




Government eProcurement System		Government eProcurement System			
Tender Details		Date : 11-Feb-2023 11:49 AM			
		 Print			
<b>Basic Details</b>					
<b>Organisation Chain</b>	Council of Scientific and Industrial Research  CDRI-Lucknow - CSIR  Purchase-CDRI - CSIR				
<b>Tender Reference Number</b>	EOI/ELN/CDRI/01				
<b>Tender ID</b>	2023_CSIR_145131_1	<b>Withdrawal Allowed</b>	Yes		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	EOI		
<b>Tender Category</b>	Services	<b>No. of Covers</b>	1		
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No		
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No		
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No		
<b>Cover Details, No. Of Covers - 1</b>					
<b>Cover No</b>	<b>Cover</b>	<b>Document Type</b>	<b>Description</b>		
1	Fee/PreQual/Technical/Finance	.pdf	Technical details eligibility and qualification criteria		
		.pdf	All the formats duly filled as per EOI documents		
<b>Tender Fee Details, [Total Fee in ₹ * - 0.00]</b>				<b>EMD Fee Details</b>	
<b>Tender Fee in ₹</b>	0.00	<b>EMD Amount in ₹</b>	0.00	<b>EMD through BG/ST or EMD Exemption Allowed</b>	No
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil	<b>EMD Fee Type</b>	fixed
<b>Tender Fee Exemption Allowed</b>	No			<b>EMD Percentage</b>	NA
				<b>EMD Payable To</b>	Nil
<a href="#">Click to view modification history</a>					
<b>Work /Item(s)</b>					
<b>Title</b>	Procurement of Electronic Lab Notebook on SaaS Platform				
<b>Work Description</b>	EOI of Procurement of Electronic Lab Notebook on SaaS Platform				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Show Tender Value in Public Domain</b>	No				
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work (Days)</b>	60
<b>Location</b>	CSIR-CDRI	<b>Pincode</b>	226031	<b>Pre Bid Meeting</b>	CSIR-

 <b>Government eProcurement System</b>				<b>Place</b>	CDRI Lucknow
<b>Pre Bid Meeting Address</b>	A pre conference meeting with bidders shall be held offline on 23.02.2023 At 10 30AM to 4 30PM	<b>Pre Bid Meeting Date</b>	23-Feb-2023 10:30 AM	<b>Bid Opening Place</b>	CSIR-CDRI
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	11-Feb-2023 01:30 PM	<b>Bid Opening Date</b>	02-Mar-2023 04:00 PM
<b>Document Download / Sale Start Date</b>	11-Feb-2023 02:00 PM	<b>Document Download / Sale End Date</b>	01-Mar-2023 03:00 PM
<b>Clarification Start Date</b>	13-Feb-2023 10:00 AM	<b>Clarification End Date</b>	17-Feb-2023 04:30 PM
<b>Bid Submission Start Date</b>	13-Feb-2023 10:00 AM	<b>Bid Submission End Date</b>	01-Mar-2023 03:00 PM

**Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	NIT of Procurement of Electronic Lab Notebook on SaaS Platform	1373.23

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Other Document	ELAN2.pdf	EOI document for the procurement of Electronic Lab Notebook on SaaS Platform	1357.35

**Auto Extension Corrigendum Properties for Tender**

<b>Iteration</b>	<b>No. of bids required for bid opening a tender</b>	<b>Tender gets extended to No. of days</b>
1.	2	7

**Bid Openers List**

<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	bs.eproc@csir.res.in	Brahma Singh	BRAHMA SINGH
2.	jp.eproc@csir.res.in	Jai Prakash	JAI PRAKASH
3.	maheshk.eproc@csir.res.in	Mahesh Kumar	MAHESH KUMAR
4.	anilkumar.eproc@csir.res.in	Anil Kumar	ANIL KUMAR

**GeMARPTS Details**

<b>GeMARPTS ID</b>	MY5KZAGK29YZ
<b>Description</b>	Electronic Lab Notebook on SasS Platform
<b>Report Initiated On</b>	09-Feb-2023
<b>Valid Until</b>	11-Mar-2023

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
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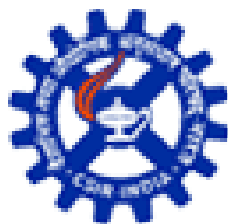
<b>Show Finance bid status</b>	Yes	<b>Show Bids Details</b>	Yes
BoQ Comparative Chart mode	NIL	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	NIL	Form Based BoQ	No

**Tender Inviting Authority**

<b>Name</b>	Controller STORES AND PURCHASE OFFICER
<b>Address</b>	Sector 10 Jankipuram Extension Sitapur Road Lucknow

**Tender Creator Details**

<b>Created By</b>	Mahesh Kumar
<b>Designation</b>	Astt. SO
<b>Created Date</b>	11-Feb-2023 11:33 AM



CSIR

**CSIR-Central Drug Research Institute,**

Sector 10, Jankipuram Extension,

Sitapur Road, Lucknow-226031

Uttar Pradesh, INDIA

Phone Number: +91-522 2772793

Email:director@cdri.res.in;

cosp-cdri@cdri.res.in

Website: <https://www.cdri.res.in>

**CSIR-Central Drug Research Institute**  
**Expression of Interest Document**  
**Tender Reference No: EOI/ELN/CDRI/01**  
**For Procurement of Electronic Lab Note Book**  
**on SaaS platform**

CSIR- Central Drug Research Institute (CSIR-CDRI), a premier drug research institute of India was inaugurated on 17th Feb 1951 with a vision to strengthen and advance the field of drug research and development in the country. The Institute has made significant accomplishments in the pursuit of its mission to New Drugs & Technologies for affordable healthcare for all, generation of knowledge base and nurturing future leaders for healthcare sector. Today, it has become a unique model for modernized drug research in India – having everything under one roof, from synthesis, screening, development studies, process up-scaling to clinical studies.

It invites a non-committal Expression of Interest for Electronic Note Book on SaaS Platform.

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# Expression of Interest (EOI) Document

## 1. Expression of Interest (EOI)

The Director, CSIR-CDRI, Lucknow invites Expression of Interest (hereinafter referred as the 'EOIs') from eligible and qualified Bidders for shortlisting for the supply/delivery of Electronic Lab Note Book as described in 'Schedule I: Terms of Reference'(hereinafter referred to as 'the Supply & Services').Interested Bidders should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to perform the Services. This Expression of Interest Document, reference number, EOI/ xxxx (hereinafter referred to as 'the EOI Document'),details the process of such shortlisting. As part of this procurement process, a Request for Proposals (RFP) for selecting Bidders shall be subsequently issued to only such shortlisted Bidders.

## 2. The EOI Document

### 2.1. Governing Language and Law

- 1) The EOI submitted by the Bidder and all subsequent correspondence and documents relating to the EOI exchanged between the Bidder and the Procuring Entity shall be written in the language specified in the AEOI (hereinafter referred to as the 'EOI Language'. If nothing is specified, the language shall be Indian English). However, the language of any printed literature furnished by a Bidder in connection with its EOI may be written in any other language provided a translation accompanies the same in the EOI language. For purposes of interpretation of the EOI, translation in the language of the EOI shall prevail.
- 2) The EOI process shall be interpreted under the laws of the Union of India. It shall be subjected to the exclusive jurisdiction of courts relevant to the address of the Tender Inviting Authority.

