materials to be supplied/services to be provided: As per **ANNEXURE A**.
- 14.** Bids shall remain valid for 1 year after the date of bid opening. Any e-tenderers whose validity of the financial bid is for a lesser duration shall be rejected by the Institute as non responsive.
- 15.** The successful e-tenderers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the instruments/equipments at the Institute.
- 16.** Address of the authorized service agent shall be given separately.
- 17.** The Institute will not be responsible for any delay on the part of the e-tenderers in submission of the E-Tender bids. Any bids received by the Institute after the deadline prescribed for submission of bids, shall be summarily rejected.
- 18. SECURITY DEPOSIT (SD):** The successful bidder(s)/tenderers should deposit security money @ **3% of the total value** of the order within 15 days of issue of the supply order **which will be refunded on completion of warranty period**. Otherwise, the order placed shall stand cancelled. Generally, the security deposits will not be refunded unless all item(s) are supplied and successfully installed to the satisfaction of the Director, IFGTB, that too, after 60 days, beyond the date of completion of all contractual obligations of the supplier including guarantee obligation which will be calculated from the date of successful installation of the instrument/equipment. The security deposit furnished by the tenderers will be refunded as per rule.
- 19.** The successful e-tenderers have to provide the data as per the purchase order within the prescribed time from the date of issue of the order.
- 20.** Each page of the general terms and conditions uploaded with the E-Tender should be duly signed as a token of acceptance of all terms and conditions of the E-Tender. No

deviation in the terms and conditions of the E-Tender notice will be accepted. The supporting documents should be duly stamped & signed by the e-tenderers otherwise rejected. No retyping of the general terms and conditions supplied is accepted. Submit this terms and conditions duly signed along with the technical bid.

21. Tenderers submitting E-Tenders are deemed to have seen, understood and accepted all the terms and conditions.
22. The Director, IFGTB, Coimbatore reserves the right to cancel/reject, full or any part of the E-Tender, without assigning any reason. No correspondence will be entertained in this regard.

**Director,
ICFRE-IFGTB,
Coimbatore.**

**SPECIFICATIONS AND ALLIED DETAILS
(Description of items and specifications)**

Service No. 1: “Low Depth Genome Sequencing of Eucalyptus”

The technical specifications for “Low Depth Genome Sequencing of Eucalyptus” are appended below.

Low Depth Genome Sequencing of Eucalyptus			
Sl. No	Specifications required	Qty reqd	Compliance Checklist (√)
1.	<p><u>Specifications for RNA Sequencing:</u></p> <ol style="list-style-type: none"> 1. DNA QC: 3 nos 2. Library preparation: 3 nos 3. Sequencing using 150X2 PE reads: 3nos 4. Data generation 10 GB/genotype:3 nos 5. Raw data delivery and FastQC reports: 3 nos <p><u>Deliverables:</u></p> <ol style="list-style-type: none"> 1. All sequence files and output files to be provided after completion of the experiment. 2. A detailed report to be submitted after completion of the experiment. <p><u>Additional Requirements:</u></p> <ol style="list-style-type: none"> 1. Service provider should be certified as per ISO Standards. 2. Service provider should provide proof of in-house NGS facility/ collaborative facility in India. 3. The experiment should be performed in India and Scientists should be permitted to visit and interact at any time. 4. Provide proof for conducting whole genome sequencing in plants with publications cited/co-authored using NGS technologies. 5. Provide minimum 5 purchase orders as a proof of working 	3 nos	

	with institutes where services were used recently (2022 onwards) for whole genome sequencing.		
--	---	--	--

Service No. 2: “Low Depth Genome Sequencing of Sandalwood”

The technical specifications for “Low Depth Genome Sequencing of Sandalwood” are appended below.

Low Depth Genome Sequencing of Sandalwood			
Sl. No.	Specifications required	Qty reqd	Compliance Checklist (√)
1.	<p><u>Specifications for RNA Sequencing:</u></p> <ol style="list-style-type: none"> 1. DNA QC: 4 nos 2. Library preparation: 4 nos 3. Sequencing using 150X2 PE reads: 4 nos 4. Data generation 6GB/genotype: 4 nos 5. Raw data delivery and FastQC reports: 4 nos <p><u>Deliverables:</u></p> <ol style="list-style-type: none"> 1. All sequence files and output files to be provided after completion of the experiment. 2. A detailed report to be submitted after completion of the experiment. <p><u>Mandatory Requirements:</u></p> <ol style="list-style-type: none"> 1. Service provider should be certified as per ISO Standards. 2. Service provider should provide proof of in-house NGS facility/ collaborative facility in India. 3. The experiment should be performed in India and Scientists should be permitted to visit and interact at any time. 4. Provide proof for conducting whole genome sequencing in plants with publications cited/co-authored using NGS technologies. 5. Provide minimum 5 purchase orders as a proof of working 	4 nos	

	with institutes where services were used recently (2022 onwards) for whole genome sequencing.		
--	---	--	--

Service No. 3: “Transcriptome Sequencing of Root Sample in Sandalwood”

The technical specifications for “**Transcriptome Sequencing of Root Sample in Sandalwood**” are appended below.

Transcriptome Sequencing Of Root Sample in Sandalwood			
Sl. No	Specifications required	Qty reqd	Compliance Checklist (√)
1.	<p><u>Specifications for RNA Sequencing:</u></p> <ol style="list-style-type: none"> 1. RNA QC by Bioanalyzer and Qubit: 3 nos 2. Library preparation: 3 nos 3. Sequencing using 150X2 PE reads on Illumina platform: 3 nos 4. Data generation of 35-40 million PE reads per sample: 3 nos 5. Raw data delivery and FastQC reports: 3 nos 6. De novo assembly and functional annotation of transcripts 7. Identification of differentially expressed transcripts <p><u>Deliverables:</u></p> <ol style="list-style-type: none"> 1. All data files and output files to be provided after completion of the experiment. 2. A detailed report to be submitted after completion of the experiment. <p><u>Additional Requirements:</u></p> <ol style="list-style-type: none"> 1. Service provider should be certified as per ISO Standards. 2. Service provider should provide proof of in-house NGS facility/ collaborative facility in India and allow scientist to visit facility at any stage of project process. 3. The experiment should be 	3 nos	

	performed in India. 4. Provide minimum 5 purchase orders as a proof of working with institutes where services were used recently to generate <i>de novo</i> / reference based transcriptome sequencing and analysis		
--	--	--	--

This is to certify that above technical specifications are found to be correct.

Director
ICFRE-IFGTB, Coimbatore

PRICE SCHEDULE

(a) **Price bid undertaking:** The format of Price bid undertaking as given under:

From (Full name and address of the Bidder)

**To
The Director
IFGTB
Coimbatore**

Dear Sir/Madam,

I submit the price Bid for _____ and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as conditions as contained in the Bid document, and agree to abide by them.

I offer to work supply the quoted item at the rates as indicated in the price Bid, Annexure B inclusive of all applicable taxes except Service Tax.

Yours faithfully,

Signature of authorized Representative

(b) Schedule of price bid in the form of BoQ_1.xls

The prices should be quoted only in BoQ_1.xls available in the cpp portal.

The below mentioned Financial/Proposal/Commercial bid format is provided as BoQ_1.xls along with this bid document at <https://eprocure.gov.in/epublish/app>. bidders are advised to download at this BoQ_1.xls as it is the quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and bidder is liable to be banned from doing business with IFGTB .

1. The rates, taxes, charges, etc. should be quoted as per BoQ.
2. All taxes, fees, levies, etc. and any revision in the statutory taxes/fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

TENDER ACCEPTANCE LETTER**Agreement /Contract Form****(To be given on Company Letter Head)****Date.....**

To
 The Director
 Institute of Forest Genetics and Tree Breeding
 R.S. Puram
 Coimbatore – 641 002.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) name _____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No _____ to _____ (including all documents like annexure(s), schedule(s) etc.,) which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter
4. I / we hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality /entirely.
5. I/ we do hereby declare that our firm has not been blacklisted / debarred / banned by any Govt. Department /Public sector undertaking.
6. I / We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/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)

OTHER STANDARD FORM

Format for Bank Guarantee

To

Director
Institute of Forest Genetics and
Tree breeding, Forest Campus,
R.S.Puram, Coimbatore-02

Your Order No _____ for the supply and delivery of _____ has been accepted by M/s _____

In accordance with the terms of payment of the said order, we have agreed to pay the balance of 3% of the contract price of the supplier, furnishing you with an acceptable Performance Bank Guarantee for 3% of the total contract value, viz Rs. _____ for the due performance by the Supplier of all its contractual obligations and to be valid for a period of 24 months for the date of bank guarantee for this purpose you have agreed to accept our guarantee.

In consideration thereof, we hereby guarantee payment of and undertake to pay Rs. _____ and remit to you on demand and without demur the sum of Rs. _____ being 3% of the total value of the contract on receipt of your intimation that the Supplier has committed a breach of any of its contractual obligations.

This guarantee shall be valid for a period of 24 months from the date of Installation of the equipment in satisfactory condition or 27 months from the date of dispatch of the last lot of consignment whichever is earlier, and in any event shall expire on _____, you shall have the right to file/make your claim on us under the guarantee for a period of sixty days from the said date of expiry.