### 2.2. Acronyms

a) Followin Acronyms have been used in this EOI Document:

<b>Acronym</b>	<b>Definition</b>	<b>Acronym</b>	<b>Definition</b>
AEOI	Appendix to Expression of Interest (EOI Document)	RFP	Request for Proposals
EOI	Expression of Interest	TIA	Tender Inviting Authority
DPIIT	Department for Promotion of Industry and Internal Trade (DPIIT)	TOR	Terms of Reference
JV/C	Joint Venture/ Consortium		

### 2.3. The Contents of the EOI Document



This 'Expression of Interest Document' (hereinafter referred to as the 'the EOI Document') provides the relevant information and instructions to assist the prospective Bidders in preparing and submitting EOIs. It also includes the mode and procedure adopted for receipt/opening, scrutiny/ evaluation of EOIs, and shortlisting of Bidders. The Tender Inviting Authority (TIA) is the designated officer for uploading and clarifying this EOI Document. The following Appendices are part of the EOI Document. Additional sections/ appendices/ Schedules may be included in specific EOI.

- 1) Appendix to the EOI Document(AEOI)
- 2) Schedule I: Terms of Reference / Scope of work
- 3) Schedule II: Qualification Criteria
- 4) EOI Submission Formats
  - a) Form 1: EOI Form (Covering Letter)
    - i) Form 1.1: Bidder Information
    - ii) Form 1.2: Eligibility Declarations
  - b) Form 2: Qualification Criteria – Compliance
    - i) Form 2.1: Performance Capability Statement
    - ii) Form 2.2: Compliance of other conditions
  - c) Form 2.3: Financial Capability Statement
  - d) Form 3: Checklist for Bidders
- 5) Other Formats: Format 1: Authorization for Attending Pre-EOI Conference

### **2.3.1 Appendix to the EOI Document (AEOI)**

Variable parameters and information related to this specific EOI process are summarized in the EOI Document appendix.

### **2.3.2 Schedule I: Terms of Reference (TOR)/Scope of work**

'Schedule I: Terms of Reference' describes the background, purpose/ objectives, description/ scope, deliverables/ outcomes, and timelines of Procurement of Electronic Lab Notebook required. This 'procurement' may include Services also, if so, indicated therein. Procuring Entity reserves its rights to vary the TOR to be included in RFP that would follow this EOI.

### **2.3.3 Schedule II: Qualification Criteria:**

This appendix lays down the Qualifying Criteria for shortlisting Bidders. Unless otherwise indicated in AEOI, Bidders may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected in the RFP stage. These qualification

criteria are only for shortlisting, and the Procuring Entity may put additional qualification Criteria as part of the RFP process that would follow this EOI.

#### **2.3.4 EOI Formats for submission (To be filled, digitally signed, and uploaded by Bidders)**

The Bidder must fill and submit the EOI in the Formats given in 'EOI Submission Formats'.

#### **2.4. Corrigenda/ Addenda to EOI Document**

- 1) Before the deadline for submitting EOIs, the Procuring Entity may update, amend, modify, or supplement the information, assessment or assumptions contained in the EOI Document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original EOI Document. Without any liability or obligation, the Portal may send intimation of such corrigenda/ addenda to Bidders who have downloaded the document under their login. However, the Bidders must check the website(s) for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the EOI Document.
- 2) The Procuring Entity may extend the deadline for the EOI submission by issuing an amendment. In this case, all rights and obligations of the Procuring Entity and the Bidders previously subject to the original deadline shall then be subject to the new deadline for the EOI submission.
- 3) After the Procuring Entity makes such modifications, any Bidder who has submitted his EOI in response to the original invitation shall have the opportunity to either withdraw his EOI or re-submit his EOI superseding the original EOI within the extended time of submission as per Clause 8.4 below.

## **2.5. Pre-EOI Conference/Post EOI Demo**

- 1) A Pre-EOI conference is stipulated in the AEOI, prospective Bidders interested in participating in this EOI may attend a Pre-EOI conference to clarify the conditions of the EOI process at the venue, date and time specified therein. Participation in the Pre-EOI conference is restricted to prospective Bidders who have downloaded the EOI Document. A Pre-EOI conference is also meant for in-depth understanding of the product to be procured, recent trend and features available in the market which may reflect in framing of specifications and requirement at the time of RFP.
- 2) The date and time by which the written queries for the Pre-EOI must reach the authority and the last date for registration for participation in the Pre-EOI conference are also mentioned in the AEOI. If the dates are not mentioned, such date and time shall be seven days before the date and time of the Pre-EOI conference.
- 3) Delegates participating in the Pre-EOI conference must provide a photo identity and an authorization letter as per Format 1: "Authorization for Attending Pre-EOI Conference" from their Company; else, they shall not be allowed to participate. The Pre-EOI conference may also be held online at the discretion of the Procuring Entity.
- 4) After the Pre-EOI conference, minutes of the Pre-EOI conference shall be published on the Procuring Entity's Portal within seven days from the Pre-EOI conference. If required, a clarification letter and corrigendum to EOI Document shall be issued, containing amendments, if any, of various provisions of the EOI Document, which shall be deemed part of the EOI Document. As per clause 2.4 above, to give reasonable time to the prospective Bidders to take such clarifications into account in preparing their EOIs, the Procuring Entity may suitably extend, as necessary, the deadline for the EOI submission.
- 5) If required, a post EOI conference with participant bidders shall be organized for demo/discussion etc. The date time shall be intimated to participant bidders.

## **3. Procuring Entity - Rights and Disclaimers**

### **3.1. Disclaimers**

#### **3.1.1 The EOI Document – not a Contractual Document**

The EOI Document provides the Bidder(s) with information to assist them in participation in this EOI Process. This EOI Document and the EOI process is to shortlist eligible and qualified Bidders for exclusive participation in the following Request for Proposal (RFP) procurement process. Therefore, this EOI process is not a contractual procurement process. Hence, in this EOI process, unlike the following RFP process, no legal obligations for the Procuring Entity nor any legal rights for the Bidders shall be created under the Indian Contract Act and related law.

#### **3.1.2 Terms and Conditions of Information Provided**

- 1) Information contained in the EOI Document or subsequently provided to the Bidder(s) is on the terms and conditions set out in the EOI Document or subject to

which that was provided. Similar terms apply to information provided verbally or in documentary or any other form, directly or indirectly, by the Procuring Entity, its employees, or associated agencies.

- 2) The EOI Document does not purport to contain all the information Bidder(s) may require. It may not address the needs of all Bidders. They should conduct due diligence, investigation, and analysis, check the information's accuracy, reliability, and completeness, and obtain independent advice from appropriate sources. Information provided in the EOI Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpreting the law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Procuring Entity, its employees and other associated agencies accept no responsibility for the accuracy or otherwise of any interpretation or opinion on law expressed herein.
- 3) The Procuring Entity, its employees and other associated agencies make no representation or warranty for the accuracy, adequacy, correctness, completeness or reliability, assessment, assumption, statement, or information in the EOI Document. They have no legal liability, whether resulting from negligence or otherwise, for any loss, damages, cost, or expense that may arise from/ incurred/ suffered howsoever caused to any person, including any Bidder, on such account.

### **3.2. Right to Intellectual Property and confidentiality:**

- 1) The EOI Document and associated correspondence are subject to copyright laws and shall always remain the property of the Procuring Entity and must not be shared with third parties or reproduced, whether in whole or part, without the Procuring Entity's prior written consent.
- 2) However, Bidders may share these to prepare and submit their EOI with their employees, subcontractor(s), or holding Company. Bidders shall obtain an undertaking of confidentiality from them like that imposed on Bidders under this clause.
- 3) This condition shall also apply to Bidders who do not submit an EOI after downloading it or are not shortlisted.
- 4) The obligation of the Bidders under sub-clauses above, however, shall not apply to information that:
  - a) now or hereafter is or enters the public domain through no fault of Bidder.
  - b) is legally possessed by the Bidder at the relevant time and was not previously obtained, directly or indirectly, from the Procuring Entity;
  - c) otherwise, lawfully becomes available to Bidder from a third party with no obligation of confidentiality.
- 5) The provisions of this clause shall survive completion or termination for whatever reason of the procurement process.

### **3.3. Right to Reject any or all EOIs**

The issue of the EOI Document does not imply that the Procuring Entity is bound to shortlist Bidders. The Procuring Entity reserves its right to accept or reject any or all EOIs, abandon/ bypass/ cancel the EOI process, and issue another EOI for the same or similar Services before shortlisting Bidders. It would have no liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action(s).

## 4. Participation in EOI – Eligibility Criteria

### 4.1. Eligibility Criteria

**4.2. Subject to other provisions in the EOI Document, participation in this shortlisting process is open to all Bidders who fulfil the ‘Eligibility’ and ‘Qualification’ criteria. Bidders should meet the following eligibility criteria as of the date of their EOI submission and should continue to meet these until the subsequent RFP process and contract award. Bidders shall be required to declare fulfilment of Eligibility Criteria in Form 1.2 (Eligibility Declarations). Bidder unless otherwise stipulated in AEOI:**

- 1) must be:
  - (a) a natural person (an individual Bidder), private Entity (a Consulting Company/ LLP /Partnership firm registered under applicable Act in India), public Entity (Government-owned enterprise or institution), or unless otherwise stipulated in the AEOI - Joint Venture/ Consortium (an association of several persons, firms, or companies - hereinafter referred to as JV/C).
  - (b) a bonafide supplier of Electronic Lab Note Book valid registration regarding GSTIN, PAN etc. as applicable to the subject Procurement of Electronic Lab Notebook.
- 2) must:
  - (a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.
  - (b) (Including their affiliates or subsidiaries or contractors/ subcontractors for any part of the contract):
    - i) Not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organization or its Ministry/ Department from participation in its procurement processes; and/ or
    - ii) Not be convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities, for:
      - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or

- offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
  - suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
- iii) Not have changed its name or created a new "Allied Firm", consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above.
- iv) Not have an association (as a Bidder/ partner/ director/ employee in any capacity)
- of any retired employee of the CSIR and its constituent Laboratories/Institutes, if such a retired person has not completed the cooling-off period of one year after his retirement. However, this shall not apply if such employees/ officers have obtained a waiver of the cooling-off period from their erstwhile organization.
  - of the near relations of executives of Procuring Entity involved in this procurement process
- (c) Not have a conflict of interest, which substantially affects fair competition. The EOIs submitted should be competitive without adopting unfair/ unethical/ anti-competitive means. No attempt should be made to induce any other Bidder to submit or not to submit an offer for restricting competition
- 3) must fulfil any other additional eligibility condition, if any, as may be prescribed in EOI Document.
- 4) must provide such evidence of their continued eligibility to the Procuring Entity if requested.
- 5) from certain countries shall be eligible subject to certain conditions as detailed in Clause4.2 below.

### **4.3. Eligibility of Bidders from Restricted countries**

#### **4.3.1 Restrictions based on Reciprocity**

Entities from countries (if so identified in AEOI) as not allowing Indian companies to participate in their Government procurement shall not be allowed to participate on a reciprocal basis in this EOI process under the Public Procurement (Preference to Make in India) Order 2017" (MII) of Department for Promotion of Industry and Internal Trade, (DPIIT). The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT.

#### **4.3.2 Restrictions Based on Land Borders**

Orders issued by the Government of India restricting procurement from Bidders from certain countries that share a land border with India shall apply to this procurement.

Any Bidder from a country that shares a land border with India<sup>1</sup>, excluding countries as listed on the website of the Ministry of External Affairs<sup>2</sup>, to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects – hereinafter called 'Restricted Countries') shall be eligible to participate in this EOI only if the Bidder is registered<sup>3</sup> with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). Bidders shall enclose the certificate in Form 1 - EOI Form.

#### **4.3.3 Compliance with Above Restrictions**

- 1) In EOIs for Turnkey contracts, including Works contracts, the successful Bidder shall not be allowed to sub-contract works to any contractor from such Restricted Countries unless such contractor complies with similar conditions.
- 2) If Bidder has proposed to sub-contract Services or incidental Goods directly/ indirectly from the vendors from such countries. In that case, such a vendor must also comply with similar conditions. However, such restrictions shall not apply, if the Bidder procures raw material, components, and sub-assemblies from such countries.
- 3) "Bidder from such Restricted Countries" means: -
  - a) An entity incorporated, established, or registered in such a country; or
  - b) A subsidiary of an entity incorporated, established, or registered in such a country; or
  - c) An entity substantially controlled through entities incorporated, established, or registered in such a country; or
  - d) An entity whose beneficial owner is situated in such a country; or
  - e) An Indian (or other) agent of such an entity; or
  - f) A natural person who is a citizen of such a country; or

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<sup>1</sup><https://mea.gov.in/india-and-neighbours.htm>

<sup>2</sup><http://meadashboard.gov.in/indicators/92>

<sup>3</sup><https://dipp.gov.in/sites/default/files/Revised-Application-Format-for-Registration-of-Bidders-15Oct2020.pdf>

g) A consortium/ joint venture where any member falls under any of the above

4) The beneficial owner shall mean:

- a) In a company or Limited Liability Partnership, the beneficial owner is the natural person(s). Whether acting alone or together or through one or more juridical persons, controlling ownership interest or exercising control through other means.

*Explanation-*

- i) "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of the Company's shares or capital or profits.
- ii) "Control" shall include the right to appoint a majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholder agreements or voting agreements;
- b) In the case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together or through one or more juridical persons, has ownership of entitlement to more than fifteen percent of capital or profits.
- c) In the case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- d) Where no natural person is identified under (1) or (2), or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.
- e) In the case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

#### **4.4. ~~Sub-Contractors~~**

~~Bidders may propose to associate sub-contractors for specific parts of the Services provided that the names and details of the sub-contracts are clearly stated in the EOI and provided further that such sub-contractor should not circumvent the eligibility condition laid down above. Persons who are not full-time employees of the Bidder shall be considered subcontractors. Nevertheless, the Bidder shall solely remain responsible for sub-contracted portions of the Services.~~

#### **4.5. Joint Venture/ Consortium**



In the case where a Bidder is or proposes to be a Joint Venture/ Consortium (that is, an association of several persons, or firms or companies - hereinafter referred to as JV/C), then it must comply with additional requirements specified below:

- 1) The JV/C and all members (including non-substantial members) must satisfy all the eligibility requirements set out in this EOI Document; and
- 2) JV/C and its members must meet the qualification criteria jointly or severally as laid down in Section II – Qualification Criteria as relevant for JV/C. Qualification credentials of only substantial members shall be considered, and the qualification of non-substantial members shall not be considered for evaluation. However, the Procuring Entity may lay down minimum qualifications in AEOI for non-substantial members over and above the qualification criteria.
- 3) Subsequently, during the RFP process, JV/C shall have to comply with additional requirements and be required to submit related documents.

#### **4.6. Conflict of Interest**

Any Bidder with a conflict of interest that substantially affects fair competition shall not be eligible to participate in this procurement process. EOIs found to have a conflict of interest shall be rejected as non-responsive. Bidder shall be required to declare the absence of such conflict of interest in Form 1.2 - Eligibility Declarations. A Bidder in this procurement process shall be considered to have a conflict of interest if the Bidder:

- 1) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- 2) receives or has received any direct or indirect subsidy/ financial stake from another Bidder; or
- 3) has the same legal representative/ agent as another Bidder for purposes of this EOI; or
- 4) has a relationship with another Bidder, directly or through common third parties, which puts it in a position to have access to information about or influence the EOI of another Bidder or influence the decisions of the Procuring Entity regarding this EOI process; or
- 5) participates in more than one EOI in this EOI process. Participation in any capacity by a Bidder (including the participation of a Bidder as sub-contractor in another EOI or vice-versa) in more than one EOI shall result in the disqualification of all EOIs in which he is a party. However, this does not limit the participation of a non-bidding firm as a sub-contractor in more than one EOI; or
- 6) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm) for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference (TOR)/ Activity Schedule/ schedule of requirements or the EOI Document etc) of this EOI process; or
- 7) has a close business or family relationship with a staff of the Procuring Organization who:

- a) (i) are directly or indirectly involved in the preparation of the EOI Document or Terms of Reference of the procurement process and/or the evaluation of EOIs; or
- b) (ii) would be involved in the implementation or supervision of the resulting contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the EOI process and execution of the contract.