This guarantee shall not be revoked without your express consent and shall not be affected by your granting time or any other indulgence to the supplies or by any change in the constitution of the Bank or the supplies or for any other reason whatsoever.

Not with standing anything, contained herein above our liability under this guarantee is restricted to Rs. _____ and this guarantee will remain in force up to and inclusive of _____ - unless an action to enforce a claim under the guarantee is filed against us within sixty days from the date of expiry i.e. on or before _____, all rights under the guarantee shall be forfeited and we shall be relieved and discharge from all liabilities there under.

Signatory Bank with Seal

Policy of Institute of Forest Genetics and Tree Breeding, Coimbatore (IFGTB) against the Corrupt and Fraudulent Practices

IFGTB strictly adheres to its policy against corruption and requires and that bidders and their agents, subagents, sub-contractors, suppliers, etc. shall not indulge in any kind of corrupt practices, coercive practices, obstructive practices or other kind of corruption declared as crime under Indian law.

- a) If bidders or their agents, subagents, sub-contracts, suppliers etc. are found, directly or indirectly, involved in such practices, bid or agreement and execution thereof at any stage may be rejected or cancelled as the case may be by the IFGTB and besides it IFGTB, may initiate legal actions including civil and criminal proceeding.

For the purpose of this provision the terms are defined as follows:

- (i) “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence Improperly the actions of another party;¹
- (ii) “Fraudulent Practices” is any act or omission including a misrepresentation which knowingly or recklessly made to mislead another party to obtain financial or other benefit or to avoid an obligation;²
- (iii) “Collusive Practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence impairing the actions of another party;³
- (iv) “Coercive Practice “ is impairing or harming, or threatening to impair or harm, directly, or Indirectly, any party or the property of the party to influence improperly the actions of a party ;⁴
- (v) “Obstructive Practice” is deliberately destroying, falsifying, altering , or materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice;/or threatening, harassing or

-
1. For the purpose of this sub-paragraph, “another party “refers to a public official acting in relation to the procurement process or contract execution. In this context, “*public official*” includes IFGTB staff and employees of other organizations taking or reviewing procurement decisions.
2. For the purpose of this sub-paragraph, “party” refers to a public official’ the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.
3. For the purpose of this sub-paragraph, “party” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.
4. For the purpose of this sub-paragraph, “party” refers to a participant in the procurement process or contract execution intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- b) Besides actions under clause (a) IFGTB may also take action to blacklist/banned such bidder either indefinitely or for a specified/period.

ANNEXURE IV

Check List – To be verified by the indenter

Item No.	Qualifying documents	Yes/No	Page No	Accepted/ Not Accepted
1	Tender Fee & EMD / Exemption certificate			
2	Signed and scanned copy of AUTHORIZATION Certificate, if applicable			
3	Signed and scanned copy of PAN card			
4	Signed and scanned copy of TENDER ACCEPTANCE LETTER as per tender document			
5	Signed and scanned copy of GST certificate, if applicable			
6	Signed and Scanned copy of Affidavit of PARTNERSHIP DEED , if applicable			
7	Signed & scanned copy of AUDITED BALANCE SHEET of last 3 years			
8	Signed and scanned copy of affidavit in non-judicial stamp paper of Rs.10/- by the firm that it has NEVER BEEN BLACK-LISTED/DEBARRED/BANNED by any Govt. Dept/Public sector must be attached along with the Bid, failing which the Bid shall be rejected.			
9	Signed and scanned copy of complete technical details/specification of the quoted items with make and model of all systems, sub systems and additional items mentioned in the technical bid BROUCHERS/ORGINAL CATALOGUE/other Literature AND WRITE-UPS should be uploaded as proof.			
10	Scanned and signed copy of user's list and supportive documents from the users for the satisfactorily performance and after sales service which shows ATLEAST THREE YEAR EXPERIENCE of the firm for the supply/provide of similar type of goods/services.			
11	Scanned and signed copy of information about suitably TRAINED TECHNICAL STAFF along with WELL ESTABLISHED SERVICE NETWORK must be furnished, if applicable (Company having service personnel in Coimbatore or close to Coimbatore will be preferred)			
12	Scanned and signed copy of HANDS-ON TRAINING proposal for the staff of the institute at site, if applicable			
13	All Specifications should be certified and guaranteed for GENUINENESS service			
14	Scanned and signed copy of TENDER DOCUMENT (should be signed in each page of the document along with seal)			

Note:

1. It is mandatory to fill the above check list, if applicable.
2. The document should be submitted/uploaded online in CPP portal in the above order of the check list and place the check list as cover page with pagination of documents.