## **5. Purchase Preference Policies of the Government**

### **5.1. Purchase Preference in following the RFP process**

The Procuring Entity reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives ( MSEs, Make in India, Start-ups); Start-ups or any other Government Policies, announced from time to time) during the RFP process that shall follow this EOI.

### **5.2. Relaxation in Prior Turnover and Experience to Start-ups**

In this EOI process under the policy of the Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20\212014-PPD dated 25.07.2016 and subsequent clarifications, the Procuring Entity reserves its right to relax the condition of prior turnover and prior experience for start-up enterprises subject to meeting of quality & technical specifications. The decision of the Procuring Entity in this regard shall be final. As defined by the Department for Promotion of Industry and Internal Trade (DPIIT), an entity shall be considered a 'Start-up':

- 1) Up to a period of ten years from the date of incorporation/ registration, if it is incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India, and
  - a) Turnover of the Entity for any of the fiscal years since incorporation/ registration has not exceeded one hundred crore rupees, and
  - b) The Entity works towards innovation, development or improvement of products or processes or services or a scalable business model with a high potential for employment generation or wealth creation.
- 2) Provided that an entity formed by splitting up or reconstructing an existing business shall not be considered a 'Start-up'.
- 3) A Start-up so identified under the above definition shall be required to obtain and submit along with his EOI a certificate of an eligible Start-up from the inter-Ministerial Board of Certification to obtain support.

## **6. Downloading the EOI Document; Corrigenda and Clarifications**

### **6.1. Availability of the EOI Document**

The EOI Document shall be published on the eProcurement Portal ([www.etenders.gov.in](http://www.etenders.gov.in)). It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in AEOI. Unless otherwise stipulated in AEOI, the downloaded EOI Document is free of cost. If the Procuring Entity happens to be closed on the deadline for submitting the EOIs as specified above, this deadline shall *not* be extended. Any query/ clarification regarding downloading EOI Document and uploading EOIs on the Portal may be addressed to their Help Desk (contact details given in AEOI).

## **6.2. Downloading the EOI Document**

The EOI Document shall be published and available for download during the period mentioned in AEOI. Bidders can obtain the EOI Document after the date and time of the start of availability till the deadline for availability. If the office happens to be closed on the deadline for the availability of the EOI Document, the deadline shall not be extended.

## **6.3. Clarifications**

A Bidder may seek clarification of the EOI Document through the eProcurement Portal on or before the date and time prescribed in the AEOI (or, if not mentioned, before seven days of the deadline for the EOI submission). This deadline shall not be extended in case of any intervening holidays. No other means of submission of queries shall be entertained. All such queries shall relate to the EOI Document alone, and queries related to a detailed analysis of Terms of Reference, payment terms and mode of selection shall only be entertained during the RFP stage. The Procuring Entity shall respond within five working days of receipt of such a request. The query and clarification shall be shared with all prospective Bidders on the Portal. If required, the Procuring Entity may modify the EOI Document that may become necessary due to the clarification through an Addendum/ Corrigendum issued as per clause 2.4 above.

# **7. Preparation of EOIs**

## **7.1. EOI Submission Formats:**

Bidders must fill and submit the EOI in the Formats given in 'EOI Submission Formats'. EOI by the Bidder shall include inter-alia the original or scanned copies of duly signed or digitally signed copies of the documents in pdf format. Pdf documents should not be password protected. If stipulated in AEOI, specified originals or self-certified copies of originals shall also be required to be physically submitted as per instruction contained therein.

## **7.2. EOI Validity**

- 1) Unless specified to the contrary in the AEOI, EOIs shall remain valid for a period not less than 90 (ninety) days from the deadline for the EOI submission stipulated in AEOI. An EOI valid for a shorter period shall be rejected as nonresponsive.
- 2) In case the day upto which the EOIs are to remain valid falls on/ subsequently declared a holiday or closed day for the Procuring Entity, the EOI validity shall automatically be deemed to be extended upto the next working day.

- 3) In exceptional circumstances, before the expiry of the original time limit, the Procuring Entity may request the Bidders to extend the validity period for a specified additional period. The request and the Bidders' responses shall be made in writing or electronically. A Bidder may agree to or reject the request. A Bidder who has agreed to the Procuring Entity's request for extension of EOI validity, however, in no case he shall be permitted to modify his EOI.

## **8. Signing and Uploading of EOIs**

### **8.1. Relationship between Bidder and eProcurement Portal**

The Procuring Entity is neither a party nor a principal in the relationship between the Bidder and the organization hosting the e-procurement portal (hereinafter called the Portal). Bidders must acquaint and train themselves with the rules, regulations, procedures, and implied conditions/ agreements of the Portal. Bidders intending to participate in the EOI must register in the Portal. Bidders shall settle clarifications and disputes, if any, regarding the Portal directly with them. In case of conflict between provisions of the Portal with the EOI Document, provisions of the Portal shall prevail. Bidders may study the resources provided by the Portal for Bidders.

### **8.2. Signing of EOI**

The individual signing/ digitally signing the EOI or any other connected documents should submit an authenticated copy of the document(s), which authorizes the signatory to commit and submit EOIs on behalf of the Bidder in Form 1.1: Bidder Information.

### **8.3. Submission/ uploading of EOIs.**

#### **8.3.1 Submission/ Uploading to the Portal**

- 1) Unless otherwise stipulated in the AEOI, EOIs are to be addressed to the Director through the Head of Procurement, Procuring Entity in the Procuring Organization (headed by the Head of the Procuring Organization).

**THE DIRECTOR  
THROUGH CONTROLLER OF STORES & PURCHASE,  
CSIR-CENTRAL DRUG RESEARCH INSTITUTE  
SECTOR 10, JANAKIPURAM VISTAR,  
SITAPUR ROAD  
LUCKNOW -226031, UTTAR PRADESH  
INDIA  
Tel #: 00 91 522 2772793 / EXTN: 2482  
Email: [cosp-cdri@cdri.res.in](mailto:cosp-cdri@cdri.res.in);**

- 2) EOIs must be uploaded on the eProcurement Portal(<http://etenders.gov.in> ) mentioned in the AEOI until the submission deadline. If the office happens to be closed on the deadline to submit the EOIs as specified above, this deadline shall not be extended. Bidders must comply with the conditions of the eProcurement portal, including registration, compatible Digital Signature Certificate (DSC) etc. EOI

submitted through modalities other than those stipulated in AEOI shall be liable to be rejected as nonresponsive. No manual EOIs shall neither be made available nor be accepted for submission (except for originals of scanned copies as per sub-clause below).

- 3) In the case of downloaded documents, Bidders must not make any changes to the contents of the documents while uploading, except for filling in the required information. Otherwise, the EOI shall be rejected as nonresponsive. Uploaded Pdf documents should not be password protected. Bidders should ensure the clarity/legibility of the scanned documents uploaded by them.
- 4) The date and time of the e-Procurement server clock, which is also displayed on the dashboard of the Bidders, shall be taken as the reference time for deciding the closing time of EOI submission. Bidders are advised to ensure they submit their EOI within the deadline and time of EOI submission, taking the server clock as a reference, failing which the Portal shall not accept the EOIs. No request on the account that the server clock was not showing the correct time and that a particular Bidder could not submit their EOI because of this shall be entertained. Failure or defects on the internet or heavy traffic at the server shall not be accepted as a reason for a complaint. The Procuring Entity shall not be responsible for any failure, malfunction or breakdown of the electronic system used during the e-Tender process.
- 5) Unless otherwise specified in AEOI, originals (or self-attested copies of originals – as specified therein) of specified scanned uploaded documents must be physically submitted sealed in double cover and acknowledgement be obtained before the EOI submission deadline at mentioned venue. Failure to do so is likely to result in the EOI being rejected. If the office is closed on the deadline for physical submission of originals, it shall stand extended to the next working day at the same time and venue. The Procuring Entity reserves its right to call for verification originals of all such self-certified documents from the Bidders at any evaluation stage, especially from the shortlisted Bidder(s), before notifying the shortlist or during the following RFP Process.
- 6) Bidder shall digitally sign all statements, documents, and certificates uploaded by him, owning sole and complete responsibility for their correctness/ authenticity as per the IT Act 2000 as amended from time to time.
- 7) All EOIs uploaded by Bidders to the Portal shall get automatically encrypted. The encrypted EOI can only be decrypted/ opened by the authorised persons on or after the due date and time. The Bidder should ensure the correctness of the EOI before uploading and take a printout of the system-generated submission summary to confirm successful EOI upload.

### **8.3.2 Implied acceptance of procedures by Bidders**

Submission of EOI in response to the EOI Document is deemed to be acceptance of the e-Procurement and procedures and conditions of the EOI Document.

### **8.3.3 Responsibility of Bidder to declare all changes**

Bidders must advise the Procuring Entity immediately in writing of any material change to the information contained in the EOI submission, including any substantial change in their ownership or their eligibility or financial or performance capacity. For shortlisted Bidders, this requirement applies until a contract is awarded in the following RFP process.

### **8.3.4 Late EOIs**

The Bidder shall not be able to submit his EOI after the expiry of the deadline for the EOI submission (as per server time).

## **8.4. Modification, Resubmission and Withdrawal of EOIs**

### **8.4.1 Modification & Resubmission**

Once submitted in e-Procurement, Bidders cannot view or modify their EOI since it is locked by encryption. However, resubmission of the EOI by Bidders for any number of times superseding earlier EOI(s) is allowed up to the submission deadline. Resubmission of an EOI shall require uploading of all documents afresh. The system shall consider only the last EOI submitted.

### **8.4.2 Withdrawal**

The Bidder may withdraw his EOI before the submission deadline, and it shall be marked as withdrawn and shall not get opened during the EOI opening.

## **9. EOI Opening**

EOIs received shall be opened online at the specified date and time given in AEOI. EOIs cannot be opened before the specified date & time, even by the Tender Inviting Authority, the Procurement Officer, or the Publisher. If the specified date of EOI opening falls on or is subsequently declared a holiday or closed day for the Procuring Entity, the EOIs shall be opened at the appointed time on the next working day.

## **10. Evaluation of EOIs and Award of Contract**

### **10.1. General norms**

#### **10.1.1 Evaluation based only on declared criteria.**

The evaluation shall be based upon scrutiny and examination of all relevant data and details submitted by Bidders in its/ his EOI and other allied information deemed appropriate by Procuring Entity. Evaluation of EOIs shall be based only on the criteria/ conditions included in the EOI Document.

#### **10.1.2 Clarification of EOIs and shortfall documents**

- 1) During the evaluation of EOIs, the Procuring Entity may, at its discretion, but without any obligation to do so, ask Bidders to clarify its EOI by a specified date (or, if not specified, seven days from the date of receipt of such request). Bidders should answer the clarification within that specified date. The clarification request and response shall be submitted in writing or electronically. No change in the substance of the EOI shall be sought, offered, or permitted that may grant any undue advantage to such Bidder. Any clarification submitted by a Bidder regarding its EOI that is not in response to a request by the Purchasing Entity shall not be considered.
- 2) If discrepancies exist between the uploaded scanned copies and the Originals submitted by Bidders, the original copy's text shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity. The EOI shall be liable to be rejected as non-responsive in addition to other punitive actions under the EOI Document for violating the Code of Conduct.
- 3) The Procuring Entity reserves its right to but without any obligation to do so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the EOI Opening and which have not undergone change since then and do not grant any undue advantage to any Bidder. There is a provision on the Portal for requesting Short-fall documents from the Bidders. The system allows taking the shortfall documents from Bidders only once after the EOI opening.

#### **10.1.3. Contacting Procuring Entity during the evaluation**

From the time of EOI submission to awarding of the contract, no Bidder shall contact the Procuring Entity on any matter relating to the submitted EOI. If a Bidder needs to contact the Procuring Entity relating to this EOI, it should do so only in writing or electronically. Any effort by a Bidder to influence the Procuring Entity during the EOI process shall be construed

as a violation of the Code of Integrity, and EOI shall be liable to be rejected as non-responsive in addition to other punitive actions for violation of the Code of Integrity as per the EOI Document.

## **10.2. Evaluation of EOIs**

In evaluating the EOI, conformity to the eligibility and qualification criteria to those in the EOI Document is ascertained. Additional factors incorporated in the EOI Document shall also be considered in the manner indicated therein.

### **10.2.1 Determining Responsiveness**

Only substantively responsive EOIs shall be evaluated for shortlisting. A substantively responsive EOI is complete and conforms to the EOI Document's essential terms and conditions. Unless otherwise stipulated in the AEOI, the following are some of the crucial aspects for which an EOI shall be rejected as nonresponsive:

- 1) The EOI is not in the prescribed format or is not submitted as per the stipulations in the EOI Document.
- 2) The Bidder is not eligible to participate in the EOI as per laid down eligibility criteria;
- 3) The EOI validity is shorter than the required period.
- 4) The EOI departs from the essential requirements stipulated in the EOI document;
- 5) Non-submission or submission of illegible scanned copies of stipulated documents/ declarations if any
- 6) fails to provide and/ or comply with the required information, instructions etc., incorporated in the EOI Document or gives evasive information/ reply against any such stipulations.
- 7) furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, besides rejecting the EOI as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the EOI Document for violating the Code of Integrity.

### **10.2.2 Evaluation of eligibility**

Procuring Entity shall determine, to its satisfaction, whether the Bidders are eligible as per Clause 4 above to participate in the EOI Process as per submission in 'Form 1.2: Eligibility Declarations'. The eligibility evaluation shall be on a "pass" or "fail" basis. A Bidder must achieve a "pass" on all the criteria to proceed to the next step. Any Bidder not achieving a 'pass' in any of the eligibility criteria shall be disqualified and shall not be evaluated further. EOIs that do not meet the prescribed eligibility criteria shall be rejected as nonresponsive.

### **10.2.3 Evaluation of Qualification Criteria**

Procuring Entity shall determine, to its satisfaction, whether the Bidders are qualified and capable in all respects to be shortlisted (subject to dispensation if any, for Start-ups, as per clause 5.2 above), as per submission in Form 2 and its sub-forms (if any). Key Experts shall not be evaluated at the shortlisting stage. The determination shall not consider the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates, or any



other firm(s) different from the Bidder. These qualification criteria and their evaluation are for the shortlisting process only. The Procuring Entity reserves its right to add/ vary the qualification criteria and re-examine them during the RFP process that would follow this EOI.

#### **10.2.4 Presentations**

After examining the EOI, some or all the Bidders may be asked to make presentations of their qualifications and experience. The Bidder shall bear all costs associated with the presentation desired by the Procuring Entity. The Procuring Entity shall not be responsible or liable for any cost thereof, regardless of the conduct or outcome of the process.

#### **10.2.5 Declaration of Shortlisted Bidders**

EOIs of Bidders that succeed in the above evaluation shall be shortlisted. If so, as stipulated in AEOI, if there are a larger number of Bidders meeting the evaluation criteria, the shortlist shall be restricted to a specified number of Bidders (if not specified, eight (8) Bidders) based on higher Average Turn-over (or any other criteria, if so, stipulated therein). However, a short listing of Bidders should not be construed as a contract for the proposed assignment. The name and address of the shortlisted Bidder(s) shall be published in the Portal and notice board/ bulletin/website of the Procuring Entity. All Bidders shall be advised about shortlisting of their EOIs or otherwise, without disclosing the comparative position of their EOIs with that of others. Shortlisted Bidders must not advertise or publish the same in any form without the prior written consent of the Procuring Entity.

#### **10.2.6 Verification of Original Documents**

Before notifying the shortlist of Bidders, the Procuring Entity may, at its discretion, ask Bidders to submit for verification the originals of all such documents whose scanned copies were submitted online along with the EOI. If so decided, the photocopies of such self-certified documents shall be verified and signed by the competent officer and kept in the records. If the Bidder fails to provide such originals or in case of substantive discrepancies in such documents, it shall be construed as a violation of the Code of Integrity. Such EOI shall be liable to be rejected as nonresponsive in addition to other punitive actions for violating the Code of Conduct.

### **10.3. Publication of RFP following this EOI**

The Procuring Entity shall publish a Request for Proposal (RFP) addressed exclusively to shortlisted Bidders for the following procurement process through the eProcurement Portal. Procuring Entity/ the Portal may issue notification/ alerts to such Bidders but without any liability. It shall be the responsibility of such Bidders to be on the lookout for the RFP on the Portal. Nothing in this EOI shall impair the Procuring Entity's right to issue 'Open RFP' for the subject Procurement of Electronic Lab Notebook, even after notifying the shortlist. During the RFP process, the Procuring Entity reserves its right to elaborate further on the brief overview of the proposed procurement/scope of work, qualification Criteria and any other terms & conditions, even if these are at variance with this EOI Document. Shortlisted Bidders shall have no claim in this regard.

## 11. Grievance Redressal/ Complaint Procedure

- 1) Bidders have the right to submit a complaint or seek de-briefing if he is not shortlisted in this EOI process, in writing or electronically, within ten days of declaration of EOI evaluation results. The complaint shall be addressed to the Head of Procurement.
- 2) Within five working days of receipt of the complaint, the Tender Inviting Authority shall acknowledge the receipt in writing to the complainant, indicating that it has been received. The response shall be sent in due course after a detailed examination.
- 3) The Tender Inviting Authority shall convey the final decision to the complainant within 15 days of receiving the complaint. No response shall be given regarding the confidential process of evaluating EOIs before the results are notified, although the complaint shall be kept in view during such a process. However, no response shall be given regarding the following topics explicitly excluded from such complaint process:
  - a) Only a Bidder who has participated in the EOI Process and has not been shortlisted can make such a representation. Complaints regarding shortlisting or exclusion of other Bidders shall not be entertained.
  - b) Following decisions of the Procuring Entity shall not be subject to review:
    - i) Determination of the need for procurement.
    - ii) Complaints against eligibility and qualification criteria except under the premise that they are either vague or too specific to limit competition
    - iii) Selection of the mode of procurement or Bidding system
    - iv) Choice of the selection procedure.
    - v) Provisions limiting the participation of Bidders in the EOI Process, in terms of policies of the Government
    - vi) Provisions regarding purchase preferences to specific categories of Bidders in terms of policies of the Government
    - vii) Cancellation of the EOI Process except where it is intended to subsequently re-tender the same Services

## 12. Code of Integrity in Public Procurement, Misdemeanors and Penalties:

Code of Integrity and penalties for violation thereof as detailed in Rule 175 and Rule 151 of the General Financial Rules<sup>4</sup>, 2017 (and its amendments, if any) of the Govt of India, Ministry of Finance, Department of Expenditure shall apply to this EOI process. Procuring authorities, Bidders, suppliers, contractors, and Bidders should observe the highest standard of integrity and not indulge in prohibited practices or other misdemeanors, either directly or indirectly, during the entire procurement Process (including this EOI) or the execution of resultant contracts.

## Appendix to EOI Document (AEOI)

Expression of Interest Document No. EOI/ xxxx; Tender Title: Procurement of Electronic Lab Notebook

*{Note for Procuring Entity: Some sections/ rows may be added as per requirement.}*

<b>1.0 Basic EOI Details</b>			
Tender Title	Expression of Interest for the procurement of Electronic Lab Note Book		
Tender Reference Number	EOI/ELN/CDRI/01	Tender ID	EOI/ELN/CDRI/01
Tender Type	<i>[Expression of Interest]</i>	Tender Category	<i>[product &amp; Services]</i>
No. of Covers	Single Cover	Product Category	Electronic Lab Note Book on SaaS
the Procuring Organisation:	CSIR-Central Drug Research Institute Organisation	The Procuring Entity:	CSIR-CDRI
Authority on whose behalf EOI is invited	Director, CSIR-CDRI	Through the	CoSP
Tender Inviting Authority (TIA)	<i>Section Officer (S&amp;P)</i>	Address	<i>CSIR-CDRI Sector-10, Janakipuram Vistar, Lucknow(India)</i>
<b>2.0 Critical Dates (Clause 6; 7; 8, and 9)</b>			
Published Date	<i>[fill]</i>	EOI Validity (Days from the date of EOI Opening) – EOI Document's Clause 7.2	<i>90 days</i>

Document Download Start Date & Time	11.02.2023 At 02.00pm	Document Download End Date & Time	N.A
Clarification Start Date & Time	13.02.2023 At 10.00am	Clarification End Date & Time	17.02.2023 4.30pm
EOI Submission Start Date & Time	13.02.2023 At 10:00am	EOI Submission Closing Date & Time	01.03.2023 3.00pm
EOI Opening Date & Time	02.03.2023 at 4.00pm		
<b>3.0 Eligibility and Qualification Criteria (2.3.3, 4.1 to 4.5, 10.2.1 and Schedule II)</b>			
<b>4.0 Obtaining the EOI Document and clarifications (EOI Document's Clause 6)</b>			
eProcurement Portal	<a href="https://etendres.gov.in">https://etendres.gov.in</a>		
	<a href="http://www.cdri.res.in">www.cdri.res.in</a>		
Cost of EOI Document (INR)	[Not applicable]		
	<p>CONTROLLER OF STORES &amp; PURCHASE,  CSIR-CENTRAL DRUG RESEARCH INSTITUTE  SECTOR 10, JANAKIPURAM VISTAR,  SITAPUR ROAD  LUCKNOW -226031, UTTAR PRADESH  INDIA  Tel #: 00 91 522 2772793 / EXTN: 2482  Email: <a href="mailto:cosp-cdri@cdri.res.in">cosp-cdri@cdri.res.in</a>;</p>		
<b>5.0 Pre-EOI Conference (Clause 2.5)</b>			
Is a Pre-EOI Conference proposed to be held?		Yes	

Place, time, and date of the Pre-EOI Conference	<p><i>A pre-conference meeting with bidders shall be held offline.</i></p> <p><i>Date:23.02.2023; Time: 10.30AM-4.30PM</i></p> <p><i>Place: CSIR-CENTRAL DRUG RESEARCH INSTITUTE SECTOR 10, JANAKIPURAM VISTAR, SITAPUR ROAD LUCKNOW -226031, UTTAR PRADESH INDIA, 0522-2772793/9793137408</i></p>
Post EOI Conference	<p><i>If required, a post EOI conference with participant bidders shall be organized for demo/discussion etc. The date &amp; time shall be intimated to participant bidders.</i></p>
Written queries for the Pre-EOI conference must be received	<p><i>Queries are to be entertained either through the <b>eProcurement Portal</b> or via official email: <a href="mailto:cosp-cdri@cdri.res.in">cosp-cdri@cdri.res.in</a></i></p>
Registration of participants for the Pre-EOI conference must be received	<p><i>Official email: <a href="mailto:cosp-cdri@cdri.res.in">cosp-cdri@cdri.res.in</a></i></p>
<b>6.0 Preparation and Submission and Opening of EOIs (Clause 7 and 8)</b>	
EOIs to be Addressed to	<p>The Director, Attn: Controller of Stores &amp; Purchase CSIR-Central Drug Research Institute Lucknow (India)</p>
Instructions for Online EOI Submission	<p><i>[<a href="https://etenders.gov.in">https://etenders.gov.in</a>]</i></p>
EOI Opening Place	<p><i>[On e-procurement portal(s) mentioned above]</i></p>

## Schedule-I:Terms of Reference (TOR)

EOI Document No. EOI/ ELN/CDRI/01:- Tender Title: Procurement of Electronic Lab Notebook on SaaS Platform (Ref Clause 2.3)

### Term of Reference (TOR)/Scope of Work:

CSIR-CDRI, Lucknow, a drug R&D laboratory under CSIR, wants to avail the services for ELN (Electronic Laboratory Notebook) software on SaaS (Software as a Service)/Cloud platform.

The total contract period of availing such services would be **10 years** however CDRI may decide to terminate the contract in-between solely on its discretion.

The expected count of ELN users is 125 Scientists and 500 student and technical staff.

The broad requirements of the ELN software are as hereunder:

1. ELN should be suitable for work done at CDRI. The bidders may visit our website <https://www.cdri.res.in> for a details of the work done under various departments/research areas and scientists from varied domains like Chemistry, Biology, Pharmacology, Microbiology, Pre-Clinical Studies etc.
2. Support to include templates and 48-well/96-well/384-well plate formats used in drug screening assay.
3. Should support structure drawing and stoichiometry calculations.
4. It should support customizable workflow/protocols/SOPs for the recording of day-to-day activities/experiments performed as a part of research activities done in various labs at CDRI.
5. It should support integration with software like Office-365, Chemdraw/Chemaxon, Snapgene, Origin, GraphPad prism etc.
6. Support Regulatory Compliance FDA 21 CFR Part 11/SOC-2/ ISO 27001 for ISMS etc.
7. Support full backup of ELNs/Datafiles enabling retrieval of data in the original form
8. Provide for date-time stamping/versioning of files and Audit trail
9. Support of review of experiments/documents and Electronic Signatures
10. Support for Open API for integration with equipment/software
11. Support to keep a track of inventory of materials used in experiments.
12. Should support to store structured and unstructured data with advanced search features
13. System should provide search by structure & sub-structure of chemical entities
14. Should support storage for very large files as used for storing Micro CT scans, confocal images, genome sequences, X-ray, NMR and Mass files etc.
15. Support in-app and outside (email etc.) Notifications
16. Support 2-Factor Authentication
17. Storage of data in the cloud in encrypted form

## Schedule II: Qualification Criteria

EOI Document No. EOI/ ELN/CDRI/01; Tender Title: Electronic Lab Note Book (Ref Clause 2.3)

*[Note for Procuring Entity: Retain or change the relevant variables in the 2<sup>nd</sup> column and covert the font to regular and black. Procuring Entity should mention if any and to what extent dispensation from qualifying criteria shall be permissible for Start-ups under EOI Document's Clause5.2).*

*Note for Bidders: Regarding this Schedule, Bidders shall submit the following forms:*

- 1) Form 2: Qualification Criteria - Compliance
- 2) Form 2.1: Performance Capability Statement
- 3) Form 2.3: Financial Capability Statements
- 4) Form 4 : Certification FOR MAKE IN INDIA

<b>Similar Assignments for Qualification Criteria would be:</b>	<i>[Define similar assignments based on value/ scope, sector, activities/ methodology etc.]</i>	
<b>Criteria 1 General and Similar Experience:</b>		<b>Submission Form</b>
<ul style="list-style-type: none"> <li>i) Bidders must have been into business of providing ELN on SaaS platform for last 10 years.</li> <li>ii) The ELN offered by the vendor must be in use of at least 10 organisations involved in Drug Research/Biotech/Pharma Institute or industry. <ul style="list-style-type: none"> <li>•</li> </ul> </li> <li>iii) The Vendor must have its sales and support office in India</li> </ul>		Form 1.1: Bidder Information  Form 2.1: Performance Capability Statement.  Enclose Certificate of Incorporation
Other conditions for qualifications		Form 2.2 compliance
<b>Criteria 2 - Financial Capability</b>		<b>Submission Form</b>
The net worth of the Bidder firm (manufacturer or principal of authorised representative) should not be negative on 31st March 2022 and also it should have not eroded by more than 30% (thirty percent) in the last Financial year, ending on 31st March 2022. Copy of audited Balance Sheet duly authenticated by Chartered Accountant/Cost Accountant is to be submitted in support.		Form 2.3: Financial Capability Statements

# Form 1.1: Bidder Information

(Ref Clause 2.3)

(To be submitted as part of EOI)

(On Company Letter-head)

(Along with supporting documents, if any)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

EOI Document No. EOI/ ELN/CDRI/01; Tender Title: Procurement of Electronic Lab Notebook

*Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such EOIs shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the EOI Document.*

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

5) Bidder/ Contractor particulars:

b) Name of the Company:	
c) Corporate Identity No. (CIN):	
d) Registration, if any, with The Procuring Entity:	
e) Date of incorporation/ start of business:	
f) Place of Registration/ Principal place of business":	
g) Number of Years in Business:	
<b>h) Number of Years in providing Procurement of Electronic Lab Notebook SaaS platform:</b>	
i) Company Website URL:	
j) Complete Postal Address:	
k) Pin code/ ZIP code:	
l) Telephone nos. (with country/ area codes):	
m) Mobile Nos.: (with country/ area codes):	
n) Contact persons/ Designation:	



o) Email IDs:	
p) PAN Number:	
q) GSTIN No:	

*(In case of JV/C, repeat these details for all members)*

*Submit documents to demonstrate eligibility as per EOI Document's Clause 4 - A self-certified copy of registration certificate – in case of a partnership firm – Deed of Partnership; in case of Company – Notarized and certified copy of its Registration; In case of JV, letter of intent to form JV or JV agreement and in case of Society – its Byelaws and registration certificate of the firm.*

6) Authorization of Person(s) signing the EOI on behalf of the Bidder

h) Full Name: \_\_\_\_\_

i) Designation: \_\_\_\_\_

j) Signing as:

- A sole proprietorship firm. The person signing the EOI is the sole proprietor/ constituted attorney of the sole proprietor,
- A partnership firm. The person signing the EOI is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,
- A company. The person signing the EOI is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the authority conferred by the Memorandum of Association.
- A Society. The person signing the EOI is the constituted attorney.
- A Joint Venture/ Consortium. The person signing the bid is the designated lead member, as named in the JV/C agreement/ MOU or similar document in connection with the formation of the JV/C or are all future proposed members, in case (JV/C) has not been legally constituted at the time of bidding.

*Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution*

7) Bidder's Authorized Representative Information

a) Name:

b) Address:

c) Telephone/ Mobile numbers:

d) Email Address:

(Signature with date)

.....

(Name and designation)

## Form 1.2: Eligibility Declarations

(Ref EOI Document's Clause 2.3)

(To be submitted as part of Technical EOI)

(On Company Letter-head)

(Along with supporting documents, if any)

EOI Document No. EOI/ ELN/CDRI/01; Tender Title: Procurement of Electronic Lab Notebook

Bidder's Name\_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No.\_\_\_\_\_ Date.....

*[Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]*

### Eligibility Declarations

*(Please tick appropriate boxes or cross out any declaration not applicable to the Bidder)*

We hereby confirm that we comply with all the stipulations of EOI Document's Clause 4.1 of the EOI Document and declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as and when it may be requested:

- 1) **Legal Entity of Bidder (in reference to EOI Document clause 4.1:**  
\_\_\_\_\_ relevant documents enclosed)
- 2) **Eligibility:** We solemnly declare that we (including our affiliates or subsidiaries, or constituents):
  - (a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
  - (b) (including our affiliates or subsidiaries, or constituents for any part of the assignment):
    - i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its procurement processes; and/ or
    - ii) Are not convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities for offences mentioned in EOI Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.

- (c) Do not have any association (as Bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the EOI Document.
- (d) We certify that we fulfil any other additional eligibility condition if prescribed in EOI Document.
- (e) We have no conflict of interest, which substantially affects fair competition. The quoted prices are competitive without adopting unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other Bidder to submit or not to submit an EOI to restrict competition.
- (f) We certify that we are not an entity from a country identified to restrict Bidders from India from participation in their Government Procurements as per EOI clause 4.2.1

**3) Restrictions on procurement from Bidders from a country or countries or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:**

*"We have read the clause regarding restrictions on procurement from a Bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:*

- a) we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;*
- b) we shall not subcontract any assignment to a contractor from such countries unless such contractor is registered with the Competent Authority.*

**4) Start-up Status:**

We confirm that we are (Certificate of Recognition issued by the Department for Promotion of Industry and Internal Trade (DPIIT) enclosed herewith)/ are not a Start-up entity as per the Department of Promotion of Industrial and Internal Trade – DPIIT.

**5) Penalties for false or misleading declarations:**

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties.

(Signature with date)

.....

(Name and designation)

## Form2.1: Performance Capability Statement

### Statement of Performance of Electronic Lab Notebook (During Period Specified in Schedule II: Qualification Criteria) and Outstanding Current Assignments

(Ref EOI Document's Clause 2.3, Schedule II: Qualification Criteria)

(To be submitted as part of EOI)

(On Company Letter-head)

EOI Document No. EOI/ ELN/CDRI/01; Tender Title: Procurement of Electronic Lab Notebook

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

*Note to Bidder: Bidder or member of a Joint Venture/Consortium (JV/C) must fill in this Form to prove conformance to Criteria 1 –General and Similar Experience. Mention contracts in which a Bidder or a member of a JV/C is or has been a party, whether as a Bidder, affiliate, associate, subsidiary, Subcontractor, or any other role. The list below is indicative only. You may attach more documents as required to highlight your past performance. Add additional details not covered elsewhere in your EOI in this regard. Statements and Documents may be mentioned/ attached here.*

<b>Procurement of Electronic Lab Notebook Assignments</b>					
<b>Contracting Entity – Name and Address</b>	<b>Contract Title, Number and Date</b>	<b>Role in Contract</b>	<b>The total value of the contract</b>	<b>Status as of date</b> ----	<b><sup>1</sup>Is it a Similar Assignment as per Schedule II: Qualification Criteria</b>

(Signature with date)

(Name and designation)

\_\_\_\_\_

## Form2.2: compliance of Other conditions

S. N.	Compliance conditions	Compliance Yes/No
1.	Vendor must commit to sign a legally binding contract, within Indian Jurisdiction, with CDRI for the confidentiality of Research data stored in ELN/Cloud and safeguard CDRI's interests against any misuse or breach of data.	
2.	Vendor must agree to provide Demo of the ELN software and facilitate its trials for evaluation purpose.	
3.	The services should be hosted on a cloud service approved by GoI agency like Meity/CERT-IN/NIC.	
4.	In case, any foreign service provider is willing to participate in the EoI, their India distributor/representative must furnish an authorization for signing any legal contract, on behalf of the foreign service provider, required at tender stage.	
5.	Must present an option to host its software/services on a GoI-MeitY approved public cloud, virtual Private Cloud(VPC) or GCC (Govt. Community Cloud) which CDRI may decide to hire separately on its own, through a CSP/MSP/SI	

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorised to sign EOI for and on behalf of

## Form 2.3: Net Worth

(Ref EOI Document's Clause 2.3)

(To be submitted as part of Technical EOI)

(On Company Letter-head)

EOI Document No. EOI/ ELN/CDRI/01; Tender Title: Procurement of Electronic Lab Notebook

Bidder's Name\_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No.\_\_\_\_\_ Date.....

*Note: Each Bidder or member of a Joint Venture/Consortium making up a Bidder must fill in these forms.*

<b>Net worth declaration for the last financial year i.e. 2021-22</b>	
<b>Net worth</b>	<b>Compliance Yes/No</b>
The net worth of the Bidder firm (manufacturer or principal of authorised representative) should not be negative on 31st March 2022 and also it should have not eroded by more than 30% (thirty percent) in the last Financial year, ending on 31st March 2022. Copy of audited Balance Sheet duly authenticated by Chartered Accountant/Cost Accountant is to be submitted in support.	

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorised to sign EOI for and on behalf of

.....

.....

[name & address of Bidder and seal of Company]

## Form3: Checklist for Bidders

(Ref EOI Document's Clause 2.3)

(To be submitted as part of EOI)

(On Company Letter-head)

Bidder's Name\_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No.\_\_\_\_\_ Date.....

EOI Document No. EOI/ ELN/CDRI/01; Tender Title: Procurement of Electronic Lab Notebook

*Note to Bidders: This check-list is merely to help the Bidders to prepare their EOIs, it does not over-ride or modify the requirement of the EOI. Bidders must do their own due diligence also.*

Sr	Documents submitted, duly filled, signed	Yes/ No/ NA
1.	Form 1.1: Bidder Information and Power of attorney and Registration Certificates etc.	
2.	Form 1.2: Eligibility Declarations, along with supporting documents	
3.	Form2: Qualification Criteria - Compliance	
7.a	Form 2.1, 2.2,2.3 to support Form 2 along with supporting documents	
4.	Any other requirements, if stipulated in AEOI; or if considered relevant by the Bidder	

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign EOI for and on behalf of.....

[name & address of Bidder and seal of Company]

## **Format1: Authorization for Attending Pre-EOI Conference**

(Refer EOI Document's Clause2.5)

(On Company Official Letter Head)

Bidder's Name\_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No.\_\_\_\_\_ Date.....

To

The Director, through

Head of Procurement

Procuring Organization

[Complete address of the Procuring Entity]

Ref: EOI Document No. EOI/ ELN/CDRI/01; Tender Title: Procurement of Electronic Lab Notebook

Subject: Authorization for attending Pre-EOI Conference on \_\_\_\_\_ (date).

Following persons are hereby authorized to attend the Pre-EOI Conference for the EOI mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

<b>Sr.</b>	<b>Name</b>	<b>Government Photo ID Type/ Number</b>
I.		
II.		

Note:

1. Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-EOI opening.

Signatures of Bidder

or

[name & address of Bidder and seal of Company



## **Form4: Self Certification for Make in India**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

We hereby certify that as per the above referred Order, based on the \_\_\_\_\_ percentage (supplier is required to indicate the percentage) of local content in the goods/services offered by us against EOI No. \_\_\_\_\_, we are

Class-I Local Supplier

Class-II Local Supplier

Non-Local Supplier

(Tick the appropriate category above)

The details of the item(s) and location(s) at which the local value addition is made is as below:

Sr. No.	Name of the item(local content)	Full Address of the Location where local content added
1.		
2.		

We also certify that if the details are found to be false then it shall be a breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Finance Rules along with such other actions as may be permissible under law.

Place:

Date:

Authorised Signatory.

Name:

Company Seal.